



CHILTERN
District Council



Council

Tuesday, 13th November, 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
PLANNING COMMITTEE
held on **9 AUGUST 2018**

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

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

APOLOGIES FOR ABSENCE were received from Councillor J Burton

15 MINUTES

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

16 DECLARATIONS OF INTEREST

There were no declarations of interest.

17 DEFERRED APPLICATIONS - CH/2018/0265/FA & CH/2018/0266/HB, THE NAGS HEAD PUBLIC HOUSE LONDON ROAD LITTLE KINGSHILL

The Committee discussed applications CH/2018/0265/FA and CH/2018/0266/HB together.

CH/2018/0265/FA

RESOLVED:

Permission Refused for the reasons set out in the Officer's Recommendation to Committee.

CH/2018/0266/HB

RESOLVED:

Permission Refused for the reasons set out in the Officer's Recommendation to Committee.

18 ITEMS FOR NOTING**RESOLVED:**

That the reports be noted.

19 REPORT ON MAIN LIST OF APPLICATIONS**RESOLVED:**

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

APPLICATIONS

CH/2017/2235/FA 1 and 2 Kingswood Cottages, Swan Lane, The Lee, Great Missenden, Buckinghamshire, HP16 9NU.

Speaking on behalf of the Parish Council, Councillor Colin Sully.

Speaking on behalf of the Applicant, Mr Jonathan Weekes.

RESOLVED:

That permission be refused as per the officer's recommendation.

CH/2018/0080/FA PHD Modular Access Service Limited, Bramble Lane,

Amersham, Buckinghamshire, HP7 9DN.

Speaking for the objectors, Mr N Kennedy.

RESOLVED:

That permission be refused for the reasons set out in paragraphs 1 and 3 of the Officer's Recommendation and action be authorised in accordance with central government guidance in paragraph 58 of the National Planning Policy Framework (NPPF) and Chiltern and South Bucks District Councils' Joint Planning Enforcement Plan, and that the Head of Planning and Economic Development and the Head of Legal and Democratic Services be authorised to serve such Enforcement Notices, including Stop Notices in respect of the development described above, as may be considered appropriate. The precise steps to be taken, period of compliance and the reasons for serving the notice to be delegated to the Head of Planning and Economic Development. In the event of non-compliance with the Notice, the Head of Planning and Economic Development be authorised to instigate legal proceedings and/or take direct action in consultation with the Head of Legal and Democratic Services to secure compliance with the Notice(s).

20 REPORTS ON ALLEGED BREACHES OF PLANNING CONTROL

RESOLVED:

That the enforcement reports be determined in the manner indicated below.

2017/00234/AB

Land between 32-33 Green Lane, Amersham, Buckinghamshire HP6 6AS ("the land").

RESOLVED:

That action be authorised in accordance with central

government guidance in paragraph 58 of the National Planning Policy Framework (NPPF) and Chiltern and South Bucks District Councils' Joint Planning Enforcement Plan, and that the Head of Planning and Economic Development and the Head of Legal and Democratic Services be authorised to serve a notice pursuant to section 215 of the Town and Country Planning Act 1990, in respect of the above land. The precise steps to be taken, period of compliance and the reasons for serving the notice to be delegated to the Head of Planning and Economic Development. In the event of non-compliance with the Notice, the Head of Planning and Economic Development be authorised to instigate legal proceedings in consultation with the Head of Legal and Democratic Services.

2018/00002/AB

High Mead, Chesham Road, Bellingdon, Buckinghamshire
HP5 2XU.

RESOLVED:

That action be authorised in accordance with central government guidance in paragraph 58 of the National Planning Policy Framework (NPPF) and Chiltern and South Bucks District Councils' Joint Planning Enforcement Plan, and that the Head of Planning and Economic Development and the Head of Legal and Democratic Services be authorised to serve such Enforcement Notices, including Stop Notices in respect of the development described above, as may be considered appropriate. The precise steps to be taken, period of compliance and the reasons for serving the notice to be delegated to the Head of Planning and Economic Development. In the event of non-compliance with the Notice, the Head of Planning and Economic Development be authorised to instigate legal proceedings and/or take direct action, in consultation with the Head of Legal and Democratic Services, to secure compliance with the Notice(s).

EN/18/2074

Land to the rear of 23 High Street, Chalfont St Peter, Buckinghamshire SL9 9QE ("the Land").

RESOLVED:

That action be authorised in accordance with central government guidance in paragraph 58 of the National Planning Policy Framework (NPPF) and Chiltern and South Bucks District Councils' Joint Planning Enforcement Plan, and that the Head of Planning and Economic Development and the Head of Legal and Democratic Services be authorised to serve such Enforcement Notices, including Stop Notices in respect of the development described above, as may be considered appropriate. The precise steps to be taken, period of compliance and the reasons for serving the notice to be delegated to the Head of Planning and Economic Development. In the event of non-compliance with the Notice, the Head of Planning and Economic Development be authorised to instigate legal proceedings and/or take direct action, in consultation with the Head of Legal and Democratic Services, to secure compliance with the Notice(s).

The meeting ended at 7.52 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE (CDC)** held on **6 SEPTEMBER 2018**

PRESENT: Councillor M Titterington - Chairman

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

APOLOGIES FOR ABSENCE were received from Councillors D Phillips, J Burton, J Gladwin, C Jones and S Patel

ALSO IN ATTENDANCE: Councillor D Bray

21 MINUTES

The Minutes of the meeting of the Planning Committee held on 9th August 2018, copies of which had been previously circulated, were approved by the Committee and signed by the Chairman as a correct record.

22 DECLARATIONS OF INTEREST

Councillor J Rush declared a personal interest in planning applications CH/2018/0802/FA and PL/18/2033/FA. Nature of interest – Councillor Rush knew one of the objectors and is a Member of Chalfont St Peter Parish Council.

23 DEFERRED APPLICATION - CH/2018/0243/FA - LAND AT THE GREEN MAN PUBLIC HOUSE, 2 HIGH STREET, PRESTWOOD, HP16 9EB

Demolition of existing single garage and erection of a pair of 3-bed semi-detached dwellings, together with associated access, parking, landscaping, bin and cycle storage

It was reported at the meeting that one further letter of objection had been received concerned about parking and the space around the proposed buildings.

The Chairman read out the written views of Councillor J Gladwin in his absence.

RESOLVED

Conditional Permission subject to conditions set out in the report and an additional condition to remove permitted development rights to safeguard the size of the rear garden.

24 ITEMS FOR NOTING

RESOLVED -

That the reports be noted.

25 REPORT ON MAIN LIST OF APPLICATIONS

RESOLVED -

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

APPLICATIONS

CH/2018/0802/FA 28-32 Oval Way, Chalfont St Peter, Buckinghamshire, SL9 8QB

Speaking for Chalfont St Peter Parish Council, Councillor Ian Browne

Speaking for the objectors, Mr Ronald Janssen

Conditional Permission as set out in the officer's recommendations.

PL/18/2033/FA 28-32 Oval Way, Chalfont St Peter, Buckinghamshire, SL9 8QB

Speaking for Chalfont St Peter Parish Council, Councillor Ian Browne

Speaking for the objectors, Mr John Lerwill

Permission Refused by reason of the introduction of semi-detached housing which would be an alien feature harming the overall character of the ERASC including reference to hardstanding and plot size.

The precise wording of the Reasons for Refusal was delegated to the Head of Planning and Economic Development.

CH/2018/0887/OA The Miltons Head Public House, 20 Deanway, Chalfont St Giles, Buckinghamshire, HP8 4JL

Speaking For Chalfont St Giles Parish Council, Councillor Des Bray

Speaking for the objectors, Mr Stephen Calderan

Speaking for the applicant, the agent Mr Rob Clarke

Officers advised that additional plans had been received including plans for the signage and hanging sign, and so informative 3 in the report was no longer necessary. . Officers also advised Members of amendments to the proposed conditions as follows –

Condition 6 – the word “approved” to be added after the word “hereby”.

Condition 11 – the words “to and approved in writing” to be added after the word “submitted” and the words “and the development to be implemented in accordance with the approved strategy” to be added at the end of the condition.

Condition 13 – to be amended to refer to 23:00hrs and not 11:00hrs.

Permission refused by reason of :

1. Loss of amenity to neighbour at 22 Deanway by

virtue of height, depth and relation to boundary line, overbearing with reference to policies GC1 to GC3.

2. Effects of having a Public House below residential properties on amenity to future flat occupants.

The precise wording for the Reasons for Refusal was delegated to the Head of Planning and Economic Development.

PL/18/2437/FA

Christ Church, Featherbed Lane, Holmer Green,
Buckinghamshire, HP15 6XQ

Withdrawn by Applicant

The meeting ended at 8.38 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the RESOURCES OVERVIEW COMMITTEE (CDC) held on 11 SEPTEMBER 2018

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

Councillors: A Bacon
C Ford
A Garth
J MacBean
V Martin
J Waters
C Wertheim
N Southworth

APOLOGIES FOR ABSENCE were received from Councillors J Gladwin, M Harrold, R J Jones, D Phillips and D Varley

46 MINUTES

The minutes of the Resources Overview Committee held on 20 June 2018 were approved and signed by the Chairman as a correct record.

47 DECLARATIONS OF INTEREST

There were no declarations of interest.

48 28 DAY NOTICE

RESOLVED:

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

49 PERFORMANCE REPORT QUARTER 1 2018-19

Members considered a report which outlined the annual performance of Council services against pre-agreed performance indicators (PIs) and service objectives for Quarter 1 of 2018-19.

The Committee was advised of the new reporting method which resulted in Members receiving more timely updates than previously. Of the 47 performance indicators, 27 were on target, 2 were slightly below target, 6 were

off target, 11 were not reported this quarter and 1 was awaiting data. The Committee was taken through the PIs which could be seen appended to the report on pages 29 to 35 of the reports pack.

In relation to the PI CdWR1, Members raised concern that inconsiderate parking was affecting waste collection vehicles ability to reach properties. It was suggested that if Members knew of particular times where access was difficult, for example during school pick-up and drop-off periods they could contact the appropriate Waste Manager who could consider altering individual routes.

In respect of PI CdWR4, which was a new performance indicator, Members raised concern that this was over target. It was explained that whilst over target, this figure did only account for 0.9% of assisted collections for the month and had reduced from June 2017. The target figure would be re-assessed ahead of the next set of data being reported to Members.

Members were advised that in respect of PI CdEH1, resources in the Environmental Health team had been stretched over the quarter which affected the percentage of food hygiene inspections of category A – D food businesses achieved against the inspections due by quarter. Members expressed concern in respect of this and asked it be fed back to the service manager as a key area of focus and to establish whether there were any other issues affecting the target being met, or with the capacity of the team generally to carry out planned inspections across the range of public protection activities.

RESOLVED:

That the report be noted.

Note: Councillors C Ford, J MacBean and V Martin entered the meeting at 6.35 p.m.

50 UPDATE ON THE CHILTERN POOLS REPLACEMENT PROJECT

Members considered the Cabinet report which provided a progress update on the Chiltern Pools redevelopment project.

During discussion the following key points were raised:

- Members stated that energy conservation remained a significant area which required addressing in detail. Members identified that with effective energy efficiency measures in place, the pay-back time would be reduced and re-iterated that all energy conservation plans must be included in the planning application and final business case which

would be presented to and scrutinised by the Resources Overview Committee ahead of any formal decision on the final business plan. It was recognised that the current leisure centre was responsible for the majority of the Council's energy use. Optimising the energy efficiency of any new facility would be an important consideration for the appointed operator in its financial offer to the Council.

- An options appraisal to assess enabling development options was in the process of being commissioned. The Committee was in agreement that enabling development was important to any final decision as to whether a project of this scale was financially viable, and advised that the report must be presented to them once available as part of the overall business case, construction costs and outcome of the operator procurement. It was identified that this would be a major area of consideration for any potential contractor and it would impact greatly on the project budget and hence its viability.
- Members were concerned that the full planning application was due to be submitted on 12 October 2018, however the report noted that the public consultation was open August through October and as such Members agreed that the planning application should follow on from this. Members were advised that the description of the activity was not correct, and this was not a public consultation, but rather was a range of public information events which demonstrated current progress on the scheme and was a further opportunity for members of the public to understand how the design and composition of the proposed facility had developed. The Committee suggested that point 3.7 of the report be amended to clearly reflect this prior to being presented to Cabinet on 16 October 2018. It was explained that at any point prior to the Planning Committee considering the application, provisionally January 2019 changes to the design could be made.
- Members felt that the report was not as clear as it could be regarding the relocation of the playground facilities and the future maintenance responsibilities.
- With regard to recommendation 10 in the report, the Committee requested details of how the £250k was broken down and requested clarification over why this was the figure outlined in the recommendation for Cabinet approval. Members asked that this be broken down in to categories of expenditure so that both this Committee and Cabinet can fully understand how much of the £250k was expected to be used and what this would cover. The Committee requested an interim update report be circulated to them so that this could be viewed prior to going to Cabinet on 16 October 2018.
- The Committee requested a further project report including any updates to the business plan be presented at its next meeting on 4 December 2018. The Committee was advised that there would be a number of opportunities for Members to scrutinise the final business plan, construction costs, outcome of the operator procurement, and the

enabling development, in detail ahead of it being presented to Cabinet in June 2019 for a final decision. It was felt to be very important that all these elements are considered together when making any decisions.

- It was confirmed that the current contract with the Leisure operator was due to expire April 2020 and to keep the centre operating in its present state would incur estimated annual costs of £700k. Therefore it was important to try and avoid the planned timetable materially slipping.
- The Committee re-iterated previous concerns around the projected membership numbers in the draft business plan and noted that reduced membership numbers would impact the feasibility of the project.
- It was explained that officers presenting the report to Cabinet would relay the views and opinions of this Committee. Standing updates on the project would be provided at future meetings of this Committee.

The Members of the Resources Overview Committee considered the recommendations to Cabinet as outlined in the report and

RESOLVED:

To recommend to Cabinet the following amended recommendations:

- 1. To note the decision of the Director of Services to appoint a main contractor for the construction of the new centre under the Southern Construction Framework.**
- 2. To agree to name the community and leisure development 'Chiltern Lifestyle Centre'.**
- 3. To agree that Chiltern District Council would be responsible for the re-location and installation of existing play facilities as part of the main construction contract.**
- 4. To note the replacement costs of the play equipment will be met by Chiltern District council as part of the development costs of the Chiltern Lifestyle Centre.**
- 5. To agree that Chiltern District Council would be responsible for the management and maintenance of all play facilities on its own land.**
- 6. To note that Amersham Town Council will be responsible for the management and maintenance of all play facilities on their land.**
- 7. To delegate authority to the Head of Healthy Communities, in consultation with the Portfolio Holder for Support Services, to agree with Amersham Town Council the design and construction of any play areas or development facilities to be located on the Town Council's land, including the provision of play equipment, soakaways and surface water drainage systems and works access arrangements through the land swap contract.**
- 8. Should any management and maintenance responsibilities fall upon Chiltern District Council as a result of any agreement with**

Amersham Town Council because it is necessary to facilitate the location of play equipment and facilities development, it is agreed those responsibilities shall be passed on to the Chiltern Lifestyle Centre operator.

- 9. To agree to make budgetary provision for the Pre-Construction Services Agreement (PCSA) fee from the leisure reserve.**
- 10. Subject to a detailed breakdown being provided prior to Cabinet on 17 October, that the Head of Healthy Communities, in consultation with the Portfolio Holder for Support Services, be authorised to draw down up to £250,000 of capital funding to enable the project to progress to the next key decision stage which is the Stage 4a refinement of the design prior to Cabinet approval to proceed.**
- 11. That detailed information on enabling development and energy conservation associated with the Business Plan be presented to the Resources Overview Committee ahead of any final Cabinet decision relating to the project.**

Note: Councillor A Garth entered the meeting at 7.17 p.m.

51 LEISURE OPERATOR CONTRACT

Members considered the Cabinet report which sought approval on the next steps to be taken in respect of the current contract with the existing leisure operator for the Councils three current leisure centres which would end on 31 March 2020.

The Committee was advised that soft market testing had indicated there would be interest in bidding for the contract from a number of key operators. It was explained that the Council did not have the capacity to run the services in-house and the potential financial risk of doing this would be significant. Members consider this to be a very important activity in the context of the whole Chiltern Pools project.

RESOLVED:

That Members of the Resources Overview Committee were in support of the below recommendations to Cabinet as noted in the report:

- 1. To commence the procurement of a Leisure Operator contract to commence in April 2020.**
- 2. To delegate authority to the Head of Healthy Communities, 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 Leisure Operator tender.**

- 3. To delegate authority to the Head of Healthy Communities in consultation with the Portfolio Holder to finalise the specification of the service to be delivered.**
- 4. To delegate authority to the Head of Healthy Communities 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.**
- 5. To approve the release of earmarked funds set aside in the Leisure Reserve to fund the activity set out in (6) below. The amount to be delegated to the Head of Healthy Communities and Head of Finance in consultation with the relevant Portfolio Holder.**
- 6. That authority be delegated to the Head of Healthy Communities to procure sufficient professional and technical resources to enter into initial discussions and to prepare for and support the procurement project.**

The meeting ended at 7.44 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on **4 OCTOBER 2018**

PRESENT: Councillor D Phillips - Chairman

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

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

26 MINUTES

The Minutes of the meeting of the Planning Committee held on 6th September 2018, copies of which had been previously circulated, were approved by the Committee and signed by the Chairman as a correct record.

27 DECLARATIONS OF INTEREST

Councillor S Patel declared a disclosable pecuniary interest in planning application PL18/2713/PNR. Nature of interest – the application related to Councillor Patel's own property.

Councillor J Rush declared a personal interest in planning application CH/2018/0299/FA. Nature of interest – Councillor Rush knew the objector and would leave the room whilst it was considered.

28 ITEMS FOR NOTING

RESOLVED -

That the reports be noted.

29 REPORT ON MAIN LIST OF APPLICATIONS

RESOLVED -

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

APPLICATIONS

CH/2018/0299/FA Austens, 11 The Greenway, Chalfont St Peter, Buckinghamshire, SL9 8LX

Speaking for the objectors, Mrs J Wilson

RESOLVED

1. Permission Refused for the following reason; by reason of the siting of the outbuilding in close proximity to the neighbouring property the outbuilding has an unacceptable impact on the amenity of that property contrary to policies H13 and GC3.

2. That follow up action be authorised in accordance with Central Government Guidance in paragraph 207 of the National Planning Policy Framework (NPPF) and Chiltern & South Bucks District Councils' Joint Planning Enforcement Plan and that the Head of Planning and Economic Development in consultation with the Head of Legal and Democratic Services be authorised to serve such Enforcement Notices, including Stop Notices in respect of the unauthorised development, as may be considered appropriate. The precise steps to be taken, period of compliance and the reasons for serving the notice to be delegated to the Head of Planning and Economic Development. In the event of non-compliance with the Notice, the Head of Planning and Economic

Development be authorised to instigate legal proceedings in consultation with the Head of Legal and Democratic Services and/or take direct action to secure compliance with the Notice.

Note 1: Councillor J Rush left the meeting before the above item at 6.36 pm and returned to the meeting at 6.58 pm.

CH/2018/0475/FA The Vache, Vache Lane, Chalfont St Giles, Buckinghamshire, HP8 4SD

Speaking for the applicant, Mr D Brown

It was reported at the meeting that page 9 of the report should read; "the amount of new building work required to make the building suitable for residential use should **not** involve such substantial alterations or new building work as to amount to a major reconstruction".

RESOLVED to Defer – Minded to approve subject to agreement on a suitable curtilage so as not to detract from the AONB. Also additional conditions relating to asbestos removal and the use of semi-permeable drive surfacing. Decision delegated to the Head of Planning and Economic Development.

CH/2018/0714/FA Land Adjacent (to North Of) Idaho Cottage, 36 Wycombe Road, Prestwood, Buckinghamshire, HP16 0PJ

Speaking for the objectors, Dr G May

Speaking for the applicant, Ms J Duncan

RESOLVED – Permission Refused for the following reasons relating to the Failure to comply with policies H4 and GC1 relating to the spatial separation of properties, lack of direct road frontage and not integrating with other properties in an ERASC; the impact on Idaho Cottage as a non-designated heritage asset (paragraph 197 of the NPPF) and the impact on the AONB outlook. Informative: inadequate biodiversity report.

PL/18/2012/FA Former Turkey Barn, Chartridge Lane, Chartridge, Buckinghamshire

Speaking for the applicant, Mrs A Hill

RESOLVED - Conditional Permission with additional conditions as recommended by the Parish Council:

1. Due to the prominent hillside location, a condition limiting the direction, luminance and timing of any external lighting.
2. An informative is also to be attached to the decision notice relating to the considerate contractor scheme.

Precise wording of conditions delegated to the Head of Planning and Economic Development.

PL/18/2046/FA Salla Kee, Long Walk, Little Chalfont, Chalfont St Giles, Buckinghamshire, HP8 4AN

Withdrawn by the applicant

PL/18/2509/FA Land Adjacent To Giles House and to Rear of Larkes Field, Doggetts Wood Lane, Little Chalfont, Buckinghamshire, HP8 4TH

No speakers

RESOLVED – Conditional Permission

PL/18/2713/PNR Seer Green Post Office, 36 Chalfont Road, Seer Green, Buckinghamshire, HP9 2YG

The Chairman advised the meeting that a 4 page note about the officer's report had been sent to all Committee Members that morning. The late circulation did not allow Members time to consider its contents and as officers were not included in the circulation they were unable to advise Members. Furthermore the note

included allegations about the planning case officer that were factually incorrect. The Chairman asked to put on record that resorting to a personal attack on individual council officers was unacceptable and the matter would be taken up with the Parish Council.

Updates and changes to the Officer's report were noted as follows:

Page 49 should refer to Paragraph 92 of the National Planning Policy Framework (not paragraph 70 as stated). Referring to the possible listing of the property as a "community asset" on page 45, the property had not been listed.

The comments of the Head of Environment had been noted and not the Council's Solicitor as stated on page 49.

Speaking for the Parish Council, Councillor L Hungin
Speaking for the objectors, Ms F Coombs

RESOLVED – Prior Approval Given in accordance with the provisions of Class M of Part 3, Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015.

Note 2: Councillor S Patel left the meeting at 8.17 pm before the above item and returned to the meeting before the following item at 9.08 pm.

PL/18/2774/FA Woodchester, Woodchester Park, Knotty Green, Buckinghamshire

Speaking for the objectors, Mrs F Hedges
Speaking for the applicant, Mr D Gibson

RESOLVED - Permission Refused due to the impact on the amenity of the neighbouring properties. The change to dormer windows which would overlook neighbours at the rear. The bulk of the 3 buildings and elevated position would be overbearing. Policy GC3

PL/18/2794/FA Plot 4 (15A Clare Park), Amersham, Buckinghamshire, HP7 9HW

Speaking for the applicant, Mr N Corder

RESOLVED - Conditional Permission with amendment to Condition 3 to require slab levels to be as indicated on the approved plan submitted on 3 October 2018.

30 DELEGATION ARRANGEMENTS ON PLANNING ENFORCEMENT

RESOLVED

That the revised delegations as set out in the Appendix to the report be supported and recommended to Full Council for approval.

The meeting ended at 9.56 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the **SERVICES OVERVIEW COMMITTEE** held on **9 OCTOBER 2018**

PRESENT: Councillor N Varley - Chairman

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

APOLOGIES FOR ABSENCE were received from Councillors J Burton, M Titterington, E Culverhouse and P Hudson

ALSO IN ATTENDANCE: Councillors J MacBean, D Phillips and E Walsh

58 MINUTES

The minutes of the Services Overview Committee held on 13 June 2018 were approved and signed by the Chairman as a correct record.

59 DECLARATIONS OF INTEREST

There were no declarations of interest.

60 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

61 REVIEW OF CCTV PROVISION IN THE CHILTERN DISTRICT

The Chairman asked that item 9 on the agenda be considered first and the Committee agreed.

The Committee received a report which considered the implications of the Privacy Impact Assessment review of the CCTV provision in Chiltern and sought Cabinet agreement on the future CCTV monitoring arrangements and potential costs.

Thames Valley Police were exploring the opportunities to reduce long term costs by relocating the CCTV monitoring to the Milton Keynes hub. This was presently monitored at the Wycombe CCTV control room. The proposals suggested by TVP was for users of the proposed MK control hub to be charged a share of the capital costs based on a per camera rate. For the Council based on the current 42 CCTV cameras this would incur a one off cost estimated at £60,000 and an annual revenue contribution of approximately £30,000.

The review recommended that the existing camera systems detailed in appendix 2 of the report were refurbished with new digital cameras that would ensure high quality images were produced and further recommended that the cameras as detailed in appendix 3 be de-commissioned. The review also recommended that a mobile CCTV system is procured to allow monitoring of temporary crime and disorder hotspots not covered by CCTV.

Members expressed concern over the locations recommended for the decommissioning of cameras, particularly in Chesham and identified that the public perception was that visible cameras reduced crime. It was explained that the mobile cameras would likely be placed in and around Chesham at crime hotspots to counteract any loss of existing cameras. Members were in agreement that refurbishment of the cameras in appendix 2 of the report was needed to ensure good quality images could be captured, supported a move to the MK hub and agreed that mobile cameras would be a good deterrent to crime.

All Members of the Committee were in favour of using CCTV in the District and supported the upgrade to digital cameras. It was also accepted that mobile units could be more effectively used. None of the Members wanted a reduction in camera units in their area. It was also considered that as Chesham had a higher level of crime, it should have a higher number of cameras and this was currently not the case.

Members considered that cameras had an important function as a deterrent and to reassure the public, whether or not they were working.

Councillor Rouse informed the meeting of the decisions of the Healthy Communities PAG on 8 October 2018. They had agreed to the move to the MK hub, acknowledged that the data being received from current cameras was inadequate, but were concerned about Chesham and wanted more time to discuss positioning and the number of cameras.

Councillor MacBean reported from Informal Cabinet that the matter had been discussed at length, that the council was working with the Police and they considered that Members needed to be more closely involved in the decision process.

The Committee did not support the removal of any of the cameras. Councillor Varley asked if further funding would be needed to support this and indicated that Chesham Town Council could be approached to make a contribution.

RESOLVED to recommend to Cabinet

- 1. To note that there were currently 42 CCTV cameras and request that there be no reduction in numbers.**
- 2. To disagree that some CCTV cameras should be removed from Chesham.**
- 3. To continue to participate in the CCTV TVP hub model.**
- 4. To delegate the final decision on the CCTV TVP hub model business plan to the Head of Healthy Communities and Head of Environment in consultation with the Portfolio Holders for Healthy Communities and Environment.**
- 5. To support the digital upgrade.**
- 6. That there be a further consultation with residents associations, town and parish councils and other local associations with regard to revised locations.**
- 7. To allocate up to £80,000 in the Capital budget 2019/20 for the provision of mobile CCTV and for the capital costs arising from the relation of the CCTV hub.**
- 8. To request another evidence based report on camera locations and numbers to a future meeting.**

62 PERFORMANCE REPORT QUARTER 1 2018-19

The meeting considered the Performance Report for Quarter 1 2018-19. It was noted that most of the performance indicators were on target, with only one priority 1 performance indicator missed. This related to major planning applications decision performance within 8 weeks. It was expected that these would soon be back on target however.

Sickness absence targets were discussed, although on target, it was hoped that the level would be lower but it was noted that there was a small number of long-term sickness cases. The meeting was reassured that the situation was being proactively managed.

The heavy workload of food hygiene inspectors was noted and it was asked whether sufficient publicity was given to premises with poor hygiene to discourage others. It was advised that the "Scores on the Doors" scheme had been used successfully as an incentive to businesses and for those that were failing, the Council tried to help the businesses keep their standards up.

The performance of the Waste contract was also discussed due to the number of containers missed and the use of agency staff. It was advised that there were regular meetings with the Waste contractors and there was expected to be significant improvements by the next quarter.

RESOLVED

To note the Performance Report for Quarter 1 2018-19.

63 JOINT HOUSING STRATEGY

Following the initial draft presented last year, there had been a delay in consultations due to the new white and green papers that led to new legislation and guidance. The revised draft was now attached in the appendix, following a 6 week consultation. This was a joint strategy that was being presented to both Councils for adoption.

It was noted that homelessness was still an issue and the Council planned to work on prevention and meeting its obligations whilst the pressure increased following welfare reforms and the introduction of universal credit in the district.

With regard to Chalfont St Peter it was asked whether another provider of affordable accommodation could be found following the slowness of Paradigm to complete maintenance on properties. It was advised that Chiltern worked with many housing associations but Paradigm was the landlord and owner of the properties concerned.

RESOLVED to recommend to Cabinet and Full Council

- 1. That the final Joint Housing Strategy (Affordable Housing and Homelessness) 2018-2021 be approved.**
- 2. That the Head of Healthy Communities be authorised to make any final amendments to the document agreed by Members and to**

publish it in consultation with the Healthy Communities Portfolio Holder.

64 REVISIONS TO BUCKS HOME CHOICE ALLOCATIONS POLICY

The Bucks Choice lettings scheme had been jointly operated with Aylesbury Vale, Chiltern, South Bucks and Wycombe District Councils since 2009. The allocations policy; how to prioritise and who qualifies, had been revised in 2014. Following case law, ombudsman decisions and legislative changes including the Homelessness Reduction Act, a draft revised document had been prepared for consultation. It would be a formal 6 week public consultation and then a final version of the policy was to be adopted by the four district councils.

RESOLVED to recommend to Cabinet

- 1. That the proposed revisions to the Bucks Home Choice Allocations Policy be noted.**
- 2. That the final version of the draft revised Bucks Home Choice Allocations Policy for consultation be agreed by the Head of Healthy Communities in consultation with the Healthy Communities Portfolio Holder and subject to the agreement of Aylesbury Vale District Council, South Bucks District Council and Wycombe District Council.**

65 UPDATE ON THE CHILTERN POOLS REPLACEMENT PROJECT

The Members of the Leisure Working Group had recommended that the proposed development be renamed the Chiltern Lifestyle Centre to reflect the wider range of facilities to be offered by the centre.

Some relocation of play facilities was required ahead of the proposed development and the meeting was advised that it was intended that the younger children's play area would be maintained by the appointed leisure provider.

District wide public information events had been carried out and currently 1,250 responses had been received, of which 86% were in favour. The operator tender process would identify the income payable to the Council. The management income and final build cost estimates would be known before final decisions were made in June 2019.

Members raised the following concerns about the project:

1. That there had been inadequate consideration of the options available to use existing facilities.

2. No other alternatives had been considered.
3. Anticipated usage levels may be overestimated.
4. The effect on the other facilities in Chesham and Chalfont St Peter that were currently successful hadn't been taken into consideration.
5. Bucks County Council withholding support for the library.
6. Too many contractors being consulted.
7. Risk of Operator "get out" clauses.

It was advised that a review of the Chiltern Pools had been commissioned and would be reviewed by Resources and Services Overview Committees. A report to mitigate any risk to Chesham and Chalfont St Peter Leisure Centres would also be reported Resources and Services Overview Committees.

The previously reported structural survey of Chiltern Pools identified significant failings limiting the future life of the Chiltern Pools. Alternative sites had been sought within the District but this was the best location. The final decision would not be made until the final business plan considered the income to the council, the cost of borrowing and the build costs.

It was generally agreed that the name was not right but to avoid further debate, it was agreed that this could be taken as a working title or project name.

With regard to the cost to council taxpayers, it was advised that the intention was that the income from the centre would pay for the loan.

There was also a reminder that the current operator's contract ended in 2020 which was fast approaching so there was a deadline to work to.

RESOLVED to recommend to Cabinet:

- 1. To note the decision of the Director of Services to appoint a main contractor for the construction of the new centre under the Southern Construction Framework.**
- 2. To agree the project name of the community and leisure development to be 'Chiltern Lifestyle Centre'.**
- 3. To agree that Chiltern District Council would be responsible for the installation of all play facilities as part of the main construction contract.**
- 4. To note the replacement costs of the play equipment will be met by Chiltern District Council as part of the development costs of the Chiltern Lifestyle Centre.**

5. To agree that Chiltern District Council would be responsible for the management and maintenance of all play facilities on its land.
6. Members to note that Amersham Town Council will be responsible for the management and maintenance of all play facilities on its land.
7. To delegate authority to the Head of Healthy Communities, in consultation with the Portfolio Holder for Support Services, to agree with Amersham Town Council the design and construction of any play areas or development facilities to be located on the Town Council's land, including the provision of play equipment, soakaways and surface water drainage systems and works access arrangements through the land swap contract.
8. Should any management and maintenance responsibilities fall upon Chiltern District Council as a result of any agreement with Amersham Town Council because it is necessary to facilitate the location of play equipment and facilities development, it is agreed those responsibilities shall be passed on to the leisure centre operator.
9. To agree to make budgetary provision for the Pre-Construction Services Agreement (PCSA) fee from the leisure reserve.
10. That the Head of Healthy Communities, in consultation with the Portfolio Holder for Support Services, be authorised to draw down up to £250,000 of capital funding to enable the project to progress to the next key decision stage which is the Stage 4a refinement of the design prior to Cabinet approval to proceed

Note 1: Councillor L Smith left the meeting at 7.50 pm and Councillor Rush left at 8.10 pm.

66 SLA FUNDING FOR CHILTERN CITIZENS ADVICE

It was noted that the Citizens Advice Bureau contributed greatly to the delivery of the Council's Housing and Homelessness duties. It also assisted the community with debt and employment advice. There was strong support from the Committee for the cost effective service this local charity provided.

RESOLVED to recommend to Cabinet:

- 1. That Cabinet agrees to grant aid to the Chiltern Citizens Advice Service with funding of £135,000/annum for the period 1 April 2019 to 31 March 2022.**
- 2. That authority be delegated to the Head of Healthy Communities to agree the terms of the Service Level Agreement with the Chilterns Citizens Advice service, in consultation with the portfolio holder.**

Note 2: Councillor J MacBean left the meeting at 8.15 pm.

67 LEISURE OPERATOR CONTRACT

The current contract with the leisure provider for the three leisure centres was due to end on 31 March 2020 and could not be extended. A new contract with a future leisure operator was to be made in accordance with the Public Contracts Regulations Act 2015. The methodology for the process was set out in the report. Operators were invited to bid for a contract with the new centre and without.

It was agreed that the process should move forward.

RESOLVED to recommend to Cabinet

- 1. To commence the procurement of a Leisure Operator contract to commence in April 2020**
- 2. To delegate authority to the Head of Healthy Communities, 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 Leisure Operator tender.**
- 3. To delegate authority to the Head of Healthy Communities in consultation with the Portfolio Holder to finalise the specification of the services to be delivered.**
- 4. To delegate authority to the Head of Healthy Communities 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.**
- 5. To approve the release of earmarked funds set aside in the Leisure**

Reserve to fund the activity set out in (6) below. The amount to be delegated to the Head of Healthy Communities and Head of Finance in consultation with the relevant Portfolio Holder.

- 6. That authority be delegated to the Head of Healthy Communities to procure sufficient professional and technical resources to enter into initial discussions and to prepare for and support the procurement project**

The meeting ended at 8.19 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the AUDIT AND STANDARDS COMMITTEE held on 11 OCTOBER 2018

PRESENT: Councillor J Gladwin - Chairman

Councillors: C Jackson
R J Jones
V Martin
D Phillips
N Varley
C Wertheim

Independent Person E Jones

APOLOGIES FOR ABSENCE were received from Councillors A Bacon and C Ford

21 MINUTES

The Minutes of the meeting of the Audit and Standards Committee held on 16 July 2018 were approved by the Committee and signed by the Chairman as a correct record. Cllr Varley apologised for not sending apologies to the previous meeting of the Committee.

22 DECLARATIONS OF INTEREST

There were no declarations of interest.

23 ANNUAL REVIEW OF THE CODE OF CONDUCT AND COMPLAINTS PROCEDURE

The Committee considered a report which considered whether the code of conduct and complaints procedures adopted by the Council in accordance with the Localism Act in 2011, remained fit for purpose.

The Committee was advised that the Code of Conduct was first adopted by the Council in July 2012 and amended in February 2018 to include clarification that members who declare a personal interest may still speak and vote on the item of business concerned.

The governance procedure for dealing with complaints was attached at appendix 2 on pages 27-61 of the reports pack. Members were advised that one complaint had been received since the introduction of the current procedure and there had been no reason to suggest that it was not fit for

purpose, therefore no further amendments were recommended to the procedure.

In response to a query from a member in respect of an issue which related to the conduct of Members of the Planning Committee, Members were advised to refer to the 'Code of Practice on Planning Matters'. Further to this, the Monitoring Officer recommended that members contact her directly should they have any queries which they wished to discuss or receive advice on.

RESOLVED

That the report be noted and no changes should be made to the Council's current code of conduct and complaints procedure.

Note 1: Cllr R Jones entered the meeting at 18.38 p.m.

24 COMMITTEE ON STANDARDS IN PUBLIC LIFE ANNUAL REPORT

The Committee considered the Committee for Standards in Public Life (CSPL) Annual Report for 2017-18 and it's Forward Plan for the coming year.

Members were advised that the CSPL was in the process of undertaking a review of Local Government ethical standards. The first phase of this review had been completed and the second phase which involved a programme of visits to Councils and discussions with Councillors was ongoing. The aim was for this report to be published in December 2018 and this would be brought to a future meeting of the Committee for Members information.

RESOLVED

That the report be noted.

25 STANDARDS WORK PROGRAMME

A report on standards training for new councillors would be brought to the January meeting of the Committee and Members were encouraged to provide comments to the Monitoring Officer on how this training can best be presented to Members as part of the induction programme in May 2019. The Chairman advised that he would be happy to circulate a communication to Members and feed comments back to the Monitoring Officer.

RESOLVED

That the Standards Work Programme of the Audit and Standards Committee be noted.

26 FRAUD AND CORRUPTION ANNUAL REPORT

The Committee considered a report which detailed the anti-fraud and error reduction activity undertaken in 2017/18 and the action plan for 2018/19.

Members were advised that for on-going benefit and reduction claims the Fraud and Error team targeted cases based on known risk factors or as a result of information received from third parties, including HMRC, DWP and the general public to ensure claims were accurate and errors identified at the earliest opportunity.

It was explained that DWP were now responsible for the investigation, sanction or prosecution of Housing Benefit and historic Council Tax Benefit frauds following cases being referred by the Council. 22 cases had been referred with 2 prosecutions made by the DWP.

Members' attention was drawn to the table as seen in para 4.5 of the report which noted the total overpayments identified in 2017/18 - £47,129 out of £83,330 had been recovered to date. DWP now provided referrals based on real time income details provided to HMRC and these figures could be viewed in para 4.6 of the report. The way in which data was presented by the DWP would be changing shortly and would be made available to the Council online which would allow the team to better target cases. The Committee asked that previous year's figures be included in future reports to allow for data comparison.

It was clarified that as part of the figures above whilst the number of cases for 2017/18 were significantly higher than the previous years the total sum was only £22k higher due to a higher number of cases with lower sums of overpayment. The Committee agreed that it would be useful to provide a breakdown of overpayments by amount for future reports to understand the spread of higher and lower overpayments.

A Member queried how the Council dealt with chasing overpayments from vulnerable residents and the Committee was advised that there was a Welfare Officer in the Fraud and Error team who assessed individual cases where a person was deemed vulnerable and a decision was then made on writing debts off as appropriate. The Committee requested that the number of write-offs also be reported in future reports.

The Committee congratulated the team for the overall overpayments level of 2.78% of expenditure compared to 6.4% nationally.

RESOLVED

That the report be noted.

27 INTERIM PROGRESS REPORT

The Committee received the Internal Audit progress report from TIAA which showed the progress of audits since the previous meeting. Of the five audits finalised so far for 2018/19 there had not been any priority 1 or 2 recommendations. It was explained that priority 3 recommendations were not deemed as significant issues which required specific reporting to the Committee.

The Committee was advised that the Procurement audit would review major contracts and the Project Management audit would review three major projects the Council was involved in.

The Committee asked that the finalised report on Property & Asset Management be presented to Members at the next meeting, even if there were no priority 1 or 2 recommendations. Further internal audit work would look at S106 contributions, their monitoring and collection, and Members requested an update on this also be brought to the Committee.

It was explained that a Cyber Security audit was undertaken annually by the Cabinet Office who issue a detailed and thorough report to the Council. The Committee asked that this annual report be presented to the Committee with the most recent report being presented at the next meeting.

RESOLVED

That the report be noted.

28 COMPARISON OF ASSURANCE LEVELS

The Committee considered a report which provided a comparison of assurance levels over time so that any trends or measures which may have impacted upon the control framework at the Council could be identified. Members were advised that this report would be reformatted to allow for easier reading and brought to the next meeting of the Committee.

RESOLVED

That the report be noted.

29 AUDIT COMMITTEE WORK PROGRAMME

The Audit Committee work programme was included in the reports pack. The Committee was advised that it was good practice for Ernst & Young to rotate their Audit Team covering the contract, therefore the next meeting would be the last that the current Associate Partner and Manager would attend whilst introducing their replacements.

RESOLVED

That the Audit Work Programme of the Audit and Standards Committee be noted.

30 FREEDOM OF INFORMATION MANAGEMENT AND RIPA ANNUAL REPORT

The Committee received a report which provided an update on public engagement with the Freedom of Information Act 2000, Environmental Information Regulations (GDPR), the Transparency Code of Practise, the INSPIRE Regulations, RIPA, and Protection of Freedoms Act 2012.

The service areas that received the most FOI requests continued to be Healthy Communities and Business Support. Business Support received a high number of commercial requests whilst Healthy Communities tended to receive requests from journalists gathering information on a national basis linked to housing and environmental health.

The Chairman identified that in comparison to previous years Legal and Democratic Services had seen an increase in requests for the first five months of the year. This would be queried with the Head of Legal and Democratic Services and the outcome fed back to the Chairman.

The Committee thanked officers for their work in ensuring the vast majority of Freedom of Information requests were responded to within 20 working days.

RESOLVED

That the report be noted.

31 AOB

The Chairman reported that he had attended a meeting of Audit Committee Chairmen from Councils of a similar size to Chiltern organised by Ernst & Young, and this had been a good opportunity to share information and best practice. Amongst issues discussed, Hart District Council had recently built a leisure centre and appointed an operator who guaranteed a certain level of return and suggested Chiltern speak with the Chief Officer to discuss further details. The Chairman would notify the meeting organisers that the Members of this Committee had not received an invite to the meeting to ensure that they have the opportunity to attend future meetings.

A Member raised the redevelopment of Chiltern Pools and queried the role of this Committee in the project. The Committee was keen to ensure that all the assumptions in the business case were thoroughly scrutinised. It was explained that Members would be given time to fully scrutinise the final business case which was due to be completed early Summer 2019. The final business case would be presented to both the Resources Overview and Services Overview Committees as well as being discussed at the regular meetings of the Leisure Needs Members Working Group, before going forward to Cabinet for any decisions.

The meeting ended at 7.52 pm

