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CHILTERN
District Council

Council

Tuesday 26th February, 2019

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

150 CURRENT ISSUES**(i) Councillor I Darby -**

Councillor I Darby reported that discussions continued with the Ministry of Housing, Communities and Local Government and the other Councils in Buckinghamshire in respect of arrangements for the New Unitary District Council. Draft Parliamentary Orders were due to be laid on 14 January 2019. Councillor Darby spoke of the fantastic opportunity this was to shape future services to best meet the needs of residents.

(ii) Councillor P Martin -

Councillor P Martin thanked Members for their attendance at the Local Plan Policies Workshops which had now concluded and had proven very worthwhile in informing the Local Plan.

(iii) Councillor M Smith -

Councillor M Smith advised that the Amersham Multi-storey Car Park extension had now opened and was pleased to announce that the levels of occupancy were already higher than initially expected. There remained work to do on encouraging users of the Sycamore Road Car Park to migrate to the multi-storey and ways of doing this were being explored. The car counting mechanism was not yet in operation for the new car park, however this was being addressed.

(iv) Councillor L Walsh -

Councillor L Walsh reported on community safety issues at this time of year and highlighted the Council's rough sleeping protocol which could be found on the website (<http://www.chiltern.gov.uk/rough-sleeping>). Councillor Walsh spoke of the importance of keeping homes lit and utilising neighbourhood watch schemes to deter burglars. Residents should also be alert to potential fraud and internet scams and ensure passwords were secure.

151 PERFORMANCE REPORT QUARTER 2 2018/19

The Cabinet received a report outlining the performance of Council services against pre-agreed performance indicators and service objectives for Quarter 2 of 2018-19.

RESOLVED:

That the performance report be noted.

152 DRAFT REVENUE BUDGET 2019/20

Members of the Cabinet considered the draft revenue service budget for 2019/20 report which included the context of the overall financial position facing the Council for the coming year, and the implications of the establishment of a unitary authority 2020/21. The report further provided summary information on the budgets and highlighted issues for consideration. Detailed information could be seen in the appendices.

It was explained that regardless of the decision to create a new district unitary authority in Buckinghamshire from 2020/21 this did not affect the requirement the Council had to set a legal and prudent budget for 2019/20 that addressed the Council's aims and objectives. It would be necessary at a corporate level to make provision for the initial transition costs to the new unitary authority that would be incurred in 2019/20, this would be done when setting the final budget in February 2019 when there was more clarity around the transition process.

The final settlement from Central Government had been delayed due to Brexit negotiations and the final draft budgets would reflect the settlement and would be consolidated for consideration by the Cabinet in February.

Councillor M Stannard thanked officers and Cabinet Members for the work and effort put into the budgeting process. It was recognised that a new unitary authority would benefit from using a similarly excellent process.

RESOLVED:

That the draft revenue service budget for 2019/20 be noted.

153 TREASURY MANAGEMENT - QUARTERLY REPORT QUARTER 2 2018/19

The Cabinet received a report on the Treasury Management operation of the Council for July to September 2018.

RESOLVED:

That the Treasury Management Performance for Quarter 2 2018/19 be noted.

154 UPDATE ON THE CHILTERN POOLS REPLACEMENT PROJECT

Members of the Cabinet considered and discussed a report which provided a progress update regarding the Chiltern Pools redevelopment project. The report informed Members on the potential options for enabling development opportunities afforded by the existing Chiltern Pools site and the impact on the draft Business case. The Cabinet was also asked to consider the results of the public information events on the Chiltern Lifestyle Centre and consider options relating to restrictive covenants.

1,963 comments had been received through the public information events and 86% of these were in support of the project. Full results could be viewed [online](#). Cabinet thanked officers for the commitment and efforts put into the project, particularly for supporting the public information events and achieving such a high rate of response. Cabinet also thanked Councillor Stannard for the extensive work put into the project to date.

RESOLVED:

- 1. That the results of the public information events and the comments made on the current design and location of the Chiltern Lifestyle Centre be noted.**
- 2. That Cabinet agree to insure against any risk relating to the restrictive covenant being enforced.**
- 3. To agree to the Multi-Use Games Area (MUGA) and Children's Play area on Chiltern District Council land to be protected under a Fields in Trust designation.**
- 4. That the initial residual land valuations that may arise from any development of the Chiltern Pools site as outlined in the confidential appendix be noted.**

155 MINUTES OF JOINT EXECUTIVE COMMITTEES

RESOLVED:

That the minutes of the following Joint Executive Committees be noted:

- 1. Chiltern and South Bucks Joint Committee 10 October 2018**
- 2. Chiltern, South Bucks and Wycombe Joint Waste Collection Committee 3 October 2018**
- 3. Chilterns Crematorium Joint Committee 26 September 2018**

156 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)

157 CABINET REPORTS FROM POLICY ADVISORY GROUPS:

RESOLVED:

That the confidential notes from the following PAG meetings be noted:

- 1. Healthy Communities PAG 8 October 2018**
- 2. Customer Services PAG 26 September 2018**
- 3. Environment PAG 24 September 2018**
- 4. Planning and Economic Development PAG 25 September 2018**

158 REPORT ON HS2 COMMUNITY AND ENVIRONMENT FUND (CEF) AND BUSINESS AND LOCAL ECONOMY FUND (BLEF)

The Cabinet received a report which provided background information relating to the HS2 Community and Environment Fund (CEF) and Business and Local Economy Fund (BLEF). The report sought endorsement for officers to explore opportunities for making applications for funding on behalf of the Council either individually or in partnership with other qualifying groups or organisations where appropriate.

There was no overview of the number of applications for funding and the Council was only notified of awards. There would be the opportunity to work together with other organisations to work together and discuss applications.

RESOLVED:

- 1. That the background information relating to the funds be noted.**
- 2. That Cabinet agree to endorse officers in exploring opportunities for making applications for funding on behalf of the Council from the CEF and/or the BLEF and where appropriate, to make applications to the funds individually or in partnership with other qualifying groups or organisations.**

The meeting ended at 5.06 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the PLANNING COMMITTEE held on 20 DECEMBER 2018

PRESENT: Councillor D Phillips - Chairman

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

APOLOGIES FOR ABSENCE were received from Councillors M Titterington and C Jones

ALSO IN ATTENDANCE: Councillor D Bray

39 MINUTES

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

40 DECLARATIONS OF INTEREST

Councillor J Waters declared a personal and prejudicial interest in planning application PL/18/3410/OA. Nature of interest – Councillor Waters knew some of the Objectors and left the room whilst the application was considered.

41 ITEMS FOR NOTING

RESOLVED -

That the reports be noted.

42 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

PL/18/2761/FA Thorne Barton Hall, Chesham Road, Ashley Green, Buckinghamshire, HP5 3PQ

Application withdrawn

PL/18/3069/FA Chalfont Park, Chalfont St Peter Bypass, Chalfont St Peter, Buckinghamshire, SL9 0QA

Speaking for the Applicant, the agent Mr Naylor

RESOLVED

Permission Refused

PL/18/3329/FA Rowan Farm, Hollow Way Lane, Chesham, Buckinghamshire, HP5 1TJ

Speaking for the objectors, Mr Taylor

RESOLVED

Permission Refused with additional reason relating to the Green Belt and in particular the lack of structural survey for the building, with reference to Policy GB29. Precise wording delegated to the Head of Planning and Economic Development.

Note 1: Councillor M Harrold entered the meeting at 6.23 pm

PL/18/3406/OA Site Of Former The Miltons Head Public House, 20 Deanway, Chalfont St Giles, Buckinghamshire, HP8 4JL

Speaking for the Parish Council, Councillor Lomas
 Speaking for the objectors, Mr Calderan
 Speaking for the Applicant, the agent Mr Clarke
 Speaking as the local District Member, Councillor Des Bray

RESOLVED

Permission Refused for three reasons:

1. Inadequacy of amenity space,
 2. Inadequate parking (Policy TR16), and
 3. Detrimental effect on amenities of 22 Deansway.
- Precise wording delegated to the Head of Planning and Economic Development.

Note 2: Councillor J Waters left the room at 7.05 pm

PL/18/3410/OA Stepping Stones, Ballinger Road, South Heath, Great Missenden, Buckinghamshire, HP16 9QH

Speaking for the Parish Council, Councillor Pusey
 Speaking for the objectors, Mr Landon
 Speaking for the applicant, the agent Mr Courtier

RESOLVED

DEFER – to allow Officers to negotiate with the applicant following concerns about the development, in particular to discuss the number of dwellings proposed. Also to seek clarification about the visibility splays from the Highways Authority. The application is to return to the Planning Committee for consideration once negotiations are completed.

Note 3: Councillor J Waters re-entered the room at 7.53 pm

PL/18/3413/FA Davos, 1 Pitch Pond Close, Knotty Green, Buckinghamshire, HP9 1XY

RESOLVED

Conditional Permission

PL/18/3539/FA

Spinelle, Narcot Lane, Chalfont St Giles, HP8 4DX

Speaking for the Parish Council, Councillor Lomas

Speaking for the objectors, Mr Beckett

RESOLVED

Conditional Permission

The meeting ended at 8.09 pm

The supplementary report detailed the effect of the proposed Modification Regulations and noted the two options the Secretary of State had under the 2016 Act. He must either have the consent of all Councils under subsection 4.

(4) Regulations under this section may be made only with the consent of the local authorities to whom the regulations apply (subject to subsection (5))

Or he could make regulations under subsection 5 in relation to structural or boundary provision which would require the consent of only one Council.

(5) Regulations under this section, so far as including structural or boundary provision in relation to a non-unitary district council area, may be made if at least one relevant local authority consents.

Cabinet was advised that the latter provision was time limited and would expire at the end of March 2019. This meant that if for any reason there was insufficient Parliamentary time to make the Order then it would not be possible to do so without the consent of all five Councils. Therefore Subsection (4) required the consent of all local authorities, whereas subsection (5) required the consent of just one. Subsection (5) expired at the end of March 2019 whilst Subsection (4) did not expire. Further detailed information could be seen in the supplementary report.

In addition to the decisions noted, Cabinet was advised that the draft order allowed for substitute Members to be nominated for each permanent member of the Shadow Executive. It was further understood that the Shadow Executive would be responsible for the appointment of Interim Officers after consultation with the Shadow Council; however the power to make the final decision was held by the Executive.

The Leader invited Cabinet to comment on the Secretary of State's proposals. The key points raised by Cabinet were as below:

- The proposals were not in the best interests of the residents and businesses of the Chiltern District. Following the Modernising Local Government announcement on 1 November 2018, the Council had agreed to work in partnership with the other Buckinghamshire Councils on the agreement that all would be treated fairly and equally, which the draft Order did not reflect.

- The predominance of County Council Members over District Council Members (9:8) on the Shadow Executive along with the Leader being specified, rather than elected was described as disproportionate and undemocratic.
- Cabinet agreed that the Shadow Authority must be able to act democratically and select its own Leader.
- Concern was raised that the Shadow Executive was only required to consult the Shadow Authority on the appointment of Interim Officers, which would allow for the Executive to make the final decision regardless of the Shadow Authority's recommendations. It was said that this could lead to the current County Council model being reconstructed and the initial County Council unitary business case being implemented which would not result in the establishment of an entirely new Unitary District Council as was the Secretary of State's intention.
- There were concerns that thousands of residents had made representations that they were not in support of the single unitary business case submitted by the County Council.
- There was a concern that District Council reserves would financially support the Unitary Authority for a short period but ultimately the Unitary Authority would find itself in financial difficulties within a relatively short period.
- Cabinet questioned how this important decision could be made with limited information provided from the Secretary of State. It was queried how the Government believed it was reasonable to make this substantial change without a referendum when the majority of residents did not support this change.
- A concern was raised that following the period of time it had taken the Secretary of State to make his decision on Modernising Local Government in Buckinghamshire, it was unacceptable to place the Council under duress by giving such a short deadline to make a decision on the Regulations and draft Order.
- Councillor F Wilson spoke of his experience in assessing business cases and provided his professional opinion that the County Council's business case was not viable and had little chance of achieving its goals and the estimated savings as noted in the business case. He believed that the new authority would operate at a loss and expressed concern that the draft Order could lead to this business case being implemented.

- The Council had expertise in mergers and ran an entirely shared service with South Bucks District Council, a process that had been carried out well and which staff had reacted positively to. The waste service was further shared with Wycombe District Council. As a result the input of District Council Members and Officers would be invaluable to the process of establishing a new Authority.
- The current Local Area Forum arrangements the County Council arranged were said to be of little benefit to residents, did not promote local Government and the 19 hubs proposed would not be good use of taxpayers' money.

At the invitation of the Leader contributions were welcomed from non-Cabinet Members in attendance. Comments included:

- The proposals were undemocratic; all Members of the Shadow Authority should elect a Leader. The Leader of the Shadow Authority needed the support of the wider membership of the Council to make crucial decisions. Decisions made by the Shadow Executive would be hard to change regardless of the Leader elected in 2020.
- The make-up of the Shadow Executive would give the County Council representatives the right to force through plans and potentially form a Council similar to that of the existing County Council structure. Two Council Members from each of the Districts on a Shadow Executive of 17 was unacceptable when there would be 9 County Council Members, including the Leader.
- District Councillors would be disenfranchised by the proposals in the draft Order.
- The majority of residents were against the business case for a single unitary authority. Concern was raised that in addition to residents, it appeared that Councillors, Union Representatives and Staff views had not been accurately reflected.
- Following the MLG announcement in November 2018, the Council had been determined to work in partnership with the other Councils in Buckinghamshire to make the single unitary authority work on the basis that all would have a fair and equal say. These proposals were not seen as 'fair and 'equal'.
- Unacceptable deadlines had been set, a decision as important as this which impacted so many residents should not be restricted to tight timescales.

- Lack of detail in the orders would not allow Members to make an informed decision.
- Concern was raised around the County Council's management of finances and was a similar Council structure to be implemented there could be serious financial implications which would affect all residents in Buckinghamshire. The figures in the single unitary case were deemed unattainable.
- Struggling County Council services, such as Children's Services were highlighted and concern raised around the potential outcomes should a predominantly County Council led Shadow Executive make decisions which involved the authority's inherited reserves from the Districts. There was additional concern that the County Council had limited expertise in Planning and Waste Collection.
- The local MP's involvement was questioned and Members were advised that the MP for Chesham and Amersham was fully informed, wished to look after the best interests of residents and had held conversations with the Secretary of State.
- The District Council had reserves and should use them if they have to pursue legal advice, in order to protect its residents' best interests and prevent these proposals going through.
- Councillor A Bacon spoke in support of the proposals commenting that disagreements between the District Councils and County Council had been longstanding and the single Unitary Authority was the best outcome for residents of Buckinghamshire. Councillor Bacon did not believe that public money should be spent to challenge specific details of the draft Order. Further, he added that the Shadow Authority would be in existence for a maximum period of a year and the Leader and make-up of the Executive would likely change once the first elections to the new Authority had taken place. He believed that fewer than 147 Councillors would have been more appropriate, however welcomed the Boundary Commission review that would commence during Members first term of office.

All Members were thanked for their input and Cabinet was in agreement that it would be neglecting the Council's responsibility to residents were it to consent to the Modification Regulations and allow the proposals in the draft Order to pass unchallenged. In addition, there was unanimous agreement that the Council seek legal advice on the draft Structural Changes Order, as necessary.

RESOLVED:

- 1. Cabinet notes the current position in respect of the proposals for creation of a new single tier Unitary District Council in Buckinghamshire.**
- 2. Cabinet do not consider the Structural Changes Order as currently drafted is in the best interests of the residents and businesses of Chiltern District and therefore do not consent to the Modification Regulations under section 15 of the Cities and Local Government Devolution Act 2016.**
- 3. The Chief Executive in consultation with the Leader be authorised to finalise the Council's formal response to the Ministry of Housing, Communities and Local Government.**
- 4. The Council takes legal advice on the draft Structural Changes Order and the Chief Executive in consultation with the Leader and Head of Legal & Democratic Services be authorised to deal with any consequential documents or correspondence arising from that advice.**

The meeting ended at 5.52 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the PLANNING COMMITTEE held on 17 JANUARY 2019

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

Councillors: J Burton
J Gladwin
P Jones
J MacBean
N Rose
J Rush
J Waters
C Wertheim

APOLOGIES FOR ABSENCE were received from Councillors M Harrold, C Jones and S Patel

ALSO IN ATTENDANCE: Councillor L Smith

43 MINUTES

The Minutes of the meeting of the Planning Committee held on 20 December 2018, copies of which had been previously circulated, were approved by the Committee and signed by the Chairman as a correct record.

44 DECLARATIONS OF INTEREST

There were no declarations of interest.

45 ITEMS FOR NOTING

RESOLVED -

That the reports be noted.

46 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

PL/18/3029/FA 36 Church Street, Great Missenden, Buckinghamshire, HP16 0AZ

The meeting was advised that a revised scheme regarding the fenestration alterations had been received and the officers' recommendation was to give conditional permission.

Speaking as the applicant, Ms S Ginn

RESOLVED

Conditional Permission

PL/18/3538/FA 3 Mark Drive, Chalfont St Peter, Gerrards Cross, Buckinghamshire, SL9 0PP

It was advised at the meeting that Condition 3 should read "no windows, roof lights or dormers ... shall be inserted". Condition 4 should read that the extension should not be occupied until the drive and widened access has been laid out.

Speaking for the Parish Council, Councillor T Shinner

Speaking for the objectors, Mr P Aylett

Speaking as the applicant, Mr Mailey

Speaking as local district Member, Councillor Linda Smith

RESOLVED

Conditional Permission with modifications to conditions 3 and 4 and an additional Informative relating to landfill.

Note 1: Councillor Linda Smith left the meeting at 6.44 pm

PL/18/3563/FA Stable Farm, Amersham Road, Chalfont St Peter, Buckinghamshire, SL9 0PX

It was advised at the meeting that condition 3 in the report should read "a scheme of landscaping should be received and approved prior to occupation".

Speaking for the applicant, Mr M Evans

RESOLVED

Defer for clarification of flood risk and to allow Officers to negotiate with the applicant regarding the design and appearance of the dwellings. Members had no objection to the principle of the scheme, but raised concerns regarding the appearance of the new buildings. Application to return to a future Planning Committee meeting.

PL/18/3577/FA Stable Farm, Amersham Road, Chalfont St Peter, Buckinghamshire, SL9 0PX

Speaking for the applicant, Mr M Evans

RESOLVED

Defer for clarification of flood risk and to allow Officers to negotiate with the applicant regarding the design and appearance of the dwellings. Members had no objection to the principle of the scheme, but raised concerns regarding the appearance of the new buildings. Application to return to a future Planning Committee meeting.

Note 2: Councillor N Rose entered the meeting at 7.16 pm

PL/18/4084/FA 51 Highfield Close, Amersham, Buckinghamshire, HP6 6HQ

Speaking for the objectors, Mr N Parsloe

RESOLVED

Conditional Permission with a letter expressing concerns about the proposed design of the rear dormer window.

CH/2017/0747/FA Land adjacent to Jewsons, Chesham Road, Hyde End, Buckinghamshire

The Committee had received a letter and photographs from the speaker prior to the meeting.

Speaking for the objectors, Ms K Kay

RESOLVED

Permission Refused for reason similar to the previous enforcement action on the site in terms of inappropriate development in the green belt and detrimental effect on the openness of the Green Belt and the character of the Chilterns AONB. Further the use is detrimental to the residential amenity of the nearby residential properties. Exact wording delegated to the Head of Planning and Economic Development.

CH/2017/1228/AV Land adjacent to Jewsons, Chesham Road, Hyde End, Buckinghamshire

Speaking Ms K Kay

RESOLVED

Permission Refused having regard to the sensitive location of the site within the Green Belt and AONB, the signage by reason of height, size and scale detrimental to the amenity of the locality. Precise reason delegated to Head of Planning and Economic Development

CH/2017/1233/FA Land adjacent to Jewsons, Chesham Road, Hyde End,
Buckinghamshire

Speaking for the objectors, Ms K Kay

RESOLVED

Permission Refused for the reasons set out in the
Recommendation.

The meeting ended at 8.50 pm

**CHILTERN DISTRICT COUNCIL
SOUTH BUCKS DISTRICT COUNCIL**

MINUTES of the Meeting of the
CHILTERN & SOUTH BUCKS JOINT OVERVIEW & SCRUTINY COMMITTEE
held on **21 JANUARY 2019**

PRESENT: Councillor C Rouse - Chairman

Councillors: A Bacon
M Bezzant
M Bradford
V Martin
N Varley
J Waters

APOLOGIES FOR ABSENCE were received from Councillor M Lewis

7 MINUTES

The minutes of the previous meeting held on 1 October 2018 were approved as a correct record.

8 DECLARATIONS OF INTEREST

There were no declarations of interest.

9 CUSTOMER EXPERIENCE PROGRAMME PROGRESS REPORT

Members considered a report which provided a detailed progress update on the Customer Experience Programme and the plans to implement the aims of the strategy. During discussion, key points raised included:

Members were advised that the implementation team had been in post since September 2018 and phase 1 of the programme was underway, and consisted of the Environmental Health, Licensing and Waste service areas. Design workshops had been held with the service areas to identify service area needs and build the interactive forms. As part of the procurement of the joint waste contract, the customer service expectations were being made clear to potential suppliers and waste system integrations were being worked on by the team.

Work on the concept of Channel Shift was ongoing and had been presented to Members at a recent Chiltern Customer Services Policy Advisory Group meeting and would be presented at an upcoming meeting of the Customer Experience Programme Members Working Group. The Comments,

Compliments and Complaints procedure had been through a similar process and will be going to the South Bucks Overview and Scrutiny Meeting a final version, incorporating comments and feedback would be presented to Members for approval.

Regular programme meetings had been scheduled to monitor progress and to highlight any risks and actions to be taken. A consultation was underway for the staffing restructure and it now appeared that vacant posts, rather than individual staff members would move to customer services following vacancy management structure reviews by service areas.

The Committee was informed that a website refresh would commence over the coming weeks to ensure that site content was reviewed and that the website was clear to follow and well designed. Further, the Committee was advised that the procurement of a single system for Revenues and Benefits was no longer being pursued following the unitary announcement. The implementation team would look at further options that might be feasible to implement for this service area.

In relation to risks, it was said that although the project plan had been adjusted, the completion dates remained achievable. Regular meetings were being held with the technology provider, GOSS to ensure any issues were addressed and that the requirements being put forward to GOSS were being met.

It was recognised that the unitary authority announcement could affect a number of issues including staff turnover, although there was the wider picture that all existing Councils in Buckinghamshire were consistent in wanting to deliver an excellent customer-focused way of working and as such there would be opportunities for staff in delivering customer services based on the approach being adopted in Chiltern & South Bucks. A further risk was that the Shadow Executive may decide not to continue with phase 3 of the programme, instead choosing to focus on developing something different for the new authority. In addition, the planned savings for subsequent years would now accrue to the new unitary authority, and would be subsumed in its transformation programmes. When the technology partner was procured it was ensured that the new system and the approach would be scalable for a unitary authority.

None of the existing Councils in Buckinghamshire have quite such an extensive customer account as Chiltern & South Bucks are working towards,, although others did have their own versions. Further bolt-ons could be added in the future, such as artificial intelligence, e.g. Alexa integration, which AVDC were currently utilising. The County Council's online service was more difficult to deliver due to large services such as Children's Services having a great deal of sensitive information which would not be 'online friendly', however it was

said that services such as school places and bus passes could be integrated with the Customer Experience Programme in the future was it to be taken up by the new Council.

Members were very appreciative of the work being done, and the Committee requested that the risk register be appended to future update reports.

RESOLVED:

That the progress made to date on the Customer Experience Programme be noted.

10 ICT STRATEGY PROGRESS REPORT

Members received a report which sought Member agreement to the detailed plans and costs to ensure that desktop services from the end of 2020 continued to use in support Microsoft products and were delivered by a cloud based system and there was a deliverable plan to migrate the core server infrastructure to a cloud solution that used in support products during 2020/21. The detailed report could be seen in the supplementary agenda pack.

The Committee was advised that regardless of the unitary announcement the Councils infrastructure needed to be replaced for systems to remain secure and 2020 was a major year with Windows 7 and vWorkspace reaching their end life and would no longer be supported. All of the existing Councils in Buckinghamshire had a consistent approach of looking toward cloud migration.

The estimated costs of cloud migration could be viewed at point 2.4 in the report. The Committee was advised that external support was required to provide expertise and allow the business support team to continue to focus on business as usual tasks whilst still working on transformation projects and extra work that would arise from unitary discussions. There would be skills transference to Business Support during the migration.

It was said that Microsoft were developing cloud products at a rapid rate and for a slight increase to the licensing fee, Microsoft were including an increased amount of functionality, this meant that much of what was presently being paid for separately by the Councils was now incorporated into the licensing fee.

The costs within the report were based on the pricing and state of technology as of December 2018, so a contingency allowance was prudent to include. Microsoft priced their products in US Dollars which therefore would be affected by changes to the exchange rate.

Existing costs of infrastructure were based on what was paid in 2015 when the current infrastructure was purchased to allow for comparison.

During discussion, the following issues were raised by Members and discussed:

- In terms of contingency planning, the move to Cloud would improve business continuity with the use of cloud based servers. Being location agnostic, server stability would be improved. It was explained that with unitary in mind a move to cloud would better support consolidation of systems in the future.
- The costs in the table at 2.4 showed marked increases for 2020/21 and 2021/22 as the 2019/20 costs included only half of the number of desktops being migrated due to a staggered approach being taken.
- The length of contracts was discussed as was the possibility of all of the existing Councils bringing together their enterprise agreements. The Committee was advised that the main Microsoft contract ran for three years and the expectation was that this would be renewed in 2020 as it was expected that at the date of commencement of the unitary authority the majority of existing IT systems used by each individual Council would still be in operation and it would take a number of years to reach a harmonised IT solution across every service. It was confirmed that the Microsoft agreement had the option to add or decrease services each year.
- In relation to the other Councils in Buckinghamshire it was said that Wycombe DC was at a similar stage to Chiltern and South Bucks, although presently outsourced their IT. The County Council was already on the journey to move to cloud. Aylesbury Vale DC were the exception as they were not primarily using Microsoft and were already using cloud technology.
- The consultancy cost was discussed and it was explained that the consultants would not only cover the migration of each individual desktop but would implement a new way of delivering desktop services. Additional tasks included work on servers, ensuring the system was running at its optimum, assisting with the overall move to Windows 10, the upgrading of devices, rollout of office 365, ensuring the best configurations, creating images to stream to staff desktops and logging on to cloud based servers. The aim was that skills would be transferred from the consultants to existing staff.
- A question was raised whether options had been looked at to delay contract decisions by a year to allow the Shadow Executive to shape future IT delivery. It was said that this would not be a suitable option as the move to Windows 10 needed to be completed by January 2020 to ensure systems were secure. It would be a risk to the new authority was any key unsupported system to remain and a delay would increase the level of risk. ICT was a key enabler for Council operations and a cloud based

infrastructure would ensure that the Councils continued to have a service that was secure, fit for purpose and cost effective.

- In relation to budget, it was confirmed that there were earmarked reserves to cover the costs provided for in the next year's budget and the costs would be split between the two authorities.

RESOLVED to **RECOMMEND** to Joint Committee:

1. To approve the initiation of the projects to move the Councils ICT desktop services and infrastructure estate to a Microsoft's Azure cloud.
2. To approve the selection of the specialist consultants through the CCS G-Cloud framework to provide professional services to deliver these cloud migration projects.
3. To authorise expenditure of £199,749 from the reserve earmarked for transformation projects to cover the cost of moving the Councils ICT estate to cloud based technology.

11 JOINT OVERVIEW AND SCRUTINY WORK PROGRAMME

The Committee considered the work programme. The Committee agreed that a decision would be required as to whether the Joint Local Plan submission required a meeting of its own. This decision would be made in good notice of the planned meeting (date to be confirmed in late March/early April 2019).

RESOLVED:

That the work programme be noted.

The meeting ended at 7.43 pm

The report provided an update on the proposed creation of a new Unitary District Council, following Cabinet's decision on 9 January 2019 not to consent to the Secretary of State's proposed Modification Regulations under section 15 of the Cities and Local Government Devolution Act 2016 and to seek legal advice. A letter confirming the Council did not consent to the making of the Modification Regulations was sent to the Secretary of State on 10 January. It was noted that all four District Councils had decided not to consent, and the County Council had agreed conditional consent.

Legal advice on the Structural Changes Order had been obtained from leading counsel jointly with Wycombe District Council. In view of counsel's advice a letter was sent to the Secretary of State on 18 January as a preliminary step before legal proceedings. The letter expressed concerns about the legality of the decision to lay the Modification Regulations in Parliament based on the conditional consent given by the County Council and without also laying the draft Structural Changes Order, as well as concerns about the recent changes to the proposed governance arrangement for the shadow authority and the lack of reasons for making these changes. As the Regulations had already been laid in Parliament and the Secretary of State intended to make them before 31 March 2019, any legal proceedings, associated documents and legal steps would need to be issued/undertaken with the utmost urgency.

Cabinet were therefore asked to consider whether it was expedient for the promotion or protection of the interests of the inhabitants of Chiltern District to institute legal proceedings for judicial review of the Secretary of State's decisions in respect of the Modification Regulations and the Structural Changes Order, either alone or jointly with other District Councils which could be undertaken under section 222 of the Local Government Act 1972.

The Cabinet resolved that under section 100 (A) (4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting to enable Members to receive legal advice on the potential grounds for instituting proceedings (Paragraph 5) as defined in Part 1 of Schedule 12A of the Act.

After receiving legal advice from the Head of Legal and Democratic Services in private session, the Cabinet expressed thanks to the Head of Legal and Democratic Services for the comprehensive report.

The Cabinet, after acknowledging that the draft Structural Changes Order had yet to be laid in Parliament, and was therefore subject to change, expressed

disappointment with the proposals in the draft Order relating to the Shadow Council's constitutional arrangements which were considered to be unbalanced and undemocratic. The proposed constitutional arrangements lacked checks and balances and handed too much power to the Shadow Executive, at the expense of the Shadow Council, thereby depriving all Members of a say on important decisions. There had also been procedural flaws in how the Secretary of State had dealt with the Modification Regulations and the Order. It was highlighted that the cost of legal proceedings was small in comparison to the cost of making changes at a later date.

Cabinet supported the implementation of a new Unitary District Council that worked for residents, but felt it was left with no option but to instigate legal proceedings to protect the interests of the inhabitants of the District. A comparison was made with HS2 where the Council had demonstrated it was willing to challenge decisions that were not in residents' interests, and as a result had helped to bring about key mitigation measures in the area.

At the invitation of the Leader a number of non-Cabinet Members then spoke, and during which the following key points were made:

Councillor P Jones felt legal proceedings should not be instigated and in doing so referred to the costs involved; the fact that the new Unitary District Council would comprise of 147 Councillors, as requested by the Districts, and that the Shadow Council would comprise of all 202 Members from the existing Councils. Councillor P Jones also felt that public perception placed more importance upon political balance rather than the balanced representation between the County and Districts. It was suggested that the latter aim could equally be achieved by securing District Member appointments on key Committees.

A number of Members then spoke in favour of instigating legal proceedings. There were concerns regarding the decisions made by the Secretary of State relating to the constitutional arrangements of the Shadow Council. There was support from Members for the creation of a new Unitary District Council, but those Members were also concerned that the constitutional arrangements of the Shadow Council meant that this created dominance in favour of the County Council. The importance of ensuring that the legal status of the new Unitary District Council was robust, and could command respect was also emphasised.

The District Councils had experience of delivering quality and accessible shared services. The importance of ensuring successful implementation was emphasised in order to avoid costly mistakes. It was therefore important to ensure that access and localness of services were maintained when decisions on implementation were made.

RESOLVED that:

- 1. the current position in respect of The Buckinghamshire (Structural Changes) (Modification of the Local Government and Public Involvement in Health Act 2007) Regulations 2019 and The Buckinghamshire (Structural Changes) Order 2019 be noted.**
- 2. the Council institutes proceedings for judicial review of decisions taken by the Secretary of State for Housing, Communities and Local Government in respect of the Regulations and Order referred to in 1 above, under section 222 of the Local Government Act 1972.**
- 3. the costs of any legal proceedings should be met from the General reserve in accordance with urgency provisions under the Budget and Policy Framework Procedure Rules.**
- 4. the Head of Legal and Democratic Services in consultation with Leader and Chief Executive be authorised to agree any necessary legal documentation required in the course of legal proceedings and to deal with any settlement, compromise or withdrawal of proceedings.**

The meeting ended at 5.40 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the AUDIT AND STANDARDS COMMITTEE held on 24 JANUARY 2019

PRESENT: Councillor D Phillips - Chairman

Councillors: A Bacon
C Ford
C Jackson
R J Jones
V Martin
D Phillips
C Wertheim

APOLOGIES FOR ABSENCE were received from Councillors J Gladwin, N Varley, E Jones and C Langley

32 ELECTION OF CHAIRMAN FOR THIS MEETING ONLY

It was proposed by Councillor J Wertheim and seconded by Councillor C Ford that Councillor D Phillips be elected Chairman for the meeting.

33 MINUTES

The Minutes of the meeting of the Audit and Standards Committee held on 11 October 2018 were approved by the Committee and signed by the Chairman as a correct record.

34 DECLARATIONS OF INTEREST

There were no declarations of interest.

35 REVIEW OF GUIDANCE ON DISPENSATIONS

There had been no requests for any changes to the Council's guidance on dispensations but it was good practise for a regular review to be held. There had been no new legislation to take into account and so no changes were proposed. A Member asked whether the policy would carry forward into the new Unitary Council and the monitoring officer advised that there would be a new code of conduct and associated policies including dispensations.

RESOLVED

To note the information in the report.

36 STANDARDS WORK PROGRAMME

RESOLVED

That the work programme of the Standards Committee be agreed.

37 INTERNAL AUDIT INTERIM PROGRESS REPORT 2018/19

Chris Harris of TIAA presented the report. Three audits had been completed since the last Committee meeting and all had had a satisfactory outcome. Changes to the plan were listed on page 21 with some items being delayed to the following year. Risk Management was currently being looked at and training had been given on "Risk Management in a Changing Environment" for all middle managers. A report was likely to be ready for the next meeting.

It was asked why the HR Absence Management audit had been omitted and it was advised that there was a delay in the new system being installed and then it was omitted in error.

The new leisure centre would be included in the following years plan. It was asked whether the current leisure contract was reviewed and it was confirmed that the service was reviewed against the requirements of the existing contract

Members were particularly concerned about the Purchase Cards report which had a "reasonable" evaluation. It was felt that progress had been made but there were still risks associated with their use. As most purchases were small, it was queried whether the cards were needed. It was advised that the number of cards given out had been reviewed and the numbers seemed about right for efficient working. An audit was carried out annually and there was a high sample size taken, so that this was a deterrent. Councillors considered that the audit should be the last line of defence and that there should be other checks on the use of cards. The liability to pay the credit card bill was with CDC. Members requested more detail on the numbers of cards issued, the credit limits and what they were used for. This was promised for a future meeting.

RESOLVED

To note the report and request that a report on the payment card policy be brought to the Audit Committee.

38 INTERNAL AUDIT ANNUAL AND STRATEGIC PLAN 2019-20

This was reported to be the last Annual Plan brought to the Audit Committee for Chiltern District Council. The plan was designed for all work to be completed by the end of March 2020 with no carry forward.

It was asked what the Council's current creditor payment terms were. It was advised that the standard Government terms of 30 days apply but earlier payment was made if required.

With the major contracts underway and changes taking place, TIAA were asked if they had enough resource to do all the necessary audits and it was advised that they considered that they had.

RESOLVED

That the report be noted.

39 INTERNAL AUDIT COMPARISON REPORT

The report provided a comparison of assurance levels given over time, so that any trends arising can be noted. Some obsolete items had been removed and the overall content condensed. With regard to the Health and Safety concerns with the Waste Operator, it was advised that they had worked hard to rectify problems identified. Overall waste collection had changed from "substantial" to "reasonable" but the Committee were advised that this was a minor change.

RESOLVED

That the report be noted.

40 FRAUD AND CORRUPTION UPDATE

The meeting was advised that there were no new fraud issues that needed to be brought before the Committee and there were no questions.

41 AUDIT COMMITTEE WORK PROGRAMME

It was advised that final figures would be produced and all internal audits complete by March 2020. Any outstanding recommendations would be passed over to the new Unitary Council to follow up as required.

The last set of accounts for Chiltern District Council would be signed off by the new authority.

RESOLVED

That the Audit Committee Work Programme be noted.

The meeting ended at 7.15 pm

**CHILTERN DISTRICT COUNCIL
SOUTH BUCKS DISTRICT COUNCIL**

MINUTES of the Meeting of the
JOINT STAFFING COMMITTEE
held on **28 JANUARY 2019**

PRESENT: Councillor I Darby - Chairman

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

APOLOGIES FOR ABSENCE were received from Councillor D Saunders.
Councillor N Naylor apologised for lateness.

48 MINUTES

The minutes of the Joint Staffing Committee meeting held on 18 July 2019 were approved and signed by the Chairman as a correct record.

49 DECLARATIONS OF INTEREST

None.

50 HR UPDATE

Councillor N Naylor entered the meeting 18:36

The Committee received an update on key employment data and HR Projects, and noted the following key points:

- The number of leavers throughout 2017/ 2018 and 2018/2019 had been at a consistent level.
- Upon leaving, members of staff were asked their reason for leaving. Thus far, the decision by the Secretary of State to proceed with a single unitary authority model of governance for Buckinghamshire had not featured as a reason for staff leaving.
- Absence levels had decreased this year.

- The health and wellbeing programme was ongoing, occupational health providers had been invited to the Councils to provide a variety of workshops for staff.
- The HR Team were looking to develop their social media presence to support the recruitment process.
- The vacancy portal for all staff across the 5 Buckinghamshire Councils was now live. Staff can now view all job vacancies at the 5 Councils in one central place. These vacancies will be advertised internally for 7 days prior to the vacancies being publicised externally.
- There had been a response rate of 66% for the 2018 staff survey. 100% of staff responded that they were aware of the Councils' values and behaviours. A report would be brought to the next Committee meeting with a comparison of the results to the 2017 results.
- The second cohort of staff on the management development programme had now completed the programme. A certificate presentation ceremony was due to be held on Thursday 31 January 2019. Members of the Joint Staffing Committee were invited to attend the event if they wished.
- The Waste Team restructure as part of the customer experience programme was now complete. It was noted that staff on fixed term contracts would not be replaced, and there had been no redundancies. There had been some internal movement in the Facilities Team. Members were advised that Phase 1 of the programme was progressing well.
- In relation to unitary governance, the HR leads from each of the constituent Councils met weekly and were currently defining key work streams going forward. Work relating to what the Councils must do to continue to be safe and legal was the focus for the HR Manager at Chiltern and South Bucks District Councils. The HR leads were also coming up with proposals on the process to appoint to the post of Chief Executive for the new authority.

Members recognised that the sickness absence figures presented were positive, but were concerned that the way the figures were presented, if read literally were misleading. The layout would be reviewed by officers for the next update.

It was noted that the average time to hire column in the table at 2. 1. 2 indicated the average time between a post being advertised and an offer being made and accepted by a candidate.

Members suggested that a commentary be provided within the update report to further explain any data presented, as well as the successes and challenges that face the HR function at the Councils. In addition, that any chart axis include a comprehensive explanation for complete clarity.

The Committee were assured that future reports would contain exception reporting, as well as include information relating to specific departments where appropriate to explain the figures. By way of example, to include a brief explanation as to why a position had not been filled, in order to highlight hard to fill positions.

Members were pleased with the health and wellbeing programme, and initiatives around resilience through change.

A Member enquired as to whether the Councils were reducing the establishment figures due to the customer experience programme, and it was advised that there was no plan to reduce the overall number of staff beyond the approved business plan. However, it was noted that numbers of staff had reduced marginally as some staff on fixed term contracts had come to the end of their contract.

RESOLVED:

That the report be noted.

51 PAY POLICY STATEMENT 2019/20

The Committee considered a report on the pay policy statement for 2019/20. It was noted that the Councils had a statutory duty under the Localism Act 2011 to publish a statement yearly. The Pay Policy Statement 2019/20 was at Appendix 1.

It was noted that the data in sections 3 and 4 of the report would need to be updated after the pay award on 1 April 2019 had been processed.

Subject to the figures being included in the statement when they are known, the Joint Staffing Committee agreed to

RECOMMEND to Full COUNCIL

That the Pay Policy Statement 2019/2020 at Appendix 1 be adopted.

The meeting ended at 7.00 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the **SERVICES OVERVIEW COMMITTEE** held on **30 JANUARY 2019**

PRESENT: Councillor N Varley - Chairman

Councillors: D Bray
E Culverhouse
M Flys
P Jones
C Rouse
J Rush

APOLOGIES FOR ABSENCE were received from Councillors M Titterington, J Cook, C Jackson and L Smith

ALSO IN ATTENDANCE: Councillor E Walsh

78 MINUTES

The Minutes of the meeting held on 27 November 2018 were agreed as a correct record and were signed by the Chairman.

79 DECLARATIONS OF INTEREST

There were no declarations of interest.

80 LOCAL INDUSTRIAL STRATEGY

Members received a presentation from the Partnership Manager for the Buckinghamshire Thames Valley Local Enterprise Partnership (BTVLEP), Ian Barham, on the development of the Local Industrial Strategy for Buckinghamshire. The following key points were highlighted:

- Buckinghamshire is one of the first areas to be developing a Local Industrial Strategy.
- The BTVLEP's vision for the Local Industrial Strategy was to build on the strengths of Buckinghamshire's internationally recognised brands including Pinewood, Silverstone and Westcott through greater collaboration between business, society, the research community, local and central government to achieve long-term growth.

- It was noted that Bucks had a dynamic micro economy but a low share of mid-sized growth businesses. Further, Bucks was said to have a highly productive economy and a highly skilled workforce, but faced the challenge of retaining young talent.
- Copies of the draft consultation document on the Local Industrial Strategy consultation draft were circulated to the Committee during the meeting.
- The LEP were looking to encourage better links between local businesses and universities to combat low levels of business innovation.
- The level of business start-ups was higher than the national average, and the success rate high, however data indicated that scaling up had proved a challenge.
- An important focus was digital connectivity, as connectivity in Bucks was the poorest in the growth corridor, with 1 in 10 areas unable to access superfast broadband.

A Member asked how the LEP interacted with local government and local representatives, and were informed that a steering group including local groups and businesses informed the work of the LEP, and that the LEP encouraged and were seeking as much interaction with local communities as possible. Information about the work of the LEP was published on social media, the website and through press releases. The Partnership Manager welcomed partnership working with local Members so that information could be cascaded further within local communities.

It was noted that housing affordability was a challenge, and one of the constraints on economic growth in the area. A Member asked as to whether the work of the LEP helped to inform government policy, and it was noted the strategy was co-developed by the LEP and central government.

A further question was raised regarding employment levels and how, although the County has low levels of unemployment, employment levels can be improved, particularly given increasing automation. Members were advised that one approach to this could be to support small businesses create bigger networks to encourage scaling up. Further, giving support to the businesses that support Buckinghamshire's assets that are nationally or internationally significant, for instance, Pinewood Studios.

Members were encouraged to provide feedback on the consultation document.

Thanks were expressed to Ian Barham for his presentation on the emerging Local Industrial Strategy.

E Culverhouse entered the meeting 18:44.

81 28 DAY NOTICES

RESOLVED:

That the 28 Day Notices be noted.

82 SLA FUNDING FOR VOLUNTARY SECTOR SUPPORT (CHILTERN DIAL A RIDE)

Members were asked to agree a community grant award of £20,200 per annum for a three year period, subject to a signed service level agreement with Chilterns Dial a Ride to provide transportation for vulnerable persons. A case study was at Appendix 1 to the report.

A Member enquired as to whether an award could be granted for a 3 year period given that a new unitary authority would come into being in April 2020. It was advised that the award would indicate to Members of the new authority the importance of this local service. Further, that the service would have been operating for at least a year and a half before the new authority had to make a decision as to whether the service should continue to be provided.

RECOMMENDATION TO CABINET:

- 1. that the community grant funding of £20,200 per annum for the period 1st April 2019 to 31st March 2022 be agreed, subject to a signed service level agreement with Chilterns Dial a Ride to provide access to transport by vulnerable persons.**

83 SLA FUNDING FOR VOLUNTARY SECTOR SUPPORT (CIB)

Members were asked to agree continued funding of £15,270 to Buckinghamshire County Council to provide the voluntary sector infrastructure support contract within the Chiltern District and wider Buckinghamshire area. The contract was currently delivered by Community Impact Bucks (CIB). The CIB End of Year Impact Report was at Appendix 1 to the report.

Members were informed that the funding supported services across all Buckinghamshire districts.

RECOMMENDATION TO CABINET:

- 1. that continued funding of £15,270 to Buckinghamshire County Council to provide the voluntary sector infrastructure support contract within the Chiltern District and wider Buckinghamshire area be agreed.**

The meeting ended at 7.25 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the RESOURCES OVERVIEW COMMITTEE held on 31 JANUARY 2019

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

Councillors: A Garth
M Harrold
J MacBean
V Martin
D Phillips
J Waters
C Wertheim

APOLOGIES FOR ABSENCE were received from Councillors A Bacon, C Ford, J Gladwin, R J Jones, N Southworth and D Varley

59 MINUTES

The minutes of the Resources Overview Committee held on 4 December 2018 were approved and signed by the Chairman as a correct record.

60 DECLARATIONS OF INTEREST

There were no declarations of interest.

61 28 DAY NOTICE

RESOLVED

To note the 28 Day Notice.

62 BUDGET AND COUNCIL TAX REPORT

The main points from the report were presented to the meeting. It was noted that the recent announcement regarding the creation of a new Unitary District Council did not affect the statutory requirement for a prudent and legal budget to be set for 2019/20 as normal. This would be the last Chiltern District Council budget. The Government announcement regarding local authority funding in December was largely as expected and the negative RSG

(Revenue Support Grant) had been cancelled. Chiltern was taking part in a pilot project with all the authorities in Buckinghamshire which would enable 75% of business rates to be retained for 2019/20.

The table in 4.13 showed that there was no use of reserves required for this budget. It was noted the Chiltern Crematorium had decided to distribute in 2019/20 some of its accumulated surplus and Chiltern's share was £197,000.

The Members questioned the need for a 3% increase in the Council Tax, the maximum allowable by the Government. It was agreed that this had been the policy in recent years to ensure that going forward Chiltern was in a sound financial position and this had been the correct approach. This prudent policy was argued to be less relevant now with the advent of the unitary Council, and that the forecast for Chiltern if it had continued was healthy. The uncertainty around future Government funding was a risk, and reducing the council tax should not be considered. The windfall funding from the Chiltern Crematorium that have become available could be used for one off projects to the benefit of the local residents and council taxpayers. Members were concerned that Chiltern residents were already paying a higher rate of Council Tax compared to other districts in Buckinghamshire and this causes financial strain for some residents.

The Committee were asked to note the proposed earmarking of reserves towards the cost of the new unitary council which was currently estimated to be in the region of £22 million, of which Chiltern's share would be £1.995m. The Shadow Authority later in the year would determine the size of this budget and what would be required in 2019/20. Most of the transition cost would be incurred after 2019/20 and it was agreed that it was sensible to make the provision.

Members expressed concern about the high level of fees and charges proposed in some areas, noticeably for Pre-App planning advice. It was considered that these should only be increased if really necessary as this was a service we wished to encourage. It was asked whether they were in line with the other district councils, as they would need to be harmonised in the near future under the unitary council. There was general agreement that the Cabinet should carefully consider whether these Pre-Application fees and charges need to be increased.

The Committee congratulated the finance officers and the Cabinet on achieving a healthy financial position for Chiltern District Council.

RECOMMENDED TO CABINET:

- 1. That the recommended increase in Council Tax to £186.30 be reconsidered in the light of the windfall revenues.**

2. That the Revenue budget for 2019/20, as summarised in the table in paragraph 4.13, be approved and that this be agreed by Full Council.
3. That the use of earmarked reserves for 2019/20, as listed in the report, be agreed.
4. That the creation of a new earmarked reserve of £1,995,000 for Unitary District Council implementation costs be agreed. Part of this reserve to be drawn down in 2019/20 as approved by the Shadow Authority.
5. That the level of fees and charges for 2019/20 be reviewed in respect of Planning Pre-Application Fees.
6. That the advice of the Director of Resources in Appendix A be noted.
7. Medium Term Strategy – that the report on the Council’s financial position in respect of the years following 2019/20 be noted and commended.

63 TREASURY MANAGEMENT STRATEGY 2019/20

The Treasury Management report set out how cash was invested and managed, and how any borrowing would be undertaken. It was noted that there was not a huge cash portfolio at Chiltern and it mainly arose from cash flows and timing differences. All are short term investments of less than a year. The Council policy was to prioritise security and liquidity over return. It was noted that borrowing for the car park was made from the PWLB and any further borrowing required for the proposed Chiltern Lifestyle centre would be funded in the same way.

RECOMMENDED TO CABINET AND COUNCIL:

That The Treasury Management Strategy 2019/20 be approved.

64 CAPITAL STRATEGY, CAPITAL PROGRAMME 2019/20 - 2023/24 AND REPAIRS & RENEWALS PROGRAMME 2019/20 - 2023/24

The Committee were asked to consider the major capital and repair and renewal commitments which included the share of the cost of new refuse vehicles for the new waste contract and a substantial renewal programme for car parks in the district. These were considered along with smaller projects as listed in Appendix A. It was asked why there was a budget for the Mill

Meadow Site each year and it was advised that the bridge would need regular maintenance.

RECOMMENDED TO CABINET AND COUNCIL:

- 1. That the Capital Strategy including the Capital Programme for 2019/20 – 2023/24 (Appendix A) be approved.**
- 2. That the Repairs and Renewals Programme for 2019/20 – 2023/24 (Appendix B) be approved.**

The meeting ended at 7.21 pm