



## Cabinet

**Wednesday, 6 February 2019 at 6.00 pm**

**Room 5 - Capswood, Oxford Road, Denham**

### A G E N D A

#### Item

1. Evacuation Procedure
2. Apologies for Absence
3. Minutes (*Pages 5 - 12*)

To approve the minutes of the Cabinet held on 9 January 2019 and 12 December 2018.

4. Declarations of Interest

#### *A. LEADER'S REPORTS*

5. Forward Plan of Executive Decisions

To note the decisions to be taken.

*Appendix A - Cabinet 28 day notice (Pages 13 - 20)*

*Appendix B - 28 day notice for Joint Committee (Pages 21 - 24)*

- 5.1 Revenue Budget and Council Tax 2019/20 (*Pages 25 - 36*)

*Appendix A - Chief Financial Officer Report (Pages 37 - 42)*

*Appendix B - Budget Sensitivity Analysis 2019/20 (Pages 43 - 44)*

*Appendix C - Fees and Charges for 2019/20 (Pages 45 - 66)*

6. Report of the Portfolio Holder for Resources

6.1 Capital Strategy and Capital Programme 2019/20 to 2023/24 *(Pages 67 - 70)*

*Appendix A - Capital Strategy (Pages 71 - 80)*

6.2 Treasury Management Strategy 2019/20 *(Pages 81 - 84)*

*Appendix 1 - Treasury Management Strategy (Pages 85 - 94)*

*Appendix 1a - Annual Investment Strategy (Pages 95 - 104)*

*Appendix 1b - Prudential Indicators (Pages 105 - 110)*

*Appendix 1c - Minimum Revenue Provision (Pages 111 - 112)*

6.3 Farnham Park Charity Budget 2019/20 *(Pages 113 - 116)*

7. Report of the Leader

7.1 Performance Report Quarter 2 2018/19 *(Pages 117 - 120)*

*Appendix A: Priority PIs Q2 (Pages 121 - 122)*

*Appendix B: Corporate PIs Q2 (Pages 123 - 126)*

*Appendix C: Data Only PIs Q2 2018-19 (Pages 127 - 128)*

## ***B. REPORTS OF THE PORTFOLIO HOLDERS***

8. Planning and Economic Development

8.1 Exemption to Contracts Procedure Rules - Instructing Viability Consultants

9. Environment

9.1 Car Parking Strategy *(Pages 129 - 132)*

*Appendix A: Car Park Strategy (Pages 133 - 150)*

*Appendix to Car Park Strategy (Pages 151 - 180)*

- 9.2 Review of remaining recycling centres (*Pages 181 - 186*)
- 9.3 Charging for refuse and recycling containers in the South Bucks District (*Pages 187 - 190*)
- 10. Policy Advisory Group Minutes (available in supplement pack)

Customer Services and Business Support PAG – 19 November 2018

Environment PAG – 20 November 2018

Healthy Communities PAG – 21 November 2018

Planning and Economic Development PAG – 29 November 2018

Resources PAG – 6 December 2018

- 11. Exclusion of Public

To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

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

- 11.1 Farnham Park Charitable Trust - Fees and Charges (*Pages 191 - 194*)

**Note:** All reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

**Membership: Cabinet**

Councillors: N Naylor(Leader)  
J Read(Deputy Leader)  
B Gibbs  
P Hogan  
D Smith  
L Sullivan

**Date of next meeting – Wednesday, 13 March 2019**

### **Audio/Visual Recording of Meetings**

This meeting might be filmed, photographed, audio-recorded or reported by a party other than the Council for subsequent broadcast or publication. If you intend to film, photograph or audio record the proceedings, or if you have any questions please contact Democratic Services. Members of the press please contact the Communications Team.

**If you would like this document in large print or an alternative format, please contact 01895 837236; email [democraticservices@chilternandsouthbucks.gov.uk](mailto:democraticservices@chilternandsouthbucks.gov.uk)**

**CABINET****Meeting - 12 December 2018**

Present: N Naylor (Leader)  
J Read (Deputy Leader)  
B Gibbs, P Hogan, D Smith and L Sullivan

**175. MINUTES**

The minutes of the meetings of Cabinet held on 17 October and 28 November 2018 were approved and signed by the Cabinet Leader as a correct record.

**176. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**177. 28 DAY NOTICE OF EXECUTIVE DECISIONS**

The Cabinet received a copy of the 28 day Notice prepared in accordance with Regulation 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 setting out the key (and non-key) decisions the Cabinet was intending to make at public and private meetings.

**RESOLVED** that the 28 Day Notice be noted.

**178. DRAFT REVENUE BUDGET 2019/20**

The Cabinet were presented with the draft revenue expenditure budget for 2019/20. It was the responsibility of the Cabinet to prepare a revenue budget for approval by Full Council which would form the basis of setting the council tax. 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.

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.

Members noted the revenue service budget outturn for 2017/18 which was summarised in the Appendix. There was an overspend of £33,180 in the current year which related to two factors; higher costs of temporary accommodation and delay in letting Capswood office space. However, as both these risks had been identified early in the financial year other offsetting savings had been identified to minimise the net overspend.

Within the draft budget the Council Tax Base was 33,186 which was a 1.48% increase on the council tax base for 2018/19. The working assumption was that the budget would result in a £5 increase in council tax, which would be the maximum under the arrangements in place for the current year. This also assumed at this stage the use of £55k of general reserves, but the likelihood was that this would not be required in the final budget. This would be reviewed in February once the referendum limits for council tax in 2019/20 have been announced by Government. 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.

In response to a question about the future transition costs for a unitary council, Members noted that the February budget would include this Council's contribution to the cost for 19/20 which would be funded out of reserves. There could be a further cost implication if any staff were seconded to the Implementation Team and their post had to be backfilled. Transition costs would run over a number of years.

**RESOLVED** that it be agreed that the report is to form the basis of the draft revenue budget for 2019/20, and is updated to reflect the outcomes of the Local Government Finance Settlement and related announcements.

#### 179. **SOUTH BUCKS COUNTRY PARK**

The Cabinet received a report which sought approval for the site (former Academy 9 hole golf site) to be designated a Country Park under the Countryside Act 1968 and for the Scheme to be implemented, following the determination of the planning application at the November Planning Committee.

Members were informed that a number of conditions on the development had been imposed by the Planning Committee, some of which would be discharged before the physical construction commenced and others discharged during or after the development. The next steps would be to conclude the contractual arrangements with the construction company. A meeting was being arranged with the South Buckinghamshire Members Advisory Panel in January 2019 to brief Members on the final contract. The construction period was anticipated to commence in February 2019. Discussions were also taking place with the British Cycling Federation regarding any financial contributions to the scheme in respect of the enclosed cycle track, and cycle trails.

Following a question regarding the cost of material that would be imported to landscape Members were informed that the developer absorbed all the costs. This should result in an income to the Council over and above the construction costs of at least £750k, plus reimbursement of cost incurred to date in achieving planning permission. The Council would account for the VAT on the construction costs even though it was not making any payment of these costs, but the income it received did not attract VAT. There would be a positive cash flow. There would be some costs in securing the site, basic maintenance and carrying out inspections. Operating costs above the current budget provision would be offset by income streams, such as the franchise on the café and parking charges and this aspect would be assessed during 2019. Overall it should be a better facility for residents at a lower cost to the Council tax payer.

A further question was asked about whether there would be a long term liability with the park and reference was made to another area in South Bucks owned by the County Council as an example. Members were informed that the South Bucks Country Park would bring an income into the Council and also would contribute towards the Council's aim of promoting and supporting healthy lifestyles by encouraging exercise and physical activities. A Member asked whether the Council was paying for non-domestic rates on the existing building. As it had not been demolished rates were being paid but represented a modest expenditure. Cabinet Members welcomed the report and

**RESOLVED** that:-

1. the Scheme to develop a Country Park is progressed in line with the approved planning application and the agreed tender.
2. The development be formally designated once complete as a Country Park in accordance with the Countryside Act 1968.

180. **POLICY ADVISORY GROUP MINUTES (AVAILABLE IN SUPPLEMENT PACK)**

The Policy Advisory Group Minutes were noted.

181. **EXCLUSION OF 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.

**182. HS2 COMMUNITY AND ENVIRONMENT FUND AND BUSINESS AND LOCAL ECONOMY FUND**

The Cabinet received a report which provided Members with background information relating to the HS2 Community and Environment Fund (CEF) and Business and 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, to make applications for funding. A combined total of £40million had been made available for these two funds over a period of 11 years throughout the Phase One construction period and for the first year of operation of HS2 services.

An independent grant management body called Groundwork was responsible for the administration of the funds. The Portfolio Holder reported that relevant teams across the Council could explore opportunities for making applications for funding and apply if appropriate. It was important to raise awareness of this funding to parish and town councils, local organisations and businesses and signpost those interested to the website. A briefing note would be prepared for this purpose.

**RESOLVED:**

1. That the background information relating to the funds be noted.
2. That officers explore 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 terminated at 6.44 pm



## **SOUTH BUCKS DISTRICT COUNCIL**

### **CABINET**

**Meeting - 9 January 2019**

Present: N Naylor (Leader)  
J Read (Deputy Leader)  
B Gibbs, P Hogan, D Smith and L Sullivan

#### **183. DECLARATIONS OF INTEREST**

Councillors B Gibbs and L Sullivan declared a personal interest in item 4: Implementation of the New Unitary District Council being Members of Buckinghamshire County Council.

#### **184. IMPLEMENTATION OF THE NEW UNITARY DISTRICT COUNCIL**

Cabinet considered a report which provided an update on the proposed creation of a new Unitary District Council. A working draft of the proposed Structural Changes Order had been shared with the Leaders and Chief Executives. The content of this Order had been subject to informal consultation with the five local authorities and the Secretary of State had now made the decisions necessary to determine the content where agreement could not be reached between the authorities. A summary of the decisions made, as reflected in the draft Order, were considered.

Cabinet was asked to consider whether the Council should formally consent to the Secretary of State's proposals in the draft Modification Regulations under section 15 of the Cities and Local Government Devolution Act 2016 and respond by the Government's deadline of 10 January 2019 to comply with timescales for laying the necessary Statutory Instrument in Parliament.

The Head of Legal and Democratic Services provided clarification regarding the procedure for the creation of a unitary authority which could be found in Sections 1-7 of the Local Government and Public Involvement in Health Act 2007. Section 15 of the Cities and Local Government Devolution Act 2016 gave the Secretary of State general powers to disapply provisions of the 2007 Act in respect of formally inviting structural change, undertaking public consultation on proposals made and boundary change. The disapplication of these provisions can only take place when the relevant authorities consent which could mean either the county or district councils. As there had been no invitation for structural change in Buckinghamshire and the Secretary of State had not carried out any public consultation then a modification to the 2007 legislation was required and the Modification Regulations would be made under the 2016 Act.

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. Subsection (4) did not expire. Further detailed information could be seen in the supplementary report.

The Leader went through the table which was set out in the supplementary report regarding the decisions made as reflected in the draft Order which included:-

- Name agreed as Buckinghamshire Council
- Size of the new Council – agreed as three Members per ward
- Election dates and cycles – it was agreed that the first term would be a five year cycle and the second a four year cycle as it was important to separate local council elections with the elections for Police and Crime Commissioners as they were undertaken through a different electoral system.
- Shadow Authority Membership – agreed as all existing Members (202)
- Shadow Executive Membership – 17 Members (8 District, 8 County plus the County Leader)
- Shadow Executive Chairman – County Leader with a District Councillor as Deputy
- Appointment of Interim Officers – to be appointed by the shadow executive following consultation with the shadow authority.
- Officers to set up the first meeting of the shadow authority – Proper Officer of the County Council with the Wycombe District Council Proper Officer as deputy
- Officers to lead the Implementation Team – the County Council Chief Executive with a District Council Officer as deputy.

Clarification was sought on 31 March 2019 date which was a Sunday and the Director of Resources clarified that the date was likely to be the last day of the Parliamentary process on 29 March 2019. During discussion the following points were made:-

- In the spirit of working together, Portfolio Holders would like to consent to the draft Order but had significant concerns about the balance of power with regard to the Shadow Executive. In the Order as drafted there is an additional section with regard to the discharge of the shadow authority's functions by the shadow executive on the proposed designations of interim officers and there was concern that the shadow authority had no right of veto, leaving control in the hands of a small number of executive members. More checks and balances were required to hold the shadow executive to account, particularly bearing in mind the unbalanced make-up of the Executive. This proposal as drafted was considered to be undemocratic.
- The Order did not contain enough detail and was being pushed through in a very short timescale, with little time for consultation.
- Cabinet were disappointed in not being able to consent but looked forward to working with all the Councils as equal partners.

**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 South Bucks District residents and businesses and other stakeholders and are therefore not minded to 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.

**The meeting ended at 6.59 pm**

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# SOUTH BUCKS District Council

## 28 DAY NOTICE

### LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION (ENGLAND) REGULATIONS 2012)

This notice, published in accordance with Regulation 9 and Regulation 5 of the above Regulations, sets out the key decisions (and non-key decisions) that the Council's Cabinet intends to make at public or private meetings to be held within the next 28 days and beyond.

A further notice - [called the Agenda](#) – setting out the items to be considered (public and private) will be available no less than 5 working days before the meeting.

Key Decision (Y/N)	Report Title & Summary	Date Decision to be taken	Decision to be taken by	Consultation	Private Report	Lead Officer
<b>Leader (Councillor Nick Naylor)</b>						
Y	<b>Revenue Budget and Council Tax 2019/20</b> To agree the budget and set Council Tax for 2019/20	6 February 2019 27 February 2019	Cabinet Council	Overview and Scrutiny Committee 29 Jan 2019	Open	Jim Burness  jim.burness@chilternand.southbucks.gov.uk
Y	<b>Farnham Park Charity Budget 2019/20</b> to consider the budgets for the Charitable Trusts activities for 2019/20, including the proposed fees and charges	6 February 2019 27 February 2019	Cabinet Council	South Bucks Members Advisory Panel 10 Jan 2019	Open	Jim Burness  jim.burness@chilternand.southbucks.gov.uk
Y	<b>Capital Strategy and Capital Programme 2019/20 to 2023/24</b> To present: • The Capital Strategy. • The proposed Capital Programme for 2019/20 – 2023/24.	6 February 2019 27 February 2019	Cabinet Council	Overview and Scrutiny Committee 29 Jan 2019	Open	Jim Burness  jim.burness@chilternand.southbucks.gov.uk

N	<b>Performance Report Quarter 2 2018/19</b> Performance Report Quarter 2 2018/19	6 February 2019	Cabinet	Overview and Scrutiny Committee 29 Jan 2019	Open	Aniqah Sultan  Aniqah.Sultan@chilternandSouthBucks.gov.uk
N	<b>Service Plans 2019/20</b> Service Plans 2019/20	13 March 2019	Cabinet	Overview and Scrutiny Committee 25 Feb 2019	Open	Aniqah Sultan  Aniqah.Sultan@chilternandSouthBucks.gov.uk
N	<b>Performance Report Quarter 3 2018/19</b> To present the performance report for quarter 3 of 2018/19.	13 March 2019	Cabinet	Overview and Scrutiny Committee 25 Feb 2019	Open	Aniqah Sultan  Aniqah.Sultan@chilternandSouthBucks.gov.uk
<b>Planning and Economic Development (Councillor John Read)</b>						
Y	<b>Presentation on the first Industrial Strategy</b> To receive a presentation from the Local Economic Partnership on the development of the first industrial strategy which will focus on strengthening important economic assets			Overview and Scrutiny Committee 29 Jan 2019	Open	Donna Wilkinson  Donna.Wilkinson@chilternandSouthbucks.gov.uk
N	<b>Planning and Economic Development Fees</b> To agree the approach and level of fees and charges for pre application advice. The rate of these charges will be determined by the Head of Planning & Economic Development in consultation with the relevant Cabinet Portfolio Holder. The new fees and charges will be implemented from the 1st April 2019.	7 March 2019	Cabinet Member - Planning & Economic Development (Deputy Leader)	Planning and Economic Development Policy Advisory Group 7 Mar 2019	Open	Mark Jaggard  mark.jaggard@chilternandsouthbucks.gov.uk

Y	<b>Planning Service Update</b> to consider a report on the progress of the implementation of an exemplary Planning Service			Planning and Economic Development Policy Advisory Group 7 Mar 2019	Open	Mark Jaggard  mark.jaggard@chilternand-southbucks.gov.uk
Y	<b>HS2 Project Report</b> To consider a report on the HS2 project.	13 March 2019	Cabinet	Planning and Economic Development Policy Advisory Group 7 Mar 2019	Fully exempt	Ifath Nawaz  Ifath.Nawaz@Chilternand-southbucks.gov.uk
<b>Customer Services and Business Support (Councillor Duncan Smith)</b>						
Y	<b>Comments, Compliments and Complaints Procedure</b> To report on changes to the procedure and process and invite comment from Committee			Overview and Scrutiny Committee 29 Jan 2019	Open	Nicola Ellis  nicola.ellis@chilternand-southbucks.gov.uk
Y	<b>Application for Hardship Relief from Business Rates</b> To consider an application for Hardship Relief	13 March 2019	Cabinet	Customer Services and Business Support Policy Advisory Group 4 Mar 2019	Fully exempt	Nicola Ellis  nicola.ellis@chilternand-southbucks.gov.uk
Y	<b>Bad Debt Write-Offs</b> To seek authorisation for the write off of Bad Debts	13 March 2019	Cabinet	Customer Services and Business Support Policy Advisory Group 4 Mar 2019	Fully exempt	Nicola Ellis,  nicola.ellis@chilternand-southbucks.gov.uk,
<b>Healthy Communities (Councillor Patrick Hogan)</b>						
Y	<b>Bucks Home Choice Allocation Policy</b> To adopt the Bucks Home Choice Allocation Policy following consultation	13 March 2019  16 April 2019	Cabinet  Council	Healthy Communities Policy Advisory Group 28 Feb 2019	Open	Martin Holt  martin.holt@chilternand-southbucks.gov.uk

Y	<b>S106 Funding update</b> to update members on the current s106 program for affordable housing		Cabinet Member - Healthy Communities	Healthy Communities Policy Advisory Group 28 Feb 2019	Open	Martin Holt, Michael Veryard  martin.holt@chilternand-southbucks.gov.uk, michael.veryard@chilternand-southbucks.gov.uk
N	<b>Project Proposals for Iver Air Quality</b> To discuss proposed timeline for actions to develop the Iver Air Quality action plan.			Healthy Communities Policy Advisory Group 28 Feb 2019	Open	Ben Coakley  ben.coakley@chilternand-southbucks.gov.uk
N	<b>World War One Commemoration Grants Scheme</b> To highlight the various grants awarded across the District.			Healthy Communities Policy Advisory Group 28 Feb 2019	Open	Paul Nanji  Paul.nanji@chilternand-southbucks.gov.uk
<b>Environment (Councillor Luisa Sullivan)</b>						
Y	<b>Car Park Strategy</b> To agree to consult on the Strategy and following consultation that authority be delegated to review the comments and implement the Strategy.	6 February 2019	Cabinet	Overview and Scrutiny Committee 29 Jan 2019	Open	Julie Rushton  Julie.rushton@Chilternand-southbucks.gov.uk
Y	<b>Review of remaining recycling centres</b> To consider approaches for the removal of the remaining recycling centres	6 February 2019	Cabinet	Chiltern, South Bucks & Wycombe Joint Waste Collection Committee 17 Sep 2018		Dan Sexton, Chris Marchant  Dan.sexton@Chilternand-southbucks.gov.uk, chris.marchant@chilternand-southbucks.gov.uk



Y	<b>Charging for refuse and recycling containers in the South Bucks District</b> To consider whether a charge for refuse and recycling containers under certain specified circumstances should be introduced in South Bucks.	6 February 2019	Cabinet	Environment Policy Advisory Group 20 Nov 2018	Open	Chris Marchant  chris.marchant@chilternand.southbucks.gov.uk
Y	<b>SBDC Parking Charges</b> Members are asked to review parking charges.	13 March 2019	Cabinet	Environment Policy Advisory Group 5 Mar 2019	Open	Julie Rushton  julie.rushton@chilternand.southbucks.gov.uk
Y	<b>Electric Vehicle Charging</b> To consider the option of introducing electric vehicle charging points in South Bucks District to promote sustainable transport and provide car parking options for all motoring groups.	13 March 2019	Cabinet	Environment Policy Advisory Group 5 Mar 2019	Open	Julie Rushton  julie.rushton@chilternand.southbucks.gov.uk
<b>Resources (Councillor Barbara Gibbs)</b>						
Y	<b>Treasury Management Strategy 2019/20</b> To approve the Treasury Management Strategy 2019/20	6 February 2019  27 February 2019	Cabinet  Council	Overview and Scrutiny Committee 29 Jan 2019	Open	Jim Burness  jim.burness@chilternand.southbucks.gov.uk
N	<b>Parkside Cemetery</b> To consider options	13 March 2019	Cabinet	Resources Policy Advisory Group 12 Feb 2019	Part exempt	Chris Marchant  chris.marchant@chilternand.southbucks.gov.uk
Y	<b>Treasury Management Quarterly Report Quarter 3 2018/19</b> To report on Treasury Management activity for Quarter 3 2018/19			Resources Policy Advisory Group 12 Feb 2019	Open	Helen O'Keefe  helen.o'keefe@chilternand.southbucks.gov.uk

### Key Decision

The Regulations explain a "key decision" as an executive decision which is likely:-

- (a) to result in the local authority incurring expenditure which is, or the making of savings which are significant having regard to the relevant authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant authority.

With regard to (a) a key is a decision which has income or expenditure effect of £50,000 or more but excludes contracts for and expenditure on repairs, maintenance and improvements works within budget provision and approved policy where the contract or expenditure has either been properly and specifically approved by or on behalf of the Cabinet or by an Officer acting under delegated powers, save where Contract Standing Orders require the Cabinet itself to authorise acceptance of a tender and such acceptance has not previously been authorised or delegated by the Cabinet.

### Report Title and Summary

A summary and title of a report is listed in this column. Reports that will be considered at a meeting will be available 5 working days before the meeting at <http://www.sbdc-spider2.southbucks.gov.uk/democracy/uuCoverPage.aspx?bcr=1>

### Decision Maker & Date

This column shows by whom the Decision will be taken and the date the Decision is due to be taken.

### Consultation – How and When

This column shows the process of consultation, which takes place prior to Cabinet. To support the role of the Portfolio Holders, Policy Advisory Groups (PAGs) have been set up to provide advice and guidance. A report is submitted to the PAG for its consideration, following which the minutes of the PAG are submitted to Cabinet. Cabinet considers the advice of the Portfolio Holder and the PAG when making a decision. The dates of PAGs are shown on the following notice. Whilst meetings of the PAGs are not open to the public the agenda papers and reports (except those subject to prohibition or restriction) are published on the Council's website.

### Private Report and Reason Private

Members of the public are welcome to attend meetings of the Cabinet, however the public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1, subject to the qualifications and interpretations in Parts 2 and 3, of Schedule 12A to the Local Government Act 1972 (as amended). The relevant paragraphs are listed in the table below:

Paragraph	
1.	Information relating to any individual.
2.	Information which is likely to reveal the identity of any individual.
3.	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4.	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5.	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6.	Information which reveals that the authority proposes – (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
7.	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

### Making Representations

If you wish to make representations about why a meeting should not take place in private then submit your representations at least 10 clear working days before the meeting to Democratic and Electoral Services, South Bucks District Council, Capswood, Oxford Road, Uxbridge, UB9 4LH - email

[democraticservices@chilternandsouthbucks.gov.uk](mailto:democraticservices@chilternandsouthbucks.gov.uk) so that they can be included in this further notice along with a statement of response to the representations as required under Regulation 5.

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**28 DAY NOTICE****Local Authorities (Executive Arrangements) (Meetings and Access to Information)  
(England) Regulations 2012**

This is a Notice of an intention to make a Key Decision on behalf of the Local authority (Regulation 9) and an intention to meet in private to consider those items marked as 'Private Reports' (Regulation 5).

A further Notice (the 'Agenda') will be published no less than 5 working-days before the date of the meeting and will be available at: [Chiltern District Council](#) & [South Bucks District Council](#)

**CHILTERN & SOUTH BUCKS JOINT COMMITTEE (JC)**

**6pm, 13 February 2019, Council Chamber, South Bucks District Council**

Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation How/When <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Contact Officer and Telephone Number
N	<b>Customer Experience Progress Report</b> To receive an update on the progress of the programme.	Joint Overview and Scrutiny Committee 21 Jan 19	<b>JC</b> 13 Feb 19	N	Nicola Ellis <a href="mailto:nicola.ellis@chilternandsouthbucks.gov.uk">nicola.ellis@chilternandsouthbucks.gov.uk</a>
N	<b>ICT Strategy Progress Report</b> To receive an update on the progress of the ICT strategy programme 2019.	Joint Overview and Scrutiny Committee 21 Jan 19	<b>JC</b> 13 Feb 19	N	Sim Dixon <a href="mailto:sim.dixon@chilternandsouthbucks.gov.uk">sim.dixon@chilternandsouthbucks.gov.uk</a>

Y	<b>Joint Local Plan Submission</b> To consider a report on the joint Local Plan submission to be submitted for inspection and consultation	Joint Overview and Scrutiny Committee 28 March 19	<b>JC</b> 1 April 2019	N	Mark Jaggard <a href="mailto:Mark.jaggard@chilternand.southbucks.gov.uk">Mark.jaggard@chilternand.southbucks.gov.uk</a>
N	<b>Annual Report</b> Report on the activity and achievements of the joint working.	Joint Overview and Scrutiny Committee 28 March 19	<b>JC</b> 1 April 2019	N	Jim Burness <a href="mailto:Jim.burness@chilternand.southbucks.gov.uk">Jim.burness@chilternand.southbucks.gov.uk</a>
N	<b>Customer Experience Progress Report</b> To receive an update on the progress of the programme.	Joint Overview and Scrutiny Committee 28 March 19	<b>JC</b> 1 April 2019	N	Nicola Ellis <a href="mailto:nicola.ellis@chilternand.southbucks.gov.uk">nicola.ellis@chilternand.southbucks.gov.uk</a>
N	<b>ICT Strategy Progress Report</b> To receive an update on the progress of the ICT Strategy.	Joint Overview and Scrutiny Committee 28 March 19	<b>JC</b> 1 April 2019	N	Sim Dixon <a href="mailto:sim.dixon@chilternand.southbucks.gov.uk">sim.dixon@chilternand.southbucks.gov.uk</a>

- 1 The Chiltern & South Bucks Joint Committee membership comprises of the following Cabinet Members from each authority:

**Chiltern District Council:** I Darby; M Smith; M Stannard; L Walsh; P E C Martin and F Wilson

**South Bucks District Council:** N Naylor; J Read; B Gibbs; P Hogan; D Smith and L Sullivan

A Key Decision is defined as:

- a) Decisions likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the Decision relates; or
- b) To be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Council

Each of the constituent local authorities provides the following definition of a Key Decision, as detailed in the Constitution.

**Chiltern District Council**

A 'Key' Decision is any decision taken in relation to a function that is the responsibility of the Cabinet and which is likely to:

- result in expenditure (or the making of savings) over £50,000 and / or
  - have a significant impact on the community in two (or more) district wards.
- and
- relates to the development and approval of the Budget; or
  - relates to the development, approval and review of the Policy Framework, or
  - is otherwise outside the Budget and Policy Framework.

**South Bucks District Council**

A key decision is defined by Regulation 8 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to comprise any decision which is likely to:

- Result in expenditure or the making of savings which are significant, having regard to the budget for the function or service to which the decision relates; or
- Be significant in its effect on persons living or working in an area comprising two or more wards in the district.

Key decisions will only be taken in accordance with the requirements of the Cabinet Procedure Rules set out in Part B of this Constitution and will also be subject to the requirements of the Access to Information Procedure Rules, the Budget and Policy Framework Procedure Rules and the Overview and Scrutiny Procedure Rules all of which are set out in Part B of this Constitution.

For the purpose of the Regulation, the Council has defined a key decision as a decision which:

1. Has an income or expenditure effect of £50,000 or more.
2. Is likely to have a significant effect on more than one ward.

Excluded from 1 above are contracts for and expenditure on repairs, maintenance and improvements works within budget provision and approved policy where the contract or expenditure has either been properly and specifically approved by or on behalf of the Cabinet or by an Officer acting under delegated powers, except where Contract Standing Orders require the Cabinet itself to authorise acceptance of a tender and such acceptance has not previously been authorised or delegated by the Cabinet.

- 2 Each item considered will have a report; appendices will be included (as appropriate). Regulation 9(1g) allows that other documents relevant to the item may be submitted to the decision-maker. Subject to prohibition or restriction on their disclosure, this information will be published on the Council website – [Chiltern District Council & South Bucks District Council](#) – usually 5 working-days before the date of the meeting. Paper copies may be requested (charges will apply) using the contact details below.
- 3 This column shows the process of consultation, which takes place prior to Joint Committee. Further information on each of the Councils' Committees can be found at: [Chiltern District Council](#) & [South Bucks District Council](#)
- 4 The public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act 1972. The relevant paragraph numbers and descriptions are as follows:

Paragraph 1	Information relating to any individual
Paragraph 2	Information which is likely to reveal the identity of an individual
Paragraph 3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Paragraph 4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
Paragraph 5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
Paragraph 6	Information which reveals that the authority proposes: (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment
Paragraph 7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

Part II of Schedule 12A of the Local Government Act 1972 requires that information falling into paragraphs 1-7 above is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Nothing in the Regulations authorises or requires a local authority to disclose to the public or make available for public inspection any document or part of a document if, in the opinion of the proper officer, that document or part of a document contains or may contain confidential information.

Should you wish to make any representations in relation to any of the items being considered in private, you can do so – in writing – using the contact details below. Any representations received, together with any response from the Council, will be published on the Notice (the 'Agenda') issued no less than 5 working-days before the meeting. This will be available on the Council website – [Chiltern District Council](#) & [South Bucks District Council](#)

#### **Contact**

Democratic Services, Chiltern and South Bucks District Council, King George V House, King George V Road, Amersham, HP6 5AW; [democraticservices@chilternandsouthbucks.gov.uk](mailto:democraticservices@chilternandsouthbucks.gov.uk); 01895 837236



<b>SUBJECT:</b>	<b>BUDGET &amp; COUNCIL TAX REPORT 2019/20</b>
<b>REPORT OF:</b>	<b>Leader of the Council</b>
<b>RESPONSIBLE OFFICER</b>	<b>Director of Resources</b>
<b>REPORT AUTHOR</b>	<b>Jim Burness (jim.burness@chilternandsouthbucks.gov.uk)</b>
<b>WARD(s) AFFECTED</b>	<b>All</b>

## 1. Purpose of Report

- 1.1 This report provides information affecting the Council's revenue budget for 2019/20 in order for the Cabinet to make recommendations to Council on 27<sup>th</sup> February regarding the Council's budget and council tax for 2019/20.

### RECOMMENDATIONS

#### Revenue Budget 2019/20

1. **Approve the Revenue budget for 2019/20 as summarised in the table in paragraph 4.11 and recommend this to Council.**
2. **Agree the following use of earmarked reserves for 2019/20.**

- Local Development Plan	£315k
- Economic Development Reserve	£45k
- National Infrastructure Reserve	£5k
3. **Agree the contribution of £300k to the Local Development Plan Reserve from the General Fund to support expenditure on the Plan in 2020/21**
4. **Agree the creation of a new earmarked reserve of £1,552k for unitary implementation costs. Part of this reserve will be drawn down in 2019/20 after approval by the Shadow Authority.**
5. **Approve a budget requirement of £7,642k, which will result in a District council tax of £163.00 for a Band D property.**
6. **Confirm the level of fees and charges for 2019/20 (Appendix C).**
7. **Note the advice of the Director of Resources (Appendix A).**

#### Setting the Council Tax

8. **Agree that this report be made available to all Members of the Council in advance of the Council Tax setting meeting on 27<sup>th</sup> February, and a final report is produced for the Council meeting incorporating the information from preceptors, and the final decisions of the Cabinet on the budget.**

#### Medium Term Financial Strategy

**9. To note the comments in the report on the Council's financial position in respect of the years following 2019/20.**

**2. Executive Summary**

- 2.1 It is the responsibility of the Cabinet to prepare a revenue budget for approval by the Council which will form the basis of setting the council tax.
- 2.2 The announcement of the decision to create a unitary authority in Buckinghamshire from 2020/21 does not affect the requirement on the Council to set a legal and prudent budget for 2019/20 that addresses the Council's aims and objectives.
- 2.3 It will be necessary at a corporate level to make provision within reserves for the transition costs to the new unitary authority.

**3. Reason for Recommendations**

- 3.1 The Cabinet is required to recommend to Council a budget as the basis of setting the District element of the council tax. The information within the report will be the basis for the whole Council taking the decisions on the council tax, and this is why the report will be made available to all members.
- 3.2 When considering its budget the Council needs to be mindful of the medium term financial position, and this is covered within this report.

**4. Information**

- 4.1 This report is divided into a number of sections that as a whole cover the various elements that need to be considered when setting the Council's budget for the coming year and the council tax for the District. Based on consideration of the information in the report the Cabinet needs to make recommendations to the Council meeting in February where the council tax, including the element relating to preceptors, will be decided.

**Contents of Report**

Section A	Financial Context and Base Budget position
Section B	Investment Income, Borrowings and Grants
Section C	Budget Requirement and Council Tax Issues
Section D	Medium Term Financial Strategy Update
Section E	Advice of Director of Resources

**Section A - Financial Context and Base Budget position**

4.2 On 12<sup>th</sup> December Cabinet considered the budget position in the light of the funding position facing the Council in the coming years, and agreed a draft budget. The draft Portfolio budgets had been considered by the Policy Advisory Groups. The overall approach aimed to follow the objectives of the Medium Term Financial Strategy of balancing income and expenditure and strengthening the Council's financial position.

4.3 On 13<sup>th</sup> December the Government announced the provisional Local Authorities financial settlement for 2019/20.

4.4 The following table shows the key figures for 2019/20 for South Bucks.

	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
Business Rate Baseline	11,925	12,024	11,712	12,200	13,198
Business Rate Tariff	-10,921	-11,012	-10,680	-11,136	-12,110
Baseline Need	1,004	1,012	1,032	1,064	1,088
Revenue Support Grant	871	436	57	0	0
Transitional Grant	0	80	80	0	0
<b>Total</b>	<b>1,875</b>	<b>1,528</b>	<b>1,169</b>	<b>1,064</b>	<b>1,088</b>
Year on Year Change (£k)	-271	-347	-359	-105	+24
Year on Year Change (%)	-13%	-19%	-23%	-9%	+2%

4.5 The 19/20 figures are better than expected at the time of setting the 2018/19 budget as the Government had originally proposed an additional tariff payment "negative RSG" of £414k in 2019/20. However the Government subsequently decided to cancel the "negative RSG".

4.6 The Business Rate Baseline represents the Government's estimate of the amount of business rates it anticipates the Council will collect and retain. However income from Business Rates can be materially affected by appeals lodged by businesses with the Valuation Office. Successful appeals will reduce the business rates collectable.

4.7 Growth in business rates above the Baseline are subject to a 50% levy, with the levy being additional payments to the Government. The amount of the levy can be reduced if groups of authorities pool their business rates and payments to the Government. In 2016/17, 2017/18 and 2018/19 South Bucks, Chiltern, Aylesbury Vale and Bucks CC formed a pool in order to retain more of the growth. For 2019/20 the pool will be expanded to also include Wycombe under the Government's 75% Business Rates retention pilot scheme. This is expected to result in additional retained business in line with what has been achieved in recent years via pooling.

**Section B – Investment Income, Borrowings and Grants**

- 4.8 The Council's Treasury Management Strategy for 2019/20, which is also being considered at this meeting, sets out the approach aiming to deliver investment income for 2019/20 of £100k. This is a significant reduction on historic figures and reflects the Council's strategic decision to undertake prudential borrowing as part of the funding strategy for its Capital Strategy and Medium Term Financial Strategy. The Council will therefore see a reduction in the level of cash available for external investment.
- 4.9 An important source of grant funding for the Authority is the New Homes Grant that rewards authorities for each new home by providing a grant equivalent to the national average Band D council tax for a number of years following completion of the property. The cumulative funding the Council will receive in 2019/20 from this source is £429k, a reduction on the current year of £127k.

**Section C – Budget Requirement and Council Tax Issues**

- 4.10 Since the December Cabinet meeting there have been two amendments to the draft budget as detailed in the table below:

<b>Budget Changes</b>	£'000
Reduction in HB Admin grant	20
Additional car parking income	-30
<b>Change in Net Cost of Services</b>	<b>-10</b>

- 4.11 The overall effect of these changes is summarised in the following table. The Budget Requirement of £7,642k will result in a council tax increase of £5 (3.2%) which is the maximum permitted for the Council by the Government.

<b>Revenue Budget 2019/20</b>	Cabinet report 12 Dec 18 £'000	Changes (see above) £'000	Current Figures £'000
Customer Services & Business Support	1,361	20	1,381
Environment	1,831	-30	1,801
Healthy Communities	1,171	-	1,171
Planning & Economic Development	510	-	510
Resources	2,859	-	2,859
<b>Net Cost of Services</b>	<b>7,732</b>	<b>-10</b>	<b>7,722</b>
Investment Income	-100		-100
Notional Interest on Capswood	174		174
Use of General Reserves			
- Waste Procurement	-60		-60
- Customer Experience	-94		-94
- Other	-55	55	0

<b>Revenue Budget 2019/20</b>	Cabinet report 12 Dec 18 £'000	Changes (see above) £'000	Current Figures £'000
<b>Budget Requirement</b>	<b>7,597</b>	<b>45</b>	<b>7,642</b>
Business Rates – Baseline			-1,088
Business Rates - Growth			-600
RSG			0
New Homes Grant			-429
Other Govt Grants			-66
C/Tax Collection Fund Surplus			-50
<b>Precept on Collection Fund</b>			<b>5,409</b>

- 4.12 The draft budget proposes using earmarked reserves as follows:
- Local Development Document (LDD) reserve, £315,351. This is to fund:
    - the estimated costs in 2019/20 of progressing the joint Local Plan (£198,700),
    - the estimated cost of setting up a Community Infrastructure Levy (£42,042),
    - costs associated with the shared service implementation (£16,191), and
    - Planning Digitalisation costs (£58,418).
  - Economic Development Reserve £45,016.
  - National Infrastructure Reserve £5,000.
- 4.13 The proposed 2019/20 budget does not require any use of the General Reserve to fund general expenditure. This is an improvement on the position reported to Cabinet in December.
- 4.14 The latest budget monitoring information shows that the forecast level of General Reserves at the end of the current financial year to be £3.6m. Section E of the report contains the Director of Resources advice on the level of reserves.
- 4.15 Consideration also needs to be given to earmarking some of the General Reserve balance to fund the implementation costs of the new unitary authority that will be incurred in 2019/20 and subsequent years. Although the total sum required will become clearer as the implementation process progresses the proposed initial budget based on the Bucks CC original proposal amended in the light of final Government decisions, is £22.2m, of which South Bucks' contribution would be £1.552m. Most of this provision would be required post 2019/20.
- 4.16 The draft budget has been discussed at the Overview & Scrutiny Committee and any comments received will be made known to members at the meeting.
- 4.17 Appendix C contains the schedule of the proposed fees & charges for the 2019/20 budget.

**Section D – Medium Term Financial Strategy**

4.18 The Council's medium term financial strategy which underpins the specific decisions taken on the budget, sets out to show how the Council's corporate aims can be progressed within the likely level of resources available to the Council. The key principles of the Strategy are.

- The matching of expenditure and income in the medium term
- Optimising the use of Council assets to deliver or help finance Council priorities
- Aligning new expenditure to key Council priorities and to continue to provide value for money
- Having in place sound financial processes to control and monitor expenditure
- Awareness of the financial risks facing the Authority and using this to inform the Authority's level of financial reserves.

4.19 The following table sets out the current Medium Term Financial projections.

	2019/20 BUDGET	2020/21 BUDGET	2021/22 BUDGET	2022/23 BUDGET	2023/24 BUDGET	2024/25 BUDGET	2025/26 BUDGET
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b><u>Income</u></b>							
Non Domestic Rates (NDR) - Baseline	(1,088)	(1,121)	(1,155)	(1,190)	(1,226)	(1,263)	(1,301)
Non Domestic Rates (NDR) - Growth	(600)	(600)	(600)	(600)	(600)	(600)	(600)
New Homes Grant	(429)	(280)	(121)	(121)	0	0	0
General Grants – Other	(66)	0	0	0	0	0	0
Impact of Fair Funding Review	0	0	0	0	0	0	0
Interest & Investment Income Receivable	(100)	(50)	(50)	(50)	(50)	(50)	(50)
Collection fund (surplus)/deficit - Council Tax	(50)	0	0	0	0	0	0
	<b>(2,333)</b>	<b>(2,051)</b>	<b>(1,926)</b>	<b>(1,961)</b>	<b>(1,876)</b>	<b>(1,913)</b>	<b>(1,951)</b>
<b><u>Service Expenditure</u></b>	7,567	7,794	8,028	8,269	8,517	8,773	9,036
<b><u>New Pressures</u></b>							
Additional Pension Deficit Contribution	0	103	103	103	203	203	203
Waste retender - Procurement Costs	61	0	0	0	0	0	0
Waste retender - Cost Change	0	0	100	200	200	200	200
Temporary Accommodation costs	0	0	0	0	0	0	0
<b><u>New Savings</u></b>							
Capswood lease ends - Dec 2026	0	0	0	0	0	0	0
Planning Shared Service	0	(114)	(114)	(114)	(114)	(114)	(114)
Increased income from car parks	0	(60)	(60)	(60)	(60)	(60)	(60)
Increase income GX Car Park	0	0	0	(200)	(300)	(375)	(375)
Customer Experience Savings	94	(250)	(250)	(250)	(250)	(250)	(250)
Net additional income from Tatling End Housing	0	(129)	(276)	(285)	(285)	(285)	(285)
Net additional income from New Projects (Consilio)	0	(150)	(200)	(250)	(250)	(250)	(250)

	<b>7,722</b>	<b>7,194</b>	<b>7,331</b>	<b>7,413</b>	<b>7,661</b>	<b>7,842</b>	<b>8,105</b>
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<b>Other Expenditure</b>							
Notional Interest Payable - Capswood	174	154	132	110	86	60	32
Borrowing Costs – Interest	0	231	571	591	591	591	591
Borrowing Costs - MRP Repayment (40 years)	0	260	512	553	558	558	558
	<b>174</b>	<b>645</b>	<b>1,215</b>	<b>1,254</b>	<b>1,235</b>	<b>1,209</b>	<b>1,181</b>

<b>Contributions to / (from) General Reserves</b>							
Waste Procurement	(61)	0	0	0	0	0	0
Customer Experience	(94)	0	0	0	0	0	0
	<b>(155)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Precept Required</b>	<b>5,409</b>	<b>5,788</b>	<b>6,620</b>	<b>6,706</b>	<b>7,020</b>	<b>7,138</b>	<b>7,335</b>
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<b>COUNCIL TAX CALCULATION</b>							
Tax base	33,186	33,518	33,853	34,192	34,534	34,879	35,228
Tax Rate (Band D)	163.00	168.00	173.04	178.23	183.58	189.09	194.76
<b>Precept Collectable</b>	<b>5,409</b>	<b>5,631</b>	<b>5,858</b>	<b>6,094</b>	<b>6,340</b>	<b>6,595</b>	<b>6,861</b>

<b>Savings Required</b>	<b>0</b>	<b>(157)</b>	<b>(762)</b>	<b>(612)</b>	<b>(680)</b>	<b>(543)</b>	<b>(474)</b>
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- 4.20 Although this forecast will be superseded by the Medium Term Financial Forecast for the new unitary authority from 2020/21 onwards, it does serve to show that the District Council has a future funding gap that would need to be addressed primarily from 2021/22 onwards.
- 4.21 The Medium Term Financial Strategy identifies that the future funding gap can be addressed by a combination of:
- Maximising the return from the investment in income generating projects.
  - Optimising the major income streams by minimising costs and overheads, and having appropriate charging strategies.
  - Improve efficiency through the Stronger in Partnership Programme.
- 4.22 Furthermore as council tax becomes increasing the main source of funding for the Council that it can influence, decisions on the level of the tax become important to the Council's medium term financial strategy.

### **Section E – Advice of Director of Resources**

- 4.23 The detailed advice of the Director of Resources as the Authority's statutory financial officer is set out in Appendix A. In summary the key points of the advice are as follows.
- The estimates for 2019/20 have been prepared in a thorough and professional manner.
  - The key budget risks and sensitivities have been identified.
  - The main financial risks to the Council for the coming year have been assessed as follows.
    - Shortfall on income targets, (See Appendix B Sensitivity Analysis).
    - The cost of major planning inquiries, enforcement actions or responding to national infrastructure proposals that impact on the area.
    - The costs of temporary accommodation and supporting solutions to the temporary accommodation issue.
    - Letting income for the Capswood offices.

Specific earmarked reserves exist to cover some of these matters.

- 4.24 The suggested prudent level of general reserves for 2019/20 is £910k.
- 4.25 There are a number of key financial risks to be aware of in the medium term and these are set out in the following table.

<b>Risk</b>	<b>Response</b>
Managing the gap between cost increases the Council will face year on year, and the continued significant reductions in Government funding, and the limitation on council tax increases.	Key to managing this risk will be identifying further savings. In addition monitoring and forecasting council tax and business rate income will be important.
Savings from income generating capital investment do not materialise to the	Sound business cases need to be prepared for each project within the overall programme of investment

<b>Risk</b>	<b>Response</b>
planned levels.	projects. External advice in place as appropriate to support the projects where in-house skills or capacity will not be sufficient. Financial capacity available to accommodate slippage or rephrasing of projects.
Growing mismatch between the local supply and demand of affordable housing increases pressure on temporary accommodation budgets.	Temporary accommodation budgets monitored. Funding made available via s106 agreements and other sources are effectively used. Planning policies seek to narrow the supply and demand gap.

## **5. Consultation**

5.1 The draft budget has been considered by the Overview & Scrutiny Committee.

## **6. Options**

6.1 The report sets out the position based on increasing the district element of the council tax to £163.00 (a £5 rise).

6.2 There is the option of not increasing the Council Tax, or increasing at a lower level. This would result in less resource being available and the funding gap increasing in future years.

6.3 There is also the option of increasing the Council by more than the referendum threshold of £5 or 3% (which for SBDC would be £4.74). However it is not considered realistic to consider a local referendum due to the cost of organising a referendum, and the risk of voters not supporting any additional increase in Council Tax.

## **7. Corporate Implications**

7.1 The strategic and financial risks facing the Authority are set out in the report.

**8. Links to Council Business Plan**

- 8.1 The Council's code of corporate governance highlights the importance of having in place clearly documented processes for policy development, review and implementation, decision making, and monitoring and control. Following from this is the requirement for sound financial management, being able to demonstrate resources are aligned to the corporate priorities of the Council, and that any material risks are assessed. Establishing a sound and sustainable financial base is important for delivering the Council's objectives.

**9. Next Steps**

- 9.1 This report and Cabinet's decisions will form the basis of the Council tax decision of the Council on 27<sup>th</sup> February.
- 9.2 A report will be produced for the Council meeting bringing together the precepts that have been notified to the Council, from parishes and the major precepting bodies. This will then enable the Council to set the overall council tax for the area.

<b>Background Papers:</b>	<b>Draft Revenue Budget Report 2019/20 – Cabinet 12 Dec 18</b>
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**CHIEF FINANCIAL OFFICER REPORT**

.1 I am making this report in compliance with the personal responsibilities placed upon me by s25 to s28 of the Local Government Act 2003. The legislation requires me to report to the Authority on two matters.

- The robustness of the estimates it makes when calculating its budget requirement.
- The adequacy of the Authority's reserves, taking into account the experience of the previous financial year.

**Robustness of Estimates**

.2 The process for preparing the budgets started in the autumn of 2018. From the outset the budget development was influenced by a number of key factors.

- The need to keep expenditure and likely resources into balance given the limitations on increases in council tax and the significant reductions in Government funding.
- The national economic picture that affects many of the Council's main income streams and levels of housing expenditure.
- The need to resource the implications of the Council's business plan to enable progress on its corporate aims.

.3 During 2018 the Authority has continued its joint working with Chiltern DC, and savings from this are reflected in the budgets. As in recent years the 2019/20 budget is integrated with the Authority's service planning process, and therefore plans reflect the resources available.

.4 The budget process has carefully examined all material expenditure pressures.

.5 The medium term financial position of the Council indicated the need to continue to make savings for future years, and work is in progress to identify further savings options for future years, as well as a number of major investment projects that will generate additional income for the Council. The continued focus on delivering savings or increasing income is important, and part of this will be having in place mechanisms to monitor and report on agreed savings.

.6 The detailed budget preparation was overseen by an experienced qualified accountant, supported by other finance staff familiar with the requirements of the budget preparation process. The basis of the estimates included the following elements which are in my view crucial to setting realistic budgets.

- Staffing budgets are prepared on a zero base approach, and are built up based on the actual staffing establishment and its current costs. The final budgets also include a vacancy factor of 2% consistent with that used in past years which has proved to be realistic.
- The budgets reflect as far as can be determined costs of major contracts including known or likely cost increases.

- The budgets are informed by the results of the 2018/19 budget monitoring and recognise those issues that are unavoidable and would carry through into 2019/20.
  - The budget identified the on-going cost of Council decisions taken since March 2018.
- .7 The detailed budget have been scrutinised by:
- Officers
  - Portfolio Holders
  - PAGs
- .8 In particular the draft budgets were thoroughly examined by Cabinet members in an exercise led by the Portfolio Holder for Resources. The budget does not contain any unspecified or unrealistic savings proposals or contingencies.
- .9 Investment income expectations reflect a realistic view on the level of interest rates and borrowing costs arising from the Capital Strategy over the next few years and likely consequential cash balances, and this is reflected within the Treasury Management Strategy.
- .10 Finally the budgets have been assessed as part of the Authority's approach to risk management and the major financial risks identified. These will be referred to in the following section dealing with the adequacy of reserves.
- .11 Taking all these factors into account I am satisfied that the estimates have been prepared on a robust basis.

### **Adequacy of Reserves**

- .12 The Council has a policy on its reserves, and this policy accords with the guidance issued by the Chartered Institute of Finance and Accountancy (CIPFA) on local authority reserves and balances. In essence the Policy states that the minimum level should be based on 7½% of the net cost of services, plus any material financial risks identified for the coming financial year for which specific provision has not been made.
- .13 With regard to Business rates, the Council will continue to account for the business rates timing adjustments via a 'NDR Timing Difference' adjustment to the General Fund balance.
- .14 The Code of practice on local authority accounting requires the purpose, usage and basis of transactions of earmarked reserves to be identified clearly. The Council has seven earmarked reserves where it has full control over their deployment. These need to be kept under review taking into account the current financial issues facing the Council.
- .15 The following table shows the Council's reserves position estimated for 31<sup>st</sup> March 2019.

Description	31/3/18 Actual £k	31/3/19 Estimate £k	Allocation 2019/20 £k	31/3/20 Estimate £k	Comment
National Infrastructure	80	74	-5	69	Allocation for infrastructure projects impacting in SBDC+ HS2 Transport Policy.
Disaster & Emergency Relief Fund	27	27	0	27	The Disaster & Emergency Relief Fund, which is primarily applied to deal with flooding incidents, is reviewed annually.
Insurance Fund	14	14	0	14	The insurance reserve is reviewed annually at the end of each financial year in order to assess whether the current level of the fund is considered adequate.
Local Development Document (LDD) Reserve	515	264	-15	249	The LDD reserve will be applied to help offset the costs of developing the joint Local Plan with Chiltern DC, which is a statutory obligation, and is running over a number of financial years. The current estimate is that £315k will be applied in 2019/20 but this will be kept under review during the course of the financial year. This includes a contribution of £300k from the general reserve to support spend in 20/21
Economic Development Reserve	50	45	-45	0	Initial funding for the Economic Development Team.
Transformation Reserve	1	0	0	0	The Transformation Reserve is to provide funding towards the initial one off costs associated with joint working projects, or other projects that will improve efficiency by transforming services.
Capital Reserve	81	0	0	0	Used previously to help fund the capital programme
Unitary Implementation	0	0	+1,552	1,552	Provision for contribution towards implementation costs of new Unitary Authority, estimated to be £22m at Feb 2019.
General Reserve	2,693	3,596	-1,852	1,744	

.16 In considering the level of general reserves in addition to the cash flow requirements the following factors are considered.

Budget assumptions	Financial standing and management	Comment on SBDC position
The treatment of inflation and interest rates	The overall financial standing of the Authority (level of borrowing, debt outstanding, council tax collection rates)	The budgets are based on known price increases as far as is possible. External advice has been taken on interest rate forecasts and these have been used with prudent assessments of the level of cash available for investment. This is all set out in the Treasury Management Strategy.
Estimates of the level and timing of capital receipts	The Authority's track record in budget and financial management	The forecast of future capital receipts reviewed over the course of the budget process to ensure it is realistic. At present no major receipts are anticipated in the coming years.
Estimates of financing costs	The Authority's track record in budget and financial management	Borrowing is undertaken in support of the Capital Strategy. Where it relates to major investment projects these are supported by business cases. Borrowing costs have to be sustainable in the context of the Medium Term Financial Strategy. When undertaken borrowing is a fixed rates in order to manage interest rate risks.
The treatment of demand led pressures	The Authority's capacity to manage in-year budget pressures	The Authority has in place regular budget monitoring procedures to identify any in year pressures, and to consider what actions can be taken. Reports are produced monthly for Management Team and Cabinet members. The budget process has also picked up any demand led pressures that need to be built into the 2019/20 budget. There are quarterly budget review meetings with members to review the current year's position and future years' issues.
The treatment of savings/efficiency gains	The strength of financial information and reporting arrangements	The budget preparation and monitoring processes are used to identify and monitor savings. The deployment of savings is determined by the Council's budget process and its medium term financial strategy which directs resources towards priorities and ensures overall matching of expenditure to resources.



Budget assumptions	Financial standing and management	Comment on SBDC position
The financial risks inherent in any significant new funding partnerships, major outsourcing deals or major capital developments	The Authority's virement and end of year procedures in relation to budget under/overspends at authority and departmental level	The Council undertakes a risk assessment of the budget risks it faces. The major risks for 2019/20 are highlighted below.
The availability of other funds to deal with major contingencies	The adequacy of the Authority's insurance arrangements to cover major unforeseen risks.	The Authority has sufficient reserves to cover insurance liabilities. It has also the resources in general or earmarked reserves to make reasonable contingencies against matters such as LDD, major enforcement actions etc.

- .17 From the preceding table it can be seen that the Authority takes action to reduce budget risk and therefore influence the level of reserves it needs to hold. There will always be areas of risk or uncertainty and which need to be assessed as part of the budget process.
- .18 The main financial risks to the Council for the coming year have been assessed as follows.
- Shortfall on income targets, (See Appendix B Sensitivity Analysis).
  - The cost of major planning inquiries, enforcement actions or responding to national infrastructure proposals that impact on the area.
  - The costs of temporary accommodation, and supporting solutions to address temporary accommodation issues. Specific earmarked reserves exist to cover some of these matters.
  - Letting income for the Capswood offices.
- .19 The budget sensitivity of a number of key budget areas has been assessed as part of the risk assessment process on the budget. The detail of the analysis is attached (Appendix B). Based on the budget experience of the current year it would be prudent to allow for the possibility of some income shortfalls, and for costs relating to planning enforcement or inquiries.
- .20 In the longer term there will be the risks of:
- Managing the gap between the cost increases the Council will face year on year, and the continued significant reductions in Government funding, and the limitation on council tax increases. Key to managing this risk will be identifying further savings.
  - Shortfall in anticipated additional income from major investment projects
  - The costs of reaching and enforcing the Council's planning decisions, or responding to national infrastructure proposals. This would include major issues such as HS2 and airports expansion.

- .21 Taking all these factors into account it would be advisable to plan for a level of general reserves of at least around £910k for the forthcoming financial year, exclusive of any specific contingencies for local development plan work, transformation or insurance. This figure is made up as follows.

	£k
7½% Net Cost of Services	600
Potential shortfall on income targets	100
Potential additional temporary accommodation costs	100
Planning inquiries or infrastructure consultations	50
Capswood Letting Income	60
	910

### Legal Considerations

- .22 The setting of the budget and the council tax by Members involves their consideration of choices and alternatives and Members have considered these in various earlier reports. No genuine and reasonable options should be dismissed out of hand and Members must bear in mind their fiduciary duty to the council taxpayers of South Bucks District Council. Should Members wish to make additions or reductions to the budget, on which no information is given in the report before Members, they should present sufficient information on the justification for and consequences of their proposals to enable the Cabinet (or the Council) to arrive at a reasonable decision on them.
- .23 The report sets out relevant considerations for Members to consider during their deliberations, including the statement above from the Chief Financial Officer. Members are reminded of the need to ignore irrelevant considerations. Members have a duty to seek to ensure that the Council acts lawfully. They are under an obligation to produce a balanced budget and must not knowingly budget for a deficit. Members must not come to a decision that no reasonable authority could come to, balancing the nature; quality and level of services that they consider should be provided, against the costs of providing such services.
- .24 Members are reminded of s106 of the Local Government and Finance Act 1992, which prohibits any Member who has not paid for at least two months his/her Council Tax when it becomes due, from voting on setting the budget and making of the Council Tax and related calculations.

**Jim Burness**  
**Director of Resources**  
**February 2019**

**Budget Sensitivity Analysis 2019/20 (SBDC)**

This paper looks at a number of the key budget risk areas and analyses the sensitivity of these to changes in circumstances.

<b>Change in Demand</b>	<u>Worsen Budget Position</u>		2018/19 Budget £	<u>Improve Budget Position</u>	
	10% Decrease £	5% Decrease £		5% Increase £	10% Increase £
Car Park Income	-106,735	-53,368	-1,067,350	53,368	106,735
Car Park Income - Penalty Charges	-7,500	-3,750	-75,000	3,750	7,500
Development Mgt Income (SBDC Share)	-70,392	-35,196	-703,920	35,196	70,392
Land Charge Fees (SBDC Share)	-10,500	-5,250	-105,000	5,250	10,500
Recycling Credits	-33,400	-16,700	-334,000	16,700	33,400
Green Waste	-36,300	-18,150	-363,000	18,150	36,300
Licensing Income - Taxis (SBDC Share)	-7,829	-3,915	-78,292	3,915	7,829
Licensing Income - Other (SBDC Share)	-8,458	-4,229	-84,578	4,229	8,458
Building Control Income (SBDC Share)	-43,050	-21,525	-430,500	21,525	43,050
<i>Difference</i>	<i>-324,164</i>	<i>-162,082</i>		<i>162,082</i>	<i>324,164</i>
<b>Change in Interest Earnings</b>	20% Decrease	10% Decrease	2018/19 Budget	5% Increase	10% Increase
Interest earnings	-8,000	-4,000	-40,000	2,000	4,000
<i>Difference</i>	<i>-8,000</i>	<i>-4,000</i>		<i>2,000</i>	<i>4,000</i>
<b>Other Significant Financial Risks</b>	Worst Case £	Slightly Worse £	2018/19 Budget £	Slightly Better £	Best Case £
Planning appeals - legal costs (SBDC share)	25,000	15,000	10,500	5,250	0
Planning enforcement - legal costs (SBDC share)	70,000	40,000	33,600	16,800	0
	95,000	55,000	44,100	22,050	0
<i>Difference</i>	<i>-50,900</i>	<i>-10,900</i>		<i>22,050</i>	<i>44,100</i>
<b>Grand Total</b>	<b>-383,064</b>	<b>-176,982</b>		<b>186,132</b>	<b>372,264</b>

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**ENVIRONMENT PORTFOLIO**  
**REVISED CHARGES FROM 1 APRIL 2019**

Appendix  
Appendix C

VAT Codes:

Chiltern (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt

South Bucks (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

REFUSE COLLECTION	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
Wheeled Bin and Delivery - 140 Litre	W100/C925 (D04)	G520/S925 (3)	40.00	42.00
Wheeled Bin and Delivery - 180 Litre	W100/C925 (D04)	G520/S925 (3)	40.00	42.00
Wheeled Bin and Delivery - 240 Litre	W100/C925 (D04)	G520/S925 (3)	40.00	42.00
Wheeled Bin and Delivery - 360 Litre	W100/C925 (D04)	G520/S925 (3)	40.00	50.00
Wheeled Bin and Delivery - 660 Litre	W100/C925 (D04)		230.00	236.00
Wheeled Bin and Delivery - 1100 Litre	W100/C925 (D04)		255.00	262.00
Wheeled Bin - Cost to exchange sizes	W100/C925 (D04)	G520/S925 (3)	7.00	12.00
Recycling Box and Lid - Delivered	W100/C925 (D04)	G520/S925 (3)	6.50	7.00
Recycling box and Lid - Pick Up	W100/C925 (D04)	G520/S925 (3)	4.80	5.00
Recycling Lid	W100/C925 (D04)	G520/S925 (3)	1.50	2.00
Reusable Bag and Delivery	W100/C925 (D04)		5.50	6.00
Reusable Bag - Pick Up Only (CDC offices)	W100/C925 (D04)		4.50	5.00
Outdoor Food Caddy and Delivery	W100/C925 (D04)	G520/S925 (3)	5.50	6.00
Outdoor Food Caddy - Pick Up Only	W100/C925 (D04)	G520/S925 (3)	4.50	5.00
Indoor Small 5L Food Caddy (if stock available) -	W100/C925 (D04)	G520/S925 (3)	3.50	4.00
Sale of Litter Pickers	W100/C875 (D45)	G520/S875 (1a)	11.00	15.00
Bulky Waste Collection (3 items)	W100/C920 (D04)	G520/S920 (3)	37.00	39.00
Bulky Waste Collection (for those on means tested benefits)	W100/C920 (D04)	G520/S920 (3)	16.00	17.00
Special Empty of Contaminated Bins - 2 Wheeled (per 240 l bin)	W100/C956 (D04)	G520/S956 (3)	31.50	33.00
Special Empty of Contaminated Bins - 2 Wheeled (per 360 l bin)	W100/C956 (D04)	G520/S956 (3)	42.00	45.00
Special Empty of Contaminated Bins - 4 Wheeled (per bin)	W100/C956 (D04)	G520/S956 (3)	75.00	80.00
Green Waste Annual Charge - 1st Subscription	W100/C921 (D04)	G520/S921 (3)	39.00	40.00
Green Waste Annual Charge - 2nd Subscription	W100/C921 (D04)		70.00	70.00
<b>SBDC Bulk Bins</b>				
Wheelie Bin Hire per year - 240 Litre		G520/S922 (3)	32.00	34.00
Bulk Bins Bin Hire per year - 340 Litre		G520/S922 (3)	45.00	48.00
Bulk Bins Bin Hire per year - 660 Litre		G520/S922 (3)	85.00	90.00
Bulk Bins Bin Hire per year - 1100 Litre		G520/S922 (3)	138.00	145.00
Refuse Collection charge – Schedule 2 waste – 240 ltr per year		G520/S956 (3)	65.00	69.00
Refuse Collection charge – Schedule 2 waste – 340/360 ltr per year		G520/S956 (3)	82.00	86.00
Refuse Collection charge – Schedule 2 waste – 660 ltr per year		G520/S956 (3)	130.00	136.00
Refuse Collection charge – Schedule 2 waste – 1100 ltr - yearly charge		G520/S956 (3)	180.00	190.00
<b>CDC/WDC Bulk Bins</b>				
Schools and Other Schedule 2 - Bin Rental 140L-240L	W100/C926 (D04)		53.00	55.00
Schools and Other Schedule 2 - Bin Rental 360L	W100/C926 (D04)		67.50	70.00
Schools and Other Schedule 2 - Bin Rental 660L	W100/C926 (D04)		75.00	78.00
Schools and Other Schedule 2 - Bin Rental 1100L	W100/C926 (D04)		122.00	125.00
Schools and Other Schedule 2 - Lift 140L-240L	W100/C926 (D04)		3.70	4.00
Schools and Other Schedule 2 - Lift 360L	W100/C926 (D04)		4.20	5.00
Schools and Other Schedule 2 - Lift 660L	W100/C926 (D04)		4.80	5.00
Schools and Other Schedule 2 - Lift 1100L	W100/C926 (D04)		5.00	5.00
Abandoned Vehicle removal from private property	W100/C957 (D04)	G520/S957 (3)	80.00	85.00
Graffiti removal from private property per hour		G520/S956 (1a)	166.00	170.00

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VAT Codes:

Chiltern (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt

MOORING FEES	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£

Per day N/A 3530/S930 (1a)

STREET NAMING	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£

**Existing Properties**

House name change C850/C956 (D40) 3552/S956 (1b) 92.00 94.00

**Numbering / Naming of New Properties**

1 property	C850/C956 (D04)	3552/S956 (3)	184.00	188.00
2 to 5 properties	C850/C956 (D04)	3552/S956 (3)	263.00	268.00
6 to 25 properties	C850/C956 (D04)	3552/S956 (3)	342.00	349.00
26 to 75 properties	C850/C956 (D04)	3552/S956 (3)	400.00	408.00
76 to 100 properties	C850/C956 (D04)	3552/S956 (3)	490.00	500.00
100+ properties	C850/C956 (D04)	3552/S956 (3)	TBC with developer	TBC with developer

Additional charge where this includes naming of a street C850/C956 (D04) 3552/S956 (3) 415.00 425.00

**Rename of Street - where requested by residents (Apportioned across number of addresses)**

Note rarely carried out.

1 to 5 properties	C850/C956 (D40)	3552/S956 (1b)	1,020.00	1,040.00
6 to 25 properties	C850/C956 (D40)	3552/S956 (1b)	1,305.00	1,331.00
26 to 75 properties	C850/C956 (D40)	3552/S956 (1b)	1,630.00	1,662.00
76 + Properties	C850/C956 (D40)	3552/S956 (1b)	2,245.00	2,290.00

**Renumbering of Street - where requested by residents**

Note rarely carried out.

1 to 5 properties	C850/C956 (D40)	3552/S956 (1b)	1,020.00	1,040.00
6 to 25 properties	C850/C956 (D40)	3552/S956 (1b)	1,305.00	1,331.00
26 to 75 properties	C850/C956 (D40)	3552/S956 (1b)	1,630.00	1,662.00
76 plus Properties	C850/C956 (D40)	3552/S956 (1b)	2,245.00	2,290.00

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CEMETERIES (Parkside, Holtspur and Shepards Lane)	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
<b>Earthen Grave</b>				
All Plots (2 full burials)	#	3541-3543/S868 (3)	800.00	850.00
Childrens Plot		3541-3543/S868 (3)	280.00	150.00
Interment fee	#	3541-3543/S866 (3)	130.00	135.00
<b>Cremated Remains</b>				
Plot for 2 interments	#	Parkside & Holtspur only 3541-3543/S868 (3)	330.00	340.00
Plot for 4 interments	#	Parkside & Holtspur only 3541-3543/S868 (3)	570.00	600.00
Interment fee	#	3541-3543/S866 (3)	130.00	135.00
Grave Digging Fees (Cremated Remains)		3541-3543/S869 (3)	150.00	155.00
Interment of Ashes in grave		3541-3543/S866 (3)	260.00	300.00
<b>Memorials</b>				
Full size Kerb stones		Shepherds Lane & Holtspur only 3541-3543/S865 (1a)	110.00	110.00
Flat tablets and Wedges		Flat tablet Parkside only 3541-3543/S865 (1a)	100.00	100.00
Small tablets and Wedges 1ft sq or less		Flat tablet Parkside only 3541-3543/S865 (1a)	50.00	50.00
Headstones		3541-3543/S865 (1a)	160.00	160.00
Small Headstone & Kerb (Children's Sections only)		3541-3543/S865 (1a)	162.00	162.00
Full Memorial		3541-3543/S865 (1a)	265.00	270.00
Further inscriptions		3541-3543/S865 (1a)	72.00	75.00
Tree (Incl planting & aftercare)		3541-3543/S865 (1a)	Currently unavailable	700.00
<b>Woodland Burials</b>				
Plot (1 burial)	#	3541-3543/S868 (3)	850.00	850.00
Interment fee	#	3541-3543/S866 (3)	130.00	135.00
All cremated remains plot (2 Interments)	#	3541-3543/S868 (3)	330.00	340.00
All cremated remains plot (4 Interments)	#	3541-3543/S868 (3)	570.00	600.00
Grave Digging Fees (Cremated Remains)		3541-3543/S869 (3)	150.00	155.00
Scattering of Ashes under turf in woodland		3541-3543/S868 (3)	330.00	340.00
<b>Other Charges</b>				
Book of Remembrance (per line)		3541-3543/S865 (3)	20.00	25.00
1 further interment on existing plot	#	3541-3543/S866 (3)	260.00	300.00
Transfer fee		3541-3543/S868 (3)	70.00	75.00
Copy of Deed		3541-3543/S868 (3)	35.00	35.00
New licence		3541-3543/S868 (3)	35.00	75.00

# Surcharge of £250 for non residents of the district

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MEMORIAL GARDENS	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
<b>Type of Garden (3)</b>				
<b>(No. of Interments)</b>				
	Term of			
	Licence			
Centre of lawn (1)	25 years	3493/S868 (3)	330.00	340.00
Edge of shrubbery AC (2)	50 years	3493/S868 (3)	990.00	990.00
Edge of shrubbery SH2/6 (2)	50 years	3493/S868 (3)	895.00	30.00
Main Avenue Trees (4)	50 years	3493/S868 (3)	1,950.00	2,000.00
B 6 G-H (4)	50 years	3493/S868 (3)	2,050.00	2,100.00
C Section - Standard Rose (4)	50 years	3493/S868 (3)	1,850.00	1,950.00
E 5 A (4)	50 years	3493/S868 (3)	1,900.00	1,900.00
E 5 F (2)	50 years	3493/S868 (3)	990.00	990.00
G 121-145 Edge of Shrubbery	50 years	3493/S868 (3)	895.00	920.00
Garden H Section 34 A C (4)	50 years	3493/S868 (3)	1,900.00	1,900.00
Garden H Section 60 C (4)	50 years	3493/S868 (3)	1,900.00	1,900.00
Garden H Section 92 A (4)	50 years	3493/S868 (3)	1,900.00	1,900.00
Garden H Section 92 B (4)	50 years	3493/S868 (3)	1,900.00	1,900.00
KG Colonnade along Yew Hedge (2)	50 years	3493/S868 (3)	2,300.00	2,400.00
KG Colonnade Family Garden (4)	50 years	3493/S868 (3)	7,000.00	7,500.00
L 19 A-C (2)	50 years	3493/S868 (3)	2,000.00	2,000.00
L 116	50 years	3493/S868 (3)	2,500.00	2,600.00
L230-233, 236, 237-241 (2)	50 years	3493/S868 (3)	1,600.00	1,700.00
L234-235 partial view lake/golf course (4)	50 years	3493/S868 (3)	2,960.00	2,950.00
M Pump House Family Gardens M 250 E (6)	50 years	3493/S868 (3)	4,600.00	4,700.00
M Gardens M265-298,M420-440 (2)	50 years	3493/S868 (3)	1,600.00	1,700.00
M Shrubs M 315 B-E, M 310 A-B, M 309 A-B (4)	50 years	3493/S868 (3)	4,600.00	4,700.00
M 311-312 Family Garden (6)	50 years	3493/S868 (3)	7,000.00	7,500.00
M 441-450 (2)	50 years	3493/S868 (3)	895.00	920.00
Oak Dell Scattering (1)	-	3493/S868 (3)	220.00	230.00
O1-10 Edge of Shrubbery (2)	50 years	3493/S868 (3)	895.00	920.00
P204-255 Edge of Shrubbery (2)	50 years	3493/S868 (3)	895.00	920.00
R54 Gated Garden (6)	50 years	3493/S868 (3)	4,800.00	4,900.00
R55 Gated Garden (8)	50 years	3493/S868 (3)	5,800.00	5,900.00
R56 Gated Garden (10)	50 years	3493/S868 (3)	6,800.00	6,900.00
R60-65 Magnolia (4)	50 years	3493/S868 (3)	2,100.00	2,300.00
R70-R110 Edge of Shrubbery (2)	50 years	3493/S868 (3)	895.00	920.00
Sum-Ho 31, 32, 34, 35 (2)	50 years	3493/S868 (3)	1,600.00	1,700.00

Number in ( ) is number of interments



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MEMORIAL GARDENS	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
<u>Other Fees</u>				
Interment Fee		3493/S866 (3)	130.00	135.00
Grave Preparation		3493/S868 (3)	150.00	155.00
Plaques Staked (Wording over 60 letter £1 each)		3493/S865 (1a)	160.00	165.00
Plaques Mounted (Wording over 60 letter £1 each)		3493/S865 (1a)	200.00	165.00
Plaque refurbishment		3493/S865 (1a)	50.00	50.00
Book of Remembrance		3493/S865 (1a)	20.00	25.00
Transfer ashes to Biodegradeable Container		3493/S866 (1a)	20.00	25.00
Licence Transfer Fee (Owner Deceased)		3493/S868 (1a)	70.00	75.00
Licence Reprint (Add Name)		3493/S868 (1a)	35.00	35.00
Memorial Wall Plaque & Licence 6X2	15 years	3493/S865 (1a)	130.00	130.00
Memorial Wall Plaque & Licence 6X4 Z area	15 years	3493/S865 (1a)	260.00	260.00
Relicence fee (2)		3493/S868 (1a)	590.00	600.00
Relicence fee for Scattering Lawn (1)		3493/S868 (1a)	110.00	115.00
Grave buy back 10% or £150 whichever is greater		3493/S868 (1a)	150.00	150.00
Memorial Seat - renewable lease	10 years	3493/S865 (4)	280.00	280.00
Maintenance of Individual Garden		3493/S865 (1a)	POA	POA
Trees for Sale (from)		3493/S302 (1a)	POA	POA
Benches		3493/S865 (1a)	POA	POA
Bench Maintenance (coat with teak oil)		3493/S865 (1a)	50.00	50.00
Carved lettering		3493/S865 (1a)	POA	POA
Stone Benches – straights		3493/S865 (1a)	POA	POA
Stone Benches – curved		3493/S865 (1a)	POA	POA
Venue for wedding photographs		3493/S932 (1a)	45.00	45.00
Venue for filming per day from		3493/S932 (1a)	520.00	520.00
<u>Perpetuity Licences</u>				
1 <sup>st</sup> & 2 <sup>nd</sup> interment		3493/S866 (3)	5.25	5.25
3 <sup>rd</sup> & 4 <sup>th</sup> interment		3493/S866 (3)	10.50	10.50
5 <sup>th</sup> & subsequent interments		3493/S866 (3)	15.75	15.75
<u>Memorial Trees</u>				
Pink-flowering Hawthorne incl. plaque, in R section		3493/S865 (1a)	700.00	700.00
Avenue tree, no interments		3493/S865 (1a)	800.00	900.00

**ENVIRONMENT PORTFOLIO  
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

<b>CAR PARKS - DAILY CHARGES (1a) 8.00 a.m. to 8.00 p.m.</b>							
	<b>General</b>	<b>2018/19</b>	<b>2019/20*</b>		<b>General</b>	<b>2018/19</b>	<b>2019/20*</b>
	<b>ledger code</b>	<b>£</b>	<b>£</b>		<b>ledger code</b>	<b>£</b>	<b>£</b>
<b><u>Altons</u></b>	3466/S876			<b><u>Summers Road</u></b>	3472/S876		
Up to 1 hour		1.50	1.50	Up to 1 hour		1.00	1.00
Up to 2 hours		2.10	2.10	Up to 2 hours		1.20	1.20
Up to 3 hours		3.70	3.70	Up to 3 hours		1.60	1.60
Up to 4 hours		4.50	4.50	Up to 24 hours		2.40	2.40
Up to 9.5 hours		6.00	6.00	Sunday/Public Holiday		1.40	1.40
Up to 12 hours		8.00	8.00				
Sunday/Public Holiday		1.40	1.40				
<b><u>Penncroft</u></b>	3467/S876			<b><u>Broadway</u></b>	3473/S876		
Up to 1 hour		1.50	1.50	Up to ½ hour		0.70	0.70
Up to 2 hours		2.10	2.10	Up to 3 hours		1.30	1.30
Up to 3 hours		3.70	3.70	Up to 24 hours		1.70	1.70
Up to 4 hours		4.50	4.50	Sunday/Public Holiday		1.40	1.40
Up to 9.5 hours		6.00	6.00				
Up to 12 hours		8.00	8.00				
Sunday/Public Holiday		1.40	1.40				
<b><u>Warwick Road</u></b>	3468/S876			<b><u>Bulstrode Way</u></b>	3474/S876		
Up to 1 hour		1.50	1.50	Up to 1 hour		1.50	1.50
Up to 2 hours		2.10	2.10	Up to 2 hours		2.10	2.10
Up to 3 hours		3.70	3.70	Up to 3 hours		3.70	3.70
Up to 4 hours		4.50	4.50	MAX STAY 3HRS			
Up to 9.5 hours		6.00	6.00	Sunday/Public Holiday		1.40	1.40
Up to 12 hours		8.00	8.00				
Sunday/Public Holiday		1.40	1.40				
<b><u>Jennery Lane</u></b>	3470/S876			<b><u>Packhorse Road</u></b>	3475/S876		
Up to ½ hour		0.80	0.80	Up to 1 hour		1.50	1.50
Up to 1 hour		1.30	1.30	Up to 2 hours		2.10	2.10
Up to 2 hours		1.50	1.50	Up to 3 hours		3.70	3.70
MAX STAY 2HRS				Up to 4 hours		4.50	4.50
Sunday/Public Holiday		1.40	1.40	Up to 9.5 hours		8.00	8.00
				24 hours		10.00	10.00
				Sunday/Public Holiday		1.40	1.40
<b><u>Neville Court</u></b>	3471/S876			<b><u>Station Road</u></b>	3477/S876		
Up to 2 hours		0.60	0.60	Up to 1 hour		1.50	1.50
Up to 4 hours		0.80	0.80	Up to 2 hours		2.10	2.10
Up to 24 hours		1.30	1.30	Up to 3 hours		3.70	3.70
Sunday/Public Holiday		1.40	1.40	Up to 4 hours		4.50	4.50
				Up to 9.5 hours		8.00	8.00
				24 hours		10.00	10.00
				Sunday/Public Holiday		1.40	1.40

**ENVIRONMENT PORTFOLIO**  
**REVISED CHARGES FROM 1 APRIL 2019**

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<b>CAR PARKS - SEASON TICKETS (1a)</b>							
	<b>General ledger code</b>	<b>2018/19 £</b>	<b>2019/20* £</b>		<b>General ledger code</b>	<b>2018/19 £</b>	<b>2019/20* £</b>
<b><u>Altons</u></b>	3466/S877			<b><u>Summers Road</u></b>	3472/S877		
3 Monthly		293.00	293.00	3 Monthly		133.00	133.00
6 Monthly		552.00	552.00	6 Monthly		250.00	250.00
12 Monthly		1,035.00	1,035.00	12 Monthly		468.00	468.00
Residents out of hours (12 mnthly)		275.00	275.00	Residents out of hours (12 mnthly)		146.00	146.00
<b><u>Penncroft</u></b>	3467/S877			<b><u>The Broadway</u></b>	3473/S877		
3 Monthly		322.00	322.00	3 Monthly		94.00	94.00
6 Monthly		607.00	607.00	6 Monthly		177.00	177.00
12 Monthly		1,138.00	1,138.00	12 Monthly		332.00	332.00
Residents out of hours (12 mnthly)		297.00	297.00	Residents out of hours (12 mnthly)		48.00	48.00
<b><u>Warwick Road</u></b>	3468/S877			<b><u>Bulstrode Way</u></b>	3474/S877		
3 Monthly		293.00	293.00	3 Monthly		317.00	317.00
6 monthly		552.00	552.00	6 monthly		598.00	598.00
12 Monthly		1,035.00	1,035.00	12 Monthly		n/a	n/a
Residents out of hours (12 mnthly)		282.00	282.00	Residents out of hours (12 mnthly)		298.00	298.00
<b><u>Jennery Lane</u></b>	3470/S877			<b><u>Packhorse Road</u></b>	3475/S877		
3 Monthly		133.00	133.00	3 Monthly		351.00	351.00
6 Monthly		250.00	250.00	6 Monthly		662.00	662.00
12 Monthly		468.00	468.00	12 Monthly		n/a	n/a
Residents out of hours (12 mnthly)		168.00	168.00	Residents out of hours (12 mnthly)		312.00	312.00
<b><u>Neville Court</u></b>	3471/S877			<b><u>Station Road</u></b>	3477/S877		
3 Monthly		72.00	72.00	3 Monthly		317.00	317.00
6 Monthly		135.00	135.00	6 Monthly		598.00	598.00
12 Monthly		254.00	254.00	12 Monthly		n/a	n/a
Residents out of hours (12 mnthly)		54.00	54.00	Residents out of hours (12 mnthly)		282.00	282.00
Issue of replacement Season Ticket		5.00	5.00				
<b>CAR PARKS - EXCESS CHARGES</b>							
				<b>General ledger code</b>	<b>2018/19 £</b>	<b>2019/20* £</b>	
Paid within 14 Days (3)				3490/S879	40.00	40.00	
Otherwise (3)				3490/S879	80.00	80.00	

**HEALTHY COMMUNITIES PORTFOLIO  
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Chiltern  
South Bucks

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LICENCES	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
<b><u>Hackney Carriages/Private Hire Vehicle Licences</u></b>				
One year Hackney Carriage Vehicle Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	399.00	399.00
One year Hackney Carriage Vehicle Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	300.00	300.00
Hackney Carriage Vehicle issue(CNG or LPG).	LI01/C888 (D04)	LI01/C903 (3)	199.50	199.50
Hackney Carriage Vehicle Renewal(CNG or LPG).	LI01/C888 (D04)	LI01/C903 (3)	150.00	150.00
One year Private Hire Vehicle Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	329.00	329.00
One year Private Hire Vehicle Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	230.00	230.00
One year Private Hire Vehicle Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	250.00	250.00
PrivateHire Vehicle Issue (CNG or LPG - standardPlate).	LI01/C888 (D04)	LI01/C903 (3)	164.50	164.50
PrivateHire Vehicle Renewal (CNG or LPG - standardPlate).	LI01/C888 (D04)	LI01/C903 (3)	115.00	115.00
Returnable plate deposit	LI01/C888 (D04)	LI01/C903 (3)	55.00	55.00
Returnable plate deposit	LI01/C888 (D04)	LI01/C903 (3)	20.00	20.00
One year Dispensation Certificate (per vehicle)	LI01/C888 (D04)	LI01/C903 (3)	65.00	65.00
Replacement internal licence	LI01/C888 (D04)	LI01/C903 (3)	15.00	15.00
Replacement plate	LI01/C888 (D04)	LI01/C903 (3)	25.00	25.00
Transfer of Vehicle (from one owner to another)	LI01/C888 (D04)	LI01/C903 (3)	90.00	90.00
<b><u>Drivers' Licences</u></b>				
One Year Hackney Carriage Drivers Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	161.00	161.00
One Year Hackney Carriage Drivers Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	95.00	95.00
Three Year Hackney Carriage Drivers Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	332.00	332.00
Three Year Hackney Carriage Drivers Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	332.00	332.00
Three Year Hackney Carriage Drivers Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)		
One Year Private Hire Vehicle Drivers Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	161.00	161.00
One Year Private Hire Vehicle Drivers Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	95.00	95.00
Three Year Private Hire Vehicle Drivers Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	435.00	435.00
Three Year Private Hire Vehicle Drivers Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	332.00	332.00
Three Year Private Hire Vehicle Drivers Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	256.00	256.00
One year new dual	LI01/C888 (D04)	LI01/C903 (3)	196.00	196.00
One year renewal dual	LI01/C888 (D04)	LI01/C903 (3)	145.00	145.00
Three year dual	LI01/C888 (D04)	LI01/C903 (3)	394.00	394.00
Three year renewal dual	LI01/C888 (D04)	LI01/C903 (3)	297.00	297.00
Bracket and bridge charge.	LI01/C889 (D04)	LI01/C904 (3)		cost of replacement
Bracket without bridge charge.	LI01/C889 (D04)	LI01/C904 (3)		cost of replacement
Internal plate pouches.	LI01/C889 (D04)	LI01/C904 (3)		cost of replacement
<b><u>Operators Licence</u></b>				
One year Private Hire Vehicle Operator's Licence				
(One vehicle only) One year	LI01/C888 (D04)	LI01/C903 (3)	155.00	155.00
(Two to four vehicles) Five Years	LI01/C888 (D04)	LI01/C903 (3)	913.00	913.00
(Two to four vehicles) One Year	LI01/C888 (D04)	LI01/C903 (3)	205.00	205.00
(Five to ten vehicles) Five Years	LI01/C888 (D04)	LI01/C903 (3)	1,163.00	1,163.00
(Five to ten vehicles)One Year	LI01/C888 (D04)	LI01/C903 (3)	255.00	255.00
(Over ten vehicles) Five Years	LI01/C888 (D04)	LI01/C903 (3)	1,413.00	1,413.00
(Over ten vehicles)One Year	LI01/C888 (D04)	LI01/C903 (3)	305.00	305.00
Knowledge Test Fee (1st test free)	LI01/C888 (D04)	LI01/C903 (3)	25.00	25.00
Disclosure and Barring Scheme cost of DBS plus £8.50 handling	LI01/C911 (D03)	LI01/C911 (4)	52.50	52.50
DBS volunteers	LI01/C911 (D03)	LI01/C911 (4)	7.00	7.00
Renewal Animal Boarding	LI01/C887 (D04)	LI01/C902 (3)	245.00	245.00
<b><u>Small Animal Boarding Establishment (includes vet fee)</u></b>				
New Licence	LI01/C887 (D04)	LI01/C902 (3)	369.00	294.11
New Licence	LI01/C887 (D04)	LI01/C902 (3)	370.00	294.11
Renewal	LI01/C887 (D04)	LI01/C902 (3)	195.00	294.11
<b><u>Dog Breeding</u></b>				
New Licence (Includes Vet fee)	LI01/C887 (D04)	LI01/C902 (3)	530.00	160.78 + Vets Fees
New Licence (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	530.00	160.78 + Vets Fees
Renewal dog breeding includes 1 vet fee)	LI01/C887 (D04)	LI01/C902 (3)	329.00	160.78 + Vets Fees
Renewal (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	330.00	160.78 + Vets Fees
<b><u>Combination of breeding and boarding</u></b>	LI01/C887 (D04)	LI01/C902 (3)	329.00	160.78 + Vets Fees
<b><u>Dangerous Wild Animals</u></b>				
New Licence (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	400.00	400.00
New Licence (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	400.00	400.00
Renewal (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	150.00	150.00
<b><u>Pet Shops</u></b>				
New Licence	LI01/C887 (D04)	LI01/C902 (3)	477.00	362.21
New Licence	LI01/C887 (D04)	LI01/C902 (3)	480.00	362.21
Renewal	LI01/C887 (D04)	LI01/C902 (3)	278.00	362.21
Renewal	LI01/C887 (D04)	LI01/C902 (3)	280.00	362.21
<b><u>Riding Establishments</u></b>				
New Licence	LI01/C887 (D04)	LI01/C902 (3)	200.00	160.78 + Vets Fees
New Licence	LI01/C887 (D04)	LI01/C902 (3)	200.00	160.78 + Vets Fees
Renewal of Riding establishments	LI01/C887 (D04)	LI01/C902 (3)	150.00	160.78 + Vets Fees

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LICENCES	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
<b>Mobile Homes</b>				
New Licence	LI01/C890 (D04)	LI01/C905 (3)	534.00	534.00
New Licence	LI01/C890 (D04)	LI01/C905 (3)	534.00	534.00
Annual Renewal fee	LI01/C890 (D04)	LI01/C905 (3)	297.00	297.00
Deposit/Change of Site Rules	LI01/C890 (D04)	LI01/C905 (3)	40.00	40.00
Transfer of Site Licence	LI01/C890 (D04)	LI01/C905 (3)	138.00	138.00
<b>Licensing Act 2003 Fees – Statutory Fees</b>				
<b>New Premises/Club Premises/Variation</b>				
Band A 0 - £4, 300	LI01/C885 (D04)	LI01/C900 (3)	100.00	100.00
Band B £4,300 - £33,000	LI01/C885 (D04)	LI01/C900 (3)	190.00	190.00
Band C £33,000 - £87,000	LI01/C885 (D04)	LI01/C900 (3)	315.00	315.00
Band D £87,000 - £125,000	LI01/C885 (D04)	LI01/C900 (3)	450.00	450.00
Band D* £87,000 - £125,000	LI01/C885 (D04)	LI01/C900 (3)	900.00	900.00
Band E £125,001 – and above	LI01/C885 (D04)	LI01/C900 (3)	635.00	635.00
Band E* £125,001 – and above	LI01/C885 (D04)	LI01/C900 (3)	1,905.00	1,905.00
Applications for Minor variations to Premises Licences or Club Premises Certificate	LI01/C885 (D04)	LI01/C900 (3)	89.00	89.00
Application to remove apply the alternative licence condition and removal of mandatory condition for premises licences	LI01/C885 (D04)	LI01/C900 (3)	23.00	23.00
Premises Licences sought for Community Centres and some Schools that permit Regulated Entertainment but which do not permit the sale of Alcohol and/or the provision of late night entertainment will not incur a fee.			No charge	No charge
<b>New Premises /Club Premises Applications / Variation applications – Additional Fees</b>				
Where 5000 or more people will be on the premises				
5,000 – 9,999	LI01/C885 (D04)	LI01/C900 (3)	1,000.00	1,000.00
10,000 – 14,999	LI01/C885 (D04)	LI01/C900 (3)	2,000.00	2,000.00
15,000 – 19,999	LI01/C885 (D04)	LI01/C900 (3)	4,000.00	4,000.00
20,000 – 29,999	LI01/C885 (D04)	LI01/C900 (3)	8,000.00	8,000.00
30,000 – 39,999	LI01/C885 (D04)	LI01/C900 (3)	16,000.00	16,000.00
40,000 – 49,999	LI01/C885 (D04)	LI01/C900 (3)	24,000.00	24,000.00
50,000 – 59,999	LI01/C885 (D04)	LI01/C900 (3)	32,000.00	32,000.00
60,000 – 69,999	LI01/C885 (D04)	LI01/C900 (3)	40,000.00	40,000.00
70,000 – 79,999	LI01/C885 (D04)	LI01/C900 (3)	48,000.00	48,000.00
80,000 – 89,999	LI01/C885 (D04)	LI01/C900 (3)	56,000.00	56,000.00
90,000 and over	LI01/C885 (D04)	LI01/C900 (3)	64,000.00	64,000.00
<b>Annual Maintenance Fees - Premises /Club</b>				
Band A 0 - £4, 300	LI01/C885 (D04)	LI01/C900 (3)	70.00	70.00
Band B £4,300 - £33,000	LI01/C885 (D04)	LI01/C900 (3)	180.00	180.00
Band C £33,000 - £87,000	LI01/C885 (D04)	LI01/C900 (3)	295.00	295.00
Band D £87,000 - £125,000	LI01/C885 (D04)	LI01/C900 (3)	320.00	320.00
Band D* £87,000 - £125,000	LI01/C885 (D04)	LI01/C900 (3)	640.00	640.00
Band E £125,001 – and above	LI01/C885 (D04)	LI01/C900 (3)	350.00	350.00
Band E* £125,001 – and above	LI01/C885 (D04)	LI01/C900 (3)	1,050.00	1,050.00
<b>Additional Annual Maintenance Fees</b>				
Where 5000 or more people will be on the premises				
5,000 – 9,999	LI01/C885 (D04)	LI01/C900 (3)	500.00	500.00
10,000 – 14,999	LI01/C885 (D04)	LI01/C900 (3)	1,000.00	1,000.00
15,000 – 19,999	LI01/C885 (D04)	LI01/C900 (3)	2,000.00	2,000.00
20,000 – 29,999	LI01/C885 (D04)	LI01/C900 (3)	4,000.00	4,000.00
30,000 – 39,999	LI01/C885 (D04)	LI01/C900 (3)	8,000.00	8,000.00
40,000 – 49,999	LI01/C885 (D04)	LI01/C900 (3)	12,000.00	12,000.00
50,000 – 59,999	LI01/C885 (D04)	LI01/C900 (3)	16,000.00	16,000.00
60,000 – 69,999	LI01/C885 (D04)	LI01/C900 (3)	20,000.00	20,000.00
70,000 – 79,999	LI01/C885 (D04)	LI01/C900 (3)	24,000.00	24,000.00
80,000 – 89,999	LI01/C885 (D04)	LI01/C900 (3)	28,000.00	28,000.00
90,000 and over	LI01/C885 (D04)	LI01/C900 (3)	32,000.00	32,000.00

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LICENCES	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
<b><u>Personal Licence - Statutory Fees</u></b>				
Grant of Licence	LI01/C885 (D04)	LI01/C900 (3)	37.00	37.00
Renewal of Licence	LI01/C885 (D04)	LI01/C900 (3)	37.00	37.00
<b><u>Other Fees Payable</u></b>				
Supply of Copies of Information Contained in Register	LI01/C885 (D04)	LI01/C900 (3)	50.00	50.00
Application for Copy of Licence	LI01/C885 (D04)	LI01/C900 (3)	10.50	10.50
Provisional Statement Applications	LI01/C885 (D04)	LI01/C900 (3)	315.00	315.00
Replacement Licence after loss/theft	LI01/C885 (D04)	LI01/C900 (3)	10.50	10.50
Notification of change of name or address	LI01/C885 (D04)	LI01/C900 (3)	10.50	10.50
Application to vary a Designated Premises	LI01/C885 (D04)	LI01/C900 (3)	23.00	23.00
Transfer of a premises licence/club premises	LI01/C885 (D04)	LI01/C900 (3)	23.00	23.00
Interim Authority Notice	LI01/C885 (D04)	LI01/C900 (3)	23.00	23.00
Notification of Interest by Freeholder	LI01/C885 (D04)	LI01/C900 (3)	21.00	21.00
Temporary Event Notices	LI01/C885 (D04)	LI01/C900 (3)	21.00	21.00
Application for Notice on theft, loss etc of Temporary Event Notice	LI01/C885 (D04)	LI01/C900 (3)	22.00	22.00
<b><u>Gambling Act 2005 - Statutory Fees</u></b>				
<b><u>Licensed Premises Gaming Machine Permit</u></b>				
New Applications	LI01/C886 (D04)	LI01/C901 (3)	150.00	150.00
Transitional Application Fee	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Existing operator Grant	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Variation	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Transfer	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
Annual Fee	LI01/C886 (D04)	LI01/C901 (3)	50.00	50.00
Change of name	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
Copy of Permit	LI01/C886 (D04)	LI01/C901 (3)	15.00	15.00
<b><u>Licensed Premises Automatic Notification Process</u></b>				
On notification	LI01/C886 (D04)	LI01/C901 (3)	50.00	50.00
<b><u>Club Gaming Permits</u></b>				
New Application	LI01/C886 (D04)	LI01/C901 (3)	200.00	200.00
Grant (Club Premises Certificate holder)	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Existing operator Grant	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Variation	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Renewal	LI01/C886 (D04)	LI01/C901 (3)	200.00	200.00
Renewal (Club Premises Certificate holder)	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Annual Fee	LI01/C886 (D04)	LI01/C901 (3)	50.00	50.00
Copy of Permit	LI01/C886 (D04)	LI01/C901 (3)	15.00	15.00
Renewal - Fast Track Clubs	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Renewal - Transitional Application Fee	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
<b><u>Club Machine Permits</u></b>				
New Application	LI01/C886 (D04)	LI01/C901 (3)	200.00	200.00
Grant (Club Premises Certificate holder)	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Existing operator Grant	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Variation	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Renewal	LI01/C886 (D04)	LI01/C901 (3)	200.00	200.00
Renewal (Club Premises Certificate holder)	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Annual Fee	LI01/C886 (D04)	LI01/C901 (3)	50.00	50.00
Copy of Permit	LI01/C886 (D04)	LI01/C901 (3)	15.00	15.00
Renewal - Fast Track Clubs	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Renewal - Transitional Application Fee	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00

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LICENCES	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
<b><u>Family Entertainment Centre Gaming Machine</u></b>				
Grant	LI01/C886 (D04)	LI01/C901 (3)	300.00	300.00
Renewal	LI01/C886 (D04)	LI01/C901 (3)	300.00	300.00
Existing operator Grant	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Change of name	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
Copy of Permit	LI01/C886 (D04)	LI01/C901 (3)	15.00	15.00
Renewal - Transitional Application Fee	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
<b><u>Prize Gaming Permits</u></b>				
Grant	LI01/C886 (D04)	LI01/C901 (3)	300.00	300.00
Renewal	LI01/C886 (D04)	LI01/C901 (3)	300.00	300.00
Existing operator Grant	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Change of name	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
Copy of Permit	LI01/C886 (D04)	LI01/C901 (3)	15.00	15.00
Renewal - Transitional Application Fee	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
<b><u>Small Lotteries &amp; Amusement for Raffles (3)</u></b>				
Registration	LI01/C886 (D04)	LI01/C901 (3)	40.00	40.00
Annual Fee	LI01/C886 (D04)	LI01/C901 (3)	20.00	20.00
<b><u>Gambling Act Premises Licence Fees</u></b>				
<b><u>Application Fee</u></b>				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	15,000.00	15,000.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	10,000.00	10,000.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	8,000.00	8,000.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	3,500.00	3,500.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,000.00	2,000.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	2,500.00	2,500.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,000.00	2,000.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	3,000.00	3,000.00
<b><u>Application Fee for Premises with a Provisional Statement</u></b>				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	8,000.00	8,000.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	5,000.00	5,000.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	3,000.00	3,000.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00

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LICENCES	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
<b>Annual Fee</b>				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	15,000.00	15,000.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	10,000.00	10,000.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	5,000.00	5,000.00
Converted Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	3,000.00	3,000.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,000.00	1,000.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,000.00	1,000.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,000.00	1,000.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	750.00	750.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	600.00	600.00
<b>Transfer Application Fee</b>				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	6,500.00	6,500.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,150.00	2,150.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,800.00	1,800.00
Converted Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,350.00	1,350.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
<b>Variation Application Fee</b>				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	7,500.00	7,500.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	5,000.00	5,000.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	4,000.00	4,000.00
Converted Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,000.00	2,000.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,750.00	1,750.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,000.00	1,000.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,250.00	1,250.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,000.00	1,000.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,500.00	1,500.00
<b>Provisional Statement Application Fee</b>				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	15,000.00	15,000.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	10,000.00	10,000.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	8,000.00	8,000.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	3,500.00	3,500.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,000.00	2,000.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	2,500.00	2,500.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,000.00	2,000.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	3,000.00	3,000.00



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LICENCES	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
<b>Application for Reinstatement Fee</b>				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	6,500.00	6,500.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,150.00	2,150.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,800.00	1,800.00
Converted Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,350.00	1,350.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Change of Circumstances Fee	LI01/C886 (D04)	LI01/C901 (3)	50.00	50.00
Duplicate Licence Fee	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
Copy Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
<b>Sex Establishments/Sexual Entertainment</b>				
Fee in respect of an application for grant, transfer or renewal of a licence for a sex establishment.	LI01/C893 (D04)	LI01/C908 (3)	3,500.00	3,500.00
Grant of Licence	LI01/C893 (D04)	LI01/C908 (3)	3,500.00	3,500.00
Annual Renewal of Licence	LI01/C893 (D04)	LI01/C908 (3)	3,500.00	3,500.00
Transfers	LI01/C893 (D04)	LI01/C908 (3)	3,500.00	3,500.00
Variations	LI01/C893 (D04)	LI01/C908 (3)	3,500.00	3,500.00
<b>Scrap Metal Dealers</b>				
Site licence	LI01/C892 (D04)	LI01/C907 (3)	500.00	500.00
Mobile licence	LI01/C892 (D04)	LI01/C907 (3)	250.00	250.00
Variation	LI01/C892 (D04)	LI01/C907 (3)	50.00	50.00
Badge/vehicle	LI01/C892 (D04)	LI01/C907 (3)	25.00	25.00
<b>Miscellaneous</b>				
Registration of:- Acupuncturists Tattooists, Ear Piercing and Electrolysis Premises (3)	LI01/C891 (D04)	LI01/C906 (3)	185.00	185.00
Acupuncture/Tattooing/Ear Piercing/ Electrolysis: per establishment	LI01/C891 (D04)	LI01/C906 (3)	185.00	185.00
New personal licences for;	LI01/C891 (D04)	LI01/C906 (3)	185.00	185.00
Acupuncturist (3)				
Tattooists (3)	LI01/C891 (D04)	LI01/C906 (3)	185.00	185.00
Electrolysis (3)	LI01/C891 (D04)	LI01/C906 (3)	185.00	185.00
Ear Piercing (3)	LI01/C891 (D04)	LI01/C906 (3)	185.00	185.00
Acupuncture/Tattooing/Ear Piercing/ Electrolysis: per person.	LI01/C891 (D04)	LI01/C906 (3)	169.00	169.00
Street Trading Consent: per day or part Monday-Thursday.	LI01/C895 (D04)	LI01/C910 (3)	33.00	33.00
Street Trading Consent: per day or part Friday - Sunday.	LI01/C895 (D04)	LI01/C910 (3)	52.00	52.00
Street Trading Consent: Application Fee	LI01/C895 (D04)	LI01/C910 (3)	66.00	66.00
Graffiti removal kits.	EH01/C957 (D45)		13.00	13.00
Graffiti recharge of contractor removal cost.	EH01/C957 (D45)		Cost Recovery	Cost Recovery
<b>ENVIRONMENTAL HEALTH SERVICES</b>				
Food Certificates Export / Condemnation	EH01/C956 (D04)	EH01/S956 (3)	140.00 + officer time (£47p/h) & collection/ disposal	143.00 + officer time (£47p/h) & collection/ disposal
Pre application work - associated with S61 Control of Pollution Act (Prior consent for work on construction sites)	EH01/C956 (D40)	EH01/S956 (1b)	£50 per hour	£50 per hour
Expedited processing of applications made for prior consent for work on construction sites (noise)	EH01/S956 (D40)	EH01/S956 (1b)	£50 per hour	£50 per hour
<b>Stray Dog Fees</b>				
Statutory Fee	E700/C956 (D04)	3630/S956 (3)	25.00	25.00
Administration Fee	E700/C956 (D40)	3630/S956 (1b)	20.00	20.00
Kennelling fees per day		3630/S956 (1b)	15.50	15.50
Kennelling fees per day	E700/C956 (D40)		12.50	12.50
Collection of fees charge by SBDC		3630/S956 (1b)	40.00	40.00
Collection of fees charge (payable direct to kennels).	E700/C956 (D40)		15.00	15.00
Stray Dog Collection Charge	E700/C956 (D40)	3630/S956 (1b)	100.00	100.00
Discretionary Stray dog returned to owner from Kennels	E700/C956 (D40)	3630/S956 (1b)	75.00	75.00
Discretionary charge if dog returned to owner not gone to kennel or in transit to kennel		3630/S956 (1b)	70.00	70.00
Stray Dogs Out of Hours		3630/S956 (1b)	98.00	98.00

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ENVIRONMENTAL HEALTH SERVICES	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
<b>Food Hygiene Courses:</b>				
In-house group Hygiene Awareness Courses	EH01/C956 (D03)	EH01/S956 (4)	308.00	308.00
Improving your food hygiene rating (1/2 day) Minimum 7 delegates	EH01/C956 (D03)	EH01/S956 (4)	51.00	51.00
Health and Safety (for manual handling techniques) (1/2 day) in-house group courses (max 16 delegates)	EH01/C956 (D03)	EH01/S956 (4)	31.00	31.00
Introduction to HACCP (Hazard Analysis Critical Control Point) for Food Safety (1/2 Day). Minimum 4 delegates	EH01/C956 (D03)	EH01/S956 (4)	112.00	112.00
Level 2 Courses: Online e-learning course Food Hygiene and health and safety courses per candidate	EH01/C956 (D03)	EH01/S956 (4)	25.00	25.00
Level 3 Courses: Online e-learning course	EH01/C956 (D03)	EH01/S956 (4)		110.00
Level 2 Courses: 1 day Food Hygiene courses per candidate (includes lunch)	EH01/C956 (D03)	EH01/S956 (4)	86.00	86.00
BII Level 2 Personal License Holder course	EH01/C956 (D03)	EH01/S956 (4)	620.00	620.00
Level 2 Courses: 1 day Food and Health and Safety private in-house group courses (max 16 delegates)		EH01/S956 (4)	311.00	311.00
Level 2 Manual Handling per candidate	EH01/C956 (D03)	EH01/S956 (4)	86.00	86.00
Level 2 COSHH Course (1/2 day course) per candidate	EH01/C956 (D03)	EH01/S956 (4)	51.00	51.00
Level 3 Risk Assessment Course per candidate	EH01/C956 (D03)	EH01/S956 (4)	178.00	178.00
<b>Miscellaneous:</b>				
Food Hygiene Rating Scheme re-inspection	EH01/C956 (D03)	EH01/S956 (4)	150.00	150.00
Pre-inspection advisory visit up to 6 hours consultancy	EH01/C956 (D03)	EH01/S956 (4)	306.00 Additional hours at £47/hour	306.00 Additional hours at £49/hour
SFBB packs for existing businesses	EH01/C956 (D03)	EH01/S956 (4)	15.00	15.00
Investigating High Hedges complaints	EH01/C861 (D04)	EH01/S861 (4)	450.00	450.00
Other Advisory visits and services	EH01/C956 (D03)	EH01/S956 (4)	At cost (officers recharge rate £47 p/h)	At cost (officers recharge rate £49 p/h)

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MISCELLANEOUS SERVICES	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
Public health funerals	EH01/C785 (D04)	EH01/S785 (3)	cost of recovery of funeral and crematorium charges plus £47/hour officer charge	cost of recovery of funeral and crematorium charges plus £49/hour officer charge
Formulation of professional opinion on subject requested		EH01/S956 (3)	64.00 (minimum charge 64.00)	64.00 (minimum charge 64.00)
Charge for provision of witness statements under various Acts of Parliament		EH01/S956 (3)	64.00 (minimum charge 64.00)	64.00 (minimum charge 64.00)
Photographs in connection with the above		EH01/S956 (1a)	5.70	5.70
Application for loudspeaker in street consent		EH01/S956 (3)	43.00	43.00
Application for consent to unload vehicles before 9.00 9 a.m. on Sunday		EH01/S956 (3)	155.00	155.00
<b>Water Sampling at Private Supplies:</b>				
Revised charges from Private Water Supply				
PWS Risk assessment	EH01/C956 (D40)	EH01/S956 (1b)	500.00	500.00
PWS risk based sampling	EH01/C956 (D40)	EH01/S956 (1b)	100.00	100.00
PWS Investigation	EH01/C956 (D40)	EH01/S956 (1b)	100.00	100.00
PWS Granting authorisation	EH01/C956 (D40)	EH01/S956 (1b)	100.00	100.00
Analysing Samples Reg 10		EH01/S956 (1b)	25.00	25.00
Analysing Samples Check monitoring	EH01/C956 (D40)	EH01/S956 (1b)	100.00	100.00
Analysing Samples Audit monitoring	EH01/C956 (D40)	EH01/S956 (1b)	500.00	500.00
(No fee is payable where samples are taken and				
Photocopy Charge		EH01/S956 (1a)		
Return of Non Statutory and Governmental Questionnaires		EH01/S956 (1a)	Cost to be advised based on officers recharge rate and discretion to waive or adjust	
Provision of Non Statutory professional services in reply to commercial organisations		EH01/S956 (1a)	Cost to be advised based on officers recharge rate and discretion to waive or adjust	
Provision of CIEH accredited training courses		EH01/S956 (1a)	Cost of training provision and examination + administration and accommodation.	

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PEST CONTROL	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
Charges payable direct to contractor				
Rats		n/a	39.50	39.50
Mice		n/a	39.50	39.50
Wasps		n/a	39.00	39.00
Glis		n/a	84.00 plus returnable	84.00 plus returnable deposit for cage
Other public health insects		n/a	68.00	68.00

Free pest control services available in relation to Public Health pests to those in receipt of an income related benefits at the discretion of the Head of Healthy Communities or Environmental Health Manager.

Note: These prices are set by the contractor and may change during the life of the contract.

POLLUTION REDUCTION	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
<b>Contaminated Land:</b>				
Professional Opinion - Contaminated land enquiries per hour -			100.00	100.00
Copies of plans and information regarding a contaminated land site.	G450/C957 (D40)		£50+£47/hr	£50+£47/hr

**IPPC**

Permits Subsistence Charge - A2 Licence, LOW Risk Rated	EH01/C894 (D04)		79.00	**
Permits Subsistence Charge -A2 Licence, MEDIUM Risk Rated	EH01/C894 (D04)		158.00	**
Permits Subsistence Charge - A2 Licence HIGH Risk Rated	EH01/C894 (D04)		237.00	**
Permits Subsistence Charge - Part B Licence, LOW Risk Rated	EH01/C894 (D04)		113.00	**
Permits Subsistence Charge - Part B Licence, MEDIUM Risk Rated	EH01/C894 (D04)		226.00	**
Permits Subsistence Charge - Part B Licence, HIGH Risk Rated	EH01/C894 (D04)		341.00	**
Subsistence Mobile Crusher LOW	EH01/C894 (D04)		626.00	**
Subsistence Mobile Crusher MEDIUM	EH01/C894 (D04)		1034.00	**
Subsistence Mobile Crusher HIGH	EH01/C894 (D04)		1551.00	**
Subsistence Vehicle Refinisher LOW Risk	EH01/C894 (D04)		228.00	**
Subsistence Vehicle Refinisher MEDIUM Risk	EH01/C894 (D04)		365.00	**
Subsistence Vehicle Refinisher HIGH Risk	EH01/C894 (D04)		548.00	**
Subsistence Reduced Fee Activity LOW Risk	EH01/C894 (D04)		228.00	**
Subsistence Reduced Fee Activity MEDIUM Risk	EH01/C894 (D04)		365.00	**
Subsistence Reduced Fee Activity HIGH Risk	EH01/C894 (D04)		548.00	**
Application Fee - Standard Process	EH01/C894 (D04)			**
Application Reduced Fee Activity (except Vehicle Refinisher)	EH01/C894 (D04)		155.00	**
Application PVR 1 & 2	EH01/C894 (D04)		257.00	**
Application Vehicle Refinisher	EH01/C894 (D04)		362.00	**
Application - Mobile Crusher	EH01/C894 (D04)		1650.00	**
Part B Standard Process Transfer	EH01/C894 (D04)		497.00	**
Part B Standard Process Partial Transfer	EH01/C894 (D04)		169.00	**
Part B New Operator at low risk Reduced Fee Activity	EH01/C894 (D04)			**
Surrender all Part B Activities	EH01/C894 (D04)			**
Part B Substantial Change - Standard Process	EH01/C894 (D04)			**
Part B Substantial Change- Standard where substantial change results in new PPC activity	EH01/C894 (D04)			**
Part B Substantial Change- Reduced Fee Activity	EH01/C894 (D04)			**
Reduced Fee Activity - Partial Transfer	EH01/C894 (D04)		47.00	**
QUARTERLY PAYMENT OPTION ALL IPPC - Additional Charge	EH01/C894 (D04)			**

\*\* Fees not available until March 2019

HOUSING	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
<b>Houses with multiple occupation licensing fees:</b>				
New application - Stage 1	HO01/C800 (D04)		460.00	460.00
New Application - Stage 2	HO01/C800 (D04)		415.00	415.00
Renewal Application - Stage 1	HO01/C800 (D04)		380.00	380.00
Renewal Application - Stage 2	HO01/C800 (D04)		415.00	415.00
Late Application penalty (new and renewal applications)	HO01/C800 (D04)		165.00	165.00
<b>Housing Enforcement Charges:</b>				
Improvement/prohibition notice/orders (for 1st notice).	HO01/C800 (D04)		100.00	100.00
			50.00	50.00
Additional notices (maximum of £300/property) notice fee waived if complied with within timescales.	HO01/C800 (D04)			
Health and Housing Recharge costs: cost of contractor following service of a Statutory Notice plus officer time.	HO01/C800 (D04)		41.25	41.25

# PLANNING PORTFOLIO

## REVISED CHARGES FROM 1 APRIL 2019

VAT Codes:  
Chiltern  
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero  
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rate

BUILDING CONTROL	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£

The Building (Local Authority Charges) Regulations 2010 authorise Local Authorities in England & Wales to fix and recover charges for the performance of their main building control functions relating to building regulations in a charging scheme governed by the principles laid down in the Regulations. This scheme was adopted by the Council effective from 1<sup>st</sup> October 2010. The setting of charges is dealt with by the Building Control Manager in consultation with the Sustainability Portfolio Holder and the Head of Finance. Revised charges are subsequently reported to Members for information.

PHOTOCOPYING (1a)	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
A4 Sheet B/W	PP01/C940 (D45)	DM02/S940 (1a)	10p	10p
A4 Sheet Colour	PP01/C940 (D45)	DM02/S940 (1a)	20p	20p
A3 Sheet B/W	PP01/C940 (D45)	DM02/S940 (1a)	20p	20p
A3 Sheet Colour	PP01/C940 (D45)	DM02/S940 (1a)	40p	40p
Large maps re-produced by the Plotter		DM02/S940 (1a)	10.00	10.00
A2 - Per Sheet	PP01/C940 (D45)		No charge	No charge
A1 - Per Sheet	PP01/C940 (D45)		for emailed	for emailed
A0 - Per Sheet *1	PP01/C940 (D45)		copies	copies
Sale of Council Documents: Decision Notices & Tree Preservation	PP01/C940 (D45)		NIL	NIL

- Decision Notice (Planning)/Appeal
- Tree Preservation Orders
- Legal Agreements, etc.

**PLANNING PORTFOLIO**  
**REVISED CHARGES FROM 1 APRIL 2019**

Appendix  
Appendix C

VAT Codes:  
Chiltern  
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero  
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero ratec

PLANNING ADVICE AND INFORMATION	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
<u>Pre-Application Advice (1b)</u>				
Administration Charges (per hour)				
- Head of Service		DM02/S850 (1b)	264.00	317.00
- Area Team Manager		DM02/S850 (1b)	204.00	245.00
- All other planning officers/equivalent		DM02/S850 (1b)	180.00	216.00
- Assistant Planning Officer/Customer		DM02/S850 (1b)	N/A	
Site Visits – Flat Rate per officer		DM02/S850 (1b)	120.00	144.00
<b><u>Planning: Pre-Application / Post Decision Advice and Extant Enforcement Notices.</u></b>				
<b>Enlargement, improvement or other, alteration of existing dwelling and</b>				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	198.00	238.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	132.00	158.00
<b>New residential dwellings:</b>				
1 dwelling				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	456.00	547.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	306.00	367.00
2 dwellings				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	576.00	691.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	384.00	461.00
3 dwellings				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	810.00	972.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	540.00	648.00
4 dwellings				
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	690.00	828.00
6 - 10 dwellings				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	1,152.00	1,382.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	768.00	922.00
11 - 50 dwellings				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	2,298.00	2,758.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	1,530.00	1,836.00
51-75 dwellings				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	3,444.00	4,133.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	2,298.00	2,758.00
76-100 dwellings				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	4,584.00	5,501.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	3,060.00	3,672.00
101-150 dwellings				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	6,888.00	8,266.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	4,584.00	5,501.00
151+ dwellings				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	9,174.00	11,009.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	6,114.00	7,337.00

\*\* Charges for 19/20 are subject to approval in March 2019\*\*

**PLANNING PORTFOLIO**  
**REVISED CHARGES FROM 1 APRIL 2019**

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Chiltern  
South Bucks

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PLANNING ADVICE AND INFORMATION	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
<b>Commercial Development (Use Classes B1, B2, B8 and A1-A5)</b>				
1-100m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	462.00	554.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	306.00	367.00
101-500m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	864.00	1,037.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	576.00	691.00
501-1,000m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	1,296.00	1,555.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	864.00	1,037.00
1,001-5,000m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	2,298.00	2,758.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	1,530.00	1,836.00
5,001-10,000m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	4,584.00	5,501.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	3,060.00	3,672.00
10,001m <sup>2</sup> + (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	9,174.00	11,009.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	6,114.00	7,337.00
<b>Developments falling within Use Classes C1, C2, D1 and D2</b>				
1-100m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	462.00	554.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	306.00	367.00
101-500m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	864.00	1,037.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	576.00	691.00
501-1,000m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	1,296.00	1,555.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	864.00	1,037.00
1,001-5,000m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	2,298.00	2,758.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	1,530.00	1,836.00
5,001m <sup>2</sup> + (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	4,584.00	5,501.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	3,060.00	3,672.00
Change of use (C.O.U) of existing buildings or land with no increase in floor space *				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	462.00	554.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	306.00	367.00
* (a-excluding change of use to residential - for this, please see Category 2) (b- other than for (a) above, where an increase of floor-space is proposed as well as a C.O.U, the fee will be charged in the category of development of the proposed new use).				
<b>Agriculture and Forestry.</b>				
Erection of new buildings, glasshouses or poly-tunnels with a gross floor area up to 465m <sup>2</sup>				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	222.00	266.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	144.00	173.00
All other agricultural buildings and development.				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	462.00	554.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	306.00	367.00

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**PLANNING PORTFOLIO**  
**REVISED CHARGES FROM 1 APRIL 2019**

Appendix  
Appendix C

VAT Codes:  
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South Bucks

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PLANNING ADVICE AND INFORMATION	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
<b>Erection, alterations or replacement of plant or machinery.</b>				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	114.00	137.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	78.00	94.00
<b>Buildings and structures for equestrian purposes including stables, livery stables and riding schools.</b>				
1-40m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	234.00	281.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	156.00	187.00
41-75m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	348.00	418.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	234.00	281.00
76-1,000m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	576.00	691.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	384.00	461.00
1,001-3,750m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	1,152.00	1,382.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	768.00	922.00
3751m <sup>2</sup> + (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	2,298.00	2,758.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	1,530.00	1,836.00
<b>Erection or construction of gates, walls, fences or other means of enclosure other than within the curtilage of a dwelling and the construction of car parks, service roads and other means of access to land.</b>				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	198.00	238.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	132.00	158.00
<b>Advertisements.</b>				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	234.00	281.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	156.00	187.00
<b>Telecommunications development.</b>				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	576.00	691.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	384.00	461.00
<b>Outline Proposals:</b>				
All Outline Proposals will be charged at the same rate as if the proposal were for a full application.				
The request for advice will have to be accompanied by indicative drawings of the proposal.				
<b>Non-Material Amendments and Minor Material Amendments</b>				
Householder				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	168.00	202.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	108.00	130.00
Other				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	348.00	418.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	234.00	281.00
<b>Requests to withdraw extant Enforcement Notices</b>				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	402.00	482.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	270.00	324.00
<b>Requests to confirm that an extant Enforcement Notice has been complied with.</b>				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	462.00	554.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	306.00	367.00

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**PLANNING PORTFOLIO  
REVISED CHARGES FROM 1 APRIL 2019**

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PLANS, POLICIES AND PUBLISHED INFORMATION	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
South Bucks Core Strategy (Adopted February 2011)		PP01/S860 (2)	17.50	17.50
South Bucks District Local Plan 1999		PP01/S860 (2)	20.00	20.00
South Bucks Development Plan Proposals Map		PP01/S860 (2)	20.00	20.00
Core Strategy Inspectors Report		PP01/S860 (2)	4.20	4.20
Statement of Community Involvement		PP01/S860 (2)	8.60	8.60
Local Development Scheme (March)		PP01/S860 (2)	4.80	4.80
Residential Design Guide SPD (October 2008)		PP01/S860 (2)	9.40	9.40
Annual Monitoring Report (published in January each year)		PP01/S860 (2)	price based on normal	price based on normal photocopying
<b>Conservation Area Leaflets / Appraisals</b>				
Huntercombe (1977), Fulmer(1979), Hedgerley Village (1981), Hedgerley Green (1987), Iver (1982), Stoke Green (1987) and Stoke Park (1987)		PP01/S860	1.00	1.00
Boveney (1996), Burnham (2002)		PP01/S860	price based on normal photocopying charges	price based on normal photocopying charges
Dorney (1996) was sponsored			Free	Free
Taplow (2006), Taplow Riverside (2006), Uxbridge Lock (2006), Hampden Hill (2005), Beaconsfield Old Town (2006), Denham(2008), Gerrards Cross Common (2009), Gerrards Cross Centenary (2009), Stoke Poges - West End (2011), Framewood Road (2011) and subsequent documents		PP01/S860	price based on normal photocopying	price based on normal photocopying charges

**RESOURCES PORTFOLIO**  
**REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes:  
Chiltern (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=out  
South Bucks (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope

MISCELLANEOUS	2018/19	2019/20
	£	£

Permission for works at Council property or related matters	Variable hourly rate appropriate for officer	Variable hourly rate appropriate for officer
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SECTION 106 AGREEMENTS	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£

Deed of Variations	LE01/C956 (1b)	LE01/S956 (1b)	Fee subject to review	Fee subject to review
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New Agreements				
- individual properties/householder applications	LE01/C956 (1b)	LE01/S956 (1b)	Fee subject to review	Fee subject to review
- others i.e. affordable housing/landscape manag	LE01/C956 (1b)	LE01/S956 (1b)	variable hourly rate based on actual time (min £800 plus VAT)	variable hourly rate based on actual time (min £800 plus VAT)

For Information Environment Pag in January 2007 agreed these charges should be delegated to the Head of

LAND CHARGES	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£

Form LLC1	LC01/C945 (D04)	LC01/S945 (3)	20.00	20.00
Con29R – Required Enquiries	LC01/C944 (D45)	LC01/S944 (1a)	65.50	65.50
Total LLC1 & CON29R	LC01/C944 (D45)	LC01/S944 (1a)	85.50	85.50

CON 290 Enquiries – <i>Each</i> Optional Enquiry	LC01/C944 (D45)	LC01/S944 (1a)	15.00	15.00
Additional Enquiries (Solicitors own questions)	LC01/C944 (D45)	LC01/S944 (1a)	15.00	15.00

<b>Additional Parcels of Land:</b>				
Form LLC1	LC01/C945 (D04)	LC01/S945 (3)	5.00	5.00
Form CON29R	LC01/C944 (D45)	LC01/S944 (1a)	10.00	10.00

<b>SUBJECT:</b>	<b>CAPITAL STRATEGY AND CAPITAL PROGRAMME 2019/20 TO 2023/24</b>
<b>RELEVANT MEMBER:</b>	<b>Resources Portfolio Holder – Cllr Barbara Gibbs</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Director of Resources – Jim Burness</b>
<b>REPORT AUTHOR:</b>	<b>Capital Accountant – Jane Clarke – 01494 732 223</b>
<b>WARD/S AFFECTED:</b>	<b>All</b>

## 1. Purpose of Report

- 1.1 To present:
- The Capital Strategy.
  - The proposed Capital Programme for 2019/20 – 2023/24.

### **RECOMMENDATIONS**

**Cabinet is asked to recommend to Council:**

- 1. The Capital Strategy including the Capital Programme for 2019/20-2023/24 (Appendix A).**

## 2. Background

- 2.1 As part of the Council's budget process the Capital Programme is reviewed in order to assess, as part of the overall financial strategy of the Authority, what the scale and composition of the programme should be and the consequential funding implications for the financial strategy.
- 2.2 In recent years decisions have been undertaken to embark on a number of significant capital projects. These projects have changed the scale and composition of the capital programme, creating the need to finance these projects from borrowing.

## 3. Review of Capital Programme

- 3.1 The full Capital Programme is set out in the Capital Strategy.
- 3.2 Projects are grouped by Portfolio area, and the main items in the capital programme are as follows:

### Environment

- 3.3 A budget of £1.5m has been allocated in 2021/22 for waste vehicles, as the current waste contract is due to end in October 2021. In addition the need for an annual provision for Recycling and Replacement Bins is included in the programme for £55k p.a.

- 3.4 To address capacity issues construction of a Multi Storey Car Park in Gerrards Cross has been agreed. The budget of £13,051k, has been added, over the course of two years, 2019/20 and 2020/21.
- 3.5 A budget of £61k in 2019/20 and £10k pa thereafter for Car Park Enhancements, has also been included, for general works to other car parks within the district.
- 3.6 The Taplow Moorings along the river edge need improvement and H&S works in order to stop the river undercutting the current bank. These are a legal obligation on the Council as the riparian owner. A consultant will need to be engaged to inform what essential works need to be carried out. This is initially estimated to cost £100k over the next two years.

#### Healthy Communities

- 3.7 £50k pa of Home Renovation Grants and Flexible Home Loans are included in the programme, to undertake works in default or to support the delivery of housing improvements in accordance with the Private Sector Housing Strategy Financial Assistance Policy by offering grants / loans to vulnerable householders requiring improvements to their property (heating, insulation, repairs, and disability adaptations).
- 3.8 Disabled Facilities Grants are the responsibility of local authorities to provide. The cost of the grants, are met from an allocation from the Better Care Fund administered by the Health & Wellbeing Board (this was £588k in 2018/19) so that there is no net cost falling to South Bucks. This is an annual programme of grant support.
- 3.9 The Council has started redeveloping the old Academy golf site as a country park facility. The total budget for constructing the new South Bucks Country Park is £2.080m, and these costs will be met from income gained during the redevelopment from soil importation.
- 3.10 Following the acquisition of Gerrards Cross Police Site, a redevelopment of the site is being undertaken to support the delivery of housing, and to generate income for the Council, which are key priorities referred to in the Capital Strategy. A budget of £8.62m has been agreed over 3 years.
- 3.11 An Affordable Housing Action Plan is to be undertaken during the course of the next five years, and this proposes the Council embarks on acquiring properties for the purpose of meeting local housing needs as highlighted in the Capital Strategy.

#### Customer Services & Business Support

- 3.12 A rolling programme for ICT of £20k is included in the programme for the replacement of equipment and further alterations. Additionally a budget of £15k has been rephrased to 2019/20 for a new software for Cemeteries and SPMG in the district.
- 3.13 A Customer Experience Strategy Programme has been initiated to facilitate the centralisation and transformation of customer services, increasing efficiency and delivering savings across CDC and SBDC. SBDC's share of this project is £296k, over two years.

Resources

- 3.14 The Council has responsibility under the lease for Capswood for the plant, equipment and internal decorations. There are several projects identified to be carried out over the next 5 years, with £180k budgeted in 2019/20.
- 3.15 Other capital works include the extension to Parkside Woodland Burial Site, with a budget of £199k, and upgrading elements of the Beacon Centre including ventilation cooling units and extractor fans.
- 3.16 A budgeted figure of £250k has been included to undertake the extension of the Stoke Poges Memorial Gardens.

**4. Consilio**

- 4.1 In addition to the main SBDC capital programme, SBDC may also undertake investments via Consilio. The individual investments will be undertaken by Consilio, however SBDC will act as lender for these investments. There is a separate section in the Capital Strategy related to Consilio investments.

**5. Commuted Sums Programme**

- 5.1 In the context of capital investment it is important to recognise funding available from planning commuted sum agreements for affordable housing developments. Currently the commuted sum balance is:

	Balances as at 4.1.19 £
s106 Monies - Conditional	0
s106 Monies - Unconditional	1,618,515
<b>Total</b>	<b>1,618,515</b>

- 5.2 These sums are applied in line with the Council's Housing Strategy which sets out the range of options available to use these funds for the provision of affordable housing. All of these funds have been allocated for specific projects.

**6. Consultation**

- 6.1 Consultation is with the Overview and Scrutiny Committee.

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**7. Corporate Implications**

- 7.1 The programme in the Capital Strategy covers the period until 2024. Over this period new calls for capital expenditure will arise linked to the Council's Business Plan and Financial Strategy.
- 7.2 To sustain the size of the programme and allow scope for new schemes, additional resources will need to be made available. The scope for generating significant new capital receipts is very limited; therefore, the Council will need to borrow to finance proposed capital projects.
- 7.3 The capital programme is part of the Council's overall financial strategy, as the capital and revenue budgets are interlinked.

**8. Links to Council Policy Objectives**

- 8.1 The Council's Code of Corporate Governance highlights the importance of having in place clearly documented processes for policy development, review and implementation, decision making, and monitoring and control. Following from this is the requirement for sound financial management, being able to demonstrate resources are aligned to the corporate priorities of the Council, and that any material risks are assessed. Having a medium term financial strategy is a key element in demonstrating this principle. Establishing a sound and sustainable financial base is important for delivery of the Council's objectives.

**9. Next Steps**

- 9.1 Following views of the Overview and Scrutiny Committee the report will be considered by the Cabinet, and then by Council in February 2019.

<b>Background Papers:</b>	None
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## SOUTH BUCKS DISTRICT COUNCIL CAPITAL STRATEGY

### Purpose

The Capital strategy for the Authority is intended to describe how the Authority will use and manage its capital resources to progress the Council's key priorities.

### Key Priorities of the Strategy

The key Council priorities are as follows.

Priority	Pressure/Issue	Response
Financial Stability & Resilience	<p>Fair Funding review likely to have a negative impact on resources for Bucks authorities from 20/21 onwards.</p> <p>Funding coming totally from local resources makes SBDC more vulnerable to impact of economic recession.</p>	<p>Strategy to increase income from strategic review of assets.</p> <p>Strengthen level of reserves.</p> <p>Use prudential borrowing to finance major capital projects.</p> <p>Strong control on costs.</p> <p>Identify efficiencies through transformation and joint working.</p> <p>Explore potential for income generating projects.</p>
Local Housing Needs	<p>At end of 2018/19 60+ families in temporary accommodation.</p> <p>Increasing numbers on local housing waiting list.</p> <p>Affordability issues have led to RSL development largely ceasing in the area.</p>	<p>Identify sites for affordable housing development, initially Bath Rd &amp; Tatling End.</p> <p>Housing development sites identified in new Local Plan.</p> <p>Private Sector Leasing Schemes in place with RSLs to address temporary accommodation needs.</p> <p>Use s106 funding.</p>
Parking Strategy	<p>Capacity issues in car parks in Gerrards Cross and Beaconsfield.</p> <p>Growing parking issues in Iver.</p>	<p>Project to expand Gerrards Cross Car Park.</p> <p>Strategic car park review to identify car parking expansion/development needs and opportunities in other towns</p>
Maximising use of Property Assets	<p>Need to generate additional income to help bridge funding gap.</p> <p>Need to identify housing sites.</p> <p>Car parking issues</p>	<p>A number of projects identified in strategic asset review.</p> <p>Setting up of Consilio Property Ltd to develop property portfolio for income generation and other key priorities, funded by loans from Council supported by prudential borrowing.</p> <p>Explore specific development</p>

Priority	Pressure/Issue	Response
		opportunities in Beaconsfield as part of long term plans.
Leisure needs, including Farnham Park	<p>GLL contract renewal in 2020. Potential impact of closure of Evreham Centre. Evreham operation is subsidised by SBDC/BCC.</p> <p>Issues from Open Spaces and Playing Pitches needs reviews. Improving the financial position of the Farnham Park Playing Fields.</p> <p>Development of South Bucks Country Park.</p>	<p>Use results of Open Spaces and Playing Pitches needs review to develop plans for alternative options to meet needs current provided at Evreham.</p> <p>Opportunity to reduce Evreham revenue subsidy.</p> <p>Development underway for South Bucks Country Park at nil net cost to the Council.</p> <p>Develop strategy for Farnham Park Playing Fields based on options analysis.</p>
Supporting local businesses	<p>Expanding and improving broadband quality and coverage in the area.</p> <p>With increased reliance on business rates funding important to sustain and grow tax base.</p>	<p>Work with LEP on investment to support businesses.</p> <p>Establish economic development links with HAL.</p>
The local environment	<p>Concern over impact of major developments in Iver area. Implications of Local Plan, and any green belt release.</p>	<p>Update strategic asset review work in the context of the new Local Plan.</p> <p>Work with LEP on infrastructure investment in the Iver area to mitigate local issues.</p>
Joint Working including Transformation	<p>Need to address funding gap forecast to arise.</p> <p>Responding to changing needs of residents and customers.</p> <p>Need to maintain drive for efficiency in service delivery.</p>	<p>Stronger in Partnership Programme and in particular Customer Experience Strategy.</p>

### Key Documents Influencing the Capital Strategy

The Strategies influencing the Capital Strategy are:

- Medium Term Financial Strategy
- Treasury Management Strategy
- Asset Management Plan
- Housing Strategy
- ICT Strategy
- Consilio Property Ltd Business Plan and Investment Strategy.



The Treasury Management Strategy's relationship to the Capital Strategy is important as it needs to demonstrate that any external liabilities or long term liabilities are prudent and financially sustainable.

The Asset Management Plan sets out how the Council will use its assets to optimise revenue and create income streams for the Council.

## **Principles**

The key principles underpinning the Capital Strategy are:

- Using capital resources and prudential borrowing to support the Council's key priorities.
- Managing the revenue implications of the capital programme.
- Having in place project management to enable effective delivery of objectives and manage risk.
- Optimise the use of Council capital and asset resources.

## **Financing**

The Strategy will be financed using the following funding sources:

- Prudential Borrowing
- Capital Receipts
- Earmarked revenue funds
- Leasing
- Grant / lottery funding
- Joint ventures or other forms of partnerships.

Prudential borrowing will generally be used for large projects, where detailed business cases have been prepared. As the Council's scope for generating capital receipts is limited prudential borrowing will also be used to fund essential smaller scale capital projects.

The Council may decide to earmark from its revenue reserves sums to finance specific projects. These include contributions received under planning agreements (s106 agreements).

Leasing will be considered for vehicles and plant that will need to be periodically replaced and the cost of leasing is comparable with the Council financing the asset itself.

Grant or lottery funding will be explored where there is a realistic chance of success.

For certain projects it may be appropriate for the Council to consider a joint venture arrangement where risk and reward is shared, or where an external partner would enable a project to proceed, which otherwise would not be possible.

## **Governance**

### Roles and Responsibilities

#### Members

Members have the responsibility for agreeing the key aims and priorities of the Authority and that these are reflected in the Capital Strategy. They also need to ensure that adequate resources are in place to support the delivery of the priorities, and that the Authority has a sound system for financial management and control.

#### Managers

Managers responsible for services or groups of services have the requirement to set out through their Service Plans and budgets how they will progress the Council's aims in the areas under their control. They will be required to identify clearly the resource implications and any risks or dependencies associated with their Service Plan. Value for money, customer views and efficiency will feature in their service planning. If required by the Council's overall financial position managers will be required to identify savings options, but these should aim to minimise as far as possible the impact on the Council's key priorities. They will follow the Authority's procedures for financial management and control. This includes monitoring their budgets in accordance to the requirements of the Authority's budget monitoring processes. For major investment projects they will ensure appropriate project governance is in place and business cases produced.

#### s151 Officer

The designated s151 officer has the responsibility to ensure members and officers are provided with the appropriate financial advice and information to support their service and financial planning, and this includes identifying the key financial risks facing the Authority. The role also has responsibility for ensuring managers have the appropriate support to manage their budgets. The officer is also responsible for advising members on business plans for any trading companies established by the Council. The post is responsible for ensuring adequate financial systems and controls are in place to manage the Authority's financial affairs.

#### Project Management

The capital schemes comprising the strategy will be managed in accordance with the Council's project management methodology. This means that:

- All projects will have an identified sponsor and project manager.

- Project initiation documents will be in place identifying clearly the intended outcomes, timescales and risks.
- Major investment projects will be supported by option appraisals and business cases. This is particularly relevant in respect of Consilio investments.

Any procurements undertaken will comply with the Council's procurement rules and Contract Standing Orders.

Where the Council decides to undertake external financing of investment projects it will ensure this is based on the requirements of the Prudential Code<sup>1</sup>. The Treasury Management Strategy will be reviewed annually, and will set out the Prudential Indicators for the Authority in order to demonstrate the affordability of any borrowing undertaken in support of the Medium Term Financial Strategy and the Capital Strategy.

The inter-relationship of the three strategies need to be understood, as at the heart of the relationship is how the authority manages the financial risks of those elements of its plans that involve external borrowing to achieve outcomes that are key to the Council's medium term objectives.

### **Review of the Strategy**

The principles and key elements of the Strategy should not change significantly from year to year, other than to adjust for any new supporting policies or strategies that may have been developed. The detail of the strategy will be reviewed annually in the light of the progress of the programme and available resources.

### **Capital Strategy 2019 - 2024**

The Council's Capital Strategy is strongly influenced by the objectives of the Medium Term Financial Strategy. Due to the limitations on the available revenue and capital it is anticipated that the capital programme will rely on a significant level of prudential borrowing. For planning purposes estimates have been made of the level of borrowing required over the Strategy period.

The capital programme includes the following significant projects:

- Redevelopment of the ex-Police Station site at Tatling End, for a mixture of market and affordable rent, which is in progress. The market rented units are expected to be transferred to the Consilio Property Company to manage at the end of the construction in 2020/21.

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<sup>1</sup> Prudential Code for Capital Finance in Local Authorities issues by CIPFA.

- The development for affordable / temporary accommodation the Council owned land at Bath Road using s106 funding, which completes in the current financial year.
- A housing improvement grants programme funded by Government grants.
- The funding of a private sector leasing scheme with Paradigm to provide temporary accommodation units.
- The expansion of the Gerrards Cross Car Park as part of a strategy to address car parking issues in the town.
- Provision for the acquisition of refuse vehicle for the new waste collection contract in 2021/22.
- Provision of finance to investment in Consilio Property Ltd to develop its property portfolio.

Housing grants are anticipated to form a significant part of the programme for a number of years with funding coming via the Better Care fund administered by the Adult Health & Wellbeing Board for Buckinghamshire. Increasingly the expenditure will be linked to integrated strategies with Health and Social Care to keep people in their homes longer and minimise hospital stays.

In 2021/22 the Council will need to consider the replacement of the refuse fleet. This will be tied in with retendering the current contract, and at that stage an evaluation will be undertaken whether to lease or acquire any new vehicles required under the contract.

Finally there is the maintenance of existing assets which comprises projects of varying scales. The projects fall under the following main groupings.

- Capswood offices (lease ends 2026)
- Other Council buildings
- ICT infrastructure
- Car parks
- Waste and recycling facilities.

The overall size of the programme over time will be affected primarily by the ability of the revenue budget to support the cost of financing new investment by prudential borrowing as the Council's asset strategy does not envisage any significant asset disposals.

### **Commercial Investment Strategy with Consilio Property Ltd**

The Council established Consilio Property Ltd in order to acquire properties to progress the Council's objectives of supporting the local economy, and to generate income to support services. Therefore any loans to the company need to be looked at from an investment point of view consistent with the Council's Treasury Management Strategy. This means that the order of priority has to be security of public funds over return on investment. In the

initial phase of its investment with Consilio the focus will be on establishing a core of sound and secure investments from which the portfolio will develop.

Consilio's commercial investment strategy whilst being an element within the Council's overall Medium Term Financial Strategy, is not a dominant factor in the Strategy.

Any investments will be supported by detailed acquisition appraisals that identify the risks and returns. Acquisitions will be in accordance with the Investment Strategy agreed by the Consilio Board. Focus will be on the strength of any leases, quality of tenants and condition of the assets. There are clear processes in place that enable the Council to have access to all the necessary detail to make a judgement on any investment. This includes access to independent external advice on any proposal.

The Council's loans are secured against the assets of Consilio as a whole, in practise this means that in its initial years there is a direct relationship between loans and specific properties. There is not a requirement for the assets to appreciate in value, but there is an expectation that they could be disposed of if the Council required early repayment of the loans.

The overall level of SBDC investment will be proportionate to the Council's financial scale and in line with the Prudential Codes requirements for affordability and sustainability. To date Consilio has undertaken one acquisition funded by the Council. The key details of which are:

- Property type – Budget Hotel
- Amount of Loan to Consilio - £5.5m
- Duration of loan - 10 yrs
- Interest rate to Consilio 3.29%

As the Council is undertaking Prudential Borrowing it is important to be aware of the impact in terms of the revenue budget over time. This is illustrated by the Treasury Management Prudential Indicators that form part of the Treasury Management Strategy. The key ones in terms of the Capital Strategy are:

#### Ratio of financing costs to net revenue income stream

The indicator shows how much of a Council's revenue budget has to be allocated towards interest payments, net of investment income.

	2017/18 Actual £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
Financing Costs <i>ie net investment income plus interest payments</i>	(163)	(150)	(100)	181	521
Net Revenue Income Stream <i>ie Budget Requirement</i>	7,460	7,398	7,642	7,774	8,474
Ratio	2.18%	2.03%	1.31%	(2.33)%	(6.13)%

Capital Financing Requirement

The Capital Financing Requirement (CFR) provides details of an authority's underlying need to borrow.

	2017/18 Actual £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
SBDC Capital Financing Requirement at year end	0	2,651	8,841	20,132	22,622
Movement in CFR	0	2,651	6,190	11,291	2,488

Breakdown of Movement in CFR					
Net financing need for the year	0	2,651	6,190	11,551	3,000
Minimum Revenue Provision (MRP)	0	0	0	(260)	(512)
Movement in CFR	0	2,651	6,190	11,291	2,488

These indicators clearly show the increase in the Council's borrowing implied by the Capital Strategy. The affordability of the Strategy needs to be considered in the context of the Medium Term Financial Strategy, however it is important for the Council's overall Medium Term Financial Strategy that the significant projects designed to generate income and contain housing costs achieve their objectives.

**Director of Resources**  
**December 2018**

**APPENDIX - SOUTH BUCKS DC CAPITAL PROGRAMME 2019 – 2024**

<b>SBDC Capital Programme 2019/20 - 2023/24</b>	<b>Original Budget 19/20</b>	<b>Original Budget 20/21</b>	<b>Original Budget 21/22</b>	<b>Original Budget 22/23</b>	<b>Original Budget 23/24</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Environment</b>					
Refuse / Street Cleansing Vehicles	40,000		1,500,000		
Recycling Initiatives & Bins	55,000	55,000	55,000	55,000	55,000
Station Road Car Park, GX	3,000,000	10,051,000			
Car Park Enhancements	60,985	10,000	10,000	10,000	10,000
Taplow Moorings	15,000	85,000			
<b>Healthy Communities</b>					
Home Renovation Grants / Flexible Home Loans	50,000	50,000	50,000	50,000	50,000
Disabled Facility Grants	588,000	588,000	588,000	588,000	588,000
The South Bucks Country Park Leisure Facility	900,000	600,000			
Tatling End Housing Project (Police Site)	5,910,000				
Affordable Housing Action Plan (acquisitions)	280,000	1,500,000	1,500,000	1,500,000	1,500,000
<b>Customer Services &amp; Business Support</b>					
IT: Replacement equipment/alterations	20,000	20,000	20,000	20,000	20,000
ICT Projects - Cemeteries Software	15,000				
Customer Experience Strategy Programme	116,030				
<b>Resources</b>					
Capswood Maintenance & Works	180,000	10,000		25,000	20,000
Other Capital Works (see breakdown below)	198,566	14,200		16,000	
SPMG Extention		250,000			
<b>Capitalisation of Salary Costs</b>					
Capital Salaries	68,360				
	<b>11,496,941</b>	<b>13,233,200</b>	<b>3,723,000</b>	<b>2,264,000</b>	<b>2,243,000</b>
<b>Breakdown of other Capital Works</b>	<b>Original Budget 19/20</b>	<b>Original Budget 20/21</b>	<b>Original Budget 21/22</b>	<b>Original Budget 22/23</b>	<b>Original Budget 23/24</b>
Other Properties	0	0	0	0	0
Beacon Centre		14,200		16,000	
Parkside Woodland Burial Extension	198,566				
	<b>198,566</b>	<b>14,200</b>	<b>0</b>	<b>16,000</b>	<b>0</b>
<b>Sources of Funding</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Housing subsidy re DFG's via Better Care Fund	588,000	588,000	588,000	588,000	588,000
Income generated from SB County Park Site	900,000	1,350,000			
Borrowing - Station Road Car Park	3,000,000	10,051,000			
Borrowing - Tatling End Housing	5,910,000				
Borrowing - Affordable Housing Action Plan	280,000	1,500,000	1,500,000	1,500,000	1,500,000
Borrowing - Refuse Vehicles			1,500,000		
Borrowing - General Projects	818,941	-255,800	135,000	176,000	155,000
	<b>11,496,941</b>	<b>13,233,200</b>	<b>3,723,000</b>	<b>2,264,000</b>	<b>2,243,000</b>

## DEFINITION OF CAPITAL EXPENDITURE

All expenditure that can be directly attributed to the acquisition, creation or enhancement of items of property, plant and equipment or the acquisition of rights over certain longer-term intangible benefits is accounted for on an accruals basis and capitalised as a non-current asset. It must be probable that the future economic benefits or service potential associated with the item will flow to the Council - the Council does not have to own the item but it must be more than likely that it has gained the right to use the item in the provision of services or to generate cash from it. In addition it must be possible to measure the cost of the item reliably.

Expenditure that should be capitalised will include expenditure on the:

- Acquisition, reclamation or laying out of land
- Acquisition, construction, preparation, enhancement or replacement of roads, buildings and other structures
- Acquisition, installation or replacement of movable or immovable plant, machinery, apparatus, vehicles and vessels

In this context, the definition of enhancement contained in the previous Code of Practice (SORP) is still applicable and means the carrying out of works which are intended to:

- Lengthen substantially the useful life of the asset, or
- Increase substantially the market value of the asset, or
- Increase substantially the extent to which the asset can or will be used for the purpose or in conjunction with the functions of the local authority concerned.

Under this definition, improvement works and structural repairs should be capitalised, whereas expenditure to ensure that the fixed asset maintains its previously assessed standard of performance should be recognised in the revenue account as it is incurred.

Expenditure on existing fixed assets should be capitalised in three circumstances:

- Enhancement - see above
- Where a component of the fixed asset that has been treated separately for depreciation purposes and depreciated over its individual useful life is replaced or restored
- Where the subsequent expenditure relates to a major inspection or overhaul of a fixed asset that restores the benefits of the asset that have been consumed by the authority and have already been reflected in depreciation

Assets acquired on terms meeting the definition of a finance lease should be capitalised and included together with a liability to pay future rentals.

Where an asset is acquired for other than cash consideration or where payment is deferred the asset should be recognised and included in the balance sheet at fair value.



<b>SUBJECT:</b>	<b>TREASURY MANAGEMENT STRATEGY 2019/20</b>
<b>REPORT OF:</b>	<b>Resources Portfolio Holder – Cllr B Gibbs</b>
<b>RESPONSIBLE OFFICER</b>	<b>Director of Resources</b>
<b>REPORT AUTHOR</b>	<b>Helen O'Keeffe, Capital &amp; Treasury Manager,  <a href="mailto:hokeeffe@chiltern.gov.uk">hokeeffe@chiltern.gov.uk</a>, 01494 732781</b>
<b>WARD/S AFFECTED</b>	<b>All</b>

## 1. Purpose of Report

- 1.1 To advise the Portfolio Holder on the Treasury Management Strategy and related policies that should be adopted by the Council for 2019/2020. This report was considered by Overview and Scrutiny Committee on 29 January 2019.

### **RECOMMENDATION**

**Cabinet is requested to consider and make any comments on the Strategy and related appendices, to recommend to Council.**

## 2. Executive Summary

- 2.1 The Council is required to formally review its treasury management policies each year as part of determining what level of returns will be achieved from investments. The format of the treasury management policies is defined by the Code of Practice adopted by the Council, and is required to be approved by the Council on recommendation from the Cabinet.
- 2.2 The treasury management policies underpin the strategy for the year in question, which seek to achieve a level of investment return and efficiently manage any borrowing. External borrowing which was planned in 2018/19 to facilitate a major capital project has not been required. However, in order to facilitate the planned capital programme in 2019/20 it will be necessary to borrow funds, and this will be in accordance with the Capital Strategy. The Treasury Management Strategy and the Capital Strategy are two key related documents that underpin the Council's compliance with the Prudential Code for Capital Finance.
- 2.3 The Council has been debt free for many years so this represents a substantial change in approach.

## 3. Background

- 3.1 The Council adopted the CIPFA code of practice on Treasury Management in June 2002, which includes the creation of a Treasury Management Strategy, which sets out the policies, and objectives of the Council's treasury management activities for the year ahead.

3.2 The Code was updated in December 2017, the key requirements of which are detailed in the Treasury Management Strategy (Appendix 1).

#### **4. Treasury Management Strategy 2019/20**

4.1 The Treasury Management Strategy 2019/20 is attached as Appendix 1. In essence the proposed strategy is as follows, and makes appropriate recognition of the Government's advice to prioritise security and liquidity over returns.

- Borrowing will be required in order to deliver the Council's Capital Strategy and its related capital programme. Borrowing will be entered into once significant capital projects have been approved.
- Cash is unlikely to be available for investment over time periods greater than one year.
- Interest rates are expected to increase slightly on previous years, although it will be challenging to achieve high investment returns.
- The expected return for 2019/20 from the proposed strategy is £100,000.

#### **5. Consultation**

5.1 Consultation is with the Overview and Scrutiny Committee within the framework set by the Code of Practice.

#### **6. Options**

6.1 The framework set by the Code of Practice means that options effectively relate to the judgements and risk assessments made when finalising the Strategy around likely returns, counterparty risks, and liquidity issues related to the level of available cash balances.

#### **7. Corporate Implications**

7.1 Budgeted investment income in 2019/20 is based on interest rates remaining below 1%. Although borrowing will not be undertaken in advance of need, there will be some short term timing differences where funds will be borrowed and not yet required for the payment of suppliers as part of projects in the approved Capital programme. Any temporary surplus funds will be invested on a short term basis until they are required.

7.2 Based upon the recommendations outlined in the Treasury Management Strategy the estimated investment return for 2019/20 is £100,000.

7.3 As with any budget based on forecasts of future interest rates there is a risk of variation due to factors outside of the Council's control. This risk will need to be taken into account in determining the level of reserves held by the Authority.

- 7.4 The Local Government Act 2003 requires the Council to have regard to the Prudential Code and to set Prudential Indicators for the next 3 years to ensure that the Council's capital investments plans are affordable, prudent and sustainable. This is particularly relevant now that the Authority is planning to undertake external borrowing.
- 7.5 The Act requires the Council to set out its Treasury Strategy and to prepare an Annual Investment Strategy which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
- 7.6 It is a statutory requirement under section 33 of the Local Government Finance Act 1992, for the Council to produce a balanced budget. In particular, section 32 requires a local authority to calculate its budget requirements for each financial year to include the revenue costs that flow from capital financing decisions. This, therefore, means that increases in capital expenditure must be limited to a level whereby increases in charges to revenue from:
- loss of investment interest caused by the use of capital receipts to finance additional capital expenditure.
  - any increases in running costs from new capital projects.
  - any interest payable on loans
- are limited to a level which is affordable within the projected income of the Council for the foreseeable future as part of the Council's overall Medium Term Financial Strategy.

## **8. Links to Council Policy Objectives**

- 8.1 The Council's Treasury Management Strategy is a key element to the overall Medium Term Financial Strategy. The Treasury Management Strategy and the Capital Strategy are two key related documents that underpin the Council's compliance with the Prudential Code for Capital Finance.

## **9. Next Steps**

- 9.1 Following views from the Overview and Scrutiny Committee, the Strategy will be considered by the Cabinet in February. Cabinet will then recommend to the Council the Strategy.
- 9.2 The implementation and monitoring of the strategy and policy will be undertaken by reports to the Resources PAG.

<b>Background Papers:</b>	None
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**South Bucks District Council**  
**Treasury Management Strategy**  
**2019/2020**

## 1. Background

- 1.1. The Council adopted the CIPFA Code of Practice on Treasury Management in June 2002, which includes the creation of a Treasury Management Strategy, which sets out the policies, and objectives of the Council's treasury management activities for the year ahead. The Code was reviewed and updated in December 2017, and the key requirements of the Code are detailed below.
- a) All councils must formally adopt the Code and four clauses, these are shown in Appendix 1A which also sets out the scheme of delegation and the treasury management role of the section 151 officer.
  - b) The strategy report will affirm that the effective management and control of risk are prime objectives of the Council's treasury management activities. This is consistent with the approach always adopted by this Council.
  - c) The Council's appetite for risk must be clearly identified within the strategy report, including any use of financial instruments for the prudent management of those risks, and will affirm that priority is given to security of capital and portfolio liquidity when investing treasury management funds.
  - d) Responsibility for risk management and control lies within the organisation and cannot be delegated to any outside organisation. This is something the Council has always been very clear about, in that whilst it uses advisers and external sources of information, that it is the officers and Members of the authority who are accountable for policy and decisions.
  - e) Credit ratings should be used as a starting point when considering risk. Use should also be made of market data and information, the quality financial press, information on Government support for banks and credit ratings of that Government support.
  - f) Councils need a sound diversification policy with high quality counterparties and should consider setting country, sector and group limits.
  - g) Borrowing in advance of need is only to be permissible when there is a clear business case for doing so and only for the current capital programme. Although borrowing will not be undertaken in advance of need, there will be some short term timing differences where funds will be borrowed and not yet required for the payment of suppliers. Any surplus funds will be invested on a short term basis until they are required.
  - h) The main annual treasury management reports must be approved by full Council.
  - i) There needs to be, at a minimum, a mid-year review of treasury management strategy and performance. This is intended to highlight any areas of concern that have arisen since the original strategy was approved. For South Bucks this requirement is met by the regular reports to the Resources Policy Advisory Group.

- j) Each council must delegate the role of scrutiny of treasury management strategy and policies to a specific named body. For South Bucks this is carried out by the Overview & Scrutiny Committee.
- k) Treasury Management performance and policy setting should be subjected to prior scrutiny. This is achieved via the regular discussions on Treasury Management at the Resources PAG.
- l) Members should be provided with access to relevant training. The Council's treasury management advisers provided training most recently in September 2015 which outlined relevant legislation, the Code of Practice, Members' responsibilities and operational issues.
- m) Those charged with governance are also personally responsible for ensuring they have the necessary skills and training.
- n) Responsibility for these activities must be clearly defined within the organisation.
- o) Officers involved in treasury management must be explicitly required to follow treasury management policies and procedures when making investment and borrowing decisions on behalf of the Council.
- 1.2. This strategy statement has been prepared in accordance with the Code. As in previous years the Council's Treasury Management Strategy will be approved annually by the full Council. In addition there will also be regular monitoring reports to Resources PAG, one of which will be the annual report. In addition the Resources Portfolio Holder will be emailed each month with information showing where the Council's investment portfolio has been invested. The aim of these reporting arrangements is to ensure that those with ultimate responsibility for the treasury management function appreciate fully the implications of treasury management policies and activities, and those implementing policies and executing transactions have properly fulfilled their responsibilities with regard to delegation and reporting.
- 1.3. The Council will adopt/reaffirm the following reporting arrangements in accordance with the requirements of the revised Code:-

Area of Responsibility	Reporting Arrangements	Frequency
Treasury Management Policy	Overview & Scrutiny Cmm/Cabinet/Council	Reviewed annually.
Treasury Management Strategy Annual Investment Strategy MRP policy	Overview & Scrutiny Cmm/Cabinet/Council	Annually before the start of the financial year
Treasury Management Strategy Annual Investment Strategy MRP policy – in year reporting	Overview & Scrutiny Cmm/Cabinet	Appropriate report to Cabinet
Treasury Management Strategy Annual Investment Strategy MRP policy – updates or revisions at other times	Overview & Scrutiny Cmm/Cabinet/Council	As appropriate

Annual Treasury Outturn Report	Resources PAG/Cabinet	Annually by 30 <sup>th</sup> September after the end of the year
Monitoring Reports	Resources PAG/Cabinet	Regularly
Investment Portfolio Detail	Resources Portfolio Holder	Monthly
Scrutiny of treasury management strategies & performance	Overview and Scrutiny Committee	Particular focus when considering annual Strategy

- 1.4. The Local Government Act 2003 and supporting regulations requires the Council to have regard to the CIPFA Prudential Code and the CIPFA Treasury Management Code of Practice to set Prudential and Treasury Indicators for the next three years to ensure that the Council's capital investments plans are affordable, prudent and sustainable. These indicators are especially relevant now that the Council is proposing to undertake borrowing to finance a number of significant projects.
- 1.5. The Act requires the Council to set out its Treasury Strategy and to prepare an Annual Investment Strategy which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
- 1.6. It is a statutory requirement under section 33 of the Local Government Finance Act 1992 for the Council to produce a balanced budget. In particular, section 32 requires a local authority to calculate its budget requirements for each financial year to include the revenue costs that flow from capital financing decisions. This, therefore, means that increases in capital expenditure must be limited to a level whereby increases in charges to revenue from:
- Loss of investment interest caused by the use of capital receipts to finance additional capital expenditure
  - Any increases in running costs from new capital projects
  - Any interest payable on loans
- are limited to a level which is affordable within the projected income of the Council for the foreseeable future.
- 1.7. The Council employs Link Asset Services to provide treasury management advice. The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon external service providers. The external treasury management service does not recommend specific strategies for authorities as they are not investment managers, but aims to ensure authorities take relevant matters into consideration and identify investment options to possibly consider. It is recognised that there is value in employing an external organisation in order to access specialist skills and resources. This was exemplified by the joint member briefing undertaken in September 2015. The Council contract with Link Asset Services is a joint one with Chiltern District Council, which expires on 31 December 2019.

## 2. Prospects for Interest Rates and Economic Background



2.1. Part of the service provided by the Council's treasury management advisers is to assist the Council to formulate a view on interest rates. The following table gives the Link Asset Services central view on the bank rate and short term money rates.

	2018	2019				2020	
	Dec	Mar	Jun	Sept	Dec	Mar	Jun
Bank Rate	0.75%	0.75%	1.00%	1.00%	1.00%	1.25%	1.25%
3M LIBID	0.80%	0.90%	1.00%	1.10%	1.20%	1.30%	1.40%
6M LIBID	0.90%	1.00%	1.20%	1.30%	1.40%	1.50%	1.60%
12M LIBID	1.10%	1.20%	1.30%	1.40%	1.50%	1.60%	1.70%

2.2. From an economic perspective the key points that can influence the Investment Strategy are as follows:

- The economic and therefore the interest rate environment in the short term will be influenced by the outcome of the Brexit issue, which may be clearer by the end of January, and this may be:
  - Following a decision in Parliament, the UK leaving the EU on 29<sup>th</sup> March 2019 under an agreement that allows for a transition to a new economic arrangement with the EU over a period, or
  - Following a decision in Parliament, the UK leaves with no agreement on 29<sup>th</sup> March 2019 and immediately has to operate under WTO rules.
  - The 29<sup>th</sup> March 2019 date is extended in order to allow the UK to reach a final decision, which may be after a second referendum, or a General Election

From a markets point of view the overriding desire is to achieve some a degree of certainty. For leaving with some agreement the short term impact on GDP and inflation would not expect to be significant. Under this scenario there would not expect to be significant impact on interest rates unless there was a very significant fall in sterling. Therefore the gradual tightening of monetary policy indicated by the Bank of England would expect to follow.

Leaving with no agreement would produce a lot of uncertainty, and the impact on the economy would be material, the issue would be to what extent and over what period the economy would recover from the change. The risk of a rapid and significant deterioration in sterling could result in interest rate rises in the short to medium term with the inevitable impact on GDP. Alternatively the Bank of England may consider it preferable to allow a depreciation of the currency compared to raising interest rates due to the impact on GDP. This would be consistent with the approach following the original Brexit vote. In the longer term it would depend on how the UK economy responds to the change, and the resultant effect on interest rates.

- In the medium term the political issue is how long a minority Conservative Government could continue, unless the current situation precipitates a General Election. This will provide a continuing backdrop of uncertainty to markets, and the prospect of a Labour

administration with the impact for government borrowing of a number of its policies could tend for markets to increase interest rates.

- The political issues to some extent disguise the more fundamental issue for the UK economy which is productivity.

### 3. Achieving the Investment Target in 2019/20

- 3.1. The Government's decision to create a new single unitary authority for Buckinghamshire from 2020/21 does not remove the need for the authority to carry out its treasury management function in 2019/20 in accordance with proper policies and practice, and to support the objectives of the Council.
- 3.2. From 2020/21 the authority's cash balances and borrowing will transfer to the new authority where they will be amalgamated with those of all the other authorities and managed as a single portfolio. The same codes of practice and procedures will need to apply as currently in South Bucks.
- 3.3. As part of its medium term financial strategy the Council is seeking to maximise its investment income with acceptable levels of risk. The strategy recognises that the Council's Capital Strategy anticipates significant levels of borrowing and reduced cash for interest earning investments. The Council will continue to earn interest on short term investments arising from its cashflow profile over the year, but this will be a reduced amount compared to past years.
- 3.4. It is clear that continuing with short term cash investments will provide returns of at best 1.0% over the next year or so. To achieve higher levels of returns would involve:
- Investing for longer periods, i.e. up to 3 years.
  - Investing in non cash based instruments, i.e. property or corporate bond funds.
- 3.5. To invest material sums for longer than one year would require a level of surplus cash not earmarked for specific items or projects to be available. This is unlikely to be the case in 2019/20.
- 3.6. The following table illustrates the estimated investment interest for 2019/20. The calculation assumes that any investments maturing during 2019/20 are not reinvested, and that the returned funds will be held on short term deposit until required for cash flow purposes.

	Credit Rating	Amount Loaned	Interest Rate	Matures	Interest 19/20	New Inv 19/20 (0.9%)
RBS/Natwest	BBB+	3,000,000	3 mth LIBOR	Feb-20	2,400	
Santander	A	3,000,000	0.90%	Mar-19	2,400	
		6,000,000			2,400	
Short term		6,000,000	0.70%		42,000	

	Credit Rating	Amount Loaned	Interest Rate	Matures	Interest 19/20	New Inv 19/20 (0.9%)
Gilts/Bonds etc		589,866			27,638	
Farnham Park Loan					31,500	
Total		12,589,866			103,538	0
Total interest forecast 2019/20						<b>103,538</b>

3.7. The following table illustrates the timescale for maturity of current investments.

#### Schedule of Maturing Investments

Year	Month	Amount	Cumulative
Instant MMF		8,000,000	8,000,000
2018/19	Mar	3,000,000	11,000,000
2019/20	Feb	3,000,000	14,000,000
		14,000,000	

3.8. The strategy needs to consider risk and this includes avoiding placing too much of the total investments with a single fund or institution.

3.9. The table below shows the proposed counterparty investments matrix for investments in 2019/20. Money Market Funds (MMF) are currently priced on a Constant Net Asset Value (CNAV) basis, however all MMFs will be converting to Low Volatility Net Asset Value (LVNAV) MMFs in January 2019.

	Duration	Maximum Amount	Fitch Rating	Comment
UK Institutions	Up to 3 years	£5m	BBB+ or better	
Non UK Institution	Up to 3 years	£2m	A- or better	Sovereignty rating AA or better
Money Market Funds	-	£5m	AAA	
Gilts / Bonds / Bond Funds	Up to 3 years	£5m	A- or better	
Property Funds	-	£5m	-	
Property Company	-	£100m	-	

## 4. Borrowing Strategy

4.1 The Treasury Management policies underpin the strategy for the year in question, which seek to achieve a level of investment return and efficiently manage any borrowing arising from the Council's Capital Strategy. It is probable that borrowing will be undertaken in future years to

facilitate other planned capital projects in accordance with the Capital Strategy. The Treasury Management Strategy and the Capital Strategy are two key related documents that underpin the Council's compliance with the Prudential Code for Capital Finance.

- 4.2 Borrowing will need to be undertaken in 2019/20 and future years in order to facilitate planned significant capital projects arising from the Capital Strategy, notably the Multi Storey Car Park at Gerrards Cross (likely to be in 2020/21) and the Tatling End Housing Project (which will be in 2019/20). The capital programme indicates that there may also be some borrowing to finance general capital projects. No borrowing to finance major capital projects will be undertaken before planning permission has been obtained and a business case has been approved.
- 4.3 In 2017/18, the Council established a property development company, Consilio Property Limited. In January 2019 South Bucks made a first advance of £5.5m to Consilio to acquire its first property.
- 4.4 In the case of the Tatling End Housing Project, the issue of the timing and structure of the borrowing will be determined by the cashflow for the development and the borrowing required to finance this, and then subsequently the terms of any transfer to Consilio which would be financed by borrowing.
- 4.5 In order to undertake borrowing the Council must demonstrate its compliance with the Prudential Code. The framework established by the Prudential Code should support local strategic planning, local asset management planning and proper option appraisal. The objectives of the Prudential Code are to ensure, within a clear framework:
- That the capital expenditure plans are affordable, prudent and sustainable (Medium Term Financial Strategy and Capital Strategy).
  - That treasury management decisions are in accordance with good professional practice and in full understanding of the risks involved and how these risks will be managed to levels that are acceptable to the organisation (Treasury Management Strategy).
- 4.6 The capital expenditure plans set out in Appendix 1B provide details of the planned expenditure of the Council. The treasury management function ensures that the Council's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this expenditure. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities.
- 4.7 The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the additional sums borrowed. However, it is likely that there will be some short term timing differences where funds are borrowed in order to pay suppliers' invoices for capital projects. This may result in the Council holding cash surpluses for a period or until the project is complete, which will be invested until required for the payment of suppliers.
- 4.8 Borrowing will only be entered into once the larger capital projects have received approval from Members to commit following appropriate feasibility and preparation work. The

Director of Resources will determine the optimum time to borrow taking into account current and forecast interest rates.

- 4.9 The Local Government Act 2003 sets out the new capital regulations and specifies that local authorities must comply with the Prudential Code produced by CIPFA. The Council has a duty to determine an affordable borrowing limit. It is recommended that Members approve an authorised borrowing limit of £45 million and an operational boundary of £40 million, these together with other prudential indicators that the Council are required to set under the Code are shown at Appendix 1B, and Appendix 1C covers the technical requirement in respect of calculating the minimum revenue provision.

## **5. Financial Summary & Risks**

- 5.1. The estimated investment return for 2019/20 is £100,000, which reflects the latest forecasts for interest rates, and anticipated cashflows.
- 5.2. The cost of borrowing is estimated at 2.7%. There is clearly some sensitivity around this if the interest rate should change. A 1% increase in borrowing rates would increase interest rate costs by £10,000 per £1m of borrowing.
- 5.3. As with any budgets based on forecasts of future interest rates there is a risk of variation due to factors outside of the Council's control. This risk will need to be taken into account in determining the level of revenue reserves held by the authority.
- 5.4. The Treasury Management Strategy will ensure that a new unitary authority would inherit a stable Treasury Management position from the Council.

### **Appendices**

**1A – Annual Investment Strategy**

**1B – Prudential Indicators**

**1C – Minimum Revenue Provision**

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**Appendix 1A****SOUTH BUCKS DISTRICT COUNCIL****Annual Investment Strategy 2019/20**

1. This Council has regard to the MHCLG's Guidance on Local Government Investments and the 2017 revised CIPFA Treasury Management in the Public Services Code of Practice and Cross Sector Guidance Notes. The Council's investment priorities will be security first, liquidity second and then return.
2. This Annual Investment Strategy states which investments the Council may use for the prudent management of its treasury balances during the financial year under the heads of Specified Investments and Non-Specified Investments. These are listed in Schedules A and B.
3. The policies underpinning the investment strategy for managing investments and for giving priority to the security and liquidity of those investments are set out in this document.

**Treasury Management Policy Statement****4. Definition**

The Council defines its treasury management activities as

"The management of the Authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

**5. Risk Management**

The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured.

Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation, and any financial instruments entered into to manage these risks.

**6. Value for Money**

The Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance techniques, within the context of effective risk management.

**7. Borrowing Policy**

The Council values revenue budget stability and will therefore borrow the majority of its long-term funding needs at fixed rates of interest.

The Council will set an affordable borrowing limit each year in compliance with the Local Government Act 2003, and will have regard to the CIPFA Prudential Code for Capital Finance in Local Authorities

when setting that limit. It will also set limits on its exposure to changes in interest rates and limits on the maturity structure of its borrowing in the annual Treasury Management Strategy report.

#### 8. **Investment Policy**

The general policy objective for this Council is the prudent investment of its treasury balances. The Council's investment priorities are the security of capital and liquidity of its investments. The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity, and in an ethical manner that does not put the Council's reputation at risk. Investment of the Council's funds will be in accordance with the Treasury Management Strategy and Policy. All investments will be in sterling.

#### **CIPFA Treasury Management Code of Practice**

9. The CIPFA Code of Practice on Treasury Management in Local Authorities was revised in 2017.
10. CIPFA recommends that all public service organisations adopt, as part of their standing orders, financial regulations, or other formal policy documents appropriate to their circumstances, the following four clauses.
  1. This organisation will create and maintain, as the cornerstones for effective treasury management:
    - a treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities.
    - suitable treasury management practices (TMPs), setting out the manner in which the organisation will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

The content of the policy statement and TMPs will follow the recommendations contained in Sections 6 and 7 of the Code, subject only to amendment where necessary to reflect the particular circumstances of this organisation. Such amendments will not result in the organisation materially deviating from the Code's key principles.

2. This Council will receive reports on its treasury management policies, practices and activities, including, as a minimum, an annual strategy and plan in advance of the year, a mid-year review and an annual report after its close, in the form prescribed in its TMPs.
3. This organisation delegates responsibility for the implementation and regular monitoring of its treasury management policies and practices to the Resources Portfolio Holder, and for the implementation and administration of treasury management policy and decisions to the Director of Resources, who will act in accordance with the organisation's policy statement and TMPs and, as a CIPFA member, CIPFA's Standard of Professional Practice on Treasury Management.
4. This organisation nominates the Resources Policy Advisory Group to be responsible for ensuring effective scrutiny of the treasury management strategy and policies.



**The Treasury Management Role of the Section 151 Officer – Director of Resources**

11. The responsibilities are summarised as follows.
- Recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance.
  - Submitting regular treasury management reports.
  - Submitting budgets and budget variations in respect of treasury management activities.
  - Receiving and reviewing treasury management information reports.
  - Reviewing the performance of the treasury management function.
  - Ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function.
  - Ensuring the adequacy of internal audit, and liaising with external audit.
  - Recommending the appointment of external service providers or advisors.

**Specified and Non-Specified Investments**

12. Specified investments identify investments offering high security and high liquidity which can be used with minimal procedural formalities. All these investments should be in sterling and with a maturity of no more than a year.
13. Any investment not meeting the definition of a specified investment is classed as non-specified. The Council does not intend to make any investments denominated in foreign currencies, or any with low credit quality bodies. Non-specified investments will therefore be limited to long-term investments.
14. The use of non-specified investments is limited to those set out in Schedule B. The Capital & Treasury Manager will keep the use of such investments under continuous review in the light of risk (including reputational risk), liquidity and return. No additions will be made without the approval of the Council.

**Security of Capital**

15. The 2019/20 counterparty credit matrix for investments is as follows:

	Duration	Maximum Amount	Fitch Rating	Comment
UK Institutions	Up to 3 years	£5m	BBB+ or better	
Non UK Institution	Up to 3 years	£2m	A or better	Sovereignty rating AA or better
Money Market Funds	-	£5m	AAA	
Gilts / Bonds / Bond Funds	Up to 3 years	£5m	A- or better	
Property Funds	-	£5m	-	-
Property Company	-	£100m	-	-

### Use and Monitoring of Credit Ratings

16. This Council relies on credit ratings published by Fitch (Standard and Poor's for Money Market Funds where applicable) to establish the credit quality of counterparties and investment schemes.
17. The Council determines the appropriate credit ratings it deems to be sufficiently high for each category of investment.
18. The Council has access to Fitch credit ratings and is alerted to changes through its use of its treasury management advisor's website and email alerts. These ratings cover both the specific financial institution but also the credit rating for the country in which the institution is incorporated.
19. If a counterparty's or investment scheme's rating is downgraded with the result that it no longer meets the Council's minimum criteria, the further use of that counterparty/investment scheme as a new investment will be withdrawn immediately. The Council will also immediately inform any external fund manager that it may decide to use of the withdrawal of the same.
20. The Council will establish with any fund manager that it may decide to use their credit criteria and the frequency of their monitoring of credit ratings so as to be satisfied as to their stringency and regularity.

### Property Funds

21. To monitor its investment, the Council will require reports stating the value of the assets held by the Property Fund. These reports are to be provided by the Property Fund at least annually.

### Property Company

22. The Council will maintain security over any investment in the property company by having a charge over the relevant asset(s) held by the property company.

23. To monitor its investment, the Council will require reports stating the value of the assets. These reports are to be provided by the Property Company at least annually as part of its Annual Report to shareholders.

### **Monitoring of Reputational Risk Issues**

18. This will be undertaken by monitoring the financial press and media to identify any issues in respect of the non-public sector investments held by the Council, and where appropriate seeking advice from external sources.

### **Investment Balances / Liquidity of Investments**

19. A prime consideration in the investment of fund balances is liquidity and the Council's forecast cash flow. Any in-house investment of more than three months needs the approval of the Director of Resources or the Head of Finance. If the Council were to choose to use the services of a cash fund manager duration limits will be specified in the contract.

### **Provisions for Credit Related Losses**

20. If any of the Council's investments appears at risk of loss due to default the Council will make revenue provision of an appropriate amount, or follow any guidance issued by Government in such circumstances.
21. Any cash fund manager appointed by the Council will manage the funds on a discretionary basis. The fund management agreement between the Council and the manager would formally document the instruments that could be used within pre-agreed limits. The fund manager would use the Council's credit rating criteria.

### **End of Year Investment Report**

22. At the end of the financial year, the Council will prepare a report on its investment activity as part of its treasury management activity report.

## Schedule A

**LOCAL GOVERNMENT INVESTMENTS (ENGLAND)**  
**SPECIFIED INVESTMENTS**

**All investments listed below must be sterling-denominated**

<b>Investment</b>	<b>Repayable/ Redeemable Within 12 Months?</b>	<b>Security/ Minimum Credit Rating</b>	<b>Circumstance of use</b>	<b>Maximum period</b>
<b>Term deposits</b> with the UK government or with English local authorities (i.e. local authorities as defined under section 23 of the 2003 Act) with maturities up to 1 year	Yes	High security although LAs not credit rated	In-house	1 year
<b>Term deposits</b> with credit – rated deposit takers (banks & building societies) with maturities up to 1 year	Yes	Yes, use of Fitch ratings subject to counterparty matrix	In-house	1 year
<b>Certificates of Deposit</b> issued by credit – rated deposit takers (banks and building societies): up to 1 year  Custodial arrangement required prior to purchase	Yes	Yes, use of Fitch ratings subject to counterparty matrix	In-house	1 Year
<b>Gilts:</b> up to 1 year  Custodial arrangement required prior to purchase	Yes	Government backed	In-house	1 Year
<b>Money Market Funds</b> Money Market Funds (MMF) are currently priced on a Constant Net Asset Value (CNAV) basis, however all MMFs will be converting to Low Volatility Net Asset Value (LVNAV) MMFs in January 2019.	Yes	Yes, AAA rated	In-house	The period of investment may not be determined at the outset but would be subject to cash flow & liquidity requirements

<p><b>Treasury bills</b> (Government debt security with a maturity less than 1 year and issued through a competitive bidding process at a discount to par value)</p> <p>Custodial arrangement required prior to purchase</p>	<p>Yes</p>	<p>Government backed</p>	<p>In-house</p>	<p>1 Year</p>
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**Schedule B**

**LOCAL GOVERNMENT INVESTMENT (England)**  
**NON – SPECIFIED INVESTMENTS**

<b>Investment</b>	<b>(A) Why use it ? (B) Associated risks ?</b>	<b>Repayable /Redeemable Within 12 months ?</b>	<b>Security /Minimum credit rating</b>	<b>Used By</b>	<b>Maximum value</b>	<b>Length of investment</b>
<p><b>UK government gilts</b> with maturities in excess of 1 year</p> <p>Custodial arrangement required prior to purchase</p>	<p>(A)(i) Excellent credit quality. (ii) Very liquid. (iii) If held to maturity, known yield (rate of return) per annum, aids forward planning. iv) Index linked gilts can offer means of insulating against effect of inflation on returns. (v)If traded, potential for capital gain through appreciation in value (i.e.sold before maturity) (vi) No currency risk</p> <p>(B)(i) Market or interest rate risk: Yield subject to movement during life of sovereign bond which could negatively impact on price of the bond i.e potential</p>	<p>Yes</p>	<p>Government backed</p>	<p>In-house</p>	<p>No restriction on gilts</p>	<p>Average maturity of the fund not to exceed 5 years</p>

Investment	(A) Why use it ? (B) Associated risks ?	Repayable /Redeemable Within 12 months ?	Security /Minimum credit rating	Used By	Maximum value	Length of investment
	for capital loss.					
<b>Supranational Bonds</b>  Custodial arrangement required prior to purchase	(A)(i)Excellent credit quality. (ii) Relatively liquid (although not as liquid as gilts) (iii) If held to maturity, known yield (rate of return) per annum, which would be higher than that on comparable gilt – aids forward planning, enhanced return compared to gilts. (iv) If traded, potential for capital gain through appreciation in value (i.e. sold before maturity)  (B)(i) Market or interest rate risk: Yield subject to movement during life of bond which could negatively impact on price of the bond i.e. potential for capital loss. (ii)Spread versus gilts could widen	Yes	AAA or Government guaranteed	In-house	Not more than 25% of the external fund with no more than 10% in any one institution  In house maximum of £3m	Average duration of the fund not to exceed 3 years.  Maximum of 3 years
<b>Property Funds which constitute capital expenditure</b>	Alternative to cash funds. Returns subject to property market and rental streams	Not always dependant on terms of each fund	Investment in property	Any Fund Manager	£3m	Dependant on terms of each fund
<b>Property Funds approved by HM Treasury which do not constitute</b>	Alternative to cash funds. Returns subject to property market and rental streams	Not always dependant on terms of each fund	Investment in property	Any Fund Manager	£3m	Dependant on terms of each fund

<b>Investment</b>	<b>(A) Why use it ? (B) Associated risks ?</b>	<b>Repayable /Redeemable Within 12 months ?</b>	<b>Security /Minimum credit rating</b>	<b>Used By</b>	<b>Maximum value</b>	<b>Length of investment</b>
<b>capital expenditure eg CCLA</b>						
<b>Property Company</b>	Alternative to cash funds. Returns subject to property market and rental streams	Not always dependant on terms of each investment	Investment in property	In-house	£100m	Dependant on terms of each investment
<b>Term deposits</b> with the UK government or with English local authorities (i.e. local authorities as defined under section 23 of the 2003 Act) with maturities up to 5 years	Gives a known rate of return	No	High security although LAs not credit rated	In-house	None	3 years – in house
<b>Term deposits</b> with credit – rated deposit takers (banks & building societies), including callable deposits with maturities up to 5 years	Gives a known rate of return	No	Yes, use of Fitch ratings Subject to counterparty matrix	In-house	None	3 years – in house Internal forward deals subject to 3 months in advance only approved by DoR
<b>Corporate Bonds</b>  Custodial arrangement required prior to purchase	(A)(i) If held to maturity, known yield (rate of return) per annum (ii) If traded, potential for capital gain through appreciation in value (i.e. sold before maturity)  (B)(i) Market or interest rate risk: Yield subject to	Yes	Yes, use of Fitch ratings Subject to counterparty matrix	In-house	Maximum of £3m	Maximum of 3 years

<b>Investment</b>	<b>(A) Why use it ? (B) Associated risks ?</b>	<b>Repayable /Redeemable Within 12 months ?</b>	<b>Security /Minimum credit rating</b>	<b>Used By</b>	<b>Maximum value</b>	<b>Length of investment</b>
	movement during life of bond which could negatively impact on price of the bond i.e. potential for capital loss.					
<p><b>Corporate Bond Funds</b></p> <p>Pooled Investment Vehicle Custodial arrangement not required</p>	<p>(A) Attractive returns, provides Diversification, no need for custodial facilities, professional fund management, has liquidity.</p> <p>(B) Market or interest rate risk, impact of credit rating changes, will attract fund management fees, would have to account for unrealised gains and losses annually.</p>	Yes-redeemable at net asset value	Yes, use of Fitch ratings Subject to counterparty matrix	Fund Manager	Maximum of £3m	Maximum of 3 years



## **PRUDENTIAL CODE & INDICATORS STATEMENT**

### **1. Background**

1.1. The Prudential Code for Capital Finance in Local Authorities plays a key role in capital finance in local authorities. Local authorities determine their own programmes for capital investment that are central to the delivery of quality public services. The Prudential Code was developed by CIPFA as a professional code of practice to support local authorities in taking their decisions.

### **2. Objectives**

2.1. The objectives of the Prudential Code are to ensure, within a clear framework, that the capital expenditure plans of local authorities are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice and in full understanding of the risks involved and how these risks will be managed to levels that are acceptable to the organisation.

2.2. The Prudential Code requires authorities to look at capital expenditure and investment plans in the light of overall organisational strategy and resources and ensure that decisions are being made with sufficient regard to the long run financing implications and potential risks to the authority. Effective financial planning, option appraisal, risk management and governance processes are essential in achieving a prudential approach to capital expenditure, investment and debt.

2.3. To demonstrate that local authorities have fulfilled these objectives, the Prudential Code sets out the indicators that must be used, and the factors that must be taken into account. The Prudential Code does not include suggested indicative limit or ratios.

2.4. The prudential indicators required by the Prudential Code are designed to support and record local decision-making in a manner that is publicly accountable. They are not designed to be comparative performance indicators.

### **3. Matters required to be taken into account**

3.1. In setting or revising its prudential indicators, the local authority is required to have regard to the following matters:

- Service objectives, eg strategic planning for the authority
- Stewardship of assets, eg asset management planning
- Value for money, eg option appraisal
- Prudence and sustainability, eg risk, implications for external debt and whole life costing
- Affordability, eg implications for council tax/business rates
- Practicality, eg achievability of the forward plan.

### **4. Decision-making on capital investment**

4.1. The Prudential Code recognises that in making its capital investment decisions the authority must have explicit regard to option appraisal and risk, asset management planning, strategic planning for the authority and achievability of the forward plan.

**5. Determining a capital strategy**

5.1. In order to demonstrate that the authority takes capital expenditure and investment decisions in line with service objectives and properly takes account of stewardship, value for money, prudence, sustainability and affordability, authorities should have in place a capital strategy that sets out the long-term context in which capital expenditure and investment decisions are made and gives due consideration to both risk and reward and impact on the achievement of priority outcomes.

**6. Prudence and prudential indicators for prudence**

6.1. The local authority shall ensure that all of its capital expenditure, investments and borrowing decisions are prudent and sustainable. In doing so it will take into account its arrangements for the repayment of debt and consideration of risk and the impact, and potential impact, on the authority's overall fiscal sustainability. While indicators for sustainability are required to be set over a minimum three year rolling period, indicators should be set in line with a capital strategy and asset management plan that is sustainable over the longer term.

**7. Prudential indicator – capital expenditure**

7.1. Actual capital expenditure and estimates of capital expenditure.

	2017/18 Actual £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
Capital Expenditure	1,782	9,218	11,497	13,233	3,723

7.2. For SBDC until 2018/19 the capital programme was fully funded from capital receipts and Government grant. However, the increased anticipated level of capital expenditure has meant that this will no longer be possible, and the Council will need to borrow funds in 2019/20 and to facilitate the budgeted capital expenditure on major projects in future years.

7.3. Actual capital financing requirement and estimates of capital financing requirement.

7.4. The Capital Financing Requirement (CFR) provides details of an authority's underlying need to borrow.

7.5. The Council is required to repay an element of the accumulated General Fund capital spend each year through a revenue charge known as the Minimum Revenue Provision (MRP).

	2017/18 Actual £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
SBDC Capital Financing					

Requirement at year end	0	2,651	8,841	20,132	22,622
Movement in CFR	0	2,651	6,190	11,291	2,488

Breakdown of Movement in CFR					
Net financing need for the year	0	2,651	6,190	11,551	3,000
Minimum Revenue Provision (MRP)	0	0	0	(260)	(512)
Movement in CFR	0	2,651	6,190	11,291	2,488

## 8. Prudential indicator – External Debt

8.1. The authority is required to set an authorised limit and operational boundary for its total gross external debt. The operational boundary is the limit beyond which external debt is not normally expected to exceed, and is based on the authority's estimate of most likely, ie prudent, maximum level of external debt. The authorised limit represents an authorised limit for the authority's total gross external debt and will need to provide headroom over and above the operational boundary sufficient for example for unusual cash movements. In South Bucks' case, until decisions are made about the financing of the Tatling End Housing Project it is difficult to be certain about the level and timing of borrowing which will be required. The Operational Boundary and Authorised Limit must be set at a sufficient level to allow for a higher level of borrowing, however the CFR reflects the more realistic level of borrowing which will be undertaken.

8.2. After the year end, the actual external debt will be reported.

	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000
Authorised Limit	20,000	35,000	45,000	50,000	50,000
Operational Boundary	13,000	30,000	40,000	45,000	45,000
Estimated Debt		2,651	8,841	20,132	22,620
Actual external debt	0				

## 9. Prudential indicator – Gross debt and the capital financing requirement

9.1. The authority must ensure that over the medium term debt will only be for a capital purpose. The authority should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years.

	2017/18 £000	2018/19 £000	2019/20 £000
Actual/Estimated Gross Debt	0	2,651	8,841
Annual change in CFR	0	2,651	6,190
Total CFR in preceding year, current and next two years	8,841	20,132	22,620

**10. Prudential indicator – Upper limit for interest rate exposure**

10.1. The interest rates exposure indicators are designed to limit exposure to the effects of changes in interest rates. This measure is more pertinent in the environment of significantly fluctuating interest rates, which is of less relevance at the present time.

	2017/18	2018/19	2019/20	2020/21	2021/22
Fixed Rate	100%	100%	100%	100%	100%
Variable Rate	70%	80%	90%	90%	90%

As the Council’s cash balances decrease, balances held will relate to day to day cash flow requirements. These balances will need to be held in instant access funds, which will be at variable interest rates.

**11. Prudential indicator - Maturity structure of borrowings**

11.1. This indicator is designed to reduce the risk of large sums of borrowings having to be repaid at the same time. The recommended lower limit for maturity is less than 1 year and the recommended upper limit is 45 years. The maturity structure within this range will vary according to the income streams generated by investment decisions.

**12. Prudential indicator – Upper limit for total principal sums invested for over 365 days**

12.1. Where a local authority invests, or plans to invest, for periods longer than 365 days, the local authority must set an upper limit for each forward financial year period for the maturing of such investments. This indicator is designed to ensure that authorities always have sufficient funds to cover their cash flow needs and thus do not need to realise investments before they reach maturity.

	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m	2021/22 £m
Upper Limit	16	15	14	13	13

The above upper limit figure has been calculated taking into account the maximum that could be available for investing in excess of 1 year allowing for the needs of short term cash flow and the use of capital receipts to fund capital expenditure.

**13. Affordability and prudential indicators for affordability**

13.1. The fundamental objective in the consideration of the affordability of the authority’s capital plans is to ensure that the level of investment in capital assets proposed means that the total capital investment of the authority remains within sustainable limits.

**14. Prudential Indicator – financing costs to net revenue stream**

14.1. The authority shall ensure that the revenue implications of capital finance, including financing costs, are properly taken into account within option appraisal processes, the capital programme and the medium-term forecast. In assessing affordability the authority shall

consider the council tax implications of its capital programme, borrowing and investment decisions.

	2017/18 Actual £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
Financing Costs <i>ie net investment income plus interest payments</i>	(163)	(150)	(100)	181	521
Net Revenue Income Stream <i>ie Budget Requirement</i>	7,460	7,398	7,642	7,774	8,474
Ratio	2.18%	2.03%	1.31%	(2.33)%	(6.13)%

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**MINIMUM REVENUE PROVISION (MRP)**

The Local Government and Public Involvement Act 2007 provided a new power to the Secretary of State to issue guidance on accountancy practice rather than through the formal issue of Regulations through statute.

The first guidance issued under this new power relates to Minimum Revenue Provision (MRP). This is the amount which local authorities provide for the repayment of their borrowings.

Under the guidance authorities will be required to prepare an annual statement in respect of their policy on making MRP. This must be submitted to Full Council and will form part of the annual prudential indicator report.

The guidance provides a number of options for making a 'prudent provision', this is to say that the provision for the repayment of borrowing used to finance the acquisition of an asset should be made over a period bearing some relation to that over which the asset provides a service to the authority.

The options for prudent provision are as follows:

**Option 1 – Regulatory Method**

Where debt is supported by Revenue Support Grant (RSG), authorities will be able to continue using the formulae used in the current regime, since the supported borrowing element of the RSG is also calculated this way.

**Option 2 – CFR Method**

This method is based upon 4% of an authority's non housing CFR (capital financing requirement) at the end of the preceding financial year.

**Option 3a – Asset Life Method – equal instalments**

Here equal annual instalments of MRP will be made over the estimated life of asset financed by borrowing. This method provides the ability for an authority to defer MRP on a newly constructed building or infrastructure asset until the asset comes into service.

**Option 3b – Asset Life Method – annuity method**

Here equal instalments of MRP, calculated in accordance with an annuity payment profile, will be made over the estimated life of assets financed by borrowing. This method provides the ability for an authority to defer MRP on a newly constructed building or infrastructure asset until the asset comes into service.

**Option 4 – Depreciation Method**

Using this approach will require an authority to charge MRP in accordance with the standard rules for depreciation accounting. As with option 3 the MRP holiday will be available for assets yet to be brought into service.

Options 1 & 2 should only be used where capital expenditure is incurred prior to 1<sup>st</sup> April 2008 and where capital expenditure is incurred on or after that date which the authority is satisfied forms

part of its supported capital expenditure. Options 3 and 4 should be used in relation to all capital expenditure incurred after the 1<sup>st</sup> April which is financed by borrowing or credit arrangements.

In this Council's case borrowing is probable in 2019/20 and beyond.

However the guidance only makes recommendations to authorities on the interpretation of a 'prudent' provision. The actual duty is for each authority each year to make an amount of MRP **which it considers** to be 'prudent'. Therefore there is a 5<sup>th</sup> option which is any other method that the Council considers prudent.

For instance where an Authority incurs borrowing in order to fund a loan to another party (say a Property Company), and it expects the other party to repay the borrowing in full, then it would be reasonable not to set aside any of the Council's revenue, as provision for the repayment of this debt (as in due course the debt would be fully covered by the repayment from the other party).

This decision would be further supported if the loan was secured on an asset, which essentially would ensure that even if the other party could not repay, the Authority could still recover the loan amount by acquiring the underlying security.

However to ensure that this approach is prudent, the Authority would need to review this decision each year to ensure that it continues to be the case that full repayment was likely, and if not then the Authority would need to consider setting aside some revenue for the possible non repayment.

It is also reasonable to use different MRP calculations for different types of borrowing, to reflect the different characteristics.

**It is therefore recommended that option 3b, the Annuity Method, is adopted as the Council's annual policy on making MRP for 2019/20 and MRP will be deferred whilst an asset is under construction.**

**Exceptions will be made when borrowing is incurred for the specific purpose of on lending to a wholly owned or controlled Council Company, and the lending is secured on an asset(s) of equal or greater value. In which case no MRP would be made, unless it was determined that there was a risk of non repayment. In these situations the risk of non repayment will be reviewed annually, including a valuation of the asset(s) on which the loan is secured and formally reported at part of the Authority's compliance with the Prudential Code.**



<b>SUBJECT:</b>	<b>FARNHAM PARK CHARITY BUDGET 2019/20</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Director of Resources – Jim Burness</b>
<b>REPORT AUTHOR:</b>	<b>Jim Burness (<a href="mailto:jim.burness@chilternandsouthbucks.gov.uk">jim.burness@chilternandsouthbucks.gov.uk</a>)</b>
<b>WARD/S AFFECTED:</b>	<b>N/a</b>

## 1. Purpose of Report

- 1.1 To consider the draft budgets for the Charitable Trusts activities for 2019/20, including the proposed fees & charges.

### RECOMMENDATIONS

#### The Panel agreed to recommend to Cabinet:

1. The overall operating budget shown in para 3.9.
2. The fees and charges in Appendix A.

## 2. Background

- 2.1 The operations of the Charity divide into two areas, 1) the Golf course and the ancillary catering activities, and 2) the Playing Fields. The budget information is organised to show the operational costs and income of these two elements. The golf and playing fields are supported by a single service team that operates across both elements, and the course and playing fields are maintained by a single grounds maintenance team.

## 3. Operating Budget 2019/20

- 3.1 The following table summarises the overall budget changes for golf operation, and the changes from the 2018/19 budget. Negative figures equate to savings or surpluses.
- 3.2 The main points to note are:
- Salaries have been inflated by the agreed increase of 2% resulting in an increase in employee expenses of £10,000
  - The mowers and aerator currently in use at the Trust are old and expensive to maintain. Therefore the 2019/20 Course Maintenance budget includes an additional £30,000 for leasing costs for replacement vehicles. This is offset by a £7,500 saving for vehicle repairs.
  - The budget for Green fee income has been reduced by £8,000 to reflect the degree to which weather has affected income in recent years.
- 3.3 Overall the golf operation is estimated to make an operating surplus of £96,523.

	<b>Golf</b>					
	Golf Mgt	Golf course	Golf Shop	Catering	Course Maint	Total
Budget 2018/19	147,952	-465,300	-10,800	-18,300	234,074	-112,374
Staff cost changes	6,550	-	-	7,490	-4,470	9,570
Expenditure changes	-5,760	5,620	-1,200	-2,400	24,020	20,280
Changes in Golf Mgt / GM recharges	-5,697	-	-	-	-22,832	-28,529
Income changes	-3,000	7,400	2,000	300	7,830	14,530
Budget 2019/20	140,045	-452,280	-10,000	-12,910	238,623	-96,523

- 3.4 The proposed fees for 2019/20 that have been assumed within the budgets are appended to the report, and these will need to be agreed by the Panel for formal adoption by the Council.
- 3.5 The majority of green fees have been increased by £1 on 2018/19 prices. Fees for club members and societies have increased by 50p.
- 3.6 Any increases in prices proposed are made in reference to other local golf courses, as usage is price sensitive.
- 3.7 The Playing Fields operational budget is summarised below. The reduction in expenditure is due to a reduction in utility costs as a result of having closed buildings due to dilapidation and it being uneconomic to undertake the necessary works to make them operational.

<b>Farnham Park Playing Fields</b>	
Budget 2017/18	87,704
Expenditure changes	-4,300
Change in share of Golf Mgt / Grounds Maint	28,529
Income changes	-
Budget 2018/19	111,933

- 3.8 The preceding tables show the Charity's operational budget position. The overall financial position has to include the following non-operational costs:
- Interest on the financing of the Clubhouse redevelopment
  - Asset charges / depreciation
  - Support service recharges from the Council.
- 3.9 The overall position, including the non-operational costs is as follows.

	Golf	Playing Fields	2019/20 Total	2018/19 Total
Net Operating Budget	-96,523	111,933	15,410	-24,670
Interest	36,670	-	36,670	33,640
Asset charge	63,830	10,360	74,190	76,140
Support Service Costs	18,000	9,600	27,600	37,000
2019/20 Budget	21,978	131,893	153,870	
2018/19 Budget	12,946	109,164	122,110	

- 3.10 The table illustrates that the non-operational costs of £138,460 change the small operating deficit of £15,410 into an accounting deficit of £153,870. Within the overall figure it can be seen that the Golf activity makes a small accounting loss. The main deficit arises as a result of the costs of operating the Playing Fields.
- 3.11 The table below shows the breakdown of the Trust costs over the main types of expenditure and income.

2017/18 ACTUALS	<b>SUBJECTIVE ANALYSIS</b>	2018/19 BUDGET	2019/20 BUDGET
£		£	£
545,055	Direct Employee Expenses	548,950	559,120
14,023	Indirect Employee Expenses	11,840	8,600
90,975	Premises Related Expenses	112,360	105,120
33,863	Transport Related Costs	38,660	32,970
284,463	Supplies & Services	279,950	311,500
968,379	Running Expenses	991,760	1,017,310
(856,156)	Income	(959,100)	(949,400)
(56,790)	Recharge to SB County Park	(57,330)	(52,500)
55,433	Net Running Expenses	(24,670)	15,410
31,516	Loan Interest	33,640	36,670
93,847	Depreciation	76,140	74,190
38,201	Support Recharge from SBDC	37,000	27,600
<b>218,997</b>	<b>Net Expenditure</b>	<b>122,110</b>	<b>153,870</b>

#### 4. Risks and Issues

- 4.1 The main risks facing the operation are as follows:
- Weather has a major effect on golf income, especially during the peak season, March to October. The impact of this has been illustrated when the performance to date in 2018 is compared to that of 2017 when the usage was significantly impacted by the weather in certain months.
  - The state of the buildings on the playing fields site mean there are risks of unbudgeted landlord maintenance costs, or they become unviable to use. The site is also vulnerable to vandalism and unauthorised incursions.
  - Income risks from tenants of playing field leases and pitch hire.
- 4.2 The financial information makes very clear that the cost of the Playing Fields is the major challenge facing the Charity. This is added to by the fact that all the buildings on the site, with the exception of the greenkeepers compound, are approaching or at the end of the useful lives, and need replacing in the near future.

- 4.3 It is highly unlikely that the Playing Fields would ever be a facility that could be operated at nil cost. Even if the facility was reduced to just a softball venue and the remained as public open space with minimal maintenance, there would be a material cost to the Charity/Council in the order of £64k.
- 4.4 This is the key issue for the Council, as it is not a viable option to believe that the golf course can generate sufficient surplus after interest and depreciation, to cover the costs of the playing fields even if they were just used as public open space, and thereby avoiding any cost to the council tax.
- 4.5 The Open Space Needs survey undertaken by the Council during 2017 highlighted the opportunities for the provision of public leisure that the playing fields offer. However these opportunities could only be realised by significant investment by the Council into the facilities to rationalise facilities and introduce additional income streams.

<b>Background Papers:</b>	None
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<b>REPORT SUBJECT:</b>	<i>South Bucks District Council Performance Report Q2 2018-19</i>
<b>RELEVANT MEMBER:</b>	<i>Leader of the Council – Councillor Nick Naylor</i>
<b>RESPONSIBLE OFFICER:</b>	<i>Chief Executive – Bob Smith</i>
<b>REPORT AUTHOR:</b>	<i>Ani Sultan (01494 586 800)</i>
<b>WARD(S) AFFECTED:</b>	<i>Report applies to whole district</i>

### 1. Purpose of Report

This report outlines the annual performance of Council services against pre-agreed performance indicators and service objectives for Quarter 2 of 2018-19.

#### RECOMMENDATION

Cabinet is asked to note the performance reports.

### 2. Executive Summary

Overview of **Quarter 2 2019-19** performance indicators (PIs) against targets across the Council:

Portfolio	No of PIs	PI on target □	PI slightly below target □	PI off target □	Not reported this quarter/ not used	Awaiting data
<b>Leader's</b>	3	3	0	0	0	0
<b>Resources</b>	4	4	0	0	0	0
<b>Healthy communities</b>	10	4	0	2	4	0
<b>Planning &amp; Economic development</b>	15	12	2	0	1	0
<b>Environment</b>	4	2	1	0	1	0
<b>Customer &amp; Business Support</b>	9	4	2	0	3	0
<b>Total PIs</b>	45	29	5	2	9	0

### 3. Reasons for Recommendations

3.1. This report details factual performance against pre-agreed targets.

3.2. Management Team, Cabinet and Overview & Scrutiny Committee receive regular updates detailing progress towards service plan objectives, performance targets and strategic risks, in line with our Performance and Improvement Framework.

3.3. Three detailed performance tables accompany this report:

- **Appendix A – Priority PIs Quarter 2 2018-19**
- **Appendix B – Corporate PIs Quarter 2 2018-19**
- **Appendix C – Data Only PIs Quarter 2 2018-19**

#### 4. Key points to note:

4.1. All PI data has been received.

4.2. All priority PIs are on target.

4.2.1. **Leaders:** All PIs within the Leader's portfolio are on target.

4.2.2. **Resources:** All PIs for this portfolio are on target.

4.2.3. **Healthy Communities:** SbEH1 - Percentage of food hygiene inspections of category A – D food businesses achieved against the inspections due by quarter – was under target of 91%, at 83.5% (up from quarter one at 80.4%). The team had a member of staff leave at the end of February, meaning another staff member had to be re-deployed away from food inspections to undertake nuisance work. This continued until the post was recruited to in July. An agency contractor also left, meaning that officer time was diverted away from food inspection work. SbHS3 – Average length of stay in B&B temporary accommodation for all households – was above target of 22 at 28 weeks. The overall average was pushed upwards by one lengthy stay where the applicants had been subject to several reviews and legal appeal claims. Without this one case, the average would have been 22 weeks.

4.2.4. **Planning & Economic Development:** SbPED9 is on target for the current month, but due to previous months' targets being missed, the cumulative total is slightly under target of 90% at 88.9%. JtBC1 – Applications checked within 10 working days is slightly under the 92% target at 86%, due to the team being one person down and this coinciding with annual leave.

4.2.5. **Environment:** Percentage of household waste sent for reuse, recycling and composting is above target of 53%, at 55%. SbWR1 Number of household collections missed per month – is back under target of 100 at 92. The number of missed assisted collections is one over the target of 35, at 36. Recognising that these are vulnerable residents, the team are working closely with Biffa to bring this figure down.

4.2.6. **Customer & Business Support:** JtBS1 is under target of 99.5% as there have been problems with the vWorkspace desktop environment during September, causing some downtime. There was also a major outage of the uniform system following and upgrade performed by the supplier. These issues have had an impact on the result of this PI. JtBS2, percentage of calls to ICT helpdesk resolves within agreed timescales (by period), is slightly under the target of 95% at 88.2%, due to staff changes and members of the infrastructure team dealing with transformational projects, therefore fewer of the team have been available to deal with calls logged.

#### 5. Consultation

Not applicable.

#### 6. Options

Not applicable.

#### 7. Corporate Implications

7.1 Financial - Performance Management assists in identifying value for money.

7.2 Legal – None specific to this report.

7.3 Crime and Disorder, Environmental Issues, ICT, Partnership, Procurement, Social Inclusion, Sustainability – reports on aspects of performance in these areas.

**8. Links to Council Policy Objectives**

Performance management helps to ensure that performance targets set through the service planning process are met, and that any dips in performance are identified and resolved in a timely manner.

This report links to all three of the Council’s objectives, listed below:

Objective 1 - Efficient and effective customer focused services

Objective 2 - Safe, healthy and cohesive communities

Objective 3 - Conserve the environment and promote sustainability

**9. Next Step**

Once approved, this report and appendices will be published on the website.

<b>Background Papers:</b>	N/A
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Appendix A - Priority PIs 2018-19 - SBDC

Code	Title	Target 2017/18 (YTD)	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Traffic Light	Target 2018/19	Comments
<b>Leader's portfolio</b>																	
JtHR1	Working days lost due to sickness absence	10	5.8	6.3	6.3	6.2	6.5	6.7							☑	10	193.50 working days lost for September + 793 days lost (April - August) = 986.50 days lost. 986.50 / 295.77 (average FTE figure) = 3.34 / 6 x 12 = 6.68 average working days lost to sickness absence (cumulative).  These figures relate to absence days from 30 employees
JtHR12	Working days lost due to short term sickness absence (up to 20 working days)	5	2.8	2.7	2.4	2.1	2.2	2.2							☑	5	54.50 working days lost for September + 264 days lost (April - August) = 318.50 days lost. 318.50 / 295.77 (average FTE figure) = 1.08 / 6 x 12 = 2.16 average working days lost to short term sickness absence (cumulative).  The figures related to absence from 23 employees
JtHR13	Working days lost due to long term sickness absence (more than 20 working days)	5	3.0	3.6	3.9	4.1	4.3	4.5							☑	5	139 working days lost for September + 529 days lost (April - August) = 668 days lost. 668 / 295.77 (average FTE figure) = 2.26 / 6 x 12 = 4.52 average working days lost to long term sickness absence (cumulative).  This absence relates to 7 employees
<b>Resources</b>																	
SbRB1	Speed of processing - new HB/CTB claims (cumulative)	19	17.9	17.7	17.9	18.1	18.0	17.6							☑	18	Target achieved.
SbRB2	Speed of processing - changes of circumstances for HB/CTB claims (cumulative)	8	6.2	6.1	6.0	6.3	6.5	6.6							☑	8	Target achieved.
SbRB3	Percentage of Council Tax collected (cumulative)	98%	11.4%	20.8%	30.0%	39.2%	48.1%	57.2%							☑	98.0%	Target achieved.
SbRB4	Percentage of non-domestic rates collected (cumulative)	98.8%	12.2%	21.1%	30.1%	39.2%	48.1%	56.6%							☑	98.8%	Target achieved.
<b>Healthy Communities</b>																	
SbHS1	Number of applicants with/expecting children who have been in B & B accommodation for longer than 6 weeks (snapshot figure at end of month)	18	3	2	2	3	2	3							☑	18	This total comprises 1 household likely to be deemed intentionally homeless, 1 household awaiting a move to supported housing and 1 x household that is due to move to a PSL property.
SbHS7	Number of households living in temporary accommodation (snapshot at the end of the month)	68	60	57	55	46	45	48							☑	68	Slight increase due to upturn in applications in September. Total comprises (i) 25 in B&B or nightly booked TA (ii) 8 in private sector leasing (iii) 8 in GX Police Houses and (iv) 7 in other RP units.

Appendix A

Code	Title	Target 2017/18 (YTD)	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Traffic Light	Target 2018/19	Comments
<b>Planning and Economic Development</b>																	
SbPED9	Processing of planning applications: major applications processed within 13 weeks (cumulative)	90%	100.0%	100.0%	100.0%	75.0%	87.5%	88.9%							☐	90%	8 of 9 determined within target - cumulative figure 1 of 1 determined within target - this month's figure This month's figures are on target, but due to previous months, the cumulative figure is slightly below target.
SbPED10	Processing of planning applications: minor applications processed within 8 weeks (cumulative)	85%	90.9%	91.2%	93.7%	89.9%	90.3%	91.1%							☑	85%	144 of 158 determined within target - cumulative figure 23 of 24 determined within target - this month's figure
SbPED11	Processing of planning applications: other applications processed within 8 weeks (cumulative)	85%	92.8%	94.8%	93.6%	93.6%	93.7%	94.0%							☑	85%	404 of 430 determined within target - cumulative figure 60 of 63 determined within target - this month's figure
<b>Environment</b>																	
SbWR2	Percentage of household waste sent for reuse, recycling and composting (cumulative)	55%	52.4%	55.3%	58.2%	55.8%	53.0%	55.0%							☑	53%	Target achieved.

Appendix B - Corporate PIs 2018-19 - SBDC

Code	Title	Target 2017/18 (YTD)	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Traffic Light	Target 2018/19	Comments	
<b>Leader's Portfolio</b>																		
<b>Customer and Business Support</b>																		
JtBS1 (C)	Availability of ICT systems to staff from 8am to 6pm (by period)	99.5%			99.8%			97.3%							🟡	99.5%	There have been problems with the vWorkspace desktop environment during September causing some downtime. There was also a major outage of the Uniform system following an upgrade performed by the supplier. These issues have had an impact with the result of this PI.	
JtBS2 (C)	Percentage of calls to ICT helpdesk resolved within agreed timescales (by period)	95%			93.5%			88.2%							🟡	95%	Staff changes during this quarter has affected this PI. Also members of the Infrastructure Team have been dealing with transformational projects, meaning fewer members of the team are dealing with calls logged.	
SbBS3	Percentage of responses to FOI requests sent within 20 working days (by month)	90%	98.5%	98.4%	97.6%	97.8%	97.2%	100%							✅	90%	On target.	
SbCS1	Number of complaints received (cumulative, quarterly)	80			9			20							✅	80	On target.	
SbCS2	New measure for compliments - t.b.a.	TBA	NA	NA	NA	NA	NA	NA							NA	TBA	Placeholder for PI for when Customer Experience Strategy is implemented	
JtLD1 (C)	Client satisfaction with the shared service. Percentage satisfied or very satisfied.	98%						100%							NA	98%	PI on target.	
SbLD1	Percentage of canvass forms returned	94%													NA	94%	Yearly PI.	
SbLD2	Standard searches carried out within 5 working days (cumulative)	100%	100%	100%	100%	100%	100%	100%							✅	100%	Target achieved.	
SbLD3	Standard searches carried out within 10 working days (cumulative)	100%	100%	100%	100%	100%	100%	100%							✅	100%	Target achieved.	
<b>Healthy communities</b>																		
SbHL1a	Customer satisfaction rating at the Beacon Centre.	83%													NA	84%	Yearly PI.	
SbHL1b	Customer satisfaction rating at the Evreham Centre.	80%													NA	82%	Yearly PI.	
JtHL1 (C)	Percentage of customers satisfied with the licensing service received (annual)	89%													NA	80%	Yearly PI.	
JtHL2 (C)	Percentages of licences received and issued/renewed within statutory or policy deadlines (cumulative).	97%			98.6%			97.7%							✅	97.0%	Target achieved.	
SbEH1	Percentage of food hygiene inspections of category A – D food businesses achieved against the inspections due by quarter	91%			80.4%			83.5%							❌	91%	This quarter has seen a number of enforcement issues and a staff shortage which is now being addressed	
SbHS2	Number of affordable homes delivered by (i) new build (ii) vacancies generated by local authority scheme (iii) acquisition of existing properties for social housing (cumulative)	22			13			14							✅	22 5.5/qtr	Total comprises (i) 12 x Taplow new build properties (Housing Solutions) and 1 x L&Q new build bungalow (ii) 0 and (iii) 1 x acquisition by L&Q. A further 40 new build rented units are due to be completed on the Taplow Mill site during Quarter 3.	
SbHS3	Average Length of stay in B & B temporary accommodation for all households (snapshot at end of period)	22			12			28							❌	22	A total of 11 B&B placements ended during the quarter with an overall average stay of 28 weeks. The overall average was pushed upwards by one lengthy stay where the applicants had been subject to several reviews and legal appeal claims. Without this case, the average stay for the remaining households was 22 weeks.	

Code	Title	Target 2017/18 (YTD)	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Traffic Light	Target 2018/19	Comments
SbHS4	Number of private sector dwellings vacant for more than 6 months and returned to occupation following local authority intervention	15													NA	15	Yearly PI.
<b>Planning and Economic Development</b>																	
JtBC1 (C)	Applications checked within 10 working days (cumulative)	92%	100%	98.4%	98.2%	97.3%	97.9%	86.0%							🟡	92%	Currently one person down in the team, coinciding with annual leave during this period led to a drop in performance.
JtBC2 (C)	Customer satisfaction with the building control service. (cumulative)	92%	100%	100%	100%	100%	100%	100%							✅	92%	Target achieved.
SbPED1	Percentage of planning applicants who are satisfied or very satisfied with the planning service	80%			NA			NA							NA	85%	The service is currently reviewing how to undertake these surveys.
SbPED2	Planning appeals allowed (cumulative)	35%			33.3%			25%							✅	35%	2 of 11 allowed or part allowed appeals (cumulative total) Note: How this indicator is calculated has been revised. This includes, all appeal types. Appeals against -Refusal of planning permission, -Imposition of conditions -Non-determination -Enforcement notices All applications that have development types that are reported to the Government on the PS2 return and PS1, questions 6 and 7 and all appeals against enforcement
SbPED41	2019 Majors speed of planning decisions - special measures 2 year assessment period ending Sep 2018 (cumulative monthly)	60%	87.1%	87.1%	87.1%	85.3%	86.8%	87.2%							✅	60%	34 of 39 major cases determined within target Oct 2016 to Sep 2018 is the assessment period
SbPED42	2019 Non-Majors speed of planning decisions - special measures 2 year assessment period ending Sep 2018 (cumulative monthly)	70%	90.0%	90.3%	90.4%	90%	90%	91%							✅	70%	2187 of 2415 Applications determined: Non-Major Decision period: Oct 2016 - Sep 2018 SPEED Target: 70% or more
SbPED43	2019 Majors quality of planning decisions - special measures 2 year & 9 month assessment period ending Dec 2018 (cumulative monthly)	9.99%	7.9%	7.9%	7.9%	7.9%	7.9%	7.9%							✅	9.99%	3 of 38 Application allowed/part allowed on appeal: Major Decision period: Apr 2016 - Mar 2018 Appeal period: Apr 2016 - Dec 2018 QUALITY Target: less than 10%
SbPED44	2019 Non-Majors quality of planning decisions - special measures 2 year & 9 month assessment period ending Dec 2018 (cumulative monthly)	9.99%	1.1%	1.1%	1.1%	1.2%	1.2%	1.2%							✅	9.99%	30 of 2499 Application allowed/part allowed on appeal: Non-Major Decision period: Apr 2016 - Mar 2018 Appeal period: Apr 2016 - Dec 2018 QUALITY Target: less than 10%
SbPED45	2020 Majors speed of planning decisions - special measures 2 year assessment period ending Sep 19 (cumulative, monthly)	60.00%	93.3%	93.3%	93.3%	88.9%	90.9%	91.3%							✅	60.00%	21 of 23 speed Applications determined: Major Decision period: Oct 2017 - Sep 2019 SPEED Target: 60% or more
SbPED46	2020 Non-Majors speed of planning decisions - special measures 2 year assessment ending September 2019 (cumulative, monthly)	70.00%	80.6%	82.7%	83.8%	84.3%	85.4%	86.1%							✅	70.00%	969 of 1125 Applications determined: Non-Major Decision period: Oct 2017 - Sep 2019 SPEED Target: 70% or more
SbPED47	2020 Majors quality of planning decisions - special measures 2 year and 9 month assessment period ending December 2019 (cumulative, monthly)	9.99%				7.4%	6.5%	6.3%							✅	9.99%	2 of 32 Application allowed/part allowed on appeal: Major Decision period: Apr 2017 - Mar 2019 Appeal period: Apr 2017 - Dec 2019 QUALITY Target: less than 10%

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Appendix B

Code	Title	Target 2017/18 (YTD)	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Traffic Light	Target 2018/19	Comments
SbPED48	2020 Non-Majors quality of planning decisions – special measures 2 year and 9 month assessment period ending December 2019 (cumulative, monthly)	9.99%	0.9%	0.8%	0.7%	0.8%	0.7%	0.7%								9.99%	12 of 1771 Application allowed/part allowed on appeal: Non-Major Decision period: Apr 2017 – Mar 2019 Appeal period: Apr 2017 – Dec 2019 QUALITY Target: less than 10%
Environment																	
SbWR1	Number of household collections missed per month (calculated by P&C team on weekly basis)	100	129	100	135	93	123	92								100	Back under target of 100.
SbWR4	No of missed assisted collections (monthly)	NEW PI	47	26	30	30	40	36								35	We have hovered around the maximum target figure this year - however we are working with Biffa to bring this figure down as we recognise that these can be vulnerable customers.
SbSE1	Cumulative CO2 reduction from local authority operations from base year of 2008/09	NEW PI													NA	12%	Yearly PI.

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Appendix C - Data Only PIs - SBDC

Code	Title	Target 2017/18 (YTD)	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Trend	Comments
<b>Leader's Portfolio</b>																
SbCP1 (C)	Number of unique visitors to the main website (monthly by period and annual)	Data Only	84463	82821	71933	73278	73163	68439								
JtHR2 (C)	Voluntary leavers as a % of workforce (extrapolated for the year)	16%			21.9%			17.6%								11 leavers in quarter two plus 18 for quarter 1 = 29 leavers for Qs 1&2. 29 x 2 = 58 projected for the year 58 / 328.83 average headcount * 100 = 17.64%. This information is taken from reports run
<b>Healthy Communities</b>																
SbCmSf1 (C)	Percentage reduction in burglaries from dwelling, rolling year on year (quarterly)	Data Only			15%			-11%								Burglary dwelling offences have increased by 10.6% (12 offences). Up from 113 to 125.
SbCmSf2 (C)	Percentage reduction in violent offences against a person, year on year (quarterly)	Data Only			-79.4%			-51%								South Bucks saw an increase in recorded violence against a person offences. This increased to 384 from 214 the previous year. It is expected that the number of offences recorded will continue to increase with the improvement in recording standards
SbCL3a (C)	Total attendance at Evreham Centre (quarterly)				12,906			11,222								
SbCL3b (C)	Total attendance at Beacon Centre				36,893			32,137								
<b>Planning and Economic Development</b>																
JtENF1(C)	Number of new enforcement cases received (monthly)	NEW PI	23	30	25	25	40	32								
JtENF2 (C)	Number of closed cases (monthly)	NEW PI	5	215	45	22	60	20								
JtENF3 (C)	Number of PCNs (or S330s) issued (monthly)	NEW PI	0	0	0	0	0	0								
JtENF4 (C)	Number of notices served (monthly)	NEW PI	0	0	0	0	0	0								

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<b>SUBJECT:</b>	Car Park Strategy
<b>RELEVANT MEMBER:</b>	Councillor Luisa Sullivan
<b>RESPONSIBLE OFFICER:</b>	Chris Marchant, Head of Environment
<b>REPORT AUTHOR</b>	Julie Rushton, ext. 6877 <a href="mailto:julie.rushton@chilternandsouthbucks.gov.uk">julie.rushton@chilternandsouthbucks.gov.uk</a>
<b>WARD/S AFFECTED</b>	All South Bucks

## 1. Purpose of Report

- 1.1 To seek agreement to the car park strategy for the District of South Bucks in order to commence formal consultation. This Strategy was also considered by the Overview and Scrutiny Committee on 29 January 2019.

### Recommendations to Cabinet

- 1. Introduce a five year car park strategy that sets out the Council's aim and objectives, along with associated parking operations for the District.**
- 2. That subject to Overview and Scrutiny and Cabinet, approving the strategy, the Head of Environment be authorised to commence formal consultation.**
- 3. That following consultation the Head of Environment in consultation with the Portfolio holder be authorised to consider the comments from the consultation and implement the strategy for the District of South Bucks with or without modifications as considered appropriate.**

## 2. Reason for Recommendations

- 2.1 An effective parking strategy will help to further a wide range of objectives such as, economic vitality of South Bucks Towns and Villages.

## 3. Content of Report

### Strategy

- 3.1 Introducing a car park strategy enables us to openly set out our aims in respect of off street parking in South Bucks, along with the action we propose to take to ensure the car parks meet the needs of the local community. Consultation also enables us to engage with customers and receive feedback to ensure the final document is agreeable to the majority.
- 3.2 The proposed strategy (attached at Appendix A), sets out SBDC's objectives for car parking in the District. This includes supply and demand, car park

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maintenance; parking charges/season tickets in relation to how the charges are set, and parking for specialists groups etc.

- 3.3 The car park strategy does not set out specific charges, nor will the consultation to implement the strategy invite detailed feedback in this regard. This is because the Council follows the legal process for amending the Off Street Parking Places Order i.e. fees and charges, which includes a statutory consultation.
- 3.4 The strategy does however show that we recognise our customers and are able to set objectives that are appropriate, relevant, and beneficial to the residents and local businesses in the area.
- 3.5 In addition, the strategy sets out management of the car parks, along with the enforcement action taken to ensure the parking regulations are adhered to.
- 3.6 To enable customers to have a better understanding of the legalities to introduce/amend parking restrictions, an overview of the legal process has been provided.
- 3.7 Parking is a sensitive issue, particularly the enforcement side. A key element to reduce any misconceptions and promote a fair and consistent approach for all is transparency. This is a key priority for the Department for Communities and Local Government (DCLG)

#### Parking Report

- 3.8 Currently, there is no mandatory requirement for local authorities to produce an annual parking report, although it is good practise to have one in place. The Operational Guidance for parking enforcement suggests as such.
- 3.9 SBDC publishes a car parking report on a yearly basis. The report provides statistical information in relation to parking fines for the year to which the report refers. This includes the number of appeals received in respect of parking fines, the number of fines cancelled due to an appeal, and debt recovery information. The report also provides current information in respect of car park provision including parking tariffs, season ticket prices etc.
- 3.10 The annual parking report, which is referenced in the strategy, provides the detail element of the parking provision. This removes the need for the strategy to be updated during the life of the document, should any changes occur on the car parks, and acknowledges DCLG's request for transparency.
- 3.11 The general period for publicising parking reports is six months after the financial year to which the performance statistics refer. Publishing the data at the same time each year enables true year on year comparisons.

#### **4. Consultation**

- 4.1 Consultation has taken place with Resources Policy and Advisory Group on 15/6/17 and Environment Policy and Advisory Group on 21/11/17. Both groups

approved the strategy in principle and supported public consultation on the proposals.

- 4.2 The delay with moving forward with the strategy is due to discussions around the option of a joint strategy with Chiltern District Council (CDC). Upon an agreement being reached that each district will have its own strategy work has taken place to align the stage that each strategy is at so the two can be consulted on at a similar time.
- 4.3 Following approval to proceed with a strategy consultation would commence with members of the public, Bucks County Council as the highway authority, Thames Valley Police, and the Parish Councils.

## 5. Options

The options submitted for consideration are:

- 5.1 Take the decision to not have a car park strategy.
- 5.2 Approve the strategy in its existing format and approve the recommendations listed in this report.
- 5.3 Approve the strategy in principle, but in a different format, so detail in respect of tariffs etc. are included in the one document. The downside to this option is that as changes occur, the strategy would become dated and regularly require updating.

## 6. Corporate Implications

### 6.1 Legal Implications

The purpose of the document is to clarify the Council's car parking policy and thereby reduce the risk of a challenge to future decisions regarding the car park estate.

### 6.2 Financial Implications

There are no known financial implications to introducing the strategy.

## 7. Links to Council Policy Objectives

- 7.1 SBDC's car parks contribute to the Council's medium term aim of planning for a thriving and sustainable South Bucks, with vibrant towns and villages.
- 7.2 This matter also contributes towards the Council's aim to deliver value for money services driven by customer and community needs.

## 8. Next Step

- 8.1 If the recommendations are agreed officers will commence consultation to implement the strategy

<b>Background</b>	None other than referred to in this report
<b>Papers:</b>	

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# South Bucks District Council

## Car Park Strategy

[5 year period to be inserted]

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## FOREWORD

It is widely recognised that parking takes up a lot of land and costs money to provide and to maintain. It also affects everyone in the community whether we are looking for somewhere to park or coping with the impact of other people's parked vehicles.

The availability of parking space determines how we travel and where we travel to. Parking availability influences the vitality and viability of local towns/villages, along with the attractiveness of tourist spots and residential areas.

Our customers vary depending upon demographics, their primary reason for parking, and the motoring group they fall under. One common factor is that parking features at the beginning and end of a visit for those customers using the car parks, and as such, the car parks are the first and last impression of a given area.

By recognising that parking is no longer a standalone issue, but a crucial element in the essential transport network to make South Bucks a safe and healthy place to live and work we are able to implement a strategy that considers the needs of parking users. This five year Car Park Strategy identifies actions necessary to provide a sustainable modern parking service, which achieves a balance between local needs and the wider, more strategic requirements for parking.

In addition, by effectively managing the parking provision we are able to encourage use of other sustainable travel methods such as public transport without penalising customers in rural areas that do not have access to alternative travel modes, or disabled badge holders who may not be able to use public transport due to restricted mobility.

One of the priorities of the Department for Communities and Local Government is to ensure that the enforcement of parking restrictions is transparent, consistent and fair. South Bucks District Council (SBDC) recognises that openness and accountability is critical to gaining public support and therefore in addition to this Car Park Strategy we endeavour to publish a parking report on an annual basis to provide information on the parking account. We hope that by publishing this data our customers will be aware of our dedication to improving the parking provision for residents, businesses, and visitors to the District.



Councillor Sullivan  
Portfolio Holder for Environment

## INTRODUCTION

South Bucks District lies in the western sector of the South East region, situated between Greater London to the east and Reading and Oxford to the west. The District is bordered by a number of larger urban areas, in particular, Greater London to the east, Slough to the south, Maidenhead to the west, and High Wycombe to the north-west.

The District is principally rural, being located wholly within the Metropolitan Green Belt around London. Some 87% of the land in the District is designated as Green Belt and agriculture is the most extensive land use. The only areas not designated as Green Belt are the larger settlements of Beaconsfield, Burnham, Denham Green, Farnham Common, Farnham Royal, Gerrards Cross, Iver, Iver Heath, New Denham, Richings Park and Stoke Poges. The settlements are primarily residential in nature and of a very pleasant character. The District also has a number of smaller and more rural settlements situated within the Green Belt. A number of the settlements include Conservation Areas.

Large parts of the District's countryside are very attractive, crossed by rural lanes, and include extensive woodlands (including Burnham Beeches), heathland, agricultural land, private parks and estates. A small part of the District lies within the Chilterns Area of Outstanding Natural Beauty

South Bucks is within an area, which consistently has one of the lowest unemployment rates in England. The ONS 2014 mid-year population for South Bucks was 68,560. Of the resident population, 64% are economically active. Around 52% of those in work commute out of the District for their employment, principally to Greater London. Conversely, about 65% of the jobs in the District are taken by people commuting into South Bucks

Transport links with adjoining areas are very good, with the M4, M25 and M40 motorways all crossing the District. There are also good rail links to London and to Banbury via the Chiltern line and to London and the West via the Thames line. The District's population is highly mobile, with about one out of every two households having the use of at least two cars. Heathrow Airport is situated just to the south east of the District.

SBDC currently has ten pay and display car parks located across Beaconsfield, Burnham, Gerrards Cross and Farnham Common. These are regulated by the South Bucks District Council Off Street Parking Places Order 2010 (as amended). On street parking is regulated by Bucks County Council.



## STRATEGIC OBJECTIVES

Parking provision and management is a key element of Buckinghamshire's Local Transport Plan 4 (LTP4) and whilst parking restrictions are rarely popular with motorists; a population in excess of 68,000, and regular visitors to the South Bucks District, mean that without them there would be significant reduction in the number of parking spaces available.

The question is, how can we best support the local economy, residents and businesses, and seek to minimise the impact on Climate Change? The list below sets out our parking objectives for the next five years:

### Parking facilities

- Provide good quality public car parking facilities.
- Recognise the different characteristics of the four areas in the District of South Bucks with public parking facilities and provide parking provision appropriate to local circumstances.
- Provide sufficient parking for both short and long stay users.
- Provide a balance between short and long stay users where required by using a structured payment system.
- Maintain a charging structure that maximises the use of existing car parks, whilst managing a balance between economic and environmental objectives.
- Maintain a clear circulatory route around the car parks to maintain traffic flow and prevent obstruction.
- Make sure car parks are available for use by motorists and not taken up by illegally parked vehicles.
- Work to improve the safety of all car park users by dealing with dangerous and indiscriminate parking by encouraging responsible parking
- Provide adequate signage in the car parks with clearly stated terms and conditions that are easy to follow.
- Liaise with County Council to ensure adequate highway car park direction signs for ease of access.

### Community

- Seek to support the vitality of local towns and villages through effective car parking management.
- Provide a turnover of available parking spaces for areas of high demand.
- Provide a charging structure that supports communities and the overall strategy.
- Provide parking opportunities for drivers to use more sustainable modes of transport.
- Dissuade commuter parking where it is necessary to accommodate users of our towns and villages. This is essentially in areas where the availability of land restricts the opportunity to increase car park capacity.
- Maximise off street parking capacity to reduce on street parking.

- Provision of parking options which encourage business and tourism and meet the needs of workers and residents.
- Meet the needs of customers with special requirements such as disabled badge holders.
- Ensure adequate provision for the different motoring groups.
- Offer a percentage discount for season ticket holders to aid local businesses and evening/weekend permits to support residents.
- Support crime reduction initiatives.

#### Efficient Parking Management

- Ensure that the cost of parking provision is met by the service users.
- Manage the Council's car parking assets in a cost effective manner.
- Ensure a cost effective and efficient car park management regime.
- Ensure car park services are carried out to a high standard in terms of economy, efficiency, safety and effectiveness.
- Provide a cost effective enforcement service.
- Continue to audit, and review the level of parking availability in South Bucks and plan accordingly.

#### Customer Focused

- Develop effective communication with customers in order to promote the service and gather information to aid service development.
- Ensure that the car park service is developed and delivered on the basis of good information on car park usage and customer needs.
- Improve information for customers.
- Continually seek to improve customer parking experience with varied payment options.
- Endeavour to provide an overall positive customer experience in the use of Council owned off-street car parks in the District.
- Monitor the effectiveness and value of parking controls and respond to public needs.
- Communicate changes clearly through appropriate communication channels.
- Publish an annual parking report detailing financial and statistical information for the previous financial year.
- Place the customer at the heart of everything we do

## RECOGNISING OUR CUSTOMERS

South Bucks District Council is committed to listening and understanding customer needs and ensuring customers are at the heart of everything we do. We aim to deliver services that continually meet changing expectations and ensure the services we deliver are accessible to all.

Our customer requirements for off street car parking are broken down into the groups listed below. The categories are not in isolation as more than one category may apply to some customers.

### Local businesses

Require convenient parking for their customers as close to the premises as possible.

### Residents

(Specifically if live, near to town centre with limited or no on-site parking).

Will seek to park close to home.

Main needs likely to be evenings and weekends.

May seek reasonable season ticket parking to maintain parking in close proximity to their property at a minimal cost.

### Shoppers

Needs will depend on the shopping experience available in the town.

The more variety and volume of shops, the longer the shopper will stay.

The shorter the stay, the closer to the shops the shopper will expect to park.

### Visitors

Needs will vary from location to location depending on the tourist and social offerings (coffee shops, bars, restaurants in the area). May require 3-5 hours parking including evening parking.

Require clear direction signage to the car parks.

### Workers

Require full day parking

Flexibility around parking tariff bands to accommodate half day/varying shift patterns.

Parking fees may be a significant cost for low paid workers, who may be tempted to try to locate "free" parking away from the car parks.

### Commuters

Require long stay parking with good transport links.

Ideally, car parks located close to Railway stations.

The list is by no means absolute and feedback is welcomed.

Once parked, customers require safe passageway in the car park.

## **ACTIONS TO ACHIEVE OBJECTIVES AND MEET CUSTOMER NEEDS**

### **Car Park Provision:**

#### **Supply and Demand**

The LTP4 identifies the need for effective parking management and the role of parking in managing demand for parking within towns and villages. It identifies that appropriate parking can make a significant contribution to town centre economic vitality and that appropriate parking levels are important to ensure that the local economy is supported.

SBDC recognises the importance of car travel in the District as a means of boosting local economy and providing essential links to public transport facilities. As such, we seek to deliver a balanced approach to car parking that provides sufficient capacity to support economic growth and provide the necessary parking provision to facilitate travel to national destinations.

In April 2014, the Council commissioned a study to be undertaken of SBDC car parks. The results of the study showed that demand was on the increase and additional car parking supply would be required in the future. In addition, the outcome of the survey showed that by 2033 there is likely to be significant parking stress with little or no spare capacity. A more recent survey undertaken in 2017 confirmed these figures and work is underway to address the essential demand for car parking across South Bucks to ensure a sufficient supply is in place to meet current and future demand.

The current occupancy figures show that the parking situation reflects the need for additional parking as predicted in the parking studies, although the significant parking stress is considerably earlier than predicted.

Demands on parking provision vary across the district; this can be affected by many variables including growth in population, change to infrastructure, and growth in car ownership.

The Department for Transport has published traffic growth predictions to 2025. These show an increase of up to 23% for urban areas and a slightly higher increase of 31% in rural areas. Rail passenger growth for the South East is expected to be between 34-42% by 2030 and the 2011 Census prediction for population growth in South Bucks is 2.2%. These growth predictions can affect the parking provision and the local economy if effective parking management is not in place. .

In anticipation of the growth, particularly Rail passenger and population growth for the District, and consequently the impact this will have on parking pressures, we aim to continually audit, and review the level of parking availability and plan accordingly. In addition, we work alongside partner organisations to maintain a good understanding of the parking operations across non-council car parks so these can be taken into account when reviewing parking supply and demand for the District.

The aspiration for the car parks is to maximise parking space whilst allowing for flexibility at peak times. Where the demand consistently increases beyond this usage the Council will seek where possible to develop existing car parks to increase parking capacity. The priority for parking provision will be given to short stay for shoppers and visitors to the District in order to support the vitality of towns and villages.

The current parking provision in each area, including the number of car parks, parking spaces, and tariffs is provided on SBDC's website and in SBDC's Annual Parking Report. The report also provides information regarding forthcoming changes to the car park provision, along with changes that have happened in the 12 months since the previous report.

When designing car parks we follow general guidance for the size of the bays and aim to provide a clear and safe route around the car park to allow manoeuvres without causing accidental damage or putting the safety of people at risk.

### **Parking for Specialist Groups**

There is a need to make provision for the specialist requirements of certain persons or vehicles, whose needs are not met by the provision of standard car parking spaces. These are listed below.

For actual off-street provision including space allocation for the different motoring groups within the car parks, please refer to SBDC's Annual Parking Report.

#### Parking for Disabled

Suitable and sufficient disabled parking for blue badge users is important to support mobility and independence.

Many people with reduced mobility are dependent on cars for getting around. This is irrespective of whether they drive themselves or ride with someone else. The ease, with which they can reach their destination, is usually determined by where they can park.

Provision should be considered on an individual car park basis as some car parks may not be suitable for use by the disabled, e.g. car parks that are remote from the potential destinations or those accessed by routes with steep gradients. A reduced provision may be appropriate at such locations.

SBDC adheres to the recommended standard for parking allocation of disabled parking bays whilst considering the car park locations and the closeness to which the car park is to local amenities.

The position of disabled bays in a car park is key to customer experience. We endeavour to allocate disabled bays close to a pedestrian exit on a route that is suitable for wheelchairs. To accommodate those with limited mobility the bays are positioned where there are no steps, bollards, or heavy doors. In a multi storey car park, disabled bays would be positioned on the same level as pedestrian access, or close to a lift with wheelchair access.

Concessions of the Blue Badge apply to on street parking. Off Street parking concessions vary from District to District and it is up to the car park owner as to whether concessions of the Blue Badge are available. In SBDC car parks Blue Badge holders may park free of charge.

#### Motor Cycle Parking

There are no designated bays in the District; motorcyclists may currently park in a standard parking bay. Provision for motorcycles will be assessed on demand.

Consequently, if designated bays are introduced they will be clearly signed and the terms and conditions of motorcycling parking will be stated on the tariff board.

### Electric Vehicle Parking

Rising demand in electric vehicles and electric vehicle owners brings forth the increase in demand for electric charging points across South Bucks.

To contribute towards the government's commitment to drive forward the market for ultra-low emission vehicles, whilst also addressing the carbon consequences of motoring, we endeavour to consider provision of charging points for electric vehicles within the life of this strategy, where funding permits.

### Motorhomes / Coaches / Lorry Parking

The car parks are unsuitable for these motoring groups as overnight parking is not permitted and parking bays are standard for cars. Height restriction barriers also apply.

## **Security and Maintenance**

### Security

All of our car parks have been awarded the Safer Parking Park Mark award. The award is an initiative of the Association of Chief Police Officers designed to reduce criminal behaviour within the parking environment. The scheme is managed by the British Parking Association and is supported by the Home Office.

To obtain the award an investigation is carried out by the police to assess the facilities in place and to ensure the parking area is of a high standard in relation to cleanliness, signage, surveillance and lighting. Once the Police are satisfied that the parking area sufficiently meets the appropriate standards and that it is correctly managed and maintained, the safer park mark status is awarded. To ensure car parks continue to meet the required criteria the award is renewed on a yearly basis following a re-assessment.

### Maintenance

To ensure we continually meet the criteria to achieve the award we endeavour to maintain the car parks to a high standard.

Each month the car parks are fully inspected and a record of the visits are logged. The inspection includes checking the surfacing, markings, drainage, lighting levels, cleanliness, fencing/boundary, signs, car parking furniture, recycle centres (if applicable). Any defects are noted and remedial works are requested. These are carried out as soon as possible with priority given to safety. In addition to monthly checks, the Civil Enforcement Officers (CEOs) visit the car parks regularly throughout the day. On each visit the pay and display machines are checked and the officers remain vigilant for any defects that may have occurred. These are reported the same day.

### **Parking Charges**

The objectives of the District Council's charging policy is to support the LTP4, derive revenue from charged car parks, and improve the vitality of the local economy by promoting short stay parking. Details of the current tariff structure are available on the Council's website and in SBDC's Annual Parking Report.

The car park charging structure is reviewed annually to ensure that the charges are competitive with those of neighbouring authorities. A list of neighbouring authority charges is provided in Appendix A.

The comparison shows that the short stay charges levied in South Bucks are broadly consistent when compared to most of the neighbouring authorities. Similarly, all day charges are broadly consistent when compared with other districts.

Most notable are the long stay tariffs in Hillingdon, Watford, and West Berkshire. These are considerable higher than the long stay charges in South Bucks.

The cost of parking in each of the car parks is fair, reflecting the quality of the facility. It is important to note that for many the cost is the least important factor when considering the location and standard of the facilities. This is particularly the case for visitors and to a lesser extent for shoppers. Workers will usually seek slightly cheaper parking at a further distance to their destination.

The current level of charging for short and long stay parking varies from area to area. For simplicity, the Council is aiming to align the charges across the car parks where it is possible to do so; taking in to account the needs of the local communities.

In line with government policy on integrated transport systems there may be a time in the future when we are required to review the parking charges to discourage the use of cars in the short term. SBDC will approach this review when attractive alternative ways of travelling are available.

When making any changes to the parking charges the Council follows the relevant statutory process that is applicable at the time of the change.

### Methods of Payment

All customers benefit from flexible payment options although their needs and the duration of their stay will vary. As new technology becomes available, the method of payment options will be reviewed to ensure a variety of user friendly options are available providing choice to those who may not wish to pay using just one payment method.

Currently, parking in SBDC car parks can be paid for in the following ways:

#### *Payment Machines*

The ratio of payment machines to car park capacity is important, so too is the distance customers are expected to walk to purchase a ticket and return to their vehicle in order to display the ticket. If there is only one pay and display machine in a car park there is always a risk of a loss of income in the event of a machine failure. However, it is difficult to justify more than one machine for car parks with less than 60 spaces.

In larger car parks, it is important that machines be spaced uniformly throughout the car park in order to reduce the distance users have to walk to purchase a ticket after parking their vehicle.

The number of payment machines in the car parks is sufficient for the number of bays and the general use of the machine. From time to time faults can occur requiring an alternative payment method to be used.

The machines are linked to a central database, which reads the data from each pay and display machine. This information is vital for enforcement evidence, cash reconciliation and car park usage. In addition to car park information, the database is able to notify us of any machine faults; these are reported and rectified as soon as possible.

The machines do not give change.

#### *Mobile phone payment*

RingGo pay by mobile option is available in all CDC car parks. Each car park has a unique reference number provided on the signage. This number is required to enable parking time to be purchased for the correct location. Payment is required at the time of arrival at the car park.

There are additional services offered to the customer using the system, these are:

- VAT receipts on line.
- Text confirmation that parking has been purchased.
- Text to remind that the time purchased is about to expire.
- Parking time may be topped up providing any maximum stay for that car park is not exceeded.

Please note that charges apply for using this service.

When patrolling the car parks the CEOs have access to the list of vehicles that parking has been paid for and can therefore enforce in the normal manner.

#### **Season Tickets**

Season Tickets are discounted against the daily parking tariff to support local businesses and workers. They are available to purchase for any SBDC car park for periods of 3months, 6months, and 12months.

For full details on season ticket prices, renewals, and the application process, please see SBDC's Annual Parking Report, which is available to view on the Council's website.

To maintain the short stay/long stay ratio and enable availability of space for daily paying customers, the number of season tickets that can be issued at any one time is capped. These are reviewed on a regularly basis.

In addition to the above, Resident season tickets are available to purchase for any of the car parks to be used Monday to Friday between 6pm and 8am and all day Saturday/Sunday and bank holidays. These season tickets support local residents who have no off-street parking facilities, as they avoid the need to make a specific payment when they arrive home in the evening and at weekends.

The terms and conditions for the season tickets are listed below. They must be read in conjunction with the car park conditions of use, which are stated on the tariff boards in the car parks. Failure to comply with the conditions could result in a PCN being issued.

- Season tickets are issued at the discretion of SBDC. If the scheme is abused the Council reserves the right to withdraw the ticket.
- Season tickets issued shall be marked with the nominated car park and are only valid



for the car park for which they have been issued.

- Season tickets are not transferable.
- A lost season ticket will only be replaced upon receipt of the appropriate fee. If a season ticket is later recovered no refund will be given
- Whilst every effort is made to maximise car parking space availability, purchase of a season ticket does not guarantee a parking space.
- Season tickets are issued and registered against a specific vehicle registration. They are not transferable. Up to two registration numbers allowed on one season ticket, however only one vehicle can be on park at any one time.
- Season tickets should be displayed on the left hand side of the windscreen in clear view so they can be seen by the CEOs (unless a courtesy car at which point SBDC must be informed immediately).
- For change of vehicle season ticket holders are required to contact SBDC's Parking Services. A copy of the new V5 document is required to enable a new season ticket to be issued.
- Season tickets that are no longer valid due to change of vehicle **must** be returned to Parking Services within 7 days of the new season ticket being issued.
- Payment must be received in full for a season ticket to be issued.
- Season tickets will only be cancelled when surrendered to Parking Services
- SBDC reserves the right to amend the terms and conditions of the season ticket. Should any changes occur we will advise accordingly.
- The onus is on the season ticket holder to apply for a renewal at least 7 days prior to the commencement date of the new season ticket.
- The Season ticket is issued under the various regulation, bye laws and orders relating to car parks and the Council accepts no liability or responsibility for personal injury, (whether fatal or otherwise) or for loss or damage to property unless caused by negligence of the Council or its employees.

### **Car Park Suspension**

SBDC may at times have cause to close a car park or part of for a period of time. A minimum of 7 days' notice is required unless the nature of the closure is due to essential works and consequently, delaying the suspension could present a safety risk.

## REMOVAL OF VEHICLES

In certain circumstances, it may be necessary for SBDC to arrange for the removal of a vehicle from its car parks.

This could be due to:

- A vehicle has been abandoned.
- A vehicle is causing an obstruction.
- A vehicle is a danger to other users of the car park.
- A vehicle has been burnt out.
- A vehicle is parked for the sole purpose of being sold.

If a vehicle is deemed abandoned and in a dangerous condition, or parked in a dangerous location, a 24hr destruction notice will be applied to the vehicle. In extreme circumstances, for example the vehicle is burnt out, it will be removed immediately.

If the vehicle is deemed abandoned but not in a dangerous location or condition, a 7day destruction notice will be applied to the vehicle, with a letter sent to the registered keeper. If the vehicle is not claimed or moved after this period of time, SBDC will arrange for the vehicle to be removed and disposed of.

For vehicles that are deemed abandoned but are taxed and in good condition a two week monitoring period will be initiated, after which, if there is no contact by the registered owner a 7day notice will be applied to the vehicle. If at the end of this period, the vehicle has not been moved SBDC will arrange for the vehicle to be removed from the car park and placed in secured storage.

For further information regarding abandoned vehicles, please refer to SBDC's Abandoned Vehicle Policy. A copy of which can be found on SBDC's website.

Vehicles that are parked for the sole purpose of being sold are parked in breach of SBDC's Off Street Parking Places Order (OSPPO). These vehicles run the risk of being removed and placed in secure storage.

Once a vehicle has been removed, the owner may arrange to have the vehicle returned, or provide information about the new owner. The new owner will have 14 working days to respond to written notice before the vehicle is disposed of.

If a vehicle owner makes no contact within the storage period SBDC will arrange for the vehicle to be disposed of.

The owner will be required to pay all recovery costs that may apply; removal, storage, and disposal.

## **CIVIL PARKING ENFORCEMENT**

### **Introduction / Amendment to OSPPO**

Before enforcement can commence, an OSPPO must be in place. This is the legal Order that is required to enable SBDC to introduce parking restrictions on the car parks. Under the provisions of RTRA 84, SBDC can implement and amend the OSPPO to regulate and enforce parking contraventions. SBDC's policy for processing and implementing or amending the OSPPO is in accordance with the statutory legal process; this is as follows:

- A review is undertaken of the car park(s) in question and a report outlining recommendations is drafted and presented to members of the relevant Policy Advisory Group. If agreed, the report is presented to Cabinet for approval to proceed with the proposals.
- Public consultation. Notices are advertised in the local press and copies are displayed in the car parks for the public to view.
- Consultation period. This lasts for a minimum of 21 days from when the notices are posted. During this period the general public may make comments on the proposals by writing to the Council.
- Objections. All comments are considered by the Council and the objectors informed of the outcome. This may result in the proposals not being introduced, or amended.
- The relevant markings, signs, machine configuration are then put into place.

### **Enforcement of Car Park Regulations**

Civil Parking Enforcement (CPE) is essential to the delivery of the Car Park Strategy. Vehicles that are parked in contravention of car park regulations cause congestion and obstruction in a car park and reduce the availability of space. This has a detrimental impact on the local economy by discouraging visitors. Greater compliance and a better understanding of parking regulations help to support the vitality of a town; this is achieved with a consistent enforcement regime. For the legal background on CPE, please refer to SBDC's Annual Parking Report.

The level of enforcement helps shape the public's compliance to parking restrictions, with little or no enforcement generally leading to higher levels of illegal and inappropriate parking. To maintain a balance between the levels of compliance we consider acceptable and the level of enforcement necessary to achieve that balance, the enforcement regime is regularly reviewed and monitored.

### **Parking Contraventions**

There is a national list of parking contraventions with two levels of charging. The more serious contraventions are charged at the higher level of £70.00 (£35.00 if paid within 14 days of issue) and the less serious contraventions are charged at the lower level of £50.00 (£25.00 if paid within 14 days of issue). Below is a list of parking contraventions that SBDC enforces on, including the relevant level of charge.

<b>CODE</b>	<b>DESCRIPTION OF CONTRAVENTION</b>	<b>Charge Level</b>
73	Parked without payment of the parking charge	Lower
74	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	Higher
80	Parked for longer than the maximum period permitted	Lower
81	Parked in a restricted area in a car park	Higher
82	Parked after the expiry of time paid for in a pay & display car park	Lower
83	Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock.	Lower
84	Parked with additional payment made to extend the stay beyond time first purchased	Lower
85	Parked in a permit bay without displaying a valid permit.	Higher
86	Parked beyond the bay markings.	Lower
87	Parked in a disabled person, parking space without clearly displaying a valid disabled person's badge	Higher
89	Vehicle parked exceeds the maximum weight permitted in the area as defined in the Off Street Parking Order	Higher
91	Parked in an area not designated for that class of vehicle	Higher
92	Parked causing an obstruction	Higher
93	Parked in a car park when closed as a car park	Lower
94	Parked in a pay & display car park without clearly displaying two valid pay and display tickets when required	Lower
95	Parking in a parking place other than the designated purpose for the parking place	Lower

Once a Penalty Charge Notice has been issued, there is a three stage appeal process that may be followed if a motorist wishes to contest the Notice. SBDC deals with appeals in accordance with The Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007. For in-depth information on the appeals process, please refer to SBDC's Annual Parking Report.

## ENFORCEMENT RECOVERY ACTION

SBDC will undertake all action necessary to recover debt in relation to the issue of a Penalty Charge Notice. The recovery stages that SBDC will follow are:

### Charge Certificate

If payment is not received, a Charge Certificate may be issued which increases the original charge by 50%. It occurs, not less than 28 days beginning with the date on which:

- The Notice to Owner is served and no formal representation has been received;
- A Notice of Rejection of Representation is sent and no appeal is made to the Traffic Penalty Tribunal;
- The adjudicator's decision to dismiss the appeal is served on the appellant.

### Debt Registration

If, after 18 days from the issue of the Charge Certificate, payment is not received, the Council will register the debt at County Court. There is an £8 fee for each case that is registered; this cost is passed on to the motorist. Once the debt has been registered, an Order for recovery of unpaid penalty charge is served.

### Warrant of Control

If, after 21 days from the issue of the Order for recover payment has not been received the Council will seek approval from the court to issue a Warrant of Control. This enables an Enforcement Agent to be appointed. The Enforcement Agent has the power to apply fees in addition to the debt, and seize goods and sell them to recover the debt. This includes clamping and removing the vehicle.

***If you do nothing or do not act quickly, you may lose your right to pay the PCN at the discounted amount or your right to appeal; ultimately leading to you having to pay considerably more.***

It is important that you pay the PCN as early as possible to keep costs down for you or, appeal within the allotted timeframes to ensure you are not disappointed by being out of time.

## PARKING ACCOUNT

SBDC is committed to providing customers with a professional, personal and friendly service. We are also instrumental in providing a parking service that is consistent, fair to all, and transparent.

On an annual basis, we publish a parking report that provides information relating to the parking account for the previous financial year. This includes, but is not limited to, the number of PCNs issued, including representations/cancellations, along with Debt recovery and collection rates. In addition, we aim to provide an update to any changes to the parking provision and service that has taken place since the previous parking report, along with any forthcoming changes that are in the pipeline.

In accordance with the Local Government Transparency Code 2014, parking income and expenditure is published on SBDC's website.

## **GLOSSARY**

CEO	Civil Enforcement Officer
CPE	Civil Parking Enforcement
LTP4	Local Transport Plan 4
OSPPO	Off Street Parking Places Order
RTRA 84	Road Traffic Regulation Act 1984

## Appendix A Neighbouring Authority Charges

st - standard tariff

sbh - car park only open Sunday and bank holidays

Council	Town	Car Park	30mins	1hr	90mins	2hr	3hr	4hr	5hr	5hr+	6hr	7hr	8hr	9hr	9hr+	10hr	10hr+	12hr	24hr	Sunday	B/Hol	
AVDC	Aylesbury	Upper Hundreds	na	£1.00	na	£2.00	£2.00	£3.50	£3.50	£8.00	na	na	na	na	na	na	na	na	na	na	£1.50	£1.50
AVDC	Aylesbury	Walton Street	na	£1.00	na	£2.00	£2.00	£2.50	£2.50	£4.00	na	na	na	na	na	na	na	na	na	na	£1.50	£1.50
AVDC	Aylesbury	Exchange Street	£0.80	£1.50	na	£2.50	£2.50	£4.00	£5.00	£8.00	na	na	na	na	na	na	na	na	na	na	£1.50	£1.50
AVDC	Aylesbury	Coopers Yard	na	£1.00	na	£2.00	£2.00	£3.50	£5.00	£8.00	na	na	na	na	na	na	na	na	na	na	£1.50	£1.50
AVDC	Aylesbury	Waterside (Bottom/Mid	na	£1.00	na	£2.00	na	na	na	na	na	na	na	na	na	na	na	na	na	na	£1.50	£1.50
AVDC	Aylesbury	Waterside (Top)	na	£1.00	na	£2.00	£2.00	£3.50	£5.00	£8.00	na	na	na	na	na	na	na	na	na	na	£1.50	£1.50
AVDC	Aylesbury	Hale Street	na	£1.00	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	£1.50	£1.50
AVDC	Aylesbury	Hampden House	na	£2.50	na	£2.50	£2.50	£2.50	£2.50	£4.00	na	na	na	na	na	na	na	na	na	na	£1.50	£1.50
AVDC	Aylesbury	Whitehall Street	na	£2.50	na	£2.50	£2.50	£2.50	£2.50	£4.00	na	na	na	na	na	na	na	na	na	na	£1.50	£1.50
AVDC	Aylesbury	Friarscroft	na	£3.00	na	£3.00	£3.00	£3.00	£3.00	£3.00	na	na	na	na	na	na	na	na	na	na	£1.50	£1.50
AVDC	Aylesbury	Walton Green	na	£3.00	na	£3.00	£3.00	£3.00	£3.00	£3.00	na	na	na	na	na	na	na	na	na	na	£1.50	£1.50
AVDC	Buckingham	Cornwalls	na	£0.50	na	£0.50	£0.50	£1.00	£1.50	£2.50	na	na	na	na	na	na	na	na	na	na	free	free
AVDC	Buckingham	Western Avenue	na	free	na	free	free	free	free	free	na	na	na	na	na	na	na	na	na	na	free	free
AVDC	Buckingham	Stratford Fields	na	free	na	free	free	free	free	free	na	na	na	na	na	na	na	na	na	na	free	free
AVDC	Wendover	Wendover Car Park	na	free	na	£0.50	£0.70	£1.00	£1.50	£4.00	na	na	na	na	na	na	na	na	na	na	free	free
AVDC	Windslow	Market Square	na	free	na	£0.50	na	na	na	na	na	na	na	na	na	na	na	na	na	na	free	free
AVDC	Windslow	Greyhound Lane	na	free	na	free	free	free	free	free	na	na	na	na	na	na	na	na	na	na	free	free
Dacorum	Apsley	Durrants Hill	£0.10	£0.40	na	£0.40	£0.70	£1.00	na	£1.60	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Berkhamstead	Water Lane	£0.70	£0.70	na	£1.30	na	na	na	na	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Berkhamstead	Lower Kings Road (close	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Berkhamstead	Canal Fields	free	free	na	free	free	free	free	free	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Berkhamstead	St Johns Well Lane	£0.70	£0.70	na	£1.30	£2.00	£2.60	na	£3.80	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Boxmoor	Cowper Road	free	free	na	£0.50	£0.60	£0.70	na	na	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Hemel Hempstead	Wood Lane End	£0.10	£0.40	na	£0.40	£0.70	£1.00	na	£1.60	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Hemel Hempstead	The Gables	£0.50	£0.50	na	£0.70	£0.90	£1.10	na	£1.60	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Hemel Hempstead	High Street	£0.50	£0.50	na	£0.70	£0.90	£1.10	na	£1.50	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Hemel Hempstead	Gadebridge Lane	free	free	na	free	free	free	free	free	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Hemel Hempstead	Queensway	£0.60	£0.60	na	£1.00	£1.30	£1.60	na	£2.60	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Hemel Hempstead	Alexandra Road	£0.60	£0.60	na	£1.00	£1.30	£1.60	na	£2.50	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Hemel Hempstead	Dacorum Way	£0.60	£0.60	na	£0.90	£1.20	£1.50	£2.50	£2.50	na	na	na	na	na	na	na	na	na	na	sbh	sbh
Dacorum	Hemel Hempstead	Water Gardens (Lower)	£0.80	£0.80	na	£1.40	£2.00	£2.50	na	3.5	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Hemel Hempstead	Water Gardens (Upper)	£0.80	£0.80	na	£1.40	£2.00	£2.50	£3.50	£3.50	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Hemel Hempstead	Water Gardens (South)	£0.50	£1.00	na	£1.60	na	na	na	na	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Hemel Hempstead	Moor End Road	£2.50	£2.50	na	£2.50	£2.50	£2.50	na	£4.00	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Hemel Hempstead	Park Road	£0.60	£0.60	na	£0.80	£1.00	£1.20	na	£2.50	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Kings Langley	The Nap	free	free	na	free	free	free	free	free	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Kings Langley	Langley Hill	free	free	na	free	free	free	free	free	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Markyate	Hicks Road	na	free	na	free	free	free	free	free	na	na	na	na	na	na	na	na	na	na	free	free
Dacorum	Tring	The Forge	free	free	na	£1.00	£1.20	£1.50	£2.20	£2.20	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Tring	Church Yard	£2.20	£2.20	na	£2.20	£2.20	£2.20	£2.20	£2.20	na	na	na	na	na	na	na	na	na	na	st	st

Council	Town	Car Park	30mins	1hr	90mins	2hr	3hr	4hr	5hr	5hr+	6hr	7hr	8hr	9hr	9hr+	10hr	10hr+	12hr	24hr	Sunday	B/Hol	
Dacorum	Tring	Frogmore Street (East)	free	free	na	£1.00	£1.20	£1.50	na	na	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Tring	Frogmore Street (West)	£2.20	£2.20	na	£2.20	£2.20	£2.20	£2.20	£2.20	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Tring	Victoria Hall	free	free	na	£1.00	£1.20	£1.50	na	na	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Tring	Old School Yard	free	free	na	£1.00	£1.20	£1.50	na	na	na	na	na	na	na	na	na	na	na	na	free	free
Hillingdon	Eastcote	Northview	free	£0.70	£1.40	£2.10	£3.50	£5.20	£5.70	£5.70	na	na	na	na	na	na	na	na	na	na	st	st
Hillingdon	Eastcote	Devon Parade	free	£0.70	£1.40	£2.10	£3.00	£5.20	na	na	na	na	na	£8.70	£12.00	na	na	na	na	na	st	st
Hillingdon	Eastcote	Devonshire Lodge	free	£0.70	£1.40	£2.10	£3.00	£5.20	na	na	na	na	na	£8.70	£12.00	na	na	na	na	na	st	st
Hillingdon	Hayes	Blyth Road	free	£0.70	£1.40	£2.10	£3.00	£5.20	£8.70	£8.70	na	na	na	na	na	na	na	na	na	na	st	st
Hillingdon	Hayes	Pump Lane	free	£0.70	£1.40	£2.10	£3.50	£5.20	£5.70	£5.70	na	na	na	na	na	na	na	na	na	na	st	st
Hillingdon	Hayes	Civic Hall	free	£0.70	£1.40	£2.10	£3.00	£5.20	na	na	na	na	na	£8.70	£12.00	na	na	na	na	na	st	st
Hillingdon	Hillingdon	Long Lane	free	£0.70	£1.40	£2.10	£3.00	£5.20	na	na	na	na	na	£8.70	£12.00	na	na	na	na	na	st	st
Hillingdon	ickenham	Community Close	free	£0.70	£1.40	£2.10	£3.00	£5.20	na	na	na	na	na	£8.70	£12.00	na	na	na	na	na	st	st
Hillingdon	Northwood	Green Lane	free	£0.70	£1.40	£2.10	£3.00	£5.20	na	na	na	na	na	£8.70	£12.00	na	na	na	na	na	st	st
Hillingdon	Ruislip Manor	Pembroke Gardens	free	£0.70	£1.40	£2.10	£3.50	£5.20	£5.70	£5.70	na	na	na	na	na	na	na	na	na	na	st	st
Hillingdon	Ruislip	Kingsend North	free	£1.00	£1.50	£1.70	na	na	na	na	na	na	na	na	na	na	na	na	na	na	st	st
Hillingdon	Ruislip	Kingsend South	na	£1.00	na	£1.50	na	£5.50	na	na	na	na	na	na	na	na	na	na	na	na	st	st
Hillingdon	Ruislip	Wood Lane	na	£1.00	na	£1.50	£2.90	£4.90	£5.50	£5.50	na	na	na	na	na	na	na	na	na	na	st	st
Hillingdon	Ruislip	St. Martins Approach	free	£0.70	£1.40	£2.10	£3.50	£5.20	£5.70	£5.70	na	na	na	na	na	na	na	na	na	na	st	st
Hillingdon	Ruislip Manor	Linden Avenue	free	£0.70	£1.40	£2.10	£3.00	£5.20	na	na	na	na	na	£8.70	£12.00	na	na	na	na	na	st	st
Hillingdon	South Ruislip	Long Drive	free	£0.70	£1.40	£2.10	£3.50	£5.20	£5.70	£5.70	na	na	na	na	na	na	na	na	na	na	st	st
Hillingdon	West Drayton	Brandville Road	free	£0.70	£1.40	£2.10	£3.50	£5.20	£5.70	£5.70	na	na	na	na	na	na	na	na	na	na	st	st
Hillingdon	Yiewsley	Fairfield Road	free	£0.70	£1.40	£2.10	£3.00	£5.20	na	na	na	na	na	£8.70	£12.00	na	na	na	na	na	st	st
Slough	Langley	Harrow Market	free	£0.60	na	£1.10	£1.80	£2.10	na	na	na	na	na	na	na	na	na	na	na	na	free	free
Slough	Slough	Buckingham Gardens	na	£1.00	na	£2.00	£3.00	£4.00	£5.00	£5.00	na	na	na	na	na	na	na	na	na	na	st	st
Slough	Slough	Burlington	na	£0.50	na	£1.00	£2.30	£3.30	£6.70	£6.70	na	na	na	na	na	na	na	na	na	na	£1.00	£1.00
Slough	Slough	Hatfield	na	£0.60	na	£1.10	£2.20	£3.30	£5.00	£5.00	na	na	na	na	na	na	na	na	na	na	£1.00	£1.00
Slough	Slough	Herschel	na	£0.70	na	£1.60	£2.80	£3.30	£5.00	£5.00	na	na	na	na	na	na	na	na	na	na	st	st
Slough	Slough	The Grove	na	£1.00	na	£2.00	£3.00	£4.00	£5.00	£5.00	na	na	na	na	na	na	na	na	na	na	£1.00	£1.00
S. Oxfordshire	Didcot	Edinburgh Drive	na	free	na	£1.00	£1.60	na	£2.00	na	na	na	£3.40	na	na	na	na	na	na	na	free	free
S. Oxfordshire	Didcot	Broadway West	na	free	na	£1.00	£1.60	na	£2.00	na	na	na	£3.40	na	na	na	na	na	na	na	free	free
S. Oxfordshire	Didcot	Broadway East	na	free	na	£1.00	£1.60	na	£2.00	na	na	na	£3.40	na	na	na	na	na	na	na	free	free
S. Oxfordshire	Didcot	High Street	na	free	na	£1.00	£1.60	na	£2.00	na	na	na	£3.40	na	na	na	na	na	na	na	free	free
S. Oxfordshire	Goring	Wheel Orchard	na	free	na	£0.80	na	na	£2.00	na	na	na	na	na	na	£3.40	na	na	na	na	free	free
S. Oxfordshire	Henley	Kings Road	na	£0.60	na	£1.00	£1.60	na	na	na	na	na	na	na	na	na	na	na	na	na	free	free
S. Oxfordshire	Henley	Greys Road	na	£0.60	na	£1.00	£1.60	na	na	na	na	na	na	na	na	na	na	na	na	na	free	free
S. Oxfordshire	Henley	Southfields	na	na	na	na	na	na	£2.20	na	na	na	£3.20	na	na	na	na	na	na	na	free	free
S. Oxfordshire	Thame	Cattlemarket	na	free	na	£1.00	na	na	£2.00	na	na	na	£2.40	na	na	na	na	na	na	na	free	free
S. Oxfordshire	Thame	Southern Road	na	free	na	£1.00	£1.60	na	na	na	na	na	na	na	na	na	na	na	na	na	free	free
S. Oxfordshire	Wallingford	Thames Street	na	free	na	£1.00	na	na	£2.00	na	na	na	£2.40	na	na	na	na	na	na	na	free	free

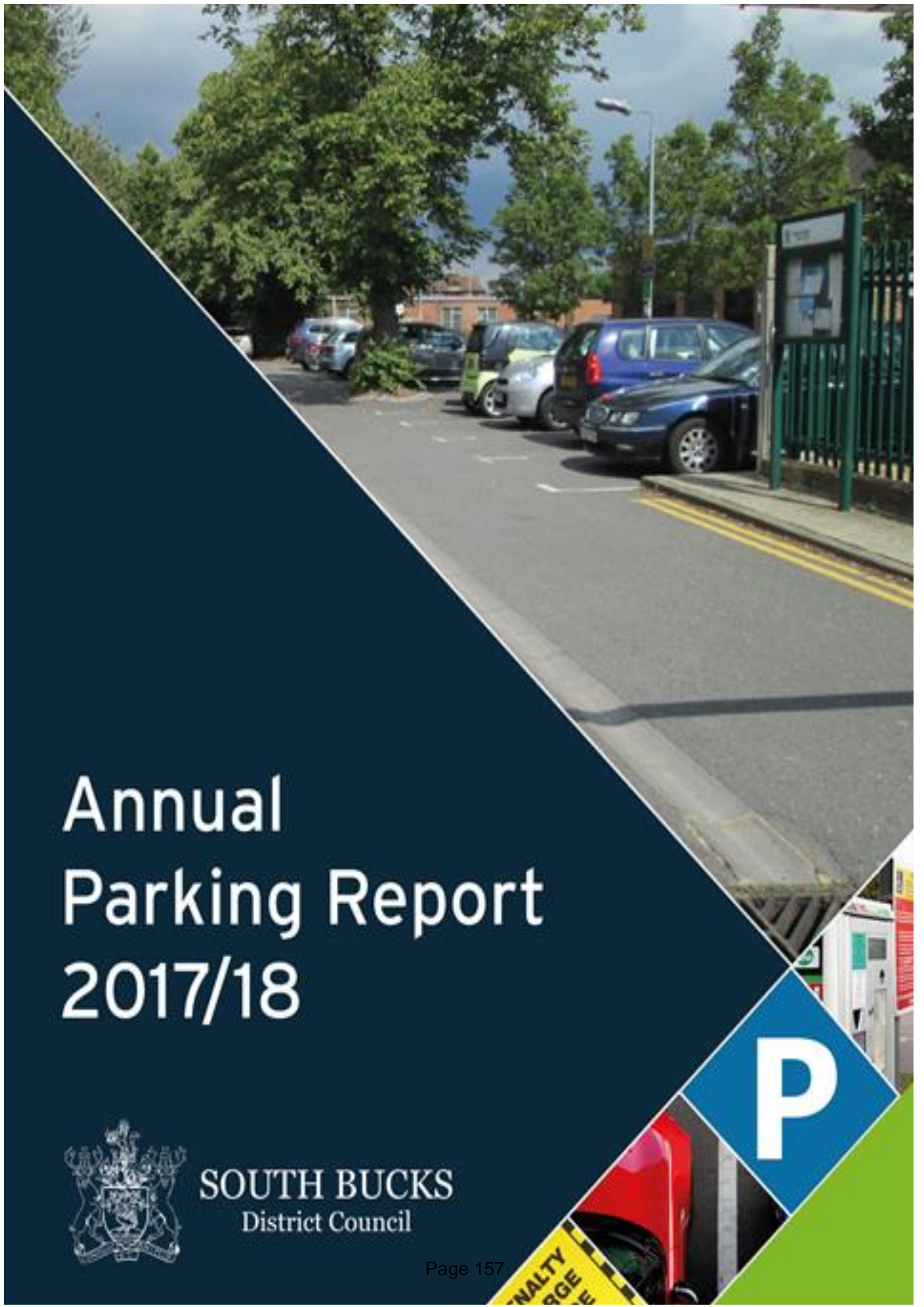


Council	Town	Car Park	30mins	1hr	90mins	2hr	3hr	4hr	5hr	5hr+	6hr	7hr	8hr	9hr	9hr+	10hr	10hr+	12hr	24hr	Sunday	B/Hol				
Three Rivers	Rickmansworth	Talbot Road	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	£3.00	free	free			
Three Rivers	Rickmansworth	Talbot Road (South)	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	£4.00	free	free		
Three Rivers	Rickmansworth	High Street	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	£3.00	free	free		
Three Rivers	Rickmansworth	Park Road	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	£3.00	free	free		
Three Rivers	Rickmansworth	Bury Lane	na	na	na	na	na	na	£1.00	na	na	na	na	na	na	na	na	na	na	na	£3.00	free	free		
Three Rivers	South Oxley	Bridlington Road	na	na	na	free	na	na	na	na	na	na	na	na	na	na	na	na	na	na	£2.00	free	free		
Three Rivers	South Oxley	Station Approach	na	na	na	free	na	na	na	na	na	na	na	na	na	na	na	na	na	na	£2.00	free	free		
Watford	North Watford	Harebreaks	na	£0.50	na	na	na	£1.00	na	na	na	na	na	na	na	na	na	na	na	na	na	st	st		
Watford	North Watford	Longspring	na	£0.60	na	na	na	£1.20	na	£2.40	na	na	na	na	na	na	na	na	na	na	na	st	st		
Watford	North Watford	Timberlake	na	£0.60	na	£1.20	£1.80	£3.00	na	na	na	na	na	na	na	na	na	na	na	na	na	st	st		
Watford	Watford	Avenue	na	£0.80	na	£1.60	£2.40	£3.20	£5.50	£5.50	na	na	na	na	na	na	na	na	na	na	na	st	st		
Watford	Watford	Church	na	£1.00	na	£2.00	£3.00	£4.00	£5.00	na	£6.00	£10.00	na	na	na	na	na	na	na	na	£15.00	st	st		
Watford	Watford	Gade	na	£1.00	na	£2.00	£3.00	£4.00	£5.00	na	£6.00	na	na	na	na	na	na	na	na	na	£15.00	st	st		
Watford	Watford	Kings	na	£1.00	na	£2.00	£3.00	£4.00	£5.00	na	£6.00	£10.00	na	na	na	na	na	na	na	na	£15.00	st	st		
Watford	Watford	Palace	na	£1.00	na	£2.00	£3.00	£4.00	£5.00	na	£6.00	£10.00	na	na	na	na	na	na	na	na	£15.00	st	st		
Watford	Watford	Queens	na	£1.00	na	£2.00	£3.00	£4.00	£5.00	na	£6.00	£10.00	na	na	na	na	na	na	na	na	£15.00	st	st		
Watford	Watford	Sutton	na	£1.00	na	£2.00	£3.00	£4.00	£5.00	na	na	£10.00	na	na	na	na	na	na	na	na	£6.00	st	st		
Watford	Watford	Town Hall	na	£0.80	na	£1.60	£2.40	£3.20	na	£5.50	na	na	na	na	na	na	na	na	na	na	na	st	st		
Watford	Watford	Town Hall (Short Stay)	free	£1.60	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	st	st		
Watford	Watford	Palace Charter	na	£1.00	na	£2.00	£3.00	£4.00	£5.00	na	£6.00	£10.00	na	na	na	na	na	na	na	na	£15.00	st	st		
West Berkshire	Hungerford	Church Street	na	£0.80	na	£1.30	£1.70	£2.00	na	na	na	na	na	na	na	na	£4.00	na	na	na	£10.00	free	free		
West Berkshire	Hungerford	Station Road	na	£0.80	na	£1.30	£1.70	£2.00	na	na	na	na	na	na	na	na	£4.00	£6.00	na	na	na	free	free		
West Berkshire	Newbury	Corn Exchange	na	£1.50	na	£2.70	£3.90	£5.20	£5.20	na	£7.20	£7.80	£8.70	na	na	na	na	na	na	na	£12.00	st	st		
West Berkshire	Newbury	Central	na	£1.50	na	£2.70	£3.90	£5.20	na	na	£7.20	£8.70	£8.70	na	na	na	na	na	na	na	£12.00	st	st		
West Berkshire	Newbury	Eight Bells Arcade	na	£1.50	na	£2.70	£3.90	£5.20	na	na	£7.20	£8.70	£8.70	na	na	na	na	na	na	na	£12.00	st	st		
West Berkshire	Newbury	Goldwell	na	£1.00	na	£1.00	£1.00	£1.00	na	na	na	na	na	na	na	na	na	na	na	na	£2.00	free	free		
West Berkshire	Newbury	Football Club	na	na	na	na	na	£1.00	na	na	na	na	na	na	na	na	na	na	na	na	£2.00	na	£5.20	st	st
West Berkshire	Newbury	Kennett Centre	na	£1.50	na	£2.70	£3.90	£5.20	na	na	£7.20	na	£8.70	na	na	na	na	na	na	na	na	£12.00	st	st	
West Berkshire	Newbury	Library	na	£1.50	na	£2.70	£3.90	£5.20	na	na	£7.20	na	£8.70	na	na	na	na	na	na	na	na	£12.00	st	st	
West Berkshire	Newbury	Market Street	na	£1.50	na	£2.70	£3.90	£5.20	na	na	£7.20	na	£8.70	na	na	na	na	na	na	na	na	£12.00	st	st	
West Berkshire	Newbury	Northcroft Lane	na	£1.50	na	£2.70	£3.90	£5.20	na	na	na	na	na	na	na	na	na	na	na	na	na	£12.00	st	st	
West Berkshire	Newbury	Northcroft Lane West	na	na	na	£1.70	£3.20	£3.20	na	na	na	na	na	na	na	na	na	na	na	na	na	£5.20	st	st	
West Berkshire	Newbury	Northcroft Leisure Cen	na	free	na	free	free	na	na	na	na	na	na	na	na	na	na	na	na	na	na	£5.00	free	free	
West Berkshire	Newbury	Northbrook Multi Store	na	£1.50	na	£2.70	£3.90	£5.20	na	na	£7.20	£8.70	£8.70	na	na	na	na	na	na	na	na	£12.00	st	st	
West Berkshire	Newbury	Pelican Lane	na	£1.50	na	£2.70	£3.90	£5.20	na	na	£7.20	£8.70	£8.70	na	na	na	na	na	na	na	na	£12.00	st	st	
West Berkshire	Newbury	West Street	na	£1.50	na	£2.70	£3.90	£5.20	na	na	£7.20	£8.70	£8.70	na	na	na	na	na	na	na	na	£12.00	st	st	
West Berkshire	Newbury	Wharf Street	na	£1.50	na	£2.70	£3.90	£5.20	na	na	na	na	na	na	na	na	na	na	na	na	na	£12.00	st	st	
West Berkshire	Pangbourne	River Meadow	na	£0.80	na	£1.30	£1.70	£2.00	na	na	na	na	£2.50	na	na	na	na	na	na	na	na	£5.50	free	free	
West Berkshire	Pangbourne	Station Road	na	£0.80	na	£1.30	£1.70	na	na	na	na	na	na	na	na	na	na	na	na	na	na	£5.50	free	free	

Council	Town	Car Park	30mins	1hr	90mins	2hr	3hr	4hr	5hr	5hr+	6hr	7hr	8hr	9hr	9hr+	10hr	10hr+	12hr	24hr	Sunday	B/Hol
West Berkshire	Thatcham	Gilbert Court (East)	na	free	na	£0.60	£0.90	na	na	na	na	na	na	na	na	na	na	na	£2.00	free	free
West Berkshire	Thatcham	Kingsland Central	na	£0.80	na	£1.30	£1.70	na	na	na	na	na	na	na	na	na	na	na	£3.00	free	free
West Berkshire	Thatcham	Station Road	na	na	na	£1.00	na	£2.00	na	na	na	na	na	na	na	na	na	na	£3.50	free	free
West Berkshire	Thatcham	Burdwood Centre	na	free	na	free	£0.90	na	na	na	na	na	na	na	na	na	na	na	£2.00	free	free
West Berkshire	Theale	High Street	na	na	na	£0.80	na	na	na	na	na	na	na	na	na	na	na	na	£1.30	free	free
West Berkshire	Theale	High Street West	na	£0.80	na	£1.30	na	na	na	na	na	na	na	na	na	na	na	na	£5.50	free	free
W'r & M'd	Maidenhead	Boulters Court	na	£0.50	na	£0.50	£0.50	£1.00	£1.00	£1.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Maidenhead	Grove Road	£0.60	£1.20	na	£2.50	na	na	na	na	na	na	na	na	na	na	na	na	na	free	free
W'r & M'd	Maidenhead	Hines Meadow	na	£1.00	na	£2.00	£3.00	£4.50	£5.00	£8.00	na	na	na	na	na	na	na	na	na	free	free
W'r & M'd	Maidenhead	Magnet Leisure Centre	£0.50	£1.00	£1.30	£2.00	£2.50	£6.00	na	£8.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Maidenhead	Nicholsons	£0.60	£1.10	na	£2.10	£3.10	£4.10	£8.00	£12.00	na	na	na	na	na	na	na	na	na	free	free
W'r & M'd	Maidenhead	Stafferton Way	na	£5.00	na	£7.00	£7.00	£7.00	£7.00	£7.00	na	na	na	na	na	na	na	na	na	free	free
W'r & M'd	Maidenhead	Town Hall	na	£1.10	na	£1.60	£2.60	£4.50	£7.00	£7.00	na	na	na	na	na	na	na	na	na	sbh	sbh
W'r & M'd	Maidenhead	West Street	£0.60	£1.20	na	£2.40	£3.50	na	na	na	na	na	na	na	na	na	na	na	na	free	free
W'r & M'd	Windsor	Alexandra Gardens	na	£1.40	na	£2.80	£4.20	£6.00	£9.00	£12.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	Alma Road	na	£1.40	na	£2.80	£4.20	£6.00	£9.00	£12.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	Coach Park	na	£10.00	na	na	na	£20.00	na	£30.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	East Berks College	na	£1.30	na	£1.80	£2.50	£4.00	na	£8.00	na	na	na	na	na	na	na	na	na	£2.00	£2.00
W'r & M'd	Windsor	Home Park	na	£0.90	na	£1.80	£3.60	£3.60	na	£6.00	na	na	na	na	na	na	na	na	na	free	free
W'r & M'd	Windsor	King Edward VII	na	£1.40	na	£2.50	£4.00	£5.50	£6.80	£8.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	King Edward VII Hospital	na	£1.00	na	£1.00	£2.00	£2.00	£5.00	£5.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	River Street	na	£4.50	na	£7.00	£9.00	£12.00	£14.00	£17.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	Romney Lock	na	£1.40	na	£2.50	£4.00	£5.50	£6.80	£8.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	Victoria Street	na	£2.00	na	£3.20	£5.00	£9.00	£10.00	£14.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	Windsor Dials	na	£1.50	na	£3.00	£4.50	£6.00	£8.00	£10.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	Windsor Leisure Centre	£0.50	£1.00	na	£1.60	£3.30	£10.00	£12.00	£16.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	Windsor Library	£0.20	£2.50	na	£4.50	na	na	na	na	na	na	na	na	na	na	na	na	na	free	free
W'r & M'd	Windsor	York House (Closed)	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	Eton Court	na	£1.40	na	£2.70	£4.00	£7.00	£8.00	£10.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	Meadow Lane	na	£1.40	na	£2.70	£4.00	£7.00	£8.00	£10.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	The Avenue	na	£0.70	na	£1.30	£2.70	£3.40	na	£6.00	na	na	na	na	na	na	na	na	na	free	free
W'r & M'd	Windsor	Horton Road	na	£0.10	na	£0.20	£0.50	£1.00	£5.00	£5.00	na	na	na	na	na	na	na	na	na	free	free
WYC	Bourne End	Wakeman Road	na	£0.30	na	£0.50	£0.80	£1.00	na	na	na	na	£2.00	na	na	na	na	£3.00	na	free	free
WYC	Marlow	Dean Street	£0.40	£0.60	na	£1.20	£1.50	£2.00	na	na	£3.00	na	na	na	na	na	na	£5.50	na	£1.00	£1.00
WYC	Marlow	Insitute Road	na	£0.60	na	£1.20	£1.50	£2.00	na	na	£3.00	na	na	na	na	na	na	£5.50	na	£1.00	£1.00
WYC	Marlow	Liston Road	£0.40	£0.60	na	£1.20	£1.50	£2.00	na	na	£3.00	na	na	na	na	na	na	£5.50	na	£1.00	£1.00
WYC	Marlow	Central	£0.40	£0.60	na	£1.20	£1.50	£2.00	na	na	£10.00	na	na	na	na	na	na	na	na	£1.00	£1.00
WYC	Marlow	Pound Lane	na	£0.70	na	£1.20	£1.50	£2.00	na	na	£3.00	na	na	na	na	na	na	£5.50	na	st	st
WYC	Marlow	Riley Road	na	£0.60	na	£1.20	£1.50	£2.00	na	na	£3.00	na	na	na	na	na	na	£5.50	na	£1.00	£1.00

Council	Town	Car Park	30mins	1hr	90mins	2hr	3hr	4hr	5hr	5hr+	6hr	7hr	8hr	9hr	9hr+	10hr	10hr+	12hr	24hr	Sunday	B/Hol
WYC	Marlow	West Street	£0.40	£0.60	na	£1.20	£1.50	£2.00	na	na	£3.00	na	na	na	na	na	na	£5.50	na	£1.00	£1.00
WYC	Princes Risborou	The Mount	na	£0.30	na	£0.60	£0.80	£1.00	na	na	na	na	£2.00	na	na	na	na	£3.00	na	free	free
WYC	Princes Risborou	Horns Lane	£0.30	£0.60	na	na	£1.00	na	na	na	£10.00	na	na	na	na	na	na	na	na	free	free
WYC	Wycombe	Baker Street	na	na	na	£1.50	na	na	na	na	na	na	na	na	na	na	na	£3.00	na	free	free
WYC	Wycombe	Desborough Road	na	£1.00	na	£1.50	£2.00	£2.50	£3.00	na	£3.50	na	na	na	na	na	na	na	£10.00	free	free
WYC	Wycombe	Duke Street	na	£1.50	na	£3.50	na	na	na	na	na	na	na	na	na	na	na	£5.00	na	free	free
WYC	Wycombe	Easton Street	na	£1.00	na	£1.50	£2.00	£2.50	£3.00	na	£3.50	na	na	na	na	na	na	na	£5.00	£1.00	free
WYC	Wycombe	George Street	£0.50	£1.00	na	£2.00	na	na	na	na	na	na	na	na	na	na	na	na	na	free	free
WYC	Wycombe	Kingsmead	na	na	na	£0.20	na	£1.00	na	na	na	na	£2.00	na	na	na	na	na	na	free	free
WYC	Wycombe	Railway Place	na	£1.50	na	£3.50	na	na	na	na	na	na	na	na	na	na	na	£5.00	na	free	free
WYC	Wycombe	Richardson Street	na	£1.00	na	£1.50	na	na	na	na	na	na	na	na	na	na	na	£3.00	na	free	free
WYC	Wycombe	Totteridge Road	na	£1.50	na	£3.50	na	na	na	na	na	na	na	na	na	na	na	£5.00	na	free	free
WYC	Wycombe	Wycombe Swan	£0.50	£1.00	na	£1.50	£2.00	£2.50	na	na	£3.50	na	na	na	na	na	na	na	£10.00	£1.00	£1.00

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# Annual Parking Report 2017/18



**SOUTH BUCKS**  
District Council



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## INTRODUCTION

Welcome to South Bucks District Council (SBDC) second Annual Parking Report.

The report has been introduced in line with Part 6 of the Traffic Management Act 2004 and compliments the information submitted in accordance with the Local Government Transparency Code 2014.

The purpose of the report is to provide factual information regarding our parking enforcement operations, up to date information on the parking facilities, and general information on parking throughout the South Bucks District.

One of the priorities of the Department for Communities and Local Government is to ensure that the enforcement of parking restrictions is transparent, consistent, and fair. SBDC recognises that openness and accountability is critical to gaining public support and by publishing our Annual Parking Report, we hope that our customers will be aware of our dedication to improving the parking regime for residents, businesses, and visitors to the District.

We thank you for taking the time to read this report. We hope you will find the contents interesting, and that it will give you a better understanding of the parking service we provide.



## CIVIL PARKING ENFORCEMENT

### The Legal Background

In 2012, South Bucks District was designated as a Civil Enforcement Area for parking contraventions, which meant that parking enforcement transferred to Civil Parking Enforcement (CPE). This was with the exception of all off-street parking places provided by SBDC pursuant to section 32(1)(a) of the Road Traffic Regulation Act 1984(b). SBDC followed suit on 4 April 2017 and consequently, CPE is now consistently applied throughout the District.

This means that SBDC is able to enforce regulations on the car parks to minimise illegal parking in accordance with the Traffic Management Act 2004. The notices issued are no longer breaches of the criminal law enforceable through the criminal justice system, but instead Penalty Charge Notices (PCNs) are a civil debt owned by the Authority. There are a number of differences, which include, but are not limited to:

#### Road Traffic Regulation Act 1984

- Criminal law - commit an offence
- One penalty charge of £80 discounted to £40
- Enforcing officers are PAs
- Driver liable for the charge.
- Dealt with at Magistrates court.

#### Traffic Management Act 2004

- Civil law - contravene a parking restriction.
- Parking penalties appropriate to seriousness of the contravention. £70 (higher) £50 (lower) discounted £35/£25
- Enforcing officers are Civil Enforcement Officers (CEOs)
- Keeper at date of event (otherwise classed as registered/owner unless proven otherwise) is liable for the charge
- Three stage appeal process with option to appeal to the Traffic Penalty Tribunal (TPT). This is a judicial process which enables the third stage appeal to be reviewed by an independent adjudicator
- Power to inspect blue badges.
- Powers to serve PCN by post if CEO commenced issue but is unable to serve due to aggressive/ threatening behaviour or the vehicle is driven away.
- Warrant of control enforceable by Enforcement Agents



## **Parking Enforcement**

SBDC has a team of CEOs enforcing the car parks across the whole of the District. Shift rotas ensure that CEOs are on duty seven days a week.

Enforcement Officers not only provide advice and assistance to those wishing to park in the District but also a key role in assisting visitors with signposting and general information.

To protect the CEOs from allegations of inconsistency, favouritism or suspicion of bribery, they do not have the powers to exercise discretion. All appeals in relation to the issue of a PCN are dealt with by specially trained appeal officers who are knowledgeable and experienced in CPE. This promotes greater consistency in the approach taken to enforce the parking regulations.

Enforcement does not affect drivers who park their vehicle correctly, pay the correct parking tariffs or display valid season tickets/badges where applicable.

A PCN can be served by affixing it to the windscreen of the vehicle, handing it to the driver of the vehicle, or by post subject to the following:

- If the CEO has been prevented, for example by force, threats of force, obstruction or violence, from serving the PCN either by affixing it to the vehicle or by giving it to the person who appears to be in charge of that vehicle; and
- If the CEO had started to issue the PCN but did not have enough time to finish or serve it before the vehicle was driven away and would otherwise have to write off or cancel the PCN.

Once a PCN has been issued, the Notice can either be paid or disputed by following the appeal process.

## **Parking Contraventions**

All SBDC controlled car parks have signs within or at the entrance to each car park. These signs provide details of the tariff and restrictions that are in place. Motorists are advised to read these signs to ensure they are aware of the restrictions before they park their vehicle and leave the car park.

Some of the car parks within the District have a maximum stay parking restriction. The parking time available in each of the car parks is displayed on the tariff board. For example, if the maximum parking time that can be purchased is three hours, then three hours is the maximum stay on that car park on any given day. If appealing against a PCN issued for this reason you will need to prove that you did not park for longer than the maximum period.

## THE APPEALS PROCESS

Where a parking contravention occurs, it is the 'owner' of the vehicle involved who is legally obliged to pay the penalty charge. The 'owner' means the person by whom the vehicle is kept, which in the case of a vehicle registered under the Vehicle Excise and Registration Act 1994 (c.22) is presumed (unless the contrary is proved) to be the person in whose name the vehicle is registered at the DVLA. It is therefore essential that any changes of vehicle ownership are immediately notified to the DVLA.

When allowing other persons to use their vehicles, vehicle owners should bear in mind that it is still they, the vehicle's owner and not the vehicle's driver who will be liable to pay any penalty charges incurred in respect of parking contraventions.

The only exception to this is where the vehicle was hired from a firm under a hiring agreement and the person hiring it had a signed statement of liability in respect of any Penalty Charge Notice served in relation to the vehicle during the currency of the agreement.

Vehicle owners may dispute the issuing of a PCN at three stages:

### 1. Informal

An informal 'challenge' or 'representation' can be made before the Council issues a Notice to Owner (NtO). (This does not apply in the case of a PCN issued by post, as the PCN then also acts as the NtO). As a challenge at this stage will be made by the person who has received the PCN, it may be that the person submitting the challenge was the driver of the vehicle, rather than the vehicle owner.

The PCN number should be included in the challenge along with reasons why the Notice has been incorrectly issued or compelling reasons why the PCN should be cancelled. Where applicable, include documentary evidence to enable the challenge to be fully considered.

If the challenge is rejected and it was received within 14 days from the issue of the PCN, a further 14 days in which to make payment at the discounted rate will be given. Once the 14 days have expired the full charge will be applicable. If the challenge is rejected and it was received after the 14 day discount period, the full penalty charge will be due.

### 2. Formal

If payment is not received within 28 days of the PCN issue date, the Council will make an enquiry to the DVLA for the Keeper at date of event. An NtO will then be served requesting payment of the PCN. At this stage the owner has 28 days in which to make formal representations to the Council. The NtO sets out specific grounds on which formal representations may be made. However, representations may also be made on the basis that, in the particular circumstances of the case there are compelling reasons for the cancellation of the penalty charge.

If the formal representation is accepted the case will be closed and payment will not be required. If the representation is rejected, the full charge will be applicable and a 'Notice of Rejection of Representation' will be sent.

***Statutory grounds on which a formal representation may be made to the Council and where, in the instance of supporting evidence, the PCN is likely to be cancelled:***

- The contravention did not occur.
- The recipient has never owned the vehicle in question.
- The recipient had ceased to be the owner before the contravention date or, became the owner after that date. (Proof of sale or purchase will be required). If the vehicle has been sold, the name and address of the person buying the vehicle must be supplied in order that the Council can redirect the Notice and serve a Notice to Owner to the new owner. The Council is not able to accept an explanation that the vehicle has been sold without proof. A letter from the DVLA, which confirms you were not the owner at the date of event may assist the Council in making a decision).
- The vehicle is a hire vehicle, on hire under a formal hire agreement. (A copy of a signed hire agreement, which includes the start and end dates is required).
- The vehicle was parked without the owner's consent. (This does not cover cases such as lending the vehicle to a friend who then parks illegally; or to a vehicle which is parked illegally whilst in the hands of a vehicle repair or service business). If the vehicle has been stolen a crime reference number and the name of the police station to which the crime was reported is required or a letter from an insurance company.
- The penalty charge exceeded the amount properly due (i.e. the amount is more than you are legally liable to pay - not that you feel the charge is too much).
- The Order was invalid (i.e. the Council had not followed the proper statutory steps in making the order). If the basis of the challenge is that the terms and conditions of a car park are unclear, Ground 1 above should be used.

Representations may also be made on compassionate grounds or "compelling reasons" and councils have a duty to act fairly, proportionately and apply discretion where appropriate. Each case will therefore be considered on its own merits and all mitigating circumstances will be taken in to account.

***Mitigating Circumstances which may apply:***

- Pay and display ticket face down in the vehicle. Copy of the valid ticket is required.
- Pay and display machine faulty. This is subject to another pay and display machine not being available on the car park and our maintenance records supporting the claim.
- RingGo - payment made for the incorrect car park. If a PCN has not previously been cancelled for a similar reason, a first offence waiver is likely to be given.
- You became unwell while driving or whilst parked. Evidence of having a medical condition that is consistent with the symptoms described is required.
- The vehicle had broken down. Evidence of breakdown is required such as, an authenticated garage repair/vehicle recovery bill.
- A Blue Badge displayed incorrectly (badge can partly be seen in the vehicle). Copies of both sides of the badge will be required to check against our records. If a PCN has not previously been cancelled for a similar reason, a first offence waiver is likely to be given.

- The vehicle was on police, fire brigade or ambulance duties. Supporting evidence by a senior officer on letter headed paper is required.
- The owner liable for payment of the PCN is said to have died or the motorist claims to have been recently bereaved. The circumstances will be confirmed by sensitive enquiry.
- Circumstances that fall into the category of a statutory exemption due to provisions within South Bucks District Council Off Street Parking Places Order.

The above list is not exhaustive and there can be many reasons to take into account when considering challenges or representations.

***A PCN is unlikely to be cancelled on the following grounds:***

- You had only parked for a few minutes.
- You had gone to get change for a pay and display machine.
- You were not causing an obstruction.
- There was nowhere else to park.
- Pay and display ticket / permit not on display.

The above list is by no means exhaustive.

The process of dealing with challenges and representations against the issue of a PCN is well documented and will be carried out in a fair, unbiased and consistent manner. These procedures include the ultimate right of all appellants to refer the matter to an independent arbitrator; the Traffic Penalty Tribunal (TPT).

To preserve the integrity of these procedures, they will be managed and carried out by the administration and processing staff in Parking Services and no undue external pressure shall be brought by either Members or senior officers of the Council, designed to unduly influence the decisions by virtue of their position alone.

### 3. Appeal to TPT

Following a 'Notice of Rejection of Representation', the owner (or hirer, if the vehicle was on hire when the PCN was issued) may, within 28 days from the date of issue of the 'Notice of Rejection of Representation' appeal to TPT. Details of how to appeal will be included in the Council's rejection letter. The adjudicators have a judicial position and are appointed with the agreement of the Lord Chancellor. They are independent of the Council and their decision is final (subject to their own power to review a decision).

The appellant has the choice of a postal decision, a personal hearing at the town or city of his/her choice, or a telephone hearing. If the appeal is accepted, the case will be closed and payment will not be required. If the appeal is dismissed the full penalty charge is payable.

General information on associated rules and regulations, which may assist motorists in deciding whether to pay or to challenge a PCN, can be found on the PATROL website [www.patrol-uk.info](http://www.patrol-uk.info).

Outstanding PCNs can be quite upsetting for some motorists and we are sensitive to these needs. SBDC's Parking Services Team are experienced in parking issues and customer care and are able to address any concerns motorists may have whilst progressing through the appeal process.

As a Local Authority, we recognise that customer expectations change and therefore to ensure we continue to successfully deliver a quality service that is both effective and efficient, we regularly monitor our working methods and frequently review our staff training requirements.

## PARKING IN SOUTH BUCKS

### Car Park Provision



We provide public parking facilities to assist with traffic management, environmental improvements, and to support our community by ensuring sufficient availability of space to meet the demands of residents, shoppers, visitors, and local businesses.

The tables below outline all of SBDC's public car parks, along with their tariffs (as of September 2018) and the maximum length of stay. Also provided is information specific to a given area.

### **Beaconsfield**

Located in the North of the District with good transport links into London, the surface level car parks serves tourists, local workers, shoppers, and commuters. The two larger car parks operate at an average 80% occupancy peaking to 92% on some days. Careful monitoring of the parking provision is required with additional parking capacity to be considered if land opportunities arise.

Charging period Monday to Sunday 08:00 to 20:00

Car Park	No. of Spaces	Tariff	Max Stay
Altons	170	1hr-£1.50; 2hr-£2.10; 3hr-£3.70; 4hr-£4.50; 9.5hr-£6.00; 12hr-£8.00	12hr
Penncroft Rd	101	1hr-£1.50; 2hr-£2.10; 3hr-£3.70; 4hr-£4.50; 9.5hr-£6.00; 12hr-£8.00	12hr
Warwick Rd	49	1hr-£1.50; 2hr-£2.10; 3hr-£3.70; 4hr-£4.50; 9.5hr-£6.00; 12hr-£8.00	12hr
<b>Total Spaces</b>	<b>320</b>		
Sunday and Bank Holiday Charges - £1.40 all day across all car parks			

In a bid to prevent commuters from being the all-consuming customer on SBDC car parks in Beaconsfield and enable parking space to be available for shoppers and visitors, a restriction has been placed on the different payment methods. Consequently, payment for parking cannot be made before the charging period starts at 08:00.

### **Burnham**

There are a number of surface car parks providing ample parking provision for local workers, shoppers, and parents dropping off/picking up children from nearby schools where there is little or no on-site parking. The most frequently used car park operates at an average 78% occupancy peaking to 90%. The most underused car park operates at an average 36% occupancy.

Charging period Monday to Sunday 08:00 to 20:00

Car Park	No. of Spaces	Tariff	Max Stay
Jennery La	65	30mins-£0.80; 1hr-£1.30; 2hr-£1.50	2hr
Neville Ct	25	2hr-£0.60; 4hr-£0.80; 24hr-£1.30	24hr
Summers Rd	58	1hr-£1.00; 2hr-£1.20; 3hr-£1.60; 24hr-£2.40	24hr
<b>Total Spaces</b>	<b>148</b>		
Sunday and Bank Holiday Charges - £1.40 all day across all car parks			

There is a public convenience on Jennery Lane Car Park, which is open to members of the public to use.

### **Farnham Common**

Located centrally in the South Bucks District the surface parking provision, which serves local workers, shoppers, and visitors, has an average occupancy rate of 55% with a peak occupancy of 67%.

Charging period Monday to Sunday 08:00 to 20:00

Car Park	No. of Spaces	Tariff	Max Stay
The Broadway	73	30mins-£0.70; 3hr-£1.30; 24hr-£1.70	24hr
Sunday and Bank Holiday Charges - £1.40 all day			

The car park has a public convenience, which is available for customers.

### **Gerrards Cross**

Located in the North East of the District with good transport links into London, the car parks serve tourists, local workers, shoppers, and commuters. Parking pressures exist on all of the car parks with the largest car park regularly operating at 100% occupancy. This has an effect on the high street and therefore, in an attempt to reduce the parking pressure on a temporary basis the charging structure has been amended to deter long stay customers. Long stay customers are a combination of commuters and local workers. In addition, a number of bays on the car park have been designated to a maximum stay of one hour bays only.

Charging period Monday to Sunday 08:00 to 20:00

Car Park	No. of Spaces	Tariff	Max Stay
Bulstrode Way	32	1hr-£1.50; 2hr-£2.10; 3hr-£3.70	3hr
Packhorse Rd	67	1hr-£1.50; 2hr-£2.10; 3hr-£3.70; 4hr-£4.50; 9.5hr-£8.00; 24hr-£10.00	24hr
Station Rd	122	1hr-£1.50; 2hr-£2.10; 3hr-£3.70; 4hr-£4.50; 9.5hr-£8.00; 24hr-£10.00	24hr



<b>Total Spaces</b>	<b>221</b>		
Sunday and Bank Holiday Charges - £1.40 all day across all car parks			

Recent car park studies show there is a need for additional parking in the town to meet future parking demands. To address the parking pressures and continue to support local businesses and residents the aspiration is to increase the car parking capacity on Station Road car park. This will enable the supply and demand issues to be met and help to protect the vitality of the town. The additional capacity would also help to support seasonal peaks and local event days.

### General

Height restrictions are in place on some car parks.

The car parks are unsuitable for motorhomes, coaches, and lorry parking, as overnight parking is not permitted and the parking bays are the standard 4.8 x 2.4 bay sizes. The height restriction barriers also restrict access.

Rising demand in electric vehicles and electric vehicle owners brings forth the increase in demand for electric charging points across South Bucks. To contribute towards the government's commitment to drive forward the market for ultra-low emission vehicles, whilst also addressing the carbon consequences of motoring, we endeavour to consider provision of charging points for electric vehicles, where funding permits.

Motorcycle parking is free on all SBDC car parks. Motorcycles must be parked in a marked bay or a designated motorcycle bay (if applicable).

### Pay and Display Machines

All of our pay and display machines are supplied by Cale Briparc. Each machine is serviced regularly and checked on a daily basis to ensure it is in full working order.

Should any problems occur, faults are logged and rectified as soon as possible. To report a fault please contact Parking Services on 01494 732252 or email [parking@chiltern.gov.uk](mailto:parking@chiltern.gov.uk)

Payment is by coins only. The machines do not give change.

### RingGo Pay by Mobile

Each car park has a unique reference number provided on the signage. This number is required to ensure you purchase parking for the correct location. Please note; the following charges apply when purchasing parking using this payment option.

- Service charge per session £0.15p
- Text confirmation £0.10p / Text reminder £0.10p

Additional services are available to the customer, such as;

- VAT receipts on line.
- Text confirmation that parking has been purchased.
- Text to remind that the time purchased is about to expire.



- Parking time may be topped up providing any maximum stay for that car park is not exceeded.

### Car Park Suspension

SBDC may at times have cause to close a car park or part of for a period of time. A minimum of 7 days' notice will be given unless the nature of the closure is due to essential works and consequently, delaying the suspension could present a safety risk.

### The Blue Badge Scheme

The Blue Badge Scheme provides a national arrangement of parking concessions for people with limited mobility that travel as either drivers or passengers. The Scheme also applies to registered blind people, and people with severe upper limb disabilities who regularly drive a vehicle but cannot turn a steering wheel by hand.

The concessions of the scheme apply to on-street parking only and it is important that all badge holders carefully read the contents of the Blue Badge Scheme booklet before attempting to use their badge. Off Street parking concessions vary from District to District and it is up to the car park owner as to whether concessions of the Blue Badge are available. Blue Badge holders are therefore advised to always check the prevailing parking conditions of the area to which they are visiting.

SBDC has designated off street disabled parking bays and the concessions of the Blue Badge apply in all SBDC car parks, providing a valid Disability Badge is correctly displayed. For information on the number of designated disabled bays in each car park, please see the list below:

Location	No. of Bays	Location	No. of Bays
<u>Beaconsfield</u>		<u>Burnham</u>	
Altons	5	Jennery Lane	4
Penncroft Road	3	Neville Court	1
Warwick Road	2	Summers Rd	4
<u>Gerrards Cross</u>		<u>Farnham Common</u>	
Bulstrode Way	2	The Broadway	3
Packhorse Road	4		
Station Road	8		



Blue badges in Buckinghamshire are issued by Buckinghamshire County Council:

Social Services Department, County Hall, Aylesbury, Bucks, HP20 1YU

Tel: 01296 382902

Fax: 01296 383182

Email: [disabledcarbadges@buckscc.gov.uk](mailto:disabledcarbadges@buckscc.gov.uk)

Website: [Apply for Blue badge](#)

To help eliminate the potential misuse of Blue Badges, The Traffic Management Act 2004 introduced the "power to inspect". This means that should a CEO ask to see your badge, you must show it to them. If you do not, you could be fined up to £1,000.

Please ensure your badge is clearly displayed to avoid the risk of being issued with a Penalty Charge Notice.

## Season Tickets

Season ticket prices vary depending on the location and the car park. The discount levels for 3th and 6th season tickets regardless of the car park or location are set at 15% for a 3mth season ticket and 20% for a 6mth season ticket. The discount for the 12mth season ticket is consistent with local competitors.



Season tickets for any particular car park are issued to a maximum of 50% of the capacity of the car park. This is to maintain the short stay/long stay ratio and enable availability of space for daily paying customers.

2018/19 season ticket prices for each car park can be seen below:

		3mth	6mth	12mth
<b><u>Beaconsfield</u></b>				
	Altons	293	552	1,035
	Penncroft Road	322	607	1,138
	Warwick Road	293	552	1,035
<b><u>Burnham</u></b>				
	Jennery Lane	133	250	468
	Neville Court	72	135	254
	Summers Road	133	250	468
<b><u>Farnham Common</u></b>				
	The Broadway	94	177	332
<b><u>Gerrards Cross</u></b>				
	Bulstrode Way	317	598	na
	Packhorse Road	351	662	na
	Station Road	317	598	na

### Season ticket terms and conditions

The terms and conditions for the season tickets are listed below. They must be read in conjunction with the car park conditions of use, which are stated on the tariff boards in the car parks. Failure to comply with the conditions could result in a Penalty Charge Notice being issued.

- Season tickets are issued at the discretion of SBDC. If the scheme is abused the Council reserves the right to withdraw the ticket.
- Season tickets issued shall be marked with the nominated car park and are only valid for the car park for which they have been issued.
- Season tickets are not transferable.
- A lost season ticket will only be replaced on receipt of a £5.00 fee. If a season ticket is later recovered no refund will be given
- Whilst every effort is made to maximise car parking space availability, purchase of a season ticket does not guarantee a parking space.
- Season tickets are issued and registered against a specific vehicle registration. They are not transferable. Up to two registration numbers allowed on one season ticket, however only one vehicle can be on park at any one time.
- Season tickets should be displayed on the left hand side of the windscreen in clear view so they can be seen by the CEOs (unless a courtesy car at which point SBDC must be informed immediately).
- For change of vehicle season ticket holders are required to contact SBDC's Parking Services. A copy of the new V5 document is required to enable a new season ticket to be issued.
- Season tickets that are no longer valid due to change of vehicle **must** be returned to Parking Services within 7 days of the new season ticket being issued.
- Payment must be received in full for a season ticket to be issued.
- Season tickets will only be cancelled when surrendered to Parking Services.
- SBDC reserves the right to amend the terms and conditions of the season ticket. Should any changes occur we will advise accordingly.
- The onus is on the season ticket holder to apply for a renewal at least 7 days prior to the commencement date of the new season ticket.
- The Season ticket is issued under the various regulation, bye laws and orders relating to car parks and the Council accepts no liability or responsibility for personal injury, (whether fatal or otherwise) or for loss or damage to property unless caused by negligence of the Council or its employees.

Season tickets can be renewed on line.

Please visit: <http://www.southbucks.gov.uk/article/6823/Season-tickets>

To apply for a season ticket please contact [Parking@Chiltern.Gov.uk](mailto:Parking@Chiltern.Gov.uk) for an application form.

## Resident Parking

Resident Permits are available to purchase for any of the car parks to be used Monday to Friday between 6pm and 8am and all day Saturday, Sunday, and bank holidays. These permits help to support local residents who have no off-street parking facilities, as they avoid the need to make a specific payment when arriving home in the evening and at weekends.

The cost of a 2018/19 12 month Resident Permit is:

<b>Beaconsfield</b>		<b>Burnham</b>	
Altons	£275	Jennery Lane	£168
Penncroft Road	£297	Neville Court	£54
Warwick Road	£282	Summers Road	£146
<b>Gerrards Cross</b>		<b>Farnham Common</b>	
Bulstrode Way	£298	The Broadway	£48
Packhorse Road	£312		
Station Road	£282		

The application and renewal process is the same as a standard season ticket. Please note that the V5 document must state that the vehicle is registered to an address in the relevant area in order for a residential season ticket to be issued.

## Park Mark



Park Mark, the safer parking award is an initiative of the Association of Chief Police Officers (ACPO) designed to reduce criminal behaviour within the parking environment. The scheme is managed by the British Parking Association and is supported by the Home Office and all the Police Forces in England, Scotland, Wales and Ireland

To obtain the award an investigation is carried out by the police to assess the facilities in place and to ensure the parking area is of a high standard in relation to cleanliness, signage, surveillance and lighting. Once the police are satisfied that the parking area sufficiently meets the appropriate standards and that it is correctly managed and maintained, the safer park mark status will be awarded. To ensure car parks continue to meet the required criteria the award is renewed on a yearly basis following a re-assessment.

The Council is pleased to announce that all SBDC's pay and display car parks have been awarded the safer park mark status.

## STATISTICAL PERFORMANCE

### Penalty Charge Notices Issued

There is a national list of parking contraventions with two levels of charging. The more serious contraventions are charged at the higher level of £70.00 (£35.00 if paid within 14 days of issue) and the less serious contraventions are charged of the lower level of £50.00 (£25.00 if paid within 14 days of issue). The table below shows the number of PCNs issued against each contravention during 2017/18.

Higher Level Contraventions		
Code	Contravention Description	PCNs 2017/18
81	Parked in a restricted area in a car park	6
87	Parked in a designated disabled person's parking place without clearly displaying a valid disabled person's badge	57
	<b>Total</b>	<b>63</b>

Lower Level Contraventions		
Code	Contravention Description	PCNs 2017/18
80	Parked for longer than the maximum period permitted	6
82	Parked after the expiry of paid for time	354
83	Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock	2278
84	Parked with additional payment made to extend the stay beyond time first purchased	2
86	Parked beyond the bay markings	151
95	Parked in a parking place for a purpose other than the designated purpose for the parking place	1
	<b>Total</b>	<b>2792</b>

## Representations and Cancellations

The table below shows that 711 PCNs were cancelled as a result of an informal or formal representation in 2016/17. This is approximately 16% of the overall PCNs that were issued, compared to 18% for 2015/16.

Description	Total PCNs 2017/18
PCNs Issued	2,855
Number of PCNs against which an informal or formal representation was made	738
Number of PCNs cancelled as a result of an informal or a formal representation	501
Number of PCNs cancelled for other reasons (driver untraceable, foreign vehicle)	28

The main reasons for cancelling PCNs were:

- 50% Pay by mobile customer paid/logged incorrect vehicle registration/location.
- 29% Pay and display ticket/season ticket in vehicle but not fully displayed to allow validity to be checked.
- 9% Disabled badge displayed incorrectly/partly obscured.
- 11% Discretion exercised due to mitigating circumstances.
- 1% Vehicle Breakdown

PCNs cancelled in 2017/18 for other reasons are mainly due to the 'Keeper at Date of Event' not being able to be obtained from the DVLA within the specified time, or the Keeper at Date of Event cannot be traced. These account for 0.8% of the total number of PCNs issued. Foreign vehicles account for 0.1%.

### Traffic Penalty Tribunal (TPT)

Included in the statistics above are 8 cases that were registered with TPT. Of these, five were allowed and three were dismissed.

At regular intervals, the TPT publishes local authority statistics on their website. This allows members of the public to view information regarding the enforcement of parking tickets and to compare a set of national statistics for all local authorities.

The data available at the moment shows that the average rate of appeal per PCN is 0.33%. SBDC's rate of appeal is 0.28%.

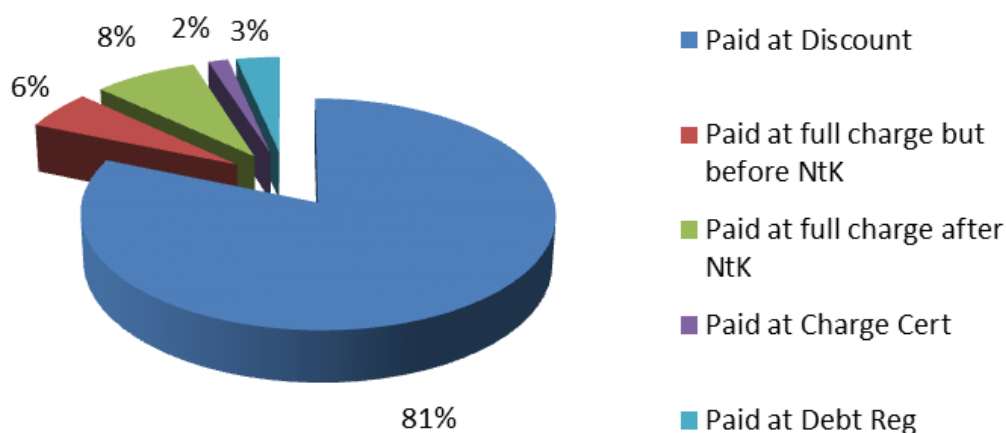
Where an Adjudicator has found in favour of the motorist the Council reviews all feedback from TPT to ensure SBDC continually delivers a robust enforcement regime that is fair, transparent and meets the needs of the community.

In some instances, the evidence supporting an appeal is not submitted until the case has been referred to TPT. This prevents the Council from taking the mitigating circumstances into account, which could have resulted in discretion being exercised at a much earlier stage.

### Recovery of Penalty Charge Notices

The pie chart below outlines the percentage of payments received at the various stages and the actions taken to recover the PCNs, which were issued throughout 2017/18.

#### Collection Rates



The overall collection rate for 2017/18 was 80%. Of the remaining 20%, 18% of PCNs were cancelled as a result of an appeal, 1% were cancelled as a result of other reasons, and 1% are currently live in the system and are being pursued

## FREQUENTLY ASKED QUESTIONS

How do I pay a PCN?

**Online:**

[www.southbucks.gov.uk/parking](http://www.southbucks.gov.uk/parking)

**Cheque/Postal Order:**

Please make payable to South Bucks District Council and send to: Parking Services, C/O King George V House, King George V Road, Amersham, Bucks, HP6 5AW. Please quote your PCN number and vehicle registration on the reverse of your payment.

Can I pay in instalments?

To be eligible for the 50% discount, payment must be received within 14 days from the date the PCN was issued. It would therefore not be in your best interest to enter into a payment plan at this stage.

Can I pay in installments once the discounted period has expired?

A payment plan will be considered if you can provide evidence that you are in receipt of a means tested benefit.

Can I pay at the discounted rate to stop the charge progressing and then still appeal?

No, once payment has been received it is deemed that liability has been accepted and the case is closed.

How do I appeal a PCN?

All appeals must be in writing:

- **Online:** [www.southbucks.gov.uk/parking](http://www.southbucks.gov.uk/parking)
- **Post:** South Bucks District Council, C/O King George V House, King George V Road, Amersham, Buckinghamshire HP6 5AW

My vehicle would not fit in the bay

Parking outside the bay markings causes inconvenience to other car park users. It is not acceptable to state that your vehicle was too large or the vehicle next to you was parked out of bay, so you did. It is a driver's responsibility to ensure the vehicle is parked correctly.

I was only just parked over the bay markings. Do I still have to pay?

Bay markings are in place to ensure safety and prevent inconvenience to other users of the car park. When vehicles are parked over the bay markings valuable parking space is lost. In addition, access could be restricted for emergency vehicles.

I am new to the area and did not know what the charges are / how to pay for parking

Tariff boards are displayed in all of the car parks detailing the terms and conditions of the car park along with the relevant charges and different payment methods. This information is also provided on the Council's website. It is the motorists' responsibility to ensure they check the conditions of use in the car park and adhere to them.



### My meeting / doctor's appointment over ran

It is a motorist's own responsibility to ensure enough parking time is purchased to cover the length of stay.

### My disability badge fell to the floor when I closed the car door / I forgot to display my badge.

When Blue Badges are not on display and forwarded at a later date, it leaves the scheme open to abuse. Blue Badge holders are required to display their badge as stated in the 'The Blue Badge Scheme: rights and responsibilities in England', which is to display the badge on the dashboard or fascia panel, where it can be clearly read through the front windscreen.

### I was not the driver, am I still liable?

Under TMA04, the registered owner/keeper of the vehicle is liable for any PCN that is issued, unless the vehicle has been stolen, or a signed hire agreement is in place.

### I sold the vehicle but do not know the name and address of whom I sold it to.

When you sell/dispose of a vehicle, you have a legal obligation to inform the DVLA. In order for the notice to be redirected written confirmation is required from the DVLA stating you were not the registered owner/keeper of the vehicle at the date of event. Failure to obtain and provide this information could result in the charge being pursued with you.

### What happens if I ignore the PCN?

Please do not ignore. A PCN is a civil debt, which could result in bailiff action being taken if the Notice progresses and is then successfully registered as a debt at county court.

### Where does the money from parking enforcement go?

The law states that parking enforcement must be self-financing. Any surplus income after the costs of administration and enforcement are deducted, goes back into the Council's overall reserves, which is allocated as required to benefit the needs of the community

### Where can I obtain further information on CPE

Useful links have been provided on page 20.

A hardcopy of TMA04 can be obtained from Her Majesty's Stationery Office.

## USEFUL LINKS

Buckinghamshire's Local Transport Plan 4

<http://www.buckscc.gov.uk/media/4063873/BCC-Local-Transport-Plan-4.pdf>

DATA.GOV.UK

<https://data.gov.uk/>

PATROL

<http://www.patrol-uk.info/>

South Bucks District Council - Car Parks

<http://www.southbucks.gov.uk/carparks>

South Bucks District Council - Policy Documents (Abandoned Vehicle)

[http://www.chiltern.gov.uk/policy\\_documents](http://www.chiltern.gov.uk/policy_documents)

Traffic Advisory Leaflet 5/95 April 1995 - Parking for Disabled People

<http://www.ukroads.org/webfiles/TAL%205-95%20Parking%20for%20Disabled%20People.pdf>

## GLOSSARY

CEO	Civil Enforcement Officer
CPE	Civil Parking Enforcement
NtO	Notice to Owner
PATROL	Parking and Traffic Regulations outside London
PCN	Penalty Charge Notice
SBDC	South Bucks District Council
TMA04	Traffic Management Act 2004
TPT	Traffic Penalty Tribunal

## CONTACT DETAILS

If you would like to comment on the content of the report or, if you have any unanswered questions, please let us know.

Email: [Parking@Chiltern.Gov.UK](mailto:Parking@Chiltern.Gov.UK)

Write to: Parking Services, South Bucks District Council, C/O King George V House,  
King George V Road, Amersham, Bucks, HP6 5AW

Tel: 01494 732252

J Rushton  
Parking Manager

<b>SUBJECT</b>	Local Recycling Centres (bring sites)
<b>REPORT OF RESPECTIVE CABINET MEMBER</b>	Environment Portfolio Holder, Cllr Luisa Sullivan
<b>RESPONSIBLE OFFICER</b>	Head of Environment, Chris Marchant
<b>REPORT AUTHOR</b>	Waste Policy & Project Team Leader, Daniel Sexton
<b>WARD/S AFFECTED</b>	All

## 1. Purpose of Report

This report considers the future provision of recycling centres (bring sites), which the authorities provide. This report was considered by the Environment PAG on 20 November 2018 and the Portfolio Holder, having considered the advice of the PAG, agreed to recommend that the remaining eight recycling centres (bring sites) in the South Bucks District be closed with notice to the public in advance.

### RECOMMENDATIONS:

**That Cabinet consider the recommendation to close the remaining eight recycling centres and the future direction for this service**

## 2. Executive Summary

- 2.1 A report from the Joint Waste Team covering the three districts in the Joint Waste Partnership was presented to the 3rd October meeting of the Joint Waste Collection Committee (JWCC). The report recommended to JWCC the closure of all recycling centres within the three council areas and also recommended that reports be presented to the three Council Cabinets seeking authorisation to close the bring banks in their respective districts.
- 2.2 In recent years, officers have undertaken strategic reviews of the public bring banks or recycling centres it operates, in consultation with Members and key stakeholders. The kerbside recycling collection offered to residents of the three districts is of a high standard and a wide range of recycling opportunities is presented to each household. The relative importance of the recycling banks in terms of recycling tonnages has therefore dramatically diminished.
- 2.3 Recommendations have previously been made for the closure of various individual sites for reasons that included miss-use, contamination of materials, fly tipping, litter issues, safety concerns, and lack of use.
- 2.4 Eight sites remain in each of the three districts and there is now an opportunity to review them, ahead of the commencement of the new Joint Waste Collection Contract for the three authorities in Spring 2020.

### 3. Reasons for Recommendations

The removal of the eight recycling centres located in South Bucks District is recommended for the following reasons:

- (a) Recycling centres continue to be subject to miss-use by businesses for the disposal of trade waste. Little effort is made to separate waste, resulting in excessive levels of contamination and poor quality material.
- (b) Contaminated containers are being tipped as rubbish – see table 1.
- (c) Poor quality paper recycling bins are being tipped with mixed recycling. However, this is having an adverse effect on the quality of the mixed recycling.

**Table 1.**

Month	Site	No. of bins	Tipped as rubbish			Tipped as either 'Dry mixed' or 'clean recycling'		
			08.05.2018	21.05.2018	25.05.2018	08.05.2018	21.05.2018	25.05.2018
May	The Beacon Centre	8	3	1	1	5	7	7
	Penncroft Car Park	9	5	3	3	4	6	6
	Waitrose	7	0	0	1	7	7	6
	Summers Road Car Park	5	5	4	2	0	1	3
	The Broadway Car Park	8	8	7	1	0	1	7
	Packhorse Road Car Park	9	6	6	6	3	3	3
	Evreham Centre	5	5	5	n/a	0	0	n/a

Month	Site	No. of bins	Tipped as rubbish			Tipped as either 'Dry mixed' or 'clean recycling'		
			02.06.2018	04.06.2018	22.06.2018	02.06.2018	04.06.2018	22.06.2018
June	The Beacon Centre	8	1	5	3	7	3	5
	Penncroft Car Park	9	1	3	2	8	6	7
	Waitrose	7	1	1	0	6	6	7
	Summers Road Car Park	5	2	3	5	2	3	0
	The Broadway Car Park	8	2	4	0	6	4	8
	Packhorse Road Car Park	9	1	3	5	8	6	4

		5	n/a	5	n/a	n/a	0	n/a		
Month	Site	No. of bins	Tipped as rubbish				Tipped as either 'Dry mixed' or 'clean recycling'			
			09.07.2018	16.07.2018	20.07.2018	23.07.2018	09.07.2018	16.07.2018	20.07.2018	23.07.2018
July	The Beacon Centre	8	5	3	1	8	3	5	7	0
	Penncroft Car Park	9	9	6	2	3	0	3	7	6
	Waitrose	7	0	2	2	0	7	5	5	7
	Summers Road Car Park	5	5	n/a	1	5	0	n/a	4	0
	The Broadway Car Park	8	8	4	3	8	0	4	5	0
	Packhorse Road Car Park	9	0	2	9	4	9	7	0	5
	Evreham Centre	5	4	3	n/a	1	1	2	n/a	4

- (d) Poor quality material does limit options for sustainable reprocessing outlets, as demonstrated by the regulations introduced by China.
- (e) The benefits delivered by the recycling centres in terms of useful recycling and convenience for residents are now not proportionate to the costs of collection and sorting of material, the need for clearance of spillages and fly tips and the cost of disposal of contaminated material.
- (f) Resource used to clear debris and fly-tipped waste from recycling centres, could be more efficiently utilised in other high demand service areas.
- (g) Residents can effectively access all the recycling streams (and more) offered by the recycling centres, including larger pieces of card that arise from mail order packaging, through the kerbside collection service.
- (h) The removal of all recycling centres across the three districts will be helpful in that it will simplify the procurement process currently underway for a new joint waste collection and street cleaning contract, which is due to commence in spring 2020.
- (i) Looking forward we want to ensure the authorities are in the best possible position with reduced contamination and improved quality, if risk of managing the material is to be borne by the authorities.
- (j) Where the recycling banks occupy parking spaces or reduce access in car parks, removal may lead to reduced pressure on car parking spaces at some locations and increase revenues.

**4. New Joint Waste Service**

- 4.1 Procurement work is well under way for the next joint waste collection and street cleaning contract and this presents an opportunity to try and reach a common position across all three districts with the discontinuation of council operated recycling centres throughout. In common with most contract procurements it is felt that costs may rise and making minor service changes such as this are a way of mitigating potential increases without significantly reducing future service levels.
- 4.2 It is proposed that the current kerbside recycling service will remain unchanged in the new contract. This covers food waste, paper, dry mixed recyclables (cardboard, mixed cans, plastics, foil, mixed glass bottles, food cartons such as tetra pak) textiles, garden waste, small WEEE and batteries. Reasonable amounts of oversized card are also collected as side waste if it is flattened and folded to a manageable size and presented neatly.

**5. Current Position**

- 5.1 Other closures have taken place and recycling performance has not dropped, demonstrating that the closures have not had a negative impact. Complaints about the recycling centres and associated anti-social behaviour have reduced.
- 5.2 Local policies have been reviewed and modified to enable extra recycling to be collected at the kerbside. This has been further reinforced through recent publications including the new waste collection calendars and accompanying myth busting information.
- 5.3 BCC recently concluded a public consultation on proposals for a reduced service at it's operated Household Recycling Centres (HRCs). Their preferred option is to close facilities at Bledlow Ridge (WDC) and Burnham (SBDC). In addition, reduced operating days at three sites and the option to introduce charging systems for non-Buckinghamshire residents, will enable the authority to make substantial savings to service costs. It is anticipated that service changes will be implemented by April 2019.

**5.4 Table 2 – remaining SBDC recycling centres**

No	Location
1	Beaconsfield – The Beacon Centre
2	Beaconsfield – Penncroft car park Burkes Road
3	Beaconsfield – Waitrose Penn Road
4	Burnham – Summer Road car park
5	Farnham Common & Farnham Royal – The Broadway car park
6	Gerrards Cross – Packhorse Road car park



7	Iver – Evreham Sports Centre
8	Iver – High Line Yachting Mansion Lane

## 6. Consultation

6.1 Cabinet Members for Environment from each of the three southern districts have been consulted at Joint Waste Collection Committee (JWCC).

6.2 There are no planned consultations pending Cabinet decision. Local stakeholders will be notified of the decision.

## 7. Options (if any)

7.1 *Do nothing. Maintain status quo.*

Any savings and service efficiencies would not be realised.

Service costs are anticipated to rise, if provision for this service is included within the new joint waste contract.

7.2 *Close remaining recycling centres – recommended*

Implement a closure programme after the Christmas holiday period.

Mitigate risks associated with material ownership and minimise service cost increase for the new joint waste contract.

## 8. Corporate Implications

8.1 No additional contract costs are anticipated due to the proposed closures, apart from some ad hoc cleansing works and making good of land currently used to occupy recycling containers. Any financial savings in the contract sum would be identified at the point a change notice is issued to the contractor. Requests for new kerbside containers will be met from existing resources.

8.2 Under the Environmental Protection Act 1990 (EPA 1990), the Council does not have a legal duty to collect waste using recycling centres. It does however have duty to collect household waste from domestic properties although the frequency of collection is not specified. There is also a legal duty under S45A of the EPA 1990 to collect a minimum of two streams of recyclable household waste, separate from any residual household waste, from the kerbside. The proposal in this report does not therefore impact upon any waste or recycling collection duty that the council currently has.

8.3 Contractual change notices and other arrangements will be managed by the Joint Waste Team with advice from Legal Services if this is necessary

## 9 Links to Council Policy Objectives

This recommendation contributes to the following headline shared objectives:

- Delivering cost-effective, customer-focused services
- Striving to conserve the environment and promote sustainability

And links with the following themes from the Joint Sustainable Community Strategy:

- Sustainable Environment - *Minimise waste by reducing usage, reusing and recycling as much as possible; Keep public places clean, tidy and litter free, working together to tackle fly-tipping*
- Safe Communities - *Reduce the incidence and impact of anti-social behaviour in our community; Improve road safety to reduce the risk of death or serious injury from transport incidents,*
- Health and Wellbeing - *Improve connectivity by improving parking*

## 10 Next Steps

10.1 If the recommendation is approved, working to a project plan, the Joint Waste Team would undertake to notify local stakeholders of the decision taken to close the remaining recycling centres in their areas. Support to access services would be provided to residents in need. Any closure programme would commence after the Christmas holidays and catch up period for kerbside refuse and recycling collections.

10.2 The Joint Waste Team will work closely with colleagues from the Communication Team to develop and deliver a clear and effective strategy.

10.3 As with previous experience of recycling centre closures, some residents may come forward once publicity starts as they don't have access to kerbside recycling services. If this happens, officers can assist by working out solutions with the contractor, and by providing new appropriate containers and recycling information as support.

<b>Background Papers:</b>	Recycling Centre Recommendation – report to JWCC October 2018
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<b>SUBJECT:</b>	<b>Charging for refuse and recycling containers in the South Bucks District</b>
<b>RELEVANT MEMBER:</b>	<b>Cllr Luisa Sullivan, Cabinet Member for the Environment</b>
<b>RESPONSIBLE OFFICER</b>	<b>Chris Marchant, Head of Environment</b>
<b>REPORT AUTHOR</b>	<b>Elizabeth Cullen, Contract Manager, 01895 837330; Elizabeth.cullen@chilternandsouthbucks.gov.uk</b>
<b>WARD/S AFFECTED</b>	<b>All</b>

## 1. Purpose of Report

To introduce charges for refuse and recycling containers to residents in certain specified circumstances. To align South Bucks District Council's policy on this matter with services delivered in the Chiltern and Wycombe Districts. The Portfolio Holder agreed to recommend the following recommendations to Cabinet having discussed this with the PAG on 20 November 2018.

### RECOMMENDATIONS TO CABINET

1. **That charges to residents for waste containers are introduced where they are lost, stolen, damaged by a resident or not present when a resident moves into a property.**
2. **That the charges levied are in line with those already set for residents in the Chiltern and Wycombe Districts.**

## 2. Executive Summary

- 2.1 Councils have the authority under Section 46 of the Environmental Protection Act 1990 to specify which containers residents use for presenting their waste for collection and can require residents to pay a one off or annual cost for providing them.
- 2.2 The cost of providing all receptacles has to date been met by the District Council. Until 2003/4 this was the provision of relatively cheap black sacks for all properties, which was then partly replaced with a wheelie bin trial and subsequently the requirement for residents to supply their own sacks. In 2014 wheelie bins were supplied to all suitable properties and the cost of supplying them was covered by this Authority.
- 2.3 The Managers of properties of multiple occupancy that are not suitable for wheelie bin provision (or for a black sack collection in earlier years) pay for the hire of 1100l metal refuse bins which are inspected and repaired within the hire cost.
- 2.4 Members agreed in November 2016 to introduce charges to developers for the provision of new receptacles to new developments where the hiring of 1100l bins is

not appropriate. This reduces the risk to the Authority of large single container orders being placed that have not been budgeted for.

2.5 The current costs of delivering containers are contained in the table below:

Table 1

Container	Service	Unit costs - purchase/delivery/ admin charge	Delivery & Admin costs	Total costs
240 litre black wheeled bin	Refuse collection	£19.00	£21.00	£40
240 litre black wheeled bin/blue lid	Recycling collection	£19.00	£21.00	£40
44 litre paper recycling box & lid	Paper collection	£5.00	£1.50	£6.50
23 litre food waste bin	Food waste collection	£4.00	£1.50	£5.50
5 litre kitchen caddy	Food waste collection	£3.00	£1.50	£4.50
<b>Total cost per property if delivered separately</b>		<b>£50.00</b>	<b>£46.50</b>	<b>£96.50</b>

2.6 Of the circa 150 wheelie bin, 100 recycling box and 190 brown and silver food waste containers ordered on average each month, the reasons for the order haven't always been recorded on Contender, the software used to place orders with Biffa. Using the data available and anecdotal evidence from the Admin team the main reasons for new containers being ordered are as follows, with whether or not a charge would be levied in line with current CDC/WDC policy:

Table 2

Reason for Replacement	Charge Proposed as per CDC/WDC Policy
New development	Developer charged – no charge to resident
Replace broken/Damaged Container	No charge if damage by contractor or wear and tear. Charged if damage caused by resident.
Stolen/Missing Container	Resident charged
Additional bin request (recycling)	Not offered by CDC/WDC. Please see para 2.9
Change of bin size	Exchange Fee – currently £7
Never had containers when moved in (new resident as opposed to new development)	Resident Charged (please note that residents are asked to leave bins behind when they move)

- 2.7 Members are asked to note that when residents request new bins for non-essential reasons that are not disclosed to the Admin Team, such as a bin being dirty, Biffa do not carry out the request on arrival. Residents must present damaged containers at the property boundary so that they can be checked to see that it is necessary to exchange them for a replacement. Almost all the bins replaced by Biffa are damaged beyond use or repair.
- 2.8 Second bins for recycling are not permitted in the Chiltern and Wycombe Districts. They are provided in the South Bucks District where a need is demonstrated and Officers are confident that a business is not being run from the property. Therefore no precedence has been set for whether or not South Bucks residents are charged for a second bin for recycling. It is proposed that a charge is made for second bins as per the charges below.
- 2.9 Charges for containers in the Chiltern and Wycombe Districts for next financial year have not yet been approved and the charges for this year are therefore shown in the table below:

Table 3

Container Type	Cost per item
Wheeled Bin and Delivery - 140 Litre	£40.00
Wheeled Bin and Delivery - 180 Litre	£40.00
Wheeled Bin and Delivery - 240 Litre	£40.00
Wheeled Bin and Delivery - 360 Litre	£40.00
Recycling Box and Lid - Delivered	£6.50
Recycling box and Lid - Pick Up Only	£4.80
Recycling Lid Only - Pick up Only	£1.50
Reusable Recycling Bag and Delivery	£5.50
Reusable Recycling Bag - Pick Up Only	£4.50
Outdoor Food Caddy and Delivery	£5.50
Outdoor Food Caddy - Pick Up Only	£4.50
Indoor Small 5L Food Caddy - Pick Up Only unless ordered with other containers.	£3.50
Bin Exchange Fee (for a different size)	£12.00

- 2.10 Although reliable figures for the number of residents that would be subject to a charge for a new or replacement bin are not available, the numbers are estimated to be low and the value of the costs to the Council that would be covered conservatively estimated as being in the region of less than £10k per year. This forecast would be reviewed after the first year of charging.

### 3. Reasons for Recommendations

- 3.1 The introduction of charging is not only recommended to reduce the pressure on budgetary expenditure, but also to encourage residents to take greater responsibility for their containers, and to encourage residents to properly look for

their 'missing' containers before seeking a replacement, thus reducing the demand for replacement containers. Increasingly, more local authorities are altering their charging criteria for waste and recycling containers and are only providing them free when they are damaged by the collection crews or fall into the back of the collection vehicle. Adopting such an approach provides an opportunity to mitigate the ever-increasing financial cost of replacing containers.

- 3.2 The introduction of charges for bins will affect a minority of residents requesting new bins is not expected to make a significant difference to our budget. However it has been shown to deter spurious and time wasting requests for containers that do not actually need to be replaced and any income, however small, will make a difference to the overall waste budget. This will also align the policy for bin charging with that of CDC/WDC.
- 3.3 If approved, comprehensive FAQs will be published on the Council website, advising residents how to take greater care of their containers and explaining the reason behind the approach being advocated

#### 4. Consultation

Not Applicable.

#### 5. Options

The options are to continue providing all containers directly to residents for free or to charge as per the table in 2.9 (the relevant costs agreed in the 2019/20 budget).

#### 6. Corporate Implications

- The Financial implications of this report are not significant and estimated to be in the region of up to £10k income which will offset costs and not be of net benefit to the Authority
- There are no Legal implications of this report as the power to charge is in line with legislation.

#### 7. Links to Council Policy Objectives

This matter is related to the following local and national policy objectives:

- The Council's medium-term aim of helping to provide a clean and decent district where there is pride in, and ownership of, our surroundings and public spaces.

#### 8. Next Step

If PAG Members are mindful to recommend to the Portfolio Holder that charges are introduced these will commence from April 2019 subject to Cabinet approval.

<b>Background Papers:</b>	None
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