



CHILTERN
District Council



Council

Tuesday 24th July, 2018

At

6.30 pm

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

S U P P L E M E N T

Minutes Set

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the
LICENSING COMMITTEE (CDC)
held on **12 FEBRUARY 2018**

PRESENT: Councillor J Rush - Chairman
C Jackson - Vice Chairman

Councillors: M Flys
M Harrold
M Harker
P Jones
C Jones
N Varley
F Wilson
H Wallace

APOLOGIES FOR ABSENCE were received from Councillors G Harris and E Walsh

8 MINUTES

The Minutes of the meeting held on 17 July 2017 were agreed by the Committee and signed by the Chairman as a correct record.

9 DECLARATIONS OF INTEREST

There were no declarations of interest.

10 MINUTES OF THE LICENSING SUB COMMITTEE

The minutes of the Licensing Sub Committee meetings held on 17 May 2017 and 15 August 2017 were agreed by the Committee.

11 DUAL DRIVER LICENSING FEES

The Committee considered a report proposing fees for dual driver licences following the introduction of the licenses from 1 December 2017. The proposed dual driver licence fees were at Appendix 1. The report and accompanying appendices considered by the Licensing Committee on 15 January 2015 determining the fees for individual licences were at Appendix 2. It was reported that, in applying for a dual driver licence, drivers would be able to apply for a single licence to drive both hackney carriages and private hire vehicles without the requirement to apply for both licences individually.

It was anticipated that the number of drivers applying for a dual licence would be the same as the number for hackney carriage licences. Members enquired as to how the discount was applied for the three year licence. Members were advised that this fee included the fee for a one year licence, as well as a discounted price for the subsequent two years as the cost to the Council for maintaining a licence over this period was less. With regards to applicant testing, Members were informed that the fee allowed drivers to undertake both the private hire and the hackney carriage licence tests. Further, that these drivers gained recognised qualifications from these tests. Following this discussion, the Committee

RESOLVED:

- I. that the proposed fees for dual driver licences set out in Appendix 1 be approved and that the Head of Healthy Communities be authorised to advertise the proposed fees for 28 days;**
- II. that the fees set out in Appendix 1 become effective from 1st April 2018, if no objections are received; and**
- III. that any objections received during the consultation be considered by the Licensing Committee at its meeting on 10th May 2018, and that the Licensing Committee determine the fees with or without variation having had regard to objections received.**

Note 1: Councillor C Jones left the meeting 18:30.

The meeting ended at 6.41 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE (CDC)** held on **22 FEBRUARY 2018**

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

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

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

ALSO IN ATTENDANCE: Councillors M Harker, G Harris and J Waters

75 MINUTES

The Minutes of the meeting of the Committee held on 1 February 2018, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

76 DECLARATIONS OF INTEREST

Councillor P Jones declared a personal interest in planning application CH/2017/1958/FA. Nature of interest – Councillor Jones had attended football matches as a Referee and knew some of the organisers at the football club. NB. Councillor Jones left the meeting before the application was discussed.

Councillor M Titterington declared a personal interest in planning application CH/2017/1958/FA. Nature of interest - Councillor Titterington lived four houses away from the entrance to the football ground and his property backed onto the cricket ground.

77 CH/2014/0018/FA - WINDMILL FARM, WINDMILL HILL, COLESHILL, AMERSHAM

Two storey side extension with basement level (part retrospective)

Windmill Farm, Windmill Hill, Coleshill, Amersham, Buckinghamshire, HP7 0LZ

RESOLVED

To delegate to the Director of Services, in consultation with the Head of Legal and Democratic Services, to complete the Legal Agreement and to grant conditional planning permission.

78 ITEMS FOR NOTING

RESOLVED -

That the reports be noted.

79 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/2017/1422/OA Former Mushroom Farm, The Limes, Meadow Lane, South Heath, Buckinghamshire, HP16 9SH

An update was given regarding the Flood Risk Assessment now received and objections had been withdrawn. Three further conditions were added including requirement for a life maintenance plan and SuDS verification report.

One further letter of objection had been received noting

potential harm to the garden centre.

The Chairman advised the meeting of Councillor Gladwin's concerns with regard to access on this site.

Defer – minded to approve subject to the prior completion of a Legal Agreement. Decision delegated to the Director of Services in consultation with the Head of Legal and Democratic Services. Informative 3 to be amended to ensure that the applicant is aware of the importance of maintaining access to the garden centre at all times for customers and delivery vehicles.

Note 1: Councillor P Jones left the meeting at 6.50 pm.

CH/2017/1824/FA Rowanlinden, 70 Long Park, Chesham Bois,
Buckinghamshire, HP6 5LF

Speaking for the Objectors, Mr Matthew Sacks
Speaking for the applicant, Mr Treen of GMT Planning

One further letter of objection had been received. Officers verbally updated Members that Condition 9 on page 23 of the report (no felling of trees condition) was unnecessary as the site was covered by a Woodland TPO. Officers proposed an alternative Condition, requiring the development to be carried out in accordance with the submitted Arboricultural Report including the tree protection fencing.

Local Members Councillor Harker and Councillor Harris addressed the meeting expressing concern due to the scale of development on site, the impact on neighbours and access for emergency and service vehicles.

Deferred to allow Officers to negotiate with Officers to try and overcome the concerns that were raised by Members regarding the building line and the alignment of the houses, as well as reduce the visual impact when viewed from No. 66 Long Park, to help protect the amenities of that property to a greater degree.

Note 2: Councillor M Harker and Councillor G Harris left the meeting at 7.40 pm.

CH/2017/1890/FA Woodfield, 2 Claydon End, Chalfont St Peter,
Buckinghamshire, SL9 8JX

Withdrawn by Officers

CH/2017/1958/FA Penn And Tylers Green Football Club, Elm Road, Penn,
Buckinghamshire, HP10 8LG

Speaking on behalf of Penn Parish Council, Councillor
Kate Dicker

Speaking for the Objectors, Mr Miles Green of Penn and
Tylers Green Residents Association

Speaking for the applicant, Mr Nigel Miller

Local Member Councillor Waters expressed concerns
regarding street lighting in a sensitive location and the
height of the proposed floodlights.

*Note 3: Councillor J Cook and Councillor C Jones left the
meeting at 7.50 pm.*

Refused Permission

CH/2017/2224/FA 1 Wrights Lane, Prestwood, Buckinghamshire, HP16 0LH

Officers verbally advised Members that an update to
Condition 4 on page 46 was proposed, to add the word
"car" to the condition requiring the parking spaces to be
laid out and retained, to highlight that the spaces should
be used by cars.

The Chairman advised the meeting that Councillor
Gladwin had called in the application due to concerns
regarding parking provision and loss of amenity.

Conditional Permission

80 REPORTS ON ALLEGED BREACHES OF PLANNING CONTROL APPLICATIONS

2017/00121/AB Ward: St Marys and Waterside
Alleged Breach: Material change of use of land for the display and storage of cars for sale.

112 Latimer Road, Chesham. Buckinghamshire. HP5 1QQ

RESOLVED

That the Planning Committee authorises the service of such Enforcement Notices pursuant to Section 172 of the Town and Country Planning Act 1990 (as amended) in respect of remedying the breach of planning control as may be considered appropriate by the Director of Services, the precise steps to be taken, period of compliance and the reasons for serving the Notice to be delegated to the Director of Services. In the event of non-compliance with the Notice, the Director of Services having delegated authority to instigate legal proceedings in consultation with the Head of Legal and Democratic Services and/or direct action to secure compliance with the Notice.

The meeting ended at 8.19 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the **AUDIT AND STANDARDS COMMITTEE (CDC)** held on **8 MARCH 2018**

PRESENT: Councillor J Gladwin - Chairman

Councillors: A Bacon
C Ford
C Jackson
V Martin
C Wertheim

APOLOGIES FOR ABSENCE were received from Councillors R J Jones, D Phillips, N Varley, and Independent Members Mrs C Langley and E Jones.

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

42 MINUTES

The Minutes of the meeting of the Audit & Standards Committee held on 17 January 2018 were agreed by the Committee and signed by the Chairman as a correct record.

43 CHAIRMAN'S UPDATES

Following the Internal Audit Progress Report at the last Committee meeting which raised concerns about Health & Safety at the Clay Lane Depot, it was advised that the Chairman of the Joint Waste Collection Committee had been informed and had added the item to their 22 January meeting for discussion. The Chairman confirmed that he had sent a copy of the report to the Chairman of WDC's Audit Committee.

With regard to the enquiry about electoral registration audits, it was advised that a formal review was not considered necessary as there had been no further changes since Individual Electoral Registration was introduced and no further issues identified. The Governance and Electoral Arrangements Committee were responsible for this area and it was agreed that a briefing note could be provided.

There was a request for the legal fees earned by the Legal Department to be audited but it was advised that these were small sums received for legal work relating to Section 106 agreements or similar and no other external work was

undertaken. The legal activities were already audited as part of the work of auditing processes in other departments to which legal contributed.

A further update was given by Andrew Brittain (EY) regarding Barnet Waddingham's pension valuation methodology and it was advised that they would be reporting after the year end as part of the Audit Letter.

Member training for the revised Prudential Code was likely to be held in June or July and possible dates would be canvassed shortly.

44 DECLARATIONS OF INTEREST

There were no declarations of interest.

45 REVIEW OF THE PROTOCOL ON THE ROLE OF THE MONITORING OFFICER

The Committee were asked to consider whether the Protocol on the Role of the Monitoring Officer was still fit for purpose. The appendix showed the proposed changes and sought to clarify the role and key contacts involved.

The Monitoring Officer was a statutory appointment under section 5 of the Local Government and Housing Act 1989. At both Chiltern and South Bucks District Councils this role was undertaken by the Head of Legal and Democratic Services.

The main changes proposed related to the reporting procedure; to the Governance and Electoral Arrangements Committee in relation to the Constitution and consultations with Corporate Management Team and Cabinet Leader. The Committee were in agreement with the proposed changes.

RESOLVED

That the updated Protocol attached at Appendix 1 be approved and published on the website.

46 STANDARDS WORK PROGRAMME FOR 2018/19

The Committee considered the proposed work programme of the Standards Committee and no further items were requested.

RESOLVED

That the work programme of the Standards Committee be noted.

47 WASTE AUDIT UPDATE

A verbal update on the Waste Audit was requested at the previous meeting. The state of the depot at Clay Lane was priority one for action but was owned and managed by Wycombe District Council. The Committee were assured that WDC were now undertaking site inspections and Internal Audit would be following up their audit recommendations in due course. The Internal Audit Manager confirmed that he had raised the matter with WDC's Internal Audit Manager.

48 REVIEW OF RISK BASED VERIFICATION POLICY

Chiltern District Council adopted RBV in October 2016. The process is now embedded into the claim process and assists in providing a customer focused service to support the claim process, enabling quick turn arounds for the majority of claims.

Members asked how the categories were formulated and it was advised that there was a wide range of data used and not just the value of the claim. There was also reassurance that the low risk claims were also checked by random testing.

RESOLVED

That the revised risk based verification policy shown at confidential Appendix A be approved and adopted for the assessment of Housing Benefit and Council Tax Support claims from 1st April 2018.

49 RISK MANAGEMENT UPDATE

The Strategic risks of the authorities are those that are considered to be the significant corporate risks that exist in the medium term, and which require management at a corporate level in the authority. These issues can be service specific or cross cutting. The Strategic risks were set out in the appendix.

The management of most risks focuses on the four main areas.

- Financial
- Property & Systems
- People
- Information

The Annual Governance Statement assesses the effectiveness of controls and procedures, is reviewed and approved by the Audit & Standards Committee and published with the Council's annual accounts.

Questions were asked regarding the risks to the Waste contract and it was advised that this related only to CDC and WDC at the present time. Members also asked for some examples of operational risks and these included homelessness rises and staffing issues. It was recommended that identified risks be split into preventative action and action to mitigate if they occurred.

RESOLVED

To note the report.

50 INTERNAL AUDIT PROGRESS REPORT

Chris Harris from TIAA was pleased to note that good progress had been made on the annual plan for 2017/18 and many reports had been completed and there were many positive outcomes. Changes to the plan for next year were set out in the report.

Members were pleased to note that there had been a prompter response to draft reports across the Council. This had enabled more reports to be finalised.

The Committee were still concerned that all VAT receipts were not being presented when using payment cards. Although reassured that this related to small amounts, it was considered that the principle needed to be given more importance. A request was made for more information on the number of purchase cards issued to staff and the frequency of use.

RESOLVED

That the Internal Audit Progress Report be noted.

51 ANNUAL INTERNAL AUDIT REPORT

The annual report was able to give a positive opinion on processes. There was one urgent item, relating to the Waste Health & Safety issue and work was in progress to address this, and the responsibility lay with WDC rather than CDC. The Performance Indicators report would be presented to the next committee meeting.

It was asked why Payroll had only a "reasonable" score when this was delivered by Aylesbury Vale District Council. It was advised that this related to

paperwork not being signed off correctly in some instances. Monthly instructions to payroll are now signed off correctly by an accountant.

The Chairman thanked Chris Harris for his report.

RESOLVED

That the report be noted.

52 AUDIT REQUIREMENTS FOR HOUSING BENEFIT SUBSIDY GRANT CLAIM FROM 2018/19 ONWARDS

In accordance with Department for Work and Pensions (DWP) guidance, local authorities (LAs) were required to appoint a relevant independent reporting accountant to carry out audits in respect of the housing benefit subsidy grant claim from 2018/19 onwards. The DWP had initially set a deadline of 28 February 2018 for this to be completed. However, details of the audit requirements had not yet been released by DWP and thus the deadline has been extended, as appointments cannot be made until this guidance is issued. It was advised that all local authorities were in the same position and would have to await further DWP guidance before moving to conclude arrangements.

RESOLVED

That the Committee note the actions to appoint a reporting accountant to carry out the prescribed functions in relation to the audit of the Housing Benefit Subsidy Grant claim.

53 PROPOSED AMENDMENTS TO THE FINANCIAL PROCEDURE RULES

The Financial Procedure Rules were last updated May 2016 and although no major changes were necessary, the track changes in the appendix proposed some amendments. The following amendments were discussed:

1. On page 57 the Monitoring Officer was no longer responsible for promoting high standards of conduct as this duty had been allocated to the Audit & Standards Committee.
2. In section 4 it was noted that Signature controls were now electronic.
3. In Section 5 it was proposed to harmonise Virement levels. The Committee asked for Director of Resources "in consultation with the Portfolio Holder" to remain. The Committee discussed the ability to reallocate budgets from an underspent area to an overspent area, and their view was they thought this was unnecessary and would prefer that it should not be retained.

4. To update the terminology in section 6 from "Supplementary Estimate" to "Supplementary Budget".
5. Even though overspends were rare, the committee considered a tolerance for overspending to be an unnecessary step.
6. Section 7, the authority to spend a new grant received when the value varies from the original estimate was agreed.
7. Section 8, the authority to incur Capital Expenditure was agreed.
8. It was noted that few cheques are now written and the changes were agreed.
9. A request was made that all write-offs made should be included in a report to the Resources Overview Committee.
10. Remove reference to "PDAs"

RESOLVED

1. For Portfolio Holders to be consulted regarding Virement Levels between £10,000 to £50,000.
2. To not introduce authority for an overspend limit of 1% or £10,000, whichever is the greater.
3. To request that a report covering all write-offs be considered by Resources Overview Committee.

And further

RECOMMENDED TO FULL COUNCIL that the revised Financial Procedure Rules contained in Appendix A be approved with the amendments of the Audit & Standards Committee.

54 AUDIT WORK PROGRAMME

RESOLVED

That the work programme of the Audit Committee be noted.

The meeting ended at 8.17 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the
PLANNING COMMITTEE (CDC)
held on **15 MARCH 2018**

PRESENT: Councillor D Phillips - Chairman

Councillors: J Cook
J Gladwin
M Harrold
C Jones
J MacBean
S Patel
J Rush
C Wertheim

APOLOGIES FOR ABSENCE were received from Councillors M Titterington, J Burton, P Jones and N Rose

81 MINUTES

The Minutes of the meeting of the Committee held on 22 February 2018, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

However, the Chairman asked that informative 3 agreed for CH/2017/1422/OA, Former Mushroom Farm, South Heath, be amended to make clear that the road should be maintained.

82 DECLARATIONS OF INTEREST

There were no declarations of interest.

83 TREE PRESERVATION ORDER NO. 2 OF 2017 - LAND AT 30 SANDELSWOOD END, KNOTTY GREEN

RESOLVED

That the Tree Preservation Order No 2 of 2017 made on 21 December 2017 be confirmed without modification.

84 ITEMS FOR NOTING

RESOLVED -

That the reports be noted.

85 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/2017/1956/FA 2 Leachcroft, Chalfont St Peter, Gerrards Cross, Buckinghamshire, SL9 9LG.

Speaking as the applicant, Mr Michael Brosnan

Permission Refused with further action authorised, see Minute 86 below.

CH/2017/2202/FA 7 Long Row, Moat Lane, Prestwood, Buckinghamshire, HP16 9BS.

Speaking for the applicant, Mr Darren Eggleton

A further email had been sent to Councillor Gladwin objecting to the development.

Conditional Permission with a further condition requiring that the building remain ancillary to the main house and not be occupied as an independent dwelling.

86 CH/2017/1956/FA - 2 LEACHCROFT, CHALFONT ST PETER, GERRARDS CROSS, BUCKINGHAMSHIRE, SL9 9LG

RESOLVED

The Planning Committee authorised follow up action to be taken in accordance with Central Government Guidance in para 207 of the National Planning Policy Framework (NPPF) and Chiltern District Council's Planning Enforcement Policy and the Planning Committee authorises the service of such Enforcement Notices in respect of the development as may be considered appropriate by the Director of Services. The precise steps to be taken, period of compliance and the reasons for serving the notice to be delegated to the Director of Services and in the event of non-compliance with the notice the Director of Services is authorised to instigate legal proceedings, in consultation with the Head of Legal and Democratic Services and/or direct action to secure compliance with the notice.

The meeting ended at 7.26 pm

**CHILTERN DISTRICT COUNCIL
SOUTH BUCKS DISTRICT COUNCIL**

MINUTES of the Meeting of the
JOINT STAFFING COMMITTEE
held on **26 MARCH 2018**

PRESENT: Councillor I Darby - Chairman

Councillors: R Bagge
C Jones
P Jones
N Naylor
D Phillips
M Smith
L Sullivan

APOLOGIES FOR ABSENCE were received from Councillors T Egleton, B Harding and M Stannard

36 MINUTES

The Minutes of the Joint Staffing Committee meeting on 18 January 2018 were agreed by the Committee and signed by the Chairman as a correct record.

37 DECLARATIONS OF INTEREST

There were no declarations of interest.

38 PAY AWARD UPDATE FOR STAFF ON HARMONISED CONTRACTS AND PAY AWARD OFFER FOR HEADS OF SERVICES

The Committee considered a report to approve the final pay award for staff on harmonised contracts and also to agree the pay award offer to be made to Heads of Service whose pay is determined locally to be effective from 1 April 2018 and 1 April 2019.

Staff on the Harmonised Contract

At the last meeting the Committee agreed to make an offer of an increase of 2% in pay in April 2018 and 2% in April 2019. Members also agreed some proposed changes to the pay spine to ensure staff at the lower ends were paid in accordance with the national living wage.

Officers took that offer to UNISON and have since undergone a series of negotiations with them. UNISON initially put in a counter offer for 3% pay

award in 2018 and 3% in 2019. They also wanted some guarantees that this Council would at least track the national agreement and strongly disagreed with the Council's position that had previously been agreed to move to local pay arrangements.

As a result of a series of discussions a position of common ground has been found which has been put in recommendation 1 of the report.

Heads of Services

Members were asked to make a pay award offer to the Heads of Services which equates to that made to staff. Heads of Services are on locally agreed pay but the Council needs to be mindful of what is happening nationally. Nationally the Joint Negotiating Committee agreement is still subject to negotiation but it is likely it will match this proposal. The GMB Pay Claim asks for parity across all local government bargaining groups.

A Member asked why pre-determined conditions should be accepted with a local pay mechanism. The HR Manager reported that as good practice the Council would always track the national pay award and seek to match it if they were able to afford it and if not they would have to go back to the negotiating table.

Members agreed that it was helpful to link local pay with the national situation as far as possible and that this would help attract good staff to the Council and help retention but re-iterated the position that local pay was now in place.

RESOLVED:

- 1. That the final pay award for staff be approved on harmonised contracts for 2018/19 and 2019/20 with the following terms:-**
 - 1. A 2 year pay award of 2% with effect from 1st April 2018 and 2% from 1st April 2019;**
 - 2. Removal of 1A and 1B from the Harmonised Pay Spine (staff paid below that to move to 1C);**
 - 3. A commitment to go back to the negotiating table, within 3 months, if the NJC Agreement is higher in 2018 and/or 2019;**
 - 4. The Councils reserve the right to determine pay locally. The local pay mechanism is to come in to effect immediately;**
 - 5. The Councils' make the commitment to seek to pay the minimum of the NJC offer when determining future pay awards and would expect to at least match the NJC award in all likely and foreseeable circumstances. If there were exceptional circumstances at play and the pay award offer could not match the NJC award the Councils would commit**

to resolve this in discussion and negotiation with UNISON locally. If this could not be resolved locally a resolution would be sought through arbitration.

- 6. Future pay rises will be determined taking in to account inflation, local market conditions and the prevailing financial context.**

- 2. That a pay award offer be made to Heads of Services of a 2% pay uplift with effect from 1st April 2018 and a 2% pay uplift with effect from 1st April 2019.**

- 3. That authority be delegated to the Chief Executive, in consultation with the two Chairmen of the Committee, to agree the final terms of the pay award for staff on harmonised contracts and the final terms of the agreement for Heads of Services.**

- 4. That it be noted that the draft Council budgets for 2018/19 have been amended to reflect the 2% pay uplift for staff on harmonised contracts and Heads of Services.**

39 2017 STAFF SURVEY REPORT

The Committee received a report on the results of the staff survey for 2017 conducted in December and January this year and the following points were noted:-

- 65% response rate.
- 6 themes, leadership, change, engagement, empowerment, management and work.
- overall the results were very positive
- There was a slight decline in the number of positive responses, compared to last year, in each category. The biggest decline in positive responses was in the Leadership category where 76% of respondents responded positively to the 7 questions compared to 83% in the previous year.
- However, when looking at the chart on page 19 of the agenda however which compare's results since the Council has undertaken the survey in 2014, overall there are very positive trends.
- Questions which sought to measure the Councils against stress standards indicate that despite the uncertainty with Unitary status etc. the stress results remain very positive.
-

The Council is responding to the survey as follows:-

- A staff survey working group has been set up to look at the results;
- Heads of Services were developing actions plans.
- In order to help staff manage stress, the Council would be running a series of workshops for managers run by Mind help raise awareness about stress and how to manage staff effectively.

Whilst Members found the results very encouraging, despite the uncertainty around the unitary decision (which had been picked up in the recent Peer review) they highlighted the following issues:-

- Reference was made to the three questions where the overall rate of agreement fell below 70%. One of these related to the senior management team communicating a clear and consistent plan for the future which fell by 18% from 2016. Members asked that this issue be addressed within the action plan. The Chief Executive reported that this had been an issue in the past and as a result they had set up regular staff briefings with the Senior Management Team and the Leaders of both Councils. The Chief Executive said that they would need to discuss this further with the Staff Survey Working Group, particularly in light of the briefings that were already taking place. There was a lot of uncertainty amongst staff because of the unitary decision and this response may be because all staff were unclear what the future would look like. A Member suggested that the Senior Management Team should try and 'walk the job' to provide further interaction with staff.
- In terms of the question 'I feel I am treated fairly and with respect by elected Members' this had fallen by 1% and Members hoped that this did not indicate a downward trend.
- Members recognised that whilst there were high level summaries there was also further data analysis at service level. If the feedback was not in line with the trend this would be brought to Heads of Service attention.
- Members expressed surprise at some of the feedback with all the work being carried out on developing positive unwritten ground rules. The HR Manager reported that she was surprised considering there were regular meetings with the UGR champions and lots of team building work being carried out within both Councils. This would be discussed further with the Staff Survey Working Group. It could be that this related to the higher response rate which was bringing in a wider viewpoint from staff.

RESOLVED

That the results of the 2017 Staff Survey and the actions being taken in response to the feedback given be noted.

40 HUMAN RESOURCES UPDATE REPORT

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

The leavers, sickness and recruitment figures show nothing different from that reported at the last Committee meeting in January. In terms of sickness absence the Council is still experiencing higher than wanted absence levels and have put a number of initiatives in place to tackle this.

Project work

- All on-going projects have been reported on previously.
- The main update which will be of particular interest is the work the Council is doing around recruitment and retention in Planning and Economic Development. The Council is currently consulting with the staff in this area to get their feedback on these ideas and initiatives and it is something that will be a particular focus for officers over the next couple of years not just in planning but across all services.
- The HR Manager was keen on the Recruitment Introduction Fee for existing staff when they introduce employees to roles.
- It was important to keep staff motivated over the next two years with the uncertainty around the unitary decision.
- The second cohort of the Middle Managers course had recently started. The first cohort were completing their learning logs and should be able to apply for their ILM certificate.
- A trailblazer degree level apprenticeship in Town Planning is currently being developed and alongside this the Council is considering using apprenticeships to offer development opportunities to existing staff.

The Committee welcomed the initiatives being undertaken, particularly the work on apprenticeships and the Middle Managers Course. They also welcomed the collaborative working with Wycombe District Council on coaching and mentoring in order to make savings through economies of scale. Concern was raised about the sickness levels still being too high. The HR Manager reported that these figures could be skewed as a phased return to work was still recorded as time off sick and the sickness policy should be amended to provide a clearer picture.

A Member asked whether the Council had a formal succession policy. The HR Manager reported that they did not although they expected to see this

addressed in personal development plans. There was also a Workforce Planning Framework which included information on competencies and skills and the Service Planning process.

RESOLVED

That the report be noted.

The meeting ended at 6.35 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the **SERVICES OVERVIEW COMMITTEE (CDC)** held on **24 APRIL 2018**

PRESENT: Councillor J Burton - Chairman
" N Varley - Vice Chairman

Councillors: D Bray
M Harker
P Hudson
C Jackson
P Jones
S Patel
J Rush
L Smith

APOLOGIES FOR ABSENCE were received from Councillors E Culverhouse, M Flys, C Rouse, M Titterington and J Cook

ALSO IN ATTENDANCE: Councillors I Darby and E Walsh

33 MINUTES

The Minutes of the meeting held on 31 January 2018 were agreed as a correct record and were signed by the Chairman. It was noted that there was a minor error in the final paragraph which should have read "In response to a question, Members were informed that sports fields had been incorporated into the strategy and that the Council also has a playing pitch strategy which would be considered by Sport England."

34 DECLARATIONS OF INTEREST

Councillor J Rush declared a personal interest in Item 12 – CDC and Paradigm Housing Principles of Co-Operation (Supplementary Agenda). Nature of interest – Councillor Rush was currently supporting some Paradigm tenants in Chalfont St Peter.

35 28 DAY NOTICE

The Committee considered the 28 day notice and decided that there were no additional items to be added at this time.

RESOLVED

To note the 28 day Notice for Cabinet

36 WASTE COLLECTION AND RECYCLING UPDATE

The Committee received a presentation on the Food Waste and Recycling Initiatives being undertaken by the team.

Great British Spring Clean initiative 2 – 4 March 2018. This had to be re-scheduled due to snow but still 22 community groups took part. They were supported by the loan of litter pickers and provided with bag containers.

Communications. In the form of Calendars, guides, stickers and targeted information for flats. They were also receiving questions on Twitter and could respond quickly to these.

Digital. There has been an increase in traffic on the website and now 40% of contact was coming this way. They were constantly trying to make information easier to find for residents. There is also a new Waste Wizard which was set up by Fighting Food Waste using a DCLG fund. This helps residents identify the correct bin for their waste item.

Food Waste. There has been a 45% increase in food waste collected since the change to allow plastic bags to be put in the food bin. There has also been an increase in food caddy orders during the recent promotion.

In the community. The team had been out during the Christmas period using competitions to engage with the public, into schools to run recycling workshops and attended a Freshers Fayre.

The team were nominated for Larac team of the year.

The team were asked where the waste collected was going. It was advised that the information was within the public domain as it had to be reported using a Defra tool. Plastic collected was a commodity and markets changed over time, particularly now with the change in Chinese regulations. It was agreed that figures for the last quarter results could be provided for Members. Most recycling was destined for European reprocessing plants but some would be going elsewhere.

The team were also asked about the promise of street wardens to engage with the community that had been discussed when the contract was first agreed. The Community Champions scheme hadn't been implemented and there had been no follow-up as there had been other issues initially.

There was a request for households that used blue bags (because wheelie bins were unsuitable) to have free replacements. It was felt that the charge was a discouragement for recycling and unfair to these households.

The team were told about a company in Gretna Green that converted plastic bottles into pellets that could be used in mending the roads. Members were reminded that the recycling materials were owned by the contactor under the waste contract and they could make their own arrangements to sell the plastic waste.

With regard to batteries, the collection teams often failed to replace the plastic bags for them but they could be taped to the top of a wheelie bin using any plastic bag.

RESOLVED

- 1. To note the recycling initiatives undertaken.**
- 2. To request a report on the current destination of collected plastic.**
- 3. To request a further report outlining the destination of collected recycled materials over recent years.**

37 PERFORMANCE INDICATOR REVIEW 2018-19

The review had been undertaken as part of the service planning for each service area. For 2018/19, there were 62 performance indicators (PI's) of which 14 were priority indicators that would be reported to Management Team and this Committee. There were few changes made to previous years; some had been made joint PI's were possible and others had been split for clarity, for example in Healthy Communities the Leisure Centres were now separate.

RESOLVED

To note the Performance Indicator Review for 2018-19.

38 PERFORMANCE REPORT QUARTER 3 2017-18

The six off-target PIs were briefly explained. Planning & Economic Development were on target but, there was now a shared service and so new joint figures being reported. The targets for environment were reported as being slightly below target but updated figures had brought this back up to 53.5%. Long-term sickness was above target but was being managed by occupational health and HR. The missed target in Support Services was due to physical movement from the old server room and service provider failures. These had now been stabilised.

It was asked why the number of visitors to the website had doubled. It was advised that a new mobile version of the website had been launched in September that was more user friendly on phones and tablets. Members were impressed that the Planning and Economic Development targets had been met following the upheaval during the shared service and staff turnover.

RESOLVED

To note the performance reports for Cabinet.

39 CHILTERN POOLS OPEN SPACE UPDATE

It was reported that although Chiltern District Council hadn't received any objections to the proposed land swap, there had been one objection received by Amersham Town Council who would now have to assess that response.

The Committee were also informed that there would be further public consultation in relation to the design of the proposed Chiltern Life Centre before proceeding with a planning application.

RESOLVED to RECOMMEND to CABINET

- 1. That the Chief Executive in consultation with the Head of Legal and Democratic Services and the Leader of the Council proceed on the decision to acquire the area of land marked in Appendix 1 and dispose of the land referred to in Appendix 2 to Amersham Town Council in support of the redevelopment of the Chiltern Pools, Library, Drake Hall, and Youth club in Amersham.**
- 2. That public information on the redesigned centre should be made available ahead of any decision to proceed with a planning application.**

40 UNAUTHORISED ENCAMPMENTS

Following problems last summer with unauthorised encampments after the Oxon/Bucks service ended, a formal protocol has been drawn up between Bucks County Council and Thames Valley Police to clarify which agency would be responsible for taking the lead when these occur. Bucks County Council were to be responsible for unauthorised encampments which include vehicles

and caravans. Thames Valley Police were to be responsible were there was crime and disorder. District Council's would be responsible for unauthorised encampments of tented communities under Environmental Health. Advice to residents on the Chiltern and South Bucks websites give a single point of contact being the Buckinghamshire Gypsy and Traveller service or the police as necessary.

Environmental Health has an out of hours contact service which is available 7 days per week and they would be able to advise the general public.

It was reported that there had been 3 encampments in the area recently and all had been dealt with effectively by this process.

RESOLVED TO RECOMMEND TO CABINET

- 1. To delegate the final decision to adopt the TVP and BCC protocols on unauthorised encampments to the Head of Healthy communities in consultation with the Portfolio Holder for Healthy Communities.**
- 2 To work with all Bucks authorities to see if there is any scope to identify a transit site(s) somewhere in Bucks to support the move on of unauthorised encampments**

41 ASYLUM SEEKERS

In March 2016, all local authorities received a letter from the Director General of UKVI requesting assistance with housing asylum seekers. A meeting was held with Bucks authorities and Home Office representatives on 13 March 2018 and a request was made for an agreement in principle. Accommodation needs to be found in larger communities and not in rural areas.

Members wanted to know whether the Council had a choice about agreeing and it was advised that the government would have the power to impose a requirement but this had not yet been done. There was concern that existing residents on the housing waiting lists would lose out and there were already homelessness pressures due to the high cost of housing in the Buckinghamshire area. It was asked whether any extra resources would accompany the agreement but currently there was only extra funding for Syrian refugees.

It was noted that there would be no cost to the District Council unless the asylum seeker was given the right to stay. This would entitle the claimant to permanent housing by the local authority with only 28 days notice.

RESOLVED to RECOMMEND TO CABINET

To delegate the final decision to adopt an in principle agreement with the Home Office to accommodate Asylum Seekers to the Head of Healthy Communities in consultation with the Portfolio Holder for Healthy Communities.

42 AFFORDABLE HOUSING CONTRIBUTIONS UPDATE

An annual update was provided of the sums that have been received during the past year and how the section 106 funds have been allocated for expenditure. Since July 2011, the Council has received just over £2.9 m of section 106 affordable housing contributions. The table on page 99 shows that over £880,000 has been spent, the sum of £360,000 that has been committed and further proposals recommended for allocation.

The appendix showed the range of schemes for using the affordable housing contributions, including a subsidy for changing Paradigm properties from shared ownership to affordable rent, identifying potential sites for development and supporting other housing associations. A Members' Working Group has been established to first consider proposals, this is then taken by the Portfolio Holder to Informal Cabinet.

RESOLVED TO RECOMMEND TO CABINET

That the allocation of Affordable Housing Contributions proposed in paragraph 3.12 be agreed subject to final decision on an individual scheme being delegated to the Head of Healthy Communities in consultation with the Healthy Communities Portfolio Holder

43 EXCLUSION OF THE PUBLIC

RESOLVED –

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

Paragraph 1 – Information relating to any individual

Paragraph 2 – Information which is likely to reveal the identity of an individual

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

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

Paragraph 5 – Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings

Paragraph 6 – Information which reveals that the authority proposes:

(a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or

(b) to make an order or direction under any enactment

Paragraph 7 – Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

44 PRIVATE APPENDIX: AFFORDABLE HOUSING CONTRIBUTIONS

The private appendix gave details of the schemes being investigated by the Affordable Housing Members' Working Group. Many opportunities under investigation have been suggested by the Housing Associations. In some cases a lease was due to expire which would allow for a change of use or a potential site that could be acquired. Also some Green Belt sites would need very special circumstances to allow planning permission and Town Councils can help with gathering the evidence for this.

45 CHILTERN DISTRICT COUNCIL AND PARADIGM HOUSING PRINCIPLES OF CO-OPERATION

Paradigm Housing was currently the largest registered social housing landlord in Chiltern District with around 4,500 dwellings. The Council has been working with Paradigm Housing on a site by site basis to deliver more affordable housing but this agreement was intended to help identify more opportunities and improve service delivery.

The Principles of Co-Operation Agreement was presented in appendix 1 for consideration. It was drafted to set out the expectations for each organisation with the aim of delivering more housing. The draft agreement

had been reviewed and agreed by the Affordable Housing Member Working Group.

The review of the Deed of Covenant in relation to the Amenity Agreement was discussed as there may be potential for development on green spaces between existing housing. It was advised that there would be no obligation from the review of covenants.

RESOLVED to RECOMMEND to CABINET

- 1. That Chiltern District Council enters into a Principles of Co-Operation Agreement with Paradigm Housing.**
- 2. That authority is delegated to the Chief Executive to enter into the Agreement on behalf of Chiltern District Council.**

The meeting ended at 7.50 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the **RESOURCES OVERVIEW COMMITTEE** held on **25 APRIL 2018**

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

Councillors: A Bacon
C Ford
A Garth
J Gladwin
M Harrold
J MacBean
V Martin
D Varley
J Waters
C Wertheim

APOLOGIES FOR ABSENCE were received from Councillors R Jones, D Phillips and M Shaw

29 MINUTES

The Minutes of the meeting held on 23 January 2018 were agreed and signed by the Chairman.

30 DECLARATIONS OF INTEREST

There were no declarations of interest.

31 28 DAY NOTICE

The Committee were advised that the "Mill Meadow Bridge", "Amersham Multi-Storey Car Park" and "King George V House parking" items had been removed from the Cabinet 28 Day notice and would be deferred to a future Cabinet meeting. It was noted that the "Ten year plan for King George V House" item had been considered by the Corporate Asset Management Group.

RESOLVED

That the 28 Day Notice for Cabinet be noted.

Note: Councillor M Harrold entered the meeting at 6.34pm.

32 PERFORMANCE INDICATOR REVIEW 2018-19

The Committee received a report which provided an update on the outcomes of the Performance Indicator Review and set out the proposed changes to reporting. No major changes had been made since 2017/18 except that indicators would be reported jointly where possible to reflect joint services. Where this was not possible attempts had been made to align indicators to ensure data sets are similar across the two Councils.

In relation to the target for Council Tax collection, Members were advised that the current figure of 82.8% represented the total amount collected to Quarter 3, and that by the end of Quarter 4 it was expected that the target of 99% would be met.

The Committee felt that performance targets for customer satisfaction at leisure centres should be increased, and that any actions taken should be in response to surveys received. It was suggested that for licensing surveys it would be helpful to express the satisfaction rating as a percentage of returned surveys. An additional performance indicator could be added to target increasing the number of licensing surveys returned.

Members requested that data be made available showing the number of planning applications which are amended on a monthly basis.

RESOLVED

That the Committee was in agreement with the recommendation outlined in the report being put forward to Cabinet on 1 May 2018.

Note: Councillor V Martin entered the meeting at 6.36pm.

33 PERFORMANCE REPORT QUARTER 3 2017-18

The Committee received a report which outlined the performance of Council services against pre-agreed performance indicators and service objectives for quarter 3 of 2017-18. The Performance and Policy Officer provided a verbal update to the Committee which included updates to targets which had now been met in Healthy Communities and Environment. Availability of ICT systems to staff was below target due primarily to problems with servers supporting the vWorkspace desktop environment which had now been resolved by Business Support.

During the discussion, key points raised included:

- Performance figures were not benchmarked against other local authorities for comparison but it was advised that it may be possible for some key performance indicators to be compared on an annual basis against other District Councils. Concerns were raised that other authorities may measure against targets differently which could lead to unfair comparisons, so it may not be realistic to benchmark all indicators.
- It was noted that, whilst the number of voluntary leavers was relatively high, this was decreasing and there were underlying causes which had led to a higher than expected figure, including that a number of staff had been transferred to Derwent under TUPE at the beginning of the year. Members also felt that the competitive planning market and uncertainty over Modernising Local Government in Bucks may have contributed to higher figures.
- The Committee were advised that schemes were in development to increase the provision of affordable housing within the District, and that the Council was looking to work with external partners to maximise opportunities for affordable housing delivery where possible.
- The Committee commented that officers should explore ways to ensure Members received Performance Reports in a more timely manner.

RESOLVED:

That the report be noted.

34 AFFORDABLE HOUSING CONTRIBUTIONS UPDATE

The Committee considered a report which provided an update to Members on the receipt and expenditure of section 106 affordable housing contributions. The report included a breakdown of funds collected, expenditure committed to existing schemes and proposed funding allocations.

During the discussion, key points raised included:

- Members were advised that changes to the National Planning Policy Framework had reduced the amount of affordable housing contributions received by the Council. However, it was noted that the default position of the Council was to require affordable housing to be delivered on site as part of larger developments where possible.
- A concern was raised that viability issues were frequently being used by developers as a reason not to develop affordable housing on site. The Committee were advised that the criteria for requiring affordable housing development was set by central government and reviewed on

a case-by-case basis. However, it was noted that developers were increasingly being challenged by surveyors on land valuations.

- In relation to rent levels on social housing, Members were informed that rents on newer developments were generally higher than those charged on older properties, which may make it more difficult to attract tenants. It was noted that development costs made it a challenge to set rents at reasonable levels, however the Council was committed to achieving the best outcome for affordable housing provision.

RESOLVED:

That the Committee was in agreement with the recommendation outlined in the report being put forward to Cabinet on 1 May 2018.

The meeting ended at 7.28 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE (CDC)** held on **26 APRIL 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
S Patel
J Rush
C Wertheim

APOLOGIES FOR ABSENCE were received from Councillor N Rose

ALSO IN ATTENDANCE: Councillor I Darby

87 MINUTES

The Minutes of the meeting of the Committee held on 15 March 2018, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

88 DECLARATIONS OF INTEREST

There were no declarations of interest.

89 DEFERRED APPLICATIONS - CH/2017/1824/FA & CH/2017/2015/RC

Rowanlinden, 70 Long Park, Chesham Bois, Buckinghamshire, HP6 5LF

It was reported at the meeting that since the report had been written, the Tree and Landscaping Officer had advised that the plans did not show the correct location of a spruce tree within the curtilage of No. 66 Long Park which overhangs the application site. The large spruce tree and a Hornbeam near plot 2 would be harmed by the proposed building work. Officers shared these concerns, with the resulting adverse impact the loss of these trees would have on the character of the area. It was therefore verbally recommended to

Members that the application be deferred to allow Officers to negotiate further changes to plots 1 and 2, to avoid a harmful impact on these trees.

A proposal to defer and delegate to enable further negotiation on amended plans, any decision to be subject to consultation with the Chairman, was put to the Committee and agreed unanimously at a vote.

RESOLVED

Defer – minded to approve subject to amended plans being received which allowed for the protection of the spruce and hornbeam trees and providing there were no material changes. The Director of Services in consultation with the Chairman of the Planning Committee be authorised to determine the application and include in the decision notice such Planning Conditions and reasons for approval, or reasons for refusal as appropriate, bearing in mind the recommendations in the officer’s report, the Committee discussion and amended plans received.

CH/2017/2015/RC – Item Withdrawn

90 ENFORCEMENT NOTICES - 1994/0687/EN & 1994/0688/EN

Land at Owlets, Old Farm Lane, London Road East, Amersham
(Previously known as Land at Westrow Mushroom Farm, London Road East)

RESOLVED

The Planning Committee authorises the withdrawal of Enforcement Notice(s) 1994/0684/EN and 1994/0688/EN, issued on 05/04/1994.

91 ENFORCEMENT NOTICE - 1999/0826/EN

Land and Buildings at 67 Woodside Road, Amersham, Buckinghamshire.

RESOLVED

The Planning Committee authorises the withdrawal of Enforcement Notice 1998/0826/EN, issued on 05/02/1999.

92 ITEMS FOR NOTING

RESOLVED -

That the reports be noted.

93 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/2017/2270/FA Dorleigh, 18 Deancroft Road, Chalfont St Peter, Buckinghamshire, SL9 0HF.

Speaking for the Parish Council, Councillor Shinnor
 Speaking for the Objectors, Mr R Borwick
 Speaking for the applicant, Mrs D Kriel

The officer recommendation to grant conditional permission was put to the Committee and agreed at a vote

RESOLVED:

Conditional Permission

Councillor M Harrold entered the meeting during the above application at 7.19 pm and consequently did not take part in the vote.

Councillor I Darby left the meeting at 7.25 pm.

CH/2018/0265/FA The Nags Head Public House, London Road, Little Kingshill, Buckinghamshire, HP16 0DG.

Speaking as the applicant, Mr Michaels

The officer's recommendation to refuse permission was put to the Committee and voted against. Following a proposal to grant permission it was noted that the National Planning Policy Framework (NPPF) sets out that for inappropriate development in the Green Belt, very special circumstances need to be demonstrated by the applicant which are sufficient to outweigh the harm to the Green Belt and any other harm. The Members also noted the harm to the Green Belt, AONB and the listed building, as a heritage asset identified in the officer's report. The Chairman therefore proposed an amendment to defer consideration to allow the applicant more time to obtain documentary evidence to demonstrate that very special circumstances exist for this site, which are sufficient to overcome the harm identified. The amendment for deferral was agreed by the Committee.

RESOLVED

Application Deferred.

CH/2018/0266/HB The Nags Head Public House, London Road, Little Kingshill, Buckinghamshire, HP16 0DG.

Speaking as the applicant, Mr Michaels.

RESOLVED

Application Deferred – see above.

The meeting ended at 7.55 pm

**Publication
Date
4 June 18**

**CHILTERN DISTRICT COUNCIL
MINUTES of the CABINET
held on 1 MAY 2018**

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

ALSO IN ATTENDANCE: Councillors P Jones

76 MINUTES

The Minutes of the Cabinet meeting held 6 February 2018 were approved and signed by the Cabinet Leader as a correct record.

77 DECLARATIONS OF INTEREST

There were no declarations of interest.

78 28 DAY NOTICE

The Cabinet received a report attaching the draft 28-Day Notice which provided a forward plan of the agenda for the next meeting of the Cabinet. The Notice would be published on 25 May 2018. It was noted that the following 2 items had been deferred: Mill Meadow Bridge and King George V House Parking.

RESOLVED:

that the draft 28-Day Notice to be published on 25 May 2018 be noted.

79 CURRENT ISSUES

The following updates on current issues were raised:

Councillor I Darby

Councillor Darby welcomed the appointment of James Brokenshire as Secretary and State for Housing, Communities and Local Government on 30

April 2018 and looked forward to sharing the Council's views on Modernising Local Government with him.

Councillor P Martin

Councillor Martin informed Members that the new Head of Planning and Economic Development, Mark Jaggard, would be joining the Councils on 9 July 2018. It was noted that the Interim Enforcement Manager, Mitch Kitts, and the Interim Building Control Manager, Adam Heeley, were now in post.

Councillor M Smith

Councillor Smith advised Members that the work on Amersham Multi-Storey Car Park was progressing well.

Councillor L Walsh

Councillor Walsh advised Members that applications for community grants could now be made and further information could be found on the website. The closing date for applications is 29 June 2018.

The community cards scheme had launched in April 2018 and is a sticker-collecting scheme to help prepare Year 6 pupils transitioning to secondary school. The sticker scheme is designed to encourage pupils to try out new activities and learn about their community; each sticker is related to a different topic such as personal safety and money management.

It was reported that the Community Safety Team is carrying out a Chiltern Neighbourhood Survey to identify Chiltern residents top three community safety priorities. It was noted that a separate survey for under 18's had been created for the district's younger residents. The closing date for the survey is 10 May 2018. The survey results would help inform local community forums of areas of focus within the district.

Councillor F Wilson

Councillor Wilson informed Members that small businesses granted relief last year would automatically receive relief this year, provided the ratepayer continued to satisfy the conditions for relief.

80 PERFORMANCE INDICATOR REVIEW 2018-19

The Cabinet received a report updating Members on the outcome of the performance indicator (PI) review for 2018/2019, and which also sought approval for the proposed changes to reporting. The priority, corporate and data only PIs were at Appendices A – C respectively. It was proposed that additional PIs be added under the portfolios, making a total of 62 PIs.

RESOLVED:

that the changes to the performance indicators for each service be approved.

81 PERFORMANCE REPORT QUARTER 3 2017-18

The Cabinet considered a report outlining the performance of Council services against pre-agreed performance indicators and service objectives for Quarter 3 of 2017-18. The quarterly priority and corporate PIs were at Appendices A and B respectively. The Performance and Policy Officer updated Members on the quarterly PIs against the Councils targets.

Members questioned the timescale for receiving the quarterly reports as the data presented was not as up to date as possible, and asked that performance updates align with reporting to Members as a priority.

RESOLVED:

that the performance reports be noted.

82 LOCAL ENFORCEMENT PLAN

The Cabinet received a report which set out a revised way of handling planning enforcement complaints, and which sought approval of the Local Enforcement Plans for the Chiltern and South Bucks districts.

The Interim Head of Planning and Economic Development advised Members that the Local Enforcement Plans would provide a common platform for the delivery of efficient and effective enforcement services for the Councils, whilst taking into account national guidance set out in the National Planning Policy Framework (NPPF). Further, that the existing and interim Enforcement

Managers had given assurance that the Councils had the capacity to deliver through this plan. Town and Parish Councils, and members of the public via the CDC website, would be updated throughout the investigation process and key phases.

Members welcomed the plan and agreed that clear communication relating to enforcement action was key to effective delivery of the service.

RESOLVED:

that the Joint Local Enforcement Plan at Appendix 1 be approved.

83 THE DELIVERY OF AN EXEMPLARY PLANNING SERVICE IN CHILTERN & SOUTH BUCKS

The Cabinet received a report which sought approval for the draft Exemplary Planning Service Action Plan at Appendix 1. It was reported that the work on the shared planning service had identified the need for a long term vision within which the various process changes for the service could be delivered, as well as the opportunity to take the planning service from its current position to an exemplary position. The plan focussed on short, medium and long term actions, with a degree of flexibility relating to long term actions so that the new Head of Planning and Economic Development could help to shape the service going forward. It was advised that the preparation and adoption of the Local Enforcement Plan was a critical part of the plan. Members noted that staff recently recruited to the service were very enthusiastic.

The Cabinet welcomed the news that the new members of staff were settling into the service, and expressed their thanks to Andrew Ashcroft and the Planning Team for the success of the service review.

RESOLVED:

that the Exemplary Planning Service Action Plan at Appendix 1 be approved.

84 TEN YEAR PLAN PROGRAMME FOR KING GEORGE V HOUSE

Members considered a report detailing works to be carried out at King George V House (KGVH) over the next few years in order to address health and safety concerns and essential maintenance required at the offices, and also considered changes to the capital programme to fund these works. The proposed works were set out in the table at 4.3 of the report.

The Portfolio Holder for Environment advised Members that this report had been previously been considered by the Corporate Asset Management Group on 25 April 2018, and Members agreed the report set out a sensible approach to the urgent works required.

RESOLVED:

- 1. That the current capital programme spend for KGVH is reprofiled to allow the urgent identified works to be funded from the existing programme be agreed;**
- 2. That the identified works estimated in the sum of £730,750 be planned and carried out as soon as possible, and authority be delegated to the Head of Environment to conduct procurements and award contracts;**
- 3. That the unspent Repairs & Renewals budget of £210,411 for KGVH be carried forward from 2017/18 to 2018/19 for the works;**
- 4. That the unspent capital budget of £14,000 for KGVH be carried forward from 2017/18 to 2018/19 for the works;**
- 5. That the remaining sum of £327,000, including the above amounts carried forward, for the other KGVH works in the capital and R & R programme after the identified urgent works have been accounted for, be utilised for any further works for KGVH as required or if the estimated costs of urgent works change, to be agreed by the Head of Environment in consultation with the Portfolio Holder for Environment.**

- 6. That a further update report be presented to Members when the final costs are known after tendering and the timetable to deliver all the works is clear.**

85 CHILTERN POOLS OPEN SPACE UPDATE

The Cabinet considered a report on the consultation to dispose of the Public Open Space at Woodside Close and land off Chiltern Avenue to Amersham Town Council in return for an area of King George V Playing Fields to facilitate the development of the Chiltern Life Centre. It was noted that there had been no objections to the transfer. The Cabinet expressed their thanks to Amersham Town Council for their support in the project.

RESOLVED:

- 1. That the Chief Executive be advised that the Cabinet supports the decision to acquire the area of land marked in Appendix 1 and dispose of the land referred to in Appendix 2 to Amersham Town Council in support of the redevelopment of the Chiltern Pools, library, Drake Hall, and Youth club in Amersham; and**
- 2. That the public be informed about the redesigned centre ahead of any decision to proceed with a planning application.**

86 PUBLIC SPACES PROTECTION ORDER (PSPO) CONSULTATION

The Cabinet received a report proposing to introduce a Public Spaces Protection Order (PSPO). It was noted that the draft PSPO had previously been considered at the Healthy Communities PAG on 19 April 2018. An updated map of the Sycamore Road Car Park had been published as a supplementary agenda and copies provided at the meeting. It was then

RESOLVED:

- 1. to make the Public Spaces Protection Order in the form of the draft appended to the report; and**
- 2. that authority be delegated to the Head of Healthy Communities in consultation with the Head of Legal and Democratic Services to undertake the three yearly review of the**

Public Spaces Protection Order and implement any changes as required.

87 UNAUTHORISED ENCAMPMENTS

The Cabinet was asked to consider and adopt the Thames Valley Police (TVP) and Local Authority Joint protocol, and the Buckinghamshire Councils' and TVP Memorandum of Understanding for dealing with unauthorised encampments. It was noted that TVP had proposed the introduction of a tolerated temporary site but this proposal would be explored further, and Members could consider this opportunity going forward. The Cabinet welcomed the opportunity for partnership working, and therefore

RESOLVED:

- 1. that the final decision to adopt the Thames Valley Police (TVP) and Local Authority Joint protocol, and the Buckinghamshire Councils' and TVP Memorandum of Understanding on unauthorised encampments be delegated to the Head of Healthy Communities in consultation with the Portfolio Holder for Healthy Communities; and**
- 2. to work with all Bucks authorities to see if there is any scope to identify a tolerated temporary site(s) somewhere in Bucks to support the moving on of unauthorised encampments.**

88 ASYLUM SEEKERS

The Cabinet considered adopting an agreement in principle with the Home Office to accommodate asylum seekers. Local authorities across the UK had been requested to participate in permitting people seeking asylum to live in their local authority areas, alleviating housing pressures in the main areas where asylum seekers are based. The Head of Healthy Communities advised that potential accommodation would be vetted by the Council and should meet local and national standards.

RESOLVED:

- 1. that the final decision to adopt an 'in principle agreement' with the Home Office to accommodate asylum seekers be delegated to the**

Head of Healthy Communities in consultation with the Portfolio Holder for Healthy Communities.

89 COMMUNITY SPORTS ASSOCIATIONS

The Head of Healthy Communities advised that further work needed to be undertaken on this report and that the report would be withdrawn from the agenda.

90 CHILTERN DISTRICT COUNCIL AND PARADIGM HOUSING PRINCIPLES OF CO-OPERATION

The Cabinet was asked to agree to Chiltern District Council entering into a Principles of Co-Operation Agreement with Paradigm Housing. Members noted that the report had been considered by the Affordable Housing Member Working Group and the Healthy Communities PAG on 14 March 2018 and 19 April 2018 respectively. Members welcomed agreement and the strengthening of the relationship with Paradigm, but advised that the agreement should not preclude the Council from continuing to look for affordable housing opportunities, including use of the Council's own land.

RESOLVED:

- 1. that Chiltern District Council enter into a Principles of Co-Operation Agreement with Paradigm Housing; and**
- 2. that authority be delegated to the Chief Executive to enter into the agreement on behalf of Chiltern District Council.**

91 AFFORDABLE HOUSING CONTRIBUTIONS UPDATE

The Cabinet received an update of the receipt and expenditure of section 106 Affordable Housing Contributions (AHCs). These contributions were to support the delivery of affordable housing within the district. The numbers of homes delivered through the use of AHCs were set out in the table at 3.13 of the report.

RESOLVED:

1. That, subject to the balance of £424,902 being added to the sum allocated for “enabling opportunities to acquire land for the development of affordable housing”, the allocation of Affordable Housing Contributions proposed in paragraph 3.12 be agreed subject to final decision on an individual scheme being delegated to the Head of Healthy Communities in consultation with the Portfolio Holder for Healthy Communities.

92 BUCKINGHAMSHIRE DOMESTIC VIOLENCE & ABUSE STRATEGY 2018-2021

Members considered the draft Buckinghamshire Domestic Violence and Abuse Strategy 2018-2021 and draft consultation. It was noted that the strategy needed to better reflect the impact and costs of homelessness in particular, and that all those impacted by domestic abuse needed to be further supported through the delivery of the strategy. The draft strategy was at Appendix 1.

RESOLVED:

- 1. that the draft response to the consultation on the strategy be agreed;**
- 2. that the approval and endorsement of the final strategy be delegated to the Head of Healthy Communities in consultation with the Portfolio Holder for Healthy Communities; and**
- 3. that the intention to produce a multi-agency action plan to support delivery of the strategy be noted.**

93 SUMMER YOUTH DIVERSIONARY PROJECTS

The Cabinet was asked to agree that funding should be provided from within existing budgets for the voluntary youth sector to enable them to deliver a range of summer holiday activities. Members agreed with the importance of helping to provide young people with valuable experiences.

The Cabinet was asked to consider increasing the figure due to the previous success of the programme.

The Portfolio Holder for Healthy Communities informed Members of the positive feedback received by local communities when having provided the support previously.

RESOLVED:

that financial support of up to £3000 be provided to support voluntary youth organisations to deliver summer holiday activities.

94 MINUTES OF JOINT EXECUTIVE COMMITTEES

RESOLVED:

that the minutes of the Joint Executive meetings be noted

- **Chiltern and South Bucks Joint Committee 4 April 2018**
- **Chiltern, South Bucks and Wycombe Joint Waste Collection Committee 22 January 2018**
- **Chilterns Crematorium Joint Committee 29 January 2018**

95 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.

96 CABINET REPORTS FROM POLICY ADVISORY GROUPS:

RESOLVED:

That the confidential Notes from the Policy Advisory Groups (PAGs) be noted

- **Customer Services PAG 29 January 2018**
- **Planning and Economic Development PAG 22 January 2018**

97 HS2 WORK AND RESOURCING REPORT

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

The Cabinet received an update on the work of the HS2 project, as well as the resource forecast of this work. It was reported that community liaison meetings had recently been held to which positive feedback had been received. The Portfolio Holder for Planning and Economic Development expressed thanks for the work undertaken so far.

RESOLVED:

- 1. that the report and progress made on the project be noted;**
- 2. that authority be delegated to the Chief Executive in consultation with the Leader and the Head of Legal and Democratic Services to enter into a Funding Agreement with HS2 for the delivery of the Additional Projects approved by the AONB Group under Section 1 of the Localism Act 2011; and**
- 3. that authority be delegated to the Chief Executive in consultation with the Leader and the Head of Legal and Democratic Services to enter into agreements with relevant stakeholders/project leads appointed by the AONB Group for the delivery of the Additional Projects under Section 1 of the Localism Act 2011.**

The meeting ended at 5.36 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the **LICENSING COMMITTEE (CDC)** held on **10 MAY 2018**

PRESENT: Councillor J Rush - Chairman

Councillors: M Flys
M Harrold
M Harker
P Jones
E Walsh
H Wallace

APOLOGIES FOR ABSENCE were received from Councillors C Jackson, G Harris, C Jones, R J Jones, C Rouse, N Varley and F Wilson

12 MINUTES

The Minutes of the meeting held on 12 February 2018, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

13 DECLARATIONS OF INTEREST

There were no declarations of interest.

14 GAMBLING ACT STATEMENT OF PRINCIPLES REVIEW

The Gambling Act 2005 required that local authorities prepare and publish a Statement of Principles for determining applications and that such a policy was to be reviewed every 3 years. The revised Statement of Principles must therefore be in place by 14 January 2019. A consultation period of 6 weeks was recommended in the Gambling Commissions Guidance. The draft copy of the revised Statement of Principles was attached in Appendix 1 for consideration by the Committee. A list of consultees was included on page 42 of the agenda within Appendix 1. After the public consultation, the draft policy would come back to the Licensing Committee for consideration before being considered by Cabinet and then recommended with or without modification to Full Council for adoption.

It was noted that there were only minor amendments recommended since there had been no major issues arising since the last review. The Committee considered the more notable proposed changes.

1. A change in wording to allow the Head of Healthy Communities in consultation with the Chairman of the Licensing Committee to allow minor amendments including changes in legislation. This is to allow minor amendments to be made faster and more simply.
2. The addition of a section on Local Risk Assessments which have been required by licensees since April 2016.
3. A new section referring to Local Area Profiles. The draft local area profile is set out in appendix 2. It will be a factual document and will be kept as a standalone document and not included in the public consultation.

Members were also asked to consider whether a resolution should again be passed under Section 166 of the Act not to issue casino premises licences and the draft Statement had been amended to refer to this recommended resolution.

Members asked if the draft statement was similar to that adopted by other Councils and were assured that it was. There was concern about money laundering and whether there could be more wording added to the draft policy to prevent this within the district.

It was also asked whether there should be a compliance manager named for each licensed premises. This was not currently done but it was agreed that Officers would look into whether this would be possible.

It was agreed that further consideration would be given to these community safety issues and any required amendments to the draft statement be delegated to the Head of Healthy Communities in consultation with the Chairman of the Licensing Committee.

Members also requested typographical amendments to the draft Statement on pages 20 and 24 and that the Plan at Appendix 2 of the report be checked for accuracy.

It was noted that there were only 5 betting shops in the district.

RESOLVED

- 1. That the amended draft Statement of Principles in Appendix 1 be approved for consultation for a period of 6 weeks with the**

additional wording regarding community safety issues be delegated to the Head of Healthy Communities in consultation with the Chairman of the Licensing Committee.

- 2. That the results of the consultation exercise be reported back to the Licensing Committee at its meeting on 10 July 2018 for consideration.**
- 3. That it be stated in the draft Statement of Principles that the Council resolves under Section 166 of the Act not to issue casino premises licences at this time.**
- 4. That Members note that it is intended to report the draft Statement to Cabinet on 16 October 2018 and then to Council on 13 November 2018 for adoption of the final Statement of Principles.**

Councillor H Wallace entered the meeting at 6.42 pm during the above item.

The meeting ended at 6.50 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the SERVICES OVERVIEW COMMITTEE (CDC) held on 13 JUNE 2018

PRESENT:

Councillors: J Burton (Chairman)
D Bray
J Cook
M Flys
C Jackson
P Jones
S Patel
J Rush
L Smith
N Varley

APOLOGIES FOR ABSENCE were received from Councillors M Titterington, E Culverhouse, M Harker, C Rouse and H Wallace

ALSO IN ATTENDANCE: Councillors A Bacon, A Garth, J Gladwin, M Harrold, C Jones, J MacBean, N Rose, M Stannard, E Walsh, C Wertheim and V Martin

48 MINUTES

The Minutes of the meeting held on 24 April and 15 May 2018 were agreed as a correct record and were signed by the Chairman.

49 DECLARATIONS OF INTEREST

There were no declarations of interest.

50 28 DAY NOTICE

The Committee considered the 28 day notice and noted that the Playing Pitch Strategy would be submitted to the October meeting.

RESOLVED to note the 28 day Notice for Cabinet and the Chiltern and South Bucks Joint Committee.

51 REDEVELOPMENT OF THE CHILTERN POOLS AND ADJACENT COMMUNITY FACILITIES

David McHendry (KKP) and Justin O'Brien (Space and Place) gave a presentation on Chiltern Lifestyle Centre. They gave two different

presentations; the first presentation was on the RIBA Stage 2 Concept Design which showed plans of each floor of the new lifestyle centre including pictures of the main areas. The second presentation outlined the business plan and the options available. The presentations confirmed the preferred approach to develop a single facility incorporating a range of leisure activities and a spa alongside the community facilities to enable income generation to be able to repay a loan,, funded via the Public Works Loan Board over a 40 to 45 year period and enabling development. The presentation is on the website.

The current facility mix detailed in the first presentation included an eight lane 25m swimming pool with associated spectator seating, dive facility/teaching pool, children's splash pad, changing village, 170 station fitness studio, 2/3 x dance studios, hot yoga studio, 2x squash courts, community hall and meeting rooms, library and spa facility with treatment rooms. Accommodation had also been included to support the Linfield Nursery and Gatehouse Disability Club which currently operated from the Youth Club. Increased parking was provided as a result of the reorientation of the centre, together with the use of the council office car park.

The second presentation went through the business plan and the following points were made:-

- Prices and salaries inflated by 2% annually to 2022.
- Review of other costs to reflect the passing of time.
- Over 1,300 attendees on swimming lessons each week.
- 4,400 Health and Fitness members.
- Over 100 group fitness classes per week.
- In excess of 800,000 users of the facility per annum
- Over 100,000 visits to the adventure play facility.
- Increased time available for public swimming.
- Increased time available for swimming and diving clubs enabling both to accommodate more participants.
- Over 250 hours per week of instructed activity across the facility.
- £332k of utilities costs sufficient to cover the costs for the whole building; all other costs will be the responsibility of each tenant.

The Consultants went through Option 1 which was based on a more commercial approach to pricing in order to understand the potential financial benefit, taking into account the Council's investment in a high quality facility. In Year 3 this option should produce £5 million of income. The total scheme would cost £34 million..

- Current £200k subsidy needs to be invested in the new facility
- Applying current pricing would generate £1.25m benefit to the Council giving a 32 million borrowing capacity

- Applying a more commercial approach to pricing would generate £1.475m benefit to the Council giving a £38 million borrowing capacity
- Leisure management contractor needs to be confident that this level of income can be achieved. It was proposed that the income risk would transfer to the operator as they would be asked to guarantee a minimum payment to the Council under the terms of the operator contract.
- If only 3,500 health and fitness memberships are achieved this has a £250k negative impact on the financial benefit to the Council.....and would reduce borrowing capacity from £38m to £32m.
- Doing nothing would increase the current £200k contract subsidy to at least £700k with no marked improvement to the facility for customers.
- £400k surplus income generated by Chalfont & Chesham was not included in the figures as this was required for investment in those facilities.

During discussion Members had the following points clarified:-

- Comparable research was undertaken on similar income generation projects in other areas in particular Westminster Lodge Leisure Centre in St Albans.
- In terms of confidence in obtaining the right level of income generation the consultants confirmed that this would be achieved with the right procurement.
- Reference was made to community events, particularly the Amersham Music Festival, and whether the new community centre would be big enough for this event. In response it was noted that there were 150 seats but it could easily fit over 200 and still comply with health and safety. The stage could also be taken down to provide more seats.
- A Member made reference to an old leisure magazine which featured the Chalfont Leisure Centre which had been innovative for its time and received a national award. It had been an excellent investment and they looked forward to the development of this new project, which was also innovative. The consultants commented that they had aimed to cover activities for all.
- A comment was made of the need to emphasis 'place' which this proposal provided and would be a great asset to the community.
- The cost of £500,000 was for a feasibility study of the development opportunities offered by the release of the existing leisure and community sites – not all of the funding may be used but having this funding available would mean that no further Member decisions would be required
- Members acknowledged that Chiltern Pools had an operational life and that if no new facility was built there would need to be significant expenditure on the structure of the current building.

In response to a question on affordable housing, the Head of Healthy Communities reported that there had been changes to the recommendations in the report as follows:-

Recommendation 1-3 as per original report

- 4. To delegate authority to the Director of Services, to undertake a feasibility study of the development opportunities offered by the release of the existing leisure and community sites (*the existing site*) and subject to an outline business case, to submit a ~~an outline~~ planning application *for that site at the appropriate time. made in tandem with the detailed planning application for the proposed Leisure and community facility.*

- Recommendation 5 as per original report

- 6. To authorise the Head of Healthy Communities, in consultation with the Support Services Portfolio Holder to draw down up to £500,000 of funding from *Council reserves* ~~the Affordable Housing Reserve~~ to enable an outline business case, and ~~outline~~ planning application of the *existing leisure and community sites (the existing site) King George V and Chiltern Avenue site* to be determined.

- Recommendations 7-8 as per original report

Members welcomed the report and noted that the next steps would be to proceed with a planning application and contractor procurement.

RECOMMENDED to Cabinet

1. that the findings of the current version of the design proposals and business plan to re-provide a combined community and leisure facility in Amersham be noted.

2 that the facility mix incorporated in the current design proposals and detailed in Appendix 1 of the report be agreed .

3 that the decision to submit a detailed planning application for the proposed leisure and community centre be delegated to the Director of Services.

4 that authority be delegated to the Director of Services, to undertake a feasibility study of the development opportunities offered by the release of the existing leisure and community sites (the existing site) and subject to an outline business case, to submit a planning application for that site at the appropriate time.

5. that authority be delegated to the Head of Environment and Head of Legal to carry out due diligence to identify and take steps to address any legal constraints for the proposed leisure and community centre project.

6.that the Head of Healthy Communities be authorised, in consultation with the Support Services Portfolio Holder to draw down up to £500,000 of funding from the Council Reserves to enable an outline business case, and planning application of the existing leisure and community sites (the existing site) to be determined.

7. that the Director of Services be authorised to agree the maintenance arrangements for the land to be transferred to Amersham Town Council.

8. that the Director of Services be authorised to agree the provision of replacement outdoor leisure facilities to be managed and owned by Amersham Town Council following the transfer of the section of King George V Playing Fields to be developed to the District Council.

52 WASTE CONTRACT - JOINT WORKING

The Committee received a report which sought the approval for Chiltern, South Bucks and Wycombe Councils to work together to procure the delivery of waste collection, recycling and street cleansing services at the expiry of the current contracts with Serco and Biffa. Chiltern and Wycombe have benefited from the joint working which commenced with the procurement of the Serco contract. A contract option review had been carried out to look at the contracting options going forward and the results were presented to Portfolio Holders at workshop on 14 March 2018. The Joint Waste Collection Committee had updated its governance procedures to include South Bucks and Members have worked well together. Members noted it was important that all districts intending to participate in the procurement of a joint contract sign an IDAA at the earliest opportunity.

RECOMMENDED to Cabinet

- (i) that the report be noted;**
- (ii) that the longer term strategy to procure a three way single joint contract for Chiltern District Council, South Bucks District Council and Wycombe District Council be agreed;**
- (iii) that an Inter District Authority Agreement (IDAA) be agreed reflecting the Heads of Terms at Appendix 1 of the report;**
- (iv) that authority be delegated to the Head of Environment in consultation with the Head of Legal and Democratic Services and the relevant Portfolio Holder to approve the detailed terms of the IDAA.**

53 REFRESHED JOINT BUSINESS PLAN 2018-19

Members received the refreshed Joint Business Plan 2018-2019 at Appendix 1 of the report. Members expressed their thanks to the Performance and Policy Officer for the new user friendly presentation of the business plan.

RECOMMENDED to Cabinet that the refreshed Joint Business Plan be approved.

54 2017/18 END OF YEAR PERFORMANCE REPORT

The Committee received a report outlining the annual performance of Council services against pre-agreed performance indicators (PIs) and service objectives for Quarter 4 (end of year 2017-18).

The Quarter 4 Priority and Corporate PIs were at Appendices A and B respectively. Members noted that priority PI relating to household waste sent for reuse, recycling and composting was slightly under the target of 53% at 52.7%. Further, that the long-term absence cases detailed at 4.2.1 had been resolved. Through the survey feedback, it is apparent that the Licensing team were working hard to provide good customer service. However, as the response level to the survey was low officers would do more to publicise the survey the following year. Availability of ICT systems to staff was under target because of issues with vWorkspace, however these issues have now been resolved.

The Committee were advised that following the previous meeting it was being proposed that Members would receive the performance reports informally prior to committees to ensure that they received the figures in a more timely manner.

Members were pleased to note the new format of the Annual Report at Appendix C of the report.

RESOLVED that the performance reports be noted.

55 EXCLUSION OF THE PUBLIC

RESOLVED –

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

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

56 WASTE CONTRACT OPTIONS APPRAISAL

The Committee received a report on the options for procuring the delivery of waste collection, recycling and street cleansing services at the expiry of the current contracts with Serco and Biffa. A formal decision must be made by 3rd September 2018 as to whether the current SERCO contract should be extended by Chiltern and Wycombe Councils or whether a new waste contract should be procured.

Members were informed of key risks relating to future commissioning options for the authorities.:-

The Joint Waste Collection Committee considered that the best option was to enter into a short extension with Serco with the aim of both contracts expiring in October 2021 but, at the same time, commence procurement activities for a new single long term joint contract for all three authorities with a staggered commencement date of March 2020 and November 2021. This would provide a contingency plan should extension negotiations not achieve a successful outcome. In answer to a question, the Member was reassured that the apportionment of costs would be per household and would be set out in the IDAA.

RECOMMENDED to Cabinet

1. That

- (i) the longer term strategy to procure a three way single joint contract for Wycombe District Council, Chiltern District Council and South Bucks District Council be agreed, that the option that should be pursued for the provision of waste etc. services post March 2020 is for Chiltern and Wycombe to agree a contract extension with Serco until the end of October 2021 to align the termination date with the South Bucks/Biffa contract,**

provided that such extension is compliant with the Public Contract Regulations 2015, and to commence the procurement of a single joint three-way contract to commence in November 2021. However, if the said negotiations are unsuccessful, to commence the procurement of a single joint three-way contract with a staggered commencement of March 2020 in Chiltern and Wycombe and November 2021 in South Bucks.

- (ii) authority be delegated to the Head of Environment, in consultation with the Head of Legal and Democratic Services, Head of Finance and the relevant Portfolio Holder, to take the steps necessary to progress the option selected under Recommendation (i) above.
- (iii) authority be delegated to the Head of Environment in consultation with the Portfolio Holder to finalise the specification of the services to be delivered.
- (iv) authority be delegated to the Head of Environment in consultation with the Head of Legal and Democratic Services and the relevant Portfolio Holder to determine the procurement method under the Public Contract Regulations 2015.
- (v) the release of earmarked funds set aside in the Waste Reserve to fund the activity set out in 2 (i) below be approved. The amount not to exceed the total reserve of £281,000 and to be delegated to the Head of Environment and Head of Finance in consultation with the relevant Portfolio Holder.

2 the decisions of the Chiltern, South Bucks & Wycombe Joint Waste Collection Committee be noted and:

- (i) authority be delegated to the Head of Environment to procure sufficient professional and technical resources to enter into initial discussions and to prepare for and support the procurement project/s;
- (ii) an initial budget of up to £200,000 be approved to fund the resources referred to in (i) above, to be funded by the Authorities in proportion to the number of households in each district (CDC – 28.12%; SBDC – 20.46%; WDC – 51.42%), with sums to be released in accordance with each Council's internal approval process.

57 PROPERTY ACQUISITION IN AMERSHAM

The Cabinet received a report on acquiring property in Amersham to provide affordable emergency housing units. The site was a strategic site that would enable future development options. The Cabinet recognised the importance of acquiring this property at a time when the Council faces emergency housing pressures.

RECOMMENDED to Cabinet:-

1 That the acquisition of the site up to the offer outlined in the confidential report (plus seller's legal fees and stamp duty), subject to the contract be agreed. This sum should be spent from the Affordable Housing Reserve.

2. That the Head of Healthy Communities authorise the terms of the acquisition of the site in consultation with the Head of Environment, Head of Legal and Democratic Services and the Portfolio Holders for Healthy Communities and Support Services.

The meeting ended at 8.00 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE (CDC)** held on **14 JUNE 2018**

PRESENT: Councillor M Titterington - Chairman

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

APOLOGIES FOR ABSENCE were received from Councillors D Phillips, J Cook and C Jones

ALSO IN ATTENDANCE: Councillors G Harris and P Martin

3 MINUTES

The draft Minutes of the meeting of the Committee held on 26 April 2018 were amended to comply with Council Procedure Rule 17.3 and copies of the amended draft Minutes were circulated to all Members of the Committee. The Chairman proposed that the draft Minutes as amended were signed as a correct record of the meeting and this was seconded by Councillor J Burton. The draft Minutes were then agreed by the Committee and signed by the Chairman as a correct record.

The draft Minutes of the Committee meeting held on 15 May 2018 were agreed by the Committee and signed by the Chairman as a correct record.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 DEFERRED APPLICATION - CH/2017/1824/FA

ROWANLINDEN, 70 LONG PARK, CHESHAM BOIS, BUCKINGHAMSHIRE.

Demolition of existing house and erection of three 5 bedroom houses, served by the existing access.

The officer recommendation to grant conditional permission subject to the conditions in the report was put to the Committee by the Chairman and agreed at a vote.

RESOLVED

Conditional permission, subject to the conditions set out in the report.

6 ITEMS FOR NOTING

RESOLVED -

That the reports be noted.

7 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/2017/1890/FA Woodfield, 2 Claydon End, Chalfont St Peter,
Buckinghamshire, SL9 8JX

Speaking for the Parish Council, Councillor Tony Shinner
Speaking for the objectors, Mr Graham Gammell

The officer recommendation to grant conditional permission with an amendment to Condition 4 to also require the side window panels of the first floor rear bay

window to be obscurely glazed was put to the Committee by the Chairman and agreed at a vote.

RESOLVED:

Conditional Permission with an amendment to Condition 4 to also require the side window panels of the first floor rear bay window to be obscurely glazed. (This also necessitates an amendment to Condition 3, to ensure no additional windows are inserted in the flanks of the bay in the future).

Note 1: Councillor G Harris left the meeting at 6.55 pm

CH/2018/0075/FA Land Adjacent To Giles House and To Rear Of Larkes Field, Doggetts Wood Lane, Little Chalfont, Buckinghamshire, HP8 4TH

Speaking for the objectors, Mr Don Crawford
Speaking as the applicant, Mr Kevin Andrews
Speaking as the local District Member, Councillor P Martin, outlined local concerns due to the size of the development.

The written views of Councillor Phillips were read out to Members in his absence. It was noted that at a previous Committee Meeting in 2016 Councillor Phillips had declared a personal interest regarding the 2016 applications because he lived in the road but was not close by and had no direct interest.

The officer recommendation to grant conditional permission was put to the Committee by the Chairman and voted against.

Councillor Gladwin proposed refusal of the application by reason of policy H4 and GC3, out of character in the streetscene in an Established Residential Area of Special Character, and harmful to amenity of neighbouring property by reason of proximity of elements at rear. This proposal was seconded by Councillor MacBean and agreed at a vote.

RESOLVED:

Refused Permission by reason of policy H4 and GC3, out of character in the street scene in an Established Residential Area of Special Character, and harmful to amenity of neighbouring property by reason of proximity of elements at rear.

CH/2018/0247/FA The Great Barn, Blackwell Hall Lane, Latimer,
Buckinghamshire, HP5 1TN

Speaking for the objectors, Mr Stephen Rubin
Speaking for the applicant, Mr Aidan Briggs

Officers gave a verbal update regarding the comments of the Historic Buildings Officer who requested an informative if permission were to be granted for the Applicant to seek advice regarding the possible need for listed building consent, if any changes were to be made to the building.

Officers also verbally updated Members of an omission in the report. The later highway comments referred to on page 19 regarding the current use of site generated 38 movements (two-way) per day whilst the proposed use is assessed as generating around 97 (two-way) movements per day.

Officers also verbally advised that Condition 5 in the report should be deleted, as it was not necessary.

Councillor Rose proposed a deferral of the application which was amended by Councillor Wertheim in order for Officers to clarify the following matters and bring a subsequent report back to the Planning Committee:

1. To obtain more information from Bucks County Highways with regard to the junction with Latimer Road.
2. To contact Ofsted/Education Department to ascertain amenity requirements for a nursery.
3. Outside lighting for safety and parking with turning circle.

This proposal was seconded by Councillor MacBean and agreed unanimously at a vote.

RESOLVED:

Defer - Officers to clarify the following matters and bring a subsequent report back to the Planning Committee:

1. To obtain more information from Bucks County Highways with regard to the junction with Latimer Road.
2. To contact Ofsted/Education Department to ascertain amenity requirements for a nursery.
3. Outside lighting for safety and parking with turning circle.

CH/2018/0466/FA Barn House, Oxford Street, Lee Common,
Buckinghamshire, HP16 9JP

Officers proposed two Informatives regarding parking of vehicles and the Considerate Constructors Scheme initiative.

The officer recommendation to grant conditional permission with Informatives was put to the Committee by the Chairman and agreed at a vote.

RESOLVED:

Conditional Permission with Informatives.

Note 2: Councillor Harold had left the Chamber for the duration of the debate and did not vote.

Note 3: The Chairman requested a break at 8.20 pm. The meeting resumed at 8.30 pm

CH/2018/0570/FA 160 Chartridge Lane, Chesham, Buckinghamshire, HP5
2SE

Speaking as the applicant, Mr James Gill

The officer recommendation to refuse permission was put to the Committee by the Chairman and unanimously agreed at a vote.

RESOLVED:

Permission Refused

CH/2018/0572/FA Breyll Path, 18 Green Lane, Amersham, Buckinghamshire, HP6 6AR

Speaking for the objectors, Mr Burdin
Speaking as the applicant, Mr Gareth Lloyd

The written views of Councillor C Jones were read out to Members in her absence.

The officer recommendation to grant conditional permission was put to the Committee by the Chairman and agreed at a vote.

RESOLVED:

Conditional Permission

8 SUPPLEMENTARY ITEM TO THE MAIN LIST

CH/2018/0479/FA – Leenane, 22 Chenies Avenue, Little Chalfont, Buckinghamshire, HP6 6PP.

Speaking for the Parish Council, Councillor Chris Ingham
Speaking for the objectors, Mr T Ipoly
Speaking for the application, the agent Mr William Marshall

Officers verbally updated Members regarding three further letters of objection which had been received raising concerns about density/overcrowding/traffic and the wildlife impact. Officers also advised Members that Thames Water requested an informative regarding working near sewers and the Highways Authority had no objection.

The written views of Councillor Phillips were read out to Members in his absence.

During the discussion, Members advised that an email had been received by them from a previous owner of the property, advising that bats could be present in the existing roof space. As this was new information, Officers clarified that this could not be the subject of a Condition and that the applicant would need to undertake a Phase 1 bat survey, to clarify whether bats are present.

The Officer recommendation to grant conditional permission was put to the Committee by the Chairman with the amendment that Members be minded to grant conditional permission subject to the submission of a satisfactory bat survey report with the decision to grant conditional permission delegated to Officers. That if a satisfactory Bat Survey was not submitted to the Council then the application be brought back to a future Committee for determination and this was agreed at a vote.

RESOLVED:

Defer - Minded to grant conditional permission subject to the submission of a satisfactory bat survey report. Decision delegated to the Director of Services. If a satisfactory Bat Survey was not submitted to the Council then the application be brought back to a future Committee for determination.

The meeting ended at 9.15 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the RESOURCES OVERVIEW COMMITTEE (CDC) held on 20 JUNE 2018

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

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

APOLOGIES FOR ABSENCE were received from Councillors A Garth and R J Jones

ALSO IN ATTENDANCE: Councillor M Stannard

37 MINUTES

The minutes of the Resources Overview Committee meeting held on 25 April 2018 were approved subject to an amendment to minute item 33 *Performance Report Quarter 2 2017/18* in relation to the timing of data received by Members.

The minutes of the Resources Overview Committee meeting held on 15 May 2018 were approved.

38 DECLARATIONS OF INTEREST

Councillor D Varley declared a personal in agenda item 6 *Redevelopment of Chiltern Pools and adjacent community facilities*. Nature of interest – Councillor Varley is a member of the Chiltern Pools leisure centre.

39 28 DAY NOTICE

Members asked that the 28 Day Notice for Cabinet be amended in order that the item *Chiltern Pools Redevelopment – Procurement* be considered at the Resources Overview Committee meeting 4 December 2018. It was then

RESOLVED:

That the 28 Day Notices for the meetings of the Cabinet and the Chiltern and South Bucks Joint Committee be noted.

40 REDEVELOPMENT OF CHILTERN POOLS AND ADJACENT COMMUNITY FACILITIES

The Committee agreed to consider the redevelopment of Chiltern Pools and adjacent community facilities at item 5 of the agenda.

Members received a report on the design, cost plan and business case for the redevelopment of the Chiltern Pools project at supplementary agenda 1. It was noted that a structural survey undertaken in 2015 which indicated that the current centre had a lifespan until 2020; and addressing the structural issues would have significant financial implications for the Council.

Two public consultations undertaken by the Council found strong local support for a redevelopment of Chiltern Pools, and for the bringing together of leisure and community facilities. Two key areas of concern were raised during the consultation and would look to be mitigated, namely the preservation of the barns and the need for adequate parking on the site. It was reported that Amersham Town Council had agreed to the disposal of land to the Council in return for the transfer of the green at Woodside Close and edge of Chiltern Avenue. Further, that the stage 2 designs were being finalised ahead of the detailed design phase.

A presentation relating to the financial and business plan options appraisal was given to Members by Managing Director of Knight, Kavanagh and Page, David McHendry. Members were advised that pursuing option 1 would allow a higher net benefit to the Council. The centre would attract over 800,000 visits per annum with the health and fitness facility accounting for 40% of the total income. The facility mix would enable all identified needs to be addressed with the Health and Fitness Centre sufficiently sized to accommodate over 4,400 members.

The total scheme including; library, community centre, nursery, swimming pools, sports hall, dry diving, fitness studios and spa was projected to cost £34m. Further key points from the business plan were highlighted:

- The base business plan was anticipated to generate £1.2m benefit to the Council providing a £32m borrowing capacity, leaving a funding gap of circa £2 million; assuming the Council would invest the current £200k subsidy for its leisure management contract in the new development.

- Applying a pricing structure that recognises the investment in the facilities, (option 1) would increase the financial return to the Council, and was anticipated to generate £1.475m/annum, giving the Council a borrowing capacity of circa £38 million over 45 years.
- It was expected that a 'do nothing' scenario would see an increase in the subsidy from 200k to 700k per annum from 2021-2031 to undertake a backlog of maintenance required to keep the facility safe and operational.

The Committee raised the following key points:

- Impact on the usage and client base of the other centres as this could impact on financial performance.
- That the risk be recognised of not being able to attract bidders for the management contract of the new facility who would be prepared to take on the hoped for income risk. The structural survey was important in this context.
- Members raised that testing with a lower level of investment, the existing facility could be made more viable and the structural survey would inform this.
- Whether the facility mix would attract the anticipated income as set out in the options. A concern was expressed over the commercial approach to pricing. Members noted that the size, scale and nature of the facilities offered would allow the operator to attract larger and different catchment areas.
- It was recognised that the business plan accounted for an annualised programme of investment over the full 45 years of the centre. However, a concern was raised as to whether the centre would have a 45 year lifespan.
- Members enquired as to what consideration had been given to refurbishing the current Chiltern Pools leisure centre.
- It was recognised that the current leisure centre accounted for a significant amount of the Council's CO2 emissions, and was highly inefficient in the use of energy. The new leisure centre would be built with high sustainability principles, reducing the impact on the environment and lowering future operating costs.

- Members recognised that the community facilities would require to be subsidised as it was unlikely that community organisations could provide a commercial rent in return for lease.
- Members welcomed an option to incorporate social housing on the leisure and community site.
- That the scale of investment and duration of contract meant that the Council needed to carefully and thoroughly consider the issues and risks as it had done to date.

Members expressed thanks to David McHendry for an informative presentation. The Chairman then advised the Committee of amendments to the recommendations in the officer's report.

The RECOMMENDATIONS to Cabinet as per the officer's report, and as amended were as follows:

1. To note the findings of the current version of the design proposals and business plan to re-provide a combined community and leisure facility in Amersham.
2. To agree the facility mix incorporated in the current design proposals and detailed in Appendix 1.
3. To delegate the decision to the Director of Services to submit a detailed planning application for the proposed leisure and community centre.
4. To delegate authority to the Director of Services, to undertake a feasibility study of the development opportunities offered by the release of the existing leisure and community sites (the existing site) and subject to an outline business case, to submit a planning application for that site at the appropriate time.
5. To delegate authority to the Head of Environment and Head of Legal to carry out due diligence to identify and take steps to address any legal constraints for the proposed leisure and community centre project.
6. To authorise the Head of Healthy Communities, in consultation with the Support Services Portfolio Holder to draw down up to £500,000 of funding from the Council reserves to enable an outline business case, and planning application of the existing leisure and community sites (the existing site) to be determined.
7. To authorise the Director of Services to agree the maintenance arrangements for the land to be transferred to Amersham Town Council.

8. To authorise the Director of Services to agree the provision of replacement outdoor leisure facilities to be managed and owned by Amersham Town Council following the transfer of the section of King George V Playing Fields to be developed to the District Council.

Members debated the recommendations. The Committee suggested delaying the submission of a planning application for both the Chiltern life centre and existing community and leisure sites until the feasibility study of the current site had been considered by Members, as well as the results of the structural and mechanical and electrical survey currently being undertaken. Following discussion, the Committee **RESOLVED** to

RECOMMEND to Cabinet:

1. To note the findings of the current version of the design proposals and business plan to re-provide a combined community and leisure facility in Amersham.

2. To agree the facility mix incorporated in the current design proposals and detailed in Appendix 1.

3. To delegate the decision to the Director of Services to submit a detailed planning application for the proposed leisure and community centre.

4. To delegate authority to the Director of Services, to undertake a feasibility study of the development opportunities offered by the release of the existing leisure and community sites (the existing site).

5. To delegate authority to the Head of Environment and Head of Legal to carry out due diligence to identify and take steps to address any legal constraints for the proposed leisure and community centre project.

6. To authorise the Head of Healthy Communities, in consultation with the Support Services Portfolio Holder to draw down up to £500,000 of funding from the Council reserves to enable an outline business case of the existing leisure and community sites (the existing site) to be determined.

7. To authorise the Director of Services to agree the maintenance arrangements for the land to be transferred to Amersham Town Council.

8. To authorise the Director of Services to agree the provision of replacement outdoor leisure facilities to be managed and owned by Amersham Town Council following the transfer of the section of King

George V Playing Fields to be developed to the District Council.

9. That the Chiltern Life Centre is built to high sustainability standards.

10. That the contractual arrangements to operate the leisure centres and contractor responsible for developing the Chiltern Life Centre be appointed simultaneously.

41 REFRESHED JOINT BUSINESS PLAN 2018-19

Members received the refreshed Joint Business Plan 2018-2019 at Appendix 1. A verbal amendment was made to the role of Head of Planning and Economic Development (page 41).

Members expressed their thanks to the Performance and Policy Officer for the new user friendly presentation of the business plan.

RESOLVED:

That the report be noted.

42 2017/18 END OF YEAR (QUARTER 4) PERFORMANCE REPORT

The Committee received a report outlining the annual performance of Council services against pre-agreed performance indicators (PIs) and service objectives for Quarter 4 (end of year 2017-18).

The Quarter 4 Priority and Corporate PIs were at Appendices A and B respectively. Members noted that priority PI relating to household waste sent for reuse, recycling and composting was slightly under the target of 53% at 52.7%. Further, that the long-term absence cases detailed at 4.2.1 had been resolved. A query was raised relating to the parking and cleanliness at Chesham leisure centre and it was reported that the operator had been challenged to improve cleanliness standards at the centre. Members were advised that parking issues can arise on the site due to the site sharing parking provision with the school. Members enquired as to the number of vacant properties regarding PI CdHS4 (page 56), and were informed that the majority of long term vacant properties were second homes. The Council would intervene where properties were deliberately vacant, however, there was a very low number of deliberately vacant properties within the District.

The Committee were advised that following the previous meeting it was being proposed that Members would receive the performance reports informally prior to committees to ensure that they received the figures in a more timely manner.

Members were pleased to note the new format of the Annual Report at Appendix C.

RESOLVED:

That the performance reports be noted.

43 CAPITAL AND REPAIRS & RENEWALS OUTTURN REPORT 2017/18

The Committee received the Capital and Repairs and Renewals Outturn Report for 2017/18. The Director of Resources advised Members that the tables at Appendices A and B provided information on the budget, actual variance and proposals to carry forward any unspent monies.

The carry forward amount for potential works on Mill Meadow Bridge was questioned. Members were advised that it was recommended the amount be carried forward as the project was currently under review, and would be considered at a future Member meeting. Members enquired as to why no money was spent on cleansing services for the replacement of dog waste bins and it was noted that this budget was specifically for the new installation of bins and not the maintenance of bins.

RESOLVED:

That the report be noted.

44 TREASURY MANAGEMENT - ANNUAL REPORT 2017/18

The Committee received a report on the Treasury Management performance of the Council for 2017/18.

RESOLVED:

That the Treasury Management performance for 2017/18 as required by the Code of Practice on Treasury Management be noted.

45 WRITE OFFS 2017/18

The report set out the final position for write offs for the full year 2017/18. Members noted that the number of write offs had increased but the write off amounts had decreased in comparison to the previous year. The write offs were detailed at Appendices 1 – 5.

Members expressed thanks to the Head of Customer Services for a comprehensive report.

RESOLVED:

That the write offs for 2017/18 be noted.

The meeting ended at 8.38 pm

CHILTERN DISTRICT COUNCIL

**MINUTES of the CABINET (CDC)
held on 26 JUNE 2018**

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

APOLOGIES FOR ABSENCE were received from Councillor P Martin

ALSO IN ATTENDANCE: Councillors J Gladwin, P Jones and D Phillips
J Gladwin, P Jones and D Phillips

98 MINUTES

The Minutes of the Cabinet meeting held 1 May 2018 were approved and signed by the Cabinet Leader as a correct record.

99 DECLARATIONS OF INTEREST

There were no declarations of interest.

100 28-DAY NOTICE

The Cabinet received a report attaching the draft 28-Day Notice which provided a forward look at the Agenda for the next meeting of the Cabinet. The Notice would be published on 14 September 2018. It was noted that in addition to being discussed by the Services Overview Committee, the Chiltern Pools redevelopment procurement would also be discussed at the Resources Overview Committee.

RESOLVED:

That the Draft 28-Day Notice, to be published on 14 September 2018, be noted.

101 CURRENT ISSUES

The following updates on current issues were raised:

Councillor M Stannard -

Councillor Stannard reported that approval had been given to purchase a new microphone (AV) system. This had been ordered and would be delivered in due course.

Councillor P Martin -

Councillor Darby, on behalf of Councillor Martin thanked the Joint Planning team who had successfully combined the authorities planning system and data into a single system. This is a very important milestone for the continued improvement of the joint planning service. . The scale of the project and officer effort was recognised by the Cabinet.

Councillor L Walsh -

Councillor Walsh reminded those in attendance of the virtual community forum which was taking place following the Cabinet meeting (26 June) online from 7 to 9 p.m. Council and Police representatives would be available to take queries.

102 CABINET APPOINTMENTS

The Cabinet received a list of appointments made by Council and made by the Cabinet.

RESOLVED

that the appointments made by Council be noted and the appointments made by the Cabinet be agreed.

103 REFRESHED JOINT BUSINESS PLAN 2018-19

The Cabinet received a report which sought member approval for the refreshed Joint Business Plan 2018 – 2019. The Cabinet noted the improved

layout of the business plan from previous years. The Joint Business Plan would be presented to Full Council for final approval.

RECOMMENDED:

That the Joint Business Plan 2018 – 2019 be approved by the Council.

104 2017/18 END OF YEAR PERFORMANCE REPORT

The Cabinet received a report which outlined the annual performance of Council services against pre-agreed performance indicators and service objectives for quarter 4 and end of year for 2017 – 18. The Cabinet noted the improved format of the Annual Report.

RESOLVED

that the performance reports and Annual Report be noted.

105 CAPITAL AND REPAIRS & RENEWALS OUTTURN REPORT 2017/18

The Cabinet received a report on the 2017/18 capital and repairs & renewals outturn position and requested the carry forward of unspent capital and repairs & renewals budgets. The Cabinet was advised that the majority of carry forward related to schemes which spanned over more than a one year period.

The additional budgeted capital expenditure in 2018/19 would be £1,175k, and the additional budgeted repairs and renewals expenditure in 2018/19 would be £417k.

RESOLVED:

- 1. That the 2017/18 capital and repairs & renewals outturn position be noted.**
- 2. That the proposed capital and repairs & renewals budgets be carried forward to 2018/19.**

106 TREASURY MANAGEMENT ANNUAL REPORT 2017/18

The Cabinet received a report on the Treasury Management performance of the Council for 2017/18 as required by the Code of Practice on Treasury Management. The weighted average interest rate earned on fixed rate investments in the year was 0.76% and tables could be seen within the report which showed the breakdown of investments at the end of the financial year.

RESOLVED

that the Treasury Management performance for 2017/18 as required by the Code of Practice on Treasury Management be noted.

107 WASTE CONTRACT - JOINT WORKING

The Cabinet received a report which sought approval for Chiltern District Council, South Bucks District Council and Wycombe District Council to work together to procure the delivery of waste collection, recycling and street cleansing services at the expiry of the current contracts with Serco and Biffa.

A formal decision was required by 3 September 2018 as to whether the current Serco contract should be extended by Chiltern and Wycombe Councils or whether a new waste contract should be procured. The Chiltern, South Bucks & Wycombe Joint Waste Collection Committee supported the recommendation to procure a three-way joint contract which sought to manage risks and optimise opportunities for greater joint working whilst ensuring continuity of service provision.

At the invitation of the Leader, Councillor P Jones addressed the meeting and suggested that the Council may wish to consider setting up a Members task and finish group alongside South Bucks and Wycombe Councils during the procurement stage to assist with ensuring the best outcome for the three Councils.

RESOLVED

- 1. To note the report.**
- 2. To agree the longer term strategy to procure a three way single joint contract for Chiltern District Council, South Bucks District Council and Wycombe District Council.**

3. To enter into an Inter District Authority Agreement (IDAA) reflecting the Heads of Terms at Appendix 1.
4. To delegate authority to the Head of Environment in consultation with the Head of Legal and Democratic Services and the relevant Portfolio Holder to approve the detailed terms of the IDAA.

108 CHANGE TO THE MEMBERSHIP SIZE OF THE LEISURE NEEDS MEMBER WORKING GROUP

The Cabinet received a report which sought approval to increase the size of the membership of the Leisure Needs Member Working Group. The Group had provided useful input to the Chiltern Pools redevelopment project. It was believed that additional members could bring further specialist skills and provide valuable input to meetings.

RESOLVED

that the Membership of the Leisure Needs Member Working Group be increased from 6 to 8 Members.

109 REDEVELOPMENT OF THE CHILTERN POOLS AND ADJACENT COMMUNITY FACILITIES

The Cabinet received a report on the evolving design, cost plan and business case to re-provide a combined community and leisure facility in Amersham serving the whole of the Chiltern District, and to seek agreement to develop and submit a planning application for the King George V Road / Chiltern Avenue site. This would enable the project team to progress the RIBA Stage 3 developed design phase, also working up the cost plan and business case to a further level of detail, whilst commissioning surveys required to inform the planning application. The detailed report and appendices, which included the evolving business case could be seen on pages 111 - 172 of the reports pack.

The progress made to date was summarised by the Head of Healthy Communities, this covered the time from the initial findings of the 2015 structural survey to current concept design stage.

Amersham Town Council had provided strong support to the project by agreeing with the Council and Fields in Trust to swap land on the King George V playing field and increase the protection for a number of open spaces within

Amersham. Public consultations had found strong local support for a redevelopment of Chiltern Pools, and for the bringing together of leisure and community facilities.

The facility mix would enable all identified needs to be addressed with the Health and Fitness Centre sufficiently sized to accommodate over 4,400 members.

Two business plan options had been developed (i) Base business plan with current membership rates projected forward to 2022 and (ii) Base business plan with an increase in pricing reflecting the investment in to the centre. Both options allowed for the required loan funding to be repaid over a 45 year period.

The base business plan was anticipated to generate £1.2m benefit to the Council providing a £32m borrowing capacity, leaving a funding gap of circa £2 million; assuming the Council would invest the current £200k subsidy for its leisure management contract in the new development.

Applying a pricing structure that recognises the investment in the facilities, (option 1 in the Business Plan Update *appendix 2*) would increase the financial return to the Council, and was anticipated to generate £1.475m/annum, giving the Council a borrowing capacity of circa £38 million over 45 years.

It was expected that a 'do nothing' scenario would see the management fee paid by the Council to the operator increasing from 200k to an average of 700k per annum from 2021-2031. The increase required to address future operational and maintenance costs resulting from an aging centre. These costs would not address the improvements in quality required at the centre to continue to attract customers.

The current centre was responsible for the majority of the Council's Co2 emissions and as such this was recognised as an inefficient use of energy. The new centre would be built using higher sustainability principles and have reduced operational costs.

The report had been presented to the Council's Services Overview and Resources Overview Committees where Members concerns were noted. The Resources Overview Committee identified a number of risks. The minutes of that meeting can be viewed here

<https://isa.chiltern.gov.uk/democracy/ieListDocuments.aspx?CId=403&MId=3722&Ver=4> (pages 2-6).

At the invitation of the Leader, Councillors D Phillips, J Gladwin and P Jones addressed the meeting. Councillor Phillips and Councillor Gladwin reiterated the concerns raised by the Resources Overview Committee and spoke of the caution required when looking to enter in to a 45 year agreement. The Members highlighted that many of the high cost elements of the redevelopment produced marginal returns, such as the sports hall and squash court. With health and fitness being the main profit generator, Councillor Phillips spoke of the risk in the membership number being forecast at 4400. There was also concern that BCC would not provide any funding toward the library facilities.

Councillor P Jones added concerns that squash courts were not in high demand and that projected membership was well in excess of the current level. Councillor P Jones added that the provision of affordable housing was also needed to be seen in more detail and was a key part of the scheme.

The Cabinet was advised that the squash facility would provide a flexible space which can be used for other activities. Should the squash facility not be in demand then the space could be used for additional health and fitness facilities. The sports hall, whilst not providing significant income would provide opportunities for much wider participation as identified in the needs survey.

The Head of Healthy Communities also advised that similar developments in other Districts had seen their provisionally set membership figures surpassed very quickly and initial demand had often been underestimated. It was further clarified that County Council officers had also been engaged with the project and were keen to support the library facility.

The Cabinet recognised the time and work put into the scheme to date and spoke of having confidence that the facility was viable and would deliver the Council an income stream. The need to improve the district's physical and mental wellbeing was also highlighted. The Portfolio Holder for Support Services spoke of transferring the membership and financial risks to the future Operator. Opportunities would be explored for the other two centres in the District to take any steps necessary to withstand the competition from the Chiltern Pools redevelopment.

RESOLVED

- 1. That the current version of the design proposals and business plan to re-provide a combined community and leisure facility in Amersham be noted.**
- 2. That the facility mix incorporated in the current design proposals and detailed in Appendix 1 be agreed.**
- 3. That the decision be delegated to the Director of Services to submit a detailed planning application for the proposed leisure and community centre.**
- 4. That authority be delegated to the Director of Services, to undertake a feasibility study of the development opportunities offered by the release of the existing leisure and community sites (the existing site) and subject to an outline business case, to submit a planning application for that site at the appropriate time.**
- 5. That authority be delegated to the Head of Environment and Head of Legal to carry out due diligence to identify and take steps to address any legal constraints for the proposed leisure and community centre project.**
- 6. That the Head of Healthy Communities be authorised, in consultation with the Support Services Portfolio Holder to draw down up to £500,000 of funding from the Council reserves to enable an outline business case of the existing leisure and community sites (the existing site) to be determined.**
- 7. That the Director of Services be authorised to agree the maintenance arrangements for the land to be transferred to Amersham Town Council.**
- 8. That the Director of Services be authorised to agree the provision of replacement outdoor leisure facilities to be managed and owned by Amersham Town Council following the transfer of the section of King George V Playing Fields to be developed to the District Council.**
- 9. That the Chiltern Life Centre is to be built to high sustainability standards.**

10. That the contractual arrangements to operate the leisure centres and contractor responsible for developing the Chiltern Life Centre be appointed simultaneously.

110 CHILTERN & SOUTH BUCKS PLAYING PITCH STRATEGY

The Cabinet received a report which informed Members of the completion of the draft Chiltern and South Bucks Council Playing Pitch Strategy highlighting its key findings and recommendations. The Cabinet was asked to approve the draft strategy for public consultation with Town and Parish Councils, sports clubs and other agencies. The finalised strategy will inform the emerging Local Plan.

The Sport England sports facility calculator was used to ascertain the required number of sports specific playing pitches and this took into account predicted changes to the population and other wider demographics. The current demand shortfall and future demand shortfall could be seen on pages 175 – 176 of the reports pack.

It was explained that following consultation the strategy would be presented to key stakeholders including Town and Parish Councils, sports clubs and local community groups so that they were aware of its key findings and recommendations. The strategy would then return to Cabinet for approval alongside the Open Spaces Strategy in October 2018.

A number of schools in the District were keen to develop 3G pitches and these additional pitches would reduce the need for turf pitches as identified in the report.

RESOLVED:

- 1. To undertake public consultation on the draft South Bucks and Chiltern Playing Pitch Strategy.**
- 2. That following the public consultation programme that the Playing Pitch Strategy document be updated accordingly before seeking Cabinet approval to formally adopt the strategy in October 2018.**

111 JOINT FOOD AND HEALTH AND SAFETY BUSINESS PLANS

The Cabinet received a report which sought approval for the adoption of the joint Food and Health and Safety Service Plan and Food and Health and Safety Enforcement Policies for the year 2018/19.

The Food Standards Agency's (FSA) Code of Practice and the Health and Safety Executive (HSE) require local authorities to produce and publish an annual service plan that demonstrates how the authorities are working to deliver its food safety and health and safety services. The Office for Product Safety and Standards also requires local authorities to produce and publish their enforcement policies and to ensure that they comply with the Regulator's Code.

It was clarified that online suppliers (distant sellers) were required to be registered and inspected the same way which other food businesses were.

RESOLVED

- 1. To approve the joint Food and Health and Safety Service Plan.**
- 2. To approve the Food and Health and Safety Enforcement Policies.**

112 PEST AND DOG CONTROL FRAMEWORK

The Cabinet received a report which sought approval to continue with the joint arrangements with the other Buckinghamshire authorities for dog control, stray dog collection and kennelling and pest control and to tender for a new Framework Agreement to commence in June 2019.

The present Framework Agreement is due to end on 31 October 2018. Based on the previous procurement exercise; Wycombe District Council managed the procurement of the framework whilst Chiltern and South Bucks District Councils provided the legal support. This meant that the procurement was cost neutral and within approved budgets. The same arrangements will be in place for this procurement too. Services could be drawn from the Framework as required by each Council.

RESOLVED

- 1. To call off a new Service Level Agreement under the existing terms and conditions for services comprising dog control, stray dog collection and kennelling and rehoming and pest control from the existing Framework Agreement between Chiltern DC, Aylesbury Vale DC, Wycombe DC and South Bucks DC for the period until 31 May 2019.**
- 2. To approve the development of a new joint Buckinghamshire Framework Agreement between Chiltern DC, Aylesbury Vale DC, Wycombe DC and South Bucks DC for services comprising dog control, stray dog collection, kennelling and rehoming and pest control to commence from 1st June 2019.**
- 3. To enter into an Inter District Authority Agreement (IAA) reflecting the Heads of Terms at Appendix 1. To note the principles of the apportionment of procurement costs within existing budgets and agree that if additional funds are required in excess of £10,000, then further approval is sought from Members.**
- 4. That delegated authority be given to the Head of Healthy Communities in consultation with the Head of Legal and Democratic Services and the relevant Portfolio Holder to approve the detailed terms of the IAA.**
- 5. To tender for a four year Framework Agreement to commence from 1st June 2019 with the ability to call off Service Level Agreements for dog control, stray dog collection, kennelling and rehoming and pest control services.**
- 6. That the Head of Healthy Communities be authorised to draw up tender documents for the agreed services to commence from 1st June 2019.**
- 7. That the Head of Healthy Communities, in consultation with the Portfolio Holder for Healthy Communities, be authorised to accept the tender that represents best value and to call off specific Service Level Agreements for dog control, stray dog collection, kennelling and rehoming and pest control services.**

8. That the Head of Healthy Communities, in consultation with the Portfolio Holder for Healthy Communities be authorised to call off additional Service Level Agreements for dog control, stray dog collection, kennelling and rehoming and pest control services within the period of the Framework Agreement on receipt of good performance.

113 CROWD FUNDING

The Cabinet received a report which explored the option of introducing crowd funding as an additional mechanism to increase funding to local community groups.

There would be set up costs, predicted to be £10,000 which would be shared between Chiltern District Council, South Bucks District Council and Heart of Bucks. Crowdfunder charged a 5% fee from the project owner on a successful fundraising project.

The Cabinet was advised that in other areas of the country where similar schemes were active positive community cohesion had been seen and in Plymouth the project had made a 650% return on investment. Crowd funding provided opportunities for both large and small schemes with the largest scheme raising over £100,000. The target was to fund small to medium sized projects which had clear support from the community and Cabinet commended the scheme.

RESOLVED

To establish a project to deliver a crowd funding initiative in Chiltern in partnership with Heart of Bucks and South Bucks District Council to enable improved opportunities for the community, to be funded from resources within the existing community project budget.

114 EXCLUSION OF THE PUBLIC

RESOLVED –

That under section 100 (A) (4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item(s) of business on the grounds that they involved the likely

disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

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

115 CABINET REPORTS FROM POLICY ADVISORY GROUPS:

RESOLVED:

That the confidential Notes from the Policy Advisory Groups (PAGs) be noted

- **Planning and Economic Development PAG 16 April 2018**
- **Environment PAG 17 April 2018**
- **Healthy Communities PAG 19 April 2018**

116 WASTE CONTRACT OPTIONS APPRAISAL

The Cabinet received a report which informed Members of the options for the delivery of waste collection, recycling and street cleansing services at the expiry of the current contracts with Serco and Biffa and set out the risks and legal constraints applying to the various options available.

Wycombe District Council's Cabinet had supported the recommendations at their meeting on 4 June 2018 and the Cabinet at South Bucks District Council would consider the recommendations on 27 June 2018.

The Cabinet was advised that the requirements for commissioning external resources to support the procurement had been reviewed. As such, the decision of the Chiltern, South Bucks & Wycombe Joint Waste Collection Committee at its April meeting, that an initial budget of up to £200,000 be approved to fund the resources would require amending to 'up to £300,000' split in proportion to the number of households in each district as per recommendation 2(ii).

RESOLVED

1.
 - (i) To agree a contract extension with Serco until the end of October 2021 to align the termination date with the South Bucks/Biffa contract, provided that such extension is compliant with the Public Contract Regulations 2015, and to commence the procurement of a single joint three-way contract to commence in November 2021. However, if the said negotiations are unsuccessful, to commence the procurement of a single joint three-way contract with a staggered commencement of March 2020 in Chiltern and Wycombe and November 2021 in South Bucks.
 - (ii) To delegate authority to the Head of Environment, in consultation with the Head of Legal and Democratic Services, Head of Finance and the relevant Portfolio Holder, to take the steps necessary to progress the option selected under Recommendation (i) above.
 - (iii) To delegate authority to the Head of Environment in consultation with the Portfolio Holder to finalise the specification of the services to be delivered.
 - (iv) To delegate authority to the Head of Environment in consultation with the Head of Legal and Democratic Services and the relevant Portfolio Holder to determine the procurement method under the Public Contract Regulations 2015.
 - (v) To approve the release of earmarked funds set aside in the Waste Reserve to fund the activity set out in 2 (i) below. The amount not to exceed the total reserve of £281,000 and to be delegated to the Head of Environment and Head of Finance in consultation with the relevant Portfolio Holder.
 - (vi) That the initial budget approved by the Chiltern, South Bucks & Wycombe Joint Waste Collection Committee be increased to up to £300,000 to fund the resources referred to in 2(i) in the proportions set out in 2(ii) below.
2. To note the decisions of the Chiltern, South Bucks & Wycombe Joint Waste Collection Committee:

- (i) That authority be delegated to the Head of Environment to procure sufficient professional and technical resources to enter into initial discussions and to prepare for and support the procurement project/s;**
- (ii) That an initial budget of up to £200,000 be approved to fund the resources referred to in (i) above, to be funded by the Authorities in proportion to the number of households in each district (CDC - 28.12%; SBDC - 20.46%; WDC - 51.42%), with sums to be released in accordance with each Council's internal approval process.**

117 PROPERTY ACQUISITION IN AMERSHAM

The Cabinet received a report on acquiring property in Amersham to provide affordable emergency housing units. The site was a strategic site that would enable future development options. The Cabinet recognised the importance of acquiring this property at a time when the Council faces emergency housing pressures.

RESOLVED

- 1. To acquire the site referred to in the report up to the maximum value referred to (plus seller's legal fees and stamp duty), subject to contract, to be funded from the Affordable Housing Reserve.**
- 2. To authorise the Head of Healthy Communities to agree the terms of the acquisition of the site subject to consultation with the Head of Environment, Head of Legal and Democratic Services and the Portfolio Holders for Healthy Communities and Support Services.**

The meeting ended at 6.23 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the **GOVERNANCE AND ELECTORAL ARRANGEMENTS COMMITTEE (CDC)** held on **27 JUNE 2018**

PRESENT: Councillor D Varley - Chairman

Councillors: I Darby
P Jones
N Rose
M Shaw
E Walsh
J Waters

APOLOGIES FOR ABSENCE were received from Councillors J Burton and M Stannard

ALSO IN ATTENDANCE: Councillors D Phillips and J Rush

9 MINUTES

The minutes of the meetings of the Governance and Electoral Arrangements Committee held on 30 January and 15 May 2018 were agreed as a correct record and signed by the Chairman.

10 DECLARATIONS OF INTEREST

There were no declarations of interest.

11 COUNCIL PROCEDURE RULES

The Committee agreed to consider a report on the Council Procedure Rules as the first item of business.

Council Procedure Rule 28.3 specifies which rules apply to meetings of Full Council and those that do not, as some rules are not relevant to committee meetings. Council Procedure Rule 17.3 requires minutes of meetings to contain all motions and amendments in the exact form and order in which the Chairman put them. CPR 28.3 specifies that this applies to all committee meetings.

Current practice was not to record all motions and amendments in the minutes for committee meetings, and this discrepancy had been brought to the attention of the Head of Legal and Democratic Services following a complaint about the minutes of the Planning Committee.

During the discussion it was felt that the purpose of minutes was to provide a clear and accurate record of what was finally agreed. Members therefore agreed to recommend that Council Procedure Rule 28.2 be changed to allow the current practice of committee meeting minutes recording only the final decision and not previous motions or amendments.

Councillor J Rush, at the invitation of the Chairman, addressed the Committee suggesting that Council Procedure Rule 20.2 be amended to enable members with a medical need to be granted an exemption from the requirement to stand when speaking at Full Council. During the discussion it was felt that it was important to ensure that the exemption only applied where there was a true medical need, and that agreement be sought from the Chairman in advance of a meeting.

RECOMMENDED TO FULL COUNCIL:

1. That Council Procedure Rule 28.2 be amended to as follows:

28.2 Application to Committees and Sub-Committees

(1) All of the Council rules of procedure apply to meetings of Full Council. Only Rules 4 to 8, 13, 14 (but not 14.4, 14.5 or 14.9), 16 (~~but not 16.2~~), 17 (~~but not 17.3~~), 18 to 23 and 27.2 of these Procedural Rules apply to meetings of committees and sub-committees including the Overview Committees. Rule 9 also applies save that the quorum for any Committee or Sub Committee shall be determined by the relevant Terms of Reference set out in this Constitution.

2. That Council Procedure Rule 20.2 be amended to as follows:

20.2 Standing when speaking

When a Member speaks at full Council he must stand and address the meeting through the Chairman, except where the Chairman has agreed prior to the meeting that a Member is not required to stand when they speak due to a disability which restricts their mobility. If more than one member stands, the Chairman will ask one to speak and the other must sit. Other members must remain seated whilst a member is speaking unless they wish to make a point of order or a point of personal explanation.

Note: Councillor J Rush left the meeting at 6.40pm.

12 POLLING DISTRICT & PLACE REVIEW

On 19 July 2017 the Council commenced a voluntary review of polling district and polling places. This was prompted by comments received after the UK Parliamentary General Election on 8 June 2017 relating to some of the buildings currently used as polling stations.

Comments and submissions on all polling districts and polling places in Chiltern District were invited from 19 July 2017 to 13 March 2018. Following consideration of those comments and submissions a report was published on 18 May 2018 proposing changes some polling places. Comments and submissions were then invited on the proposals.

Members supported the proposal to use Chalfont St Peter Leisure Centre as the polling place for Gold Hill, but a suggestion was made to check parking availability during peak times for example during school drop off and collection to ensure sufficient parking was available to electors visiting the polling station at those times. Members also welcomed the use of alternative buildings to schools to avoid disruption to parents and students on polling day. It was noted that in some areas school buildings remained the most suitable location for polling stations due to the limited availability of suitable alternative buildings.

RESOLVED:

- 1) That Chalfont St Peter Leisure Centre be designated the polling place for polling district 'CN – Gold Hill'.
- 2) That Newtown Baptist Church be designated the polling place for polling district 'CT- Newtown' and 'CZ – Vale'.
- 3) That Little Chalfont Methodist Church be designated the polling place for polling district 'CR1- Little Chalfont North East'.
- 4) That Cholesbury Village Hall be designated the polling place for polling districts 'CMA- Hawridge' and 'CMB- St Leonards'.
- 5) That Little Kingshill Village Hall be designated the polling place for polling districts 'CS – Little Kingshill & Little Missenden' 'CVA – Prestwood & Heath End (2)'

The meeting ended at 6.51 pm

