



CHILTERN
District Council



CDC Council

Tuesday, 28th February, 2017

At

6.30 pm

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

Council Minute Set

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the
CDC PLANNING COMMITTEE
held on **12 JANUARY 2017**

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

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

APOLOGIES FOR ABSENCE were received from Councillors J A Burton, M J Harrold and J J Rush

ALSO IN ATTENDANCE: Councillors A K Bacon and N I Varley

62 MINUTES

The Minutes of the meeting of the Committee held on 22 December 2016, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

63 DECLARATIONS OF INTEREST

Councillor J E MacBean declared a personal interest in planning application CH/ 2016/1264/FA. Nature of interest – Councillor MacBean knew one of the objectors.

64 ITEMS FOR NOTING

RESOLVED -
That the reports be noted.

65 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/2014/2287/FA High Beech, 54 Clifton Road, Chesham Bois, Buckinghamshire, HP6 5PP

Speaking for the objectors, Mr Scott Rogers
 Speaking for the applicant, the agent Victoria Roe (Cala Homes)

Defer – minded to approve subject to the prior completion of a Legal Agreement to secure a transfer of ownership of the protected woodland and proposed footpath to a residents' management company and a financial contribution towards off site affordable housing. Decision delegated to the Head of Sustainable Development. Conditions set out in the report plus an additional condition relating to the provision of a bin store.

CH/2016/1264/FA 85 Vale Road, Chesham, Buckinghamshire, HP5 3HJ

Speaking for the objectors, Mrs C Hood

Further letters of objection from local residents had been received; concerned about the parking arrangements and the scheme itself.

The Committee were advised that Buckinghamshire County Council Highways had been asked to revisit the plot to examine the dimensions of the car parking area but they had not changed their recommendation.

Councillor N Varley addressed the meeting as Member for Vale Ward.

Refused Permission for the following reasons:

- Inadequate accommodation for 2 usable vehicle spaces
- Loss of amenity due to the creation of parking spaces

Precise wording delegated to the Head of Sustainable Development in consultation with the Chairman of the

Planning Committee.

Note 1: Councillor N Varley left the meeting at 7.30 pm

CH/2016/1740/FA 135 Hivings Hill, Chesham, Buckinghamshire, HP5 2PN

Speaking for the objectors, Brenda Collins (Hivings Hill Residents Association)

Speaking for the application, the agent Chris Watts

Councillor A Bacon addressed the Committee as Member for Asheridge Vale and Lowndes.

Refused Permission for the following reasons:

- Inadequate parking provision
- Due to the bulk and scale of the development compared to the surrounding area
- Loss of amenity to neighbouring properties

Precise wording delegated to the Head of Sustainable Development.

Note 2: Councillor A Bacon left the meeting at 8.00 pm

CH/2016/1810/FA Little Orchard, 19 Kingsway, Chalfont St Peter, Buckinghamshire, SL9 8NS

Conditional Permission

CH/2016/1833/FA 62 Hazlemere Road, Penn, Buckinghamshire, HP10 8AG

Speaking for the objectors, Mr Robinson (Penn and Tylers Green Residents Society)

Speaking as the applicant, Celia Harding

Defer to allow time to resolve issues relating to the siting of a chimney and its close proximity to 60A and the subdivision of the garden area to create separate plots.

CH/2016/2063/FA Evenlode, 58 Orchard Lane, Amersham, Buckinghamshire, HP6 5AA

The Planning Officer reported typographical errors in the report at paragraph 10 (to be deleted in full) and paragraph 11 insert "not" after the word "would" in the first line and deleted rest of the sentence after the word "properties" in the second line.

Refused Permission

CH/2016/2113/FA Oakdale House, Devonshire Avenue, Amersham,

Buckinghamshire, HP6 5JE

Speaking for the objectors, Mr Paul Sweeney

Speaking for the application, Mr C Babbington

One further letter of objection had been received stating that the proposal would lead to loss of privacy, be overbearing to residents and harm the established residential area.

Conditional Permission with the following additional conditions:

1. Slab levels to be agreed before commencing the work. Reason: To protect, as far as is possible, the character of the locality.
2. The removal of permitted development rights with regard to additional windows. Reason: To protect the amenities and privacy of the adjoining property.
3. That condition 3 be amended to include windows in any other bathroom or ensuite shown on the plans.

The meeting ended at 9.04 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the **CDC GOVERNANCE AND ELECTORAL ARRANGEMENTS COMMITTEE** held on **18 JANUARY 2017**

PRESENT: Councillor E A Walsh - Chairman

Councillors: I A Darby
A J Garth
P M Jones
N M Rose
M W Shaw
M J Stannard
D M Varley
H M Wallace

APOLOGIES FOR ABSENCE were received from Councillors J A Burton and D J Bray

ALSO IN ATTENDANCE: Councillor C J Wertheim

26 DECLARATIONS OF INTEREST

There were no declarations of interest.

27 MINUTES

The Minutes of the meeting of the Governance & Electoral Arrangements Committee held on 30 November 2016 were agreed and signed by the Chairman as a correct record.

28 REVISED WORK PROGRAMME

Councillor I A Darby entered the meeting at 6.35pm.

Members' attention was drawn to the revised work programme and in particular the additional meeting proposed on Wednesday 7 March 2017 due to the considerable amount of business to be considered as part of the review of the Constitution.

RESOLVED:

- i) That the revised work programme was agreed; and**
- ii) That the additional meeting date of Tuesday 7 March 2017 was noted.**

29 REVIEW OF THE COUNCIL'S CONSTITUTION

The Head of Legal and Democratic Services reminded members that a review of the Council's Constitution was necessary to ensure it was fit for purpose and more user-friendly for members, staff and the public, as well as introducing harmonised procedures with South Bucks District Council where this facilitated more effective running of shared services and to ensure the Council met its statutory duty of publishing an up to date Constitution.

The report dealt with Part 3 of the Constitution covering Roles and Responsibilities and Terms of Reference for Council Committees with proposed revisions shown in track changes at Appendices 1 and 2.

This included role descriptions for council members and the different responsibilities of the cabinet and full council, details of joint arrangements and the terms of reference for the various committees and cabinet. These reflect provisions in the Local Government Act 2000 (as amended) and the Functions and Responsibilities Regulations 2000 which specify which functions are carried out by the executive (cabinet) and which are reserved to full Council.

Councillor H M Wallace entered the meeting at 6.45pm.

Members considered the content and proposed amendments to Part 3 in detail and minor changes to wording were noted for amendment in the final document, with the following key areas noted as requiring further consideration by members at a later stage in the review process:

- Section D – Delegations to Cabinet Portfolio Holders
- Section G - Licensing & Regulation Committee; Licensing Sub-Committee and Taxi and Private Hire Sub-Committee
- Section G – Planning Committee membership numbers and quorum; and whether substitutes should be considered in the future
- Section G – Personnel Committee – a joint Personnel Committee with amendments to Joint Arrangements and Implementation Committee to reflect increased joint working and harmonised conditions between Chiltern and South Bucks District Councils

The amendments to the documents were agreed and would be reflected in the final draft Constitution presented for consideration by the Committee as outlined in the Committee's Work Programme.

RESOLVED:

- i) That the proposed revisions to Roles and Responsibilities in Part 3 of the Constitution at Appendix 1 were agreed; and**
- ii) That the proposed revisions to Terms of Reference of Committees in Part 3 of the Constitution at Appendix 2 were agreed.**

The meeting ended at 7.36pm

CHILTERN AND SOUTH BUCKS JOINT COMMITTEE

Meeting - 23 January 2017

Present: Mrs Darby (Chairman), Mr Bagge, Mr Naylor, Mrs Sullivan,
Mr Harris, Mr Martin, Mr M Smith and Mr Wilson

Apologies for absence: Mr Egleton and Mr Stannard

4. MINUTES

The minutes of the meeting of the Joint Committee held on 19 December 2016 were agreed by the Committee and signed by the Chairman subject to the following amendment: Item 3 – Community Infrastructure Levy – to add Cllr Smith to the list of councillors who declared a personal interest in this item as parish councillors.

5. DECLARATIONS OF INTEREST

None.

6. CHILTERN & SOUTH BUCKS JOINT COMMITTEE PROGRAMME UPDATE

The Joint Committee received Chiltern District Council's and South Bucks District Council's joint working programme.

The report set out the progress to date of the joint working programme in the following areas:

- Flexible & agile working
- Customer Services Strategy
- Organisational Development

The report also detailed the next steps of the joint working programme including :

- To fully implement mobile working for Building Control including the Uniform app and to start to prepare for next rollouts to Environmental Health.
- The deployment of virtual desktop environment across teams, commencing with Building Control.
- To complete project to end SBDC offsite storage
- To prepare the draft Customer Services Strategy and action plan for submission to the Joint Committee.
- To complete the work with all staff on Unwritten Ground Rules to underpin the organisational culture required for the future.
- To implement the outcomes of Joint Committee decisions on the Planning Service review Business Case.

In the discussion which followed, Members were assured that the introduction of flexible working in Building Control as part of the pilot would not have a negative impact on the work load and staffing levels of the service as the pilot project was sensitive to the pressures of the team. Furthermore the introduction of flexible working would in fact help the service to run more efficiently and would also help attract potential employees to the service.

It was noted that the draft Customer Services Strategy would be submitted to the Joint Committee for consideration in the Spring. Members were grateful for the level of commitment staff had shown to the development of the strategy so far.

Members welcomed the reduction of the material held in KGVH basement by 45% and the reorganisation of the basement to accommodate more temporary and permanent document storage.

RESOLVED that the Joint Working Programme Update be noted.

7. PLANNING DATA CONSOLIDATION

The Joint Committee received a report which outlined the tasks and indicative costs required to bring together the Planning Services non digital documents as part of the consolidation of planning information to improve efficiency and customer service.

The report set out two options for each authority in regard to digitising planning data:

Option 1: to digitise all the non-digitised information and

Option 2: to only digitise all the non-digitised information from 1974 onwards

Due to the advice of reputable planning consultants Trevor Roberts Associates and the benefits of option 2 as set out in the report and appendices, including efficiency and cost, option 2 was being recommended by officers as the most suitable option.

In the discussion which followed, the importance of developing a robust Retention Policy as part of the project was noted. Clarity was provided on the costs, as set out in appendix 3 to the report, associated with the project.

Having considered the options as set out in the report, the advice from planning consultants Trevor Roberts Associates and the key benefits of option 2, the Committee

RESOLVED that

- i) the digitisation of all the non-digitised information from 1974 onwards (Option 2) be implemented.
- ii) the cost of implementing Option 2 be funded from earmarked reserves of the two authorities, the respective costs being Chiltern DC £105k, South Bucks DC £87k.

8. 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.

9. SHARED PLANNING SERVICE

The Joint Committee received a report and presentation setting out the result of a shared service review of the Planning Service. The report and presentation detailed the business case for a shared Planning Service which would be an outcome focused service that would deliver greater resilience, improve service quality and reduce costs.

The Committee thanked the Head of Sustainable Development for his comprehensive presentation and the enthusiasm he had demonstrated for the proposed shared Planning Service. Members were pleased to note that the shared service being proposed would be focused on outcomes including the maintaining of high performance in dealing with applications including requests for pre application advice and providing a high quality customer focused service in the most cost effective manner. Members also welcomed the addition of a Strategic Sites and Specialists Team which would help manage future Planning growth and provide a consistent approach to strategic applications.

With regards to the issue of location, Members were assured that whilst it was being proposed that the primary location for the shared Planning Service would be King George V House, the provision of face to face to contact with customers by Customers Services would continue at both locations and that the public would accordingly be able to visit both offices for general planning information. Furthermore, 'paid for advice' involving a meeting could be delivered at either location depending on the preference of the customer. Members were further advised that work was underway to develop an Accommodation Strategy which would consider office accommodation requirements for all teams in the context of new ways of working and customer requirements. The strategy would be presented to a future meeting of the Joint Committee for consideration.

Having considered the business case for a shared Planning Service, the Committee

RECOMMENDED that

- i) the establishment of a joint service is proven and that both Councils should proceed to establish a joint service;**
- ii) staff in the respective services can be shared to work across the two local authority areas.**

RESOLVED that –

- iii) the shared Planning Service be implemented as described in the business case;
- iv) the cost sharing arrangements as set out in the business case be agreed;
- v) the high level implementation milestones set out in the business case as the basis for reviewing progress in line with delegations and responsibilities decided for the implementation phase of the service review be agreed; and
- vi) the £241,200 (21.3%) savings/income in 2019/20 and £302,700 (26.7%) savings/income in 2020/21 to be generated by the shared service be noted and taken into account in the Authority's financial plans.

The meeting ended at 7.20 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the **CDC AUDIT AND STANDARDS COMMITTEE** held on **26 JANUARY 2017**

PRESENT: Councillor J A Burton - In the Chair

Councillors: A K Bacon
C J Ford
C J Jackson
C J Wertheim

APOLOGIES FOR ABSENCE were received from Councillors J L Gladwin, R J Jones, D W Phillips, N I Varley, and Independent Persons: D Gleen and C Langley.

32 ELECTION OF CHAIRMAN FOR THE MEETING

Councillor J A Burton was elected Chairman for the meeting.

The Chairman welcomed Sue Gill and Ben Cooper from Ernst & Young and Chris Harris from TIAA to the meeting and received apologies from Andrew Brittain (Ernst & Young).

33 MINUTES

The Minutes of the meetings of the Audit & Standards Committee held on 22 September 2016 were agreed by the Committee and signed by the Chairman as a correct record.

It was noted that there had been a request in the Minutes for a report on Treasury Management to be brought to the January meeting. It was advised that it had been decided to produce this report every other year now but following the request, the internal auditor was asked to add this item to the schedule this year.

34 DECLARATIONS OF INTEREST

There were no declarations of interest.

35 ANNUAL REVIEW OF CODE OF CONDUCT & COMPLAINTS PROCEDURE

The Committee were asked to review the Code of Conduct and Complaints Procedure. The new code had been adopted in 2012 and had proved usable. The complaints procedure had a light touch approach compared with the previous one and used three stages, with the first stage kept informal. There had not been many complaints and none had moved past the second stage.

Members were interested to know whether most of the complaints received had related to District Councillors or the Town and Parish Councillors and it was advised to be the latter.

It was considered useful for information regarding prejudicial interests to be forwarded again as a reminder. Follow-up training would also be offered in 2017.

It was reminded that in the previous Minutes, four Members had been reported as not returning their Related Party Forms for financial year 2015/16. It was understood that these had now been received and were separate to the Register of Interests completed under this code. It was queried why members had to declare their memberships of public bodies and it was advised that disclosure was required for transparency purposes and was previously a requirement under the 2001 model code.

RESOLVED

To note the report and the Code of Conduct and Complaints Procedure.

36 ANNUAL REVIEW OF DISPENSATIONS

It was advised that the provision for granting dispensations to Members had rarely been used with the exception of those made for all Councillors with regard to Council Tax and previously HS2 issues. These bulk dispensations applied for 4 years following election.

It was agreed to continue with the procedure to delegate dispensations to the Monitoring Officer in consultation with the Chairman and an Independent Person.

RESOLVED

To note the report and agree the current Guidance on Dispensations.

37 STANDARDS WORK PROGRAMME

The update of the Planning Code of Good Practise would also be going to the Governance and Electoral Committee in March. The Committee noted that the current work programme was near completion and that a new schedule was being prepared.

RESOLVED

That the Standards Work Programme be noted.

38 INTERNAL AUDIT - PROGRESS REPORT

It was reported that 5 audits had been completed since the last meeting with some priority 2 recommendations. Attention was drawn to section 10 Risk Management and the new posters, including one in the Members Room. The ICT audits were now in progress but the HR/absence procedure was to be delayed until 2017/18 due to the implementation of a new system.

There was concern about the audit of officers expenses where receipts had not been retained or were not stored in accordance with procedure. The re-education of staff had been on-going but it was considered that more emphasis needed to be put on correct procedures and prioritised. Councillors asked whether the procedure itself was a problem and whether any feedback had been sought.

With regard to the Environmental Health audit and the awareness of the difficulty officers faced when getting access to some properties, it was asked for clarity on the legal position. It was agreed that this advice could be circulated.

RESOLVED

That a further audit on officer expenses be undertaken with sampling to ensure that there is compliance.

That the Internal Audit Progress Report 2016/17 be noted.

39 EXTERNAL AUDIT - AUDIT PLAN 2016/2017

The significant risks were the same as last year and included the inherent risk of the improper recognition of revenue and the risk of management override. These are standard audit procedures and not specific to Chiltern District Council. No significant value for money risks had been identified and as reported at the last meeting, there were no issues identified regarding independence procedures.

The agreed fees were listed on page 64 and were the same as in 2016 but it was explained that the certification of claims and returns work was an estimate based on the work of 2 years ago. If it was found that extra work was needed, there would be a further charge.

RESOLVED

That the External Audit Plan 2016/17 be noted.

40 CODE OF CORPORATE GOVERNANCE

The new Joint Code of Corporate Governance was presented to the Committee for examination before going to Council for approval. The policy had been updated in line with the latest CIPFA/SOLACE guidance. The purpose of the code was to ensure that Council processes were open and transparent. There were no fundamental changes made but aimed to give clearer guidance on principles of integrity, ethical values, respecting the rule of law and engaging with stakeholders.

Members asked whether the Council would be audited against these principles. It was advised that this wouldn't be audited as such but they would be reviewed as part of the Council's Annual Governance Reporting process.

RECOMMENDED:

That the new Joint Code of Corporate Governance be recommended for approval by Council.

41 APPOINTMENT OF EXTERNAL AUDITORS

Following the Local Audit (Appointing Person) Regulations 2015, the Council was able to join the Public Sector Audit Appointments (PSAA) or set up its own panel for procurement to select external auditors for 2018/19. The appointment would be for 5 years. The decision to sign up to PSAA would need to be made by the March Council meeting. It was also reported that over 50% of District Council's had signed up to the PSAA procurement to date.

In view of the short time scale, it was asked whether this matter could have been discussed at the September meeting but it was advised that they were not notified of the full process until November.

RECOMMENDED:

To Council that Chiltern District Council joins the Public Sector Audit Appointments procurement to appoint external auditors from 2018/19.

42 FRAUD & CORRUPTION UPDATE

The Committee received a verbal report from the Fraud and Corruption Manager and were assured that there were no significant issues currently at the corporate level.

43 AUDIT WORK PROGRAMME

It was noted that there had been briefings provided to Members in the past on the role of internal and external audits. There could also be more explanation of the annual accounts provided. If there were to be new members on the Committee in May, it was considered that further training would be useful.

RESOLVED

That the Audit Work Programme be noted.

The meeting ended at 7.40 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the CDC RESOURCES OVERVIEW COMMITTEE held on 31 JANUARY 2017

PRESENT: Councillor N M Rose - Chairman
" J E MacBean - Vice Chairman

Councillors: A J Garth
A K Bacon
C J Ford
M J Harrold
R J Jones
M W Shaw
D M Varley
C J Wertheim

APOLOGIES FOR ABSENCE were received from Councillors S P Berry, J L Gladwin, C M Jones, D W Phillips and H M Wallace

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

18 MINUTES

The Minutes of the meeting held on 5 December 2016 were agreed and signed by the Chairman.

19 DECLARATIONS OF INTEREST

There were no declarations of interest.

20 28 DAY NOTICES

The Committee reviewed the draft 28 Day Notices for forthcoming meetings of the Cabinet and the Chiltern & South Bucks Joint Committee to be held on 11 April. It was reported at the meeting that the Amersham Multi-Storey Car Park Development Business Case would now be considered by the Cabinet at the 4 April meeting rather than on 7 February. The business case would now be considered by the Resources Overview Committee at the next meeting on 28 March prior to the Cabinet meeting on 4 April due to changes to the project timetable. A report setting out how the project had developed over time would also be considered by the Cabinet on 7 February.

RESOLVED:

That the draft 28 Day Notices be noted.

21 REVENUE BUDGET 2017/2018

The Committee were asked to comment on the Revenue Budget 2017/18 report that would be considered by the Cabinet on 7 February. The Cabinet would be asked to make recommendations to Council on 28 February regarding the Council's budget and council tax for 2017/18.

Members noted the borrowing costs shown at £98,000 in the 2017/18 Revenue Budget. These reflected the phasing of the Capital Programme projects which are planned to be financed by borrowing, which was subject to change in light of the business cases for those projects.

Whilst reviewing the Medium Term Financial Strategy the items listed as waste retender procurement costs and cost change were highlighted. It was noted that the procurement costs were the Council's share of the waste retender costs arising from the expiration of the current joint waste contract in 2020. These costs could be met from the earmarked reserve and were not for the current waste service contract. The item listed as costs change affecting 2017/18 was separate from retendering costs, and reflected increased costs arising from changes to indexation and increases to the number of properties in the district.

In response to questions regarding how the Council was addressing the need to implement savings in 2019/20 and onwards the Cabinet Member for Support Services was invited to address the Committee. Members were advised that there were many variables which impacted on the revenue budget for future years, and that further clarity on the Council's funding from the Government post 2019/20 was still required. The Council had however been looking at different savings options for a number of years and had already implemented changes that had helped push back the point at which significant additional savings were required. The Council was also continuing to explore more options that could be implemented prior to 2019/20.

RESOLVED:

That the report be noted and that the comments of the Resources Overview Committee be forwarded to the Cabinet.

22 CAPITAL PROGRAMME AND REPAIRS & RENEWALS PROGRAMME 2017/2018

Members were asked to comment on a report that the Cabinet would consider on 7 February and were asked to recommend to Council for approval. This set out the Capital Programme, which identified Council projects by Portfolio Area, and the Repairs & Renewals Programme, that outlined planned maintenance for the Council's assets, both for the period 2017/18 to 2020/21. The Capital Strategy described how the Council would use and manage its capital resources to progress key Council priorities.

Members noted the new significant projects which included the Amersham Multi-Storey Car Park and Redevelopment of Chiltern Pools Leisure Centre. Whilst reviewing the repairs and renewals programme the costs of maintenance for King George V House (KGVH), the Council offices, and replacement IT equipment/alterations were highlighted. The maintenance for KGVH related mainly to roof and window repairs which were anticipated due to the age of the building. It was also clarified that the IT costs did not relate to issues with Updata, the Council external communications provider.

RESOLVED:

That the report be noted and the comments of the Resources Overview Committee be forwarded to the Cabinet.

23 ANNUAL TREASURY MANAGEMENT STRATEGY 2017/18

The Committee were asked to advise the Cabinet to recommend that the Annual Investment Strategy, which set out how the Council managed its money, be approved and adopted by the Council. A key change was the move from being a debt free Council to borrowing from the Public Loans Board to progress key capital projects. There may also be a short term period where the Council had a cash surplus which would be invested in line with the Investment Strategy.

In light of the Council's change in approach to borrowing to progress key significant capital projects the Committee requested that Treasury Management refresher training be provided for Members. It was suggested that a joint training session be provided for both CDC & SBDC Members.

In response to a question it was confirmed that the quarterly Treasury Management update reports set out the return on the Council's investments, and the comparison with SBDC was included, which showed that there was now little difference between both Councils in terms of investment return.

Regarding the proposed capital projects relating to the Amersham Multi-Storey Car Park and the Redevelopment of Chiltern Pools Leisure Centre it was noted that the business cases for both projects were still subject to the approval from the Cabinet before any borrowing would be undertaken.

RESOLVED:

- 1. That the report be noted.**
- 2. That treasury management refresher training be provided to Members.**
- 3. That the Cabinet be advised to recommend to the Council that the Treasury Management Strategy, including its appendices, listed below, be recommended to the Council for approval.**
 - Appendix 1A - Annual Investment Strategy Policies**
 - Appendix 1B - Prudential Indicators including the borrowing limits**
 - Appendix 1C - the MRP method to be used in 2017/18**

24 SERVICE PLAN SUMMARIES 2017/2018

The Committee considered the Service Plan Summaries produced by each Head of Service/Principal Officer within the Council. These provided a summary of achievements from the current year and an overview of what each service aimed to deliver for 2017/18.

Thanks were expressed to Sarah Woods, Performance and Policy Officer, who would be leaving the Council that month.

The £25 charge for the cremation of a still born baby was questioned, and it was suggested that this be waived. Officers would seek clarification on whether the charge was required in legislation.

It was suggested that the financial Key Decision threshold for CDC and SBDC be harmonised. This was set in the Constitution for each Council, and the CDC threshold was currently being reviewed by the Governance & Electoral Arrangements Committee as part of their work of looking at the Council's Constitution.

RESOLVED:

That the report be noted, and the comments of the Resources Overview Committee be forwarded to the Cabinet.

The meeting ended at 7.25 pm

**CHILTERN DISTRICT COUNCIL
SOUTH BUCKS DISTRICT COUNCIL**

MINUTES of the Meeting of the
JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE
held on **9 FEBRUARY 2017**

PRESENT:

Councillor I A Darby Chiltern District Council (In the Chair)

Councillors:

M R Smith	Chiltern District Council
T Egleton	South Bucks District Council
P Kelly	South Bucks District Council

APOLOGIES FOR ABSENCE were received from Councillors P J Hudson (Chiltern District Council), P M Jones (Chiltern District Council), M J Stannard (Chiltern District Council), B Harding (South Bucks District Council), N Naylor (South Bucks District Council) and A Walters MBE (South Bucks District Council).

27 MINUTES

The minutes of the meeting of the Joint Committee held on 28 November 2016 were agreed by the Committee and signed by the Chairman as a correct record.

28 DECLARATIONS OF INTEREST

There were no declarations of interest.

29 HARMONISED HR POLICIES - DRUG & ALCOHOL

A draft harmonised drug and alcohol policy was presented to Members for consideration. This was one of a number of harmonised policies that were being developed as part of the joint working arrangements. It was explained that this would be further examined by the CDC Personnel Committee on 20 February 2017. A small team of staff from both Councils had helped to develop the policy and if agreed, it would also be subject to a four week consultation period with all employees and Unison.

With regard to drink driving, there was a request to add drug driving along with that to prohibit all driving while intoxicated.

RESOLVED:

- 1. To approve the Harmonised Drug & Alcohol policy subject to any material changes arising from the CDC Personnel Committee on 20 February 2017.**
- 2. To agree to delegate authority to the Chief Executive to undertake any minor amendments following the outcome of the staff consultation or future legislative changes, in consultation with the Chairman of the Councils' Personnel Committees.**

30 SUPPORTING THE BUCKINGHAMSHIRE ARMED SERVICES COMMUNITY COVENANT

The Committee received a report recommending four measures to support members of the armed forces community from an employment perspective. During discussion there was general agreement that both Councils should support the Buckinghamshire Armed Services Community Covenant. The risks and benefits of employing Reservists was discussed and it was agreed that this could be done without costs to the Councils. The bronze level award could be applied for without charge and was attainable.

It was noted that Chiltern District Council already employed one Reservist.

RESOLVED:

That the following 4 measures be agreed subject to any material changes arising from the CDC Personnel Committee on 20 February 2017 and further staff consultation:

- 1. To advertise vacancies through the Supporting Reserve Forces and the Cadets in the South East (SERFCA) network on the jobs4reservists website.**
- 2. To apply for Bronze level recognition in the Defence Employer Recognition Scheme.**
- 3. To introduce a period of 10 days unpaid leave (pro rata for part time employees) for members of the reserve armed forces.**
- 4. To adopt a harmonised policy on Reservists.**

31 RECRUITMENT OF DIRECTOR OF SERVICES

Members were asked to consider and approve the proposed arrangements for the recruitment of a Director of Services. It was explained that following internal legal advice, and as this position was not a statutory post, the Joint Appointment and Implementation Committee (JAIC) could propose an appointment to the post, without the requirement for final approval from Full Council, following a period where the Cabinet at both Council's could object to the proposed appointment.

The information pack that would be used for the recruitment was reviewed and it was advised that the most recent version of each section would be used. The Committee were asked to give their agreement to the process of recruitment up to the shortlisting stage. The Chief Executive with the assistance of the Co-Chairman of JAIC would then shortlist the final candidates for interview.

It was agreed to allocate the full day of Wednesday, 26 April for the interviews and Committee to meet, subject to the availability of Members.

With regard to the proposed Job Description in appendix 2, it was proposed that under the duties in Healthy Communities, the Farnham Park Trust be removed in the short term to allow a project to be completed by the Director of Resources, as it was nearing completion and at a complex stage. This was agreed but it was advised that this would need to be added back to the Job Description at a later stage. It was also considered that mention should be made of the working relationship with the Director of Resources.

RESOLVED:

- 1. To agree the draft job description, person specification and advertisement for the Shared Director of Services role with the removal of Farnham Park Trust as stated above.**
- 2. That the recruitment process as set out in this report be agreed including the retention of Jobs Go Public Smart Search in respect of the job advertisement and shortlisting of applicants.**
- 3. That the Chief Executive be authorised to finalise the shortlisting of candidates in consultation with the Co-Chairman of the Committee.**

The meeting ended at 6.25 pm

Publication Date:
16 February 2017

CHILTERN DISTRICT COUNCIL

MINUTES of the CDC CABINET
held on **7 FEBRUARY 2017**

PRESENT Councillors I A Darby - Leader
M J Stannard - Deputy Leader
G K Harris
P E C Martin
M R Smith
F S Wilson

ALSO IN ATTENDANCE: Councillor P M Jones

179 MINUTES

The Minutes of the Cabinet meeting held 13 December 2016 were approved and signed by Councillor I Darby, Cabinet Leader, as a correct record.

180 DECLARATIONS OF INTEREST

There were no declarations of interest.

181 28-DAY NOTICES

The Cabinet received a report attaching the draft 28-Day Notices for the Cabinet meeting on 4 April and the Chiltern & South Bucks Joint Committee on 11 April.

RESOLVED –

That the Draft 28-Day Notices be noted.

182 CURRENT ISSUES

(i) Councillor G Harris – Youth Awards 2017

Councillor Harris reported that the Council had received 96 nominations for this year's Youth Awards. The nominations would be considered later this week, and the awards would be presented at a ceremony on 16 March at the Kings Church, Amersham. The Lord Lieutenant of Buckinghamshire would be present.

(ii) Councillor P Martin – Housing White Paper: “Fixing our broken housing market”

A Housing White Paper had just been published which set out how the Government intended to boost housing supply and create a more efficient housing market. Councillor Martin provided the following summary of the key proposals set out in the document, and advised that a full assessment would be available in due course:

- 250,000 extra homes per annum were required
- Councils will be required to produce an up-to-date plan on housing delivery
- There will be rolling targets on housing delivery
- Shortening default timescales for developers to implement permissions for housing development from three years to two years
- A Home Building Fund to support small and medium sized builders
- Encouraging offsite construction and greater innovation in building methods
- Introduction of the Lifetime ISA
- Maintain protections for Green Belt land with boundaries being amended only in exceptional circumstances
- Helping older residents move at the right time to improve their quality of life and free up housing for other buyers

Councillor I Darby felt that the White Paper didn't go far enough to address housing issues, and that the proposed reduction in default time for implementing permissions was too weak. It was felt that much more could be done, for example by allowing Councils to charge Council Tax on properties earlier following planning permission being obtained.

Councillor P Jones was invited to speak and suggested that the announcements were not good news for local government due to the suggestion that Council finances may be cut if higher numbers of housing were not delivered.

Councillor I Darby – Modernising Local Government

Councillor Darby provided an update on the positive discussions at a meeting between the leaders of the four District Councils in Buckinghamshire and the Secretary of State for Communities and Local Government regarding the District Councils' submission on modernising local government in Buckinghamshire. The Secretary of State had received two submissions, one from the County Council, and one from the four Districts. An announcement from the Secretary for State regarding his "minded to" decision was expected by the end of March.

183 REVENUE BUDGET 2017/2018

The Cabinet received a report setting out the proposed Revenue Budget for 2017/18, which would form the basis for setting the Council's proportion of Council Tax, being recommended for approval by the Council.

Whilst considering the report, the Cabinet noted that the Resources Overview Committee had considered the report at the meeting held on 31 January and were supportive of the recommendations. The Support Services Policy Advisory Group had also discussed the revenue budget and in particular how the surplus within the budget for 2017/18 should be deployed across the Council's earmarked reserves.

The report's key points were then outlined as follows:

- The Council's finance settlement, the funding received from the Government, was as expected.
- There would also be a reduction in Council income from investments due to low interest rates and use of reserves to support capital expenditure and key projects.
- There were changes to the New Homes Bonus.
- The proposed budget was based on a 2.9% increase in District Council Tax which amounted to a £5 increase for a Band D property.
- There would be a revenue surplus of £1.2M in 2017/18.
- The Medium Term Financial Strategy showed that the Council was taking a more cautious view on funding due to the likely reduction in funding from Government after 2019/20.

- The advice from the Section 151 (Chief Finance) Officer was noted which showed the budget had been properly prepared, financial risks identified and how they would be managed and that the Council would be comfortably above the prudent minimum level of reserves.

During consideration of the report the Cabinet noted the other options available to the Council:

1. That there be no increase in the Council's element of Council Tax which would result in less resource being available to fund the capital programme and funding gap in future years.
2. That the Council increase its element on Council Tax by more than the referendum threshold of 2% (£5 for a band D property), considered unrealistic, due to the risk that electors do not support the increase and the cost of holding a referendum.

During the discussion, the rate at which the Council's level of Government funding would be reduced to zero was highlighted. The rate of change was particularly high for 2016/17 which had represented a 29% reduction. The Council was therefore praised for its financial management. The Council had worked very hard over the past five years to produce financial savings and defer the point at which significant additional savings were required despite the substantial reduction in funding from the Government. Thanks were expressed to Heads of Service in particular for their work in relation to the budget setting process. The Council had developed a proven method of managing the budget, and should be proud of the way that the Council's finances had been managed.

The Cabinet then

RECOMMENDED:

- 1) That the Revenue budget for 2017/18 be approved, as summarised in the table in paragraph 5.15, and**
- 2) That no support is provided to Chiltern District Council parishes in respect of the impact of Council Tax Support on their tax bases for 2017/18 as the authority no longer receives Revenue Support Grant.**

3) That the following use of earmarked reserves for 2017/18 be agreed:

- Local Development Plan £268,000

4) That the following additions to earmarked reserves for 2017/18 be agreed:

- Capital – Funding replacement refuse vehicles, £394,000

- Capital – Funding of capital programme, £1,028,000

- HS2, £150,000

- Elections, £20,000

- Planning Digitalisation, £105,000

5) That a budget requirement of £10,747,000, which will result in a District council tax of £175.62 for a Band D property be agreed.

6) That the level of fees and charges for 2017/18 (Appendix C) be confirmed.

7) That the advice of the Director of Resources (Appendix A) be noted.

AND RESOLVED:

Setting the Council Tax

8) That the report be made available to all Members of the Council in advance of the Council Tax setting meeting on 28th February, and a final report is produced for the Council meeting incorporating the information from preceptors, and the final decisions of the Cabinet on the budget.

Medium Term Financial Strategy

9) To note the comments in the report on the Council's financial position in respect of the years following 2017/18.

184 CAPITAL PROGRAMME AND REPAIRS & RENEWALS PROGRAMME 2017/2018

The Cabinet were asked to consider, and recommend to Council for approval, a report that set out the Capital Programme, which identified Council projects by Portfolio Area, and the Repairs & Renewals Programme, that outlined planned maintenance for the Council's assets, both for the period 2017/18 to 2020/21. The report also referred to the Capital Strategy which described how the Council would use and manage its capital resources to progress key Council priorities.

Members noted the inclusion of two key projects relating to Amersham Multi-Storey Car Park and the redevelopment of Chiltern Pools Leisure Centre. Both of which would require the Council to undertake a level of sustainable borrowing. There were also a number of other items relating to housing grants and the maintenance of the Council's assets and infrastructure which required funding from the existing capital reserves that had been built up. The Repairs and Renewals programme also set out regular small and medium scale maintenance of Council property and IT infrastructure.

Following the discussion, the Cabinet then

RECOMMENDED:

- 1) That the Capital Programme for 2017/18 – 2020/21, as set out in Appendix A, be agreed.**
- 2) That the Repairs & Renewals Programme for 2017/18 – 2020/21, as set out in Appendix B, be agreed.**
- 3) That the Capital Strategy, as set out in Appendix C, be agreed.**
- 4) That the implications for the Financial Strategy of the proposed programme be noted.**

185 ANNUAL TREASURY MANAGEMENT STRATEGY 2017/18

The Cabinet were asked to consider a report that recommended that the Annual Investment Strategy, which set out how the Council managed its money, be approved and adopted by the Council.

It was noted that the Resources Overview Committee had considered the report at a meeting held on 31 January 2017 and had raised no concerns on the recommendations in the report.

The report was set out in a prescribed format due to regulations and the main point to note was that the Council planned to undertake borrowing during the forthcoming financial year and would therefore no longer be a debt free Council. The implication of this was that the Council needed to demonstrate that this was affordable. It was also noted that there was an investment target, despite the borrowing required, because there may be a short term cash surplus that would be invested.

Following consideration, the Cabinet then

RECOMMENDED:

That the Treasury Management Strategy (Appendix 1), including its appendices listed below, be approved:

- **Appendix 1A - Annual Investment Strategy Policies**
- **Appendix 1B - Prudential Indicators including the borrowing limits**
- **Appendix 1C - the MRP method to be used in 2017/18.**

186 TREASURY MANAGEMENT Q3 2016/2017

The Cabinet considered a report setting out the Council's Investments for the period October to December 2016. Members were pleased to note that the Council was currently on track to slightly exceed the income investment target by around £25,000.

Following consideration of the report, the Cabinet then

RESOLVED:

That the Treasury Management performance for Quarter 3 2016/17 be noted.

187 SERVICE PLAN SUMMARIES 2017/2018

The Cabinet considered the Service Plan Summaries produced by each Head of Service/Principal Officer within the Council. These provided a summary of achievements from the current year and an overview of what each service aimed to deliver for 2017/18.

Councillor Wilson highlighted the work that the customer services team had done to implement their shared service plan. This had now moved on to the development of a customer service strategy. The revenues and benefits team were also praised for continuing to meet their performance indicator targets and maintaining an excellent collection record despite the organisational changes that had taken place at the same time.

Councillor M Smith reported that the Council's recycling rate was 52% in 2015/16, which was below the Council's target of 57%. It was noted that the reduction in the percentage of waste being sent for reuse, recycling or composting was a national trend. It was believed that this was primarily due to a reduction in the amount of packaging that was being produced. Despite this the Council was performing above the average national recycling level, and although it had not met its own target, this was due to changing circumstances arising from an overall reduction in packaging being produced.

The Cabinet then expressed thanks to Sarah Woods, Performance and Policy Officer, who would be leaving the Council later that month.

RESOLVED:**That the Service Plan Summaries be noted.****188 ECONOMIC DEVELOPMENT STRATEGY**

The Cabinet were asked to consider and approve the most recent version of the Economic Development Strategy for Chiltern and South Bucks Councils 2017 to 2026 so that it could go on to formal consultation with the Council's Services Overview Committee who would receive the more detailed action plan. The Strategy would also be considered by the Joint Planning Policy Member Reference Group due to links with the emerging Local Plan. If any further changes were suggested the final amended Strategy would be reconsidered by the Cabinet.

The report set out four options: 1) to agree the Economic Development Strategy, themes and Actions; 2) to agree with amendments; 3) to not agree; and, 4) to adopt another Strategy to reinforce the commitment and work towards achieving the vision contained in the Chiltern and South Bucks Joint Business Plan (2015-2020) and Joint Sustainable Community Strategy 2013-2026 as well as the recommendations of the Councils' 2014 Peer review and to support the emerging Local Plan is recommended.

It was noted that the Strategy had been produced in support of both Councils' joint business plan. The document would also form part of the evidence base of the joint local plan. It originated from the joint peer review which suggested that the Councils could be more proactive in economic development. During the consultation there had been a good response from local businesses with 219 businesses participating in the online survey. Overall there had been a really good response with lots of positive feedback. A SWOT analysis had been developed with 6 strategic objectives and there were detailed actions for each of the headline points.

The Cabinet expressed thanks to the Director of Services for all her work in helping to develop the Strategy. Members felt that the Strategy was a good starting point, but stressed the importance of ensuring the Strategy resulted in the implementation of positive actions.

Being a joint Strategy Members highlighted that the document would also need to be approved by South Bucks District Council, and would be considered by their Overview and Scrutiny Committee. Some changes were also suggested in relation the geographic references on page five of the document.

Councillor P Jones was invited to speak, and welcomed the Strategy, but emphasised that actions were the most important part. It was also suggested that perhaps more could have been done sooner. There was also a need to consider the future opportunities, for example, Heathrow expansion. Further detail was therefore required. Members noted that the Council had an economic development budget and would consider how that could be used effectively.

The Cabinet highlighted that King George V House (KGVH) had become more full over time due to letting arrangements, and shared services had increased the numbers of staff working primarily from Amersham. It was suggested that any vacant office space at Capswood might offer opportunities to provide short term space to businesses in this area to support small and newly formed businesses. It was noted that South Bucks was firstly looking to lease space to a single tenant, but would look at all options that were available within the requirements of the current lease, if this proved difficult to achieve.

After a discussion, the Cabinet then

RESOLVED:

That the Economic Development Strategy for Chiltern and South Bucks Councils 2017-2026 be agreed for consultation with the Chiltern Services Overview Committee and be referred to the Planning Policy Joint Member Reference Group due to links with the emerging Local Plan.

AND RECOMMENDED:

That the Economic Development Strategy for Chiltern and South Bucks Councils 2017-2026 be adopted, subject to no changes being suggested during consultation with the Chiltern Services Overview Committee and South Bucks Overview & Scrutiny Committee and Cabinet meeting.

189 TO EXTEND THE HEAD OF ENVIRONMENT'S DELEGATED POWERS UNDER THE SCHEME OF DELEGATION TO OFFICERS

The Cabinet were asked to consider a report that recommended that the Head of Environment's delegated powers be extend to include the ability to grant leases or tenancies of no more than 7 years (with security excluded) or take on leases of no more than 7 years, or terminate a lease or tenancy granted by the Council. This delegation to the Head of Environment would provide greater efficiency for the property and estate management functions.

The report set out two options: 1) Do nothing and leave the Head of Environment's scheme of delegations unchanged. Each proposal would then need to be considered by Cabinet on a case by case basis. 2) Agree to this extension to the scheme of delegations for the Head of Environment.

Following consideration, the Cabinet expressed support for the recommendation as a sensible approach, and then

RESOLVED:

That the Cabinet agree to extend the Head of Environment's delegated powers to include authority to grant leases or tenancies of no more than 7 years (with security excluded) or take on leases of no more than 7 years or to terminate a lease or tenancy granted by the Council.

190 ARMED FORCES COMMUNITY COVENANT UPDATE

The Cabinet were asked to consider a report on the Buckinghamshire Armed Forces Covenant and associated 2016/17 action plan. The principal aim of the agreement and action plan was to bring armed forces personnel and their families closer to the community and improve their access to local services. Councillor C Ford provided external representation as the Council's Armed Forces Champion. At a district level support was provided to Town and Parish Councils, the Council promoted awareness of World War 1 and displayed jobs for services on the website. There was also a housing fast track service to provide easier access to housing. An event had also been held in the Council chamber involving 40 community organisations which aimed to help improve awareness and understanding of the council's services.

The Cabinet were pleased that the Council was involved in this work and the benefits of working with the armed forces were acknowledged, particularly with regards to the sharing of information and cooperation.

The Cabinet noted that as the Covenant had already been adopted by the Council in July 2012, the recommendation had been amended, and Cabinet were now being asked to continue to support the Buckinghamshire Armed Forces Covenant and agree the Buckinghamshire Armed Forces Covenant's associated 2016/17 action plan.

RESOLVED:

That Cabinet continues to support the Buckinghamshire Armed Forces Covenant and agrees the Buckinghamshire Armed Forces Covenant's associated 2016/17 action plan.

191 INFORMATION ITEM: AFFORDABLE RENTED HOUSING CONTRIBUTION - SPRINGETT PLACE (CHIEF EXECUTIVE'S POWER OF URGENCY)

The Cabinet received a report informing them that the Chief Executive had used powers of urgency, in accordance with the Scheme of Delegation, to authorise payment of a contribution of £40,000 per unit (totalling £280,000 for 7 properties) to Paradigm from the Council, subject to conditions, to support the delivery of affordable rented properties.

The Cabinet welcomed the opportunity to increase the number of affordable rented properties available, and strongly supported the recommendations. Members were also pleased to note the joint working being carried out with other organisations to bring about more affordable housing accommodation in the area. Members were also pleased that the Government was now looking at affordable rents.

RESOLVED:

1) That it be noted that the Chief Executive has exercised his powers of urgency under the Scheme of Delegation (in consultation with the Cabinet Leader) to authorise payment of a contribution of £40,000 per unit (total £280,000) to Paradigm Housing Group from the Council, subject to incorporating provisions in the funding/nomination agreement that could provide for a repayment of grant to the Council in the event of any property subsequently being sold within 10 years.

2. That authority be delegated to the Head of Healthy Communities, in consultation with the Head of Legal and Democratic Services, to negotiate and conclude any agreement required to give effect to the decision to provide funding, including provisions for repayment on any future sales to sitting tenants.

192 MINUTES OF JOINT EXECUTIVE COMMITTEES

The Cabinet, after reviewing the Minutes of the most recent meeting of the Chiltern & Wycombe Joint Waste Collection Committee, then

RESOLVED:

1) That the Minutes of the Chiltern & Wycombe Joint Waste Collection Committee meeting held on 8 December 2016 be noted.

193 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.

194 ENVIRONMENT PAG NOTES - 30 NOVEMBER 2016

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

The Cabinet, after considering the Notes of the most recent meeting of the Environment Policy Advisory Group, then

RESOLVED:

1) That the Notes of the Environment Policy Advisory Group meeting held on 30 November 2016 be noted.

195 AMERSHAM MULTI-STOREY CAR PARK UPDATE

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

The Cabinet considered a report that sought to provide clarification on the decision making process to date regarding the Amersham Multi-Storey Car Park Project (AMSCP). In response to a question it was clarified that the current proposals being put forward, which would be subject to Cabinet approval of the business case at the next meeting on 4 April, still involved a level of protection being provided for the existing structure. The earlier proposals, considered by the Cabinet, had been amended due to the impact on the number of car parking spaces that could be provided, and the advice of the professional advisers to the construction project.

Following consideration, the Cabinet then

RESOLVED:

1) That the contents of the report be noted.

2) That the scope of the Amersham Multi Storey Car Park (AMSCP) project does not include an over roof, additional Photo Voltaic systems or new guttering for the existing multi storey car park, as detailed within the report.

3) Agree that any further weatherproof protective coating works for the top deck of the existing AMSCP or ancillary works to the existing AMSCP will be dealt as part of the project for the new multi-storey car park as required and will be included within the overall project costs.

4) The final business case for the new AMSCP project will be reported to the Council's relevant internal consultees then to the Cabinet meeting on 4 April 2017.

196 COUNCIL WIFI REPLACEMENT

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

The Cabinet considered a report that recommended, following a joint procurement process with South Bucks District Council, that O2 be selected as the preferred supplier to provide WiFi services to the Council as a replacement to the current WiFi arrangements. It was noted that the current system was outside its operational life and that technical support was no longer available for it.

During the discussion it was noted that the total expenditure being requested for approval totalling £27,600 would be apportioned accordingly between the parties involved. The Chiltern expenditure was already identified within the capital programme and the costs were less than what had been estimated a few years ago. The preferred supplier also offered greater capacity, reliability, experience and lower costs.

In response to a question it was noted that the WiFi service was also being provided at the Crematorium as a public service to meet the expectations of customers. The Crematorium operation would also benefit from the facility. It was also noted that the difference in the annual management costs between South Bucks office and the other sites reflected the different configuration requirements at that building.

Following consideration, the Cabinet then

RESOLVED:

1) That the selection of O2 as preferred supplier to provide WiFi services be approved.

2) That the expenditure of £27,600 to implement the O2 proposal be approved.

3) That it be noted that, if approval is given, the relevant amount will be recovered from each of the other parties to the agreement.

197 CHILTERN POOLS FEASIBILITY STUDY

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

Following agreement from the Cabinet, at the meeting held on 1 November 2016, the Council had carried out an informed public consultation on proposals to develop a new state of the art leisure and community facility to replace the existing Chiltern Pools, community centre, library and youth centre. The Cabinet therefore considered a report which set out the key findings of the consultation, opinion on the proposed development and proposed facility mix.

The report set out the following options:

- 1) Stop the project and look at an alternative site.
- 2) Progress with the proposal in its current location.
- 3) Re-evaluate the site development option including the King George V site.
- 4) Continue to operate the current Chiltern Pools.

Members were particularly pleased to note that there had been nearly 2500 responses to the consultation. Responses were received from a range of demographics across the community and the majority overwhelming supported the proposals. There was also a lot of support for the current facility and the proposed use of the existing site. The proposal for squash courts was less popular, but was still supported overall. There were some issues raised relating to the barns, parking, growth of the site, and access to the current site during construction, as well as the construction process itself. Other key comments included ensuring that the new development was accessible for older residents in particular.

The Services Overview Committee had also considered the report and supported the project.

The Cabinet expressed thanks to the huge team of people who went out in all weather to engage with the community and generate such a high level of response to the consultation in a short space of time. The range of responses from across the community was a fantastic achievement and thanks were expressed to everyone involved. Meetings held also been held with other interested parties and these had also been very positive and supportive of the project. The Council had developed significant expertise from other projects and it was noted that these skills and knowledge were being utilised to take this project forward.

The Leader then expressed thanks to Councillor Stannard in particular for his personal involvement in the project. It was noted that not all responses to the consultation had been positive, but that these concerns had been noted, and would be looked at so that they could be addressed. The consultation was a genuine example of asking the community for its views and then taking these on board to shape the proposals.

After consideration, the Cabinet then

RESOLVED:

- 1) That the Director of Services be authorised to hold stakeholder negotiations to secure in principle agreement over developing the proposed community and leisure facility on the site off King George V Road/Avenue.**
- 2) That the detailed design and feasibility study be completed to consider the business case for the introduction of a spa and or flumes in the facility mix and the needs of the nursery, gateway disability club, youth club, community centre and library.**
- 3) That a further report be received on the options available to the Council in relation to the transitional arrangements that may be required during the development of the centre.**
- 4) That the OJEU compliant process to appoint the specialist design, project management and construction trades required for the project be noted.**

- 5) That a Project Board be established to oversee the overall management of the project to ensure that key milestones are achieved on time, within budget and in accordance with national standards and best practice.
- 6) That the Head of Healthy Communities be authorised to prepare and submit a grant application to Sport England's Strategic Facility Fund to support the project.
- 7) That an external consultation forum consisting of key stakeholders (including but not exclusively Amersham Community Association, Lindfield Nursery, Amersham Swimming Club, Amersham Town Council, Amersham Action Group, Chiltern U3A, and Buckinghamshire County Council) be established to support and guide the Project Board move the project forward.
- 8) That the outcome of the consultation be made publicly available to advise the community on the next steps.

The meeting ended at 5.40 pm