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CHILTERN
District Council



Council

Wednesday, 28th February, 2018

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

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CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the
PLANNING COMMITTEE (CDC)

held on **11 JANUARY 2018**

PRESENT: Councillor D Phillips - Chairman
M Titterington - Vice Chairman

Councillors: J Burton
J Cook
J Gladwin
M Harrold
C Jones
P Jones
J MacBean
N Rose
J Rush
C Wertheim

APOLOGIES FOR ABSENCE were received from Councillor S Patel

ALSO IN ATTENDANCE: Councillor A Bacon

66 MINUTES

The Minutes of the meeting of the Committee held on 14 December 2017, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

67 DECLARATIONS OF INTEREST

Councillor P Jones declared a personal interest in planning application CH/2017/1361/FA. Nature of interest – Councillor Jones was a Member of Chartridge Parish Council.

68 ITEMS FOR NOTING

RESOLVED -

That the reports be noted.

69 REPORTS ON LOCAL AUTHORITY LIST OF APPLICATIONS**RESOLVED -****Application CH/2017/2015/RC**

Application deferred in order to seek clarification that disabled spaces can be adequately accessed without affecting proposed layout, that gap between space No.8 and 're-marked' bay sufficient for vehicles to safely pass/manoeuvre, and where lost trees and planters would be replaced. Once details received, application to be brought back to committee

70 REPORT ON MAIN LIST OF APPLICATIONS**RESOLVED -**

- 1. That the planning applications be determined in the manner indicated below.**
- 2. That the Director of Services 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/2017/1361/FA The Bull Public House & Land Adjoining, Chesham Road, Bellingdon, Buckinghamshire, HP5 2XU

Speaking on behalf of Chartridge Parish Council, Councillor Peter Brown.

Speaking for the application, Mr Andrew Barratt.

It was reported at the meeting that 5 letters of objection had been received and 67 letters of support (not as stated on page 5 of the report).

Members considered very special circumstances existed in this case in view of local community need/support for a village pub as an asset of community value and a children's nursery in the village.

Conditional Permission (officer recommendation overturned) with conditions including details of car park surfacing to be submitted, specific use of nursery building as that, no amplified music, landscaping, hours of use, lighting, travel plan etc., and standard conditions delegated to the Director of Services.

CH/2017/1693/FA Appleton Lodge, 56 Hill Rise, Chalfont St Peter, Buckinghamshire, SL9 9BQ

Speaking on behalf of Chalfont St Peter Parish Council, Councillor Tony Shinner.

Speaking on behalf of the objectors, Mr Bernard Coode.

Speaking as the applicant, Mr Harrison.

Permission refused (officer recommendation overturned) for two reasons: siting/bulk failing to respect character and appearance of area (GC1, H3 and H12) and unacceptable impact on neighbours (GC3). Precise wording delegated to the Director of Services.

CH/2017/1870/FA The Polecat Public House, 170 Wycombe Road, Prestwood, Buckinghamshire, HP16 0HJ

Speaking on behalf of the objectors, Mr Jamie Lane.

Speaking for the application, the applicant, Mr Peter Borg-Neal.

Members considered that the net size of the extension proposed was not unduly disproportionate to the original building, would not have a significant impact on the openness of the Green Belt and subject to conditions dealing with car park surfacing, means of enclosure, screening and lighting the proposal would not be unduly detrimental to the landscape quality or appearance of this part of the AONB.

Conditional Permission (officer recommendation overturned) granted subject to conditions including details of car park surfacing to be submitted, means of enclosure and screening, lighting, soft and hard landscaping, and standard conditions delegated to officers.

CH/2017/1914/FA Littlefields, 8 Priory Road, Chalfont St Peter, Buckinghamshire, SL9 8SB

Speaking for Chalfont St Peter Parish Council, Councillor Tony Shinner.

Speaking for the applicant, the agent, Mr Peter Selby.

Conditional Permission

CH/2017/1959/FA Land at and To The Rear Of 206 - 208 Chartridge Lane, Chesham, Buckinghamshire

Speaking for the objectors, Mr Andrew Gibbins.

Speaking for the application, the agent, Mr Adam Murray.

Speaking as the local Member, Councillor Alan Bacon.

Permission refused against officer recommendation because the Committee did not consider that the previous reason for refusal had been overcome in relation to the impact on the character of the area. The second previous reason for refusal relating to turning and manoeuvring space had been overcome.

The meeting ended at 9.06 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the **AUDIT AND STANDARDS COMMITTEE** held on **17 JANUARY 2018**

PRESENT: Councillor J Gladwin - Chairman

Councillors: A Bacon
C Jackson
V Martin
D Phillips
C Wertheim

APOLOGIES FOR ABSENCE were received from Councillors N Varley, R Jones and C Ford

30 MINUTES

The Minutes of the meeting of the Audit & Standards Committee held on 27 September 2017 were agreed by the Committee and signed by the Chairman as a correct record.

31 DECLARATIONS OF INTEREST

There were no declarations of interest.

32 INTERIM PROGRESS REPORT

Chris Harris took the Committee through the interim progress report and key points raised included:

1. The Committee was pleased to note that good progress had been made and the audit plan was on track to be completed on schedule.
2. A concern was raised that there had been significant delays between the date of some reports being issued and responses to these being received from the relevant officers. It was proposed that the Chairman contact the Management Team drawing this matter to their attention to raise with Heads of Service.
3. The Committee noted that the Waste Services – Health and Safety Review had been carried out as a pre-HSE inspection audit at the request of the Head of Environment. Members were advised that the Clay Lane Depot highlighted in the report as causing concern was owned by Wycombe District Council, therefore it did not fall under the Council's jurisdiction. The Committee were concerned that the site had consistently been deemed unsatisfactory and Members felt that WDC

should be encouraged to address the issues surrounding the site. It was proposed that the Chairman contact the Chairman of the Joint Waste Collection Committee to enquire as to a resolution to this issue and that the Chairman of WDC's Audit Committee also be notified.

4. Members were advised that the Waste Services contract with Biffa would end in 2021 and that work would begin in 2018 to explore options for a co-terminus end date with South Bucks District Council.

RESOLVED

That the Interim Progress Report be noted.

33 STRATEGIC PLAN 2018/19 TO 2020/21 AND ANNUAL INTERNAL AUDIT PLAN 2018/19

The Audit Strategic Plan 2018/19 to 2020/21 and the Annual Internal Audit Plan 2018/19 were presented to the meeting. Members were advised that the plan was subject to change based on the outcome of the audit work as it progressed throughout the year.

Members felt that a review of the Amersham Multi-Storey Car Park project at the conclusion of the construction should be included in the plan in order to assess outcome against budget and the impact on future revenues.

It was noted that the Legal department had never been audited as a separate entity, however the various functions carried out by the department had been included as part of other audits.

A concern was raised that Electoral Registration had not been audited in recent years. The Committee were advised that the need to audit the Electoral Registration team would be assessed to ascertain whether an audit was required.

It was noted that 342 days of audit work were planned for 2018/19, therefore there was some spare capacity should any further work be required.

RESOLVED

That the Strategic Plan 2018/19 and Annual Internal Audit Plan 2018/19 be noted.

34 FRAUD & CORRUPTION UPDATE

An update was provided to Members from Alistair Webb on fraud and corruption within the Council. The Committee were pleased to note that there were no fraud or corruption issues identified at a corporate level.

35 EY ANNUAL GRANT CERTIFICATION REPORT

Sue Gill of Ernst & Young presented the Certification of claims and returns annual report and the key points raised included in relation to Housing Benefit:

1. EY expressed their sincere thanks to the Council officers for their co-operation, with particular thanks given to the contribution of the Housing Benefits team for their hard work.
2. It was explained that claim samples were devised on a representative basis using sampling and the findings were extrapolated. The figure produced by this technique represented a £28,000 overpayment in the year 2016/17.
3. It was noted that the fee charged by EY was as originally estimated.

RESOLVED

That the EY Grant Certification Report be noted.

36 EY ANNUAL AUDIT PLAN

Members were advised that the Audit Plan for 2017/18 would be very similar to previous years, there was no change in risk or focus and no significant risks identified in value for money. The Committee noted the agreed fee listed on page 89 and it was explained that this was unlikely to change as an efficient audit was expected.

An update was given regarding the pension valuation work carried out by Barnett Waddingham. Members were advised that Barnett Waddingham's valuation methodology was considered an outlier against the work of other actuaries and there had been some concern regarding this. It was noted that Barnett Waddingham had agreed to share their methodology with PwC in order that the matter could be investigated further.

RESOLVED

That the EY Annual Audit Plan 2017/18 be noted.

37 AUDIT WORK PROGRAMME

RESOLVED

That the work programme of the Audit Committee be noted.

38 ANNUAL REVIEW OF CODE OF CONDUCT AND COMPLAINTS PROCEDURE

The Committee considered a report which made recommendations to amend the Code of Conduct and Complaints procedure. Members were advised that a change had been made to the report removing a reference to the Local Government Ombudsman in the reasons for recommendation.

It was explained that clarification had been added to the code of conduct following complaints made around the declaration of personal interests. It was advised that Members who declared a personal interest were entitled to speak and vote on the item of business concerned. It was noted that only in cases of a prejudicial interest being declared would Members be required to withdraw from a meeting.

Members noted the proposed changes in the format of the complaints form for the public and that the new arrangements included details about the investigation and hearing procedures, so that all the relevant information for the complainant and subject member was contained in one reference document.

RESOLVED

1. That arrangements for dealing with complaints be revised as set out in Appendix 3 of the report.
2. That the revised assessment criteria at Appendix 3, Annex 3 be agreed.
3. That the proposed procedure for Hearing Committees at Appendix 3, Annexes 5 and 6 be agreed.

And further

RECOMMENDED to Full Council that the code of conduct be amended to clarify that a member who declares a personal interest is still entitled to speak and vote on an item of business.

39 REVIEW OF MEMBER TRAINING IN 2017

The Committee noted the training provided to Members over the past year and were asked to consider and agree the areas and topics for training on standards in the coming year. Members were advised that due to the increased use of external borrowing by local authorities and an increase in commercial activity, it may be beneficial to offer training to raise Members awareness around the revised Prudential Code and risk management issues in the longer term.

RESOLVED

- 1. That the position on Member training in 2017 be noted.**
- 2. That training on the Prudential Code be arranged for Members in 2018.**

40 STANDARDS WORK PROGRAMME

RESOLVED

That the work programme of the Standards Committee be noted.

41 FREEDOM OF INFORMATION MANAGEMENT AND RIPA ANNUAL REPORT

Members were presented with a report which detailed the public engagement with the Freedom of Information Act and RIPA. The Committee noted that the number of Freedom of Information requests had increased year on year and that 87% of requests were responded to within the allotted time frame. It was advised that a large proportion of requests related to Business Support originating from Commercial Businesses. In relation to the RIPA regulations, it was noted that the Council had not carried out any form of surveillance for a number of years.

RESOLVED

That the Freedom of Information Management and RIPA Annual Report be noted.

The meeting ended at 7.58 pm

**CHILTERN DISTRICT COUNCIL
SOUTH BUCKS DISTRICT COUNCIL**

MINUTES of the Meeting of the
JOINT STAFFING COMMITTEE
held on **18 JANUARY 2018**

PRESENT: Councillor I Darby - Chairman

Councillors: R Bagge
M Bradford
T Egleton
C Jones
M Smith
L Sullivan

APOLOGIES FOR ABSENCE were received from Councillors B Harding, P Jones, N Naylor, D Phillips and M Stannard

22 APPOINTMENT OF A CO-CHAIRMAN (SBDC)

It was proposed by Councillor I Darby, seconded by Councillor T Egleton and **RESOLVED** that Councillor N Naylor be appointed Co-Chairman of the Joint Staffing Committee for 2017/18.

23 MINUTES

The minutes of the Joint Staffing Committee meeting on 11 October 2017 and the Joint Staffing Sub Committee 18 October 2017 were agreed by the Committee and signed by the Chairman as correct record.

24 DECLARATIONS OF INTEREST

There were no declarations of interest.

25 PAY AWARD 2018/19 AND 2019/20 FOR STAFF ON THE HARMONISED CONTRACT

The Committee considered a report on the proposed pay award offer for April 2018/19 and 2019/20 for staff on harmonised contracts below Head of Service level, whose pay was determined locally. It had been agreed when the Collective Agreement was signed that locally determined pay would be introduced so that the Councils had the flexibility to agree pay awards that reflected local conditions, ensure employees were rewarded fairly, and that the Councils attracted and retained the best staff. It was noted that UNISON's position was different to that set out in the officer's report regarding whether

the move to local pay had been agreed or not. It was reported that, once an offer was agreed by the Joint Staffing Committee (JSC), the offer would be presented to UNISON for consideration, and kick off the pay negotiation cycle. UNISON had stated that they would need to consult both on the move to locally determined pay and the pay award offer.

The report set out the Councils previous pay awards, as well as the pay award offers of neighbouring authorities for 2018/19. Details of the National Employers offer were at Appendix 1, and it was noted that the national offer had been made as the final offer. The HR Manager advised Members that the Chiltern and South Bucks offer mirrored the National Employers offer. Members agreed that this was a sensible approach and therefore

RESOLVED:

- 1. That 1A and 1B be removed from the Pay Spines to ensure compliance with the statutory National Living Wage.**
- 2. That staff who are paid a spot salary equivalent to the 2016 Voluntary Living Wage be moved to a spot salary of 1C on the Harmonised Pay Spine.**
- 3. That a 2% pay uplift in April 2018/19 and a 2% pay uplift in April 2019/20 be awarded.**
- 4. To note that the draft Council budgets for 2018/19 be amended to reflect the additional cost, £135,600 of the proposed award.**

26 PAY POLICY STATEMENT 2018/19

Members were informed that a pay policy statement was a technical document local authorities produced and published annually as required by the Localism Act 2011. The Councils Pay Policy Statement 2018/19 was at Appendix 1. It was reported that the document would need to be revisited once a pay award offer had been agreed, as the pay award would need to be included in the statement. It was noted that the pay figure changes to the document would not require the document to be re-submitted to the Committee, provided that the method of determining the remuneration of chief officers to the Councils continued as outlined in the pay policy statement. At present, there were no proposals to change the method by which chief officers' remuneration was determined.

Having expressed its support for the Pay Policy Statement 2018/19, the Committee

RECOMMENDED:

to both Councils that the Pay Policy Statement 2018/19 attached at Appendix 1 be adopted.

27 GENDER PAY GAP REPORTING

Members considered a report on the Councils gender pay gap. Information on how the Councils were addressing the gap was detailed in Appendix 1. It was noted that there was low national reporting rate at present, and that only 2 other district councils had reported their gender pay gap details on the gov.uk website. Members were advised that details of the gender pay gap would be published on the Chiltern District Council website.

In response to a question as to why the Councils had a gender pay gap, it was advised that job roles were evaluated using the Hay methodology which assesses the attributes of a role and not the role holder, ensuring that men and women are paid an equal wage for doing the same job across the Councils. However, the Councils gender pay gap analysis had found that a greater proportion of men in senior roles than women and a greater proportion of women than men in lower grade roles created a gender pay gap. The Committee

RESOLVED:

- 1. To note Councils gender pay gap and associated figures produced to date.**
- 2. To note the plans for reporting the Councils gender pay gap and associated figures both within the organisation and externally.**

28 HUMAN RESOURCES UPDATE

The HR Manager provided an update on the following key points:

- There had been an increase in leavers in the Planning Service and officers were redoubling recruitment efforts for the area. An open day for prospective candidates to learn about the roles of the various posts and the local authority planning process in general was held on 16 January 2018, which was very well attended. Another open day was due to be held on 27 January 2018. It was noted that a report on planning recruitment and retention would be brought to a future meeting of the JSC.
- Sickness absence figures had decreased but were still high generally due to the number of staff on long term sickness absence.
- Two new posts had been created in the Planning Policy Team to undertake economic development work in order to ensure there was sufficient focus and momentum on the Economic Development Plan.
- UGR Champions had been doing lots of work around the Councils values and behaviours, and TED talk sessions had been held during lunch times which had generated a lot of interest.

- The Health and Wellbeing Strategy was currently being launched.
- There had been a 65% response rate to the 2017 staff survey.
- A key focus for the HR Team at present was the customer experience programme that was underpinning and facilitating the current organisational changes.

Members were pleased that the middle management training programme had generated a lot of interest and reported that staff on the programme had found it useful. The Committee welcomed the initiatives taken with regards to the Planning Service.

RESOLVED:

That the report be noted.

29 EXCLUSION OF THE PUBLIC

30 STAFFING MATTERS

The Committee received a report seeking authority for the Chief Executive to enter into a settlement agreement to facilitate the termination of an employee's contract of employment.

RESOLVED:

That the Chief Executive be authorised to enter in to a Settlement Agreement with the employee upon the terms outlined in Option 1 of the report to facilitate termination of the employee's contract of employment.

The meeting ended at 6.47 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the RESOURCES OVERVIEW COMMITTEE (CDC) held on 23 JANUARY 2018

PRESENT: Councillor N Rose - Chairman
" C Jones - Vice Chairman

Councillors: A Bacon
C Ford
A Garth
J MacBean
V Martin
D Phillips
D Varley
J Waters
C Wertheim

APOLOGIES FOR ABSENCE were received from Councillors J Gladwin, M Harrold and M Shaw

21 MINUTES

The Minutes of the meeting held on 5 December 2017 were agreed and signed by the Chairman.

22 DECLARATIONS OF INTEREST

There were no declarations of interest.

23 28 DAY NOTICE

The Committee was advised that the 'King George V House Car Parking' item had been removed from the Cabinet 28 day notice due to the planning application having been deferred at the Planning Committee held on 11 January 2018.

RESOLVED

That the 28 day notice for Cabinet and the Chiltern and South Bucks Joint Committee be noted.

24 SERVICE PLAN SUMMARIES 2018/19

The Committee received the report and appendices which could be seen on pages 23-140 of the reports pack. The report provided the service plan summaries for each service area within the Councils and the Performance and Policy Officer provided a verbal update to the Committee highlighting the key issues for each service area.

Whilst acknowledged by the Committee that detail was required for internal management purposes and also for the publication of the summaries on the Council's internet site, the Committee believed that the Service Plan Summaries contained excessive information for what was required to be presented to Members. The Committee requested that in the future these be presented in a much more concise manner that highlighted the key actions proposed for the coming year and any significant service changes from the previous year. They should also be written using clearer language which could be understood by all.

RESOLVED

That the report be noted.

Note 1: Cllr A Garth entered the meeting at 6.40 p.m.

25 PERFORMANCE REPORT Q2 2017/18

The Committee received the report and appendices which could be seen on pages 141 – 156 of the reports pack. The report outlined the annual performance of Council services against pre-agreed performance indicators and service objectives for quarter 2 of 2017-18 and the Performance and Policy Officer provided a verbal update to the Committee. Key points raised by the officer included the details of the five off target performance indicators as seen on page 142 of the reports pack.

During discussion, the below points were raised:

- The long term sickness target had been higher than expected, it was understood that this figure included those employees who were on phased returns which was due to be looked at by HR and Occupational Health in terms of future recording statistics. Members asked whether the staff survey results would highlight any staff morale issues and were advised that the findings from the survey would be reported to members through the Committee cycle.
- It was stressed that the majority of long term absentees were genuine cases, whilst HR were looking at future courses of action on individual

cases where capability to return to work may be an issue and informing the Joint Staffing Committee on these.

- The CdEH2 figure which was under target had included businesses which were due for re-evaluation but had not opted in to be assessed. Members suggested that ways be explored to prompt these businesses advising it was of no cost to them.
- Key Performance Indicators for the Planning service were green and this was queried given the staff turnover and recruitment issues the service was facing. The performance indicators in the report covered quarter 2 and the Committee were advised that these were likely to have declined through quarters 3 and 4. The Committee were advised of a recent recruitment fayre for Planning staff held by the Council which had been productive in terms of applications received and interest shown.

RESOLVED

That the performance reports be noted.

26 BUDGET AND COUNCIL TAX REPORT

The Committee received the report and appendices which could be seen on pages 157 – 204 of the reports pack. The Cabinet report provided information affecting the Council's revenue budget for 2018/19 in order for the Cabinet to make recommendations to Council on 28th February regarding the Council's budget and council tax for 2018/19.

During discussion, key points raised included:

- The Committee was advised that amendments to the figures presented to the Committee in December 2017 were outlined on page 160 of the reports pack. Amongst changes were the 2% pay offer put to staff as agreed by the Joint Staffing Committee as well as the Government's decision to increase planning fees by 20%. Overall all the changes resulted in a net saving of £34k.
- The budget had been planned on the basis of a 3% increase in the district element of the council tax.
- The medium term financial projections could be seen on page 163 of the reports pack and these factored in the consequences of the Council's tariff payments to Central Government from 2019/20. There was also an assumption made that the Council would face a net loss from Government's Fair Funding review from 2020/21 onwards.
- The Committee was advised that the distribution of future surplus from the Chiltern Crematorium was due to be discussed at the Chiltern Crematorium Joint Committee on 29 January 2018.

- Net additional income from the new Chilterns Pools had been included from 2020/21. It was anticipated that the planning application would be submitted after August 2018. The Committee made clear that the detailed business case needed to be presented to them in ample time ahead of any decision being taken to allow thorough review. The Committee expressed concern that it felt this had not been the case with the Amersham Multi Storey car park business case which had been presented in 2017, and more time for scrutiny should have been allowed. It was confirmed to the Committee that no funds would be drawn down until the Council had decided whether to sign off the business case. It was further confirmed that there would be no costs applied if the Council chose not to draw down funds.
- The question was asked whether the savings that the Council were required to make in future years would result in a reduced level of service to customers. The Committee was advised that all savings achieved to date had either maintained or improved service to residents, and this would be the intention in the future as far as possible.
- On point 4, page 169 of the Chief Financial Officer's report the Committee suggested the rewording of this sentence to include words of caution such as 'for the sake of residents'.
- The Support Services PAG had reviewed the level and distribution of the Council's reserves and the proposed changes to earmarked reserves could be seen on page 166 of the reports pack.
- The Committee was advised that new homes grants would continue to be received with no changes to its methodology anticipated this side of 2020/21.
- The Committee questioned whether £300k was enough to put aside for the earmarked pension fund reserve. The Committee were advised that regular payments to the pension fund deficit had been made in the past. Having this reserve gave the Council options when deciding how to respond to the next fund revaluation in 2020. .
- The Budget Sensitivity Analysis could be seen on page 177 of the reports pack. The Committee were advised that this looked at a number of the key budget risk areas and analysed the sensitivity of these to changes in certain circumstances.

RESOLVED

That the Committee was in agreement with the recommendations outlined in the report being put forward to Cabinet on 6 February 2018.

27 ANNUAL TREASURY MANAGEMENT STRATEGY 2018/19

The Committee received the report and appendices which could be seen on pages 205-234 of the report pack. The report advised the Portfolio Holder on

the Treasury Management Strategy and related policies that should be adopted by the Council for 2018/19.

During discussion, the Committee questioned the investments held with Close Brothers. These were explained as short term and whilst not always in the market, Close Brothers tended to be good payers and were A rated by the ratings agency used by the Council (S&P).

RESOLVED

That the Committee advise the Portfolio Holder on the Treasury Management Strategy to recommend to Cabinet and Council, including approving the report appendices to the Annual Investment Strategy.

28 CAPITAL PROGRAMME AND REPAIRS & RENEWALS PROGRAMME 2018/19 - 2021/22

The Committee received the Cabinet report and appendices which could be seen on pages 235-252 of the reports pack. The report presented the Capital Strategy; the proposed Capital Programme for 2018/19-2022/23; and the proposed Repairs and Renewals Programme for 2018/19-2022/23.

The Committee was advised that the decision on Chiltern Pools would have a major impact on the programme which was detailed on page 247 of the reports pack.

The Committee stressed the importance of ensuring adequate time was given when presenting the business case for Chiltern Pools and made clear that this would be one of the highest, if not the highest risk the Council had ever taken. The Committee were advised that initial estimated costs of the project had been provided by expert quantity surveyors who had looked at a number of similar designs. The Committee also expressed concern that detailed sensitivity analysis must take in to account the various income streams which may not be consistent over a 40 year period as the building ages and comes to the end of its useful life. Leisure facilities require a good maintenance programme to attract and retain users.

RESOLVED

That the Committee was in agreement with the recommendations outlined in the report being put forward to Cabinet on 6 February 2018.

The meeting ended at 7.45 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the **GOVERNANCE AND ELECTORAL ARRANGEMENTS COMMITTEE (CDC)** held on **30 JANUARY 2018**

PRESENT: Councillor D Varley - Chairman

Councillors: D Bray
J Burton
P Jones
N Rose
M Shaw
H Wallace

APOLOGIES FOR ABSENCE were received from Councillors I Darby, A Garth, M Stannard and E Walsh

5 DECLARATIONS OF INTEREST

There were no declarations of interest.

6 MINUTES

The minutes of the meeting of the Governance & Electoral Arrangements Committee held on 6 September 2017 were agreed as a correct record.

Members were advised that the polling district review referred to at Item 4 of the minutes had not yet been started due to a number of by-elections that had taken place and changes in staffing. It was noted that individual ward Members affected by the review would be contacted, and the Committee would receive an update once the review had commenced.

Note: Councillor M Shaw entered the meeting at 6.37 pm.

7 ANNUAL REVIEW OF THE COUNCIL'S CONSTITUTION

The Committee undertook an annual review of the Council's Constitution to ensure that it remained up to date and fit for purpose. The proposed amendments included references to organisational changes that had taken place since the last review in June 2017 and updates required to clarify provisions. During the discussion the following points were made:

- A concern was raised over the need to formally update the Constitution every time a change was made to Cabinet portfolios or officer titles. Members felt that as Cabinet portfolios were a responsibility of the

Leader, updates to these should not be included in the Constitution. It was suggested that the list of current Cabinet portfolios and officer titles be made available to the public on the Council's website and that this list be updated annually. The Head of Legal and Democratic services agreed to raise this suggestion with the Leader although it was also noted that as the Constitution was now kept electronically it was easier to update.

- With reference to Part 3 Section G Terms of Reference for Standing Committees, a concern was raised over the proposed amendment to the number of planning committees being lowered from 16 to 14. Members felt that as the move to 4 weekly meetings was being carried out on a trial basis the Constitution should not be amended until the change had been agreed on a permanent basis.

Members were advised that on this occasion it was not necessary for the proposed changes to be submitted to Cabinet for approval in addition to Full Council, as set out in the report.

RECOMMENDED that the proposed revisions to the Constitution as set out in the report be agreed subject to the amendments referred to in the minute above.

Note: Councillor H Wallace entered the meeting at 7.01 pm.

The meeting ended at 7.11 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the PLANNING COMMITTEE (CDC) held on 1 FEBRUARY 2018

PRESENT: Councillor D Phillips - Chairman
" M Titterington - Vice Chairman

Councillors: J Burton
M Harrold
C Jones
P Jones
J MacBean
N Rose
J Rush
C Wertheim

APOLOGIES FOR ABSENCE were received from Councillors J Cook, J Gladwin and S Patel

ALSO IN ATTENDANCE: Councillor G Harris

71 MINUTES

The Minutes of the meeting of the Committee held on 11 January 2018, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

72 DECLARATIONS OF INTEREST

Councillor J Rush declared a personal interest in planning application CH/2017/2013/FA. Nature of interest – Councillor Rush was a Member of Chalfont St Peter Parish Council.

73 ITEMS FOR NOTING

RESOLVED -

That the reports be noted.

74 REPORT ON MAIN LIST OF APPLICATIONS

RESOLVED -

1. **That the planning applications be determined in the manner indicated below.**
2. **That the Director of Services 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/2017/0998/FA Hunters Moon, Hill Farm Lane, Chalfont St Giles,
Buckinghamshire, HP8 4NT.

Speaking for the objectors, Mr John Aberson (Chiltern Society)

Speaking for the applicant, the agent Mr Rob Clarke

A summary of an email from Councillor J Gladwin was read out at the meeting which raised concern at the impact on the character of the Green Belt and queried whether the work was an "engineering operation" and hence whether it was, an exception to inappropriate development in the Green Belt.

It was reported at the meeting that the Officers recommended conditional permission with a condition relating to the removal of Permitted Development rights regarding fencing, the wording of that condition was read out at Committee as follows:

Notwithstanding the provisions of Article 3(1) of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting that Order) no fence, gate or any other form of boundary treatment falling within Class A of Part 2 of Schedule 2 to the said Order shall be erected or installed on the site within 10 metres of the centre of the carriageway at Hill Farm Lane for a distance of 50 metres in a south-west direction along Hill Farm Lane when measured from the northern-most boundary of the site.

Conditional Permission

CH/2017/1985/FA Seer Green Post Office, 36 Chalfont Road, Seer Green, Buckinghamshire, HP9 2YG.

Speaking for Seer Green Parish Council, Councillor Tim Norton

Speaking for the objectors, Ms Amanda Lillitou

Speaking for the applicant, Mr Michael Leslie

Permission Refused with the addition of reference to the NPPF and the loss of a valuable community facility.

CH/2017/2013/FA 28-32 Oval Way, Chalfont St Peter, Buckinghamshire, SL9 8QB

Speaking for the objectors, Mr Trevor Hatton

It was reported at the meeting by Officers that the Parish Council supported the recommendation to refuse permission and that an email had been sent to members by Mr Hatton. It was also reported by Officers that reference to apartments and age exclusive apartments on P19, paragraph 5 of the report (the words in brackets) should be deleted as it was incorrect and that reference to "comprise" in Condition 3 should read "compromise".

Permission Refused

CH/2017/2077/FA 138 Elizabeth Avenue, Little Chalfont, Amersham, Buckinghamshire, HP6 6RG

Conditional Permission

CH/2017/2160/FA 40 Long Park, Chesham Bois, Amersham, Buckinghamshire, HP6 5LA

Speaking for the objectors, Mr Richard Lea

Speaking as the applicant, Mr Asa Bridle

Conditional Permission

CH/2017/2185/FA Little Chalfont Village Hall, Cokes Lane, Little Chalfont,
Amersham, Buckinghamshire, HP7 9QB.

Withdrawn by the Applicant prior to the meeting.

The meeting ended at 8.51 pm

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| <p>Publication Date: 19 February 2018</p> |
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CHILTERN DISTRICT COUNCIL

MINUTES of the CABINET (CDC) held on 6 FEBRUARY 2018

PRESENT Councillors I Darby - Leader
 M Stannard - Deputy Leader
 P Martin
 M Smith
 E Walsh
 F Wilson

ALSO IN ATTENDANCE: Councillor P Jones

57 MINUTES

The Minutes of the Cabinet meeting held 12 December 2017 were approved and signed by the Cabinet Leader as a correct record.

58 DECLARATIONS OF INTEREST

Councillor I Darby declared a personal interest in item 16 (Mill Meadow Bridge) being a member of the Chalfont St Peter Parish Council.

59 28-DAY NOTICE

The Cabinet reviewed the draft 28-Day Notice for the Cabinet meeting on 1 May 2018, due to be published on 29 March. The Joint Committee meeting scheduled for 20 February had been cancelled.

RESOLVED –

That the report be noted.

60 CURRENT ISSUES

Councillor P Martin – Chiltern & South Bucks Joint Local Plan Update

Councillor Martin reported back on a meeting held at City Hall in London on the new London Plan. 66,000 homes were needed in the capital each year for the next 20 years. Land supply was for 65,000 homes. The Mayor was looking for willing and enthusiastic partners to help meet the extra need for homes.

A meeting would be held on 9 February regarding the duty to cooperate with Berkshire local authorities.

61 BUDGET AND COUNCIL TAX REPORT

Members received a report providing information regarding the Council's revenue budget for 2018/19 which would form the basis of setting the Council Tax. The Cabinet were therefore asked to recommend to Full Council that the budget be agreed at the Council meeting on 28 February 2018.

It was noted that there were no substantial changes to the budget arising from the Autumn Statement. However, since the December meeting of the Cabinet a few amendments had been made to the budget which included a 2% pay award to staff based on the offer made by the Joint Staffing Committee; 20% increase in planning fees (agreed by the Government in January); the creation of Economic Development team, and other changes. The effect of these changes on the budget was minimal and represented a £34,000 change in net cost of services.

A 3% increase in Council Tax was proposed which would result in the district proportion of Council Tax being increased to £180.88 for a Band D property. Reference was made to the medium term financial strategy which set out the financial challenges to the Council in medium term. Overall the situation was manageable but there was a continued need to reduce costs by delivering key projects that would increase income and reduce costs. The key financial risks were noted along with the proposed level of reserves earmarked to mitigate those risks. The reserves had also been reviewed by the Support Service Policy Advisory Group and the proposals were adjusted accordingly. It was confirmed that the Council would have the suggested prudent level of general reserves of £900,000.

The Cabinet expressed thanks to all officers involved in this year's budget challenge process, and the Head of Finance in particular. The Council had done a lot of work over the last 5 years to put itself in the best position possible to face the continued financial challenges in the future. The Leader then expressed thanks to the Deputy Leader for his work in developing this year's draft budget.

RECOMMENDED:

Revenue Budget 2018/19

- 1. That the Revenue budget for 2018/19 be approved, as summarised in the table in paragraph 4.15.**
- 2. That the following use of earmarked reserves for 2018/19 be agreed:**
 - Local Development Plan £240,000**
 - Planning Digitalisation £95,000**
 - Economic Development Reserve £58,000**
- 3. That the following additions to earmarked reserves for 2018/19 be agreed:**
 - Capital – Funding replacement refuse vehicles £394,000**
 - Capital – Funding of capital programme £631,000**
 - Elections £20,000**
- 4. That a budget requirement of £10,493,000 which will result in a District council tax of £180.88 for a Band D property be agreed.**
- 5. That the level of fees and charges for 2018/19 (Appendix C) be confirmed.**
- 6. That the advice of the Director of Resources (Appendix A) be noted.**

AND RESOLVED:

Setting the Council Tax

7. That this 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

8. To note the comments in the report on the Council's financial position in respect of the years following 2018/19 and the updated Medium Term Forecast.

62 ANNUAL TREASURY MANAGEMENT STRATEGY 2018/19

The Cabinet were asked to consider a report that recommended that the Annual Treasury Management Strategy be approved and adopted by the Council. The Council was required to produce this document annually to show how it managed its cash reserves for investment purposes.

The Strategy prioritised security over liquidity and return on investment. Members welcomed this approach in light of the current economic forecasts. It was anticipated that the Council would receive around £90,000 of income from investments during 2018/19.

RECOMMENDED:

That the Treasury Management Strategy, including the following appendices to the Treasury Management Strategy (Appendix 1), be adopted by the Council:

- **Appendix 1A - Annual Investment Strategy Policies**
- **Appendix 1B - Prudential Indicators including the borrowing limits**
- **Appendix 1C - the MRP method to be used in 2018/19.**

63 CAPITAL PROGRAMME AND REPAIRS & RENEWALS PROGRAMME 2018/19 TO 2021/22

The Cabinet were asked to consider, and recommend to Council for approval, 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 2018/19 to 2022/23. 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. A number of other smaller projects had also been included and would be funded from earmarked reserves. It was noted that the capital reserve was sufficient to cover the planned expenditure to 2022/2023.

RECOMMENDED:

That the Capital Strategy, including the Capital Programme for 2018/19 – 2022/23, as set out in Appendix A, be approved.

64 TREASURY MANAGEMENT Q3 2017/18

The Cabinet considered a report setting out the Council's Investments for the period October to December 2017. Members were pleased to note that the Council was currently on track to exceed the income investment target by around £30,000.

RESOLVED:

That the Treasury Management performance for Quarter 3 2017/18 be noted.

65 SERVICE PLAN SUMMARIES 2018-2019

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 2018/19.

It was recognised that the service plans were very comprehensive, and that a full review of the documents would be carried out with the aim of reducing the length of the documents in future. This approach was supported by Members, and the Cabinet expressed thanks to officers for the work that had gone into producing this year's service plans.

RESOLVED:

That the Service Plan Summaries be noted.

66 PERFORMANCE REPORT QUARTER 2 2017/2018

The Cabinet considered the performance report for quarter 2 of 2017-18 and noted the updates and actions being taken regarding the missed performance targets.

RESOLVED:

That the report be noted.

67 NATIONAL INFRASTRUCTURE COMMISSION, THE OXFORD - MILTON KEYNES - CAMBRIDGE CORRIDOR

The Cabinet considered a report which set out the proposal to establish a Growth Board for the Central Area which would contribute to the wider economic ambitions for the Oxford, Milton Keynes and Cambridge corridor by increasing growth and infrastructure. The Growth Board would put in place formal governance arrangements to replace the shadow Growth Board, and enable local authorities in those areas to interact with the Government with a single voice.

It was acknowledged that the Growth Board would represent 22 different local authorities in the area, but it was felt that this provided an opportunity to

benefit the area and ensure that links to London and Heathrow were made. South Bucks District Council would also be represented at the Board by their own Leader.

RESOLVED:

- 1) That a Central Area Growth Board in the form of a Joint Committee be established and that it be agreed to work with partners with the aim of accelerating and increasing growth and securing investment in infrastructure across the area;
- 2) That the draft Terms of Reference for the Central Area Growth Board, in Appendix 1, be agreed and the Director of Services be authorised in consultation with the Leader to agree any final wording;
- 3) That pursuant to s101 (5) and 102 of the Local Government Act 1972, s9EB of the Local Government Act 2000 and (where applicable) to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012, the Council agrees to participate in the Central Area Growth Board Joint Committee and to delegate its executive functions in so far as they relate to accelerating and increasing growth and securing investment in infrastructure across the Central Area;
- 4) That the Leader, or another member of the Cabinet nominated by the Leader, be the representative for the Council at future meetings of the Growth Board; and,
- 5) That the current position with regards to the whole corridor (Oxford – Milton Keynes – Cambridge) and the Bucks Growth Strategy be noted.

68 CHILTERN POOLS UPDATE REPORT

The Cabinet received a report providing an update on the progress of the Chiltern Pools redevelopment project, and in particular the outcome of the public consultation on the proposed disposal of land at Woodside Close to Amersham Town Council and the acquisition of part of King George V Playing Fields from Amersham Town Council to support the project.

Agreement was also sought to enable the appointment of a consultant to review the leisure operator contract options and provide advice on the procurement process to progress the project.

RESOLVED:

- 1. That the progress to date on the appointment of the project manager and design team to develop the detailed design and evolving business case be noted.**
- 2. That the outcomes of the land swap public consultation be noted.**
- 3. That authority for the procurement and appointment of a specialist leisure consultant to advise on the new leisure operator contract be delegated to the Director of Services, in consultation with the Portfolio Holder for Support Services.**

69 CHILTERN AND SOUTH BUCKS OPEN SPACE STRATEGY

Members received a report outlining the key findings and recommendations of the Chiltern and South Bucks Open Spaces Strategy. The Cabinet were asked to agree the Strategy for public consultation. The Strategy would help Town and Parish Councils and community groups identify priorities for improvement and attract inward investment. Consultants had been used to develop the Strategy, and once adopted would help inform the Chiltern & South Bucks Joint Local Plan. Once both Councils had agreed the Strategy it would become a joint Strategy.

RESOLVED:

- 1. That the draft Chiltern and South Bucks Open Space Strategy be agreed for public consultation.**
- 2. That authority be delegated to the Director of Services in consultation with the Portfolio Holder for Healthy Communities to agree the final Open Space Strategy in respect of Chiltern District Council.**

70 MILL MEADOW BRIDGE

Members received a report detailing progress on a project to replace Mill Meadow Bridge which needed to be replaced and its load bearing capacity increased to 40 tonnes. The Cabinet had previously agreed a budget of £369,000 to progress the project, and this report was seeking approval for a further £51,000 following an anticipated increase in costs following the tender

of work by Kier to their subcontractors. The anticipated timescale from start of construction to completion was 3 months.

During the discussion Members expressed disappointment at the increase in costs. The need for a temporary bridge with a load bearing capacity of 30 tonnes, above the 3 tonne capacity of the current bridge, was questioned. Members felt that a temporary bridge did not require a weight loading capacity above that of the existing bridge.

Members remained committed to delivering the project, but also wanted to avoid incurring unnecessary additional construction costs. As such, it was requested that the whole project specification be reviewed and amended to a temporary bridge with a weight capacity that was as low as possible and that reflected the current capacity (e.g. 3 tonnes). Appropriate signage would be required to prevent heavy vehicles from using the temporary bridge during construction. If necessary the works should be retendered if the specification changed materially.

RESOLVED:

That the project specification be reviewed and amended, as detailed above, with a further report to be considered by the Cabinet at a future meeting detailing updated construction costs to progress the project.

71 STATEMENT OF COMMUNITY INVOLVEMENT

The Cabinet received a report regarding the Statement of Community Involvement (SCI) which local authorities were required to produce. This set out how the Council would engage and involve the community in planning policy formulation and in the determination process for major planning applications.

The report also explained that the SCI was not part of the existing delegation by Cabinet to the Joint Committee on issues relating to the Local Plan. As such the report recommended that powers related to the SCI and other joint planning policy related matters be added to the delegated powers to Joint Committee as part of Shared Service and decision making arrangements.

RESOLVED:

- 1. That the production of a joint Statement of Community Involvement as part of the Chiltern and South Bucks Planning and Economic Development Shared Service arrangements be agreed.**

- 2. That authority be delegated to the Director of Services (in the absence of a permanent Head of Planning and Economic Development), in agreement with the Cabinet Member for Planning and Economic Development to prepare and publish a joint Statement of Community Involvement for Chiltern and South Bucks District Councils based on the issues set out in the report; and**

- 3. That the Local Development Scheme be amended by the insertion of a timetable specifically covering the update and review of the Statement of Community Involvement and that authority be delegated to the Director of Services, in the absence of a permanent Head of Planning and Economic Development, to determine and amend as necessary the timetable.**

AND RECOMMENDED:

- 4. To Full Council that the powers delegated to the Joint Committee by the Inter Authority Agreement be extended to include updates to the Statement of Community Involvement (after Recommendation 1 above has been implemented), Community Infrastructure Levy and other Planning Policy matters considered relevant to the Joint Committee under the Shared Service arrangements.**

72 COMMUNITY INFRASTRUCTURE LEVY TIMETABLE

The Cabinet received a report which recommended a revised timetable, following announcements in the Housing White Paper and the Autumn Budget, for the introduction of a Community Infrastructure Levy (CIL) which was the mechanism by which Councils could secure from development payments for supporting infrastructure provision. It was noted that both Chiltern & South Bucks District Councils were required to follow a separate charging levies process, but both were likely to be very similar.

RESOLVED:

That a timetable as part of the Local Development Scheme for the preparation of the necessary Community Infrastructure Levy Documents, as set out in Appendix 1 to this report, be published.

73 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.

74 CABINET REPORTS FROM POLICY ADVISORY GROUPS:

RESOLVED:

That the confidential notes of the following meetings of Policy Advisory Groups be noted:

Healthy Communities, 27 November 2017

Support Services, 27 November 2017

Planning & Economic Development, 4 December 2017

75 KING GEORGE V HOUSE LETTING OF OFFICE SPACE

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

The Cabinet received a report requesting agreement to re-let office space in order to maintain rental income to the Council.

RESOLVED:

- 1. That the office space formerly let to the Chiltern Clinical Commissioning Group be re-let for a minimum period of three years.**
- 2. That authority be delegated to the Head of Environment to agree the details of the lease and conclude the necessary legal agreements.**

The meeting ended at 5.45 pm