



## Healthy Communities Policy Advisory Group

**Tuesday, 12 June 2018 at 6.00 pm**

**Room 6, Capswood, Oxford Road, Denham**

### **A G E N D A**

#### Item

1. Evacuation Procedure
2. Apologies for Absence
3. Minutes (*Pages 5 - 10*)

To receive the minutes of the meeting held on 22 February 2018.

4. Declarations of Interest
5. Reports from Members

*Cllr D Pepler: Buckinghamshire Healthcare Trust - 31 January 2018*  
*(Pages 11 - 12)*

6. Healthy Communities Update Report (*To Follow*)

To receive an update from the Head of Healthy Communities.

7. Summer Youth Diversionary Projects (*Pages 13 - 16*)
8. Chiltern & South Bucks Playing Pitch Strategy (*Pages 17 - 22*)

*Appendix 1 Draft Strategy (Pages 23 - 120)*

9. Designation of an Air Quality Management Area in Iver (*Pages 121 - 128*)  
*Appendix 1 - Draft AQMA Order and Boundary map (Pages 129 - 130)*  
*Appendix 2 - Bucks CC response to consultation (Pages 131 - 132)*  
*Appendix 3 - Environment Agency response to consultation (Pages 133 - 136)*  
*Appendix 4 - Comments from the public and agencies submitted online (Pages 137 - 142)*  
*Appendix 5 - Woodlands Park Property Limited response (Pages 143 - 150)*  
*Appendix 6 - Pinewood Studios response (Pages 151 - 158)*
10. Joint Food and Health and Safety Business Plans (*Pages 159 - 162*)  
*Appendix A: Joint Food and Health and Safety Service Business Plan 2018-19 (Pages 163 - 192)*  
*Appendix B: Food Policy 2018-19 (Pages 193 - 224)*  
*Appendix C: Health and Safety Enforcement Policy 2018-19 (Pages 225 - 248)*
11. Unauthorised Encampments (*Pages 249 - 258*)  
*Appendix 1: Final Memorandum of Understanding (Pages 259 - 268)*  
*Appendix 2: Appendix to Final MoU (Pages 269 - 270)*  
*Appendix 3: Unauthorised Encampments letter to Chief Executives (Pages 271 - 272)*  
*Appendix 4: Unauthorised Encampments Protocol (Pages 273 - 288)*  
*Appendix 5: Unauthorised Encampments Contacts (Pages 289 - 292)*
12. Asylum Seekers (*Pages 293 - 296*)

13. Draft Domestic Abuse Strategy 2018 - 2021 (*Pages 297 - 302*)  
*Appendix 1: Domestic Abuse Strategy 2018 - 2021 (Pages 303 - 322)*  
*Appendix 2: Domestic Abuse Strategy additional information (Pages 323 - 334)*  
*Appendix 3: Comments Letter to BCC (Pages 335 - 336)*
14. 2017/18 Grant funding review and future proposals (*Pages 337 - 344*)
15. Leisure Centre Operator Contract Renewal (*Pages 345 - 346*)
16. Affordable Housing Contributions Update (*Pages 347 - 352*)
17. Exempt Information

The Chairman to move the following resolution:-

“that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in part 1 of Schedule 12A to the Act.”

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

18. Dog and Pest Control Contract (*Pages 353 - 358*)  
*Appendix 1 (Pages 359 - 360)*

**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: Healthy Communities Policy Advisory Group (SBDC)**

Councillors: P Hogan (Chairman)  
D Anthony  
P Bastiman  
M Bezzant  
Dr W Matthews  
D Pepler

**Date of next meeting – Thursday, 20 September 2018**

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

**HEALTHY COMMUNITIES POLICY ADVISORY GROUP (SBDC)**

**Meeting - 22 February 2018**

Present: P Kelly (Chairman)  
P Bastiman, M Bezzant, Dr W Matthews and D Pepler

Also Present: L Sullivan

**41. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr D Anthony.

**42. MINUTES**

The minutes of the meetings held on 30 November 2017 and 29 January 2018 were agreed as an accurate record.

**43. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**44. NOISE APP DEMONSTRATION**

Members received a demonstration of the Noise App from Environmental Health Practitioner Alison King. The Group were informed that the app would offer a new means of reporting and investigating noise complaints, by allowing customers to record the time, date and GPS location of the offending noise disturbance as well as a 30 second audio clip. Use of the app would avoid the need for customers to record disturbances using written diary sheets and would allow officers to process complaints more efficiently.

The group were assured that the Noise App would comply with all necessary data protection legislation and that relevant data could be shared with other bodies such as the police if necessary. It was noted that, although the App would offer benefits to customers, the option to record disturbances using diary sheets would still be available.

**45. REPORTS FROM MEMBERS**

The PAG received and **NOTED** the following written updates:

1. Cllr D Pepler – Buckinghamshire Health Trust
2. Cllr W Matthews – Bucks Health and Adult Social Care Select Committee

**46. HEALTHY COMMUNITIES UPDATE REPORT**

The Head of Healthy Communities provided an update to the PAG covering the following Key Points:

**Healthy Communities Policy Advisory Group (SBDC)- 22 February 2018**

- Various training courses were being undertaken by officers within the service including training on the Homelessness Reduction Act and Safeguarding.
- Affordable Housing Delivery projects were in progress with units at the Bath Road Depot and Gerrards Cross Police Station awaiting Planning approval.
- 423 applicants had registered with the Council for Bucks Home Choice and a total of 145 Registered Provider tenancies had been let.
- 80 homelessness applications had been made since 1 April 2017 with 58 of these being subject to a main duty to provide housing, 57 applicants were currently in temporary accommodation. The CAB was providing voluntary advice on debt to residents in Gypsy and Traveller sites.
- The Council was looking to work with CDC, AVDC and WDC to standardise Disabled Facilities services across Buckinghamshire.
- The current licensing manager would be leaving the authority and a new licensing manager would be recruited on a temporary basis pending a review.
- There had been an overall increase in crime for Chiltern and South Bucks LPA, but a recent decrease in burglary in SBDC. 5 ANPR cameras were to be installed on the SBDC border and in other areas across the districts.
- 752 tickets had been sold for the Chiltern & South Bucks Lottery; Members were encouraged to promote the Lottery within their communities.

**RESOLVED**

That the report be noted.

**47. DESIGNATION OF AN AIR QUALITY MANAGEMENT AREA IN IVER**

The PAG received a report on the designation of an Air Quality Management Area (AQMA) in Iver. The report sought Members' views on the size of the proposed boundary on which the consultation would proceed. Preliminary feedback from local residents on the proposed boundary of the AQMA was circulated to the Group prior to the start of the meeting.

In response to a question on a study being carried out by the Iver Heath Residents Association, Members were advised that the data collected by the Association may not meet the necessary monitoring and modelling criteria to be considered valid. Due to a number of factors, including seasonal variation which would not be picked up from a winter sample, it would not be possible to combine data from the study with data collected by the Council.

Members were informed that the 36ugm<sup>3</sup> contour boundary would represent the smallest possible boundary that the Council could declare for the AQMA. However, Members felt that a boundary of this size would not adequately address air quality issues caused by the wider road network and main routes to and from Iver high street. The Group felt that the whole area of Iver and Richings Park should be included in the AQMA consultation as exceedances had been identified at various points within the Parish. A larger boundary would ensure that HGV issues were not shifted from one part of the Parish to another.

It was noted that declaring a larger boundary for consultation could lead to complaints from businesses which would potentially be affected by the AQMA. However, the PAG were advised that the Council had a strong legal basis for declaring a wider boundary and that any objections from businesses would be taken into account as part of the consultation.

The Group felt that the designation of a wider area for consultation would also raise awareness of air quality issues in surrounding areas and could lead to opportunities for collaboration with other relevant bodies.

The Portfolio Holder for Healthy Communities asked that Iver Members work with the Portfolio Holder on the proposal and that should extra funding be needed, a conversation with the Portfolio Holder and Iver Parish would take place regarding support.

Having considered the advice of the PAG, the Portfolio Holder **RESOLVED:**

1. That the completion of additional monitoring and the production of the updated air quality assessment for Iver be noted, and to proceed to the formal declaration of a new Air Quality Management Area in accordance with Part IV of the Environment Act 1995.
2. To proceed with a consultation on the basis of the Parish boundary (shown in Appendix 1 of the report).
3. That the Head of Healthy Communities be authorised to undertake consultation with the statutory and other consultees referred to in paragraph 4 of the report between 1 March and 31 March 2018.
4. That associated reports and maps be placed on South Bucks District Council's website and its publication be advertised to relevant stakeholders.
5. That responses to the consultation be reported to Cabinet for consideration and formal designation of an Air Quality Management Area under section 83 (1) of the Environment Act 1995.

#### 48. **CHILTERN AND SOUTH BUCKS OPEN SPACE STRATEGY**

The PAG were asked to consider a report on the draft Chiltern and South Bucks Open Space Strategy. The Strategy aimed to help inform the emerging Joint Local Plan, bring together community organisations to effectively manage recreational facilities and increase participation, and support community groups in accessing external funding. Members noted that the Strategy had identified an oversupply of green space in the districts but also an undersupply of recreational facilities for children. Members noted that feedback from the consultation would be used to inform the planning process, and that there was a possibility that the Community Infrastructure Levy could be used as a source of funding to improve open space provision.

In response to a question concerning the format of the consultation, the PAG were informed that the draft Strategy would be made available on the Councils' websites to allow Town and Parish Councils, as well as other community groups, the opportunity to comment on the findings. It was advised that if these groups had any further additions that they felt needed to be made to the Strategy these should be identified as part of the consultation process.

The Group requested that a clearer map be provided to help differentiate between Green Belt land and areas of population.

Having considered the advice of the PAG, the Portfolio Holder **RESOLVED** to approve the draft Chiltern and South Bucks Open Space Strategy for public consultation.

#### 49. **ACQUISITION OF RESIDENTIAL PROPERTIES**

The PAG received a report which sought Members' views on the acquisition of residential properties as a means of ending the long term use of B&B and private rented nightly let accommodation. Under the proposed scheme, the Council would acquire a number of residential properties, as part of a phased programme, which would then be leased to a housing association to manage allowing the Council to retain the asset.

In response to a question concerning the number of properties required to meet the current homelessness need, it was advised that 12 units would be available through the planned development at the Bath Road Depot, and that 30 units would be made available through the introduction of a private sector leasing scheme managed by Paradigm. This would leave a shortfall of between 10 to 20 units, which would be filled by the proposed acquisition of residential properties.

A concern was raised over whether the proposed scheme would be more cost effective than the private sector leasing scheme which had been arranged with Paradigm. Members were informed that the private sector leasing scheme still incurred a substantial cost to the Council, as there was still a charge per property payable to Paradigm. However, the acquisition of residential properties would enable the Council to receive an income from each unit whilst the risk of tenants falling into arrears would be taken on by the housing association. Although there would be an initial borrowing cost involved, it was noted that the costs would be recovered over the lifetime of the scheme.

The PAG noted that, should the scheme go ahead, properties would be acquired on a case by case basis with the aim of acquiring a balance of unit types. A housing association would be chosen based on the level of service which could be provided both to the Council and tenants.

Having considered the advice of the PAG, the Portfolio Holder **AGREED to RECOMMEND** to Cabinet that:

1. The overall business case for the acquisition of residential properties for use as temporary affordable housing be agreed.
2. The Director of Resources be given authority, following consultation with the Leader, to use any sums specifically included in the Council's Capital programme, currently £6.28 million, to purchase assets on receipt of a viable outline business case.
3. The Head of Finance be authorised to carry out the necessary arrangements to obtain the loan finance.

#### 50. **HANDY HELPERS/ GARDENING SCHEME**

The PAG considered a report on the introduction of a scheme to provide home assistance and gardening services to elderly, vulnerable and isolated people. The scheme sought to address the current imbalance in services and funding provided to support vulnerable people in Buckinghamshire.

Members noted that the current need for home and gardening help among elderly and vulnerable people was not being met despite efforts from the voluntary sector. It was hoped that the introduction of the handy helpers scheme would contribute to a reduction in crime against elderly and vulnerable people, and would prevent injuries caused by attempts to carry out small repairs. The PAG noted that as Age UK Bucks was looking to increase their involvement in the local area, there may be opportunities to collaborate with the handy helpers scheme.

The PAG **NOTED** the report and endorsed the establishment of the scheme.

51. **COST OF HOMELESSNESS**

Members received a report on the cost of homelessness which had been requested by the Overview and Scrutiny Homelessness Management Task and Finish Group. The report highlighted the staffing costs of the Joint Homelessness/Housing Options team and related costs for the Legal and Finance teams. It also detailed the accommodation costs which had increased significantly year on year since 2014/15. Members noted that the overall direct cost of homelessness to the Council in 2017/18 was approximately £650,000.

In response to a question regarding housing benefit claims, it was noted that a process was now in place to ensure that homeless applicants were applying for housing benefit and officers were supporting applicants in making claims where necessary.

52. **ANY OTHER BUSINESS**

None.

53. **EXEMPT INFORMATION**

54. **INCENTIVE TO PURCHASE - REQUEST TO WAIVE THE REPAYMENT CONDITION**

Members were asked to consider and advise the Portfolio Holder on a report regarding a request to waive a repayment condition in relation to the Incentive to Purchase scheme. The request related to an applicant who wished to transfer a £40,000 Incentive to Purchase payment to another property, which would better suit the needs of the applicant and their family.

Members were advised that under the terms of the Incentive to Purchase scheme, the original payment would normally be expected to be repaid to the Council upon the sale of the property. However, it was noted that an exemption to the repayment condition could be offered at the discretion of the Council. The option to allow the applicant to transfer the payment to another property would incur significant administrative and legal costs to the Council.

The PAG felt that as the applicant was not suffering from a significant level of financial hardship the request to waive the repayment condition should not be approved. Members considered that the costs of the Incentive to Purchase scheme should be recovered and put back into S106 funds to be used for other projects.

Healthy Communities Policy Advisory Group (SBDC)- 22 February 2018

Having considered the advice of the PAG, the Portfolio Holder **RESOLVED** that the £40,000 incentive repayment be repaid to the Council upon the sale of the property.

The meeting terminated at 7.33 pm

## **Report of the meeting of the Buckinghamshire Healthcare Trust on 31<sup>st</sup> January 2018**

Following on from the presentation of awards the meeting proceeded with the patient's experience which involved a lady who had been admitted to hospital with Sepsis and had been successfully treated. It was emphasised that the sooner the sepsis is treated the better were the chances of success.

Neil Dardis then gave his last report as chief executive. He said that partnerships were being developed with other Trusts and a number of contracts had been awarded to the Trust including the urgent care contract although there were challenges ahead.

An interim report was given on Clinical Strategy. A series of workshops had taken place which had looked at ways of delivering care for communities and supporting the teams and clinicians looking to the future. A final report was to be given to the March meeting.

The meeting moved on to the Flood light and Operational Report which covered the period up to December 2017. The snow and ice before Christmas had been quite challenging and from 28th December there had been high levels of demand for acute services. They had survived the flu epidemic but there was a need to develop the GP screen service. The last 3% of staff had not completed their statutory training and they were behind with the flu vaccinations where the uptake had been 57%.

This was followed by the Financial Report which revealed that at the end of December the deficit was running at £3.8 million with a revised forecast for the end of the year of £5.7 million. There had been a small exposure to the collapse of Carillion to whom the Trust had provided Pharmacy services but this contract had been transferred to Oxfordshire County Council.

From the workforce report it was revealed that the staff vacancy rate had increased. The target for spending on agency nurses was £8.1 million and at the date of the meeting £7.1 million had been spent. A scheme for Nursing Apprentices was starting in March and letters were being sent to the staff who had not taken part in statutory training.

Following on from this the Quality Report was presented. This showed that the two mortality indicators continued to be below the number expected. There were areas for improvement in connection with Emergency Admissions for Fractured Neck of Femur, Pressure Ulcer Prevention, Friends and Family Test and Falls.

With the Infection Prevention & Control report they had not hit their C Difficile Target in spite of having only 1 case in December.

David Pepler

12<sup>th</sup> April 2018

<b>SUBJECT:</b>	<i>Summer Holiday Youth Diversionary Programme</i>
<b>REPORT OF:</b>	<i>Cllr Patrick Hogan – Portfolio Holder Healthy Communities</i>
<b>RESPONSIBLE OFFICER</b>	<i>Martin Holt – Head of Healthy Communities</i>
<b>REPORT AUTHORS</b>	<i>Claire Speirs – Claire.Speirs@chiltern.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>All SBDC</i>

## 1. Purpose of Report

The PAG is asked to advise the Portfolio Holder on the following recommendation:

### RECOMMENDATION

- 1. That the Portfolio Holder agrees to allocate £2,250 to support voluntary youth organisations in delivering diversionary activities throughout the summer school holiday periods.**

## 2. Reasons for Recommendations

2.1 During the summer holiday period many voluntary youth sector organisations suspend their programmes resulting in young people having limited access to positive activities. This can increase the likelihood of anti-social and disruptive behaviours and is why this report recommends supporting youth organisations to offer a range of accessible diversionary activities during the school holidays.

## 3. Content of Report

- 3.1 In 2017 the Council awarded funding for the voluntary youth sector to enable them to deliver a range of summer holiday activities. This report proposes to replicate the same approach in 2018 offering funding to youth clubs to maintain a consistent level of support throughout the summer holiday across the district.
- 3.2 Funding was offered to youth clubs in areas identified as ASB hotspots. As no youth clubs applied for funding it was suggested that SBDC fund young people to attend Lighthouse in Burnham. £1,500 was granted to Lighthouse to enable young people to attend their summer holiday programme.
- 3.3 The Council's Community Safety and Leisure and Community teams in partnership with Thames Valley Police and the voluntary sector youth organisations, will identify youth Anti-Social Behaviour (ASB) hotspots and consult with young people to determine suitable diversionary activities. Burnham, Denham, Gerrards Cross and Iver have already been identified as key priority areas.
- 3.4 SBDC Community Team has a budget of £8,000 for community activities in 2018/19 of which £2,250 has been allocated from to deliver summer holiday projects.

- 3.5 Youth organisations will be required to apply for funding, bringing additional resources to the projects through volunteer hours or funding. Youth organisations will be required to tailor activities to suit the needs of the young people they work with and provide positive activities that divert young people away from identified ASB in specific locations.
- 3.6 Youth organisations will be required to submit their proposal including associated costs by 2<sup>nd</sup> July 2018. Activities will be subject to monitoring and youth organisations must submit an end of project report detailing participant numbers, attendance records and outcomes. Information on how organisations are planning to maintain a level of support to the young people they have engaged with throughout the duration of their project will also be required.
- 3.7 A summary report will be produced by the Leisure & Community team to detail projects, outcomes and sustainability.

#### **4. Consultation**

*4.1 Detailed above*

#### **5. Options**

- 5.1 *Provide funding for youth organisations to maintain a level of support for our younger residents throughout the summer holiday period and reduce opportunities for young people to engage in ASB*
- 5.2 *Funding not allocated- resulting in an inconsistent level of support for young people over the summer holiday period.*

#### **6. Corporate Implications**

*Reports must include specific comments addressing the following implications;*

- 6.1 Financial – Approximately £2,250 funding will be sourced from within the existing Community budgets for this initiative so no additional funding is required. It is also anticipated that additional funding/resources will be provided by other external organisations.
- 6.2 Legal- activity providers will have Public Liability insurance. Risk assessments will be the responsibility of the activity provider.
- 6.3 Crime and Disorder- reduction in reported levels of youth ASB over summer holiday period
- 6.4 Environmental Issues- linked to above
- 6.5 Partnership, Procurement- Partnership approach- Community Safety, Leisure & Community Team, Thames Valley Police, BCC youth services, Voluntary youth sector. Clubs are funded to maintain level of support for younger residents throughout the summer holiday period
- 6.6 Social Inclusion- Activities will be provided in targeted communities
- 6.7 Sustainability- Activities to be mainstreamed into ongoing youth activities delivered throughout the year

---

**7. Links to Council Policy Objectives**

7.1 Delivering cost-effective, customer focussed services- Focussing on the needs of our younger residents by consulting with them to ascertain the activities that they are likely to engage in over their summer break and enabling voluntary sector youth organisations to deliver the activities throughout the summer holidays.

7.2 Working towards safe and healthier local communities- partnership approach to identify youth ASB hotspots, providing diversionary activities for young people. Keeping young people safe by maintaining a level of support throughout the summer break and reducing opportunities to engage in ASB- protecting the wider community.

**8. Next Step**

*8.1 Support voluntary youth organisations to deliver diversionary activities and report on outcomes.*

<b>Background Papers:</b>	None
---------------------------	------

This page is intentionally left blank

<b>SUBJECT:</b>	<i>Chiltern and South Bucks Playing Pitch Strategy</i>
<b>REPORT OF:</b>	<i>Director of Services – Steve Bambrick</i>
<b>RESPONSIBLE OFFICER</b>	<i>Head of Healthy Communities - Martin Holt</i>
<b>REPORT AUTHOR</b>	<i>Leisure &amp; Community Manager - Paul Nanji Tel: 01494 732110</i>
<b>WARD/S AFFECTED</b>	<i>All</i>

## 1. Purpose of Report

1.1 To inform Members of the completion of the draft Chiltern and South Bucks Council Playing Pitch Strategy highlighting its key findings and recommendations. Also, for Members to approve the draft strategy be circulated for public consultation with Town and Parish Council, sports clubs and other agencies. The finalised strategy will inform the emerging Local Plan.

The PAG is asked to advise the Portfolio Holder on the following recommendations:

### RECOMMENDATIONS

1. **To agree to undertake public consultation on the draft South Bucks and Chiltern Playing Pitch Strategy.**
2. **To recommend to Cabinet that it be delegated to the Director of Services in consultation with the Portfolio Holder for Healthy Communities to agree the final Playing Pitch Strategy in respect of South Bucks District Council**

## 2. Reasons for Recommendations

- 2.1 The Chiltern and South Bucks Playing Pitch Strategy is a key document in helping inform the new Local Plan.
- 2.2 Improving access and the quality of sports local playing pitch provision contributes directly to improving the health and wellbeing of residents. An up to date audit of South Bucks existing sports playing pitches will enable Town and Parish Councils, sports clubs and local community groups to identify the priorities for improvement and enable organisations to plan and attract inward investment.

## 3. Content of report

- 3.1 In March 2016 Chiltern and South Bucks District Councils jointly commissioned a specialist consultant, Strategic Leisure, to undertake the development of a new Playing Pitch Strategy. The Strategy's key aims were to
  - Inform and support the newly emerging Chiltern and South Bucks Local Plan to provide a concise, robust and comprehensive evidence base that enables both Councils to develop planning policies which are supported by sufficient evidence to withstand scrutiny at an Examination in Public.

- Achieve a joined-up strategy with localised priorities to develop sustainable facilities that support increased participation.
- Support community groups and others to access external funding.

3.2 The types of playing pitches included in the open space assessment are detailed below with a visit to each individual facility involving both a qualitative and quantitative assessment:

- FOOTBALL 3G RUBBER CRUMB PITCHES
- FOOTBALL (GRASS PITCHES)
- CRICKET
- HOCKEY
- RUGBY UNION
- Golf

3.3 The methodology employed to reach the strategy's conclusions included a number of elements which are detailed below:

- Review of national, regional and local strategies and policy documents relevant to the exercise.
- Creation of a qualitative template to include key elements of design and maintenance.
- Utilised Sport England Sports Facility Calculator to ascertain the required number of sports specific playing pitches to meet current and future needs.
- Qualitative on-site assessment of playing pitches distributed throughout South Bucks and Chiltern in accordance with the NPPF and the principles contained in the PPG17 Companion Guide.
- Analysis of results to qualitatively assess the condition of playing pitches.
- Development of a strategic working group to scrutinise, evaluate, challenge and finally approve the strategy's key findings (Sport England, Football Association, English Cricket Board, English Rugby Union, English Hockey Union and England Golf)
- Drafting key conclusions relating to the current state of Playing pitches in South Bucks and Chiltern.
- Drafting recommendations relating to the significance of open space South Bucks and Chiltern in relation to the Local Plan.

3.4 Following the site visit assessments and applying the Sport England playing pitch demand analysis a range of key findings were drawn up and are detailed in the Table 1 below.

3.5 **Table 1 - South Bucks Key Findings**

SPORT	CURRENT DEMAND SHORTFALL 2018	FUTURE DEMAND SHORTFALL 2036 USING ONS SUB NATIONAL POPULATION PROJECTIONS 2017 -2036
<b>FOOTBALL 3G RUBBER CRUMB PITCHES</b>	After taking into account existing 3G rubber crumb provision there is a shortfall of 3 full size 3 G rubber crumb pitches.	After taking into account existing 3G rubber crumb provision there is a shortfall of 4 full size 3 G rubber crumb pitches.
<b>FOOTBALL (GRASS PITCHES)</b>	<p>Adult 11 v 11 - Demand is being met.</p> <p>Junior 11 v 11 – Shortfall 12 match equivalent sessions based on home and away play each week.</p> <p>Junior 9 v 9 – Currently Shortfall 5 match equivalent sessions.</p> <p>Mini Soccer 7 v 7 – Current Demand is being met</p> <p>Mini Soccer 5 v 5 – Current Demand is being met for mini 5 v 5 match</p>	<p>Adult 11 v 11 – Demand can be met from existing secured community use pitches.</p> <p>Junior 11 v 11 shortfall of 22 junior match sessions based on home and away play each week.</p> <p>Junior 9 v 9 – Shortfall 14 match equivalent sessions.</p> <p>Mini Soccer 7 v 7 – Demand can be met from current supply.</p> <p>Mini soccer 5 v 5 – Demand can be met from current supply.</p>
<b>CRICKET</b>	Current demand is being met with over play at Farnham Royal CC (14 match equivalent sessions),	Future demand can be met with current capacity. Additional non-turf pitches will assist with meeting demand from junior cricket teams.
<b>HOCKEY</b>	Current demand is being met	Future demand can be met from existing facilities.
<b>RUGBY UNION</b>	Current short fall of 8 match and training equivalent sessions weekly.	Future shortfall of 11 match and training equivalent sessions weekly.

#### **4. Consultation**

- 4.1 As detailed in the methodology (Section 3.3) the plan was informed by consultation with the relevant sport's national governing bodies (football, hockey, cricket, rugby and golf), and Sport England.
- 4.2 Internally, the Council's Planning and Economic Development department has supported the strategy throughout its developments advising on key issues such as population growth, planning issues and settlement sizes.
- 4.3 It is now proposed to undertake public consultation on the draft strategy to enable Towns and Parishes, sports clubs and other community organisations the opportunity to comment on the findings, confirm the report's accuracy and highlight any potential issues.

#### **5. Corporate Implications**

- 5.1 Financial – There are no direct financial implications to the Council arising from the report. There may be indirect costs arising from the use of Section 106 agreements or the implications of the Community Infrastructure Levy (CIL) to generate funding to cover costs of open space facility development
- 5.2 Legal – Recommendations arising from the strategy come from a supply and demand assessment of playing pitch facilities in accordance with Sport England's PPS Guidance: (An Approach to Developing and Delivering a PPS 2013)
- 5.3 Planning policies in the emerging Local plan should be based on robust and up-to-date assessments of the needs for sports and open spaces. Studies should identify specific needs shortfalls in supply and or quality of supply. The evidence should be used to inform the local plan – National Planning Policy Framework para 73

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

- 6.1 Sustainable Environment – The strategy will help protect the district's playing pitches and facilitate improved provision for residents to access both now and in the future.
- 6.2 Safe, Healthy and Active communities-Council has a duty to consider the health and wellbeing of its community, enabling improved access and provision of playing pitches would directly support this as well as strengthen partnership working with Town and Parish Councils and the voluntary sector.

#### **7. Next Steps**

- 7.1 Once adopted following consultation the strategy will be presented to key stakeholders including Town and Parish Councils, sports clubs and local environmental community groups so that they are aware of its key findings and recommendations.

- 7.2 Following this the strategy will be promoted on social media and made available on the Council's website to support stakeholders in funding bids to improve provision in their local communities.
- 7.3 The document will form an important part of the emerging Local Plan evidence base and will be used to support the councils emerging Local Plan policies

<b>Background Papers:</b>	Appendix 1 – Chiltern and South Playing Pitch Strategy
---------------------------	--

This page is intentionally left blank



**DRAFT STAGE D SOUTH BUCKS AND CHILTERN DISTRICT  
COUNCILS  
PLAYING PITCH STRATEGY 2018 -2036**

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

## TABLE OF CONTENTS

<b>1. EXECUTIVE SUMMARY</b>	<b>1</b>
SOUTH BUCKS AND CHILTERN DISTRICT COUNCIL WORKING TOGETHER	2
PLAYING PITCH STRATEGY OBJECTIVES	2
PPS HEADLINE FINDINGS CHILTERN DISTRICT COUNCIL	4
CHILTERN FOOTBALL – HEADLINES	4
3G RUBBER CRUMB HEADLINES	4
ADULT 11 v 11	5
YOUTH 11 v 11	5
JUNIOR 9 v 9	6
MINI SOCCER 7 v 7	6
MINI SOCCER 5 v 5	6
CHILTERN CRICKET HEADLINES	6
CHILTERN HOCKEY HEADLINES	7
CHILTERN RUGBY UNION HEADLINES	7
PPS HEADLINE FINDINGS SOUTH BUCKS DISTRICT COUNCIL	7
SOUTH BUCKS FOOTBALL – HEADLINES	8
3G RUBBER CRUMB HEADLINES	8
ADULT 11 v 11	8
YOUTH 11 v 11	9
JUNIOR 9 v 9	9
MINI SOCCER 7 v 7	9
MINI SOCCER 5 v 5	10
SOUTH BUCKS CRICKET HEADLINES	10
SOUTH BUCKS HOCKEY HEADLINES	10
SOUTH BUCKS RUGBY UNION HEADLINES	11
LOCAL PLAN AND GROWTH – SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS	11
MONITORING AND REVIEW OF THE STRATEGY	12
<b>2. SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS PPS INTRODUCTION AND CONTEXT</b>	<b>13</b>
INTRODUCTION	13
AIM OF DEVELOPING A PPS	13
STRATEGY SCOPE	14
RATIONALE FOR DEVELOPING A PPS STRATEGY	14
TERMS OF REFERENCE	14
PPS	14
BACKGROUND CONTEXT - THE STUDY AREA	15
SOUTH BUCKS DISTRICT COUNCIL	15
CHILTERN DISTRICT COUNCIL	16
OTHER LOCAL FACTORS	16
SOUTH BUCKS DISTRICT COUNCIL AND CHILTERN DISTRICT COUNCILS LOCAL PLAN	17
SPORTS PARTICIPATION	18
SPORT ENGLAND MARKET SEGMENTATION	21

**SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY**

<b>3.</b>	<b>KEY FINDINGS SOUTH BUCKS</b>	<b>23</b>
	FOOTBALL SUMMARY OF KEY FINDINGS	23
	MAIN CHARACTERISTICS OF THE CURRENT SUPPLY AN	23
	FOOTBALL SCENARIOS SOUTH BUCKS	24
	IMPROVING PITCH QUALITY	24
	SCENARIO 3G RUBBER CRUMB - SOUTH BUCKS	24
	IS THERE ENOUGH ACCESSIBLE AND SECURED COMMUNITY USE PROVISION CURRENTLY AND IN THE FUTURE	25
	IS PROVISION ACCESSIBLE AND OF SUFFICIENT QUALITY AND APPROPRIATELY MAINTAINED?	27
	CRICKET SUMMARY OF KEY FINDINGS SOUTH BUCKS	30
	MAIN CHARACTERISTICS OF THE CURRENT SUPPLY AND DEMAND FOR PROVISION	30
	ACCESSIBLE AND SECURED COMMUNITY USE PROVISION TO MEET CURRENT DEMAND	31
	CRICKET PITCHES ARE THEY ACCESSIBLE OF SUFFICIENT QUALITY AND APPROPRIATELY MAINTAINED	31
	FUTURE SUPPLY AND DEMAND FOR PROVISION	32
	HOCKEY KEY FINDINGS	33
	MAIN CHARACTERISTICS OF THE CURRENT SUPPLY AND DEMAND FOR PROVISION	33
	ACCESSIBLE AND SECURED COMMUNITY USE PROVISION TO MEET CURRENT DEMAND?	34
	ACCESSIBLE OF SUFFICIENT QUALITY AND APPROPRIATELY MAINTAINED	34
	MAIN CHARACTERISTICS OF THE FUTURE SUPPLY AND DEMAND FOR PROVISION	34
	ACCESSIBLE AND SECURED COMMUNITY USE PROVISION TO MEET FUTURE DEMAND	35
	RUGBY SUMMARY OF KEY FINDINGS	35
	MAIN CHARACTERISTICS OF THE CURRENT SUPPLY AND DEMAND FOR PROVISION	35
	ACCESSIBLE AND SECURED COMMUNITY USE PROVISION TO MEET CURRENT AND FUTURE DEMAND	36
	ACCESSIBLE SUFFICIENT QUALITY AND APPROPRIATELY MAINTAINED	36
	WHAT IS THE OVERALL QUALITY LEVEL?	37
<b>4.</b>	<b>KEY FINDINGS CHILTERN DISTRICT</b>	<b>38</b>
	FOOTBALL SUMMARY OF KEY FINDINGS	38
	MAIN CHARACTERISTICS OF THE CURRENT SUPPLY AND DEMAND	38
	FOOTBALL SCENARIOS CHILTERN DISTRICT	39
	IMPROVING PITCH QUALITY	39
	SCENARIO 3G RUBBER CRUMB - CHILTERN DISTRICT	40
	IS PROVISION ACCESSIBLE AND OF SUFFICIENT QUALITY AND APPROPRIATELY MAINTAINED?	43
	SCENARIO WINDSOR RECREATION GROUND LOSS OF SITE TO DEVELOPMENT	46
	CRICKET SUMMARY OF KEY FINDINGS CHILTERN DISTRICT	47
	MAIN CHARACTERISTICS OF THE CURRENT SUPPLY AND DEMAND FOR PROVISION	47
	ACCESSIBLE AND SECURED COMMUNITY USE PROVISION TO MEET CURRENT DEMAND	49
	CRICKET PITCHES ARE THEY ACCESSIBLE OF SUFFICIENT QUALITY AND APPROPRIATELY MAINTAINED	49
	FUTURE SUPPLY AND DEMAND FOR PROVISION	50
	HOCKEY KEY FINDINGS	51
	MAIN CHARACTERISTICS OF THE CURRENT SUPPLY AND DEMAND FOR PROVISION	51
	ACCESSIBLE AND SECURED COMMUNITY USE PROVISION TO MEET CURRENT DEMAND?	52
	ACCESSIBLE OF SUFFICIENT QUALITY AND APPROPRIATELY MAINTAINED	52
	MAIN CHARACTERISTICS OF THE FUTURE SUPPLY AND DEMAND FOR PROVISION	52
	ACCESSIBLE AND SECURED COMMUNITY USE PROVISION TO MEET FUTURE DEMAND	53
	RUGBY SUMMARY OF KEY FINDINGS	53
	MAIN CHARACTERISTICS OF THE CURRENT SUPPLY AND DEMAND FOR PROVISION	53
	ACCESSIBLE AND SECURED COMMUNITY USE PROVISION TO MEET CURRENT AND FUTURE DEMAND	54
	ACCESSIBLE SUFFICIENT QUALITY AND APPROPRIATELY MAINTAINED	55
	WHAT IS THE OVERALL QUALITY LEVEL?	55

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

<b>5.</b>	<b>STRATEGY FRAMEWORK AND ACTION PLAN FOR ENABLING FUTURE DELIVERY OF PLAYING PITCH PROVISION</b>	<b>56</b>
	PRIORITY SPORT SPECIFIC ACTIONS	57
	GENERAL ACTIONS	69
	COSTS	69
	FUNDING PLAN	69
	MONITORING AND REVIEW	69
	INDIVIDUAL SITE ACTION PLANS CHILTERN DISTRICT COUNCIL	74
	INDIVIDUAL SITE ACTION PLANS SOUTH BUCKS DISTRICT COUNCIL	85

## **APPENDICES**

<b>1</b>	SOUTH BUCKS DISTRICT COUNCIL PPS NEEDS ASSESSMENT STAGE C
<b>2</b>	CHILTERN DISTRICT COUNCIL PPS NEEDS ASSESSMENT STAGE C

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

## **GLOSSARY & ABBREVIATIONS**

3G Rubber Crumb Pitch	Third generation (artificial grass pitch)
AGP	Artificial grass pitch
CC	Cricket Club
CIL	Community Infrastructure Levy
CFA	County Football Association
CSP	County Sports Partnership
EH	England Hockey
FA	Football Association
FC	Football Club
FE	Further Education
FF	Football Foundation
GIS	Geographical Information Systems
HC	Hockey Club
HE	Higher Education
JFC	Junior Football Club
ECB	England and Wales Cricket Board
LTA	Lawn Tennis Association
LMS	Last Man Stands
NGB	National Governing Body
ONS	Office of National Statistics
PF	Playing Field
PPS	Playing Pitch Strategy
PQS	Performance Quality Standard
RFC	Rugby Football Club
RFL	Rugby Football League
RFU	Rugby Football Union
S106	Section 106

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

TGR	Team Generation Rate
Secured Community Use	For pitches that are available to the community the degree of certainty that this availability will continue needs to be recorded (i.e. how secure is the availability to the community?). Unless local information suggests otherwise it can be assumed that the availability of all pitches in Local Authority, town and parish council and sports club ownership will be secure.
Unsecured Community Use	Mainly educational sites where the following should be in place to ensure certainty of secured community use: if not in place then the site provides unsecured community use. <ul style="list-style-type: none"> <li>• A formal community use agreement</li> <li>• A leasing or management agreement requiring pitches to be available to the community/a community club</li> <li>• A formal policy for community use adopted by the owner and or educational establishment</li> <li>• Written confirmation from the owner and or educational establishment.</li> </ul>
Match Equivalent Sessions	Pitches have a limit of how much play they can accommodate over a certain period of time before their quality, and in turn their use, is adversely affected. As the main usage of pitches is likely to be for matches, it is appropriate for the comparable unit to be match equivalent sessions.

**Note on definitions of artificial pitch surfaces.**

Sport England has produced guidance on “Selecting the Right Artificial Surface for Hockey, Football, Rugby League and Rugby Union” This guidance can be referred to when selecting an artificial surface, but it is worth noting that this is now superseded by new and updated National Governing Body (NGB) technical guidance and you should make contact with the relevant NGB. The guidance can be found at:

<https://www.sportengland.org/media/4275/selecting-the-right-artificial-surface-rev2-2010.pdf>

Throughout the PPS the following abbreviations are used to describe specific types of playing pitch facility that has an artificial surface rather than natural grass.

NTP or non-turf pitch refers to an artificial turf sports surface designed specifically for cricket.

3 G - Third generation pitch. This pitch type comprises blades of polypropylene supported by a thin base layer of sand and by an infill of rubber crumb. 3G pitches must meet the FIFA Quality Performance Standard up to Step 3 (FA National League System) or the FIFA Quality Pro Performance Standards for Step 1 & 2 level football as well as higher level FA competitions

AGP - stands for an England Hockey recognised artificial pitch which is either sand based/dressed or water playing surface

World Rugby Regulation 22 IRB Compliant stands for a long pile FTP 3G with an engineered sub base system (of stone base, porous tarmac layer and shock pad) and are accepted by the rugby governing bodies (RFU and RFL).

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

## 1. EXECUTIVE SUMMARY

- 1.1. This is the Playing Pitch Strategy (PPS) for South Bucks and Chiltern District Councils and its partners. The PPS builds upon the preceding Assessment Report (Stage C) and provides a framework for future provision and management of sports pitches to serve existing and new communities across South Bucks and Chiltern.
- 1.2. The aim of the PPS is:
- ‘to provide an assessment of the “fit for purpose” of the sports pitches and facilities, whilst identifying opportunities for retaining, reducing or removing this provision and prospects for new provision and partnerships. The assessment should identify specific needs and quantitative and/or qualitative deficits or spare capacity of sports pitches and facilities in South Bucks and Chiltern District’s.’***
- 1.3. The PPS will provide the evidence base for the following:
- **The Council’s New Joint Local Plan, 2036.**
  - **Identification of projects for which contributions can be sought as part of new development.**
  - **Funding bids from National Sports bodies like Sport England and the National Governing Bodies (NGB’s) of sport, additionally, the PPS will focus on revenue and capital spending in the medium term.**
- 1.4. Chiltern and South Bucks District Council’s wish to understand current needs for their playing pitch and playing pitch ancillary facilities across both council areas, and future need for provision, driven by increased population, and identification of any gaps in the existing facility network.
- 1.5. The development of this new PPS will enable South Bucks and Chiltern District Councils and other local providers to shape their future playing pitch facilities offer; this may comprise direct Council provision and that undertaken by education, voluntary, community, private sectors and National Governing Bodies of Sport (Football Association, Football Foundation, Rugby Football Union, England & Wales Cricket Board and England Hockey).
- 1.6. The development of the PPS is an opportunity to set out a strategic vision for future provision of playing pitch facilities, based on robust evidence and a needs assessment.
- 1.7. The PPS will help to protect playing fields from loss and make sure the right type, and quantity, of new pitches and ancillary provision are provided as part of new developments and future growth sites.
- 1.8. The PPS will underpin the contribution that sport makes to South Bucks and Chiltern District Councils’ and will also help provide a rationale to enable National Governing Bodies to further invest and deliver their working outcomes as outlined in their Whole Sport Plans. The PPS will also provide evidence to support funding bids from other funders, whilst also supporting requests for S106 developer contributions following building developments. Additionally, the PPS will help focus internal revenue and capital spending in the medium term.
- 1.9. In accordance with Sport England recommendations the PPS will run to 2022 and will be reviewed annually to keep it up-to-date and robust. Future demand is taken into account to 2036 (in line with the draft new Local Plan) and should be reviewed in accordance with Stage E of the Sport England PPS guidance.

## SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS PLAYING PITCH STRATEGY

- 1.10. Recommendations arising from the strategy come from a supply and demand assessment of playing pitch facilities in accordance with Sport England's PPS Guidance: An Approach to Developing and Delivering a PPS 2013: <http://www.sportengland.org/facilities-planning/planning-for-sport/planning-tools-andguidance/playing-pitch-strategy-guidance/>
- 1.11. The PPS has been developed by a steering group consisting of South Bucks District Council, Chiltern District Council, Sport England, sport's National Governing bodies including football, cricket, rugby union and hockey.
- 1.12. The Steering Group to continue to operate once the PPS has been adopted by Chiltern and South Bucks District Councils.
- **To implement the PPS recommendations and action plan.**
  - **Monitor and evaluate the outcomes of the PPS.**
  - **Ensure that the PPS is kept up to date.**
- 1.13. The PPS covers playing fields across both Council District areas and not just the playing fields in the Councils' ownership. However, both Councils have a lead role to play.

### SOUTH BUCKS AND CHILTERN DISTRICT COUNCIL WORKING TOGETHER

- 1.14. A single joint Local Plan ("Joint Plan") is being produced covering the two areas of Chiltern District Council and South Bucks District Council. This was agreed by Chiltern District Council on 3 November 2015 and South Bucks District Council on 10 November 2015.
- 1.15. The Councils have a common Business Planning Framework and the two Councils have published a joint Business Plan.
- 1.16. The Joint Business Plan sets out Chiltern and South Bucks District Councils' strategy to improve the quality of life for everyone in the Districts. This plan is reviewed regularly to make sure it remains focused on the needs of the community, new government initiatives and targets and ongoing improvements and innovation.

### PLAYING PITCH STRATEGY OBJECTIVES

- 1.17. The PPS Objectives adhere to the following three principles:
- **Protect:** The strategy seeks to make sure that the right amount of playing pitches and ancillary facilities of the right quality are in the right place. It promotes the protection of existing provision and recognises the benefits of multi-pitch sites by:
    - Highlighting sites which have a particular significance for sport and seeks to protect them as a local recreational space through the Development Plan process (see NPPF paragraphs 76 and 77).
    - Securing tenure and access for development minded clubs, through a range of solutions and partnerships.
    - Seeking formal community use agreements with schools where there is a need.

## SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS PLAYING PITCH STRATEGY

- **Enhance:** Key partners such as South Bucks District Council, Chiltern District Council, Voluntary sector sports clubs and NGBs will work together to maximise the full potential of playing pitch assets and the long-term sustainability of these assets. The strategy will do this by setting out where improvements to the quality of playing pitches and ancillary facilities are required. The PPS looks at:
  - Improving quality
  - Working in partnership with stakeholders to provide funding
  - Securing developer contributions or CIL Funding
- **Provide:** In times of public sector austerity, investment needs to be directed at sites which will provide the best impact and highest increase in participation. It is the policy of Chiltern and South Bucks District Councils to support projects and sports clubs that are able to; demonstrate sustainable long-term development, increase participation and have achieved the appropriate accreditations e.g. Clubmark and / or Charter Standard providing player and sports development pathways. The strategy looks at:
  - Addressing capacity in youth, junior and mini football by improving quality and developing 3G rubber crumb pitches and natural grass pitches at hub sites.
  - Addressing the need for artificial grass pitches to meet increasing and changing demand for AGP surfaces for both training and competition in football, hockey and rugby and other pitch sports.
  - Providing the required number and type of pitches on-site or appropriate provision off-site, to meet the specific needs of residential development proposals.

1.18. The Councils' shared objectives are:

- **Delivering cost- effective, customer- focused services**
- **Working towards safe and healthier local communities**
- **Striving to conserve the environment and promote sustainability.**

1.19. Under objective 2. Working towards safe and healthier local communities, one of the aims is to promote healthier communities and a commitment to plan for leisure facilities.

1.20. Understanding the needs of different pitch sports at a local level enables Chiltern and South Bucks District Councils to provide appropriately, to meet the needs of its communities. It is inevitable that the needs of communities change over time, just as the playing and participative requirements of individual sports change. The demand for these at a local level need to be assessed and modelled to understand what this means in terms of actual pitch provision, otherwise the Council could be providing too much or too little, thinking they are addressing local needs, but in fact they are not.

1.21. The very fact that the requirements of sports change is one of the several justifications for undertaking the PPS at a local level and critically for updating this analysis every five, if not three years. However, it must also be understood that the PPS represents a 'snap-shot' in time based upon the anticipated level of growth planned for Chiltern and South Bucks.

1.22. This means there may well be proposals that come forward for the new Local Plan such as large residential development that the PPS has not taken into consideration.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

**PPS HEADLINE FINDINGS CHILTERN DISTRICT COUNCIL**

1.23. Table 1.1 shows the quantitative findings from the PPS Stage C Assessment Report.

**Table: 1.1: Headline Findings Football Grass Pitches, 3G Rubber Crumb pitches, Cricket, Hockey & Rugby Union**

<b>SPORT</b>	<b>CURRENT DEMAND SHORTFALL 2017</b>	<b>FUTURE DEMAND SHORTFALL 2036 USING ONS SUB NATIONAL POPULATION PROJECTIONS 2017 -2036</b>
<b>FOOTBALL 3G RUBBER CRUMB PITCHES</b>	After taking into account existing 3G rubber crumb provision there is a current shortfall of 5 full size 3 G rubber crumb pitches based upon the FA training model.	After taking into account existing 3G rubber crumb provision there is a shortfall of 1 full size 3 G rubber crumb pitch on top of the current shortfall of 5 based upon the FA training model. The need by 2036 will be 6 full size rubber crumb pitches.
<b>FOOTBALL (GRASS PITCHES)</b>	<p>Adult 11 v 11 - Demand is being met for adult match equivalent sessions. 16 spare match equivalent sessions.</p> <p>Junior 11 v 11 – Shortfall 22 match equivalent sessions based on home and away play each week.</p> <p>Junior 9 v 9 – Currently Shortfall 8 match equivalent sessions.</p> <p>Mini Soccer 7 v 7 – Current Demand is being met for mini 7 v 7 matches</p> <p>Mini Soccer 5 v 5 – Current Demand is being met for mini 5 v 5 match</p>	<p>Adult 11 v 11 – Demand can be met from existing supply.</p> <p>Junior 11 v 11 shortfall of 23 junior 11 v 11 match sessions based on home and away play each week.</p> <p>Junior 9 v 9 – Shortfall 14 match equivalent sessions.</p> <p>Mini Soccer 7 v 7 – Demand can be met from current supply.</p> <p>Mini soccer 5 v 5 – Demand can be met from current supply.</p>
<b>CRICKET</b>	Current demand is being met with over play at Ballinger Waggoner's CC (16 match equivalent sessions), Chalfont St Peter CC (18 match equivalent sessions), Chesham CC (1 match equivalent session), Chartridge Playing Field's (6 match equivalent sessions), Holmer Green CC (9 match equivalent session) and Sprinters Leisure Centre (5 match equivalent session).	Future demand can be met with current capacity. Additional non-turf pitches will assist with meeting demand from junior cricket teams.
<b>HOCKEY</b>	Current demand is being met	Future demand can be met from existing facilities.
<b>RUGBY UNION</b>	Current short fall of 11.5 match and training equivalent sessions weekly.	Future shortfall of 19 match and training equivalent sessions weekly.

**CHILTERN FOOTBALL – HEADLINES**

**3G RUBBER CRUMB HEADLINES**

- 1.24. The PPS has identified there are 0 full size floodlit 3G rubber crumb pitches available for community use.
- 1.25. Based upon the FA training model for 3G rubber crumb pitches of 42 teams to 1 3G pitch there is a current shortfall of 5 full size 3 G rubber crumb pitches. This shortfall rises to 6 in 2036 an additional 3G pitch will be required on top of the 5 currently required.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

- 1.26. If 50% of mini soccer and junior 9 v 9 football played on natural grass pitches moved to 3G rubber crumb the need would be a need for 4 x 3G rubber crumb pitches.
- 1.27. If 100% of matches for teams currently playing competitive 9 v 9, 7 v 7 and 5 v 5 football on natural grass pitches moved to 3G rubber crumb there would be a need for 7 full size 3G rubber crumb pitches. This is an additional 3 more 3G pitches than that required for only 50% of mini soccer and junior 9 v 9 moving to 3G rubber crumb.

### ADULT 11 v 11

- 1.28. The adult 11 v 11 current demand can be met from existing match equivalent sessions. The assessment has identified that currently there are 16 match equivalent sessions spare at peak time of play.
- 1.10 There are currently 31 match equivalent sessions in secured community use at peak time of play. There are 42 teams at peak time of play requiring 21 match equivalent sessions. There are 5 match equivalent sessions played at unsecured community use sites. These unsecured community use sites will require formal community use agreements to be put in place. The secured and unsecured match equivalent sessions provide 15 spare match equivalent sessions at peak time of play. An additional match equivalent session available at peak time of play at The Playing Field Chartridge makes 16 spare adult 11 v 11 match equivalent sessions.
- 1.11 In 2036 the PPS identifies a need for 26 adult 11 v 11 match equivalent sessions at peak time of play. This will require 26 pitches. With the existing 31 adult 11 v 11 pitches in secured community use providing 31 match equivalent sessions at peak time of play, there are 5 spare adult match equivalent sessions. With the 5 unsecured community use match equivalent sessions having formal community use agreements in place and the Playing Field at Chartridge there would be 11 spare adult 11 v 11 match equivalent sessions in 2036.
- 1.12 Table 1.1 identifies a need for 6 3G rubber crumb pitches by 2036 to meet football team training requirements. These pitches with FA 3G pitch registration could be used for adult 11 v 11 match equivalent sessions at peak time of play. With these added to spare match equivalent sessions at peak time, this equates to 17 adult 11 v 11 match equivalent sessions spare.

### YOUTH 11 v 11

- 1.13 The current shortfall of 22 youth 11 v 11 match equivalent sessions is based on teams playing home and away at peak time of play. The figure also incorporates 6.5 match equivalent requirements from exported teams (teams based in Chiltern District but play home games in neighbouring authorities) and 7.5 match equivalent sessions for youth overplay on adult pitches.
- 1.14 If match equivalent sessions are played on a home and away basis the demand in 2036 is for 36 match equivalent sessions to be played on 36 pitches. There are currently 13 match equivalent sessions available. This means there will be a need for 23 additional pitches in 2036. 17 adult 11 v 11 pitches that are spare could be reconfigured to youth 11 v 11 pitches. This would reduce the need for additional youth 11 v 11 pitches to 6.
- 1.15 5 pitches are required because of population increases and these should be provided by developer contributions. The remaining 1 youth 11 v 11 pitches could be provided through reconfiguring 9 v 9, 7 v 7 and 5 v 5 grass pitches that become redundant once teams move onto 3G rubber crumb for training and competitive games.
- 1.16 There are currently 3 youth 11 v 11 pitches that have unsecured community use. There is a need for formal community use agreements to be put in place for these 3 youth 11 v 11 pitches.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

### JUNIOR 9 v 9

- 1.17 There are currently 11 available match equivalent sessions at peak time of play. 7 match equivalent sessions provide secured community use. There is a need to put in place formal community use agreements to secure the remaining 4 match equivalent sessions. The current shortfall is caused by exported teams 3.5 match equivalent sessions and overplay of adult pitches by 4.5 match equivalent sessions.
- 1.18 In 2036 the PPS identifies a need for 25 pitches providing 25 match equivalent sessions at peak time of play. There are currently 7 secured community use pitches providing 7 match equivalent sessions and 4 unsecured community use match equivalent sessions that will require formal community use agreements. This leaves a shortfall of 14 match equivalent sessions at peak time of play.
- 1.19 Population growth identifies 3 new junior 9 v 9 pitches, providing 3 match equivalent sessions at peak time of play, to be provided from new housing development. This leaves a shortfall of 11 match equivalent sessions.
- 1.20 These 11 9 v 9 match equivalent sessions should be accommodated on new 3G rubber crumb pitches by moving 50% of 9 v 9 match play.

### MINI SOCCER 7 v 7

- 1.21 Overall demand is currently being met for 7 v 7 match equivalent sessions across Chiltern District. The demand in 2036 is 24 match equivalent sessions. There are currently 10 mini soccer pitches in secured community use that provide a weekly capacity for 42 match equivalent sessions. There are sufficient 7 v 7 match equivalent sessions to meet future demand. Potentially the development of 3G rubber crumb pitches as central venues for match play would replace the need for grass 7 v 7 match equivalent sessions.

### MINI SOCCER 5 v 5

- 1.22 Overall demand is currently being met for 5 v 5 match equivalent sessions across Chiltern District. The demand in 2036 is for 19 match equivalent sessions. There is a current weekly capacity for 30 mini soccer 5 v 5 match equivalent sessions with secured community use. There are sufficient 5 v 5 match equivalent sessions to meet future demand. Potentially the development of 3G rubber crumb pitches as central venues for match play would replace the need for grass 7 v 7 match equivalent sessions.

### CHILTERN CRICKET HEADLINES

- 1.23 The total capacity for natural grass cricket pitches across Chiltern District is 1,008 match equivalents per season. The demand is 849 match equivalents per season. This leaves a theoretical underplay of 239 match equivalent sessions.
- 1.24 Current demand is being met with over play at Ballinger Waggoner's CC (16 match equivalent sessions), Chalfont St Peter CC (18 match equivalent sessions), Chesham CC (1 match equivalent session), Chartridge Playing Field's (6 match equivalent sessions), Holmer Green CC (9 match equivalent sessions) and Sprinters Leisure Centre (5 match equivalent sessions).
- 1.25 Peak demand is on a Saturday and this needs to be considered as only one game can be played on 1 square. Some clubs have to play at other sites other than their home ground.
- 1.26 In 2036 the current population projections suggest there will be an additional adult team. On top of this the number of junior participants will be progressing through to adult teams and there is likely to be an increase in girls and women's cricket.

**SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY**

- 1.27 In addition, there will be an impact on participation from the increasing South Asian community.
- 1.28 The ECB All Stars Cricket Initiative for 2017 aimed at 5 – 8-year old's, proved to be very successful nationally and attracted 37,000 children and the target number for 2018 has been raised considerably. The aim is for this initiative to remain in place and when children are too old for All Stars a large percentage will then join traditional junior cricket and over time result in an increase in the number of adult players as they transition into traditional cricket – which could lead to a greater demand for cricket than under the current PPS methodology.
- 1.29 With this in mind there will be an additional increase in 1 adult team and 1 junior team increasing additional match equivalents per season to 76.
- 1.30 Additional non-turf pitches should be considered to reduce play of existing grass pitches by junior teams.

### CHILTERN HOCKEY HEADLINES

- 1.31 The current and future demand for hockey teams can be met by existing hockey AGP pitches. However, this will be dependent on sink funds being in place to refurbish carpets at existing sites and the protection of the hockey AGP's across Chiltern and South Bucks in the Local Plan
- 1.32 The current and future demand for hockey teams can be met by existing hockey AGP pitches. However, this will be dependent on funding being in place to refurbish carpets (sink funds) at Dr. Challoners Grammar School and Amersham and Wycombe College. It is important that fit for purpose ancillary provision (changing and social facilities) are provided. There is a need to ensure that existing facilities (changing rooms etc) are not placed under undue pressure and that if ancillary facilities are lost or removed, then either equivalent or better ones are replaced.
- 1.33 In addition, it is important that any change of use of AGPs to 3G rubber crumb is first discussed at the PPS steering group before any decisions are made.

### CHILTERN RUGBY UNION HEADLINES

- 1.34 There is a current shortfall of 11.5 match and training equivalent sessions. This increases to 19 match and training equivalent sessions in 2036.
- 1.35 Both Rugby Clubs requires either access to additional floodlighting, improved maintenance of pitches and or a World 22 Rugby Compliant 3G pitch. The overcapacity of grass pitches is due to training and the addition of this type of pitch would reduce the overcapacity.

### PPS HEADLINE FINDINGS SOUTH BUCKS DISTRICT COUNCIL

- 1.36 Table 1.2 shows the quantitative findings from the PPS Stage C Assessment Report.

**Table: 1.2: Headline Findings Football Grass Pitches, 3G Rubber Crumb pitches, Cricket, Hockey & Rugby Union.**

SPORT	CURRENT DEMAND SHORTFALL 2017	FUTURE DEMAND SHORTFALL 2036 USING ONS SUB NATIONAL POPULATION PROJECTIONS 2017 -2036
<b>FOOTBALL 3G RUBBER CRUMB PITCHES</b>	After taking into account current existing 3G rubber crumb provision there is a shortfall of 3 full size 3 G rubber crumb pitches based upon the FA training model.	After taking into account current existing 3G rubber crumb provision there is a shortfall of 1 additional full size 3G rubber crumb pitch based upon the FA training model by 2036.  There will be a need for 4 3G rubber crumb pitches by 2036.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

SPORT	CURRENT DEMAND SHORTFALL 2017	FUTURE DEMAND SHORTFALL 2036 USING ONS SUB NATIONAL POPULATION PROJECTIONS 2017 -2036
<b>FOOTBALL (GRASS PITCHES)</b>	<p>Adult 11 v 11 - Demand is being met for adult match equivalent sessions. When removing the junior 11 v 11 overplay on adult pitches there are 18 spare match equivalent sessions.</p> <p>Junior 11 v 11 – Shortfall 12 match equivalent sessions based on home and away play each week.</p> <p>Junior 9 v 9 – Currently Shortfall 5 match equivalent sessions.</p> <p>Mini Soccer 7 v 7 – Current Demand is being met for mini 7 v 7 matches</p> <p>Mini Soccer 5 v 5 – Current Demand is being met for mini 5 v 5 match</p>	<p>Adult 11 v 11 – Demand can be met from existing secured community use pitches. Spare capacity at peak time of play – 13 match equivalent sessions.</p> <p>Junior 11 v 11 shortfall of 22 junior 11 v 11 match sessions based on home and away play each week.</p> <p>Junior 9 v 9 – Shortfall 14 match equivalent sessions.</p> <p>Mini Soccer 7 v 7 – Demand can be met from current supply.</p> <p>Mini soccer 5 v 5 – Demand can be met from current supply.</p>
<b>CRICKET</b>	Current demand is being met with over play at Farnham Royal CC (14 match equivalent sessions),	Future demand can be met with current capacity. Additional non-turf pitches will assist with meeting demand from junior cricket teams.
<b>HOCKEY</b>	Current demand is being met	Future demand can be met from existing facilities.
<b>RUGBY UNION</b>	Current short fall of 8 match and training equivalent sessions weekly.	Future shortfall of 11 match and training equivalent sessions weekly.

### SOUTH BUCKS FOOTBALL – HEADLINES

#### 3G RUBBER CRUMB HEADLINES

- 1.37 The PPS has identified there is 1 full size floodlit 3G rubber crumb pitch available for community use at Burnham grammar School and it is FA registered. There are 2 smaller ones 1 at Burnham Park Academy 60m x 40m and 1 at Evreham Sports Centre 60m x 35m.
- 1.38 Based upon the FA training model for 3G rubber crumb pitches of 42 teams to 1 3G pitch there is a current shortfall of 3 full size 3 G rubber crumb pitches. This shortfall rises to 4 in 2036.
- 1.39 If all matches for teams currently playing competitive 9 v 9, 7 v 7 and 5 v 5 football on natural grass pitches moved to 3G rubber crumb there would be a need for 7 full size 3G rubber crumb pitches for these typologies of the game at their respective peak time.
- 1.40 If 50% of mini soccer and junior 9 v 9 football played on natural grass pitches moved to 3G rubber crumb the need would 4 x 3G rubber crumb pitches.

#### ADULT 11 v 11

- 1.41 Peak time of play includes junior 11 v 11 match equivalent sessions on adult 11 v 11 pitches. If you looked at adult 11 v 11 play only then peak time of play is Saturday afternoon requiring 14 match equivalent sessions.

## SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS PLAYING PITCH STRATEGY

- 1.42 There are currently 28 match equivalent sessions in secured community use and 4 match equivalent sessions provided by unsecured community use.
- 1.43 A total of 32 match equivalent sessions available at peak time of use. With 14 match equivalent sessions required, this leaves 18 adult match equivalent sessions spare.
- 1.44 There is a projected need for 19 match equivalent sessions in 2036.
- 1.45 There are currently 28 match equivalent sessions in secured community use and 4 match equivalent sessions in unsecured use. The unsecured community use match equivalent sessions will require formal community use agreements to be put in place. The secured and unsecured match equivalent sessions provide 32 match equivalent sessions. This means with 19 match equivalent sessions required there are 13 match equivalent sessions spare at peak time of play in 2036.

### YOUTH 11 v 11

- 1.46 There is a current shortfall of 12 youth 11 v 11 match equivalent sessions based on teams playing home and away at peak time of play.
- 1.47 If match equivalent sessions are played on a home and away basis the demand in 2036 is for 25 match equivalent sessions. There are currently 3 match equivalent sessions available 2 in secure community use and 1 unsecured community use. A formal community use agreement will need to be put in place. This means there will be a need for 22 additional youth 11 v 11 pitches in 2036. The 13 adult 11 v 11 pitches that are spare could be reconfigured to youth 11 v 11 pitches. This would reduce the need for additional youth 11 v 11 pitches to 9.
- 1.48 5 youth 11 v 11 pitches are required because of population increases and these should be provided by developer contributions. The remaining 4 junior 11 v 11 pitches could be provided through reconfiguring 9 v 9, 7 v 7 and 5 v 5 grass pitches that become redundant once teams move onto 3G rubber crumb for training and competitive games.

### JUNIOR 9 v 9

- 1.49 There is a current shortfall of 5 junior 9 v 9 match equivalent sessions. There are currently 10 available match equivalent sessions. 8 match equivalent sessions provide secured community use. There is a need to put in place formal community use agreements to secure the remaining 2 match equivalent sessions.
- 1.50 In 2036 the PPS identifies a need for 24 pitches providing 24 match equivalent sessions at peak time of play. There are currently 8 secured community use pitches providing 8 match equivalent sessions and 2 unsecured match equivalent sessions requiring formal community use agreements. This leaves a shortfall of 14 match equivalent sessions at peak time of play.
- 1.51 Population growth identifies 4 new junior 9 v 9 pitches, providing 4 match equivalent sessions at peak time of play, to be provided from new housing development. This leaves a shortfall of 10 match equivalent sessions.
- 1.52 These 10 9 v 9 match equivalent sessions should be accommodated on new 3G rubber crumb pitches by moving 50% of 9 v 9 match play.

### MINI SOCCER 7 v 7

- 1.53 There is a current supply of 18 match equivalent sessions that can meet current demand of 12 match equivalent sessions. Overall demand is currently being met for 7 v 7 match equivalent sessions across South Bucks District.

## SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS PLAYING PITCH STRATEGY

- 1.54 The demand in 2036 is 16 match equivalent sessions. The current supply of 18 match equivalent sessions is sufficient to meet future demand.

### MINI SOCCER 5 v 5

- 1.55 Overall demand is currently being met for 5 v 5 match equivalent sessions across South Bucks District. The demand in 2036 is for 13 match equivalent sessions. There is a current weekly capacity for 38 mini soccer 5 v 5 match equivalent sessions with secured community use. There are sufficient 5 v 5 match equivalent sessions to meet future demand. Potentially the development of 3G rubber crumb pitches as central venues for match play would replace the need for grass 5 v 5 match equivalent sessions.

### SOUTH BUCKS CRICKET HEADLINES

- 1.56 The total capacity for natural grass cricket pitches across South Bucks District is 720 match equivalents per season. The demand is 441 match equivalents per season. This leaves a theoretical underplay of 279 match equivalent sessions.
- 1.57 Current demand is being met with over play at Farnham Royal CC (14 match equivalent sessions).
- 1.58 Peak demand is on a Saturday and this needs to be considered as only one game can be played on 1 square. Some clubs have to play at other sites other than their home ground. These are: Stoke Green Cricket Club 3<sup>rd</sup> X1 play at Sefton Park, Farnham Common Cricket Club 3<sup>rd</sup> X1 are currently looking to find a home ground due to issues with Farnham Common Junior School and cricket balls hitting adjacent residential property. Gerard's Cross 3<sup>rd</sup> X1 play at Beaconsfield Cricket club on a Saturday.
- 1.59 In 2036, the current population projections and latent demand suggest there will be additional 133 match equivalent session requirements, per season. There is likely to be an increase in participation from the South Asian community.
- 1.60 The ECB All Stars Cricket Initiative for 2017 aimed at 5 – 8-year olds, proved to be very successful nationally and attracted 37,000 children and the target number for 2018 has been raised considerably. The aim is for this initiative to remain in place and when children are too old for All Stars a large percentage will then join traditional junior cricket and over time result in an increase in the number of adult players as they transition into traditional cricket – which could lead to a greater demand for cricket than under the current PPS methodology.
- 1.61 With the All Stars Cricket Initiative and South Asian community developing cricket there is an assumed additional increase in 2 adult teams and 2 junior teams increasing additional match equivalents per season by 56 adult and 54 juniors'.
- 1.62 The total increase will be 243 match equivalent sessions per season. This increase can be met from the current spare capacity of 279 match equivalent sessions per season and an increase in the use of non-turf pitches for juniors under 11 years.
- 1.63 Additional non-turf pitches should be considered to reduce overplay of existing grass pitches by junior teams.

### SOUTH BUCKS HOCKEY HEADLINES

- 1.64 The current and future demand for hockey teams can be met by existing hockey AGP pitches. However, this will be dependent on sink funds being in place to refurbish carpets at existing sites and the protection of the hockey AGP's across Chiltern and South Bucks in the Local Plan

## SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS PLAYING PITCH STRATEGY

- 1.65 The current and future demand for hockey teams can be met by existing hockey AGP pitches. However, this will be dependent on sink funds being in place to refurbish carpets.
- 1.66 In addition, it is important that any change of use of AGPs to 3G rubber crumb is first discussed at the PPS steering group before any decisions are made.

### SOUTH BUCKS RUGBY UNION HEADLINES

- 1.67 There is a current shortfall of 8 match and training equivalent sessions. This increases to 11 match and training equivalent sessions in 2036.
- 1.68 Rugby Clubs require either access to additional floodlighting, improved maintenance of pitches and or a World 22 Rugby Compliant 3G pitch. Over use of grass pitches is due to training needs and the addition of this type of pitch would reduce the over use.

### LOCAL PLAN AND GROWTH – SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS

- 1.69 A single joint Local Plan (“Joint Plan”) is being produced covering the two areas of Chiltern District Council and South Bucks District Council. This was agreed by Chiltern District Council on 3 November 2015 and South Bucks District Council on 10 November 2015. Work has started on the Joint Plan for Chiltern and South Bucks.
- 1.70 The Emerging Chiltern and South Bucks Local Plan, which will run from 2014 to 2036, it will replace the adopted Core Strategy for Chiltern District (2011), adopted Chiltern District Local Plan (1997, consolidated 2007 and 2011), adopted Core Strategy for South Bucks District (2011), adopted South Bucks Local Plan (1999) and the respective Policies Maps. The Joint Plan will set out policies used to determine planning applications, site allocations and proposed new development (e.g. housing or employment) and broader land designations (e.g. Green Belt areas); and a joint Policies Map will be produced as part of the Joint Plan.
- 1.71 The population of South Bucks and Chiltern District Councils will grow significantly over the next few years, so there is a need to ensure sufficient provision of accessible, quality and affordable facilities to meet local need.
- 1.72 The planned increase in housing is 8,134 new homes across Chiltern and South Bucks District Councils. This will increase demand for community facilities, including sports facilities.
- 1.73 When using the Department of Communities Household Projection of 2.27 persons per household in 2029, the population jointly with provision of 8,134 new housing developments is  $8,134 \times 2.27 = 18,464$ .
- 1.74 South Bucks District Council highest levels of demand for housing are likely to be in the proposed new settlement areas – Gerrard’s Cross, Denham, Iver Heath, Iver, Stoke Poges, Taplow, Farnham Common, and Beaconsfield.
- 1.75 Chiltern District Council highest levels of demand for housing are likely to be in the proposed new settlement areas – Amersham, Chalfont St Giles, Chalfont St Peter, Chesham, Holmer Green and Little Chalfont.
- 1.76 Increased demand for community facility provision as a result of population growth will need to be addressed across the area.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

- 1.77 Key housing development opportunities in South Bucks District which could contribute to increased and enhanced playing pitch provision are:
- **Farnham Park – development as a community hub site, with a range of indoor facilities (fitness and hall space), plus grass and all-weather pitches**
  - **Wilton Park – development of football pitches (number and type to be confirmed from 2018 Playing Pitch Strategy), plus community facilities e.g. indoor hall space**
- 1.78 The Wilton Park proposals will deliver at least 2 hectares of formal open-air sports pitches to directly replace the existing amount of land at Wilton Park currently made available for use as public space. The sports pitches are likely to be relocated from their current position, towards the western boundary of the site, where they will be within easy walking and cycling distance of Beaconsfield, and easily accessible by bus or car via a new vehicle access off the Pyebush Roundabout. The replacement land and facilities must be of at least the same standard as that which currently exists. This document makes no assumptions and sets no requirements about the use to which the pitches will be put or the local clubs which will use them. However, it is expected that the pitches will be used to the maximum benefit of the local community.
- 1.79 Car parking for the sports pitches will be available adjacent to the community hub.
- 1.80 Proposals demonstrating that the pitches will be retained in perpetuity for the use of local clubs will need to be submitted by the developer as part of the planning application for the site.
- 1.81 The timing of the delivery of the new sports pitches and associated changing facilities at the community hub should be included in a detailed phasing plan. This will need to address the time required to construct the new facilities such that they are ready for use.
- 1.82 The phasing plan should seek to minimise disruption to sports provision by ensuring that at least 2 hectares of land is fully and readily available as open-air sports pitches throughout the construction period, either in their current location or elsewhere on the site.
- 1.83 When considering new housing as part of the new Joint Local Plan, the Sport England new Development Calculator for new developments should be used to identify future playing pitch requirements. This means that when planning applications come forward for the new Local Plan such as large residential development that the Sport England Development Calculator Tool can be used to identify the cost of contributions required from each development or planning application. This is to ensure that sporting provision is planned at the start of the development and not as it grows.

### MONITORING AND REVIEW OF THE STRATEGY

- 1.84 It is important that regular monitoring and review occurs through meetings of the Steering Group following sign off by the National Governing Bodies and Sport England and adoption of the Strategy and Action Plan by South Bucks and Chiltern District Councils.
- 1.85 The Steering Group should be led by South Bucks and Chiltern District Councils. As a guide, if no review and subsequent update has been carried out within three years of the PPS being signed off by the Steering Group, then Sport England and the NGBs would consider the PPS to be out of date.

## 2. SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS PPS INTRODUCTION AND CONTEXT

### INTRODUCTION

- 2.1. South Bucks and Chiltern District Councils commissioned a Playing Pitch Strategy (PPS), which has been developed for natural grass and all-weather pitches. The PPS will guide future provision and management of sports pitches, to serve existing and new communities across South Bucks and Chiltern.
- 2.2. In line with the Government's National Planning Policy Framework, the PPS sets out to assess existing Playing Pitches, the future need for Playing Pitches, and opportunities for new provision. The key factors for South Bucks and Chiltern District Councils are:

- **The requirements of the 2012 NPPF and specifically paragraph 73**

*'Access to high quality open spaces and opportunities for sport and recreation can make an important contribution to the health and well-being of communities. Planning policies should be based on robust and up-to-date assessments of the needs for open space, sports and recreation facilities and opportunities for new provision. The assessments should identify specific needs and quantitative or qualitative deficits or spare capacity of open space, sports and recreational facilities in the local area. Information gained from the assessments should be used to determine what open space, sports and recreational provision is required'*

*(Source: NPPF 2012 Paragraph 73)*

- **and additionally, paragraph 74 of the NPPF** emphasise that existing open space, sports and recreational facilities and land, including playing fields, should not be built on unless:
  - An assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements; or
  - Any loss would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or
  - The development is for alternative recreation or open space facilities, the need for which clearly outweighs the loss.

### AIM OF DEVELOPING A PPS

- 2.3. The aim of developing the PPS is to:

*'to provide an assessment of the "fit for purpose" of the sports pitches and facilities, whilst identifying opportunities for retaining, reducing or removing this provision and prospects for new provision and partnerships. The assessment should identify specific needs and quantitative and/or qualitative deficits or spare capacity of sports pitches and facilities in South Bucks and Chiltern.'*

- 2.4. The Strategy will provide evidence to support:

- **The Councils emerging new Local Plan**
- **Identification of projects for which contributions can be sought as part of new development.**
- **Funding bids from National Sports bodies like Sport England and the National Governing Bodies (NGB's) of sport,**
- **Additionally, the Strategy will focus on revenue and capital spending in the medium term.**

## SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS PLAYING PITCH STRATEGY

- 2.5. This work will ensure that a planned approach to playing pitch facilities takes place across South Bucks and Chiltern District over the medium term, ensuring that the Districts communities have access to high quality facilities, helping communities improve their health and remain cohesive.
- 2.6. It is imperative that where South Bucks and Chiltern District Councils, provide facilities, they are as efficient and effective as possible due to continuing financial pressures.

### STRATEGY SCOPE

- 2.7. The project scope for the PPS includes:
- **Football**
  - **Rugby Union**
  - **Cricket**
  - **Hockey**
  - **Golf**
- 2.8. The Strategy addresses facilities provided by the following sectors:
- **Local Authority**
  - **Education, (school based), Higher and Further education.**
  - **Voluntary and private sectors**

### RATIONALE FOR DEVELOPING A PPS STRATEGY

- 2.9. South Bucks and Chiltern District Councils wish to understand both the needs of its playing pitch and playing pitch ancillary facilities portfolio, and future need for provision, driven by increased population, and identification of any gaps in the existing facility network.
- 2.10. The development of this new PPS will enable South Bucks and Chiltern District Councils and other local providers to shape their future playing pitch facilities offer; this may comprise direct provision and that undertaken by education, voluntary, community, private sectors and sport's National Governing Body's.
- 2.11. The PPS will help provide a rationale to enable sport's National Governing Bodies to further invest and deliver their working outcomes as outlined in their various strategic development documents.
- 2.12. The development of the PPS is an opportunity to set out a strategic Vision for future provision of playing pitch facilities, based on robust evidence and a needs assessment.
- 2.13. This will guide and inform future investment and partnerships, influence the new Local Plan, future proof and increase participation opportunities to 2036.

### TERMS OF REFERENCE

#### PPS

- 2.14. The detailed requirements of each element of the study are set out below; these reflect the requirements and structure of the Sport England Playing Pitch Strategy guidance:

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

- 2.15. The strategy has been developed in line with guidance by Sport England (Playing Pitch Guidance, An approach to Developing and Delivering a PPS).
- 1. Stage A: (Step 1) – of the methodology is to prepare and tailor the approach.**
  - 2. Stage B: (Steps 2 & 3) - Gather supply and demand information and views. Information was gathered on both the supply of pitches and the demand for these pitches, specifically:**
    - Supply
    - Demand
    - Details of potential changes to the future pitch stock, as well as projected and aspirational increases in participation
  - 3. Stage C: (Steps 4, 5 & 6) – Assessing the Supply and Demand Information and Views. The supply and demand information collated has been used to:**
    - Understand the situation at individual sites.
    - Develop the current and projected future pictures of provision.
    - Identify the key findings and issues that need to be addressed.
  - 4. Stage D: Steps 7 & 8 – Developing the recommendations for an action plan and writing and adopting the strategy.**

2.16. This document continues on from the needs assessment (Stage A, B & C) and aims to:

- 1. Summarise the key strategic findings of the individual sport assessments and sets out the main issues to be addressed in the strategy.**
- 2. Provides specific proposals for each sport.**
- 3. Takes into consideration the current and future needs of the individual playing pitch sites.**
- 4. Provides a guide to monitoring and reviewing the Playing Pitch Strategy (PPS).**

## BACKGROUND CONTEXT - THE STUDY AREA

### SOUTH BUCKS DISTRICT COUNCIL

- 2.17. South Bucks is one of four local government districts in the non-metropolitan county of Buckinghamshire.
- 2.18. South Bucks is relatively small at 141 square kilometers and lies within the Metropolitan Green Belt area, with 87% of the land designated as green belt. There are many small towns and villages, with the largest being Beaconsfield, Burnham and Gerrard's Cross. These three towns have the best infrastructure and facilities.
- 2.19. Most of the towns and villages have historical roots which are preserved through the use of conservation areas and listed buildings. The larger towns of High Wycombe, London (Hillingdon), Maidenhead and Slough border the District. These centres provide shopping facilities and services not available within the District as well as some jobs for residents. In return, South Bucks provides the open spaces which help meet the recreational needs of these larger centres. There are good links to London via the Chiltern Railway, M40 and M4.

## SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS PLAYING PITCH STRATEGY

### CHILTERN DISTRICT COUNCIL

- 2.20. Chiltern District is 196 square kilometres, with 72% of the land lying within an Area of Outstanding Natural Beauty within the Chiltern Hills and 88% falling within the Metropolitan Green Belt. Whilst there are many picturesque villages dotted around a mainly rural landscape, a majority of residents live in the settlements of Amersham, Chesham and Chalfont St Peter.
- 2.21. Most of the towns and villages have historical roots which are preserved through the use of conservation areas and listed buildings. The area borders South Bucks to the South, Wycombe District to the west, Aylesbury Vale to the north and North West London to the east. There are good links with London via Transport for London's Metropolitan line and the Chiltern Railway.
- 2.22. The population of South Bucks and Chiltern District Councils will grow significantly over the next few years, so there is a need to ensure sufficient provision of accessible, quality and affordable facilities to meet local need.
- 2.23. ONS Mid-Year 2014 population projections for South Bucks show a population in 2017 of 70,428 and in 2036 a population of 81,807. This is an increase of 11,379 increase of 16.16%.
- 2.24. ONS Mid-Year 2014 population projections for Chiltern District show a population in 2017 of 94,584 and in 2036 a population of 102,643. This is an increase of 8,059 increase of 8.52%.
- 2.25. Jointly the increase in population from 2017- 2036 is 19,438.
- 2.26. Understanding the needs of different pitch sports at a local level enables South Bucks and Chiltern District Councils to provide appropriately, to meet the needs of their communities. It is inevitable that the needs of communities change over time, just as the playing and participative requirements of individual sports change. The demand for these at a local level need to be assessed and modelled to understand what this means in terms of actual pitch provision, otherwise the Councils could be providing too much or too little, thinking they are addressing local needs, but in fact they are not.
- 2.27. The very fact that the requirements of sports change is one of the several justifications for undertaking the PPS at a local level and critically for updating this analysis every 3 years. However, it must also be understood that the PPS represents a 'snap-shot' in time based upon the anticipated level of growth planned for South Bucks and Chiltern District Councils. It is critical that annual reviews of the PPS are undertaken by the PPS Steering Group.
- 2.28. This means there will be proposals that come forward for the new Local Plan such as large residential development that the PPS has not taken into consideration.

### OTHER LOCAL FACTORS

- 2.29. The Indices of Multiple Deprivation 2015 shows Chiltern District as the third least deprived local authority in England (behind Hart in Hampshire and Wokingham) and the least deprived in Buckinghamshire, ahead of South Bucks (25th least deprived). Chiltern's most deprived LLSOAs fall in the third decile, while South Bucks' falls in the fifth.
- 2.30. Although Chiltern and South Bucks are one of the 20% least deprived districts in England, however about 10% (1,100) of children live in low income families in South Bucks and about 8% (1,500) of children live in low income families in Chiltern District.
- 2.31. The 2017 Health Profile for South Bucks and Chiltern shows life expectancy for both men and women is higher than the England average. In South Bucks life expectancy is 5.8 years lower for men and 7.2 years lower for women in the most deprived areas. In Chiltern life expectancy is 5.8 years lower for men and 7.2 years lower for women in the most deprived areas.

## SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS PLAYING PITCH STRATEGY

2.32. In South Bucks child health In Year 6, 17.2% (100) of children are classified as obese. In Chiltern child health In Year 6, 11.1% (112) of children are classified as obese.

2.33. Local key health priorities in South Bucks and Chiltern are the same for Buckinghamshire, these are:

- **Give every child the best start in life.**
- **Keep people healthier for longer and reduce the impact of long term conditions.**
- **Promote good mental health and wellbeing for everyone.**
- **Protect residents from harm.**
- **Support communities to enable people to achieve their potential and ensure Buckinghamshire is a great place to live**

2.34. There is a high car ownership in South Bucks 89.8% and Chiltern 89.1% of households have access to a car or van (**Source: Census 2011**). This means that playing pitch sites will be accessible to both District's households.

### SOUTH BUCKS DISTRICT COUNCIL AND CHILTERN DISTRICT COUNCILS LOCAL PLAN

2.35. A single joint Local Plan ("Joint Plan") is being produced covering the two areas of Chiltern District Council and South Bucks District Council. This was agreed by Chiltern District Council on 3 November 2015 and South Bucks District Council on 10 November 2015. Work has started on the Joint Plan for Chiltern and South Bucks.

2.36. The Emerging Chiltern and South Bucks Local Plan, which will run from 2014 to 2036 and it will replace the adopted Core Strategy for Chiltern District (2011), adopted Chiltern District Local Plan (1997, consolidated 2007 and 2011), adopted Core Strategy for South Bucks District (2011), adopted South Bucks Local Plan (1999) and the respective Policies Maps. The Joint Plan will set out policies used to determine planning applications, site allocations and proposed new development (e.g. housing or employment) and broader land designations (e.g. Green Belt areas); and a joint Policies Map will be produced as part of the Joint Plan.

2.37. The population of South Bucks and Chiltern District Councils will grow significantly over the next few years, so there is a need to ensure sufficient provision of accessible, quality and affordable facilities to meet local need.

2.38. The planned increase in housing is 8,134 new homes across Chiltern and South Bucks District Councils. This will increase demand for community facilities, including sports facilities.

2.39. When using the Department of Communities Household Projection of 2.27 persons per household in 2029, the population jointly with provision of 8,134 new housing developments is  $8,134 \times 2.27 = 18,464$ .

2.40. South Bucks District Council highest levels of demand for housing are likely to be in the proposed new settlement areas – Gerrard's Cross, Denham, Iver Heath, Iver, Stoke Poges, Taplow, Farnham Common, and Beaconsfield.

2.41. Chiltern District Council highest levels of demand for housing are likely to be in the proposed new settlement areas – Amersham, Chalfont St Giles, Chalfont St Peter, Chesham, Holmer Green and Little Chalfont.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

- 2.42. Key housing development opportunities in South Bucks District which should contribute to increased and enhanced playing pitch provision are:
- **Farnham Park – development as a community hub site, with a range of indoor facilities (fitness and hall space), plus grass and all-weather pitches.**
  - **Wilton Park – development of football pitches (number and type to be confirmed from 2016 Playing Pitch Strategy), plus community facilities e.g. indoor hall space.**
- 2.43. The Wilton Park proposals will deliver at least 2 hectares of formal open-air sports pitches to directly replace the existing amount of land at Wilton Park currently made available for use as public space. The sports pitches are likely to be relocated from their current position, towards the western boundary of the site, where they will be within easy walking and cycling distance of Beaconsfield, and easily accessible by bus or car via a new vehicle access off the Pyebush Roundabout. The replacement land and facilities must be of at least the same standard as that which currently exists. This document makes no assumptions and sets no requirements about the use to which the pitches will be put or the local clubs which will use them. However, it is expected that the pitches will be used to the maximum benefit of the local community.
- 2.44. Car parking for the sports pitches will be available adjacent to the community hub.
- 2.45. Proposals demonstrating that the pitches will be retained in perpetuity for the use of local clubs will need to be submitted by the developer as part of the planning application for the site.
- 2.46. The timing of the delivery of the new sports pitches and associated changing facilities at the community hub should be included in a detailed phasing plan. This will need to address the time required to construct the new facilities such that they are ready for use. The phasing plan should seek to minimise disruption to sports provision by ensuring that at least 2 hectares of land is fully and readily available as open-air sports pitches throughout the construction period, either in their current location or elsewhere on the site.
- 2.47. When considering new housing as part of the new Joint Local Plan, the Sport England New Development Calculator for new developments should be used to identify future playing pitch requirements. This means that when planning applications come forward for the new Local Plan such as large residential development that the Sport England Development Calculator Tool can be used to identify the cost of contributions required from each development or planning application. This is to ensure that sporting provision is planned at the start of the development and not as it grows.

## SPORTS PARTICIPATION

- 2.48. The Sport England Active People Survey (APS) for Chiltern District shows a steady increase in participation with some minor fluctuations since 2005/06 APS for once a week participation in sport for adult's age 16+ years. Participation rose from 39.5% in 2005/06 to 46.3% in 2013/14 and dropped back to 44.6% in 2015/16. South Bucks District shows a steady increase in participation with some minor fluctuations since 2005/06 APS for once a week participation in sport for adult's age 16+ years. Participation rose from 40.8% in 2005/06 to 48.2% in 2013/14 and dropped back to 40.4% in 2015/16.

**Table 2.1: APS Participation Rates in Chiltern and South Bucks, the South East and Nationally - Adult (16+) Participation in Sport (at least once a week), by year**

YEAR	CHILTERN	SOUTH BUCKS	SOUTH EAST	ENGLAND
2005/06	39.5 %	40.8 %	37.1 %	34.6 %
2007/08	38.1 %	40.8 %	39.0 %	36.6 %
2008/09	44.5 %	40.1 %	37.9 %	36.5 %

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

YEAR	CHILTERN	SOUTH BUCKS	SOUTH EAST	ENGLAND
2009/10	39.6 %	40.9 %	37.9 %	36.2 %
2010/11	39.3 %	37.8 %	36.8 %	35.6 %
2011/12	43.4 %	41.8 %	38.4 %	36.9 %
2012/13	41.5 %	42.1 %	38.1 %	36.6 %
2013/14	46.3 %	48.2 %	37.6 %	36.1 %
2014/15	40.4 %	41.6 %	37.7 %	35.8 %
2015/16	44.6 %	40.3 %	38.7 %	36.1 %

Source: Active People Survey. Measure: Adult (16+) participation in sport (at least once a week) by year, one session per week (at least 4 sessions of at least moderate intensity for at least 30 minutes in the previous 28 days). Time period(s): 2005/06, 2007/08, 2008/09, 2009/10, 2010/11, 2011/12, 2012/13, 2013/14, 2014/15, 2015/16

- 2.49. Chiltern District participation rates for 3 x 30 minutes per week (formally NI18) have risen 2005/06 24.6% to 2014/16 at 28.8%. Male participation has increased from 26.1% to 28.8% in this period, and female participation has increased from 27.0% to 28.2%. South Bucks District participation rates for 3 x 30 minutes per week (formally NI18) have risen 2005/06 24.3% to 2014/16 at 26.2%. Male participation has increased from 25.5% to 29.6% in this period, and female participation has slightly decrease from 23.3% to 23.0%.
- 2.50. The number of adults wanting to do more sport in Chiltern is 56.6% which is marginally below the regional (57.7%) and national figures (58%). The number of adults wanting to do more sport in South Bucks is 57.4% which is marginally below the regional (57.7%) and national figures (58%).
- 2.51. Chiltern District club membership has fluctuated between 26.6% and 34.9%, and currently stands at 26.6% higher than both the regional and national averages. Participation in Tuition and coaching (23.8%) is higher than both the regional and the national levels. Participation in competition (16.8%) is higher than both regional and national averages.
- 2.52. South Bucks District club membership has fluctuated between 25.5% and 32.8%, and currently stands at 32.8% higher than both the regional and national averages. Participation in Tuition and coaching (25.4%) is higher than both the regional and the national levels. Participation in competition (16.9%) is higher than both regional and national averages.
- 2.53. Satisfaction levels in Chiltern District with local sports provision has declined from 67.7% to 59.9% from 2013/14 to 2015/16 and is below the regional (64.6%) and national averages (62.1%). In south Bucks satisfaction levels with local sports provision has declined from 61.7% to 50.8% from 2013/14 to 2015/16 and is below the regional (64.6%) and national averages (62.1%) (Source: Sport England Local Profiles).

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

Table 2.2: Participation Frequency in Physical Activity - Comparison with Sport England KPIs

INDICATOR	CHILTERN				SOUTH BUCKS				SOUTH EAST				ENGLAND			
	2012/13	2013/14	2014/15	2015/16	2012/13	2013/14	2014/15	2015/16	2012/13	2013/14	2014/15	2015/16	2012/13	2013/14	2014/15	2015/16
KPI3 - CLUB MEMBERSHIP IN THE LAST 4 WEEKS	28.0 %	28.7 %	34.9 %	26.6 %	25.5 %	31.2 %	27.5 %	32.8 %	24.3 %	24.2 %	23.7 %	24.1 %	21.0 %	21.6 %	21.8 %	22.0 %
KPI4 - RECEIVED TUITION OR COACHING IN LAST 12 MONTHS	27.5 %	21.9 %	30.2 %	23.8 %	20.4 %	27.2 %	16.6 %	25.4 %	18.1 %	19.0 %	18.0 %	18.5 %	15.8 %	16.4 %	15.6 %	15.8 %
KPI5 - TOOK PART IN ORGANISED COMPETITION IN LAST 12 MONTHS	11.6 %	14.7 %	21.9 %	12.9 %	14.6 %	15.6 %	19.8 %	16.8 %	14.2 %	15.0 %	14.7 %	15.2 %	11.2 %	13.3 %	13.3 %	13.3 %
KPI6 - VERY/FAIRLY SATISFIED WITH LOCAL SPORTS PROVISION	67.7 %	64.1 %	65.7 %	59.9 %	61.7 %	59.6 %	60.7 %	50.8 %	63.7 %	63.8 %	63.6 %	64.3 %	60.3 %	61.6 %	61.8 %	62.2 %

\* Data unavailable, question not asked or insufficient sample size

Source: Active People Survey. Measure: Key Performance Indicators 3,4,5,6. Time Period(s): 2012/13, 2013/14, 2014/15, 2015/16

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

**SPORT ENGLAND MARKET SEGMENTATION**

- 2.54. Sport England has developed nineteen sporting segments to provide a better understanding of people's attitudes to sport, their motivations and barriers. The key data sources were Department of Culture, Media and Sport (DCMS) 'Taking Part' survey and Active People. Further data was added from Experian Mosaic databases. Population data is used for people aged 18 and over.
- 2.55. Segmentation provides information on who participates in sport and what they want in terms of sport and active recreation provision. In total there are nineteen segments.
- 2.56. In Chiltern and South Bucks, the top 5 dominant segments are the same and are; Tim, Ralph and Phyllis, Chloe, Philip and Ben. The dominant segments are shown in Table 2.3 below.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

Table 2.3: Summary of Market Segmentation for Chiltern and South Bucks District

MARKET SEGMENT	KEY CHARACTERISTICS	% OF POPULATION		ACTIVITIES / SPORTS THAT APPEAL TO SEGMENT
		CHILTERN	SOUTH BUCKS	
<b>TIM (6) SETTLING DOWN MALES</b>	Tim is an active type that takes part in sport on a regular basis. He is aged 26-35, may be married or single, is career professional and may or may not have children. Tim participates in very active, technical sports, team sports, individual activities and is likely to have a gym membership.	15%	15.2%	
<b>RALPH &amp; PHYLLIS (17) COMFORTABLE RETIRED COUPLES</b>	Retired couples, enjoying active and comfortable lifestyles  Ralph and Phyllis are in their late 60s and have been retired for some time now. Their children are grown up and have moved out of the family home. They enjoy playing golf together, and Ralph competes at weekends sometimes. Phyllis likes to go for the occasional swim while Ralph is out trout fishing, and they also love to go for long walks together.	12.4%	11.9%	Keep fit / gym, Swimming, Golf and Bowls
<b>CHLOE (3) FITNESS CLASS FRIENDS</b>	Young image-conscious females keeping fit and trim  Chloe and her housemates go to classes at their local gym a couple of times a week and like to swim afterwards.	9.8%	10.4%	Keep fit/gym, Swimming, Athletics or Running
<b>PHILIP (11) COMFORTABLE MID- LIFE MALES</b>	Mid-life professional, sporty males with older children and more time to themselves.  Philip's sporting activity levels are above the national average. The top sports that Philip participates in are cycling and 16% of this segment do this at least once a month, almost double the national average. Philip also enjoys keep fit/gym, swimming, football, golf and athletics (running). His participation in most of his top sports is above the national average, which is indicative of the priority he places on sport.	9.7%	9.6%	Cycling, Keep fit / Gym, Swimming, Football, Golf, Athletics or Running
<b>BEN (1) COMPETITIVE MALE URBANITES</b>	Male, recent graduates, with a 'work-hard, play-hard'  His 'work-hard, play-hard' attitude to life sees him putting in long hours at the office, doing a lot of sport and enjoying plenty of socialising with friends.	8.4%	9.1%	Football, Keep fit and gym, Cycling, Athletics

2.57. The market segments with the highest participation rates and which are most likely to play pitch sports are aged from 16 – 34 (segments 1-7 in the scale). Tim, Chloe and Ben are in this age group. This suggests that a proportion of the population will be keen to play outdoor sports.

### 3. KEY FINDINGS SOUTH BUCKS

#### FOOTBALL SUMMARY OF KEY FINDINGS

#### MAIN CHARACTERISTICS OF THE CURRENT SUPPLY AND DEMAND

- 3.1. There are 167 teams playing football in South Bucks. These teams include 53 men's adult 11 v 11 and 2 women's teams, 39 youth 11 v 11 teams and 1 youth 11 v 11 girls' team, 29 junior 9 v 9 boy's teams and 1 junior 9 v 9 girls' team, 23 mini soccer 7 v 7 teams and 19 mini 5 v 5 teams.
- 3.2. There are 15 secured community use playing pitch sites in South Bucks providing community use football pitches for the adult 11 v 11 game, providing 32 pitches with capacity for 63 match equivalent sessions weekly. There are 3 unsecured community use sites providing 4 pitches with capacity for 8 match equivalent sessions weekly.
- 3.3. There are 3 sites providing youth 11 v 11 pitches there are 2 secured community use pitches and 1 unsecured community use pitch. There is demand on adult 11 v 11 pitches by youth teams and this demand equates to 18.5 youth match equivalent sessions.
- 3.4. There are currently 9 sites providing 8 secured community use pitches for junior 9 v 9 and 2 unsecured community use junior 9 v 9 pitches. There are 11 x 9 v 9 match equivalent sessions overplayed on adult 11 v 11 pitches.
- 3.5. There are currently 4 sites providing 6 secured community use pitches for 7 v 7 mini soccer and 1 unsecured community use mini soccer 7 v 7 pitch. The 6 secured community use pitches provide capacity for 18 match equivalent sessions weekly.
- 3.6. There are currently 7 sites providing 8 secured community use pitches for 5 v 5 mini soccer and 2 unsecured community use 5 v 5 mini soccer pitches. The 8 secured community use pitches provide capacity for 38 match equivalent sessions weekly.
- 3.7. There are 2 adult sites with good quality pitches that are at capacity and need to transfer teams to other pitches.
- 3.8. In 2036 there will be a need at peak time for 19 adult 11 v 11 match equivalent sessions, 25 (24.5 rounded up) youth 11 v 11 match equivalent sessions, 24 (23.5 rounded up) junior 9 v 9 match equivalent sessions, 16 (15.5 rounded up) mini soccer 7 v 7 match equivalent sessions and 13 mini soccer 5 v 5 match equivalent sessions.
- 3.9. The Football Association has identified that for a full size 3G rubber crumb pitch to be sustainable, there are 42 teams required to use the pitch for training purposes. On this basis, South Bucks currently requires 4 x 3G rubber crumb full size pitches. When considering latent demand and future population growth to 2036 this requires 5 x 3G full size rubber crumb pitches in the future.

## SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS PLAYING PITCH STRATEGY

### FOOTBALL SCENARIOS SOUTH BUCKS

#### IMPROVING PITCH QUALITY

- 3.10. Improving pitch quality on pitches means increased maintenance or pitch drainage improvements. This is to raise the quality standard from poor to either standard or good quality.
- 3.11. By raising the quality of pitches at some sites will increase pitch capacity and therefore help to accommodate overplay. In other situations, it might be best to move teams overplaying a pitch to the correct size pitch for the appropriate age group.
- 3.12. There are 4 adult 11 v 11 sites with 4 weekly match equivalent session overplay. 2 adult sites George Pitcher Memorial Ground and Stanley Jones are of good quality with 2 weekly match equivalent sessions overplayed and teams need to be moved elsewhere to play on correct size pitch for their age group and reduce overplay and maintain pitch quality.
- 3.13. 2 adult sites are of standard quality, Evreham Sports Centre and King George Field, Fulmer with 2 weekly match equivalent sessions overplayed. If the standard quality pitch sites were raised to good quality, this would provide 4 additional match equivalent sessions weekly. By raising the quality of the standard adult pitches to good this would address overplay of adult pitches weekly. Both pitches are overplayed by youth 11 v 11 teams. These teams should be playing on the correct size pitch for their age.
- 3.14. There are no youth 11 v 11 pitches currently overplayed.
- 3.15. There are 4 Junior 9 v 9 sites with 10.5 weekly match equivalent sessions overplayed. 1 site George Pitcher Memorial Ground is of good quality with 2.5 match equivalent sessions overplayed and teams need to be moved elsewhere. 3 sites are of standard quality. King Georges Field, Fulmer is overplayed by 3 weekly match equivalent sessions. Richlings Park is overplayed by 2 weekly match equivalent sessions and Wilton Park by 4 weekly match equivalent sessions. If the 3 sites were raised from standard to good quality, this would provide a further 3 match equivalent sessions weekly. The pitches are overplayed by 7 v 7 teams and the answer is to ensure all teams play on the correct size pitches for their age group.
- 3.16. There is no overplay of mini soccer 7 v 7 pitches. There is overplay of 0.5 match equivalent sessions at peak time of play for mini soccer 5 v 5 at George Pitcher Memorial Ground. This is a club ground where 1 team every other week should be moved to another site.
- 3.17. In the age of austerity and Local Authority budget constraints alternatives to improving pitch quality need to be looked at. The alternative to natural grass pitches is the provision of 3G rubber crumb pitches for training and competitive matches.

#### SCENARIO 3G RUBBER CRUMB - SOUTH BUCKS

- 3.18. The PPS has identified 1 full size 3G rubber crumb pitch at Burnham Grammar School with floodlights and the pitch holds FA registration status. There are 2 smaller sized 3G rubber crumb pitches at Burnham Park Academy 60m x 40m and Evreham Sports Centre 60m x 35m. These 2 3G pitches are not registered with the FA.
- 3.19. All School 3G rubber crumb pitches must be registered with the FA if they are to be used for any affiliated match games. If not registered the pitch can only be used for training purposes. This includes school affiliated matches.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

- 3.20. The Evreham Sports Centre 3G pitch is dated and may be closed in 2021. There is a need to replace this 3G pitch elsewhere in the future. The ideal scenario would be to replace the current pitch with a full size 3G pitch at Farnham Park. Along with mitigation of a 3G pitch to replace the loss of adult football pitches at Evreham Sports Centre there is a possibility of providing 2 new 3G pitches at Farnham Park.
- 3.21. Based upon the FA training model for 3G rubber crumb pitches of 42 teams to 1 3G pitch there is a current shortfall of 3 full size 3G rubber crumb pitches. This shortfall rises to 4 in 2036.
- 3.22. If all competitive matches for teams currently playing 9 v 9, 7 v 7 and 5 v 5 football on natural grass pitches moved to 3G rubber crumb there would be a need for 7 full size 3G rubber crumb pitches for these typologies of the game at their respective peak time.
- 3.23. If 50% of mini soccer and junior 9 v 9 football played on natural grass pitches moved to 3G rubber crumb the need would be 4 x 3G rubber crumb pitches.
- 3.24. Future 3G pitches should be considered at Farnham Park, Stanley Jones Playing Field, George Pitcher Memorial Ground and or Wilton Park.

**IS THERE ENOUGH ACCESSIBLE AND SECURED COMMUNITY USE PROVISION CURRENTLY AND IN THE FUTURE**

- 3.25. For adult 11 v 11 there are currently 32 pitches providing 32 match equivalent sessions at peak time of play. 28 of these match equivalent sessions are in secured community use and 4 match equivalent sessions provide unsecured community use.
- 3.26. Disregarding youth 11 v 11 competitive play over adult 11 v 11 pitches, there is a current requirement for 14 adult 11 v 11 match equivalent sessions at peak time of play. With a total of 32 match equivalent sessions. Currently this leaves 18 adult match equivalent sessions spare at peak time of play.
- 3.27. There is a projected need for 19 match equivalent sessions in 2036.
- 3.28. The secured and unsecured match equivalent sessions provide 32 match equivalent sessions. This means with 19 match equivalent sessions required in 2036 there are 13 match equivalent sessions spare at peak time of play in 2036.
- 3.29. The following unsecured community use sites will require formal community use agreements to be in place to safeguard future community use:
- **Wilton Park – Former MoD land providing for housing development. Plan is to replace pitches on the development site. Facility currently provides 2 adult pitches.**
  - **Burnham Grammar School – Requires a formal community use agreement to be in place. Facility currently provides for 1 adult pitch.**
  - **Beaconsfield High School – Requires a formal community use agreement to be in place. Facility currently provides for 1 adult pitch.**
- 3.30. There may well be a loss of 2 adult grass pitches at Evreham Sports Centre in the future (2021) this should be mitigated by providing a minimum of 1 full size 3G pitch at Farnham Park.
- 3.31. The loss of the 2 adult grass pitches at Evreham Sports Centre will be covered by 2 x 3G pitches at Farnham Park (1 to replace the 2 adult pitches and 1 to replace the loss of the 60m x 40m 3G pitch at Evreham Sports Centre).

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

- 3.32. This would still mean there are 13 spare adult match equivalent sessions (11 grass pitch match equivalent sessions and 2 3G match equivalent sessions).
- 3.33. Youth 11 v 11 matches are consistently played over adult pitches. Currently there are 40 youth boy and girls' teams and there is a requirement to ensure that youth 11 v 11 teams play on the correct size pitch. Peak time of play is difficult to establish as 1 league allows peak time to be a Sunday AM or PM and 1 league plays on a Saturday AM with 50% of teams participating. The PPS has made an assumption that peak time of play provides for 30 youth teams and requires 15 match equivalent sessions.
- 3.34. At peak time of play there is a current shortfall of 12 youth 11 v 11 match equivalent sessions based on teams playing home and away at peak time of play.
- 3.35. The demand in 2036 is for 50 teams at peak time of play requiring 25 youth 11 v 11 match equivalent sessions. There are currently 3 match equivalent sessions available 2 in secure community use and 1 unsecured community use. A formal community use agreement will need to be put in place with Burnham Park Academy to safeguard community use in the future. This means there will be a need for 22 additional youth 11 v 11 pitches in 2036.
- 3.36. The 13 adult 11 v 11 pitches that are spare could be reconfigured to youth 11 v 11 pitches. This would reduce the need for additional youth 11 v 11 pitches to 8.
- 3.37. 5 youth 11 v 11 pitches are required because of population increases and these should be provided by developer contributions. The remaining 3 junior 11 v 11 pitches could be provided through reconfiguring 9 v 9, 7 v 7 and 5 v 5 grass pitches that become redundant once teams move onto 3G rubber crumb for training and competitive games.
- 3.38. There are currently 30 junior 9 v 9 teams requiring 15 match equivalent sessions at peak time of play. There are currently 10 available match equivalent sessions. 8 match equivalent sessions provide secured community use. There is a need to put in place formal community use agreements to secure the remaining 2 match equivalent sessions these are Wilton Park 1 match equivalent session and Gerrards Cross Church of England School 1 match equivalent session. This leaves a shortfall of 5 match equivalent sessions.
- 3.39. In 2036 the PPS identifies a need for 48 teams and 24 pitches providing 24 match equivalent sessions at peak time of play. With the current 8 secured community use pitches providing 8 match equivalent sessions and 2 unsecured match equivalent sessions requiring formal community use agreements. This leaves a shortfall of 14 match equivalent sessions at peak time of play.
- 3.40. Population growth identifies a need for 4 new junior 9 v 9 pitches, providing 4 match equivalent sessions at peak time of play, to be provided from new housing development. This leaves a shortfall of 10 match equivalent sessions.
- 3.41. These 10 9 v 9 match equivalent sessions should be accommodated on new 3G rubber crumb pitches by moving 50% of 9 v 9 match play.
- 3.42. There are a number of 7 v 7 teams that overplay other pitch typologies. Currently there are 23 teams that require 11.5 match equivalent sessions at peak time of play.
- 3.43. There are 6 secured community use pitches providing capacity of 18 match equivalent sessions per week.
- 3.44. If staggered kick of times were allowed, then the current 18 weekly match equivalent sessions could be used with back to back play to meet the requirements of the 23 7 v 7 teams needing 11.5 match equivalent sessions at peak time of play.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

- 3.45. The demand in 2036 is 32 teams and 16 match equivalent sessions at peak time of play. The current supply of 18 match equivalent sessions weekly with staggered kick off times is sufficient to meet future demand.
- 3.46. There are 19 mini soccer 5 v 5 teams across South Bucks with a current demand for 9.5 mini soccer 5 v 5 match equivalent sessions per week. There is a current weekly capacity of 38 mini 5 v 5 match equivalent sessions.
- 3.47. Overall demand is currently being met for 5 v 5 match equivalent sessions across South Bucks District. The demand in 2036 is 26 teams requiring 13 match equivalent sessions at peak time of play. There is a current weekly capacity for 38 mini soccer 5 v 5 match equivalent sessions with secured community use. There are sufficient 5 v 5 match equivalent sessions to meet future demand. Potentially the development of 3G rubber crumb pitches as central venues for match play would replace the need for grass 5 v 5 match equivalent sessions.

**IS PROVISION ACCESSIBLE AND OF SUFFICIENT QUALITY AND APPROPRIATELY MAINTAINED?**

- 3.48. The site assessments carried out determine the 'Carrying Capacity' of a football pitch. This capacity determines the number of matches a pitch can take per week without having a detrimental effect on the quality. A pitch receives a score identified through the assessment that determines the quality as 'good', 'standard' or 'poor'. The effect this has on carrying capacity for adult pitches is as follows:
- **Poor = 1 match equivalent carrying capacity per week**
  - **Standard = 2 match equivalent carrying capacity per week**
  - **Good = 3 match equivalent carrying capacity per week**
- 3.49. For Youth Football 11 v 11 and 9 v 9 pitches, carrying capacity is affected differently due to the difference in nature and length of play. The effect of the quality scores on these pitches is as follows:
- **Poor = 1 match equivalent carrying capacity per week**
  - **Standard = 2 match equivalent carrying capacity per week**
  - **Good = 4 match equivalent carrying capacity per week**
- 3.50. For Mini soccer 7 v 7 and 5 v 5 pitches, the quality score affects carrying capacity as follows:
- **Poor = 2 match equivalent carrying capacity per week**
  - **Standard = 4 match equivalent carrying capacity per week**
  - **Good = 6 match equivalent carrying capacity per week**
- 3.51. The quality of pitches across South Bucks is assessed below. There are 5 football pitch sites audited as good quality pitches these are shown in table 3.1 below.

**Table 3.1: South Bucks wide 'Good' Quality Football Pitches**

PITCH PROVISION – SITE	PITCH QUALITY RATING
George Pitcher Memorial Ground	Good
Holloways Park Adult 11 v 11 pitches	Good
Polish Association	Good
Stanley Jones Field	Good
The Gore	Good

**SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY**

3.52. All of the good quality pitch sites are in secured community use. George Pitcher Memorial Ground adult, junior 9 v 9 and mini soccer 5 v 5 are overplayed. Stanley Jones adult 11 v 11 pitches are overplayed. Either these sites need 3G rubber crumb pitch support or teams need to use alternative sites.

3.53. Table 3.2 below identifies the 16 football sites audited as 'Standard' quality.

**Table 3.2: South Bucks wide 'Standard' Quality Football Pitches**

PROVISION – SITE	PITCH QUALITY RATING
Beaconsfield High School	Standard
Bells Hill Recreation Ground	Standard
Burnham Grammar School	Standard
Burnham Park Academy	Standard
Dorney Village Hall	Standard
Evreham Sports Centre	Standard
Farnham Park	Standard
Iver Heath Recreation Ground	Standard
Iver Recreation Ground	Standard
King Georges Field, Fulmer	Standard
Martin Baker Sports & Social Club	Standard
Richlings Park sports club	Standard
St Peters C of E School	Standard
Stoke Park Trust	Standard
Wilton Park (East)	Standard
Wooburn Green Lane Field	Standard

3.54. Beaconsfield High School, Burnham Grammar School, Burnham Park Academy and St Peter C of E School all require formal community use agreements to be in place. Quality improvements to all 16 sites would increase capacity of play.

3.55. Table 3.3 shows the 'poor' quality football pitches across South Bucks. There are 4 sites with poor quality pitches.

**Table 3.3: South Bucks wide 'Poor' Quality Football Pitches**

PITCH PROVISION – SITE	PITCH RATING
Gerrards Cross Common	Poor
Higher Denham Community Hall	Poor
Holloways Park 7 v 7 pitch	Poor

3.56. Poor natural drainage and compaction of the ground are issues at several of the grass football pitch sites and these are rated as 'Poor' quality.

3.57. Berks and Bucks FA should consider looking at the poor and standard sites as part of the Pitch Improvement Plan when the Local Facility plans are developed.

3.58. Some clubs have expressed their concerns with regards to pitches Beaconsfield Town FC would like to have a single home ground and have suggested redevelopment works to expand Wilton Park in order to allow this.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

- 3.59. They stated that the club would definitely have more teams if there were more pitches and better facilities available in the area. They have also identified a need for additional training facilities (3G pitch).
- 3.60. Burnham Juniors FC football teams are currently oversubscribed. Major problem is the lack of pitches in the study area. The club are based at George Pitcher and have issues with the costs of maintaining and providing pitches on the site, inadequate parking and struggle with provision of training in poor weather and night training, they would like to build an AGP provision.
- 3.61. Gerrards Cross & Fulmer FC main development plans revolve around gaining access to more training facilities (particularly ones with floodlighting). The sand dressed AGP pitch at King George's Field is currently not floodlit so this is an aim for the future. There is a need for more all-weather pitches to be available in the area.
- 3.62. **Iver Heath Recreation Ground:** The site is very restricted in the flexibility of how it is used due to a MUGA being installed in the middle of the space that could provide for a second pitch. The design of this space makes it impossible to add mini or youth pitches. This is now much needed as this site could provide greater flexibility between Iver Recreation Ground and Iver Heath Recreation Ground in terms of the distribution of matches and training sessions.
- 3.63. **Martin Baker Sports & Social Club:** There is a lot of litter and debris on the site, which makes it extremely unappealing. Martin Baker do contract a groundsman to cut and mark the field but nothing more. The site has just one pitch but does have room for more.
- 3.64. It is important that fit for purpose ancillary provision (changing and social facilities) are provided. There is a need to ensure that existing facilities (changing rooms etc) are not placed under undue pressure by the provision of new pitches and that ancillary facilities must provide for the maximum number of sports teams able to play at the site at peak time and be either equivalent or better.
- 3.65. There are a number of sites where new changing rooms or improvements are required. The number of changing rooms that require renewing or refurbishing identifies the need to rationalise adult football to key sites and improve the ancillary facilities on these key sites. The identified sites are listed below but priority needs to be given to multi-pitch sites as they deliver more outcomes and enable more cost-effective maintenance – not all sites can be improved.
- **Beaconsfield Town FC** – The club wants to refurbish the second clubhouse to incorporate squash into their facilities for an extra revenue stream. The current main pavilion also needs a bigger kitchen, as struggling with space and ability to cater for a large amount of people at once.
  - **Gerrards Cross & Fulmer FC** - There is also a need to improve the changing facilities at King Georges Field Fulmer.
  - **Farnham Park Complex:** A huge site, with space for a lot of sports provision. The site has opportunities to provide for a community sports hub and a master planning exercise is due to be undertaken to look at what the site can provide for in the future. The master planning exercise will also consider the loss of the Evreham Sports Centre. It is considered that the Playing pitch strategy will feed into this work going forward. There are possibilities that the various clubs' ancillary facilities could be brought into one central building and provide a sports hub to enable shared usage throughout, and better utilisation of space and resources. There is an unused tarmac fenced MUGA area, which could be developed into either sports provision, or parking etc.
  - **Gerrards Cross Common:** has no changing facilities.
  - **Holloways Park:** The club would like to convert the pitch into a 3G as a long-term aim. However, there is a need to extend the current lease with 10 years remaining.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

- **Iver Heath Recreation Ground:** Site has a changing facility that is 20 years old and showing significant signs of aging. The parish is looking to do an extensive internal refurbishment in the near future. The provision also struggles for storage facilities.
- **Martin Baker Sports & Social Club:** Company Sports and Social club site the changing facility has been deteriorating since 2010 when the club was folded.
- **Polish Association Slough:** The changing rooms for the pitches are a 50's build and in need of improvement.
- **Richlings Park Sports Club:** The changing facilities are set up to service the gym on site rather than the pitches and therefore are very small.
- **Stanley Jones Field:** The 1950's build clubhouse is of very poor quality and in need of improvements. Taplow United FC would ideally like to knock the current build down and completely rebuild, which they have some plans drawn up and have some cash reserves although struggling to generate enough to fund a whole clubhouse build.
- **The Gore:** The car park is of poor quality and in need of relaying.
- **Wooburn Green Lane Field:** The ancillary facilities are poor, due to low levels of maintenance and vandalism.

## CRICKET SUMMARY OF KEY FINDINGS SOUTH BUCKS

### MAIN CHARACTERISTICS OF THE CURRENT SUPPLY AND DEMAND FOR PROVISION

- 3.66. There are 9 cricket clubs with 68 teams across South Bucks. There are 28 adult men's teams, 1 women's team and 39 junior teams.
- 3.67. In the 2017 season, there is capacity for 720 match equivalents per season and the demand is 441 match equivalents per season, with a theoretical underplay of 279 match equivalents per season across the whole of South Bucks.
- 3.68. Peak demand is on a Saturday and this needs to be considered as only one game can be played on 1 square. Some clubs have to play at other sites other than their home ground. These clubs are Stoke Green Cricket Club 3<sup>rd</sup> X1 play at Sefton Park, Farnham Common Cricket Club 3<sup>rd</sup> X1 play at Farnham Common Junior School and Gerrards Cross 3<sup>rd</sup> X1 play at Beaconsfield Cricket club on a Saturday.
- 3.69. There is 1 ground with over play Rectory Field home to Farnham Royal Cricket Club. This site is overplayed by 14 match equivalent sessions per season.
- 3.70. Farnham Common Junior School is the only unsecured community use facility used by South Bucks Cricket Clubs. Farnham Common Cricket Club 3<sup>rd</sup> X1 use this ground on a Saturday. The Club are considering moving due to safety issues with cricket balls hitting neighbours windows.
- 3.71. **Farnham Common Cricket Club:** The club would like to remove the current container area and moving the containers all together, and to purchase a new roller as the current one is 80 years old.
- 3.72. **Farnham Royal Cricket Club:** Has problems acquiring the current leasehold agreement. The club plays a key role integrating kids in the surrounding area. In the long term they would like to relocate the ancillary facilities away from the houses, and into a two-tier building. But their main development plans would be renovating the current scoring hut.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

- 3.73. **Gerrards Cross Sports Club:** the club would like to relay patio and replace furniture as they have a lot of spectators. Club also need a new mower for the outfield. They share the pavilion with a tennis club.
- 3.74. **Stoke Green Cricket Club:** Would like a new roller, new sightscreen and new nets. Also looking to develop a games hall.
- 3.75. **Beaconsfield Cricket Club - Wilton Park:** A very large well-maintained site, with clear development priorities set out. The club wants to refurbish the second clubhouse to incorporate squash into their facilities for an extra revenue stream. Currently 250+ colts, with a waiting list for new players and a new ladies team. Due to such high traffic the club also wants to change the current nets and the direction they face, as current provision means some usage issues on the 2nd team pitch. The site itself is used throughout the year for non-cricket activities i.e. fireworks display etc. The current main pavilion also needs a bigger kitchen, as struggling with space and ability to cater for a large amount of people at once. The site has suffered from vandalism in the past including damage to the sight screen and the building and a tractor theft.
- 3.76. **Denham Cricket Club:** require a non-turf pitch.
- 3.77. **Taplow Cricket Club:** require a new score board.
- 3.78. **Burnham Cricket Club:** require new nets and are looking at providing a non-turf pitch in the future to help with junior training and matches.

#### ACCESSIBLE AND SECURED COMMUNITY USE PROVISION TO MEET CURRENT DEMAND

- 3.79. In the 2017 season, there is capacity for 720 match equivalents per season and the demand is 441 match equivalents per season, with a theoretical underplay of 279 match equivalents per season across the whole of South Bucks. There is one cricket square at Farnham Common Junior School that is not in secured community use and a formal community use agreement should be put in place.
- 3.80. Overall across South Bucks there is sufficient current supply to meet current demand for cricket. There is 1 site where there is over play e.g. Farnham Royal Cricket Ground 14 match equivalent sessions.
- 3.81. The scenario is that if Farnham Junior School was not used the current underplay 279 match equivalent sessions would decrease to 264 match equivalent sessions per season.

#### CRICKET PITCHES ARE THEY ACCESSIBLE OF SUFFICIENT QUALITY AND APPROPRIATELY MAINTAINED

- 3.82. The cricket pitches at the club-operated sites are good and all the sites are club operated.
- 3.83. There are improvements required to clubhouse facilities and, provision of equipment and practice facilities. It is important that ancillary facilities and equipment are fit for purpose.
- 3.84. The club and ECB consultation has reported:
- **Farnham Common Cricket Club:** The club would like to remove the current container area and moving the containers all together, and to purchase a new roller as the current one is 80 years old.
  - **Farnham Royal Cricket Club:** In the long term they would like to relocate the ancillary facilities away from the houses, and into a two-tier building. But their main development plans would be renovating the current scoring hut.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

- **Gerrards Cross Sports Club:** the club would like to relay patio and replace furniture as they have a large number of spectators. The club also need a new mower for the outfield.
- **Stoke Green Cricket Club:** Would like a new roller, new sightscreen and new nets and are also looking to develop a games hall.
- **Beaconsfield Cricket Club - Wilton Park:** The club wants to refurbish the second clubhouse to incorporate squash into their facilities for an extra revenue stream. Due to such high traffic the club also wants to change the current nets and the direction they face, as current provision means some usage issues on the 2nd team pitch. The current main pavilion needs a bigger kitchen, as struggling with space and ability to cater for a large amount of people at once. The site has suffered from vandalism and theft of equipment in the past.
- **Denham Cricket Club:** require a non-turf pitch.
- **Taplow Cricket Club:** require a new score board.
- **Burnham Cricket Club:** require new nets and are looking at providing a non-turf pitch in the future to help with junior training and matches.

#### FUTURE SUPPLY AND DEMAND FOR PROVISION

3.85. The future match equivalent session requirements for latent demand per season equate to:

- **2 adult teams – 26 match equivalent sessions.**
- **4 junior teams – 24 match equivalent sessions.**

3.86. Future population growth requirements equate to:

- **2 adult teams – 26 match equivalent sessions per season.**
- **7 junior teams – 42 match equivalent sessions per season.**

3.87. The total additional match equivalent sessions per season for latent demand and future population growth would be 118 games.

3.88. Due to a high South Asian community in South Bucks and the known fact that 35% of the playing population comes from the South Asian Community and that statistically they are 5 times more likely to play cricket than anybody else. The overall South Bucks South Asian population in 2011 was 7,533. If the South Asian community increases in line with population projections of 16% by 2036 the figure would be 8,738. An increase of 1,205. The likelihood is that teams will increase more than the team generation rates suggest by a further 2 adult teams and 2 junior teams.

3.89. The ECB All Stars Cricket Initiative for 2017 aimed at 5 – 8-year olds, proved to be very successful nationally and attracted 37,000 children and the target number for 2018 has been raised considerably. The aim is for this initiative to remain in place and when children are too old for All Stars a large percentage will then join traditional junior cricket and over time result in an increase in the number of adult players as they transition into traditional cricket – which could lead to a greater demand for cricket than under the current PPS methodology.

3.90. The older population is also increasing midweek cricket and more 55+ teams are beginning to participate.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

- 3.91. With the All Stars Cricket Initiative, over 55 development of teams and the South Asian community developing cricket the PPS has made the following assumptions:
- **South Asian Cricket Initiative 2 adult teams = 26 match equivalent sessions per year**
  - **South Asian Cricket Initiative 2 junior teams = 12 match equivalent sessions per year.**
  - **All Stars cricket 2 junior teams = 12 match equivalent sessions per year.**
  - **Over 55's 2 adult teams = 26 match equivalent sessions per year.**
- 3.92. The total additional match equivalent sessions per season for latent demand and future population growth would be 118 and the three cricket development initiatives 64 match equivalent sessions per year. Overall total of 182 match equivalent sessions per year. This is within the current theoretical underplay of 279 match equivalent sessions per year.
- 3.93. The use of non-turf pitches by under 11 teams will assist in reducing the overall 182 grass match equivalent sessions additionally required.
- 3.94. South Bucks District Council needs to protect all secured and unsecured community use and non-available education cricket pitches across South Bucks in the Local Plan.
- 3.95. It is important that South Bucks District Council works with the ECB and Farnham Royal Cricket Club to ensure the clubs long term security of tenure through a secure lease.
- 3.96. There is also a need to ensure that there are sufficient quality non-turf pitches that are accessible for all clubs and in particular for use by midweek teams and junior U11s. The ECB recognise that research will need to be undertaken to identify the best sites and the preferences of potential and new players (paradoxically players often prefer 'traditional' turf facilities even if a non-turf pitch provides a better-quality playing surface).

### HOCKEY KEY FINDINGS

#### MAIN CHARACTERISTICS OF THE CURRENT SUPPLY AND DEMAND FOR PROVISION

- 3.97. There is 1 hockey AGP in South Bucks which is Beaconsfield High School and is an unsecured community use site in the ownership of Education. The hockey pitch is sand filled and is showing signs of wear and tear and requires replacement in the next 1 – 3 years (estimated).
- 3.98. There is 1 hockey club that plays competitive fixtures in South Bucks - Gerrards Cross Hockey Club and fields the following teams:
- **3 men's teams,**
  - **2 women's teams**
  - **10 junior teams between 6 – 18 years.**
- 3.99. Gerrards Cross Hockey Club men's and women's teams train at the Beaconsfield High School pitch on Thursday evenings 8.00pm – 9.30pm and the juniors train on Friday evenings between 5.15pm and 8.15pm. Adult matches are played on Saturdays and junior matches played on Sundays.
- 3.100. There are 20 available training slots during the week and 4.5 match slots are used by Gerrards Cross Hockey Club. There are currently 2.5 match slots used per week on a Saturday and 4 are available.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

- 3.101. If every junior team had a home game every week there would be a need for 5 match slots on a Sunday this would be achievable with a 9.00am start time but currently isn't necessary as the junior teams do not play every week. There is spare capacity for training and match play currently.

**ACCESSIBLE AND SECURED COMMUNITY USE PROVISION TO MEET CURRENT DEMAND?**

- 3.102. The use of Beaconsfield High School is not a secured community use site and requires a formal community use agreement.
- 3.103. In planning for the future, opportunities should be pursued to deliver community hockey clubs with secure access to playing, training and ancillary facilities for longer than a single season. With this in mind formal community use agreements need to be discussed with the management of Beaconsfield High School.

**ACCESSIBLE OF SUFFICIENT QUALITY AND APPROPRIATELY MAINTAINED**

- 3.104. It is important that ancillary and pitch facilities are fit for purpose. The current pitch at Beaconsfield High School is ageing and needs replacing. Beaconsfield High School are aware of this and made an application to England Hockey for a grant. Unfortunately, they were unsuccessful due to the large number of applications.
- 3.105. The school are however, committed to undertaking this project and plan to put funds in themselves and fund raise for an additional £150,000 required.

**MAIN CHARACTERISTICS OF THE FUTURE SUPPLY AND DEMAND FOR PROVISION**

- 3.106. Gerrards Cross Hockey club have identified latent demand to be 1 men's team and 1 women's team. Any increase in junior teams the club has said would require additional coaches and the club has stated this is not possible at the moment. Population growth to 2036 identifies an additional girl's junior team.
- 3.107. Since 2012 Hockey has seen a 65% increase of U16 players taking up Hockey within the club environment. This increase across all age groups is expected to continue especially with the success of the Rio Olympics and a home Women's World Cup during the summer of 2018. Unlike some sports, hockey can only be played competitively on sand or water based Artificial Grass Pitches (AGPs). Water based AGPs are not common and only found at elite sites, whereas sand based/sand dressed AGPs can be found on secondary school site, leisure centres and higher education establishments.
- 3.108. Due to the impact on hockey, it is appropriate to ensure that sufficient sand based AGPs are retained for the playing development of hockey within the local authority administrative area. To that end, a change of an Artificial Grass Pitch's surface or carpet may require a planning application, and as part of it the applicants will have to show that there is sufficient AGP provision available for hockey in the locality if the surface is changed. Otherwise planning permission will not be granted. Advice from Sport England and England Hockey should be sought prior to any planning application being submitted. (Sport England are currently taking legal advice on the matter of submission of planning applications for change of AGP surface).
- 3.109. It should also be noted that if the surface is changed, it could require the existing floodlights to be changed and in some instances noise attenuation measures may need to be put in place.
- 3.110. As part of the new England Hockey Strategy 'A Nation where Hockey matters' 2017-2021 a long-term aspiration is to double the number of people playing hockey in clubs by 2028."

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

### ACCESSIBLE AND SECURED COMMUNITY USE PROVISION TO MEET FUTURE DEMAND

- 3.111. The current supply of hockey facilities in South Bucks will be sufficient to meet future demand. However, this is dependent on the protection of the main hockey pitch AGP at Beaconsfield High School and protection of the pitch in the Local Plan and a formal community use agreement in place. Sink funds will need to be in place to refurbish the carpet once this current carpet has been renewed.
- 3.112. Sport England consider that planning permission is required for a change of surface on artificial pitches and are currently seeking legal advice on this matter.

### RUGBY SUMMARY OF KEY FINDINGS

#### MAIN CHARACTERISTICS OF THE CURRENT SUPPLY AND DEMAND FOR PROVISION

- 3.113. The audit of rugby pitches across South Bucks identifies that there are 9 sites with rugby pitches but only 5 sites stating they offer secure community use. The secured community use sites are:
- **Cottage Park Road, Hedgerley (not currently used by a rugby club),**
  - **Cross Lane (Beaconsfield Rugby Club),**
  - **Farnham Common Sports Club (Drifters Rugby Club),**
  - **Farnham Park Baseball & Softball Complex (Farnham Royal Rugby Club) and**
  - **Sports Field (Phoenix Rugby Club).**
- 3.114. Burnham Grammar School has a world Rugby 22 IRB compliant 3G rubber crumb pitch 119m x 73m floodlit that failed its quality accreditation test and can no longer be used for contact rugby.
- 3.115. There are rugby pitches provided at 4 other sites. 3 sites have stated that their rugby facilities are not available for community use these are:
- **Beaconsfield High School Sports Facilities**
  - **Caldicote Preparatory School**
  - **Davenies School**
- 3.116. One other site Burnham Grammar School has stated that its 2 junior rugby pitches are available for community use. There is currently no identified community use of these rugby pitches.
- 3.117. **Beaconsfield Rugby Club** lease the land on which their pavilion at Cross Lane sits from Beaconsfield Town Council on a 15-year lease. The club also has access to a field owned by Hall Barn Estates. This land is adjacent to the main pitch sites on the other side of Cross Lane. The land has no formal markings for rugby but is used for training their 600+ minis and juniors. The loss of this site (which is technically unsecure) would be disastrous for the club.
- 3.118. **Drifters Rugby Club Farnham Common Sports Club:** The club would struggle if they lost the use of the adjacent junior school playing fields for its mini programme on Sundays. There are no junior pitches marked out on the junior school site.
- 3.119. **Farnham Royals Rugby Club:** Pitches are maintained by the District Council.
- 3.120. **Phoenix Rugby Club:** current lease expires 2029 but set to be renewed.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

3.121. Beaconsfield Rugby Club has the most number of teams 18, followed by Drifters Rugby Club 14 teams, Farnham Royals Rugby Club 5 teams and Phoenix Rugby Club 5 teams.

**ACCESSIBLE AND SECURED COMMUNITY USE PROVISION TO MEET CURRENT AND FUTURE DEMAND**

3.122. All community use and non-community use rugby pitches require protection in the Local Plan. Although not formally marked out for rugby areas such as Farnham Common Junior School Playing Fields and the field opposite Crossways owned by Hall Barn Estates need protecting in the Local Plan.

3.123. Clubs such as Beaconsfield and Phoenix Rugby Club need to address their leases and be able to be in a position to apply for additional funding to improve facilities.

3.124. There is a current shortfall of 5.25 match and training equivalent sessions. This increases to 8.75 match and training equivalent sessions in 2036 (Includes latent demand and future population growth).

3.125. The peak period of demand for rugby is a Saturday. Excluding Cottage Park Road, Hedgerley, there are currently 9 Senior Rugby Union pitches available providing secured community use across South Bucks and there is demand for 6 rugby match equivalent sessions on a Saturday afternoon. At peak time of play there is an under play of 3 match equivalent sessions.

3.126. All clubs have sufficient pitches at peak match times on a Saturday, but the pitches are over used for training.

3.127. Beaconsfield Rugby Club and Drifters Rugby Club Farnham Common Sports Club would benefit from additional pitches with floodlights or access to a rugby world 22 compliant 3G rubber crumb pitch.

3.128. There is a need to protect the unsecured World rugby compliant 22 3G pitch and grass pitches at Burnham Grammar School.

**ACCESSIBLE SUFFICIENT QUALITY AND APPROPRIATELY MAINTAINED**

3.129. It is important that ancillary and pitch facilities are fit for purpose. The following quality issues have been raised as part of the consultation:

- **Beaconsfield Rugby Club Cross Lane:** The clubhouse is in good condition, but the club has a requirement to undertake several projects to enable the building to cater for the demand from junior rugby.
- **Drifters Rugby Club Farnham Common Sports Club:** A good site, with large ancillary facilities that are in good condition. Recently re roofed the clubhouse. Containers need reorganising on site.
- **Farnham Royals Rugby Club:** Clubhouse has been refurbished to meet criteria regarding safeguarding etc. Currently lost a pitch because of poor quality.
- **Phoenix Rugby Club:** Need additional coaches to increase junior and min participation

### WHAT IS THE OVERALL QUALITY LEVEL?

- 3.130. Future investment in quality enhancement is required to sustain and grow the clubs based in South Bucks, floodlights and improvements to pitch drainage and access to a 3G world rugby regulation 22 compliant rubber crumb pitch are required.

## 4. KEY FINDINGS CHILTERN DISTRICT

### FOOTBALL SUMMARY OF KEY FINDINGS

#### MAIN CHARACTERISTICS OF THE CURRENT SUPPLY AND DEMAND

- 4.1 There are 235 teams playing football in Chiltern District. These teams include 43 adult 11 v 11 men's teams, 2 exported men's teams and 4 women's teams, 48 boy's youth 11 v 11 teams and 8 youth 11 v 11 girls' teams and 13 exported youth teams, 30 junior 9 v 9 boy's teams and 3 junior 9 v 9 girls' team, 6 exported junior boy's teams and 1 exported girls team, 42 mini soccer 7 v 7 teams 3 exported mini soccer 7 v 7 teams, 29 mini 5 v 5 teams and 3 exported mini 5 v 5 teams.
- 4.2 There are 20 secured community use playing pitch sites in Chiltern District providing community use football pitches for the adult 11 v 11 game, they provide 31 pitches with capacity for 67 match equivalent sessions weekly. There are 3 unsecured community use sites providing 5 pitches with capacity for 10 match equivalent sessions weekly.
- 4.3 There are 9 secured community use sites providing youth 11 v 11 pitches they provide 10 pitches and 18 match equivalent sessions weekly. There are 3 unsecured community use sites providing 3 pitches and 7 match equivalent sessions weekly. There is demand on adult 11 v 11 pitches by youth teams and this demand equates to 7.5 youth match equivalent sessions.
- 4.4 There are currently 5 sites providing 7 secured community use pitches for junior 9 v 9 and 15 match equivalent sessions weekly. There are 4 unsecured community use sites providing 4 pitches and 8 match equivalent sessions weekly. There are 4.5 x 9 v 9 match equivalent sessions overplayed on adult 11 v 11 pitches.
- 4.5 There are currently 8 sites providing 10 secured community use pitches providing 42 match equivalent sessions weekly for 7 v 7 mini soccer and 7 unsecured community use sites providing 10 mini pitches and 46 match equivalent sessions weekly.
- 4.6 There are currently 6 sites providing 8 secured community use pitches providing 30 match equivalent sessions weekly for 5 v 5 mini soccer and 3 unsecured community use sites providing 4 pitches providing 16 match equivalent sessions for 5 v 5 mini soccer.
- 4.7 There is 1 adult site with a standard quality pitch that is over played against its weekly capacity and none overplayed peak time of play. There are 3 youth 11 v 11 sites overplayed against their weekly capacity and 7 sites overplayed at peak time. There is 1 junior 9 v 9 site overplayed against its weekly capacity and 3 sites overplayed at peak time.
- 4.8 In 2036 there will be a need at peak time for 26 adult 11 v 11 match equivalent sessions, 36 youth 11 v 11 match equivalent sessions, 25 junior 9 v 9 match equivalent sessions, 24 mini soccer 7 v 7 match equivalent sessions and 19 mini soccer 5 v 5 match equivalent sessions.
- 4.9 The Football Association has identified that for a full size 3G rubber crumb pitch to be sustainable, there are 42 teams required to use the pitch for training purposes. On this basis, Chiltern District currently has 235 football teams and requires 5.5 x 3G rubber crumb full size pitches. When considering latent demand and future population growth to 2036 there are 270 teams this requires 6.4 x 3G full size rubber crumb pitches in the future.
- 4.10 There is 1 adult poor-quality pitch at risk to development. Windsor Road Recreation Ground.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

## FOOTBALL SCENARIOS CHILTERN DISTRICT

### IMPROVING PITCH QUALITY

- 4.11 Improving pitch quality on pitches means increased maintenance or pitch drainage improvements. This is to raise the quality standard from poor to either standard or good quality.
- 4.12 By raising the quality of pitches at some sites will increase pitch capacity and therefore help to accommodate overplay. In other situations, it might be best to move teams overplaying a pitch to the correct size pitch for the appropriate age group.
- 4.13 There is 1 adult 11 v 11 site Barn Meadow with 2 weekly match equivalent session overplay. The site is of standard quality and is over played by 2.5 junior 9 v 9 match equivalent sessions. The junior 9 v 9 teams should transfer to the correct size pitch. There is no overplay of adult pitches at peak time of play.
- 4.14 There are 7 youth 11 v 11 sites that have over play at peak time of play. These are:
- **Mill Meadow – 1 standard quality pitch if raised to good quality peak time play would be balanced play.**
  - **The Moor – 2 standard quality pitches if raised to good quality, peak time play would provide 1 spare match equivalent session.**
  - **Chiltern Hills Academy – 1 standard quality pitch if raised to good quality, peak time play would provide 1 spare match equivalent session every other week.**
  - **The National Epilepsy Centre – 1 standard quality pitch if raised to good quality, peak time play would still provide overplay of 2 match equivalent sessions per week. Teams should consider transferring to other pitches.**
  - **The Playing Field Chalfont St Giles - 1 standard quality pitch if raised to good quality peak time play would provide 1 spare match equivalent session every other week.**
  - **Barn Meadow - 1 standard quality pitch if raised to good quality peak time play would be balanced play.**
  - **Prestwood Common - 1 standard quality pitch if raised to good quality, peak time play would still provide overplay of 1 match equivalent session per week. Teams should consider transferring to other pitches.**
- 4.15 There are 3 Junior 9 v 9 sites that have overplay at peak time of play. These are:
- **National Epilepsy Centre - 1 standard quality pitch if raised to good quality peak time play would be balanced play.**
  - **Westwood Park - 1 standard quality pitch if raised to good quality peak time play would be balanced play.**
  - **Thorpe House School - 1 standard quality pitch if raised to good quality peak time play would provide 1 spare match equivalent session every other week**

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

- 4.16 There is no overplay of mini soccer 7 v 7 pitches. These teams tend to play at staggered kick off times at peak time of play and the match equivalent sessions can be met within the weekly capacity. Weekly capacity is 88 match equivalent sessions and weekly demand including peak time is 69 match equivalent sessions. There are 19 match equivalent sessions used at peak time of play and 20 match equivalent sessions available leaving 1 match equivalent session spare.
- 4.17 There is no overplay of mini soccer 5 v 5 pitches. These teams tend to play at staggered kick off times at peak time of play and the match equivalent sessions can be met within the weekly capacity. Weekly capacity is 46 match equivalent sessions and weekly demand including peak time is 12 match equivalent sessions. There are 12 match equivalent sessions used at peak time of play and 12 match equivalent sessions available leaving balanced play.
- 4.18 There are poor quality pitches at Windsor Road 1 adult pitch (this pitch may be lost to development), Amersham and Wycombe College (Chesham Athletic) 1 adult pitch currently under played at peak time. Bellingdon Village Hall 1 adult pitch underplayed at peak time. Codmore Field 1 adult pitch underplayed at peak time. Marston Field 1 youth 11 v 11 underplayed at peak time and Ashley Drive Recreation Ground underplayed at peak time.
- 4.19 In the age of austerity and Local Authority budget constraints alternatives to improving pitch quality need to be looked at. The alternative to natural grass pitches is the provision of 3G rubber crumb pitches for training and competitive matches.

### SCENARIO 3G RUBBER CRUMB - CHILTERN DISTRICT

- 4.20 The PPS has not identified any 3G rubber crumb pitches across Chiltern District.
- 4.21 Based upon the FA training model for 3G rubber crumb pitches of 42 teams to 1 3G pitch there is a current shortfall of 5 full size 3G rubber crumb pitches. This shortfall rises to 6 in 2036.
- 4.22 If all competitive matches for teams currently playing 9 v 9, 7 v 7 and 5 v 5 football on natural grass pitches moved to 3G rubber crumb there would be a need for 7 full size 3G rubber crumb pitches for these typologies of the game at their respective peak time.
- 4.23 If 50% of mini soccer and junior 9 v 9 football played on natural grass pitches moved to 3G rubber crumb the need would be 4 x 3G rubber crumb pitches.
- 4.24 Chesham United FC would like to change their stadia pitch to 3G rubber crumb and provide a 3G surface on their tarmac training are confirming they are also looking at potential new ground facilities within Chesham which would be built and provide training and playing facilities for not only the first team but also the ladies, youth and junior sides and if an agreed site is given the go ahead, it is hoped that this can be in place for 2020.
- 4.25 Misbourne School has raised 50% of the funds required for a 3G pitch and is continuing to raise funds.
- 4.26 Chalfonts Community College have a hard-court tennis site they would like to transform into a 3G rubber crumb pitch.
- 4.27 Chiltern Hills Academy are working towards delivering a 3G rubber crumb pitch.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

**IS THERE ENOUGH ACCESSIBLE AND SECURED COMMUNITY USE PROVISION CURRENTLY AND IN THE FUTURE**

- 4.28 For adult 11 v 11 there are currently 31 pitches providing 31 match equivalent sessions in secured community use at peak time of play. Disregarding youth 11 v 11 play over adult 11 v 11 pitches, there are 42 teams at peak time of play requiring 21 match equivalent sessions. This provides spare capacity of 10 match equivalent sessions. There are 5 pitches providing 5 match equivalent sessions played at unsecured community use sites. These unsecured community use sites will require formal community use agreements to be put in place. The secured and unsecured match equivalent sessions provide 15 spare match equivalent sessions at peak time of play.
- 4.29 The secured match equivalent sessions provide 31 match equivalent sessions at peak time of play. This means with 26 match equivalent sessions required in 2036 there are 5 match equivalent sessions spare at peak time of play in 2036.
- 4.30 The following unsecured community use sites will require formal community use agreements to be in place to safeguard future community use:
- **Misbourne School – Requires a formal community use agreement to be in place. Facility currently provides for 3 adult pitches.**
  - **Chalfont Community College – Requires a formal community use agreement to be in place. Facility currently provides for 1 adult pitch.**
  - **Chiltern Hills Academy – Requires a formal community use agreement to be in place. Facility currently provides for 1 adult pitch.**
- 4.31 The above 3 sites add 5 match equivalent sessions to peak time spare capacity. With the Playing Field of Chartridge an additional 1 match equivalent session if required. It is currently not used but available for use. The total spare adult 11 v 11 match equivalent sessions in 2036 equates to 11.
- 4.32 There are currently 69 youth 11 v 11 teams including girls and exported teams. At peak time of play there is a current shortfall of 22 Youth 11 v 11 match equivalent sessions. The 22 match equivalent sessions include 6.5 match equivalent sessions exported, 7.5 match equivalent sessions overplayed on adult 11 v 11 pitches and overplay of 8 match equivalent sessions currently at peak time of play. There is a requirement to ensure that youth 11 v 11 teams play on the correct size pitches.
- 4.33 The demand in 2036 is for 72 teams at peak time of play and requires 36 youth 11 v 11 match equivalent sessions. There are currently 13 match equivalent sessions available 10 in secure community use and 3 in unsecured community use. A formal community use agreement will need to be put in place with Brushwood Junior School, Chiltern Hills Academy and Dr Challoners Grammar School to safeguard community use in the future. This means there will be a need for 23 additional youth 11 v 11 pitches in 2036.
- 4.34 The 10 adult 11 v 11 pitches that are spare could be reconfigured to youth 11 v 11 pitches. This would reduce the need for additional youth 11 v 11 pitches to 13.
- 4.35 5 youth 11 v 11 pitches are required because of population increases and these should be provided by developer contributions. The remaining 8 junior 11 v 11 pitches could be provided through reconfiguring 9 v 9, 7 v 7 and 5 v 5 grass pitches that become redundant once teams move onto 3G rubber crumb for training and competitive games.
- 4.36 There are currently 33 junior 9 v 9 teams, 7 exported teams and 9 teams overplaying adult pitches. There is a current demand for 11 match equivalent sessions (10.5 rounded up) at peak time of play and there are currently 11 match equivalent sessions available at peak time of play. 7 of the 11 match

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

equivalent sessions are provided for with secured community use and 4 are provided for with unsecured community use. There is a need to put in place formal community use agreements to secure the 4 unsecured community use match equivalent sessions. These are Brushwood Junior School - 1 match equivalent session, Thorpe House School - 1 match equivalent session, Misbourne School - 1 match equivalent session and Seer Green Church of England School - 1 match equivalent session.

- 4.37 In 2036 the PPS identifies a need for 50 junior 9 v 9 teams and 25 pitches providing 25 match equivalent sessions at peak time of play. With the current 7 secured community use pitches providing 7 match equivalent sessions and 4 unsecured match equivalent sessions requiring formal community use agreements. This leaves a shortfall of 14 match equivalent sessions at peak time of play.
- 4.38 Population growth identifies a need for 3 new junior 9 v 9 pitches, providing 3 match equivalent sessions at peak time of play, to be provided from new housing development. This leaves a shortfall of 13 match equivalent sessions.
- 4.39 These 13 9 v 9 match equivalent sessions should be accommodated on new 3G rubber crumb pitches by moving 50% of 9 v 9 match play.
- 4.40 There are currently 42 mini soccer 7 v 7 teams and 3 exported teams totalling 45 mini soccer 7 v 7 teams. The current peak time demand is for 19 match equivalent sessions and there are 20 match equivalent sessions available.
- 4.41 Of the 20 match equivalent sessions available, 10 are in secured community use provided on 10 pitches and 10 are in unsecured community use provided on 10 pitches. The 10 pitches in unsecured community use are: Brushwood Junior School - 1 pitch, Little Kingshill Combined School - 1 pitch, Misbourne School - 1 pitch, Robertswood School – 1 pitch, St Joseph’s Catholic Primary School – 2 pitches, Thorpe House School – 1 pitch, The National Centre for Epilepsy – 3 pitches.
- 4.42 The 7 sites providing unsecured community use require formal community use agreements to be put in place.
- 4.43 The demand in 2036 at peak time of play is for 48 mini soccer 7 v 7 teams requiring 24 match equivalent sessions. There are currently 10 mini soccer pitches in secured community use that provide a weekly capacity for 42 match equivalent sessions. With the 10 unsecured community use pitches providing a further 46 weekly match equivalent sessions and provision of staggered kick off times, there are sufficient 7 v 7 match equivalent sessions to meet future demand.
- 4.44 Potentially the development of 3G rubber crumb pitches as central venues for match play would replace the need for grass 7 v 7 match equivalent sessions.
- 4.45 There are 32 5 v 5 mini soccer teams across Chiltern District and 3 are exported. Peak time play requires 12 match equivalent sessions and there are 12 available match equivalent sessions. There are 8 secured community use pitches providing weekly capacity for 30 match equivalent sessions and 4 unsecured community use pitches providing weekly capacity for 16 match equivalent sessions.
- 4.46 The unsecured community use pitches are: Misbourne School – 1 pitch, St Joseph’s catholic School – 2 pitches and Robertswood School – 1 pitch. These 3 sites require formal community use agreements to be put in place.
- 4.47 The demand in 2036 is for 38 teams and 19 match equivalent sessions at peak time of play. There is a current weekly capacity for 30 mini soccer 5 v 5 match equivalent sessions with secured community use. With staggered kick of times on the peak day of play there are sufficient 5 v 5 match equivalent sessions to meet future demand.
- 4.48 Potentially the development of 3G rubber crumb pitches as central venues for match play would replace the need for grass 5 v 5 match equivalent sessions.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

**IS PROVISION ACCESSIBLE AND OF SUFFICIENT QUALITY AND APPROPRIATELY MAINTAINED?**

4.49 The site assessments carried out determine the 'Carrying Capacity' of a football pitch. This capacity determines the number of matches a pitch can take per week without having a detrimental effect on the quality. A pitch receives a score identified through the assessment that determines the quality as 'good', 'standard' or 'poor'. The effect this has on carrying capacity for adult pitches is as follows:

- **Poor = 1 match equivalent carrying capacity per week**
- **Standard = 2 match equivalent carrying capacity per week**
- **Good = 3 match equivalent carrying capacity per week**

4.50 For Youth Football 11 v 11 and 9 v 9 pitches, carrying capacity is affected differently due to the difference in nature and length of play. The effect of the quality scores on these pitches is as follows:

- **Poor = 1 match equivalent carrying capacity per week**
- **Standard = 2 match equivalent carrying capacity per week**
- **Good = 4 match equivalent carrying capacity per week**

4.51 For Mini soccer 7 v 7 and 5 v 5 pitches, the quality score affects carrying capacity as follows:

- **Poor = 2 match equivalent carrying capacity per week**
- **Standard = 4 match equivalent carrying capacity per week**
- **Good = 6 match equivalent carrying capacity per week**

4.52 The quality of pitches across Chiltern District is assessed below. There are 6 football pitch sites audited as good quality pitches these are shown in table 4.1 below.

**Table 4.1: Chiltern District wide 'Good' Quality Football Pitches**

PITCH PROVISION – SITE	PITCH QUALITY RATING
Spratley Meadow – Adult Pitches	Good
Holmer Green Sports Association – Adult Pitches	Good
Penn and Tylers Green Sports Association – Adult Pitches	Good
The Playing Fields Chalfont St Giles – Adult pitches	Good
Mill Meadow Playing Fields – Adult Pitches	Good
The Meadow Amey lane – Adult Pitches	Good
Dr Challoners School – Youth 11 v 11	Good
National Centre for Epilepsy – Mini 7 v 7	Good

4.53 All of the good quality pitch sites are in secured community use. Holmer Green Sports Association 2 adult pitches are overplayed by 2 youth 11 v 11 match equivalent sessions. Mill Meadows 1 adult pitch is overplayed by 1 junior 9 v 9. None of these pitches are overplayed at peak time of play.

4.54 Table 4.2 below identifies the 16 football sites audited as 'Standard' quality.

**Table 4.2: Chiltern District wide 'Standard' Quality Football Pitches**

PROVISION – SITE	PITCH QUALITY RATING
Misbourne School	Standard

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

PROVISION – SITE	PITCH QUALITY RATING
Westwood Park	Standard
National Centre for Epilepsy - Youth 11 v 11, 5 v 5 pitches	Standard
Barn Meadow	Standard
Hervines Park	Standard
Gold Hill Common	Standard
Buryfield Recreation Ground	Standard
Seer Green Recreation Ground	Standard
Sprinter Leisure Centre	Standard
Prestwood Common	Standard
Chalfont Community College	Standard
Chiltern Hills Academy	Standard
Mill Meadow – Youth 11 v 11 pitches, 5 v 5 pitches	Standard
The Moor	Standard
Brushwood Junior School	Standard
The Playing Field Chalfont St Giles – Youth 11 v 11	Standard
Thorpe House School	Standard
Seer Green Church of England School	Standard
Chesham Cricket Club	Standard
Little Kingshill Combined School	Standard
Robertswood School	Standard
St Joseph’s Catholic Primary School	Standard

- 4.55 Adult pitches at Misbourne School are overplayed by youth 11 v 11 1.5 match equivalent sessions, Barn Meadow is overplayed by 2.5 9 v 9 match equivalent sessions, Hervines Park 2 adult pitches are over played by 2 junior 11 v 11 match equivalent sessions, Chalfont Community College 1 adult pitch is overplayed by 1 youth 11 v 11 match equivalent session. None of these adult pitches are overplayed at peak time.
- 4.56 The following youth 11 v 11 standard quality pitches are all overplayed at peak time. This is because there are staggered kick off times in place. Two sites Mill Meadow and Prestwood Common – 1 youth 11 v 11 pitch each. The weekly capacity is 2 match equivalent sessions and there is overplay of 1 weekly match equivalent session. Improving the quality of the pitches to good would provide weekly balanced play and improve capacity for peak time play with staggered kick off times.
- 4.57 The other youth 11 v 11 sites with peak period overplay are The Moor (Chesham Athletic), Chiltern Hills Academy, The Playing Field Chalfont St Giles, and Barn Meadow.
- 4.58 The National Epilepsy Centre has 1 standard quality youth 11 v 11 pitch with weekly overplay of 2.5 match equivalent sessions and peak time over play of 3 match equivalent sessions. Teams should be moved to other sites.
- 4.59 There are 3 junior 9 v 9 sites with overplay at peak time due to staggered kick off times. If the pitches were improved to good quality at the National Epilepsy Centre, Westwood Park and Thorpe House School then there would be sufficient weekly match equivalent capacity to meet peak time play with staggered start times.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

4.60 Table 4.3 shows the 'poor' quality football pitches across Chiltern District. There are 4 sites with poor quality pitches.

**Table 4.3: Chiltern District wide 'Poor' Quality Football Pitches**

PITCH PROVISION – SITE	PITCH RATING
Ashley Drive Recreation Ground – 5 v 5 1 pitch	Poor
Marston Field – youth 11 v 11 1 pitch	Poor
Codmore Field – Adult 11 v 11 2 pitches	Poor
Bellingdon Village Hall Adult 11 v 11 1 pitch	Poor
Windsor Road Recreation Ground 1 adult pitch	Poor
Chesham Athletic Amersham & Wycombe College 1 adult 11 v 11 pitch	Poor

4.61 Poor natural drainage and compaction of the ground are issues at several of the grass football pitch sites and these are rated as 'Poor' quality.

4.62 Berks and Bucks FA should consider looking at the poor and standard sites as part of the Pitch Improvement Plan when the Local Facility plans are developed.

4.63 Some clubs have expressed their concerns with regards to pitches. Barn Meadow a multi-pitch site, is key for youth football in the town.

4.64 Codmore Field: One pitch is heavily sloped and requires some levelling to improve the pitch.

4.65 Hervines Park: Site is very sloping.

4.66 Marston Field: The pitches are severely sloped and have poor access down a single-track lane.

4.67 Mill Meadow: An enclosed pitch with a seated stand, with a good quality pitch, although Chesham United are looking at changing this to a 3G surface and would allow external bookings to enable a revenue stream in the future. There is also a tarmac area that used to be used for small sided training games, which the club would also like to change to an AGP surface. The club are also looking at new sites to bring the club closer together (ladies and youth teams).

4.68 The Playing Fields: A standard quality site that is maintained by the club and the parish council. The football club have reached a standard where specific requirements are made on their ground. This entails taking the perimeter fencing up and down every season.

4.69 It is important that fit for purpose ancillary provision (changing and social facilities) are provided. There is a need to ensure that existing facilities (changing rooms etc) are not placed under undue pressure by the provision of new pitches and that ancillary facilities must provide for the maximum number of sports teams able to play at the site at peak time and be either equivalent or better.

4.70 There are a number of sites where new changing rooms or improvements are required. The number of changing rooms that require renewing or refurbishing identifies the need to rationalise adult football to key sites and improve the ancillary facilities on these key sites. The identified sites are listed below but priority needs to be given to multi-pitch sites as they deliver more outcomes and enable more cost-effective maintenance – not all sites can be improved.

- **Barn Meadow:** The ancillary facilities are old and require new modern facilities.
- **Codmore Field:** The ancillary facilities need to be refurbished.
- **Hervines Park:** A relatively poor ancillary facility that requires replacing.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

- **Marston Field:** the site's ancillary burnt down several years ago and requires replacement.
- **Mill Meadow:** The changing room facilities are of very poor quality and are in need of improvements. The club would also like to add provision for women's football.
- **Prestwood Recreation Ground:** Poor ancillary facilities that require upgrading

### SCENARIO WINDSOR RECREATION GROUND LOSS OF SITE TO DEVELOPMENT

- 4.71 The site is owned by Chiltern District Council. There is one adult football pitch and a children's play area. The Belmont Sports and Social Club building is South of the play area to the right of the circle. This is owned by Chiltern District Council and leased to the Belmont Club.
- 4.72 In the 2016/17 season the adult pitch was played on by Old Belmont Pugilists a Chesham Sunday League team. The Chesham Sunday League has reduced in team numbers in the past few years and Old Belmont Pugisists FC have since folded.
- 4.73 The 1 adult pitch has been audited as a 'Poor' quality pitch with maximum capacity of 1 match equivalent session per week (1 game per week).
- 4.74 There is a need to protect all-natural grass football pitches due to the shortfall in youth 11 v 11 pitches and junior 9 v 9 pitches.
- 4.75 There is also a need to consider Chesham Utd Youth, who have to currently travel outside of Chesham to access junior football. Chesham Utd Youth U13 – U16 currently play games at Barn Meadow Amersham. 4 teams 2 match equivalents. Chesham Utd U12, U11 & U10 currently play at Barn Meadow Amersham = 1.5 match equivalents.
- 4.76 The PPS Assessment shows that all currently used playing field sites require protection and therefore cannot be deemed spare to requirements because of shortfalls now and in the future. Therefore, based on the outcomes of the PPS, local planning policy should reflect this situation.
- 4.77 Lapsed, disused, underused and poor-quality sites should also be protected from development or replaced as there is a requirement for playing field land to accommodate more pitches to meet the identified shortfalls.
- 4.78 Any proposed development at Windsor Road will need to meet Sport England's Policy Exemption 4 below:
- **Policy Exemption E4:**
    - 'The playing field or playing fields, which would be lost as a result of the proposed development, would be replaced by a playing field or playing fields of an equivalent or better quality and of equivalent or greater quantity, in a suitable location and subject to equivalent or better management arrangements, prior to the commencement of development'.
  - **Possible Solutions**
    1. Existing adult spare capacity to be reconfigured to junior 11 v 11.
    2. Developer contributions to provide funding towards a new 3G pitch.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

## CRICKET SUMMARY OF KEY FINDINGS CHILTERN DISTRICT

### MAIN CHARACTERISTICS OF THE CURRENT SUPPLY AND DEMAND FOR PROVISION

- 4.79 There are 24 cricket clubs providing 58 adult men's teams, 2 women's team, 94 junior boys' teams and 3 junior girl's teams.
- 4.80 In the 2017 season, there is capacity for 1088 match equivalents per season and the demand is 849 match equivalents per season, with a theoretical underplay of 239 match equivalent games per season across the whole of Chiltern District.
- 4.81 Peak demand is on a Saturday and this needs to be considered as only one game can be played on 1 square. Some clubs have to play at other sites other than their home ground.
- 4.82 There are 6 grounds with over play of annual match equivalent sessions. These are: Ballinger Waggoner's CC (16 match equivalent sessions), Chalfont St Peter's CC (18 match equivalent sessions), Chesham CC the Meadows (1 match equivalent session), Chesham CC Chartridge Playing Fields (6 match equivalent sessions), Holmer Green CC (9 match equivalent sessions) and Sprinters Leisure Centre (5 match equivalent sessions). 1 ground has balanced play Hawridge and Cholsbury CC.
- 4.83 There are no unsecured community use sites used by cricket clubs in Chiltern District.
- 4.84 There are a number of clubs that require improvements.
- **Amersham Cricket Club:** The site has two pitches but only two sets of changing rooms, meaning senior matches cannot be held at the same time comfortably. The club has strong links with the local community and has set up a shared social membership arrangement with the local rugby club.
  - **Barn Meadow:** The club would like covers if possible, but the site is a public area so may be difficult. Site is used on most days of the week by school teams and Old Challoners (local side). The ancillary is old and needs replacing.
  - **Chalfont Park:** Chalfont St Peter's Cricket Club has ever since the storm of 2013 suffered without any Pavilion other than a marquee, which is very poor. The pavilion is currently undergoing building work and hope to finish this for next season 2018. The club would like to develop disability cricket at the site and would like some support with this. Other priorities they have are to weed the outfield and add an additional net to help with junior training.
  - **Chesham Cricket Club:** The cricket club has some of the best facilities in the county. Chesham CC is a large club with circa 15 junior teams, 7 senior teams, 2 girls' teams and one ladies team. The pitch is very well maintained by the club. The major issue with the pitch is the poor quality non-turf pitch, which is nearly 20 years old and clearly in need of being replaced. The clubs main issue with the site is the cost of maintaining the surrounding trees, which they feel that they require some financial support to maintain. The club have recently spent £36,000 on new nets. The pavilion on site has recently been refurbished and is in good condition. The club received a loan from the ECB for this; however, they are now struggling to pay this back. The club still feel the pavilion is unfinished and need approx. £50,000 to complete the project.
  - **Cholesbury Common:** Hawridge and Cholesbury Cricket Club. The club have a growing junior section and want to expand this further by providing a non-turf pitch and they have a relatively new ECB-approved two-lane net.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

- **Coleshill Cricket Club:** good quality village cricket provision, with a well-maintained outfield and square protected by a secure surrounding fence. The ancillary facility is also in adequate condition but beginning to show signs of age. The club have installed their own practice net facility, which showed some safety concerns, specifically bubbling in the surface.
- **Holmer Green Sports Association:** large sports association site with standard quality cricket facilities. Ancillary facilities are in need of improvement, with the changing rooms specifically being in poor condition. The site is currently charged significant rent by the Parish Council, which restrict the clubs' possibility to develop the current facilities, including enhancing the level of maintenance and improving training and coaching programs for children. Holmer Green Cricket Club are looking to purchase two new sight screens for the ground and are in a position where they can purchase one of the sight screens from club funds, however they require a sight screen at each end of the pitch and would like to try and raise £1,300 to be able to purchase the second sight screen.
- **Knotty Green Cricket Club:** A club with a large and growing junior section, with good pitches and several qualified coaches within the club. Although to expand this they require a new non-turf pitch and sight screens.
- **Ley Hill Cricket Club:** a rural site based in the grounds of a country estate. The field is surrounded by trees, which can cause debris on the field. The Pavilion has recently undergone a substantial refurbishment. During consultation, the club reported having suffered several thefts and being victims of minor petty crime, as a precaution they have installed security shutters to deter future criminal activity. The ground itself is quite small and, although the club has good relationships with its neighbours, there is a slight issue with balls being lost into gardens.
- **Little Missenden Cricket Club:** They highlighted the need for a new roller, as the current one is old and of poor quality. Used for games on a Sunday, also hosts some of the Lee CC junior games, and junior county games. The nets are old, and need replacing as does the net matting. The club have recently refurbished the clubhouse through a grant and club funds.
- **Manor Park:** Previously built new nets without planning permission, which was challenged by local community, so they had to take them down. So currently have no proper nets, which is now a priority for the site.
- **Penn & Tylers Green Cricket Club:** The club wish to open up an old pavilion for community use. They also stated that they need new nets, a new roller, and replacement windows and door of the pavilion.
- **Penn Street Cricket Club:** Nets are in very poor condition, they looked into improving these but would likely need more land from the surrounding woods to allow this
- **Playing Fields of Chartridge:** The site is maintained but in a lower standard condition - equivalent to other village recreation grounds
- **The Common:** Chesham Bois CC a small club that is at the heart of the village. The pitch is of standard quality, however the groundsman mentioned that he would like some support with maintenance of the pitch. The priority for the club is to update the changing rooms.
- **Chalfont St Giles The Playing Fields:** A standard quality site that is maintained by the club and the parish council. The club have just received club mark, which they hope will help them over the next few years in regards to grant applications. They have a thriving youth section; however, they are currently struggling for senior playing members. The main priority for the club is to update the changing facilities and obtain better maintenance equipment. The changing and bar facilities are not in good condition and should be replaced/refurbished imminently.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

### ACCESSIBLE AND SECURED COMMUNITY USE PROVISION TO MEET CURRENT DEMAND

- 4.85 In the 2017 season, there is capacity for 1088 match equivalents per season and the demand is 849 match equivalents per season, with a theoretical underplay of 239 match equivalent games per season across the whole of Chiltern District. There are no community use cricket clubs playing on unsecured cricket facilities across Chiltern District.
- 4.86 Overall across Chiltern District there is sufficient current supply to meet current demand for cricket. There are 6 sites where there is over play. Ballinger Waggoners is overplayed due to junior cricket, Chalfont St Peter Cricket Club and Holmer Green Cricket Club is because of junior use and overplay could be reduced by providing a non-turf pitch. Chesham Cricket Club both grounds are slightly over played by 1 and 6 match equivalent sessions per season. Sprinters Leisure Centre is also slightly overplayed. All overplay could be distributed to cricket facilities with spare match equivalent sessions.

### CRICKET PITCHES ARE THEY ACCESSIBLE OF SUFFICIENT QUALITY AND APPROPRIATELY MAINTAINED

- 4.87 The cricket pitches at the club-operated sites are good and all but 2 sites Barn Meadow and Sprinters Leisure Centre are club operated. Sprinters Leisure Centre has a slight overplay of 6 match equivalent sessions which could be improved if an improvement in quality was to raise the 3 match equivalent sessions per season to 5. This would resolve the overplay issue.
- 4.88 There are improvements required to clubhouse facilities and, provision of equipment and practice facilities. It is important that ancillary facilities and equipment are fit for purpose.
- 4.89 The club and ECB consultation has reported:
- **Amersham Cricket Club:** The site has two pitches but only two sets of changing rooms, meaning senior matches cannot be held at the same time comfortably.
  - **Barn Meadow:** The club would like covers if possible, but the site is a public area so may be difficult. The changing facilities are need replacing.
  - **Chalfont Park:** Chalfont St Peter's Cricket Club Priorities are to complete pavilion rebuild by 2018 season, weed the outfield and add an additional net to help with junior training.
  - **Chesham Cricket Club:** The major issue with the pitch is the poor quality non-turf pitch, which is nearly 20 years old and clearly in need of being replaced and the cost of maintaining the surrounding trees, The club have had a loan from the ECB and are struggling to pay this back and still feel the pavilion is unfinished and need approx. £50,000 to complete the project.
  - **Cholesbury Common:** Hawridge and Cholesbury Cricket Club. The club have a growing junior section and want to expand this further by providing a non-turf pitch.
  - **Coleshill Cricket Club:** The ancillary facility is beginning to show signs of age and needs refurbishing. The club have installed their own practice net facility, which showed some safety concerns, specifically bubbling on the surface.
  - **Holmer Green Sports Association:** Ancillary facilities are in need of improvement, with the changing rooms specifically being in poor condition. The site is currently charged significant rent by the Parish Council, which restrict the clubs' possibility to develop the current facilities, including enhancing the level of maintenance and improving training and coaching programs for children. Holmer Green Cricket Club are looking to purchase two new sight screens for the ground and are in a position where they can purchase one of the sight screens from club funds, however they require a sight screen at each end of the pitch and would like to try and raise £1,300 to be able to purchase the second sight screen.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

- **Knotty Green Cricket Club:** The club requires a new non-turf pitch and sight screens.
- **Ley Hill Cricket Club:** The ground itself is quite small and, although the club has good relationships with its neighbours, there is a slight issue with balls being lost into gardens.
- **Little Missenden Cricket Club:** They highlighted the need for a new roller, as the current one is old and of poor quality. The nets are old, and need replacing as does the net matting.
- **Manor Park:** Previously built new nets without planning permission, which was challenged by local community, so they had to take them down. So currently have no proper nets, which is now a priority for the site.
- **Penn & Tylers Green Cricket Club:** The club want to open up an old pavilion for community use. They also stated that they need new nets, a new roller, and replacement windows and door for the pavilion.
- **Penn Street Cricket Club:** Nets are in very poor condition, they looked into improving these but would likely need more land from the surrounding woods to allow this.
- **The Common:** Chesham Bois CC a small club that is at the heart of the village. The pitch is of standard quality, however the groundsman mentioned that he would like some support with maintenance of the pitch. The priority for the club is to update the changing rooms.
- **Chalfont St Giles The Playing Fields:** A standard quality site that is maintained by the club and the parish council. The club have just received club mark, which they hope will help them over the next few years in regards to grant applications. They have a thriving youth section; however, they are currently struggling for senior playing members. The main priority for the club is to update the changing facilities and obtain better maintenance equipment. The changing and bar facilities are not in good condition and should be replaced/refurbished imminently.

### FUTURE SUPPLY AND DEMAND FOR PROVISION

- 4.90 The future match equivalent session requirements for latent demand per season equate to 44 games per season and future population growth requirements equate to 13 games per season. The total additional games per season would be 57 games per season. Theoretically this can be met from the theoretical underplay of 239 match equivalent sessions.
- 4.91 Despite what the team generation rates tell us there is demand for cricket nationally from women and girl's. The Sport England Active Lives Survey 2016, 9.2% of players that had played twice in the last 28 days were female. There is likely to be an increase in girl's and women's cricket. 1 women's team and 1 girl's junior team.
- 4.92 The future ethnic make-up of the projected population increase in Chiltern District will have an effect on the Team Generation Rates for cricket since we know that 35% of the playing population comes from the South Asian Community and that statistically they are 5 times more likely to play cricket than anybody else. The overall Chiltern District South Asian population in 2011 was 5,046. If the South Asian community increases in line with population projections of 8.5% by 2036 the figure would be 5,474. An increase of 428. The likelihood is that teams will increase more than the team generation rates suggest by a further 1 adult team and 1 junior team.
- 4.93 The ECB All Stars Cricket Initiative for 2017 aimed at 5 – 8-year olds, proved to be very successful nationally and attracted 37,000 children and the target number for 2018 has been raised considerably. The aim is for this initiative to remain in place and when children are too old for All Stars a large percentage will then join traditional junior cricket and over time result in an increase in the number of adult players as they transition into traditional cricket – which could lead to a greater demand for cricket than under the current PPS methodology.

## SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS PLAYING PITCH STRATEGY

- 4.94 The older population is also increasing midweek cricket and more 55+ teams are beginning to participate.
- 4.95 With the All Stars Cricket Initiative, over 55 development of teams and the South Asian community developing cricket the PPS has made the following assumptions:
- **South Asian Cricket Initiative 2 adult teams = 26 match equivalent sessions per year**
  - **South Asian Cricket Initiative 2 junior teams = 12 match equivalent sessions per year.**
  - **All Stars cricket 2 junior teams = 12 match equivalent sessions per year.**
  - **Over 55's 2 adult teams = 26 match equivalent sessions per year.**
- 4.96 The total additional match equivalent sessions per season for latent demand and future population growth would be 57 match equivalent sessions and the 4 cricket development initiatives 76 match equivalent sessions per year. Overall total of 133 match equivalent sessions per year. This is within the current theoretical underplay of 239 match equivalent sessions per year.
- 4.97 The use of non-turf pitches by under 11 teams will assist in reducing the overall 133 grass match equivalent sessions additionally required.
- 4.98 Chiltern District Council needs to protect all secured and unsecured community use and non-available education cricket pitches across Chiltern District in the Local Plan.
- 4.99 There is also a need to ensure that there are sufficient quality non-turf pitches that are accessible for all clubs and in particular for use by midweek teams and junior U11s. The ECB recognise that research will need to be undertaken to identify the best sites and the preferences of potential and new players (paradoxically players often prefer 'traditional' turf facilities even if a non-turf pitch provides a better-quality playing surface).

### HOCKEY KEY FINDINGS

#### MAIN CHARACTERISTICS OF THE CURRENT SUPPLY AND DEMAND FOR PROVISION

- 4.100 There are 2 hockey AGPs in Chiltern District. **Amersham and Wycombe College:** The site is leased to Amersham and Chalfont Hockey Club. The club has raised funds for a new clubhouse and pitch, which was officially opened in September 2017. The club have been using the AGP since January 2017. The second pitch is **Dr Challoners Grammar School:** The 11-year-old pavilion was refurbished this year and more than adequate for current provision. The AGP was resurfaced in August 2017. This was funded from the school's own resources and they have received planning permission for 3<sup>rd</sup> party out of hours use.
- 4.101 There is 1 hockey club that plays competitive fixtures in Chiltern District:
- **Amersham and Chalfont Hockey Club** – Established in 2001 through the merger of Amersham and Chalfont St. Peter hockey clubs, the club is one of the largest adult hockey clubs in Bucks with a total of 12 adult Saturday teams. Plus, over 450 junior players, making the club the 8th biggest junior section in England. **There are 6 men's teams (including a Vintage over 50s X1), 6 women's teams, Sunday mixed, and national cup competition team and 24 junior teams aged between 6 – 18 years.**
  - The U6s (Mixed) have informal games amongst themselves in most sessions and sometimes able to get fixtures with other clubs depending on how many players the club have.

## SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS PLAYING PITCH STRATEGY

- The U8's and U10's (Mixed) get a chance to play in the local 5 a side league. There are 2 under 10 boy's teams and 1 under 10 girls team and 1 under 8's team.
- The top U10s (separate Boys & Girls) play in the Chiltern In2Hockey (U12's) League and also in the County round of the England Hockey Club Championships.
- The U12s (Boys & Girls) play in the Chiltern U12's League and also in the County round of the England Hockey Club Championships. There are 4 boy's teams and 4 girl's teams.
- The U14 girls play in the Home Counties Girls League. There are three U14 girls' squads, two squads play in the development league and one squad plays in the senior league. The top side also plays in the England Hockey U14 Club Competition.
- The U14 Boys senior side plays in the Mercian Boys League, plus an A&C team in the development league. The top side is entered in the England Hockey U14 Club Competition.
- The U16 girls play in the Home Counties Girls League. There are two U16 girls' squads; one squad plays in the development league and one squad plays in the senior league. The top side plays in the England Hockey U16 Club Competition.
- There are two U16 boys' sides. The top team plays in the Mercian Boys League and will also take part in the England Hockey U16 outdoor and indoor hockey competitions. The second team plays in the Mercian Challenge League.
- The U18 girls play in the Home Counties Girls League and also in the England Hockey Board U18 Club Competition.
- The U18 boys are a joint team with Gerrards Cross HC and have entered the 2nd tier Mercian league and have also entered the EHB Indoor competition.

### ACCESSIBLE AND SECURED COMMUNITY USE PROVISION TO MEET CURRENT DEMAND?

- 4.102 Amersham and Chalfont Hockey Club currently use 19.25 hrs per week for training slots Monday – Friday evenings and Sundays on their pitch at Amersham and Wycombe College. This use is secured community use. Demand for match slots currently outstrips supply of available match slots on the AGP at Amersham and Wycombe College. The club does use Dr Challoner Grammar School. The junior teams under 6's, 8's and 10's do not play every week. There is a need for a formal community use agreement to be put in place at Dr Challoners School.

### ACCESSIBLE OF SUFFICIENT QUALITY AND APPROPRIATELY MAINTAINED

- 4.103 It is important that ancillary and pitch facilities are fit for purpose. The current AGPs at Amersham and Wycombe College and Dr Challoners School have new carpets (2017) and new or refurbished changing facilities.

### MAIN CHARACTERISTICS OF THE FUTURE SUPPLY AND DEMAND FOR PROVISION

- 4.104 There are no teams identified under latent demand and population growth projects 1 additional junior boys and 1 additional girls teams. As part of the new England Hockey Strategy 'A Nation where Hockey matters' 2017-2021 a long-term aspiration is to double the number of people playing hockey in clubs by 2028."
- 4.105 Since 2012 Hockey has seen a 65% increase of U16 players taking up Hockey within the club environment. This increase across all age groups is expected to continue especially with the success of the Rio Olympics and a home Women's World Cup during the summer of 2018.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

- 4.106 Unlike some sports, hockey can only be played competitively on sand or water based Artificial Grass Pitches (AGPs). Water based AGPs are not common and only found at elite sites, whereas sand based/sand dressed AGPs can be found on secondary school sites, leisure centres and higher education establishments.
- 4.107 Due to the impact on hockey, it is appropriate to ensure that sufficient sand based AGPs are retained for the playing development of hockey within the local authority administrative area. To that end, a change of an Artificial Grass Pitch's surface or carpet may require a planning application, and as part of it the applicants will have to show that there is sufficient AGP provision available for hockey in the locality if the surface is changed. Otherwise planning permission will not be granted. Advice from Sport England and England Hockey should be sought prior to any planning application being submitted. (Sport England are currently taking legal advice on the matter of submission of planning applications for change of AGP surface).
- 4.108 It should also be noted that if the surface is changed, it could require the existing floodlights to be changed and in some instances noise attenuation measures may need to be put in place.

### ACCESSIBLE AND SECURED COMMUNITY USE PROVISION TO MEET FUTURE DEMAND

- 4.109 The current supply of hockey facilities in Chiltern District will be sufficient to meet future demand. Sink funds will need to be in place to refurbish the carpets at the 2 sites.
- 4.110 Sport England consider that planning permission is required for a change of surface on artificial pitches and are currently seeking legal advice on this matter.

### RUGBY SUMMARY OF KEY FINDINGS

#### MAIN CHARACTERISTICS OF THE CURRENT SUPPLY AND DEMAND FOR PROVISION

- 4.111 The audit of rugby pitches across Chiltern District identifies that there are 11 sites with rugby pitches but only 2 sites stating they offer secure community use. The secured community use sites are:
- **Chiltern Hills Academy, (Chesham Rugby Club)**
  - **Weedon Lane (Amersham and Chiltern Rugby Club)**
- 4.112 There are rugby pitches provided at 9 other sites. All 9 sites have stated that their rugby facilities are not available for community use these are:
- **Chesham Grammar School**
  - **Dr. Challoners Grammar School**
  - **Gayhurst School**
  - **Holmer Green Senior School**
  - **Misbourne School**
  - **Priory Road**
  - **The Amersham School**
  - **The Beacon School**
  - **The Chalfonts Community College**

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

- 4.113 **Amersham and Chiltern Rugby Football Club Weedon Lane:** The rugby pitches are maintained and owned by the rugby club with a groundsman and a contractor annually top dresses and verti drains the pitches. The Club has said that the pitches are well used 5 nights a week and then on Saturdays and Sundays. The site is currently at capacity, especially for Minis, some of which have to use Hervines Park. This is a Park owned by Amersham Town council quite close to the Weedon Lane ground. There are no rugby pitches marked out at Hervines Park and the park is used as an overspill. This means there is a loss of potential revenue from parents at the club site. There is space to add two further pitches at the main site, but at present the site is too sloped for this to happen. However, there is potential in the future to level this space but currently this is not the club's priority.
- 4.114 The club has completed several substantial projects such as the new car park, drainage systems on three pitches so they can play rugby all year round, solar panels on the roof and a borehole for their water. The club is now turning its attention towards the clubhouse. There is a planned extension which will allow for a gym, a kit shop and better storage. The plans have been done but it is a big challenge.
- 4.115 **Chesham Rugby Club Chiltern Hills Academy:** The club rated the pitches as standard and the club maintains the pitches and spends up to £10k yearly. Teams train for a total of approximately 5 hours weekly on a separate floodlit training area. Changing accommodation was rated as standard – school changing facilities and not entirely suitable for a rugby club or when two home matches on the same weekend. The pitches are of good quality, flat and with fair drainage. The school would like to progress a full sized 3G AGP (not WR22 compliant) and are exploring the possibility of guaranteeing the rugby club a certain number of hours of use of the AGP for training purposes once complete. The Rugby club has its own ambitions of providing a World Rugby 22 compliant IRB 3G rubber crumb pitch.
- 4.116 The rugby club have many components in place to obtain a new clubhouse. They have full planning permission, an agreement on the Heads of Terms to commence drafting a 25-year lease on the clubhouse and pitches and full specified plans ready to go to tender. The Club is currently closing the funding gap required to commence the build. The Club has raised significant funds to date and have been successful in being invited onto the RFU Funding Framework for 2016 / 2017. This means the club has access to an interest free loan and grants which are pivotal to achieving their fundraising target.

#### ACCESSIBLE AND SECURED COMMUNITY USE PROVISION TO MEET CURRENT AND FUTURE DEMAND

- 4.117 All community use and non-community use rugby pitches require protection in the Local Plan. Although not formally marked out for rugby areas such as Hervines Park need protecting in the Local Plan.
- 4.118 Chesham Rugby Football Club demand for training and match equivalent sessions is 13.5 and capacity is 4.5 match equivalent sessions. There is a deficit of 9 match equivalent sessions per week. The club does state that it doesn't train on its grass pitches and that it trains elsewhere on the grounds. If this is the case, then the demand for match only equivalent sessions is 6.75 and there is a deficit of 2.25 match equivalent sessions.
- 4.119 Amersham & Chiltern Rugby Club demand for training and match equivalents is 12.5 and capacity is 10. This provides a deficit of 2.5 match equivalent sessions per week.
- 4.120 There is a current shortfall across Chiltern District of 11.5 match and training equivalent sessions per week if Chesham RUFC train on their pitches or a current shortfall of 4.75 match and training equivalent sessions weekly if they train elsewhere on the site. This increases to 19 match and training equivalent sessions in 2036 or 12.75 match equivalent sessions per week if Chesham RUFC train elsewhere other than the pitches on site (Includes latent demand and future population growth).

## SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS PLAYING PITCH STRATEGY

- 4.121 The peak period of demand for rugby is a Saturday. There are currently 7 Senior Rugby Union pitches available providing secured community use across Chiltern District and there is demand for 4 rugby match equivalent sessions on a Saturday afternoon. At peak time of play there is an under play of 3 match equivalent sessions.
- 4.122 All clubs have sufficient pitches at peak match times on a Saturday, but the pitches are over used for training.
- 4.123 Amersham and Chiltern Rugby Club require additional pitches particularly for training and there is land available.
- 4.124 Chesham rugby club have aspirations for a World 22 rugby IRB compliant 3G rubber crumb pitch. The school at which the rugby club are based also has intentions to provide a 3G rubber crumb pitch but not World 22 IRB compliant.

### ACCESSIBLE SUFFICIENT QUALITY AND APPROPRIATELY MAINTAINED

- 4.125 It is important that ancillary and pitch facilities are fit for purpose. The following quality issues have been raised as part of the consultation:
- **Amersham and Chiltern Rugby Club:** The site is currently at capacity, especially for Minis, some of which have to use Hervines Park. This is a Park owned by Amersham Town council quite close to the Weedon Lane ground. There are no rugby pitches marked out at Hervines Park and the park is used as an overspill. This means there is a loss of potential revenue from parents at the club site. There is space to add two further pitches at the main site, but at present the site is too sloped for this to happen. However, there is potential in the future to level this space but currently this is not the club's priority. The clubs current priority is a planned extension to the club house to allow for a gym, a kit shop and better storage.
  - **Chesham Rugby Club Chiltern Hills Academy:** Changing accommodation was rated as standard – school changing facilities are not entirely suitable for a rugby club or when there are two home matches on the same weekend. The pitches are of good quality, flat and with fair drainage. The school would like to progress a full sized 3G AGP (not WR22 compliant) and are exploring the possibility of guaranteeing the rugby club a certain number of hours of use of the AGP for training purposes once complete. The Rugby club has its own ambitions of providing a World Rugby 22 compliant IRB 3G rubber crumb pitch. The rugby club have full planning permission, an agreement on the Heads of Terms to commence drafting a 25-year lease on the clubhouse and pitches and full specified plans ready to go to tender. The Club is currently closing the funding gap required to commence the build. The Club has raised significant funds to date and have been successful in being invited onto the RFU Funding Framework for 2016 / 2017. This means the club has access to an interest free loan and grants which are pivotal to achieving their fundraising target.

### WHAT IS THE OVERALL QUALITY LEVEL?

- 4.126 Future investment in quality enhancement is required to sustain and grow the clubs based in Chiltern District floodlights and improvements to changing and pavilions plus access to a 3G world rugby regulation 22 compliant rubber crumb pitch are required.

## 5. STRATEGY FRAMEWORK AND ACTION PLAN FOR ENABLING FUTURE DELIVERY OF PLAYING PITCH PROVISION

- 5.1. The PPS and Action Plan has been developed from research and analysis of playing pitch provision and usage within South Bucks and Chiltern District Council and this is provided in Appendix 1 Stage C South Bucks District Council Playing Pitch Analysis and Assessment and Appendix 2 Stage C Chiltern District Council Playing Pitch Analysis and Assessment.
- 5.2. This section sets out a strategy to enable the delivery of Football, Cricket, Hockey, and Rugby Union. The PPS provides a framework for delivery with partners and sets out aspirations and provides a priority list for when funding becomes available.
- 5.3. The identified outputs for the PPS are:
- **Provide a framework to support medium and long-term facilities planning for the delivery of sports and leisure in South Bucks and Chiltern District Council.**
  - **A clear needs analysis for developers regarding future sports and recreation facility needs in South Bucks and Chiltern District Council areas.**
  - **A robust framework to assist the allocation of developer contributions (through S106 money or the Regulation 123 list of CIL funded infrastructure) for sports and recreation provision in South Bucks and Chiltern District Council.**
  - **To identify priority sports for the area based on National Governing Bodies targets and local community needs.**
  - **To develop a priority list for investment and use of resources secured through developer contributions.**
- 5.4. The PPS framework and action plan focusses on the 5 points above and these points are addressed throughout the Priority Sports Specific Actions and Individual Site Action Plans.
- 5.5. The strategy framework focuses on the following three principles:
- **Protect:** The strategy seeks to make sure that the right amount of playing pitches and ancillary facilities of the right quality are in the right place. It promotes the protection of existing provision and recognises the benefits of multi pitch hub sites by:
    - Highlighting sites which have a particular significance for sport and seek to designate them as a local recreational space through the Development Plan process (see NPPF paragraphs 76 and 77)
    - Negotiate security of tenure for clubs at playing pitch sites
  - **Enhance:** Key partners such as South Bucks and Chiltern District Council, local schools, Private and Voluntary Sector Sports Clubs, and NGBs must work together to maximise the full potential of playing pitch assets and the long-term sustainability of these assets and recognise that an improvement in quality and ongoing maintenance can have an impact on the capacity of use. The strategy will do this by:
    - Improving the quality of the playing surface by providing improved maintenance and as a last resort drainage, by undertaking and supporting improvements and enhancement at sites that do not meet required quality standards, supporting clubs that require improved facilities in order to play at a higher standard, ensuring that pitches have a period of rest and recovery where appropriate.
    - Provision of enhanced ancillary facilities where they are required – 3G rubber crumb pitches, floodlighting and changing
    - Ensure that clubs have access to sufficient training facilities
    - Identification of sites for further development

## SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS PLAYING PITCH STRATEGY

- **Provide:** In times of public sector austerity, investment needs to be directed at sites which will provide the best impact and highest increase in participation. It is the policy of South Bucks and Chiltern District Council's to support projects and sports clubs that are able to demonstrate sustainable long-term development, increase participation and support those clubs that have achieved the appropriate accreditations e.g. Clubmark and or Charter Standard and provide player and sports development pathways. The strategy looks at:
  - Addressing capacity in junior and mini football by ensuring that all teams are playing on pitches of the right size.
  - Addressing the need for artificial grass pitches to meet increasing and changing demand for AGP surfaces for both training and competition in football, hockey and rugby and other pitch sports.
  - Providing the required number and type of pitches on-site, or appropriate provision off-site, to meet the specific needs of residential development proposals.

### PRIORITY SPORT SPECIFIC ACTIONS

- 5.6. All existing playing field land is protected by the Local Development Plan for South Bucks and Chiltern District Councils. Sport England policies and the NPPF to deliver current and future needs.
- 5.7. As a priority for all partners on the Steering Group there is a need for South Bucks and Chiltern District Councils, Football Foundation, Berks and Bucks County Football Association, England Hockey, ECB and Bucks Cricket, Rugby Football Union and Sport England to work together to provide a local investment plan to ensure the successful implementation of this PPS.
- 5.8. The Football, Cricket, Rugby and Hockey Individual Sport Specific actions are shown in the table below.
- 5.9. The action plans are given a priority:
- **PRIORITY 1.** Delivered against or worked towards within three years (ahead of the first full review of the PPS)
  - **PRIORITY 2.** Delivered within 6 years
  - **PRIORITY 3.** No specific date – In many instances the action is a general support for clubs or other bodies to progress with ground improvements and is not necessarily an action the Councils or the Playing Pitch Steering Group have control over.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

Table 5.1: Individual Sport Specific Action Plans

STRATEGIC OBJECTIVE.	RECOMMENDATION NO.	RECOMMENDATION	PRIORITY SITES / CLUBS / ACTIONS	PRIORITY	RESPONSIBILITY	COST
<b>FOOTBALL</b>						
<b>PROTECT</b>	Football 1.	All football pitches across South Bucks and Chiltern District Councils should be protected in the Local Plan unless suitable equivalent or better replacements are provided.	All existing pitches and sites that have been previously used as playing fields across South Bucks and Chiltern District Councils.	1	South Bucks and Chiltern District Councils	Low
<b>PROTECT</b>	Football 2.	Ensure formal Community Use Agreements are in place with Education establishments providing football pitches and 3G rubber crumb pitches for community use.	All Schools, Colleges, Higher Education facilities used by clubs.	2	South Bucks and Chiltern District Councils / Berks & Bucks CFA Council / Schools / Academies / Colleges and Higher Education	Low
<b>PROTECT</b>	Football 3.	Ensure clubs have appropriate levels of security of tenure at playing pitch sites where feasible to secure the long-term future of the club.	All relevant clubs:	2	South Bucks and Chiltern District Councils/ Parish & Town Councils/ Clubs.	Medium
<b>ENHANCE</b>	Football 4.	Continue to support junior clubs to develop with the management and improvement of facilities and ensure security of tenure of playing facilities for junior clubs either through leasing or community asset transfers so clubs can become sustainable in the future.	<ul style="list-style-type: none"> <li>• <b>Chiltern District Council</b> <ul style="list-style-type: none"> <li>➤ Chalfont St Peter FC</li> <li>➤ Chesham Utd FC</li> <li>➤ Prestwood Colts FC</li> <li>➤ Chalfont Saints FC</li> <li>➤ Chesham Athletic FC</li> <li>➤ Holmer Green FC</li> <li>➤ Penn &amp; Tyler FC</li> <li>➤ Chalfont Wasps FC</li> <li>➤ Westwood Park FC</li> <li>➤ Kings Church FC</li> <li>➤ St Joseph's FC</li> <li>➤ St James FC</li> <li>➤ Robertswood Rangers</li> <li>➤ AFC Lightening</li> <li>➤ Seer Green</li> </ul> </li> <li>• <b>South Bucks District Council</b> <ul style="list-style-type: none"> <li>➤ Gerrards Cross &amp; Fulmer FC</li> <li>➤ Beaconsfield Town FC</li> <li>➤ Burnham Juniors</li> <li>➤ Delaford Colts</li> <li>➤ Holy Family</li> <li>➤ St Peters</li> <li>➤ Higher Denham Rangers</li> <li>➤ Martin Baker</li> <li>➤ Thorpe House</li> </ul> </li> </ul>	2	All site owners, Berks & Bucks CFA. FF	Low
<b>ENHANCE</b>	Football 5.	There will be a need to improve the quality of 'Poor' quality football pitches to provide the required level of good quality natural grass pitches.	<ul style="list-style-type: none"> <li>• <b>Chiltern District Council</b> <ul style="list-style-type: none"> <li>➤ Ashley Drive</li> <li>➤ Marston Field</li> <li>➤ Codmore Field</li> <li>➤ Bellington Village Hall</li> <li>➤ Windsor Road (subject to loss to development)</li> <li>➤ Chesham Athletic Amersham &amp; Wycombe College</li> </ul> </li> <li>• <b>South Bucks District Council</b> <ul style="list-style-type: none"> <li>➤ Gerrards Cross Common</li> <li>➤ Higher Denham Community Hall</li> <li>➤ Holloways Park</li> </ul> </li> </ul>	1	Site Owners / Berks & Bucks CFA	High

STRATEGIC OBJECTIVE.	RECOMMENDATION NO.	RECOMMENDATION	PRIORITY SITES / CLUBS / ACTIONS	PRIORITY	RESPONSIBILITY	COST
ENHANCE	Football 6.	There will be a need to improve the standard of non-playing pitch facilities including access and car parking and the quality of changing rooms to provide segregated changing for male and females where feasible.	<p>Priority Sites:</p> <ul style="list-style-type: none"> <li>• <b>Chiltern District Council</b> <ul style="list-style-type: none"> <li>➤ Barn Meadow</li> <li>➤ Codmore Field (Funding in hand)</li> <li>➤ Hervines Park</li> <li>➤ Marston Field</li> <li>➤ Mill Meadow</li> <li>➤ Prestwood Recreation Ground</li> </ul> </li> <li>• <b>South Bucks District Council</b> <ul style="list-style-type: none"> <li>➤ Beaconsfield Town FC</li> <li>➤ King Georges Field - Fulmer</li> <li>➤ Farnham Park (Master Plan)</li> <li>➤ Gerrards Cross Common (No Current changing facilities)</li> <li>➤ Iver Heath Recreation Ground</li> <li>➤ Martin Baker's</li> <li>➤ Polish Association (Slough)</li> <li>➤ Richlings Park Sports Club</li> <li>➤ Stanley Jones Field</li> <li>➤ The Gore(Carpark)</li> <li>➤ Wooburn Green Lane</li> </ul> </li> </ul>	2	Football clubs, South Bucks & Chiltern District Councils, Football Foundation and Berks and Bucks CFA, Parish and Town Council's	High
PROVIDE	Football 7.	Provide a solution to meet current, identified latent demand and future demand to 2036 – all pitch typologies.	<p><b>Chiltern District Council - Meeting Latent and Future Demand 2036 – Adult Teams</b></p> <p>The secured match equivalent sessions provide 31 match equivalent sessions at peak time of play. This means with 26 match equivalent sessions required in 2036 there are 5 match equivalent sessions spare at peak time of play.</p> <p>The following unsecured community use sites will require formal community use agreements to be in place to safeguard future community use:</p> <ul style="list-style-type: none"> <li>• <b>Misbourne School – Requires a formal community use agreement to be in place. Facility currently provides for 3 adult pitches.</b></li> <li>• <b>Chalfont Community College – Requires a formal community use agreement to be in place. Facility currently provides for 1 adult pitch.</b></li> <li>• <b>Chiltern Hills Academy – Requires a formal community use agreement to be in place. Facility currently provides for 1 adult pitch.</b></li> </ul> <p>The above 3 sites add 5 match equivalent sessions to peak time spare capacity. With the Playing Field of Chartridge, 1 match equivalent session if required. It is currently not used but available for use. The total spare adult 11 v 11 match equivalent sessions in 2036 equates to 11.</p> <p>There is a need for 6 3G rubber crumb pitches in 2036 to meet football team training requirements. These pitches with FA 3G pitch registration could be used for adult 11 v 11 match equivalent sessions at peak time of play. With these added to spare match equivalent sessions at peak time this equates to 17 adult 11 v 11 match equivalent sessions spare.</p> <p><b>Chiltern District Council Meeting Latent and Future Demand 2036 –Youth 11 v 11 Teams</b></p> <p>The demand in 2036 is for 72 teams at peak time of play and requires 36 youth 11 v 11 match equivalent sessions.</p>	2	South Bucks and Chiltern District Councils/ Parish & Town Councils, Football Foundation, Berks & Bucks CFA.	High

STRATEGIC OBJECTIVE.	RECOMMENDATION NO.	RECOMMENDATION	PRIORITY SITES / CLUBS / ACTIONS	PRIORITY	RESPONSIBILITY	COST
			<p>There are currently 13 match equivalent sessions available 10 in secure community use and 3 in unsecured community use. A formal community use agreement will need to be put in place with Brushwood Junior School, Chiltern Hills Academy and Dr Challoners Grammar School to safeguard community use in the future. This means there will be a need for 23 additional youth 11 v 11 pitches in 2036.</p> <p>The 17 adult 11 v 11 pitches that are spare could be reconfigured to youth 11 v 11 pitches. This would reduce the need for additional youth 11 v 11 pitches to 6.</p> <p>5 youth 11 v 11 pitches are required because of population increases and these should be provided by developer contributions.</p> <p>The remaining 1 junior 11 v 11 pitch could be provided through reconfiguring 9 v 9, 7 v 7 and 5 v 5 grass pitches that become redundant once teams move onto 3G rubber crumb for training and competitive games.</p> <p><b>Chiltern District Council Meeting Latent and Future Demand 2036 – Junior 9 v 9 Teams</b></p> <p>In 2036 the PPS identifies a need for 50 junior 9 v 9 teams and 25 pitches providing 25 match equivalent sessions at peak time of play. With the current 7 secured community use pitches providing 7 match equivalent sessions and 4 unsecured match equivalent sessions requiring formal community use agreements. This leaves a shortfall of 14 match equivalent sessions at peak time of play.</p> <p>Population growth identifies a need for 3 new junior 9 v 9 pitches, providing 3 match equivalent sessions at peak time of play, to be provided from new housing development. This leaves a shortfall of 11 match equivalent sessions.</p> <p>These 11 9 v 9 match equivalent sessions should be accommodated on new 3G rubber crumb pitches by moving 50% of 9 v 9 match play.</p> <p><b>Chiltern District Council Meeting Latent and Future Demand 2036 – Mini Soccer 7 v 7 Teams</b></p> <p>The 7 sites providing unsecured community use require formal community use agreements to be put in place.</p> <p>The demand in 2036 at peak time of play is for 48 mini soccer 7 v 7 teams requiring 24 match equivalent sessions. There are currently 10 mini soccer pitches in secured community use that provide a weekly capacity for 42 match equivalent sessions. With the 10 unsecured community use pitches providing a further 46 weekly match equivalent sessions and provision of staggered kick off times, there are sufficient 7 v 7 match equivalent sessions to meet future demand.</p> <p>Potentially the development of 3G rubber crumb pitches as central venues for match play would replace the need for grass 7 v 7 match equivalent sessions.</p> <p><b>Chiltern District Council Meeting Latent and Future Demand 2036 – Mini Soccer 5 v 5 Teams</b></p> <p>The demand in 2036 is for 38 teams and 19 match equivalent sessions at peak time of play. There is a current weekly capacity for 30 mini soccer 5 v 5 match equivalent sessions with secured community use. With staggered kick of times on the peak day of play there are sufficient 5 v 5 match equivalent sessions to meet future demand.</p>			

STRATEGIC OBJECTIVE.	RECOMMENDATION NO.	RECOMMENDATION	PRIORITY SITES / CLUBS / ACTIONS	PRIORITY	RESPONSIBILITY	COST
			<p>Potentially the development of 3G rubber crumb pitches as central venues for match play would replace the need for grass 5 v 5 match equivalent sessions.</p> <p><b>South Bucks District Council - Meeting Latent and Future Demand 2036 – Adult Teams</b></p> <p>There is a projected need for 19 match equivalent sessions in 2036 at peak time of play.</p> <p>The current secured and unsecured match equivalent sessions provide 32 match equivalent sessions at peak time of play. This means with 19 match equivalent sessions required in 2036 there are 13 match equivalent sessions spare at peak time of play in 2036.</p> <p>The following unsecured community use sites will require formal community use agreements to be in place to safeguard future community use:</p> <ul style="list-style-type: none"> <li>• <b>Wilton Park – MoD land providing for housing development. Plan is to replace pitches on the development site. Facility currently provides 2 adult pitches.</b></li> <li>• <b>Burnham Grammar School – Requires a formal community use agreement to be in place. Facility currently provides for 1 adult pitch.</b></li> <li>• <b>Beaconsfield High School – Requires a formal community use agreement to be in place. Facility currently provides for 1 adult pitch.</b></li> </ul> <p>There may well be a loss of 2 adult grass pitches at Evreham Sports Centre in the future (2021) this should be mitigated by providing a minimum of 1 full size 3G pitch at Farnham Park.</p> <p>The loss of the 2 adult grass pitches at Evreham Sports Centre will be covered by 2 x 3G pitches at Farnham Park (1 to replace the 2 adult pitches and 1 to replace the loss of the 60m x 40m 3G pitch at Evreham Sports Centre). This would still mean there are 13 spare adult match equivalent sessions (11 grass pitch match equivalent sessions and 2 3G match equivalent sessions).</p> <p><b>South Bucks District Council Meeting Latent and Future Demand 2036 –Youth 11 v 11 Teams</b></p> <p>The demand in 2036 is for 50 teams at peak time of play requiring 25 youth 11 v 11 match equivalent sessions. There are currently 3 match equivalent sessions available 2 in secure community use and 1 unsecured community use. A formal community use agreement will need to be put in place with Burnham Park Academy to safeguard community use in the future. This means there will be a need for 22 additional youth 11 v 11 pitches in 2036.</p> <p>The 13 adult 11 v 11 pitches that are spare could be reconfigured to youth 11 v 11 pitches. This would reduce the need for additional youth 11 v 11 pitches to 8.</p> <p>5 youth 11 v 11 pitches are required because of population increases and these should be provided by developer contributions. The remaining 3 junior 11 v 11 pitches could be provided through reconfiguring 9 v 9, 7 v 7 and 5 v 5 grass pitches that become redundant once teams move onto 3G rubber crumb for training and competitive games.</p> <p><b>South Bucks District Council Meeting Latent and Future Demand 2036 –Junior 9 v 9 Teams</b></p> <p>In 2036 the PPS identifies a need for 48 teams and 24 pitches providing 24 match equivalent sessions at peak time of play.</p>			

STRATEGIC OBJECTIVE.	RECOMMENDATION NO.	RECOMMENDATION	PRIORITY SITES / CLUBS / ACTIONS	PRIORITY	RESPONSIBILITY	COST
			<p>With the current 8 secured community use pitches providing 8 match equivalent sessions and 2 unsecured match equivalent sessions requiring formal community use agreements. This leaves a shortfall of 14 match equivalent sessions at peak time of play.</p> <p>Population growth identifies a need for 4 new junior 9 v 9 pitches, providing 4 match equivalent sessions at peak time of play, to be provided from new housing development. This leaves a shortfall of 10 match equivalent sessions.</p> <p>These 10 9 v 9 match equivalent sessions should be accommodated on new 3G rubber crumb pitches by moving 50% of 9 v 9 match play.</p> <p><b>South Bucks District Council Meeting Latent and Future Demand 2036 – Mini Soccer 7 v 7 Teams</b></p> <p>The demand in 2036 is 32 teams and 16 match equivalent sessions at peak time of play. The current supply of 18 match equivalent sessions weekly with staggered kick off times is sufficient to meet future demand.</p> <p><b>South Bucks District Council Meeting Latent and Future Demand 2036 – Mini Soccer 5 v 5 Teams</b></p> <p>The demand in 2036 is 26 teams requiring 13 match equivalent sessions at peak time of play. There is a current weekly capacity for 38 mini soccer 5 v 5 match equivalent sessions with secured community use. There are sufficient 5 v 5 match equivalent sessions to meet future demand. Potentially the development of 3G rubber crumb pitches as central venues for match play would replace the need for grass 5 v 5 match equivalent sessions.</p>			
PROVIDE	Football 8.	Provide off site payments to enhance football facilities across South Bucks and Chiltern Districts for use by residents of new developments.	Use Sport England's new Development Calculator for each new development to obtain developer contributions. The developer contributions should be directed towards improving poor quality pitches to standard and improving pitches and ancillary requirements identified in the individual site action plans if the site is considered to be within the catchment of a new development.	2	South Bucks and Chiltern District Council and other Stakeholders.	
<b>Cricket</b>						
PROTECT	Cricket 1.	All cricket pitches across the South Bucks and Chiltern Districts should be protected in the Local Plan unless suitable equivalent or better replacements are provided.	All existing pitches and sites that have been previously used as playing fields across South Bucks and Chiltern Districts.	1	South Bucks and Chiltern District Council.	Low
PROTECT	Cricket 2.	<p>Ensure clubs have appropriate levels of security of tenure at playing pitch sites where feasible to secure the long-term future of the club.</p> <p>Seek to ensure community use agreements are in place at unsecured community use sites.</p>	<ul style="list-style-type: none"> <li>• <b>South Bucks District Council</b> <ul style="list-style-type: none"> <li>➤ Farnham Royal Cricket Club - lease required.</li> <li>➤ Farnham Common Junior School - community use agreement required.</li> </ul> </li> </ul>	1	South Bucks District Council / ECB / Owners / Tenants.	High Low
ENHANCE	Cricket 3.	<p>South Bucks and Chiltern District Council in partnership with the ECB and Bucks Cricket to work together to improve the quality of cricket pitches, through developer contributions and accessing funding through the ECB Grant Aid and Pitch Advisory Scheme.</p> <p>Any improvements undertaken should seek to ensure that facilities are in line with ECB standards as well as meeting specifications for the local leagues</p>	<ul style="list-style-type: none"> <li>• <b>Chiltern District Council</b> <ul style="list-style-type: none"> <li>➤ Sprinters Leisure Centre</li> <li>➤ Barn Meadow</li> </ul> </li> </ul>	1	Chiltern District Council, ECB and Bucks Cricket.	High

STRATEGIC OBJECTIVE.	RECOMMENDATION NO.	RECOMMENDATION	PRIORITY SITES / CLUBS / ACTIONS	PRIORITY	RESPONSIBILITY	COST
ENHANCE	Cricket 4.	Ensure that ancillary facilities meet club needs and requirements to ensure sustainability of use.	<p><b>Chiltern District Council</b></p> <p>Amersham Cricket Club: The site has two pitches but only two sets of changing rooms, meaning senior matches cannot be held at the same time comfortably. Need for additional changing rooms.</p> <p>Barn Meadow: The changing facilities need replacing and the club would like covers.</p> <p>Chalfont Park: Chalfont St Peter's Cricket Club Priorities are to complete pavilion rebuild by 2018 season, weed the outfield and add an additional net to help with junior training.</p> <p>Chesham Cricket Club: There is a poor quality non-turf pitch, which is nearly 20 years old and clearly in need of being replaced. The club have had a loan from the ECB and still feel the pavilion is unfinished and need approx. £50,000 to complete the project.</p> <p>Cholesbury Common: Hawridge and Cholesbury Cricket Club. The club have a growing junior section and want to expand this further by providing a non-turf pitch.</p> <p>Coleshill Cricket Club: The ancillary facility is beginning to show signs of age and needs refurbishing. The club have installed their own practice net facility, which showed some safety concerns, specifically bubbling on the surface.</p> <p>Holmer Green Sports Association: Ancillary facilities are in need of improvement, with the changing rooms specifically being in poor condition. Holmer Green Cricket Club are looking to purchase two new sight screens for the ground and are in a position where they can purchase one of the sight screens from club funds, however they require a sight screen at each end of the pitch and would like to try and raise £1,300 to be able to purchase the second sight screen.</p> <p>Knotty Green Cricket Club: The club requires a new non-turf pitch and sight screens.</p> <p>Ley Hill Cricket Club: The ground itself is quite small and, although the club has good relationships with its neighbours, there is a slight issue with balls being lost into gardens. Need to look at netting.</p> <p>Little Missenden Cricket Club: highlighted the need for a new roller and need to replace net matting.</p> <p>Manor Park: Previously built new nets without planning permission, which was challenged by local community, so they had to take them down. So currently have no proper nets, which is now a priority for the site.</p> <p>Penn &amp; Tylers Green Cricket Club: The club want to open up an old pavilion for community use, need new nets, a new roller, and replacement windows and door for the pavilion.</p> <p>Penn Street Cricket Club: Nets are in very poor condition, they looked into improving these but would likely need more land from the surrounding woods to allow this.</p> <p>The Common: Chesham Bois CC The priority for the club is to update the changing rooms.</p> <p>The Playing Fields: The main priority for the club is to update the changing facilities and obtain better maintenance equipment. The changing and bar facilities are not in good condition and should be replaced/refurbished imminently.</p>	2	South Bucks and Chiltern District Council, ECB, Bucks Cricket, Site Owners and Cricket Clubs	High

STRATEGIC OBJECTIVE.	RECOMMENDATION NO.	RECOMMENDATION	PRIORITY SITES / CLUBS / ACTIONS	PRIORITY	RESPONSIBILITY	COST
			<p><b>South Bucks District Council</b></p> <p>Farnham Common Cricket Club: Remove current container area and containers all together and purchase a new roller.</p> <p>Farnham Royal Cricket Club: In the long term they would like to relocate the ancillary facilities away from the houses, and into a two-tier building. But their main development plans would be renovating the current scoring hut.</p> <p>Gerrards Cross Sports Club: the club would like to relay patio and replace furniture as they have a lot of spectators and a new mower for the outfield.</p> <p>Stoke Green Cricket Club: a new roller, new sightscreen and new nets and develop a games hall.</p> <p>Beaconsfield Cricket Club - Wilton Park: refurbish the second clubhouse to incorporate squash into their facilities for an extra revenue stream. Wants to change the current nets and the direction they face, as current provision means some usage issues on the 2nd team pitch. The current main pavilion also needs a bigger kitchen, as struggling with space and ability to cater for a large amount of people at once. The site has suffered from vandalism in the past including damage to the sight screen and the building and a tractor theft.</p> <p>Denham Cricket Club: require a non-turf pitch.</p> <p>Taplow Cricket Club: require a new score board.</p> <p>Burnham Cricket Club: require new nets and are looking at providing a non-turf pitch in the future to help with junior training and matches.</p>			
PROVIDE	Cricket 5.	Work with clubs to identify satellite facilities of appropriate quality when demand exceeds supply at the club base.	<p>Priorities:</p> <p>Chesham Cricket Club Ley Cricket Club Amersham Cricket Club</p>	1	Cricket Clubs, ECB, Bucks Cricket and Site Owners	Low
PROVIDE	Cricket 6.	Provide a solution for under and oversupply in the future to 2036.	<p><b>South Bucks Cricket requirements 2018 – 2036.</b></p> <p>The total additional match equivalent sessions per season for latent demand and future population growth is 118 and the three cricket development initiatives require 64 match equivalent sessions per year. Overall total of 182 match equivalent sessions per year. This is within the current theoretical underplay of 279 match equivalent sessions per year.</p> <p>The use of non-turf pitches by under 11 teams will assist in reducing the overall 182 grass match equivalent sessions additionally required. The ECB recognise that research will need to be undertaken to identify the best sites and the preferences of potential and new players (paradoxically players often prefer 'traditional' turf facilities even if a non-turf pitch provides a better-quality playing surface).</p> <p><b>Chiltern Cricket requirements 2018 – 2036.</b></p> <p>The total additional match equivalent sessions per season for latent demand and future population growth would be 57 match equivalent sessions and the 4 cricket development initiatives 76 match equivalent sessions per year. Overall total of 133 match equivalent sessions per year. This is within the current theoretical underplay of 239 match equivalent sessions per year.</p>	1 - 3	South Bucks and Chiltern District Councils Council, other site owners, Clubs, ECB and Hampshire Cricket	Low

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

STRATEGIC OBJECTIVE.	RECOMMENDATION NO.	RECOMMENDATION	PRIORITY SITES / CLUBS / ACTIONS	PRIORITY	RESPONSIBILITY	COST
			The use of non-turf pitches by under 11 teams will assist in reducing the overall 133 grass match equivalent sessions additionally required.			
PROVIDE	Cricket 7.	Provide off site payments to enhance cricket facilities across South Bucks and Chiltern District for use by residents of new developments.	Use Sport England's new Development Calculator for each new development to obtain developer contributions towards improving pitches and ancillary facilities identified within the individual site action plans if the site is considered to be in the catchment of a new development.	1 – 3	South Bucks and Chiltern District Council and other Stakeholders	Low - High
<b>RUGBY</b>						
PROTECT	Rugby 1.	All Rugby pitches in South Bucks and Chiltern District should be protected unless suitable equivalent or better replacements are provided.	All existing pitches and sites that have been previously used as playing fields and remain of potential value,	1	South Bucks and Chiltern District Council	Low
PROTECT	Rugby 2.	Seek to ensure unsecured community use rugby pitches have a formal community use agreement in place.	<b>South Bucks District Council</b>  Drifters Rugby Club Farnham Common Sports Club: The club would struggle if they lost the use of the adjacent junior school playing fields for its mini programme on Sundays. There are no junior pitches marked out on the junior school site. Requires formal community use agreement Farnham Common Junior School.	1	South Bucks and Chiltern District Council / RFU / Clubs.	Low
PROTECT	Rugby 3.	Ensure clubs have appropriate levels of security of tenure at playing pitch sites where feasible to secure the long-term future of the club.	<b>Chiltern District Council</b>  Chesham Rugby Club/ Chiltern Hills Academy 25-year lease required.  <b>South Bucks District Council</b>  Beaconsfield Rugby Club lease the land on which their pavilion at Cross Lane sits from Beaconsfield Town Council on a 15-year lease. The club also has access to a field owned by Hall Barn Estates. This land is adjacent to the main pitch sites on the other side of Cross Lane. The land has no formal markings for rugby but is used for training their 600+ minis and juniors. The loss of this site (which is technically unsecure) would be disastrous for the club.  Phoenix Rugby Club: current lease expires 2029 but set to be renewed.	1	South Bucks and Chiltern District Council, RFU. Clubs.	Low
ENHANCE	Rugby 4.	Improve the quality, availability and carrying capacity of existing rugby pitches to meet current and future needs of clubs. Particular emphasis on improving maintenance and installing drainage and access to floodlit training facilities.	<b>Chiltern District Council</b>  Future investment in quality enhancement is required to sustain and grow the clubs based in Chiltern District floodlights and improvements to changing and pavilions plus access to a 3G world rugby regulation 22 compliant rubber crumb pitch are required. 2 additional pitches could be provided at Amersham and Chiltern Rugby Club if a slope could be dealt with.  <b>South Bucks District Council</b>  Beaconsfield Rugby Club and Drifters Rugby Club Farnham Common Sports Club would benefit from additional pitches with floodlights or access to a rugby world 22 compliant 3G rubber crumb pitch.  There is a need to protect the unsecured World rugby compliant 22 3G pitch and grass pitches at Burnham Grammar School.	1 - 3	South Bucks and Chiltern District Council, RFU. Clubs.	High

STRATEGIC OBJECTIVE.	RECOMMENDATION NO.	RECOMMENDATION	PRIORITY SITES / CLUBS / ACTIONS	PRIORITY	RESPONSIBILITY	COST
ENHANCE	Rugby 5.	Support the improvement of all ancillary facilities to the required NGB standard.	<p><b>Chiltern District Council</b></p> <p>Amersham and Chiltern Rugby Club: The clubs current priority is a planned extension to the club house to allow for a gym, a kit shop and better storage.</p> <p>Chesham Rugby Club Chiltern Hills Academy: The rugby club have full planning permission, an agreement on the Heads of Terms to commence drafting a 25-year lease on the clubhouse and pitches and full specified plans ready to go to tender. The Club is currently closing the funding gap required to commence the build. The Club has raised significant funds to date and have been successful in being invited onto the RFU Funding Framework for 2016 / 2017. This means the club has access to an interest free loan and grants which are pivotal to achieving their fundraising target.</p> <p><b>South Bucks District Council</b></p> <p>Beaconsfield Rugby Club Cross Lane: The clubhouse is in good condition, but the club has a requirement to undertake several projects to enable the building to cater for the demand from junior rugby.</p> <p>Drifters Rugby Club Farnham Common Sports Club: A good site, with large ancillary facilities that are in good condition. Recently re roofed the clubhouse. Containers need reorganising on site.</p>	1	South Bucks and Chiltern District Council, RFU	High
PROVIDE	Rugby 6.	Provide a solution for under and oversupply in the future to 2036.	<p><b>Chiltern District Council</b></p> <p>There is a current shortfall across Chiltern District of 11.5 match and training equivalent sessions per week if Chesham RUFC train on their pitches. If the club trains elsewhere on the site current shortfall drops to 4.75 match and training equivalent sessions' weekly. This increases to 19 match and training equivalent sessions in 2036 or 12.75 match equivalent sessions per week if Chesham RUFC train elsewhere other than the pitches on site (Includes latent demand and future population growth)</p> <p>The peak period of demand for rugby is a Saturday. There are currently 7 Senior Rugby Union pitches available providing secured community use across Chiltern District and there is demand for 4 rugby match equivalent sessions on a Saturday afternoon. At peak time of play there is an under play of 3 match equivalent sessions.</p> <p>All clubs have sufficient pitches at peak match times on a Saturday, but the pitches are over used for training.</p> <p>Amersham and Chiltern Rugby Club require additional pitches particularly for training and there is land available.</p> <p><b>South Bucks District Council</b></p> <p>There is a current shortfall of 5.25 match and training equivalent sessions. This increases to 8.75 match and training equivalent sessions in 2036 (Includes latent demand and future population growth).</p> <p>The peak period of demand for rugby is a Saturday. Excluding Cottage Park Road, Hedgerley, there are currently 9 Senior Rugby Union pitches available providing secured community use across South Bucks and there is demand for 6 rugby match equivalent sessions on a Saturday afternoon. At peak time of play there is an under play of 3 match equivalent sessions.</p> <p>All clubs have sufficient pitches at peak match times on a Saturday, but the pitches are over used for training.</p>	1 - 3	South Bucks and Chiltern District Councils., Rugby Clubs, RFU	High

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

STRATEGIC OBJECTIVE.	RECOMMENDATION NO.	RECOMMENDATION	PRIORITY SITES / CLUBS / ACTIONS	PRIORITY	RESPONSIBILITY	COST
			Beaconsfield Rugby Club and Drifters Rugby Club Farnham Common Sports Club would benefit from additional pitches with floodlights or access to a rugby world 22 compliant 3G rubber crumb pitch.  There is a need to protect the unsecured World rugby compliant 22 3G pitch and grass pitches at Burnham Grammar School.			
PROVIDE	Rugby 7.	Provide off site payments to enhance rugby facilities across South Bucks and Chiltern District Councils for residents of new developments.	Use Sport England's new Development Calculator for each new development to obtain developer contributions towards improving pitches and ancillary facilities identified within the individual site action plans. If the site is considered to be in the catchment of a new development.	1 – 3	South Bucks and Chiltern District Councils and other Stakeholders.	Low - High
<b>HOCKEY</b>						
PROTECT	Hockey 1.	All hockey suitable sand-based AGPs in South Bucks and Chiltern District Councils are required to be protected.  Change of use of existing hockey artificial turf pitches to 3G rubber crumb pitches should be discussed and agreed with South Bucks and Chiltern District Councils, the Football Foundation, England Hockey and the Rugby Football Union.  The change of use may require planning permission in the future. Sport England are currently seeking legal advice.	All existing pitches and sites that have been previously used as hockey AGPs and remain of potential value	1  1	South Bucks and Chiltern District Councils  South Bucks and Chiltern District Councils, Football Foundation, England Hockey, RFU	Low  Low
PROTECT	Hockey 2.	Seek to ensure security of unsecured community use sites by providing formal community use agreements.	<ul style="list-style-type: none"> <li>• <b>Chiltern District Council</b> <ul style="list-style-type: none"> <li>➤ Dr Challoners Grammar School</li> </ul> </li> <li>• <b>South Bucks District Council</b> <ul style="list-style-type: none"> <li>➤ Beaconsfield High School</li> </ul> </li> </ul>	1	South Bucks and Chiltern District Councils, England Hockey, site owners and hockey clubs.	Low
PROTECT	Hockey 3.	It is important to ensure that those AGPs used for hockey and provide community use have prioritised peak time match slots and training slots for hockey use.	Clubs and schools	1	Clubs / Local Authority / NGB / Schools / Academies and Higher Education	Low
ENHANCE	Hockey 4.	Ensure sink funds are in place for sand based AGPs to renew carpets and floodlighting.	<ul style="list-style-type: none"> <li>• <b>Chiltern District Council</b> <ul style="list-style-type: none"> <li>➤ Amersham &amp; Wycombe College</li> <li>➤ Dr Challoners Grammar School</li> </ul> </li> <li>• <b>South Bucks District Council</b> <ul style="list-style-type: none"> <li>➤ Beaconsfield High School</li> </ul> </li> </ul>	1	Schools / Clubs / England Hockey	Medium
PROVIDE	Hockey 5.	Provide a solution for under and oversupply in the future to 2036.	<p><b>Chiltern District Council</b></p> <p>The current supply of hockey facilities in Chiltern District will be sufficient to meet future demand. Sink funds will need to be in place to refurbish the carpets at the 2 sites and a formal community use agreement is required at Dr Challoners Grammar School.</p> <p><b>South Bucks District Council</b></p> <p>The current supply of hockey facilities in South Bucks will be sufficient to meet future demand. However, this is dependent on the protection of the main hockey pitch AGP at Beaconsfield High School and protection of the pitch in the Local Plan and a formal community use agreement in place. Sink funds will need to be in place to refurbish the carpet once this current carpet has been renewed.</p>	1 - 3	South Bucks and Chiltern District Councils, England Hockey.	High

STRATEGIC OBJECTIVE.	RECOMMENDATION No.	RECOMMENDATION	PRIORITY SITES / CLUBS / ACTIONS	PRIORITY	RESPONSIBILITY	COST
<b>FTP 3G / AGP</b>						
<b>PROTECT</b>	FTP 3G /AGP 1.	Protect all existing FTP 3G and AGPs currently in use for hockey, football and rugby unless better quality facilities are provided.	All existing pitches	1	South Bucks and Chiltern District Councils	Low
<b>PROTECT</b>	World Rugby 22 IRB Compliant AGP2.	Ensure that there remain sufficient World Rugby 22 IRB compliant AGPs to fulfil rugby needs currently and in the future by retaining World Rugby 22 compliant pitches that are strategically important for rugby and formal community use agreements are in place.	Seek to reinstate RFU registration of World Rugby 22 IRB compliant pitch at Burnham Grammar School.	1	South Bucks and Chiltern District Councils / Rugby Clubs/ RFU	Low
<b>PROTECT</b>	AGP 3.	Ensure that there remain sufficient sand based/dressed facilities to fulfil hockey need at both the current time and in the future by retaining sand-based facilities that are strategically important for hockey and formal community use agreements are in place.	<ul style="list-style-type: none"> <li>• <b>Chiltern District Council</b> <ul style="list-style-type: none"> <li>➤ Amerhsham Wycombe College</li> <li>➤ Dr Challoners Grammar School</li> </ul> </li> <li>• <b>South Bucks District</b> <ul style="list-style-type: none"> <li>➤ Beaconsfield High School</li> </ul> </li> </ul>	1	South Bucks and Chiltern District Council	Low
<b>PROVIDE</b>	FTP 3G / AGP 5.	<p>Provide sufficient 3G pitches across South Bucks and Chiltern District By 2036 to meet FA training requirements.</p> <p>The strategic work of identifying appropriate sites should continue following into Stage E of the PPS.</p>	<p><b>Chiltern District Council</b></p> <p>Provide a maximum of 6 3G rubber crumb pitches at:</p> <p>Chesham United FC would like to change their stadia pitch to 3G rubber crumb and provide a 3G surface on their tarmac training. The club are also looking at potential new ground facilities within Chesham which would be built and provide training and playing facilities for not only the first team but also the ladies, youth and junior sides and if an agreed site is given the go ahead, it is hoped that this can be in place for 2020.</p> <p>Misbourne School has raised 50% of the funds required for a 3G pitch and is continuing to raise funds.</p> <p>Chalfonts Community College have a hard-court tennis site they would like to transform into a 3G rubber crumb pitch.</p> <p>Chiltern Hills Academy are working towards delivering a 3G rubber crumb pitch.</p> <p>2 additional 3G pitch sites will be required as well as the above.</p> <p><b>South Bucks District Council</b></p> <p>The PPS has identified 1 full size 3G rubber crumb pitch at Burnham Grammar School with floodlights and the pitch holds FA registration status. There are 2 smaller sized 3G rubber crumb pitches at Burnham Park Academy 60m x 40m and Evreham Sports Centre 60m x 35m. These 2 3G pitches are not registered with the FA.</p> <p>The Evreham Sports Centre 3G will possibly be lost in 2021 and will require replacing.</p> <p>By 2036 there will be a maximum requirement for 4 3G rubber crumb pitches.</p> <p>There is currently 1 FA registered pitch at Burnham Grammar School. The remaining 3 should be considered at either Farnham Park, Stanley Jones Playing Field, George Pitcher Memorial Ground or Wilton Park.</p> <p>Ensure new sites can accommodate floodlights, changing, toilets, car parking and shelters.</p> <p>Ensure all sites new pitches are assessed and placed on the FA Register for 3G Pitches and the registration is maintained.</p>	1	South Bucks and Chiltern District Councils, FF, Bucks CFA.	High

## SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS PLAYING PITCH STRATEGY

### GENERAL ACTIONS

- 5.10. The tables below identify the general Planning Policy recommendations, PPS Development recommendations and the general actions which are followed by the site by site action plans.
- 5.11. The actions are given priorities and relevant potential delivery partners are highlighted. By being highlighted as a potential delivery partner, partners are not obligated to fund or facilitate the action, but they should be involved in the project.
- 5.12. The action plans are given a priority:
- **PRIORITY 1. Delivered against or to be worked towards within three years (ahead of the first full review of the PPS)**
  - **PRIORITY 2. Delivered within 6 years**
  - **PRIORITY 3. No specific date – In many instances the action is a general support for clubs or other bodies to progress with ground improvements and is not necessarily an action the Council or the PPS Steering Group have control over.**

### COSTS

- 5.13. The strategic actions have also been ranked as low, medium or high based on cost. The brackets in which these sits are:
- **(L) -Low - less than £50k;**
  - **(M) -Medium - £50k-£250k;**
  - **(H) -High £250k and above.**
- 5.14. These are based on Sport England's estimated facility costs Quarter 2 2016.

### FUNDING PLAN

- 5.15. In addition to using the planning system to lever in developer contributions, it is recognised that external partner funding will need to be sought to deliver much of the action plan. Although seeking developer contributions in applicable situations and other local funding/community schemes could go some way towards meeting deficiencies and/or improving provision, other potential/match sources of funding should be investigated e.g. look to apply for grants and work with NGBs and Sport England to seek partnership funding for a number of projects.

### MONITORING AND REVIEW

- 5.16. It is important that the PPS Steering group keep this strategy alive. This will be achieved by:
- **Monitoring the delivery of the recommendations and actions.**
  - **Providing up to date annual supply and demand for pitch stock.**
  - **Addressing changing trends and formats for the different pitch sports as they develop and monitoring participation of these changes and trends.**
- 5.17. The on-going monitoring of the PPS will be led by South Bucks and Chiltern District Council and will be linked to the PPS Steering Group. The PPS will be updated every 3 – 5 years to fit in with Planning Policy reviews with an annual review of supply and demand data.
- 5.18. Sport England recommends that a process should be put in place to ensure regular monitoring of how the recommendations and action plan are being delivered. This monitoring should be led by the local authority and supported by all members of, and reported back to, the steering group.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

- 5.19. Understanding and learning lessons from how the PPS has been applied should also form a key component of monitoring its delivery. This should form an on-going role of the steering group.
- 5.20. As a guide, if no review and subsequent update has been carried out within three years of the PPS being signed off by the Steering Group, then Sport England and the NGBs would consider the PPS and the information on which it is based to be out of date as per Sport England's Playing Pitch Guidance.
- 5.21. Once the PPS is complete the role of the steering group should evolve so that it:
- **Acts as a focal point for promoting the value and importance of the PPS and playing pitch provision in the area.**
  - **Monitors, evaluates and reviews progress with the delivery of the recommendations and action plan.**
  - **Shares lessons learnt from how the PPS has been used and how it has been applied to a variety of circumstances.**
  - **Ensures the PPS is used effectively to input into any new opportunities to secure improved provision and influence relevant programmes and initiatives.**
  - **Maintains links between all relevant parties with an interest in playing pitch provision in the area.**
  - **Reviews the need to update the PPS along with the supply and demand information and assessment work on which it is based. Further to review the group should either:**
    1. Provide a short annual progress and update paper;
    2. Provide a partial review focussing on particular sport, pitch type and/or sub area; or
    3. Lead a full review and update of the PPS document (including the supply and demand information and assessment details).
- 5.22. The steering group should meet at relevant points throughout the year to ensure that this role is progressed. This could be at six months and a year on from when the steering group signed off the PPS and/or arranged to tie in with the different seasons of the sports and any meetings with the NGBs.
- 5.23. Ideally the PPS could be reviewed on an annual basis from the date it is formally signed off by the Steering Group. The Steering Group including the NGBs will update the demand and supply information. This will help to maintain the momentum and commitment that would have been built up when developing the PPS. Taking into account the time to develop the PPS this should also help to ensure that the original supply and demand information is no more than two years old without being reviewed.
- 5.24. An annual review should not be regarded as a particularly resource intensive task. However, it should highlight:
- **How the delivery of the recommendations and action plan has progressed, and any changes required to the priority afforded to each action (e.g. the priority of some may increase following the delivery of others)**
  - **How the PPS has been applied and the lessons learnt**
  - **Any changes to particularly important sites and/or clubs in the area (e.g. the most used or high-quality sites for a particular sport) and other supply and demand information, what this may mean for the overall assessment work and the key findings and issues**

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

- **Any development of a specific sport or particular format of a sport or recent information e.g. the FA modelling for 3G pitch requirements.**
- **Any new or emerging issues and opportunities.**

5.25. There is further information in Section E of Sport England's Playing Pitch Strategy guidance.

5.26. The table below provides general Planning Policy recommendations and PPS Development recommendations.

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

Table 5.2: General Planning & Playing Pitch Strategy Development Recommendations

GENERAL PLANNING & PLAYING PITCH STRATEGY DEVELOPMENT	ACTION
GENERAL RECOMMENDATIONS FOR PLANNING	<p>Agree the following Actions for the Local Plan. Appropriate Allocations for playing fields should be set out within the new Local Plan</p> <ul style="list-style-type: none"> <li>• <b>The policies within the new Local Plan, should be in accordance with the NPPF, which seeks to protect playing pitches unless the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or the development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss.</b></li> <li>• <b>Planning consent should include appropriate conditions and/or be subject to CIL or a Section 106 Agreement. Where developer contributions are applied agreement must be completed specifying the amount and timing of sums to be paid. (Sport England’s New Development Calculator for New Developments should be used to identify new need from a development and will guide on pitch development, maintenance and sink fund costs.</b></li> <li>• <b>The Infrastructure Delivery Plan and the Community Infrastructure Levy Charging Schedule (if the Council commits to producing a CIL) should include locations and costed projects for investment in playing pitch facility provision and maintenance for sites.</b></li> <li>• <b>Where new pitches are provided changing rooms should be located on site as a minimum for adult use including provision for women and girls, or as a minimum, toilet facilities should be provided for junior and mini football use and including toilets for women and girls.</b></li> <li>• <b>There is a need to ensure that existing facilities (changing rooms etc.) are not placed under undue pressure by the provision of new pitches and that ancillary facilities must be equivalent or better.</b></li> <li>• <b>Where schools or higher education establishments seek planning permission for outdoor playing pitches and/or artificial grass pitches the planning conditions must stipulate a formal community use agreement is put in place with the School and the Local Authority to provide for community use of the facility.</b></li> <li>• <b>When planning applications are approved for new 3G pitches or AGPs planning conditions must stipulate that all 3G pitches meet FIFA quality standards and are placed on the FA 3G pitch register and that floodlights are provided on 3G and AGPs.</b></li> </ul>

SOUTH BUCKS AND CHILTERN DISTRICT COUNCILS  
PLAYING PITCH STRATEGY

GENERAL PLANNING & PLAYING PITCH STRATEGY DEVELOPMENT	ACTION
<p><b>GENERAL DEVELOPMENT</b>      <b>RECOMMENDATIONS</b>      <b>PPS</b></p>	<p>South Bucks and Chiltern District Councils will work in partnership with the:</p> <ul style="list-style-type: none"> <li>• <b>Football Foundation Regional Investment and Facilities Manager, Berks &amp; Bucks County Football Association.</b></li> <li>• <b>England and Wales Cricket Board Facilities and Investment Manager and Bucks Cricket</b></li> <li>• <b>Rugby Football Union Investment and Facilities Manager</b></li> <li>• <b>England Hockey Relationship Manager for Bucks</b></li> <li>• <b>Sport England</b></li> </ul> <p><b>Short Term Action by September 2018</b></p> <p>South Bucks and Chiltern District Councils will continue working with the PPS Steering Group. The Steering Group will monitor and review the PPS and site action plans on a six-monthly basis.</p> <p><b>Short Term Action September 2018 - Long Term September 2021:</b></p> <p>The action plan from the PPS should be implemented by South Bucks and Chiltern District Council with the assistance of the Steering Group.</p> <p>It is important that the PPS Steering group keep the PPS alive. This will be achieved by:</p> <ul style="list-style-type: none"> <li>• <b>Working together to seek Investment appropriate to deliver the PPS in Partnership.</b></li> <li>• <b>Monitoring the delivery of the recommendations and actions.</b></li> <li>• <b>Providing up to date annual supply and demand for pitch stock.</b></li> <li>• <b>Addressing changing trends and formats for the different pitch sports as they develop and monitoring participation of these changes and trends.</b></li> </ul> <p>The on-going monitoring of the PPS will be led by South Bucks and Chiltern District Councils and will be linked to the PPS Steering Group. The PPS will be updated every 3 years and the steering group will undertake a review of the current data annually.</p>

INDIVIDUAL SITE ACTION PLANS CHILTERN DISTRICT COUNCIL

5.27. The following provides information on individual sites.

Table 5.3: Individual Site Action Plans Chiltern District Council

SITE NAME / OWNERSHIP	STRATEGY AIM	ACTION	PRIORITY	PARTNERS	COST
<b>Spratleys Meadows</b> (Club – Secured)  Sports: Football: 2 x adult 11 v 11.	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Misbourne School</b> (Education – Unsecured)  Sports: Football: 3 x adult 11 v 11, 1 junior 9 v 9, 1 mini 7 v 7, 1 mini 5 v 5.  Rugby: 1 adult pitch	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.  This site requires a formal community use agreement to be in place to safeguard community use in the future.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>	The school has raised over 50% of funds towards a 3G rubber crumb pitch. Encourage the school through planning to provide a formal community use agreement and ensure the 3G pitch meets FIFA standards and obtains FA Registration on the FA 3G pitch register.	1	Misbourne School / Berks & Bucks CFA/ Football Foundation/ Chiltern District Council	High
<b>Westwood Park</b> (Local Authority – Secured)  Sports: Football: 2 x Adult 11 v 11, 2 youth 11 v 11, 1 junior 9 v 9 pitch, 1 mini 7 v 7, 1 mini 5 v 5.  Cricket: Squares x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>National Centre for Epilepsy</b> (Secured)  Sports: Football: 3 x adult 11 v 11, 1 youth 11 v 11, 1 junior 9 v 9, 3 mini 7 v 7, 1 mini 5 v 5.	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.  Look to safeguard future use of this site for Chalfont Saints FC.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Barn Meadow</b> (Local Authority – Secured)  Sports: Football: 1 x adult 11 v 11, 1 youth 11 v 11, 1 mini 7 v 7, 1 mini 5 v 5.  Cricket: Challoners Cricket Club Squares x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>	Need to consider enhancing quality of cricket pitch and provision of cricket covers. Seek access to funding through the ECB Grant Aid and Pitch Advisory Scheme.	3	Club / ECB/ Chiltern District Council	Medium
	<b>PROVIDE</b>	Changing rooms need to be renewed for youth football and cricket.	2	Clubs / ECB/ Chiltern District Council/ Football Foundation / Berks & Bucks CFA.	High

SITE NAME / OWNERSHIP	STRATEGY AIM	ACTION	PRIORITY	PARTNERS	COST
<b>Chesham Athletic – Amersham &amp; Wycombe College</b> (Club– Secured)  Sports: Football: 1 x adult 11 v 11	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Amersham &amp; Chalfont Hockey Club – Amersham &amp; Wycombe College (Chesham Campus)</b>  (Club lease – Secured)  Sports: Hockey: Sand dressed 110m x 70m	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	
	<b>ENHANCE</b>				
	<b>PROVIDE</b>	Club should be encouraged to provide a sink fund for replacement carpet and flood lights for the hockey AGP.	2	Amersham & Chalfont Hockey Club	
<b>Windsor Road Recreation Ground</b> (Local Authority – Secured Use)  Sports: Football: 1 x adult 11 v 11	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.  This site is a possible future housing development site. If lost mitigation of funding will be required to reprovide or contribute towards a 3G rubber crumb pitch.	1	Chiltern District Council	Low
	<b>ENHANCE</b>	If adult 11 v 11 pitch is not developed for housing. The pitch should be improved from poor quality to standard quality and considered for future use as a youth 11 v 11 pitch.	2	Chiltern District Council	Low
	<b>PROVIDE</b>				
<b>Bellington Village Hall</b> (PCC – Secured Use)  Sports: Football: 1 x adult 11 v 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Holmer Green Sports Association</b> (Leased to Sports Association Secured)  Sports: Football: 2 x adult 11 v 11, 1 junior 9 v 9, 1 mini 7 v 7.  Cricket:  Squares x 1.	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>	Ancillary facilities are in need of improvement, with the changing rooms specifically being in poor condition.  Holmer Green Cricket Club require two new sight screens	3 3	Holmer Green Sports Association and Cricket Club Holmer Green Cricket Club	Medium Low
	<b>PROVIDE</b>				
<b>Penn &amp; Tylers Green Sports Club</b> (Trust Secured)  Sports: Football 2 x adult 11 v 11  Cricket: Squares x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>	The club wish to open up an old pavilion for community use.  Require new nets, a new roller, and replacement windows and door of the pavilion.	3	ECB/ Penn & Tylers Green Sports Club	
	<b>PROVIDE</b>				

SITE NAME / OWNERSHIP	STRATEGY AIM	ACTION	PRIORITY	PARTNERS	COST
<b>Hervines Park</b> (Parish Council – Secured)  Sports: <b>Football</b> 1 adult 11 v 11, 2 junior 9 v 9, 1 mini 7 v 7	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
		Although no rugby pitches are marked out at Hervines Park the park is used as an overspill for mini and junior rugby. The continued rugby use needs to be protected.	1	Parish Council / Rugby Club / RFU	
	<b>ENHANCE</b>				
<b>The Playing Fields Chalfont St Giles</b> (Parish Council – Secured Use)  Sports: Football: 2 x adult 11 v 11 pitches, 1 youth 11 v 11,  Cricket: Chalfont St Giles CC Square x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>	Chalfont St Giles Cricket Club requires better maintenance equipment.	3	Chalfont St Giles CC	Low
	<b>PROVIDE</b>	Need to refurbish changing facilities	2	Chalfont St Giles CC/ Football Club / Parish Council	Medium
<b>Mill Meadow Playing Fields</b> (Leased To Club – Secured Use)  Sports: Football: 1 x adult 11 v 11, 2 youth 11 v 11, 2 mini 7 v 7, 2 mini 5 v 5.	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>	Changing rooms are in need of replacing. This should only be considered if Chesham Utd decide to stay at the ground. The club is currently looking at alternative facilities to bring the clubs many teams under one site with 3G pitch provision as well.  The club has considered reconfiguring this grass pitch as a 3G rubber crumb	3	Chesham United/ South Bucks and Chiltern District Council/ Berks and Bucks CFA/ Football Foundation.	
<b>The Meadow Amey Lane</b> (Sports Trust– Secured Use).  Sports: Football: 1 x adult 11 v 11,	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Codmore Field</b> (Parish Council – Secured Use).  Sports: Football: 2 x adult 11 11	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>	Seek assistance from the FAs Pitch Improvement Plan to carry out an assessment to improve pitch quality and then seek funding to implement recommendations if required.	1	Berks & Bucks CFA/ Parish Council	
	<b>PROVIDE</b>	Funding has been provided to refurbish ancillary facilities	1	Parish Council/Sport England	
<b>Gold Hill Common</b> (Parish Council – Secured) Sports – Football: 1 x adult 11 v 11	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				

SITE NAME / OWNERSHIP	STRATEGY AIM	ACTION	PRIORITY	PARTNERS	COST
<b>Buryfield Recreation Ground</b> (Parish Council – Secured)  Sports:  Football: 1 x adult 11 v 11 pitch	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				Medium – high
	<b>PROVIDE</b>				High
<b>Seer Green Recreation Ground</b> (Parish Council – Secured Use)  Sports:  Football: 1 x adult 11 v 11, 1 mini 7 v 7.  Cricket: Squares x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Sprinters Leisure Centre</b> (Local Authority– Secured)  Sports:  Football: 1 x adult 11 v 11 pitches  Cricket: Squares x 1 Non-Turf Pitch x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>	Improve the quality of cricket pitches, through developer contributions and accessing funding through the ECB Grant Aid and Pitch Advisory Scheme.	1	Chiltern District Council in partnership with the ECB and Bucks Cricket	Low
	<b>PROVIDE</b>				
<b>Prestwood Common</b> (Parish Council – secured)  Sports: Football: 3 x adult 11 v 11, 1 youth 11 v 11,	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Prestwood Recreation Ground</b> (Parish Council – Secured Use)  Sports:  Football: 1 x adult 11 v 11	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>	Ancillary facilities require refurbishment	2	Parish Council	
	<b>PROVIDE</b>				
<b>Chalfont Community College</b> (Education – Unsecured use)  Sports:  Football: 1 x adult 11 v 11  Sand dressed AGP 70m x 30m  Rugby: 1 junior pitch	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.  This site requires a formal community use agreement to be in place to safeguard community use in the future.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>	There are additional pitches that could be used by the community 2 youth 11 v 11.  Carry out a feasibility to replace old hard-court tennis courts on the College site with 3G rubber crumb pitch.	2	Chalfont Community College/ Chiltern District Council/ Football Foundation/ Berks & Bucks CFA.	

SITE NAME / OWNERSHIP	STRATEGY AIM	ACTION	PRIORITY	PARTNERS	COST
<b>Chiltern Hills Academy</b> (Education – Unsecured use).  Sports:  Football: 1 x adult 11 v 11, 1 youth 11 v 11, 1 junior 9 v 9 (not available for use),  Cricket: Square x 1 Not available for community use Non-Turf Pitch x 1 Not available for community use.  Rugby: 2 adult pitches (Chesham RUFC). 2 School rugby pitches.	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.  This site requires a formal community use agreement to be in place to safeguard community use in the future.  Work with Chesham RUFC to secure a lease for land at the school for pitches and a planned pavilion.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>	Seek to provide a new pavilion for Chesham RUFC once the lease has been agreed.  The School are working towards a 3G rubber crumb pitch. If a 3G rubber crumb pitch is provided at the school, there must be a formal community use agreement in place and the 3G pitch should meet FIFA standards and seek and maintain registration on the FAs 3G Pitch Register.  It must be noted that for Rugby use of the 3G pitch it must be World Rugby 22 IRB Compliant or only tag rugby can be played and training limited to the same on a 3G pitch.	2	RFU/ Chesham RUFC	Medium
				1	Chiltern Hills Academy/ Football Foundation/ Berks & Bucks CFA. Chiltern District Council.
<b>Weedon Lane – Amersham &amp; Chiltern RUFC</b> (Club – Secured use).  Sports:  Rugby: 5 adult pitches	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>	There is space to add two further pitches at the main site, but at present the site is too sloped for this to happen. However, there is potential in the future to level this space but currently this is not the club's priority.  The clubs current priority is a planned extension to the club house to allow for a gym, a kit shop and better storage.	3	Amersham and Chiltern RFU/ RFU	Medium
<b>Chesham Athletic The Moor,</b> (Club - Secured  Sports:  Football: 2 x youth 11 v 11, 2 junior 9 v 9, 2 mini 7 v 7, 2 mini 5 v 5.	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Dr Challoners Grammar School</b> (Education – unsecured Use)  Sports:  Football: 1 x youth 11 v 11  Cricket: Squares x 1 not available for community use.  Sand dressed AGP 100m x 70m  Rugby: 1 adult pitch	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
		There is a need for a formal community use agreement to be in place to safeguard community use in the future.	1		
	<b>ENHANCE</b>				
	<b>PROVIDE</b>	The school should be encouraged to provide a sink fund to provide for the future refurbishment of the AGP carpet and floodlights,	1	Chiltern District Council/ Dr Challoners Grammar School.	

SITE NAME / OWNERSHIP	STRATEGY AIM	ACTION	PRIORITY	PARTNERS	COST
<b>Marston Field</b> (Parish Council – unsecured use)  Sports:  Football: 1 x youth 11 v 11	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>	The site should be considered for a visit by FA Pitch Improvement Programme to look at improving the 'Poor' quality pitch.	1	Berks & Bucks CFA/ Parish Council	Low
	<b>PROVIDE</b>	There is a need to consider replacement changing facilities or at least toilets since the previous changing facilities burnt down.	2	Parish Council	Medium
<b>Brushwood Junior School</b> (Education – unsecured)  Sports:  Football: 1 x youth 11 v 11, 1 junior 9 v 9, 1 mini 7 v 7,	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.  There is a need for a formal community use agreement to be in place to safeguard future community use.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				Low
<b>Thorpe House School</b> (Education – Unsecured)  Sports  Football: 1 x junior 9 v 9, 1 mini 7 v 7.  Cricket: Not available for community use.  Squares x 1 Non-Turf Pitch x 1  Sand dressed AGP 33m x 20m  Rugby: 2 junior pitches.	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.  There is a need for a formal community use agreement to be in place to safeguard future community use.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>	Need to encourage the school to provide a sink fund to replace the non-turf pitch and AGP carpets when required.	1	Thorpe House School	Medium
<b>Seer Green Church of England School</b> (Education – Unsecured)  Sports –  Football: 1 x junior 9 v 9	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.  This site requires a formal community use agreement to be in place to safeguard community use in the future.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Chesham Cricket Club – The Meadow</b> (Club – Secured)  Sports:  Football: 1 x mini 7 v 7  Cricket: Squares x 1 Non-Turf Pitch x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>	The poor quality non-turf pitch, is in need of replacement.	2	Chesham Cricket Club	Low
	<b>PROVIDE</b>	The pavilion on site has recently been refurbished and is in good condition. The club received a loan from the ECB for this; however, they are now struggling to pay this back. The club still feel the pavilion is unfinished and need approx. £50,000 to complete the project.	3	Chesham Cricket Club	Medium

SITE NAME / OWNERSHIP	STRATEGY AIM	ACTION	PRIORITY	PARTNERS	COST
<b>Little Kingshill Combined School</b> (Education - unsecured)  Sports:  Football: 1 x mini 7 v 7	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.  This site requires a formal community use agreement to be in place to safeguard community use in the future.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Robertswood School</b> (Education – unsecured)  Sports:  Football: 1 mini 7 v 7, 1 mini 5 v 5.	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.  This site requires a formal community use agreement to be in place to safeguard community use in the future.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>St Joseph’s Catholic Primary</b> (Education – Unsecured)  Sports:  Football: 2 x mini 7 v 7, 2 mini 5 v 5.	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.  This site requires a formal community use agreement to be in place to safeguard community use in the future.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Ashley Drive Recreation Ground</b> (Local Authority – secured)  Sports: Football: 1 5 v 5 mini	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Amersham Cricket Club – Shardeloes</b> (Club – secured)  Sports:  Cricket: Squares x 2 Non-Turf Pitch x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>	The site has two pitches but only two sets of changing rooms, meaning senior matches cannot be held at the same time comfortably. There is a need for additional changing facilities.	2	Chiltern District Council/ Cricket Club/ ECB	
<b>Amersham Cricket Club - Little Kingshill</b> (Club – Secured)  Sports:  Cricket: Squares x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				

SITE NAME / OWNERSHIP	STRATEGY AIM	ACTION	PRIORITY	PARTNERS	COST
<b>Ballinger Common</b> (Club leased – Secured)  Waggoners Cricket Club  Sports:  Cricket: Squares x 1 Non-Turf pitch x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Chalfont Park</b> (Club – secured)  Sports:  Cricket: Chalfont St Peters Cricket Club. Squares x 1.	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>	The club would like to develop disability cricket at the site and would like some support with this. Other priorities they have are to weed the outfield and add an additional net to help with junior training.	1	Chalfont St Peter's Cricket Club/ ECB	Low
	<b>PROVIDE</b>	New pavilion to be built for start of 2018 season.	1	Chalfont St Peter's Cricket Club/ ECB	Low
<b>Chenies &amp; Latimer Cricket Club</b> (Cricket Club – secured)  Sports:  Cricket: Squares x 2.	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Amersham Hill Cricket Club</b> (Cricket Club – secured)  Sports:  Cricket: Square x 1 1 non-turf pitch	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Cholesbury Common</b> (Cricket Club – secured)  Sports:  Cricket: Square x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>	Provide a non-turf pitch to assist with expansion of junior cricket	2	Hawridge and Cholesbury Cricket Club/ ECB	Low
<b>Knotty Green Cricket Club – Forty Green Road</b> (Parish Council – secured)  Sports:  Cricket: Square x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>	Club require sight screens	3	Knotty Green Cricket Club	Low
	<b>PROVIDE</b>	Provide a non-turf pitch to assist with expansion of junior cricket	2	Knotty Green Cricket Club/ ECB	Low

SITE NAME / OWNERSHIP	STRATEGY AIM	ACTION	PRIORITY	PARTNERS	COST
<b>Coleshill Cricket Club</b> (Cricket Club – secured)  Sports:  Cricket: Square x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>	Practice net facility should be looked at to ensure it meets health and safety requirements.	1	Coleshill Cricket Club / ECB	Low
	<b>PROVIDE</b>				
<b>Great Missenden Pelicans Cricket Club</b> (Cricket Club – secured)  Sports:  Cricket: Square x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Hyde Heath Cricket Club</b> (Cricket Club – secured)  Sports:  Cricket: Square x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Ley Hill Cricket Club</b> (Town Council – secured)  Sports:  Cricket: Square x 1 Non-turf pitch x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>	Investigate Net screening to neighbouring gardens to provide a ball stop prevention.	3	Ley Hill Cricket Club	Low
	<b>PROVIDE</b>				
<b>Little Missenden Misfits Cricket Club</b> (Club – secured)  Sports:  Cricket: Square x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>	Need for a new roller and practice nets.	2	Little Missenden Misfits Cricket Club/ECB	
	<b>PROVIDE</b>				
<b>Manor Park (The Lee Cricket Club)</b> (Club – secured)  Sports:  Cricket: Square x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>	Nets are a priority for the cricket club	2	The Lee Cricket Club	Low
	<b>PROVIDE</b>				
<b>Penn Street Cricket Club</b> (Club – secured)  Sports:  Cricket: Square x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>	Need to consider portable nets as permanent nets are not possible due to lack of land.	3	Penn Street Cricket Club	Low
	<b>PROVIDE</b>				

SITE NAME / OWNERSHIP	STRATEGY AIM	ACTION	PRIORITY	PARTNERS	COST
<b>Playing Fields of Chartridge</b> (Parish Council – secured)  Sports:  Cricket: Square x 1 Non-turf pitch x 1  Football: 1 adult 11 v 11	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>	1 adult football pitch could be brought back into use or reconfigured as a youth 11 v 11 pitch.	2	Parish Council	
<b>Chesham Bois Cricket Club – The Common</b> (Parish Council – secured)  Sports:  Cricket: Square x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>	Groundsman would like assistance with maintenance	2	Chesham Bois Cricket Club / ECB	Low
	<b>PROVIDE</b>	Changing rooms require refurbishing	3	Parish Council	
<b>Cricket Ground opposite Hit and Miss Public House Penn Street</b> (Club – secured)  Sports:  Cricket: Square x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Winchmore Hill Cricket Ground</b> (Club – secured)  Sports:  Cricket: Square x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				

Sites with playing pitches unavailable for community use				
Chesham Grammar School	<b>PROTECT</b> These sites should be protected unless suitable equivalent or better replacements are provided.	1	Chiltern District Council	Low
Chesham Prep School				
Great Missenden C of E School				
Holmer Green Senior School				
The Amersham Academy				
Chartridge Combined School				
Gayhurst School				
Hawridge and Cholesbury C of E School				
Holmer Green Junior School				
Ley Hill Primary school				
Little Chalfont Primary School				
Prestwood Junior School				
The Beacon School				
Thomas Harding Junior School				
Waterside Combined School				
Woodside Junior School				
Woodrow High House				

INDIVIDUAL SITE ACTION PLANS SOUTH BUCKS DISTRICT COUNCIL

5.28. The following provides information on individual sites.

Table 5.4: Individual Site Action Plans South Bucks District Council

SITE NAME / OWNERSHIP	STRATEGY AIM	ACTION	PRIORITY	PARTNERS	COST
<b>Beaconsfield High School</b> (Education – Unsecured)  Sports: Football: 1 x adult 11 v 11. Sand Dressed AGP 100m x 60m Cricket: 1 Non-Turf pitch Rugby: 1 adult pitch	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.  This site requires a formal community use agreement to be in place to safeguard community use in the future.	1	South Bucks District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>	The school are currently fund raising to provide a new sand dressed AGP for hockey.  Once the carpet has been refurbished the school needs to be encouraged to provide a sink fund for future carpet and floodlight replacements.	1	Beaconsfield High School/ Gerrards Cross Hockey Club/ EH.	
<b>Bellshill Recreation Ground</b> (Parish Council – Secured)  Sports: Football: 1 x adult 11 v 11,	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	South Bucks District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Burnham Grammar School</b> (Education – Unsecured)  Sports: Football: 1 x Adult 11 v 11, 3G Full Size FA registered Rugby: 2 junior pitches	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.  This site requires a formal community use agreement to be in place to safeguard community use in the future.	1	South Bucks District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>	The 3G full size pitch is a registered FA 3G pitch but has lost its World Rugby 22 IRB complaint registration.  The School should be encouraged to maintain both rugby and football registration of the pitch.  A sink fund should be encouraged so the school can refurbish the carpet and floodlights when required.	1 1 1	South Bucks District Council / Berks and Bucks CFA /RFU	
	<b>PROVIDE</b>				
<b>Dorney Village Hall</b> (Parish Council - Secured)  Sports: Football: 1 x adult 11 v 11	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	South Bucks District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				

SITE NAME / OWNERSHIP	STRATEGY AIM	ACTION	PRIORITY	PARTNERS	COST
<b>Evreham Sports Centre</b> (Local Authority – Secured)  Sports:  Football: 2 x adult 11 v 11  3G Rubber Crumb Pitch 60m x 35m	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.  This facility could close in 2021.	1	South Bucks District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>	Replacement provision if this site is lost in 2021 should include new full size 3G pitch provision possible at Farnham Park (minimum 1 maximum 2). This should be provided before current facilities close.	1	South Bucks District Council/ Berks & Bucks CFA/ Football Foundation.	High
<b>Farnham Park - Complex</b> (Local Authority– Secured)  Sports:  Football: 7 x adult 11 v 11, 1 youth 11 v 11, 1 mini 5 v 5,  Rugby: 2 adult pitches (Farnham Royal RUFC)	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	South Bucks District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>	Provide minimum of 1 3G maximum of 2 3G pitches to replace loss of grass and small 3G pitch at Evreham Sports Centre.	1	South Bucks District Council/ Berks & Bucks CFA/ Football Foundation.	High
<b>George Pitcher Memorial Ground</b> (Parish Council – Secured Use)  Sports:  Football: 3 x adult 11 v 11, 2 junior 9 v 9, 2 mini 5 v 5,	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided. This site is a possible future housing development site.	1	South Buck District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>	Burnham Juniors are currently oversubscribed and require a 3G pitch. Consider the site for a future 3G pitch.	1	South Bucks District Council/ Berks & Bucks CFA/ Football Foundation.	High
<b>Gerrards Cross Common</b> (Parish Council – Secured Use)  Sports:  Football: 1 x adult 11 v 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	South Bucks District Council	Low
	<b>ENHANCE</b>	The pitch is of 'Poor' quality should be considered under the FA Pitch Improvement Programme	1	Parish Council/ Berks & Bucks CFA	
	<b>PROVIDE</b>	There are no changing facilities. As a minimum toilet facilities should be provided. Consideration should be given to reconfiguring adult pitch to a youth 11 v 11 pitch	1	Parish Council/ Berks & Bucks CFA	
<b>Holloways Park</b> (Sports Club – Secured)  Sports:  Football: 1 x adult 11 v 11, 4 mini 7 v 7	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.  Lease needs to be renewed 8 years remaining	1 1	South Bucks District Council Beaconsfield SYOB.	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>	Beaconsfield SYOB would like to turn the pitch into a 3G pitch. This will be dependent on the lease and external funding.	3	Beaconsfield SYOB	
<b>Iver Heath Recreation Ground</b> (Parish Council - Secured)  Sports:  Football 1 x adult 11 v 11	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	South Bucks District Council	Low
	<b>ENHANCE</b>	Parish Council are looking at Pavilion and Car Parking refurbishments	1	Parish Council	
	<b>PROVIDE</b>				

SITE NAME / OWNERSHIP	STRATEGY AIM	ACTION	PRIORITY	PARTNERS	COST
<b>Iver Recreation Ground</b> (Parish Council – Secured)  Sports:  Football: 1 adult 11 v 11, 1 youth 11 v 11, 1 mini 7 v 7, 2 mini 5 v 5,	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	South Bucks District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>	Parish Council considering building new pavilion	1	Parish Council	
<b>King Georges Field Fulmer</b> (Parish Council – Secured Use)  Sports: Football: 1 x adult 11 v 11, 1 junior 9 v 9  Sand Dressed AGP 33m x 35m  Cricket: Squares x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	South Bucks District Council	Low
	<b>ENHANCE</b>	The changings room need refurbishing	2	Parish Council	Low
	<b>PROVIDE</b>	The Parish Council should be encouraged to provide a sink fund to replace the carpet on the AGP when required	1	Parish Council	Low
<b>Polish Association Slough</b> (Private – Secured Use)  Sports:  Football: 2 x adult 11 v 11, 1 mini 5 v 5	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	South Bucks District Council	Low
	<b>ENHANCE</b>	There is a need to replace the aged changing facilities	3	Polish Association	Medium
	<b>PROVIDE</b>				
<b>Richlings Park Sports Club</b> (Private – Secured Use).  Sports:  Football: 2 x adult 11 v 11, 1 junior 9 v 9.	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	South Bucks District Council	Low
	<b>ENHANCE</b>	Need to refurbish changing facilities	3	Richlings Park Sports Club	Medium
	<b>PROVIDE</b>				
<b>Stanley Jones Field</b> (Club – Secured Use).  Sports:  Football: 2 x adult 11 11, 1 junior 9 v 9, 1 mini 7 v 7, 1 mini 5 v 5.	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	South Bucks District Council	Low
	<b>ENHANCE</b>	There is a need to refurbish changing rooms	3	Taplow FC	
	<b>PROVIDE</b>				
<b>The Gore</b> (Private – Secured)  Sports:  Football: 1 x adult 11 v 11	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	South Bucks District Council	Low
	<b>ENHANCE</b>	The car park is in need of relaying	2	South Bucks District Council	Low
	<b>PROVIDE</b>				

SITE NAME / OWNERSHIP	STRATEGY AIM	ACTION	PRIORITY	PARTNERS	COST
<b>Wilton Park</b> (Private Development Site Ex MoD Land) – Secured)  Sports:  Football: 2 x adult 11 v 11 pitch, 1 junior 9 v 9.  Cricket: Beaconsfield CC squares x 2.	PROTECT	This site should be protected unless suitable equivalent or better replacements are provided.  This is a development site with an application for outline planning	1	South Bucks District Council	Low
	ENHANCE				
	PROVIDE	The Wilton Park development proposals will deliver at least 2 hectares of formal open-air sports pitches to directly replace the existing amount of land at Wilton Park currently made available for use as public space. The sports pitches are likely to be relocated from their current position, towards the western boundary of the site, where they will be within easy walking and cycling distance of Beaconsfield, and easily accessible by bus or car via a new vehicle access off the Pyebush Roundabout. The replacement land and facilities must be of at least the same standard as that which currently exists.  The PPS suggests a requirement for youth 11 v 11 pitches, 9 v 9 pitches and or 3G rubber crumb pitch.	1	South Bucks District Council/ Berks and Bucks CFA	
		Beaconsfield Cricket Club wants to refurbish the second clubhouse to incorporate squash into their facilities for an extra revenue stream.	3	Beaconsfield Cricket Club	Medium
		The club also wants to change the current nets and the direction they face, as current.	3	Beaconsfield Cricket Club	Low
	The current main pavilion also needs a bigger kitchen, as struggling with space and ability to cater for a large amount of people at once.	3	Beaconsfield Cricket Club	Medium	
<b>Wooburn Green Lane Field</b> (Trust – Secured Use)  Sports:  Football: 3 x adult 11 v 11, 1 junior 9 v 9	PROTECT	This site should be protected unless suitable equivalent or better replacements are provided.	1	South Bucks District Council	Low
	ENHANCE	The changing facilities are poor and require refurbishment	3	Trust/ Berks and Bucks CFA	Medium
	PROVIDE				
<b>Burnham Park Academy</b> (Education – Unsecured)  Sports:  Football: 1 x 11 youth 11 pitches  Cricket: 1 non-turf pitch  3G pitch 60m x 40m	PROTECT	This site should be protected unless suitable equivalent or better replacements are provided.  This site requires a formal community use agreement to be in place to safeguard community use in the future.	1	South Bucks District Councils	Low
	ENHANCE				
	PROVIDE	The school should be encouraged to provide a sink fund to be able to refurbish the 3G pitch carpet and floodlights when required. The school should also be encouraged to seek registration of the pitch on the FA 3G pitch register.	1	Burnham Park Academy	Medium
<b>Gerrards Cross Church of England School</b> (Education – Unsecured)  Sports: Football: 1 x junior 9 v 9, 1 x mini 7 v 7	PROTECT	This site should be protected unless suitable equivalent or better replacements are provided.  This site requires a formal community use agreement to be in place to safeguard community use in the future.	1	South Bucks District Council	Low
	ENHANCE				
	PROVIDE				

SITE NAME / OWNERSHIP	STRATEGY AIM	ACTION	PRIORITY	PARTNERS	COST
<b>High Denham Community Hall</b> (Parish Council – Secured Use)  Sports:  Football: 1 x junior 9 v 9	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	South Bucks District Council	Low
	<b>ENHANCE</b>	Pitch is 'Poor' quality and should be considered under the FA Pitch Improvement Programme	2	Parish Council / Berks and Bucks CFA	Low
	<b>PROVIDE</b>	.			
<b>Martin Bakers Sports &amp; Social Club</b> (Private – Secured use)  Sports:  Football: 1 x junior 9 v 9	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.  Private Works Sports and Social Club previously closed down but still providing playing pitch facilities. Currently providing 1 junior 9 v 9 football pitch. Could provide for an additional 2 junior 11 v 11 and 1 adult 11 v 11.	1	South Bucks District Council	Low
	<b>ENHANCE</b>	Changing and pitch facilities need improvements	3	Martin Bakers	
	<b>PROVIDE</b>				
<b>St Peter's C of E Combined School</b> (Education – Unsecured use).  Sports:  Football: 1 mini 5 v 5.  Sand filled AGP 35m x 25m	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.  This site requires a formal community use agreement to be in place to safeguard community use in the future.	1	South Bucks District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Stoke Park Trust, (Private - Secured)</b>  Sports:  Football: 1 mini 5 v 5.	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	South Bucks District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Denham Cricket Club – Cheapside Lane</b> (Club lease – secured Use)  Sports:  Cricket: Squares x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	South Bucks District Council	Low
	<b>ENHANCE</b>	Club require a non-turf pitch	2	Denham Cricket Club/ ECB	Low
	<b>PROVIDE</b>				
<b>Farnham Common Sports Club</b> (Club – secured use)  Sports:  Cricket: Squares x 1  Rugby: 3 adult pitches (Drifters RFC)	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	South Bucks District Council	Low
	<b>ENHANCE</b>	There is a need to reorganise or remove containers from site.	3	Farnham Common Cricket Club and Drifters Rugby Club	Low
	<b>PROVIDE</b>	There is a need for additional floodlighting of rugby pitches to assist with training.	2	Drifters Rugby Club/ RFU/ South Bucks District Council	Low

SITE NAME / OWNERSHIP	STRATEGY AIM	ACTION	PRIORITY	PARTNERS	COST
<b>Farnham Common Junior School</b> (Education – unsecured)  Sports:  Cricket: Squares x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.  There is a need for a formal community use agreement to be in place	1	South Bucks District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				Low
<b>Farnham Royal Cricket Club</b> (Club lease – Secured)  Sports:  Cricket: Squares x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.  Cricket Club need to renew lease	1	South Bucks District Council	Low
			1	Farnham Royals Cricket Club / ECB	
	<b>ENHANCE</b>	Need to refurbish scoreboard hut	1	Farnham Royals Cricket Club	Low
	<b>PROVIDE</b>	Cricket club have a long-term plan to move the pavilion away from housing.	3	Farnham Royals Cricket Club	
<b>Gerrards Cross Cricket Club – Dukes Lane</b> (Club – Secured)  Sports:  Cricket: Squares x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	South Bucks District Council	Low
	<b>ENHANCE</b>	The club would like to relay patio and replace furniture as they have a lot of spectators. Club also need a new mower for the outfield	2	Gerrards Cross Cricket Club	Low
	<b>PROVIDE</b>				
<b>Burnham Cricket Club – Memorial Ground</b> (Club – Secured)  Cricket:  Squares x 2 Non-Turf Pitch x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	South Bucks District Council	Low
	<b>ENHANCE</b>	Club requires new nets and a non-turf pith	2	Burnham Cricket Club / ECB	Low
	<b>PROVIDE</b>				
Sefton Park (Business Park - Secured)  Sports:  Cricket: Squares x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	South Bucks District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Stoke Green Cricket Club</b> (Club – Secured)  Sports:  Cricket: Squares x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	South Bucks District Council	Low
	<b>ENHANCE</b>	Club would like a new roller, new sightscreen and new nets. Also looking to develop a games hall.	3	Stoke Green Cricket Club	
	<b>PROVIDE</b>				
<b>Taplow Cricket Club Ten Acres</b> (Club – Secured)  Sports:  Cricket: Squares x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	South Bucks District Council	Low
	<b>ENHANCE</b>	Require a new scoreboard	2	Taplow Cricket Club	Low
	<b>PROVIDE</b>				

SITE NAME / OWNERSHIP	STRATEGY AIM	ACTION	PRIORITY	PARTNERS	COST
<b>Cottage Park Road Hedgerley</b> (Parish Council – secured)  Sports:  Rugby: 1 adult pitch	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.	1	South Bucks District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Cross Lane Beaconsfield Rugby Club</b> (Club – secured)  Sports:  Cricket: Squares x 2 Non-Turf Pitch x 1	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.  Pavilion is owned by rugby club. Club currently negotiating lease of pitches.	1	South Bucks District Council	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>	The clubhouse is in good condition, but the club has a requirement to undertake several projects to enable the building to cater for the demand from junior rugby.	2	Beaconsfield Rugby Club/ RFU	Medium
<b>Sports Field – Phoenix Rugby Club</b> (Club leased – Secured)  Sports:  Rugby: 2 adult pitches, 1 junior pitch.	<b>PROTECT</b>	This site should be protected unless suitable equivalent or better replacements are provided.  Lease expires 2029 need to renegotiate.	1	South Bucks District Council	Low
			1	Phoenix Rugby Club	Low
	<b>ENHANCE</b>				
	<b>PROVIDE</b>				
<b>Sites with playing pitches unavailable for community use</b>					
Teiyko School Caldicote Prep School Davenies School Lent Rise Combined School St Mary & All Saints C of E Primary School	<b>PROTECT</b>	These sites should be protected unless suitable equivalent or better replacements are provided.	1	South Bucks District Council	Low



<b>SUBJECT:</b>	Designation of an Air Quality Management Area in Iver
<b>REPORT OF:</b>	<i>Healthy Communities Portfolio Holder, Cllr Patrick Hogan</i>
<b>RESPONSIBLE OFFICER</b>	Martin Holt - Head of Healthy Communities.
<b>REPORT AUTHOR</b>	Ben Coakley <a href="mailto:ben.coakley@southbucks.gov.uk">ben.coakley@southbucks.gov.uk</a>
<b>WARD/ PARISH AFFECTED</b>	Iver Parish

## 1. Purpose of Report

In June 2017, the Healthy Communities Policy Advisory Group received an update on air quality where it was noted that further additional monitoring in the Iver area was required to confirm the requirement for an Air Quality Management Area (AQMA). This additional monitoring has concluded and the assessment has been updated.

The findings were debated at the PAG of the 22<sup>nd</sup> February where 3 options for an AQMA were considered, with a recommendation for a parish wide AQMA being taken forward to formal consultation.

The consultation ran from the 1<sup>st</sup> March to the 31<sup>st</sup> March 2018. A summary of responses for the consultation are included with this report. The report also includes supplementary written responses to the consultation and reflection of the feedback.

Whilst over 90% of respondents agree that the boundary should be aligned with the Parish Boundary, in light of two supplementary responses, the matter has been brought back to this advisory group and the PAG are now asked to consider how they wish to proceed in making recommendation for a decision by Cabinet on the designation of an Air Quality Management Area under section 83 (1) of the Environment Act 1995.

The PAG is asked to advise the Portfolio Holder on the following recommendations to Cabinet:

### **RECOMMENDATION to Cabinet**

1. To consider responses from the consultation (both for and against) with regard to the AQMA designation (including its location and size) and then either:

- a) recommend to Cabinet a suggested variation, amendment or delay in the creation of the AQMA Order (appendix 1)

**or**

b) recommend to Cabinet the approval of the AQMA Order based on the Iver Parish boundary as consulted upon under section 83 (1) of the Environment Act 1995

## 2. Reasons for Recommendations

Under Section 83 (1) of the Environment Act 1995, where it is identified that an objective will not be met, and members of the public are exposed to the elevated levels of pollutants, the local authority is required to declare an AQMA for the specific pollutants that are exceeding. The main source of the exceedences is motor vehicles, and associated congestion.

The monitoring data confirmed the requirement for an AQMA to be declared along the High Street in Iver. It also suggested that the boundary of the AQMA should be extended beyond the modelled area above 36µg/m<sup>3</sup> to include properties located along the northern section of Thorney Lane North, to the junction with Delaford Close. This represented the smallest area that could be declared. If it is considered that a wider area would provide greater scope for making improvements to air quality then statutory guidance allows for a wider area to be declared.

With this in mind, PAG Members previously explained that a smaller boundary would not adequately address air quality issues caused by the wider road network and main routes to and from Iver High Street. The Group felt that the whole area of Iver and Richings Park should be included in the AQMA consultation as exceedences had been identified at various points within the Parish. A larger boundary would ensure that HGV issues were not shifted from one part of the Parish to another. In light of the cumulative impacts facing the area it would provide a sensible and manageable geographical area.

Recommendations allow for the PAG to consider the full range of responses both positive and negative and the two written responses and the points they raise in order to make a decision on how to proceed.

## 3. Content of Report

At a District level, the Environment Act 1995 requires Local Authorities to undertake air quality reviews. In areas where an air quality objective is not anticipated to be met, Local Authorities are required to establish Air Quality Management Areas (AQMA) and implement targeted action plans to improve air quality

To enable SBDC to support the delivery of improving air quality along Iver High Street and Iver more generally, it is now necessary to formally declare an AQMA.

When determining the boundary of an AQMA the authority should make an appropriate judgement based on the extent of predicted areas of exceedance, the locations of relevant receptors, the nature and location of relevant sources, and other local factors.

It must be accepted that predicting air pollutant concentrations in future years is not an exact science, and it is anticipated that authorities will need to apply a degree of professional judgment in drawing the boundary line for the designated area. In many cases, the precise description of the geographical exceedance of an objective is unlikely to be critically important from the air quality management perspective - in this respect it is more important to determine the approximate extent of the exceedance, together with which sources are predominant, so that an effective and well-targeted action plan can be formulated.

In areas where trans-boundary pollution is an issue, the authority may decide to designate the entire ward/parish/district as an AQMA; this kind of declaration provides greater flexibility for air quality officers to respond to pollution issues as and when they arise. This does not prevent officers from then focussing on key areas within an AQMA for taking action.

Accordingly, The PAG considered 3 potential AQMA areas and following consideration, agreed to consult on a parish wide AQMA boundary.

#### **4. Consultation**

The 1995 Act provides the statutory basis for consultation and liaison in respect of LAQM. Defra (for England authorities, outside of London) is the key statutory consultee under LAQM. Schedule 11 of the 1995 Act also requires local authorities to consult with the Environment Agency, Highways England, other local authorities, national parks, public bodies and bodies representing local business interests and other organisations as appropriate

This consultation took place between the 1<sup>st</sup> March and 31<sup>st</sup> March with dedicated website information and survey.

#### **Consultation Responses:**

The Council received 59 responses in total from the public and consultees.

Responses were received from Wycombe District Council, Bucks County Council, Chiltern DC, The Ivers Community Group, Iver Health Drama Club, Iver Heath Residents Association, WSP on behalf of Woodlands Park Property Limited and WSP on behalf of Pinewood Studios Group.

Statutory consultees responded via the survey with Bucks CC (appendix 2) and the Environment Agency (appendix 3) also providing written responses. It should be noted that BCC suggest excluding the existing AQMA motorway area, in any new

designation. It is therefore suggested that this is reflected in any official Order by way of annotation.

Out of the 59 respondents, 54 agreed that the AQMA boundary should be aligned with the Iver Parish Boundary. That represents a percentage of 91.5% agreeing that the AQMA should be aligned to the Iver Parish Boundary from those responding and 8.5% not agreeing.

There was also opportunity to provide any comments about the declaration and these are provided in full in appendix 4. Generally these comments overwhelmingly support the designation of an AQMA and also provide reasons why a wider parish area would be most effective. Many mention that they are aware and experience poor air quality and there are also a high proportion of those mentioning Richings Park. There is also acknowledgment of cumulative impacts such as Heathrow expansion and motorways.

WSP on behalf of Woodlands Park Property Limited and Pinewood Studios Group in addition to the online consultation also emailed additional comments. Permission was sought from WSP to publish these responses and this was duly provided on the 03/04/2018.

Both responses (appendix 5 and 6) include - views on the geographical extent of the AQMA and the rationale behind the proposed declaration; a review of the evidence base prepared for the Council and used to inform the potential AQMA designation against national and local planning policy, and statutory guidance, for declaring an AQMA; and details of concerns regarding the monitoring and modelling undertaken by both the Council and their appointed third parties to inform the AQMA designation process.

In terms of the content of their feedback, WSP on page 2 usefully provide extract from Defra's publication 'LAQM Policy Guidance 2016 (LAQM.PG.16)':

*In many urban and built-up areas, especially where trans-boundary pollution is an issue, the authority **may decide to designate the entire borough as an AQMA; this kind of declaration provides greater flexibility for air quality officers to respond to pollution issues as and when they arise.***

WSP provides a summary and critique of the production of the 2016 AQC report, highlighting uncertainties and highlighting recommendations made. It then goes on to detailed concerns such as selection of monitoring locations and relevant exposure.

The Council is fully aware of the need to follow DEFRA guidance on the positioning of passive monitors and takes account of the type of monitoring location when selecting sites. It is of course not always possible to meet all of the optimised criteria, in which case the best fit site is chosen. Any roadside sites are corrected using the standard methodology.

***WSP raised concerns that the 2017 report uses data from January to September 2017 only with no data capture rate.***

**Response:** Since receiving this feedback from WSP, the Council felt it would be useful to see if the October to December figures could be incorporated into the data and see if this made any significant differences. This has been done and the opportunity to use the latest bias adjustment figure was also taken (even though these reduce exceedences), along with distance correction can be seen in figures 1 and 2 below:

**Fig 1: Bias Correction Factors**

Site Name	Jan - Sept only Bias Adjusted Predicted by AQC (0.92)	New Full year Bias Adjusted (0.89)
Swan Pub	40.5	39.5
Colne Cottage	45.5	45
Tower Arms	43.5	42.5

**Fig 2: Distance Correction**

Site Name/ID	Distance (m)		NO2 Annual Mean Concentration ( $\mu\text{g}/\text{m}^3$ )		
	Monitoring Site to Kerb	Receptor to Kerb	Background	Monitored at Site	Predicted at Receptor
Swan Pub	2.2	2.4	22.07	39.5	<b>39</b>
6 Thorney Mill North Iver	1.5	2.1	22.07	45	<b>43</b>
Tower Arms	2.1	4.2	29.85	42.5	<b>40</b>

Monitors are in place for a period of 12 months, changed on a monthly basis. Data capture rates (these account for loss, theft, lab error etc.), was between 83% and 100%, across all sites.

***WSP raised a further concern that the exact location of a passive monitor was not on a façade of a building that the data should be disregarded.***

**Response**

Officers remain of the view that this location provides useful data and is in line with the neighbouring property boundary to its right. If the tube had been located behind the sign then this may have influenced results, however it is located beneath the sign itself and therefore whilst not optimal is still considered valid. There is no requirement that monitors must be placed on a building façade and therefore the Council does not agree that data should be disregarded.

***WSP conclude that they do not believe that there is sufficient information provided in the work completed by AQC and the Council to support the Parish-wide AQMA declaration, this includes not completing a full years monitoring and therefore declaring too soon.***

**Response**

In terms of this, the Council has recalculated data based on a full year that was released after the report finalised and this continues to show exceedences above 36µg/m<sup>3</sup>.

***WSP also consider that there is no evidence of trans boundary pollution, explain that much of the area is agricultural with no receptors and consider that a smaller AQMA is preferable.***

**Response**

Many of the points Members raised as part of its earlier deliberations on the wider cumulative impacts of the area consider the wider traffic issues and these are also reflected by the overwhelming majority of respondents comments as seen in appendix 4

***WSP conclude by requesting that further monitoring should be undertaken and that they do not support a Parish wide AQMA.***

Officers have tried to present and consider all of these additional points as part of this report and provide the responses by WSP in full as part of this document pack so as to allow Members to balance all responses and come to a final decision as per the recommendations.

**5. Corporate Implications***7.1 Financial*

No specific financial implications. Action plan measures will be the subject of a further report.

*7.2 Legal*

SBDC has a statutory duty to declare an AQMA as and when nitrogen dioxide pollution exceeds the Government target of 40 micrograms per cubic metre annual mean. DEFRA will be notified if an AQMA order is agreed and may also provide feedback / a response to the Council.

**6 Links to Council Policy Objectives**

Two of the shared three headline objectives are:

- *Working towards safe and healthier local communities*
- *Striving to conserve the environment and promote sustainability.*

## **7 Next Steps**

Cabinet will be asked to approve the designation of an Air Quality Management Area by official Order (appendix 1). If this is approved, an Air Quality Action Plan will then be produced with relevant stakeholders.

Although Local Authorities have 12 months to develop an action plan from the time of designation, Officers have already started to consider what opportunities there are for action. These are likely to include opportunities to engage with local schools and residents, work with partners to try and improve the flow of traffic, options for limiting polluting vehicles, the routing of freight, associated signage improvements, the influence of parking enforcement, the promotion of green travel plans and working with local schools.

Monitoring will be used to measure any changes in air quality as a result of improvement actions.

The action plan development, like the designation process, has a statutory process that requires stakeholder engagement and approval from the Secretary of State.

Appendix 1: Draft AQMA Order and boundary map.

Appendix 2: Bucks CC response to consultation

Appendix 3: Environment Agency response to consultation

Appendix 4: Comments from the public and agencies submitted online

Appendix 5: WSP response on behalf of Woodlands Park Property Limited

Appendix 6: WSP response on behalf of Pinewood Studios

This page is intentionally left blank

**Appendix 1: Draft Order and indicative map (subject to recommendations in terms of final area)**



Environment Act 1995 Part IV Section 83(1) South Bucks District Council

**AQMA Order**

South Bucks District Council in exercise of the powers conferred upon it by Section 83(1) of the Environment Act 1995 hereby makes the following Order.

This Order may be cited/referred to as the South Bucks District Council Air Quality Management Area No 2 and shall come into effect on [date].

The area shown on the attached map in blue is to be designated as an air quality management area (the designated area). The designated area incorporates the +++++. The map may be viewed at the Council Offices.

This Area is designated in relation to a likely breach of the nitrogen dioxide annual mean objective as specified in the Air Quality Regulations 2000.

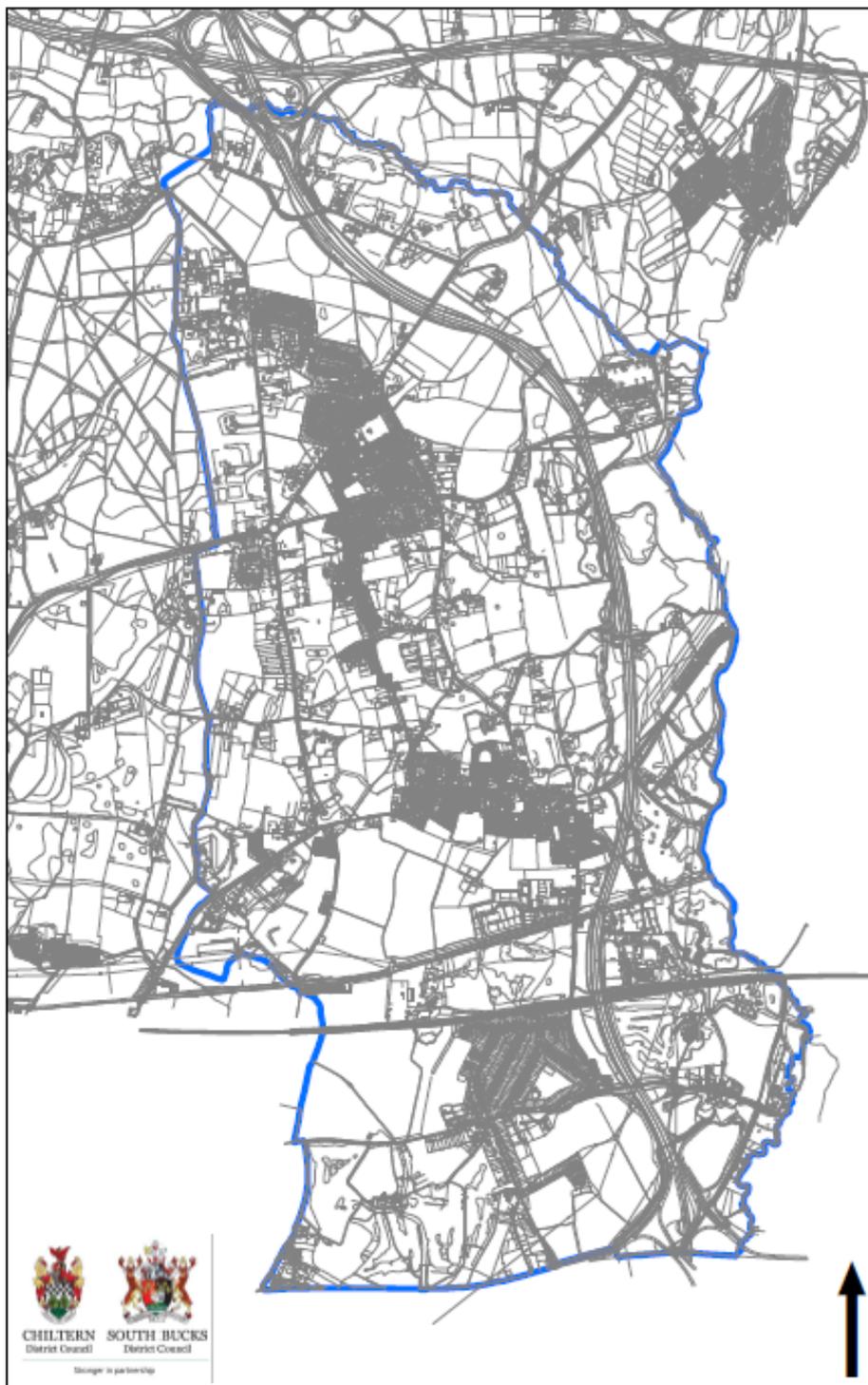
This Order shall remain in force until it is varied or revoked by a subsequent order.

The Common Seal of South Bucks District Council was here to affixed on [date] and signed in the presence of /on behalf of said Council.

Signed

.....

South Bucks District Council Air Quality Management Area No 2 (As originally consulted upon and subject to change, depending on PAG decision)



© Crown Copyright and database rights 2017. Ordnance Survey 100025874.

**Appendix 2: Bucks CC additional written response**

Transport • Economy • Environment

Mark Kemp

**Director Growth, Strategy & Highways****Buckinghamshire County Council**County Hall, Walton Street  
Aylesbury, Buckinghamshire HP20 1UAJoan Hancox  
01296 382427[transportstrategy@buckscc.gov.uk](mailto:transportstrategy@buckscc.gov.uk)

Telephone 0845 3708090

[www.buckscc.gov.uk](http://www.buckscc.gov.uk)Date: 4<sup>th</sup> April 2018

Dear Cerys Williams

**Proposed declaration of new Air Quality Management Area (AQMA) in the South Bucks District**

Thank you for consulting Buckinghamshire County Council (BCC). BCC welcomes the opportunity to comment on the proposed declaration of the new Air Quality Management Area (AQMA) in the South Bucks District.

Our comments are set out below:

**New AQMA**

The latest report that we have been able to find regarding NO<sub>2</sub> emissions in Iver is the Air Quality Annual Status Report 2017. According to this report there was a reported exceedance in the annual mean in Uxbridge Road and none at the other monitoring stations. However, in your consultation it states that there was an exceedance on Iver High Street. BCC would like to see a copy of the data that has led to the decision to implement an AQMA in the Iver Parish. However, we are conscious of the high proportion of HGVs on the roads in the Iver area and the impact these have on environmental quality. Therefore we support the need to declare an AQMA to try and mitigate this impact.

Additionally, we do not currently have any resources to implement measures to reduce air pollution in the current AQMAs, however we are currently working with South Bucks District Council to tackle transport issues in the Iver area and the potential impacts of growth and National Strategic Infrastructure Schemes and plan to continue to do so in the future. Nevertheless, should South Bucks District Council have proposals for this new AQMA in their Action Plan there would need to be further discussion regarding how they would be funded and implemented.

**Extent of the AQMA**

We would be interested to understand the full rationale for placing the new AQMA throughout the entire Iver Parish. From our understanding of the exceedance, it is only

in the Iver High Street and not a problem that extends to the rest of the Parish. There are existing AQMAs in place along the M25 which fall under Highways England jurisdiction and the current plans would overlap these existing AQMAs. This could cause some confusion over who has responsibility for Air Quality management along this corridor. We would therefore recommend that the new AQMA extends to the boundary of the existing M25 AQMA so as to avoid the conflict.

Thank you for this opportunity to comment, we look forward to further opportunities to engage with you.

Yours sincerely

Joan Hancox  
Head of Transport Strategy

### Appendix 3: Environment Agency additional written response

**To:** Cerys Williams

**Cc:** HNL Sustainable Places; HNL Enquiries;

**Subject:** RE: 180314/msr10 - FW: Consultation - Air Quality Management Area in Iver

Good Morning Cerys,

Thank you for the opportunity to comment on your Air Quality Management Area in Iver. In future it would help if you can send requests for consultations to our National Customer Contact Centre (Email [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)) so we can coordinate a response for you.

Unfortunately we are not able to provide detailed comments on every Air Quality Management Area we receive so we have compiled a summary of the issues/priorities that we feel are common to each air quality action plan and where possible/appropriate, we have made authority specific comments.

#### General

Air quality has a significant role to play in the health and wellbeing of communities and the prospects of the natural environment, reducing both life expectancy and biodiversity in heavily polluted areas, and otherwise impacting upon the perception of the quality of life and amenity offered by the area. For example reports suggest that there over 40,000 early deaths per year in the UK due to air pollution.

#### The Environment Agency – our role in Air Quality

We have a number of duties related to air quality;

1. We ensure that the industrial facilities we regulate comply with the Environmental Permitting (England and Wales) Regulations 2016, thus contributing to compliance with:
  - UK requirements such as the UK Air Quality Strategy, the Countryside and Rights of Way Act and the Natural Environment and Rural Communities Act; and
  - EU requirements on the UK such as Air Quality Directives, Habitats Directive, the National Emissions Ceiling Directive and the Industrial Emissions Directive.
2. We support local authorities in improving local air quality, particularly through providing technical guidance on behalf of Defra to local authorities in respect of industrial facilities they regulate.
3. We coordinate ambient air quality monitoring for incidents that may have a significant impact on air quality.
4. We were not generally responsible for assessing or monitoring ambient air quality until April 2016 when we took on the contract management of the latter in the form of the ten monitoring networks that were formally managed by Defra.

The Environment Agency is committed to working with local authorities and to play our part fully in Local Air Quality Management (LAQM). We have found that several sectors we regulate under the Environmental Permitting Regulations have the potential to affect air quality negatively. Nationally some individual installations in these sectors have already been found to contribute significantly and we have been working with the affected local authorities for some time to implement the necessary improvements. Installations we regulate may be covered by freestanding Air Quality Action Plans or ones, which are transport-related and incorporated into Local Transport Plans.

It is important to note that we are not aware of any waste facilities or other industrial installations regulated by the Environment Agency in the Iver area that are causing or contributing to failures of air quality standards.

### Preferred Position –

In principle any Air Quality Management Area should;

1. Have a clear commitment to meeting the relevant air quality standards;
2. Clearly state the current status of air quality within the borough.
3. Clearly report on the progress against targets set out in any previously published air quality action plans (if appropriate).
4. Where the borough does not meet the relevant air quality standards, they should clearly detail what mitigation measures will be used to ensure compliance with air quality standards in the shortest possible time period. It should ensure that compliance is not just 'possible' but 'likely'.
5. Make clear what other organisations the borough is working with/planning to work with to implement improvement measures.
6. Include basic costs required to implement the required mitigation standards and compare against the level of funding available.
7. Take steps to;
  - a) Require all new buildings be constructed and designed in a manner that minimises emissions of pollutants to the air both during construction and demolition and post-construction, making new development 'air quality neutral' or better;
  - b) In the case of a major development, include an air quality assessment that considers the potential impacts of pollution from the major development and on neighbouring areas during construction and operation, including development related traffic and the potential for exposure to pollution levels above
  - c) Implement any policies on transport which pertain to improving air quality.
  - d) Require any waste transfer stations to be in a building, enclosed on all vertical sites with small access and egress points covered by doors which default closed when not in use and an air extraction and filtration system to collect particulates.
  - e) Require all industrial sites that use non road going mobile machinery to meet the latest NRMM standards on the date of purchase.
8. Contribute to achieving EU established health-based standards and objectives for the relevant air pollutants (particularly NO<sub>2</sub>, PM<sub>10</sub>, and PM<sub>2.5</sub>).

### Traffic –

Where there is a significant incidence of poor air quality within and adjacent to the area of concern and in most cases this is directly attributable to emissions from road traffic. For this reason air quality policies must work in partnership with transport policies but also the authorities' own fleet procurement policies.

### Developments –

Any new development, particularly in air quality hotspots, will need to consider how they mitigates the impacts of poor air quality. During construction, the main air quality effects from development are anticipated to result from emissions of oxides of nitrogen (NO<sub>x</sub>) and fine particulate matter and dust (PM<sub>10</sub> and PM<sub>2.5</sub>) emanating from an increase in road traffic, and from traffic management schemes. Therefore mechanisms for minimising air pollution will need to be closely tied into the transport policies in the Local Plan.

Major developments planned within the authority will need to significantly mitigate their emissions and thus contribute towards improving local air quality. This is particularly the case where they include potentially new sources of emissions such as biomass boilers, combined heat and power plants, and increased traffic-generated emissions. The effects on air quality during construction will also need to be managed, both in terms of that generated from traffic, and from the treatment and processing of material from demolition and excavation.

### **Construction Sites & NRMMS –**

Construction and demolition works should be required to meet or exceed the requirements set out in the Institute of Air Quality Management's Guidance on the Assessment of Dust from Demolition and Construction or the Mayor of London's published supplementary planning guidance on Sustainable Design and Construction, and on the Control of Dust and Emissions during Construction and Demolition. This includes Non-Road Mobile Machinery used on these sites.

### **Waste Management Sites –**

Waste management sites are a potential source of dust and fine particulate emissions to air. Those sites which mitigate the potential effects of air pollution by enclosing processes within buildings tend to be less polluting and enclosure is now recognised as best practice for such sites. Consequently we encourage any new air quality management area declaration, air quality action plans and/or proposed clean air zones to require the further enclosure of existing waste handling sites, and expect future waste development to be fully enclosed within buildings to minimise health impacts and contribute towards improving air quality.

### **Regional Approach to Local Air Quality –**

It is recognised that South Bucks District Council will need to work with others on the implementation of the measures necessary to address poor air quality as the matter is not confined to one planning authority area, and development is often governed by separate regulatory regimes and legislation, such as building regulations and environmental permitting.

If you have any questions please do not hesitate to contact me in the first instance.

Kind regards,

Chris

**Mr Chris Lowe MCIWM ACMI**

PPC/RSR Officer 1, EPR Installations and COMAH Team, Hertfordshire and North London Area

**Environment Agency** | Alchemy, Bessemer Road, Welwyn Garden City, Hertfordshire. AL7 1HE

This page is intentionally left blank

#### **Appendix 4: Consultation Comments**

- *Support the AQMA right across the Ivers, as per the diagram. Statistics show that air quality is poor in parts of Richings Park. This is largely due to traffic from nearby motorways and from HGVs travelling through the village. This needs to be addressed as part of the Air Quality Management Plan.*
- *I would like to see controls HGVs movement through Richings Park, as the consequence of not having them go through Iver village.*
- *We can't control pollution from the M25 or Heathrow, but we can effect traffic pollution. In Richings Park there are no controls on heavily polluting hgvs.*
- *I believe the whole of Iver parish and Richings Park should be included. The vast amount of HGVs that go through Richings park is at an unacceptable level and this definately needs to be reviewed... the air quality is poor is having an impact on my very young children so an Air Quality Action Plan covering this to identify actions to reduce air pollution levels sounds ideal and help us improve our quality of living.*
- *We need to ensure HGVs do not enter Richings Park as they do sometimes and get stuck in the narrow roads... they need better signage. HGVs are the main cause of pollution.*
- *Air quality is greatly affecting children with asthma, throughout s is a particularly concern on North Park and Iver.*
- *I live in Richings Park which is often neglected under these such things. I strongly feel that due to the volume of HGVs in the area the air pollution is dreadful. I have moved from central London recently and I am shocked at the level of pollution in this area compared to where I was living (zone 2 central london) - it is appalling and there should be a duty to do something about this for the health and safety of local people.*
- *We are already crying out for better HGV controls in Richings Park and are lobbying for them to be restricted as the sheer volume is beyond breaking point. Any restrictions near the village could have an adverse affect for us in RP. We need a relief road now, it's clearly evident.*
- *The area is so bad with the trains and the close proximity to M4 and M25 and Heathrow and now I am told there will be more HGV going through the village, we can not cope and neighbours are re developing and cutting down many trees*
- *All areas of Iver need to be included in this survey, including Richings Park*

- *There are too many HGV s using roads that are not suitable in Iver*
- *It greatly concerns me the changes in the air in general but I feel in Richings Park it has got nastier than ever we all suffer from air pollution now we must try to control it where and when we can*
- *The air quality around Iver and particularly Thorney Lane South is terrible. It has had a marked effect on my health and I have developed respiratory problems due to the increase in HGVs and increase in traffic in the area, causing pollution.*
- *The area should cover Richings Park, Iver and Iver Heath (the whole of the Ivers area) which would be affected to ensure traffic doesn't just get pushed from Iver High St to other areas, such as Richings Park*
- *In Richings park we are blighted increasingly with more and more hgvs. Richings needs to be assessed as part of the assessment to make sure the whole area is assessed correctly. With many more proposals for planning with potentially more hgvs to come we need this information about air quality to help inform future decisions*
- *We need it to be the whole parish. If it ends up being just the High Street then all HGV traffic might get pushed via Richings Park.*
- *Pollution from M25 and airport do not need Lorries HGV going thru Iver and Richings Park*
- *The AQMA, needs to be all encompassing. Otherwise, you advertantly drive the traffic pollution to another part of the ivers.*
- *The area is already excessively used by HGV's and the like. Which, has been further exacerberared by Cemex. And, then we have the commuters using Richings Park and Iver village as a cut through. Last but not least are the effects of Heathrow.*
- *Air quality us already poor with so many HGVs in Richings Park. We need to stop and reduce HGV traffic in Iver.*
- *This is an important initiative to improve the air quality of the Ivers area. There are significant effects from the proximity of Heathrow and M25/M4 motorways but also from the industrial estates that generate huge volumes of van & lorry traffic. Hopefully this study will also be an enabler to improving public transport (buses) to reduce the current number of car journeys.*

- *The air quality is poor some days and you can visibly see smog.*
- *I'm very concerned that the Heathrow expansion is based on inaccurate air quality information and our proximity to the proposed new runway has me very worried. In addition, there is a ridiculous number of HGVs going through our roads on a daily basis also affecting air quality. It's a serious issue for future generations and I don't believe enough is being done.*
- *The HGVs and future Heathrow expansion will be a massive problem to our area*
- *Would like controls on HGVs*
- *I believe that this measure will allow us to carefully monitor air pollution in a more coherent and measurable way.*
- *If the council remove the high level of HGV's in Iver Parish, the quality of air will be much better.*
- *Excessive road usage by HGVs on our local residential roads added to M4/M25 pollution impact makes this small area plagued by fumes and pollution.*
- *This needs to cover Iver Heath and Richings Park equally and needs to affect the speed and flow of HGVs around the area. Iver Heath Drama Club would like to support you in anyway we can with the AQMA*
- *I suffer with asthma and it has gotten worse over the last 6 months.*
- *Iver Highstreet is particularly bad the HGV's are constant and the grime on windows and inside our house is proof of that! You only have to walk along in the early summer morning to smell the fumes which seem to linger in the air. There are 2 schools and numerous nursery schools on the Highstreet. Combine this with the M25 and Heathrow and it's no wonder the lung-related illnesses are so high in the area.*
- *M25 cross Iver and my house is located right next to it. I can't tell you how much air & noise pollution I'm getting, especially in days where no winds is blowing, a big cloud of smoke builds up. It makes it difficult to make use of the garden or open the windows. I've been campaigning to erect fences on the verge of M25 along the village to attenuate and deflect the noise and pollution. More trees can be planted as well to absorb CO2 emission. Unfortunately I yet have to see a reaction. The residents of the Parish cultivate the sentiment that they have been abundant. As a first step, it'll be great if the County council acknowledge the issue and try to lay some strategic plans for the future.*

- *HGVs are the cause of poor air quality in Richings Park, as well as motorway rat-running. The air quality management plan needs to include provision for a bypass in Richings Park, not just Over village.*
- *The volume of heavy good vehicles passing though Iver particularly Church Road must add to pollution of air quality. Restricting heavy goods vehicles or having low emission control on them could help. What I mean by heavy goods vehicles is vehicles over 7.5 tons not light goods and cars. If the council took the stance of finds or restricting any vehicle over a certain age this could hit the residents of Iver forcing them to buy a new vehicle at great expense. Will the council be operating a scrape-age scheme to enable residents to buy newer vehicles? The loss of a bus service along Church Road only adds to the problem as residents are encouraged to use their own transport. The bus service needs to be reinstated to show that the council is taking air pollution seriously.*
- *The Ivers Parish suffers from significant air quality issues, principally as a result of the excessive numbers of HGVs and PSVs using its roads. This justifies establishing an AQMA across the parish and the introduction of measures to improve air quality to the benefit of all its residents.*
- *We fully support South Bucks DC's proposals and look forward to any co-operative working that may benefit air quality in both of our districts.*
- *This is a crucial step towards improving the health and quality of life of residents in The Ivers.*
- *The M25 airport and M4 corridor plus the Airport, make this area subject to pollution from the area outside this zone and probably outside the control of the local council. I am worried that measures applied locally will have little impact on the pollution itself but may impact Iver by restrictions being applied just locally. A greater understanding needs to be reached on the cause of the higher levels of pollution in this area.*
- *absolutely essential to protect the health of our residents*
- *With the ongoing expansion of the Pinewood Studios complex, and considerable number of significant infrastructure projects that are affecting (and will increasingly affect) this area, air quality can only continue to deteriorate. It is imperative that mitigation measures are planned and executed as a priority to protect the health of the local population and the local environment - especially since there are now clear indications in the Local Plan to remove land from the Green Belt, thus compounding the situation even further. It would seem prudent to suggest that protecting a higher*

*proportion of this green belt land would be one very sensible mitigation measure in itself.*

- *1. We welcome and support designation of Ivers as AQMA by SBDC at the earliest feasible opportunity.*
  - *2. Our membership is so concerned about air quality, we are monitoring it across 10 locations in Iver Heath over a 12 month period on their behalf, using same methodology as the council, and have been and will continue to share our results with SBDC's Env Officers*
  - *3. IHRA would be keen to be involved in the discussion of what appropriate mitigation measures could / should be taken to ensure IHRA members' concerns regarding evident 'hotspots' are acknowledged and acted upon IHRA 28-03-18*
- 
- *WSP submit representations on behalf of Woodlands Park Property Limited. The document is attached in the email from Alex Jones, titled 'Iver AQMA Consultation – Representations on Behalf of Woodlands Park Property Limited' and sent to envhealth@chiltern.gov.uk on 29/03/2018 at 16:12. The email was acknowledged by envhealth@chiltern.gov.uk at 16:28 on 29/03/2018.*
- 
- *WSP submit representations on behalf of Pinewood Studios Group. The document is attached in the email from Alex Jones, titled Iver AQMA Consultation – Representations on Behalf of Pinewood Studios Group and sent to EnvHealth@chiltern.gov.uk on 29/03/2018 at 16:42 and acknowledged by EnvHealth@chiltern.gov.uk at 16:58 on 29/03/2018.*

This page is intentionally left blank

Environmental Health Department,  
South Bucks District Council,  
Capswood,  
Oxford Road,  
Denham,  
UB9 4LH

70018109/001  
29 March 2018

Dear Sir/Madam,

### **Proposed Iver Air Quality Management Area – Consultation Response**

We write, on behalf of Woodlands Park Property Limited, with regard to the Council's consultation on the designation of an Air Quality Management Area (AQMA) in Iver.

Woodlands Park owns approximately 50 hectares of the land proposed to be included in the AQMA.

In summary, we write with details of:

- Our views on the geographical extent of the AQMA and the rationale behind the proposed declaration;
- A review of the evidence base prepared for the Council and used to inform the potential AQMA designation against national and local planning policy, and statutory guidance, for declaring an AQMA; and
- Details of our concerns regarding the monitoring and modelling undertaken by both the Council and their appointed third parties to inform the AQMA designation process.

The agenda for the meeting of the Healthy Communities Policy Advisory Group on the 22<sup>nd</sup> February 2018 details the justification for declaring an AQMA in Iver Village (Agenda Item 7), with particular emphasis on the declaration of a parish-wide AQMA for exceedances of the annual mean objective for nitrogen dioxide (NO<sub>2</sub>) concentrations. The three potential AQMA boundary options suggested in this document are as follows:

- An AQMA based on the 36µg/m<sup>3</sup> contour identified by Air Quality Consultants Ltd's (AQC's) report '*Detailed Assessment of Air Quality in Iver for South Bucks District Council*' (November 2016); or
- An AQMA based on the 36µg/m<sup>3</sup> contour identified by AQC's Detailed Assessment of 2016 and including the Iver Village Infant school; or
- A parish-wide AQMA (which is the one on which the Council are consulting).

### **National Policy**

The air quality objectives set out in the *Air Quality (England) Regulations 2000*, as amended by the *Air Quality (England) (Amendment) Regulations 2002*, provide the statutory basis for the air quality objectives under Local Air Quality Management (LAQM) in England. The annual mean objective for NO<sub>2</sub> is 40µg/m<sup>3</sup> and therefore, any concentration above this is considered to be in breach of the objective. The *Air Quality (England) Regulations 2000* state that objectives are applicable in areas "*which are situated outside of buildings or other natural or man-made structures above or below ground; and where members of the public are regularly present*".

The triggers for declaring an AQMA and defining the geographical extent of the AQMA are outlined in following paragraphs of Defra's publication '*LAQM Policy Guidance 2016 (LAQM.PG.16)*':

Mountbatten House  
Basing View  
Basingstoke, Hampshire  
RG21 4HJ  
Tel: +44 1256 318800  
Tel: +44 1256 318700  
wsp.com



- Paragraph 4.1: “Local authorities have a duty under Section 83(1) of the 1995 Act to designate those areas where the air quality objectives are not being met, or are likely to be shown to be at risk of not meeting them, and where people are likely to be regularly present, as AQMAs.”
- Paragraph 4.2: “It is important that the local authority be confident it has identified all locations and pollutants for which the air quality objectives are or will be exceeded. This requires the authority to have a broad confidence in the monitoring data and/or modelling predictions undertaken. This applies equally to the option to fast-track AQMAs (see below). Authorities should demonstrate that they are aware of the uncertainties in monitoring data and the data inputs used for modelling, and to show in their annual report what steps they have taken to minimise these uncertainties”.
- Paragraph 4.3: “When determining the boundary of an AQMA the authority should make an appropriate judgement based on the extent of predicted areas of exceedance, the locations of relevant receptors, the nature and location of relevant sources, and other local factors. These Areas can cover single streets or road networks, a junction, roundabout or even a single dwelling. In many urban and built-up areas, especially where trans-boundary pollution is an issue, the authority may decide to designate the entire borough as an AQMA; this kind of declaration provides greater flexibility for air quality officers to respond to pollution issues as and when they arise.”

### Local Policy

There are no relevant local planning policies given in the current Adopted Core Strategy (2011) or Adopted Local Plan (1999).

However, the Council’s Annual Status Report (ASR) says: ‘*The Local Plan for South Bucks District Council is in the process of being updated. It is a priority for the Strategic Environment team that Air Quality has been given the attention required to enable the Council to allow future development without compromising Air Quality. This includes the implementation of a local planning guidance for developers. The team have responded to all internal and external consultations drawing the attention of planning policy to potential issues as a result of development.*

The emerging joint Chiltern & South Bucks Local Plan update referred to above is currently in the consultation phase. The most recent timetable suggests that publication of a draft plan will not be until June/July 2018, with adoption unlikely until late 2019.

There is one existing AQMA within South Bucks District Council’s administrative area. This covers the M25, M40 and M4 corridors and was declared in 2004 due to exceedances of the annual mean NO<sub>2</sub> objective. It is located to the east of Iver Village and would fall within the proposed Parish-wide AQMA. In 2006, following the declaration of the AQMA, an Air Quality Action Plan (AQAP) was published by South Bucks District Council which includes a number of measures aimed at reducing air quality within the AQMA.

### Air Quality Monitoring & Modelling undertaken by AQC & the Council

AQC’s 2016 report provides the results of air quality modelling that they have undertaken on behalf of South Bucks District Council to determine if the annual mean NO<sub>2</sub> objective is exceeded at relevant locations of public exposure in Iver, and if so, the extent of exceedances and therefore the AQMA boundary required.

In the report AQC identify a number of sources of potential uncertainty in their modelled predictions, which relate to the verification process that was undertaken. These uncertainties will affect the accuracy of the modelled predictions so much so that AQC say that the model results ‘*should be treated with caution*’. They include: the height of diffusion tubes used in the verification process; the presence of vegetation influencing one of the monitoring locations; and, the fact that only two diffusion tubes were used in the model verification process.

To address the uncertainties AQC undertook a sensitivity test using a verification factor calculated using monitoring data from diffusion tube Site 3 only. This resulted in lower modelled concentrations.

Consequently, one of the recommendations made in the report was that *“further monitoring is carried out at the worst-case relevant locations identified by the modelling. If this monitoring identifies exceedences of the objective at any of these locations, an AQMA should be declared”*.

This additional monitoring was undertaken by the Council and is presented in a further report prepared by AQC in December 2017 called *‘Update to Detailed Assessment – South Bucks District Council’*. The location of the monitoring locations and the concentrations recorded at them are shown on **Figure 1**, which is enclosed.

We have a number of concerns regarding the additional monitoring data what was collected, which are as follows:

- In 2017, NO<sub>2</sub> concentrations were monitored at a total of 15 locations in the vicinity of Iver Village. Two of these monitoring locations were positioned on a building façade (locations 28/29 and 30/31), one aligned with a building façade, and 13 were classified as roadside locations not on building facades. As such, few of the monitoring locations are located at positions where members of the public will be present on a regular basis for comparison with the annual mean objective;
- The 2017 NO<sub>2</sub> concentrations presented in AQC’s 2017 report are averaged concentrations from monitoring collected between January and September 2017. There is no indication that the concentrations presented in the update have been annualised and if not, they should not be compared to the annual mean objective. Additionally, no indication of the data capture rate has been outlined in the update; and
- Irrespective of the above, exceedances at these additional monitoring locations were measured at a building façade (45µg/m<sup>3</sup> – location 30/31, 6 Thorney Lane North), and at three of the roadside monitoring locations (Uxbridge Road, Richings Road and Thorney Lane South). We believe that the results of monitoring undertaken at Location 30/31 (6 Thorney Lane South) should be disregarded as the diffusion tubes have not been placed on the façade of a building, but on a signpost which is closer to the road than the façade that it is trying to replicate. Additionally, the diffusion tubes are placed directly below a large traffic sign (**Figures 2 and 3** - enclosed), which may have an influence on the NO<sub>2</sub> concentrations measured at this location.

Between 2012 and 2016 (the most recent years for which data is available for a whole calendar year in the AQC 2017 Report), there was only one exceedance of the NO<sub>2</sub> annual mean objective recorded. This occurred in 2014 at Location 4 – Uxbridge Road (a roadside monitoring location), where the annual mean concentration was 42µg/m<sup>3</sup>. However, as mentioned above, this location is roadside and no adjustment has been made to ‘distance correct’ the concentrations to the nearest point of relevant exposure.

AQC did not update the dispersion modelling undertaken for their 2016 report in light of the results of the additional monitoring data, however they advised that the Council should *‘declare an AQMA along the High Street, to include properties along the northern end of Thorney Lane North, to the junction with Delaford Close. Beyond this point, buildings are set further back from the road, and there will be no canyon effect, which will result in lower concentrations.’*

Therefore, we do not believe that there is sufficient information provided in the work completed by AQC and the Council to support the Parish-wide AQMA declaration, as required by LAQM.PG.16 Paragraph 4.2.

### The Council’s justification for an AQMA

Paragraph 4.1 of LAQM.PG.16 outlines when and where AQMAs should be declared. It states that *“Local authorities have a duty under Section 83(1) of the 1995 Act to designate those areas where the air quality objectives are not being met, or are likely to be shown to be at risk of not meeting them, and where people are likely to be regularly present, as AQMAs”*. As such the Council should be confident in the results of their monitoring and modelling to be able to spatially define the AQMA, and the work undertaken to justify the designation of an AQMA should cover the relevant geographic area.



As detailed above, the monitoring data provided in AQC's 2017 report is not complete (i.e. only 9 months of data has been collected, not a full year) and as such cannot be directly compared to the relevant annual mean objective. Therefore, we believe that the Council has begun the process of declaring an AQMA without being in possession of enough data to inform the decision making process.

On the basis of the work undertaken by AQC and the results of previous modelling presented in the Council's Air Quality ASRs, we consider that there is insufficient evidence to support a parish-wide AQMA as there is no data to support widespread exceedances of the NO<sub>2</sub> annual mean objective. There is also no evidence of significant trans-boundary pollution, which would warrant declaring a parish-wide AQMA either. Additionally, Paragraph 4.1 of *LAQM.PG.16* requires the AQMA to be declared where "*people are likely to be regularly present*" and as a significant amount of the land in the area surrounding Iver is agricultural land that is not typically used by the general public, there would be no benefit to declare an AQMA covering these areas, particularly given that generally exceedances have not been predicted to occur away from the High Street.

Furthermore targeted AQAP's have been shown to be more effective in smaller urban areas (outside of major cities) than widespread broad actions. Given that any exceedances occurring in Iver are likely to be localised, we do not consider that broad actions over a widespread area would be the most effective both financially or in terms of reducing pollution concentrations.

#### **Further Work Necessary before a Formal Declaration**

Taking into account the above, we believe that further air quality modelling and monitoring should be undertaken by the Council across the Parish before the declaration of an AQMA in Iver. This would determine with more confidence the level and location of any exceedances of the annual mean NO<sub>2</sub> objective. At this time, the vast majority of monitoring that has been undertaken in and around Iver Village does not identify any exceedances of the annual mean objective, and does not support a Parish wide AQMA designation.

Yours faithfully,

**Alex Jones**  
Consultant, Air Quality

Figure 1

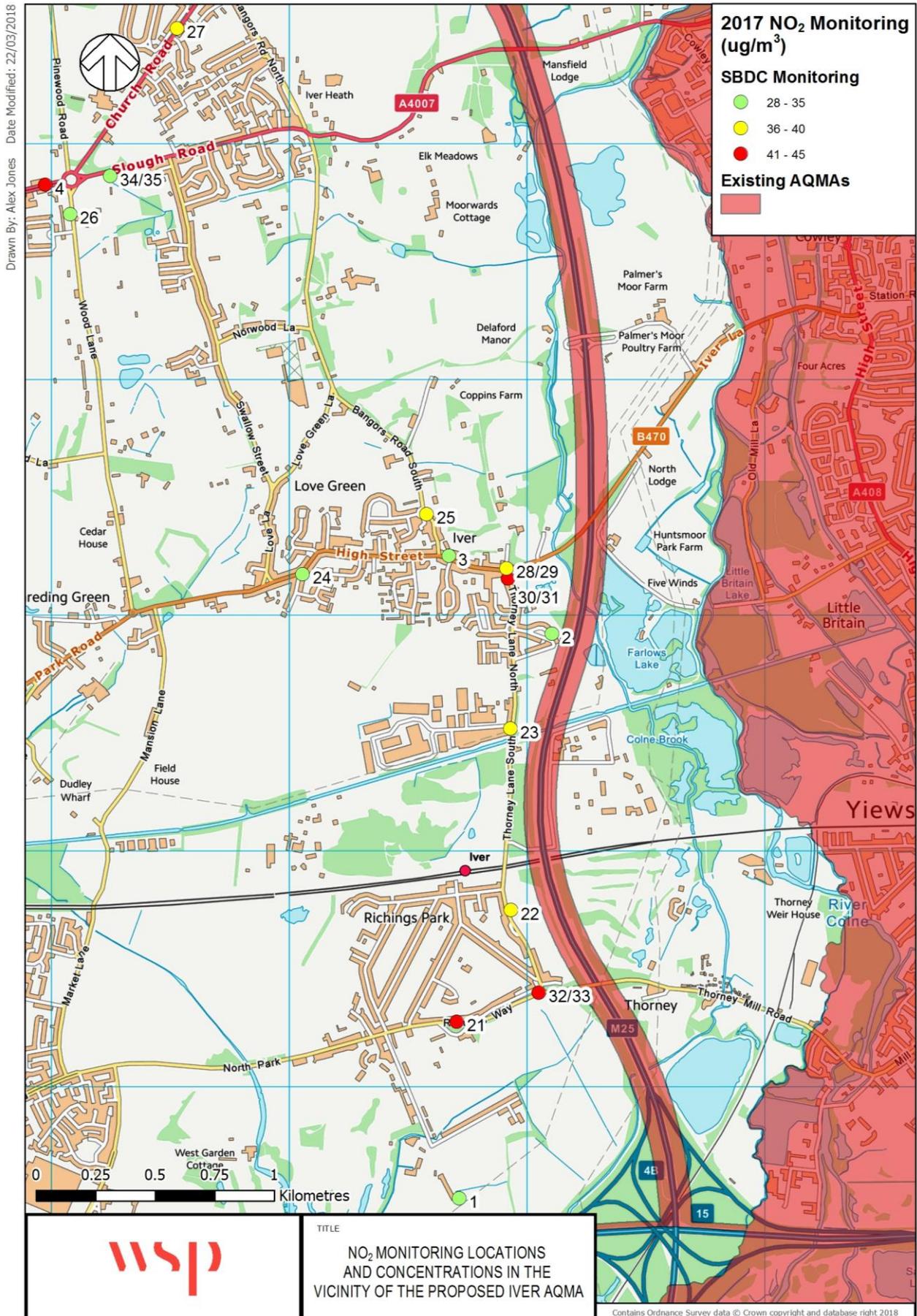




Figure 2

Google Maps 1 Thorney Ln N  
SBDC Monitoring Location 30/31



Image capture: Jul 2017 © 2018 Google

Iver, England

Google, Inc.

Street View - Jul 2017

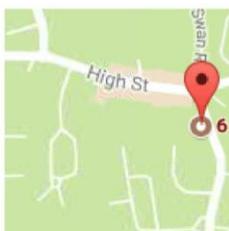




Figure 3

Google Maps 1 Thorney Ln N  
SBDC Monitoring Location 30/31

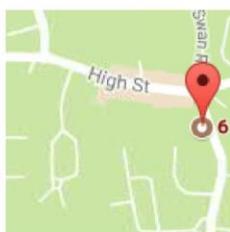


Image capture: Jul 2017 © 2018 Google

Iver, England

Google, Inc.

Street View - Jul 2017



<https://www.google.co.uk/maps/@51.5194154,-0.5033831,3a,18.5y,312.53h,86.2t/dat...> 22/03/2018

This page is intentionally left blank



Environmental Health Department,  
South Bucks District Council,  
Capswood,  
Oxford Road,  
Denham,  
UB9 4LH

70045938/001  
29 March 2018

Dear Sir/Madam,

### **Proposed Iver Air Quality Management Area – Consultation Response**

We write, on behalf of Pinewood Studios Group, with regard to the Council's consultation on the designation of an Air Quality Management Area (AQMA) in Iver.

Pinewood Studios is located on the north-western edge of Iver Heath and is the largest film and television studio within the UK with its scale and facilities attracting a number international producers and directors. Pinewood also accommodates a community of approximately 200 specialist businesses, enterprises and suppliers.

Pinewood Studios comprises an area 83ha in size and is divided in two by Pinewood Road, with the original studio located at 'Pinewood West', to the west of Pinewood Road, and 'Pinewood East' to the east of Pinewood Road.

There is extant Outline Planning Permission for a major extension of the studios known as the Pinewood Studios Development Framework (PSDF). To date, development has been focused around Pinewood East (Phase 1 has been built out whilst Phase 2 has Reserved Matters approval). Further Reserved Matters Applications are expected for the remaining plots within Pinewood East and infill plots within Pinewood West.

Pinewood Studios Group are fully committed to the sustainable development of Pinewood Studios (as demonstrated by the development of a Travel Plan Framework for the PSDF). However, as the site sits within the proposed boundary of the AQMA, they have concerns regarding the declaration of a parish wide AQMA due to the potential constraints that this may place on future operations/development of Pinewood Studios.

In summary, we write with details of:

- Our views on the geographical extent of the AQMA and the rationale behind the proposed declaration;
- A review of the evidence base prepared for the Council and used to inform the potential AQMA designation against national and local planning policy, and statutory guidance, for declaring an AQMA; and
- Details of our concerns regarding the monitoring and modelling undertaken by both the Council and their appointed third parties to inform the AQMA designation process.

The agenda for the meeting of the Healthy Communities Policy Advisory Group on the 22<sup>nd</sup> February 2018 details the justification for declaring an AQMA in Iver Village (Agenda Item 7), with particular emphasis on the declaration of a parish-wide AQMA for exceedances of the annual mean objective for nitrogen dioxide (NO<sub>2</sub>) concentrations. The three potential AQMA boundary options suggested in this document are as follows:

Mountbatten House  
Basing View  
Basingstoke, Hampshire  
RG21 4HJ  
Tel: +44 1256 318800  
Tel: +44 1256 318700  
wsp.com



- An AQMA based on the 36µg/m<sup>3</sup> contour identified by Air Quality Consultants Ltd's (AQC's) report 'Detailed Assessment of Air Quality in Iver for South Bucks District Council' (November 2016); or
- An AQMA based on the 36µg/m<sup>3</sup> contour identified by AQC's Detailed Assessment of 2016 and including the Iver Village Infant school; or
- A parish-wide AQMA (which is the one on which the Council are consulting).

### National Policy

The air quality objectives set out in the *Air Quality (England) Regulations 2000*, as amended by the *Air Quality (England) (Amendment) Regulations 2002*, provide the statutory basis for the air quality objectives under Local Air Quality Management (LAQM) in England. The annual mean objective for NO<sub>2</sub> is 40µg/m<sup>3</sup> and therefore, any concentration above this is considered to be in breach of the objective. The *Air Quality (England) Regulations 2000* state that objectives are applicable in areas "which are situated outside of buildings or other natural or man-made structures above or below ground; and where members of the public are regularly present".

The triggers for declaring an AQMA and defining the geographical extent of the AQMA are outlined in following paragraphs of Defra's publication 'LAQM Policy Guidance 2016 (LAQM.PG.16)':

- Paragraph 4.1: "Local authorities have a duty under Section 83(1) of the 1995 Act to designate those areas where the air quality objectives are not being met, or are likely to be shown to be at risk of not meeting them, and where people are likely to be regularly present, as AQMAs."
- Paragraph 4.2: "It is important that the local authority be confident it has identified all locations and pollutants for which the air quality objectives are or will be exceeded. This requires the authority to have a broad confidence in the monitoring data and/or modelling predictions undertaken. This applies equally to the option to fast-track AQMAs (see below). Authorities should demonstrate that they are aware of the uncertainties in monitoring data and the data inputs used for modelling, and to show in their annual report what steps they have taken to minimise these uncertainties".
- Paragraph 4.3: "When determining the boundary of an AQMA the authority should make an appropriate judgement based on the extent of predicted areas of exceedance, the locations of relevant receptors, the nature and location of relevant sources, and other local factors. These Areas can cover single streets or road networks, a junction, roundabout or even a single dwelling. In many urban and built-up areas, especially where trans-boundary pollution is an issue, the authority may decide to designate the entire borough as an AQMA; this kind of declaration provides greater flexibility for air quality officers to respond to pollution issues as and when they arise."

### Local Policy

There are no relevant local planning policies given in the current Adopted Core Strategy (2011) or Adopted Local Plan (1999).

However, the Council's Annual Status Report (ASR) says: 'The Local Plan for South Bucks District Council is in the process of being updated. It is a priority for the Strategic Environment team that Air Quality has been given the attention required to enable the Council to allow future development without compromising Air Quality. This includes the implementation of a local planning guidance for developers. The team have responded to all internal and external consultations drawing the attention of planning policy to potential issues as a result of development'.

The emerging joint Chiltern & South Bucks Local Plan update referred to above is currently in the consultation phase. The most recent timetable suggests that publication of a draft plan will not be until June/July 2018, with adoption unlikely until late 2019.

There is one existing AQMA within South Bucks District Council's administrative area. This covers the M25, M40 and M4 corridors and was declared in 2004 due to exceedances of the annual mean NO<sub>2</sub> objective. It is located to the east of Iver Village and would fall within the proposed Parish-wide AQMA. In 2006, following

the declaration of the AQMA, an Air Quality Action Plan (AQAP) was published by South Bucks District Council which includes a number of measures aimed at reducing air quality within the AQMA.

### Air Quality Monitoring & Modelling undertaken by AQC & the Council

AQC's 2016 report provides the results of air quality modelling that they have undertaken on behalf of South Bucks District Council to determine if the annual mean NO<sub>2</sub> objective is exceeded at relevant locations of public exposure in Iver, and if so, the extent of exceedences and therefore the AQMA boundary required.

In the report AQC identify a number of sources of potential uncertainty in their modelled predictions, which relate to the verification process that was undertaken. These uncertainties will affect the accuracy of the modelled predictions so much so that AQC say that the model results *'should be treated with caution'*. They include: the height of diffusion tubes used in the verification process; the presence of vegetation influencing one of the monitoring locations; and, the fact that only two diffusion tubes were used in the model verification process.

To address the uncertainties AQC undertook a sensitivity test using a verification factor calculated using monitoring data from diffusion tube Site 3 only. This resulted in lower modelled concentrations.

Consequently, one of the recommendations made in the report was that *"further monitoring is carried out at the worst-case relevant locations identified by the modelling. If this monitoring identifies exceedences of the objective at any of these locations, an AQMA should be declared"*.

This additional monitoring was undertaken by the Council and is presented in a further report prepared by AQC in December 2017 called *'Update to Detailed Assessment – South Bucks District Council'*. The location of the monitoring locations and the concentrations recorded at them are shown on **Figure 1**, which is enclosed.

We have a number of concerns regarding the additional monitoring data what was collected, which are as follows:

- In 2017, NO<sub>2</sub> concentrations were monitored at a total of 15 locations in the vicinity of Iver Village. Two of these monitoring locations were positioned on a building façade (locations 28/29 and 30/31), one aligned with a building façade, and 13 were classified as roadside locations not on building facades. As such, few of the monitoring locations are located at positions where members of the public will be present on a regular basis for comparison with the annual mean objective;
- The 2017 NO<sub>2</sub> concentrations presented in AQC's 2017 report are averaged concentrations from monitoring collected between January and September 2017. There is no indication that the concentrations presented in the update have been annualised and if not, they should not be compared to the annual mean objective. Additionally, no indication of the data capture rate has been outlined in the update; and
- Irrespective of the above, exceedences at these additional monitoring locations were measured at a building façade (45µg/m<sup>3</sup> – location 30/31, 6 Thorney Lane North), and at three of the roadside monitoring locations (Uxbridge Road, Richings Road and Thorney Lane South). We believe that the results of monitoring undertaken at Location 30/31 (6 Thorney Lane South) should be disregarded as the diffusion tubes have not been placed on the façade of a building, but on a signpost which is closer to the road than the façade that it is trying to replicate. Additionally, the diffusion tubes are placed directly below a large traffic sign (**Figures 2 and 3** - enclosed), which may have an influence on the NO<sub>2</sub> concentrations measured at this location.

Between 2012 and 2016 (the most recent years for which data is available for a whole calendar year in the AQC 2017 Report), there was only one exceedance of the NO<sub>2</sub> annual mean objective recorded. This occurred in 2014 at Location 4 – Uxbridge Road (a roadside monitoring location), where the annual mean concentration was 42µg/m<sup>3</sup>. However, as mentioned above, this location is roadside and no adjustment has been made to 'distance correct' the concentrations to the nearest point of relevant exposure.



AQC did not update the dispersion modelling undertaken for their 2016 report in light of the results of the additional monitoring data, however they advised that the Council should *'declare an AQMA along the High Street, to include properties along the northern end of Thorney Lane North, to the junction with Delaford Close. Beyond this point, buildings are set further back from the road, and there will be no canyon effect, which will result in lower concentrations.'*

Therefore, we do not believe that there is sufficient information provided in the work completed by AQC and the Council to support the Parish-wide AQMA declaration, as required by LAQM.PG.16 Paragraph 4.2.

### The Council's justification for an AQMA

Paragraph 4.1 of LAQM.PG.16 outlines when and where AQMAs should be declared. It states that *"Local authorities have a duty under Section 83(1) of the 1995 Act to designate those areas where the air quality objectives are not being met, or are likely to be shown to be at risk of not meeting them, and where people are likely to be regularly present, as AQMAs"*. As such the Council should be confident in the results of their monitoring and modelling to be able to spatially define the AQMA, and the work undertaken to justify the designation of an AQMA should cover the relevant geographic area.

As detailed above, the monitoring data provided in AQC's 2017 report is not complete (i.e. only 9 months of data has been collected, not a full year) and as such cannot be directly compared to the relevant annual mean objective. Therefore, we believe that the Council has begun the process of declaring an AQMA without being in possession of enough data to inform the decision making process.

On the basis of the work undertaken by AQC and the results of previous modelling presented in the Council's Air Quality ASRs, we consider that there is insufficient evidence to support a parish-wide AQMA as there is no data to support widespread exceedances of the NO<sub>2</sub> annual mean objective. There is also no evidence of significant trans-boundary pollution, which would warrant declaring a parish-wide AQMA either. Additionally, Paragraph 4.1 of LAQM.PG.16 requires the AQMA to be declared where *"people are likely to be regularly present"* and as a significant amount of the land in the area surrounding Iver is agricultural land that is not typically used by the general public, there would be no benefit to declare an AQMA covering these areas, particularly given that generally exceedances at sensitive have not been predicted to occur away from the High Street.

Furthermore targeted AQAP's have been shown to be more effective in smaller urban areas (outside of major cities) than widespread broad actions. Given that any exceedances occurring in Iver are likely to be localised, we do not consider that broad actions over a widespread area would be the most effective both financially or in terms of reducing pollution concentrations.

### Further Work Necessary before a Formal Declaration

Taking into account the above, we believe that further air quality modelling and monitoring should be undertaken by the Council across the Parish before the declaration of an AQMA in Iver. This would determine with more confidence the level and location of any exceedances of the annual mean NO<sub>2</sub> objective. At this time, the vast majority of monitoring that has been undertaken in and around Iver Village does not identify any exceedances of the annual mean objective, and does not support a Parish wide AQMA designation.

Yours faithfully,

**Alex Jones**  
Consultant, Air Quality

Figure 1

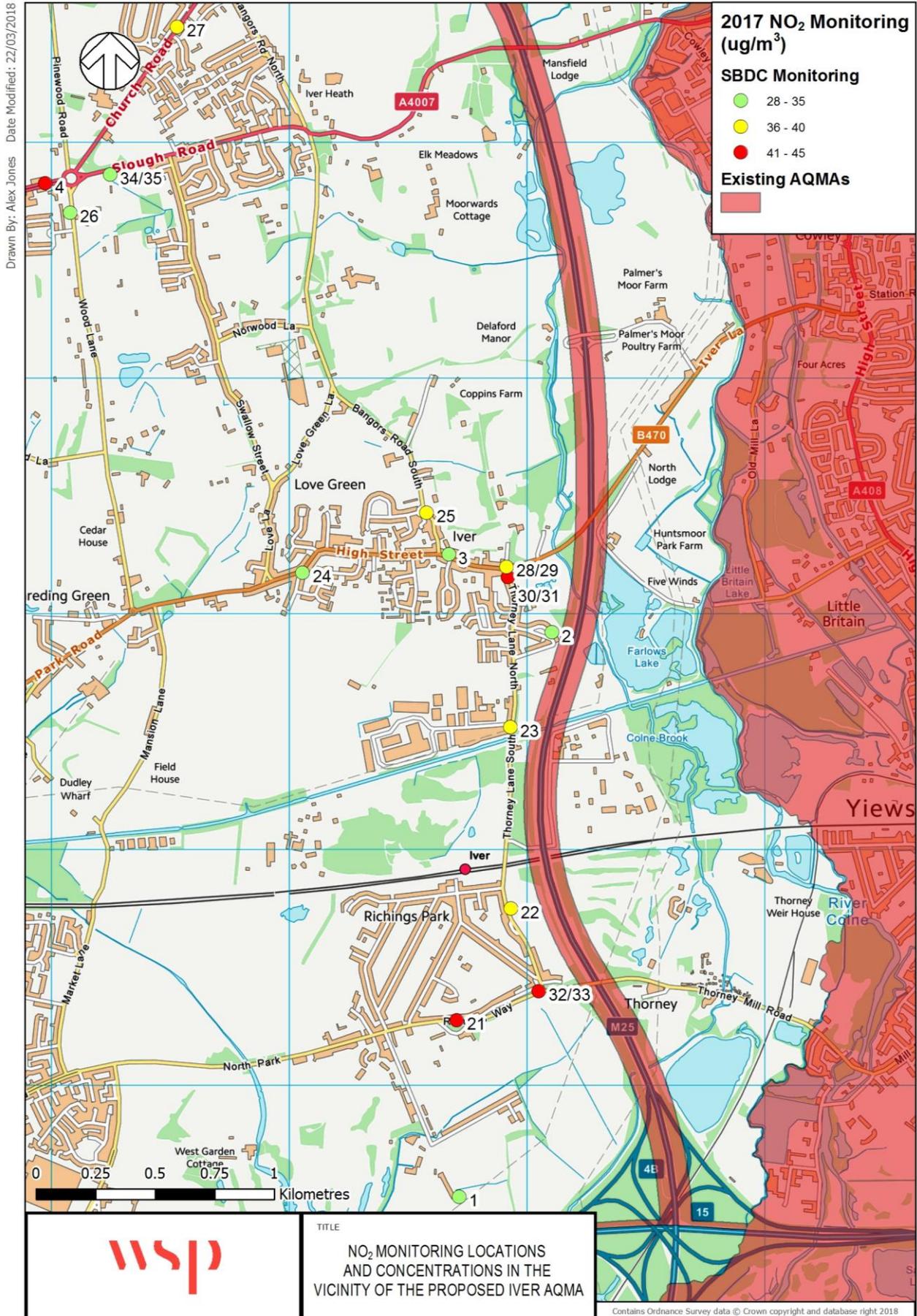




Figure 2

Google Maps

1 Thorney Ln N

SBDC Monitoring Location 30/31



Image capture: Jul 2017 © 2018 Google

Iver, England

Google, Inc.

Street View - Jul 2017

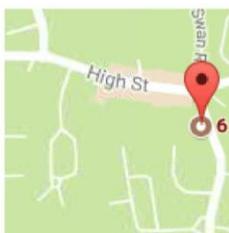




Figure 3

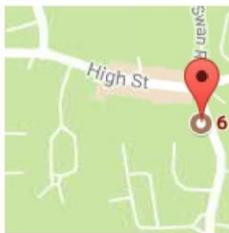


Image capture: Jul 2017 © 2018 Google

Iver, England

Google, Inc.

Street View - Jul 2017



<https://www.google.co.uk/maps/@51.5194154,-0.5033831,3a,18.5y,312.53h,86.2t/dat...> 22/03/2018

This page is intentionally left blank

<b>SUBJECT:</b>	FOOD AND HEALTH AND SAFETY BUSINESS PLANS
<b>REPORT OF:</b>	<i>Healthy Communities Portfolio Holder – Councillor Patrick Hogan</i>
<b>RESPONSIBLE OFFICER</b>	<i>Steve Bambrick, Services Director of Services Martin Holt, Head of Healthy Communities</i>
<b>REPORT AUTHOR</b>	<i>Ian Snudden, 01494 732057, isnudden@chiltern.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>All</i>

### 1. Purpose of Report

To obtain Members' approval for the adoption of the joint Food and Health and Safety Service Plan and Food and Health and Safety Enforcement Policies for the year 2018/2019.

The PAG is asked to advise the Portfolio Holder on the following recommendations to Cabinet:

#### RECOMMENDATIONS TO CABINET

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

### 2. Reasons for Recommendations

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

### 3. Report

The Food and Health and Safety Service Business Plan details how the food and health and safety enforcement services are to be delivered within both Chiltern District Council and South Bucks District Council areas for the year 2018/19.

The Service Plan is divided into the issues covered by the Food Standards Agency (FSA) Framework Agreement and the key priorities identified by the Health and Safety Executive's (HSE) Strategy Document. The Service Plan and Enforcement Policies are appended.

#### Food Safety Service 2018/19

In 2012, Chiltern and South Bucks District Councils launched the Food Standards Agency's national Food Hygiene Rating Scheme. Since then the percentage of all eligible rated food premises (rating of 3 or better) continues to increase and is currently 95.9% for Chiltern and 96.4% for South Bucks District Councils, higher than the national average of 94.7%. Since their last inspection 87.9% of food businesses in Chiltern DC and 85.7% of those in South Bucks DC improved their rating or stayed the same. Whilst the main approach to inspections is

supportive, where businesses persistently fail to engage or improve standards, then more formal enforcement action will continue to be taken. Officers will continue to focus on the highest risk businesses and those that have a rating of 0-2.

Specific areas of work have been identified in relation to continual service improvement and flexible mobile working and increased commercialisation of the service. The Food Standards Agency is currently examining how regulatory interventions are delivered and is continuing to consult on its model 'Regulating Our Future'. Officers will also be monitoring the impact that the UK's exit from the EU will impact on food safety delivery and how services will be delivered in the future pending the decision on unitary authority status. These are reflected in the service plan action plan.

### **Health and Safety Service 2018/19**

Whilst health and safety remains a key priority for the Government, it aims to reduce the inspection burden on businesses. The consequence of this is that officers will only inspect businesses where there is a specific need, either due to local or national intelligence and the national strategic priorities. These priorities cover a range of sector specific interventions and cross-cutting themes.

### **Food Policy and Health and Safety Enforcement Policy**

Both policies reflect the principles set out in the Regulators' Code issued by the Better Regulation Delivery Office (now the Office of Product Safety and Standards). The key principles are to supporting growth, engaging with businesses, having a transparent and risk based approach to activities, sharing information between regulators and providing clear information and advice to businesses. The Regulators' Code applies to local authority regulatory services such as: environmental health, licensing, housing standards, planning enforcement, building control and revenues and benefits. A corporate enforcement policy has been developed and the policies have been drafted in accordance with this overarching policy.

#### **4. Consultation**

Not Applicable

#### **5. Options**

Not Applicable

#### **6. Corporate Implications**

- 6.1 Financial – the service plan will delivered within existing budgets
- 6.2 Legal – The Food Standards Agency requires local authorities to produce and publish a food service plan, as does the Health and Safety Executive for health and safety and local authorities are audited by these Government bodies for compliance against the statutory guidance. The FSA audit reports are public documents and published on the FSA website.

Healthy Communities PAG  
Cabinet

12<sup>th</sup> June 2018  
27<sup>th</sup> June 2018

---

**7. Links to Council Policy Objectives**

The plan stems from the Healthy Communities Service Plan and makes a positive contribution towards the Chiltern District and South Bucks Councils' *Joint Business Plan 2015 – 2020* and *Sustainable Community Strategy 2009 – 2026*. The plan links into the Councils' Performance Management Framework.

**8. Next Step**

The approved action plan for the service plan will be implemented across both local authorities.

<b>Background Papers:</b>	It is a legal requirement that we make available any background papers relied on to prepare the report and should be listed at the end of the report (copies of Part 1 background papers for executive decisions must be provided to Democratic Services )
---------------------------	--

This page is intentionally left blank

**CHILTERN DISTRICT COUNCIL  
and  
SOUTH BUCKS DISTRICT COUNCIL**

**Environmental Health Section**

**Joint Food and Health and Safety Service  
Business Plan**

**2018-2019**



# Contents

- 1.0 INTRODUCTION**
- 2.0 SERVICE AIMS & OBJECTIVES**
  - 2.1 Links to Corporate Objectives and Plans
  - 2.2 Healthy Communities Service Plan
  - 2.3 Service Aims and Objectives
  - 2.4 Key Service Standards & Performance
- 3.0 BACKGROUND**
  - 3.1 Profile
  - 3.2 Organisational Structure
  - 3.3 Customers, Stakeholders & Partners
  - 3.4 Scope of the Service
  - 3.5 Demands on the Food Service
  - 3.6 Demands on the Health and Safety Service
  - 3.7 Enforcement Policy
- 4.0 SERVICE DELIVERY and REVIEW**
  - 4.1 Delivery and Priorities
  - 4.2 Food Safety Interventions
  - 4.3 Health and Safety Interventions
  - 4.4 Service Requests
  - 4.5 Accident Notifications
  - 4.6 Primary Authority Scheme
  - 4.7 Advice to Businesses
  - 4.8 Food Sampling
  - 4.9 Control & investigation of Outbreaks
  - 4.10 Food Safety Incidents
  - 4.11 Liaison with other Organisations
  - 4.12 Promotion
- 5.0 RESOURCES**
  - 5.1 Staffing Allocation
  - 5.2 Staff Development
  - 5.3 Financial Allocation
  - 5.4 Physical Assets
  - 5.5 Information Technology
- 6.0 QUALITY ASSESSMENT**
- 7.0 ACTION PLAN**

## 1.0 INTRODUCTION

The joint Food and Health and Safety Service Business Plan outlines the nature, objectives and influences on the services and the statutory and policy framework within which the services are delivered. It sets out the key service priorities and objectives for 2018/19 and identifies the main issues planned to be addressed during the period. It also fulfils the requirements set down by the Food Standards Agency (FSA) in its 'Framework Agreement on Local Authority Food Law Enforcement' and the Health and Safety Executive (HSE) in its 'Section 18 Guidance to Local Authorities'.

## 2.0 SERVICE AIMS AND OBJECTIVES

### 2.1 Links to Corporate Objectives and Plans

The service contributes towards the Chiltern District and South Bucks Councils' *Joint Business Plan 2017 – 2020 and Sustainable Community Strategy, 2016-2026*, performance measures and key objectives:

- Delivering cost-effective, customer-focused services;
- Working towards safe and healthier local communities ; and
- Striving to conserve the environment and promote sustainability.

### 2.2 Healthy Communities Service Plan

The key objectives within the Healthy Communities Service Plan that specifically relate to the food and health and safety service for 2018/19 are:

- Improve service quality to enable communities, residents and businesses to resolve their service requests at the first point of contact or close to the first time of asking
- Provide effective and efficient regulatory services that meets customer needs
- Provide effective partnership working to protect and improve public health and environmental quality
- Continue to develop shared policies and procedures to deliver more efficient services

The Division has to find substantial cost savings over the coming years, achieved by:

- reducing costs through innovative use of technology;
- reducing back office handling costs;

- transferring avoidable costs of delivery along the supply chain;
- raising income through charging for discretionary services;
- developing the new shared service and employing lean thinking principles to review processes;
- developing systems that will improve the ability of business to manage regulatory compliance whilst reducing the frequency of inspection.

### 2.3 Service Aims and Objectives

The Environmental Health Section has a significant role to play in improving quality of life, predominantly through providing a proactive, accessible and efficient service that protects and promotes the health of those who work, live and visit the area. This role directly supports the Councils' Key Objective 2 (*Working towards safe and healthier local communities*).

Our aim is to:

- support and assist businesses to become food safety compliant
- provide consistent accurate up-to-date information aimed at providing protection to customers
- support and assist businesses to comply with legal obligations to ensure that food is safe

We will achieve this by:

- targeted current relevant information to businesses
- ensuring officers are equipped with tools to effectively support businesses
- ensuring that poor performing businesses are proportionately targeted with enforcement action
- adopting a "light touch" approach to compliant businesses, organisations and customers
- campaigns to promote food hygiene ratings
- innovative opportunities and approaches to working with other regulatory stakeholders to improve businesses contact with local authorities.

### 2.4 Key Service Standards and Performance

As part of the authorities' key objectives, service standards and performance measures have been set.

Services are prioritised and resources targeted at issues of greatest concern in terms of food and health and safety. The service covers inspections of businesses, complaint and accident investigation and developing schemes to assist and motivate businesses to achieve compliance and good practice. The key corporate performance measure used is: *'Percentage of food hygiene inspections of food businesses category A – D achieved against inspections due*. In addition the overall percentage of businesses broadly compliant and the success of officer's interventions in moving those businesses which are not broadly compliant to becoming broadly compliant will also be measured.

Performance monitoring has been established with reports to relevant Committees, in addition to departmental monitoring meetings and to Management Team.

Food safety carries a high priority for the authorities and the targets set for 2018/19 (93% broadly compliant businesses within the Chiltern District and 91% broadly compliant businesses within the South Bucks District) reflect that priority and ensures that the authorities comply with current government guidance in measuring outcomes rather than inputs.

The Food Standards Agency will continue to collect data on broadly compliant businesses and as part of our continual service improvement; the intention is to collect data in respect of customer satisfaction following inspections.

As a consequence of Government's aims for health and safety reform including reducing the inspection burden on business and focussing on better health and safety outcomes, proactive inspections will be targeted at high risk premises where the national priorities identifies them as being an at risk group or local intelligence identifies businesses with poor compliance records.

### **3.0 BACKGROUND**

#### **3.1 Profile**

The Chiltern District is located in the centre of the Chiltern Hills, approximately 25 miles North West of London. The District covers an area of 19,635 hectares and has a population of approximately 93,980. It is predominantly a rural area with towns and villages set in countryside which is part of the greenbelt around London. A large part of the District forms part of the Chilterns Area of Outstanding Natural Beauty.

The South Bucks District covers an area of 14,150 hectares immediately to the west of Greater London with a population of approx. 68,560. The district is mainly rural in nature and large areas are within the Greater London Green Belt. The main towns in the district are Beaconsfield, Gerrards Cross Denham, Iver and Burnham.

Both Districts have good transport links with adjoining areas. Both areas are served by good national and motorway networks. Direct rail-links to central London or

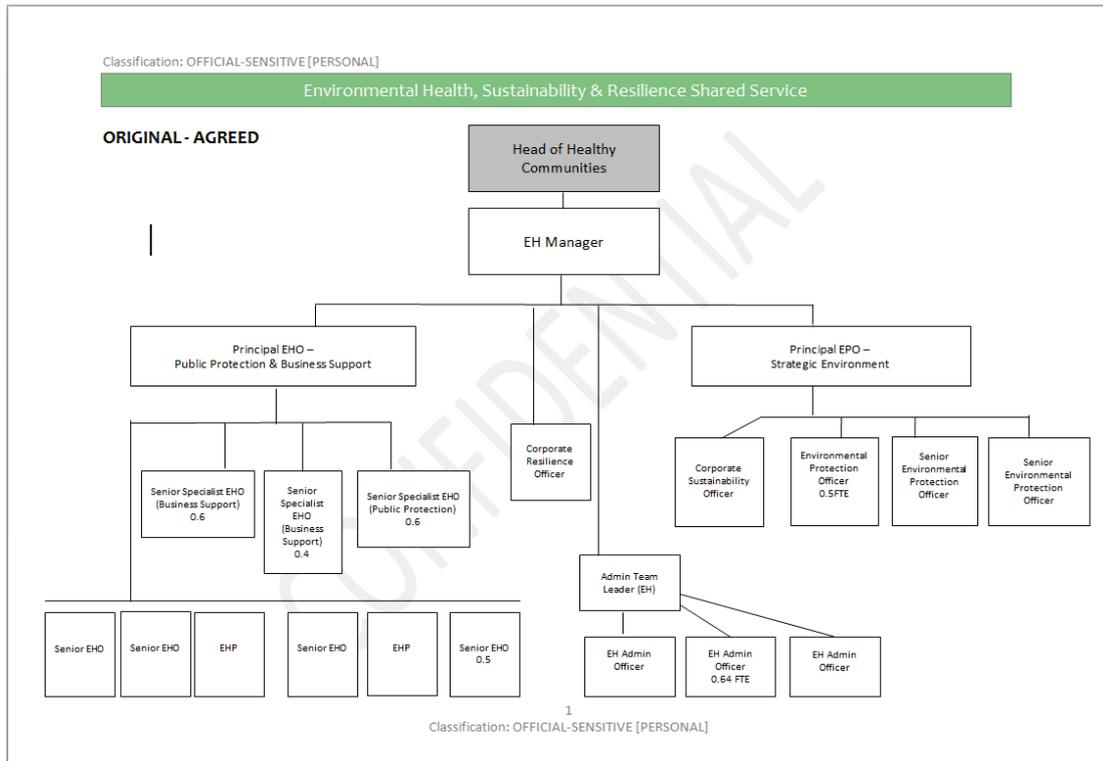
Northwest to Aylesbury or High Wycombe and the Midlands are provided by Chiltern Railways, Great Western Railways and London Underground Ltd.

Over the next couple of years, Buckinghamshire local authorities may undergo both political and structural changes following a Government decision on the creation of one or two unitary authorities. This will have significant implications on the way in which all services will be delivered and the incorporation of District and County functions into a single service.

### **3.2 Organisational Structure**

Since April 2014, a shared senior management structure has been in place between Chiltern District Council and South Bucks District Council, comprising a Chief Executive, directors and heads of service. The Head of Healthy Communities is the head of service for environmental health across both authorities and reports to the Director of Services. The shared environmental health service came into effect on 1<sup>st</sup> December 2015 with the service being delivered from both Council offices. The food and health and safety service is delivered by specialist Environmental Health Officers within a single Business Support Team. Health promotion is delivered by the Community Team who provide links to community development, adult learning and Learning and Skills although the Business Support Team will have an increasing role in delivering promotional activities.

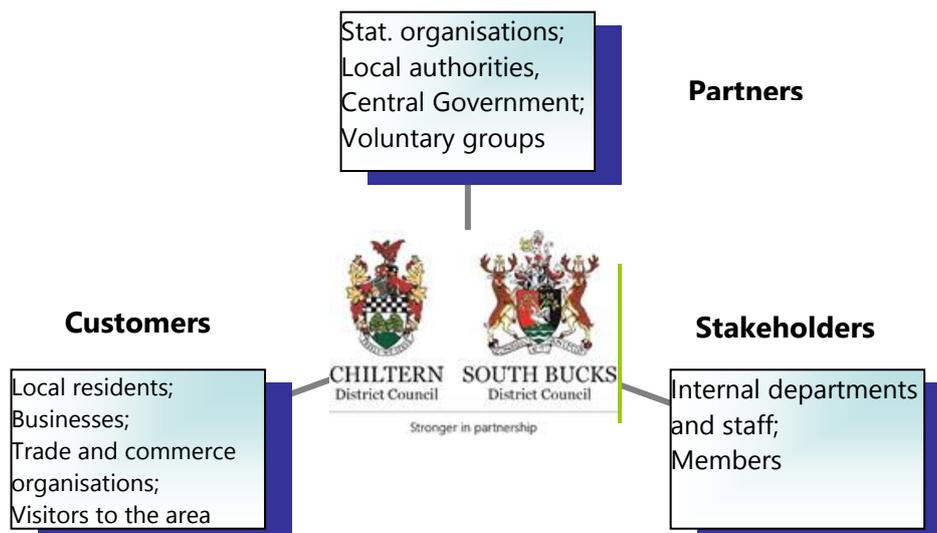
As of the March 2018, the Healthy Communities Division (inclusive of housing and licensing) comprised of 35.1 full time equivalents. The Division also employs specialist officers for Housing, Environmental Protection, Licensing, Emergency Planning and Business Continuity and Corporate Health and Safety, supported by a central administration team. In addition, the pest control service is provided on a contracted basis.



Dr Jill Morris is the appointed Consultant in Communicable Disease Control at Thames Valley Public Health England and is the 'Proper Officer' for the Authority.

The specialist officer for food safety as required by the Code of Practice is shared between the Principal Environmental Health Officer and a job shared Senior Specialist EHO post, and the Public Analyst is Anne Scarett at Hampshire Scientific Services.

### 3.3 Customers, Stakeholders and Partners



### 3.4 Scope of the Service

3.4.1 The scope of the service is:

- i) the enforcement of legislation relating to safety, welfare and hygiene;
- ii) routine auditing of businesses in accordance with current Government requirements;
- iii) providing support, training and advice for food handlers and businesses, either free of charge or as part of a paid-for advice service;
- iv) investigation of consumer complaints relating to food safety and hygiene;
- v) investigation of employee and public complaints and requests for information relating to working environments and standards;
- vi) investigation of reportable accidents;
- vii) health education and promotional activities to educate the consumer.

3.4.2 The scope of infectious disease control aspects of the service are:

- i) investigation of sporadic cases and outbreaks of infectious disease within the District, in consultation with the Consultant in Communicable Disease Control;
- ii) health education/promotion activities;
- iii) drawing up and implementing appropriate contingency outbreak control plans;

In addition, officers also enforce the smoke-free provisions and contribute to the Safety Advisory Group.

### 3.5 Demands on the Food Service

As at 1st April 2018 there are 856 food premises requiring inspection in the Chiltern District and 630 in the South Bucks District. The premises profile is given in Table 1,

whilst the number of premises falling into each risk category is given in Table 2. Classification of premises is in compliance with Food Standards Agency Code of Practice. Category A businesses, either because of the nature of their operation or poor standards of hygiene, pose a greater risk than category E. Those premises within category E are subject to an alternative enforcement strategy which takes the form of a self-assessment questionnaire. Similarly, a category D premise will alternate every 24 months between an inspection and self-assessment questionnaire. Category C premises that are broadly compliant will have a monitoring visit every other visit. Non-rated businesses are those whose risk rating has not yet been assessed.

Table 1 Number of establishments by premise type

Premises Type	Primary producers	Manufacturers and packers	Importer Exporter	Distributor	Retailer	Caterers
Number (Chiltern DC)	3	20	2	22	149	660
Number (South Bucks DC)	1	11	2	7	127	482

Table 2 Number of premises falling into risk categories

	A	B	C	D	E	Non - rated	Outside programme	Total
Number of premises (Chiltern DC)	3	30	159	196	419	33	16	856
Number of premises (South Bucks DC)	1	19	119	233	217	31	10	630
Interval between inspections (months)	6	12	18	24	AES			

- AES – Alternative Enforcement Strategy

Within the premises profile, there are five food businesses that are approved.

One of the strengths of the service is that of promoting and educating food businesses. This tends to be targeted at new businesses and those businesses that have got a history of poor hygiene standards and has proved effective in raising and maintaining standards. Those with a food hygiene rating of 0-2 are particularly targeted.

### 3.6 Demands on the Health and Safety Service

As at 1st April 2017 there were 2755 premises within the Chiltern District and South Bucks District areas which are eligible for health and safety enforcement. Classification of premises is in compliance with Health and Safety Executive/Local Authorities Enforcement Liaison Committee (HELA) Local Authority circular (LAC) 67/2 (rev7).

The assessment of the risk rating is dependent upon the identified health and safety hazards and their associated risks and the ability and confidence in the management to control them.

The service is delivered from both the Council offices in Amersham and Denham during normal office hours of 9.00 – 17.30. It is recognised that businesses operate outside normal office hours of work and so the inspection programme will take this into account. Officers are therefore expected to work outside these hours when circumstances require, for example, for food poisoning investigations and accident investigations, where the nature of the business dictates evening or early morning visits and upon request by businesses.

### **3.7 Enforcement Policy**

The Healthy Communities Division has a generic enforcement policy that covers the majority of the work performed by the Division. However a more specific enforcement policy has been adopted and is detailed within the Food and Health and Safety Enforcement Policies, together with enforcement procedures that set out the actions to be taken when formal action is required.

Regard is given to the Regulator's Code published by the Department for Business Enterprise and Regulatory Reform (now the Office for Product Safety and Standards), the Primary Authority Scheme and the Councils' overarching enforcement policy.

## **4.0 SERVICE DELIVERY and REVIEW**

### **4.1 Delivery and Priorities – 2018/19**

The service will be delivered through:

- i) routine programmed inspection of food businesses, with a frequency determined by a risk assessment, with appropriate follow-up action;
- ii) proactive targeted inspections of businesses and service sectors where there is likely to be a greater risk of injury from those activities identified by national accident statistics and local intelligence with appropriate follow-up action.
- iii) assessment of relevant food hygiene premises to determine their food hygiene score in terms of the national Food Hygiene Rating Scheme and which will be published on the Food Standards Agency website;
- iv) routine self-assessment questionnaires to low risk premises;
- v) investigation of complaints with appropriate follow-up action;
- vi) investigation of accidents with appropriate follow-up action
- vii) participation in national and local sampling programmes;

- viii) appropriate training, development and monitoring of officers;
- ix) provision of information, coaching and advice to businesses about legal requirements and good practices;
- x) provision of relevant food safety courses for food handlers and a chargeable advice service to businesses;
- xi) promotional activities to inform and encourage high standards in businesses;
- xii) promotional activities to educate the consumer in food hygiene and safety.

Priority will be given to targeting those activities that pose the greatest risk to members of the public and employees by:

- i) the correct and uniform identification of high-risk areas during programmed inspections and as a result of complaint and accident investigation and to concentrate efforts to reduce these risks;
- ii) focussing enforcement efforts on those businesses who pose the greatest risks e.g. those that are not broadly compliant;
- iii) ensuring efforts are focussed on persistent offenders;
- iv) ensuring compliance with the law and;
- v) engaging in those promotional activities for businesses and consumers, which are most likely to foster improved safety.

Revisits to businesses will be undertaken in accordance with the relevant policy.

## 4.2 Food Safety Interventions

The policy relating to the inspection of food premises is detailed in the Food Policy.

The number of premises programmed for inspection in 2018/19 has the following profile:

Risk category	A	B	C	D	E (AES)	Unrated	TOTAL
Number (Chiltern DC)	1	28	105	94	95	36	323
Number (South Bucks DC)	0	17	84	120	68	35	289

Currently 84.65% (Chiltern DC) and 88.49% (South Bucks DC) are broadly compliant with legislation. Those that are not broadly compliant will be subject to full inspections and included within the food sampling programme. For all risk categories (A-E), 92% (CDC) and 91% (SBDC) of food businesses are broadly compliant.

A self-assessment scheme is undertaken for the lower risk premises whereby a questionnaire is sent to the business and on return an assessment is made as to its continued business use and risk. Dependent upon the outcome, the business will either be inspected or re-assessed when due another inspection. In creating more

efficient, customer focused services, these questionnaires are sent out by email and an online form has been produced which enables easy completion and submission.

The revised Code of Practice introduced the opportunity to carry out alternative interventions where it is found that standards of food safety are generally good and do not warrant a full or partial inspection. Category A, B and C businesses which are rated as being not broadly compliant will be subject to a full or partial inspection or audit whilst category C and D food businesses that are broadly compliant could be subject to alternative interventions alternating with full or partial inspections every 18 months and 2 years respectively.

During 2017/18, the focus has been on the continued implementation of the shared service. To this end, policies and procedures of both authorities continue to be reviewed and developed, taking the best practice from each.



In an acknowledgement of the work that the team had achieved, the shared Environmental Health service of Chiltern and South Bucks District Councils were shortlisted for **Outstanding Environmental Health Team 2017** at the CIEH Excellence Awards for the work they had achieved in bringing two services together whilst still improving work processes and outcomes for residents and businesses. As well as the usual shared service issues to contend with such as integrating two databases and document imaging systems together, offices changes, amalgamating policies and procedures etc. the team also resolved some longstanding nuisance complaints, undertook robust enforcement action leading to Notices and prosecution, investigated 3 accident fatalities whilst still responding to service demand and examined and simplified its food inspection processes using lean thinking principles resulting in a 19% time saving.

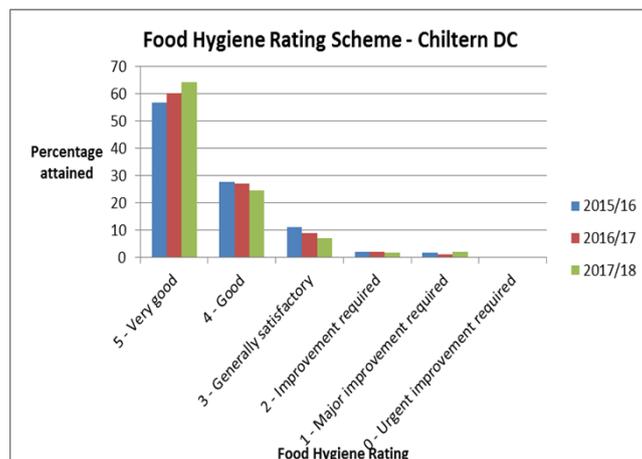
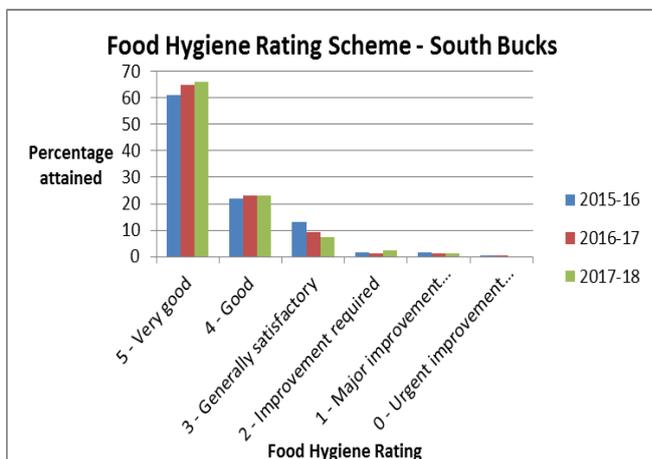
As part of an ongoing programme of service transformation, improved and more efficient and effective ways of working and delivering the service have been explored. Officers now use iPads during inspections and produce much improved electronic reports for food businesses. These reports are designed to show a traffic light system of compliance and incorporate photographs thus making it clear to businesses what the issues are that need addressing.

<p><b>Adequate separation between raw and ready-to-eat food being stored?</b></p>	<p><b>Yes</b></p>	
<p><b>Food protected from contamination in storage?</b></p>	<p><b>N/A</b></p>	
<p><b>Adequate stock rotation of food being stored?</b></p>	<p><b>No</b></p>	<p><b>A number of items found past their useby date on display for sale:</b>  <b>2 packets of pepperoni useby 30.04.18.</b>  <b>6 chicken in roast gravy pies useby 02 May 2018.</b>  <b>1 chicken samosa useby 30 April 2018.</b>  <b>1 beef salami best before 21.04.18.</b>  <b>These were taken off sale by staff.</b></p>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Photograph 1</p> </div> <div style="text-align: center;">  <p>Photograph 2</p> </div> <div style="text-align: center;">  <p>Photograph 3</p> </div> <div style="text-align: center;">  <p>Photograph 4</p> </div> </div>		

Officers are also using an app that connects with our back-office IT systems so that they are able to view records and documents remotely. We will in the future be able to update the back-office system remotely thus providing greater efficiencies in terms of time savings and increasing capacity to more effectively deal with non-compliant food businesses.

The national Food Hygiene Rating Scheme (FHRS) continues to be well received by both the public and businesses. Businesses wishing to improve their rating following an inspection can apply for a re-inspection. From the 1<sup>st</sup> April 2017, local authorities have been able to charge for re-inspection requests to cover their costs; this is currently set at £150.

The graphs below show the percentage breakdown of food hygiene rating distribution across all rated food businesses within each authority. The aim is to increase those businesses that achieve a 5 rating to above the national average, currently at 68.3%. Both authorities have a greater overall percentage of broadly compliant food businesses than the national average of 94.7%. 87.85% of food businesses in Chiltern DC (85.2%, 2016/17) and 85.71% of those in South Bucks DC (85.5%, 2016/17) improved their rating or stayed the same since their last inspection.



Whilst improvements in hygiene standards continue to be made, officers are seeing the impact of financial pressures on businesses and this is reflected in some businesses continuing to exhibit poor standards and a lack of investment in terms of staff training, maintenance and cleaning. Where there is found to be persistent problems over time, it is in the public interest to ensure hygiene standards are maintained and so officers will take a strong enforcement line in the form of the service of Hygiene Improvement Notices and prosecutions.

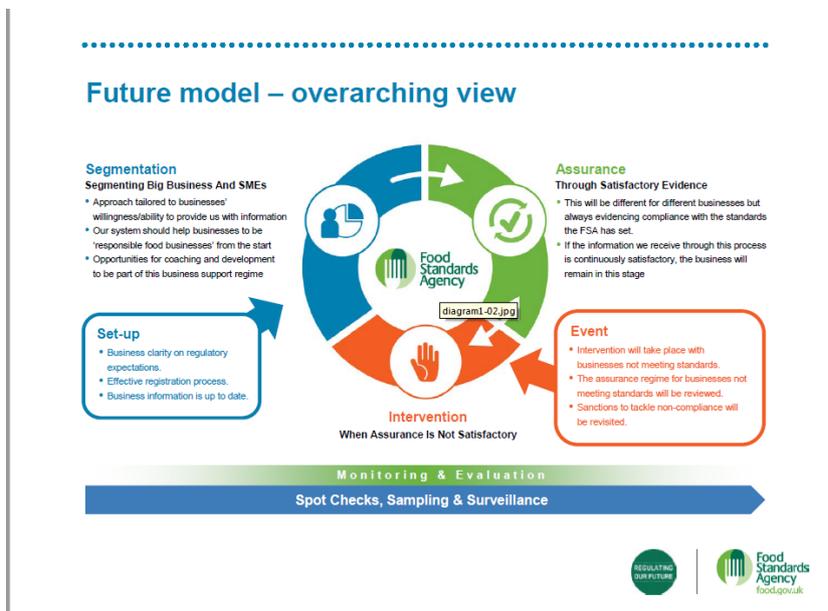
Officers inspected 100% of food businesses category A-D that were due an inspection during 2017/18. In addition a food business was prosecuted for an infestation of Pharaoh’s Ants. Hygiene Improvement Notices were served and three of these notices were not complied with. Many visits were required before compliance was implemented and confidence in management was low. Previous inspections to the premises had highlighted the same failures and also other serious failures; a rat infestation in 2011 resulted in the closure of the premises. The owner disregarded the notice and continued to trade. The outcome of the prosecution was a fine of £4,000 and an award for costs of £5,000. The business operator was also prohibited from running a food business in future.

The Food Standards Agency has embarked on a four year programme ‘Regulating Our Future’ to introduce a more effective system for food regulation. The two overriding priorities will be preparing for the UK leaving the European Union and regulatory reform. With increasing pressure on resources and complexity of food supply, the FSA are currently consulting on how food businesses are regulated in the future so that consumers continue to have confidence in the food that is produced. This includes the mandatory display of the food Hygiene Rating Scheme scores in England, ‘Permit to Trade’ arrangements for new food business registrations, examining the role of

third party audits and assurance schemes to inform the regulatory process and a greater use of the primary authority scheme.

The FSA has proposed a new regulatory model which will move away from a 'one-size-fits all' inspection approach to regulation and the development of a regulatory framework that can be adapted according to different types of food businesses. Officers, through the Bucks Food Liaison Group, will continue to engage with the FSA in the new developments.

4.3



### Health and Safety Interventions

The HSE Strategy 'Helping Great Britain Work Well' sets out 6 key themes:



A new strategy for health and safety  
**The six key areas**



**Acting together**  
Promoting broader ownership of health and safety in Great Britain



**Supporting small employers**  
Giving SMEs simple advice so they know what they have to do



**Managing risk well**  
Simplifying risk management and helping business to grow



**Sharing our success**  
Promoting the benefits of Great Britain's world-class health and safety system



**Tackling ill health**  
Highlighting and tackling the costs of work-related ill health



**Keeping pace with change**  
Anticipating and tackling new health and safety challenges

To support the strategy, guidance has been published for local authorities (LAC 67/2 (rev 7)) to aid the prioritisation of health and safety interventions. This identifies the national priorities based upon accident statistics and the associated high risk activities

and business sectors. These will form the focus of our work during 2018/19. The guidance is clear however, that there should not be an inspection without a reason and that other alternative interventions may be more suitable, for example advisory visits, publicity campaigns and seminars.

List of activities/sectors for proactive inspection by LAs <sup>1</sup> – only these activities falling within these sectors or types of organisation should be subject to proactive inspection			
No	Hazards	High Risk Sectors	High Risk Activities
1	Legionella infection	Premises with cooling towers/evaporative condensers	Lack of suitable legionella control measures, including premises that have: • Not yet demonstrated the ability to manage their legionella risk in a sustained manner, includes new cooling towers/evaporative condensers, or • Relevant enforcement action in the last 5 years and have not yet demonstrated sustained control of legionella risk.
2	Explosion caused by leaking LPG	Communal/amenity buildings on caravan/camping parks with buried metal LPG pipework	Caravan/camping parks with poor infrastructure risk control/management of maintenance
3	E.coli/ Cryptosporidium infection esp. in children	Open Farms/Animal Visitor Attractions <sup>2</sup>	Lack of suitable micro-organism control measures
4	Fatalities/injuries resulting from being struck by vehicles	High volume Warehousing/Distribution <sup>3</sup>	Poorly managed workplace transport
5	Fatalities/injuries resulting from falls from height/ amputation and crushing injuries	Industrial retail/wholesale premises <sup>4</sup>	Poorly managed workplace transport/ work at height/cutting machinery /lifting equipment
6	Industrial diseases (occupational deafness/ occupational lung disease - silicosis)	Industrial retail/wholesale premises <sup>4</sup>	Exposure to excessive noise (steel stockholders).  Exposure to respirable crystalline silica (Retail outlets cutting/shaping their own stone or high silica content 'manufactured stone' e.g. gravestones or kitchen resin/stone worktops)
7	Occupational lung disease (asthma)	In-store bakeries <sup>5</sup> and retail craft bakeries where loose flour is used and inhalation exposure to flour dust is likely to frequently occur i.e. not baking pre-made products.	Tasks where inhalation exposure to flour dust and/or associated enzymes may occur e.g. tipping ingredients into mixers, bag disposal, weighing and dispensing, mixing, dusting with flour by hand or using a sieve, using flour on dough brakes and roll machines, maintenance activities or workplace cleaning.
8	Musculoskeletal Disorders (MSDs)	Residential care	Lack of effective management of MSD risks arising from moving and handling of persons
9	Falls from height	High volume Warehousing/Distribution <sup>3</sup>	Work at height

10	Manual Handling	High volume Warehousing/Distribution <sup>3</sup>	Lack of effective management of manual handling risks
11	Unstable loads	High volume Warehousing/Distribution <sup>3</sup> Industrial retail/wholesale premises <sup>4</sup>	Vehicle loading and unloading
12	Crowd management & injuries/fatalities to the public	Large scale public gatherings e.g. cultural events, sports, festivals & live music	Lack of suitable planning, management and monitoring of the risks arising from crowd movement and behaviour as they arrive, leave and move around a venue
13	Carbon monoxide poisoning	Commercial catering premises using solid fuel cooking equipment	Lack of suitable ventilation and/or unsafe appliances
14	Violence at work	Premises with vulnerable working conditions (lone/night working/cash handling e.g. betting shops/off-licences/hospitality <sup>6</sup> ) and where intelligence indicates that risks are not being effectively managed	Lack of suitable security measures/procedures. Operating where police/licensing authorities advise there are local factors increasing the risk of violence at work e.g. located in a high crime area, or similar local establishments have been recently targeted as part of a criminal campaign
15	Fires and explosions caused by the initiation of explosives, including fireworks	Professional Firework Display Operators <sup>7</sup>	Poorly managed fusing of fireworks

Category B and C premises will not form part of the inspection programme and so will not be subject to any proactive interventions unless they come within one of the priority subject areas or local intelligence suggests the need for targeted interventions.

#### 4.4 Service Requests

The Food and Health and Safety Enforcement Policies detail the policy relating to the investigation of complaints, whether they are about hygiene standards at premises, complaints about food purchased within the Districts, safety standards at premises or welfare issues. In 2017/18 across both authorities, 56 food related service requests were received, 38 concerning the hygiene of premises and 18 in relation to food itself. Of the 31 health and safety related service requests, 9 were requesting advice whilst 22 concerned standards at premises. Both Chiltern and South Bucks Councils have established Safety Advisory Groups, the purpose of which is to collate information about an event to enable the emergency services to gauge its potential impact upon the local community, to identify beforehand any issues or concerns which may potentially arise and to give advice to event organisers. In 2017/18 101 consultations were held for a variety of events.

#### 4.5 Accident Notifications

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, employers and self-employed are required to notify the enforcing authority of

any notifiable injury etc. The table below indicates the level of accident notifications for 2017/18. The policy for the investigation of accidents is detailed in the Health and Safety Enforcement Policy and accidents are investigated according to the criteria within it.

Number of accidents 2017/18

Type of Accident	2017/18 Chiltern DC	2017/18 South Bucks DC
Fatal Injuries	0	0
Non-fatal major injuries	0	0
Over 7 day injuries	20	16
Public injuries	24	19
Dangerous Occurrence	1	0
Total	45	35

**4.6 Primary Authority Scheme**

In July 2009, the Regulatory Enforcement and Sanctions Act introduced the concept of a 'Primary Authority' for the majority of regulatory functions. At the request of a business, a local authority is compelled to act as that company's Primary Authority. The role of the Primary Authority is to act as a point of contact for other local authorities on policy issues, inspection programmes and when considering taking any enforcement action. The Primary Authority is able to prohibit that local authority from taking their enforcement action subject to an appeal process to the Office for Product Safety and Standards against the decision of the Primary Authority. The Business Support Team will actively pursue primary authority partnerships with local businesses and trade associations.

**4.7 Advice to Businesses**

The authorities are committed to ensuring that businesses are aware of the requirements of the law and good practice, and will wherever resources permit, provide advice to assist businesses. Information fact sheets have been developed for businesses which have received positive attention from other authorities.

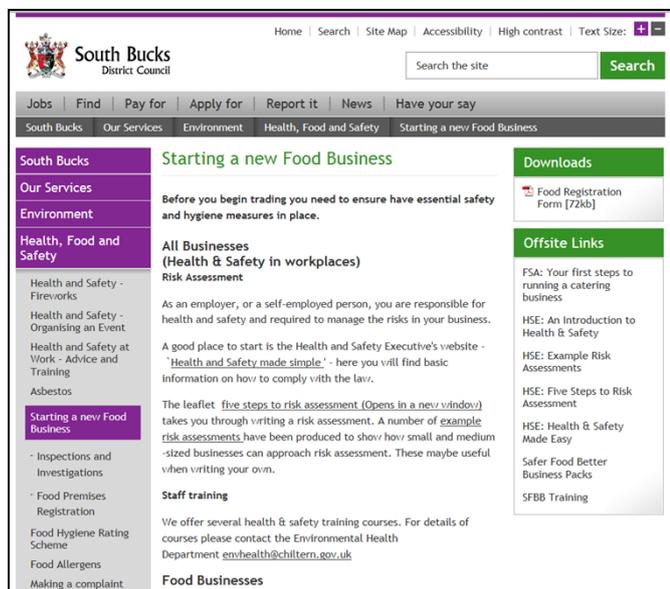
Greater links with local Chambers of Commerce and the Buckinghamshire Thames Valley Local Enterprise Partnership will be forged to support existing and new businesses and to improve awareness of the services Environmental Health can provide. For businesses, and in particular new start-ups, a 'one-stop' approach to regulatory services and compliance will be



established in a bid to minimise the number of hand-ons a business may experience.

A chargeable advice service has been established aimed at new and existing businesses to support them in achieving higher standards of safety and compliance. A charge will be made for those businesses who wish to have a re-inspection under the Food Hygiene Rating Scheme.

Eight Level 2 'Award in Food Safety in Catering' courses are planned each year delivered by an external tutor alternating between the Chiltern DC and South Bucks DC offices. Administration staff administer the course provision and manage the bookings and payment. The authorities retain the net income. Unfortunately, during 2017/18, there has been little uptake of these types of courses, with businesses preferring to use online training. Not only is this



cheaper but it also frees up staff time. As a consequence, we will investigate increasing the range of online courses. In 2016, the accrediting body, the Chartered Institute of Environmental Health, voluntarily gave up its accredited status and so we had to find another provider. Now all courses are accredited by QCA and the Highfield Awarding Body for Compliance Ltd. These courses can also to be run for organisations at their premises upon request. The Section is also able to provide a range of Institute of Occupational Health and Safety (IOSH) courses and in particular, Leading Safely, Managing Safely and Working Safely.

In addition to advice being given to businesses, information is also provided for the public in the form of information on the website and participation in National campaigns.

#### 4.8 Food Sampling

The policy in relation to sampling is detailed in the Food Policy and covers sampling of food, water and faecal and food samples as part of food poisoning investigations.

An annual sampling programme has been drawn up to cover:

- i) Water – private supplies;
- ii) Food products manufactured locally;
- iii) National and regional co-ordinated sampling;
- iv) Imported foods;
- v) Locally co-ordinated sampling.

The sampling programme is based on the following objectives and an assessment of the potential risks associated with the particular activity:

- i) To obtain recognised and usable microbiological standards for foods, via a nationally co-ordinated sampling programme;
- ii) To fulfil legal and government driven obligations;
- iii) To monitor those businesses whose standards of hygiene are less than satisfactory;
- iv) To check that foods comply with statutory microbiological standards, where available;
- v) To check that locally manufactured and handled foods are microbiologically safe;
- vi) To identify specific foodstuffs which are more likely to be microbiologically unsound.
- vii) To form part of the non-inspection official control programme for broadly compliant food businesses.

It is recognised that good co-operation and co-ordination at a national and local level is necessary to achieve such objectives and the authorities are committed to:

- i) participating in and co-operating with the Public Health England and Food Standards Agency's national sampling schemes;
- ii) co-ordinating with adjoining local authorities and local PHE to agree locally co-ordinated sampling;
- iii) ensuring 10% of samples come from third country imported foodstuffs, in line with the Food Standards Agency requirements.

Sampling forms an important part of the inspection programme with lower risk, broadly compliant businesses being sampled rather than having a full inspection. This approach provides an efficient and effective use of officer's time, enabling greater focus on those businesses which continue to be non-compliant. Sampling is also performed on an adhoc basis as necessary, generally in response to a complaint from a member of the public, as part of a food poisoning outbreak or during a routine inspection.

As part of the revised inspection processes the use of ATP analysis of hand and food contact surfaces provides rapid assessments of cleanliness and cross contamination. As well as demonstrating potential failures in hygiene arrangements, the visual nature of these tests also aids the educational aspect of the inspection.

Samples for microbiological analysis continue to be taken to the PHE laboratory at Colindale, London. The UK Food Surveillance System (UKFSS) used to facilitate the electronic submission of samples data and receipt of results to a national database hosted by the FSA. However this has been de-supported and so we are now looking at ways in which to provide the same information in a more efficient paperless format. Routine private water supply samples for chemical analysis are sent to

Chiltern Water and Environmental Ltd. and samples for examination will go to the Public Analyst.

#### 4.9 Control and Investigation of Outbreaks and Food Related Infectious Disease

The policy for dealing with food related diseases is to:

*“Prevent the spread of notifiable infectious disease in the community and particularly reduce outbreaks of food poisoning.”*

a) To investigate all outbreaks of notifiable disease within the Districts in co-operation with Public Health England.

- i) to identify the cause of infection;
- ii) to prevent the spread of infection;
- iii) to educate and prevent re-occurrence.

b) Promote the training of food handlers.

Procedures have been developed in consultation with the Consultant in Communicable Disease Control and Thames Valley PHE Centre. These, together with the appropriate outbreak control plans are reviewed on a regular basis.

For 2017/18 133 sporadic cases of food related infectious disease were investigated across both authorities, a reduction on the previous year. All notified cases are followed up to identify the source and cause, and to establish whether the case is within a high-risk group. The number of food poisoning outbreaks investigated during the past year remains low. Such outbreaks involve a considerable amount of time and effort to investigate and control and as a consequence, other proactive work tends to be held in abeyance until the outbreak is concluded.

#### 4.10 Food Safety Incidents

Food Alerts are the Food Standards Agency's way of informing local authorities and consumers about problems associated with food and, in some cases, provide details of specific action to be taken. They are often issued in conjunction with a product withdrawal or recall by a manufacturer, retailer or distributor. Officers will carry out action specified in the Food Alert as instructed and in the most appropriate, expeditious and cost effective manner possible to safeguard public health. Action will be taken in accordance with guidance issued by central government. Action taken in relation to food alerts associated with chemical contamination will be in consultation with Buckinghamshire and Surrey Trading Standards.

Rapid Alert System for Food and Feed (RASFF) is primarily a tool to exchange information between competent authorities on consignments of imported food and feed in cases where a risk to human health has been identified and measures have been taken. As with the food alert officers will carry out any action specified in the RASFF.

If a Food Alert or RASFF needs to be issued following complaints or issues arise as part of the routine inspection programme, the guidance in the Code of Practice will be followed.

When necessary, the Consultant in Communicable Disease Control and Public Analyst will be consulted and advice sought as to the public health significance of particular issues. Specialist experts will also be called upon as necessary. Appropriate resources will be allocated to resolving any food safety incident and alternative measures taken to deal with other work.

#### 4.11 Liaison with other Organisations

The Authorities have a number of formalised liaison arrangements with various public bodies and neighbouring local authorities. These include:

- i) Buckinghamshire Food and Health and Safety Liaison Groups – bi-monthly meetings to discuss current enforcement issues and to develop action plans to progress food and health and safety promotion and enforcement. Also in attendance are representatives from Trading Standards to discuss joint initiatives and the Quality Manager from the PHE, Colindale to discuss sampling results and programmes and the Health and Safety Executive.
- ii) Thames Valley PHE Centre – meetings to discuss current infectious disease issues and to progress initiatives in outbreak control.
- iii) Chiltern District Council and South Bucks District Council Safety Advisory Group – meetings with event organisers to discuss event safety management and to highlight issues of particular concern.
- iv) Thames Water Utilities and Affinity Water – 6 monthly meetings to discuss current developments in water quality and monitoring and to develop closer links between organisations.

Fabricake Sugarcraft Ltd recalls Rolkem's Special Rose Gold and Super Gold



**Communications**  
Food Alert  
11.05.2018

**PRODUCT RECALL - FSA-PRIN-27-2018 - Fabricake Sugarcraft Ltd recalls Rolkem's Special Rose Gold and Super Gold**  
Fabricake Sugarcraft Limited is recalling Rolkem Special Rose Gold and Rolkem Super Gold which are food colours used to decorate food items (such as cakes) due to high concentration. Distribution to Wales, Scotland and Northern Ireland

**FSA Alert:**  
Issued by the Incidents Team,  
Incidents & Resilience Unit, Food Standards Agency  
Floors 6 & 7, Clive House, 70 Petty France, London, SW1H 9EX  
[foodincidents@food.gov.uk](mailto:foodincidents@food.gov.uk)

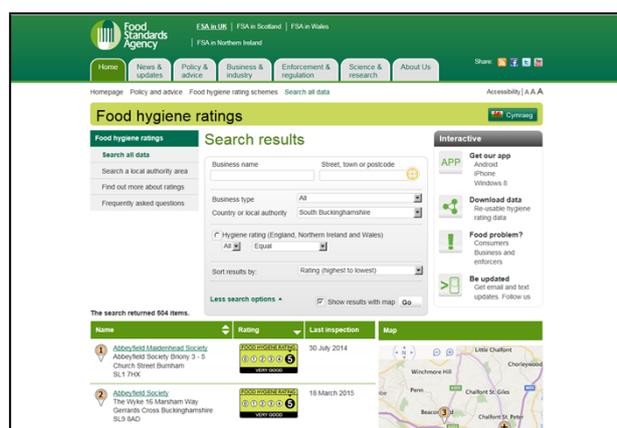
020 7276 8448    FoodStandardsAgency    @foodgov    www.food.gov.uk

- v) The Division also has links with other Council services e.g. Planning, Building Control and Waste Management.

## 4.12 Promotion

The value of safety promotions is recognised as an effective way of conveying safety information to both public and businesses and as a means of raising standards. Therefore when resources permit, officers actively participate in a number of promotions. These include Food Safety Week, Health and Safety Week and other local promotions organised on an adhoc basis through the Buckinghamshire Liaison Groups.

The national Food Hygiene Rating Scheme shows how well food businesses are complying with food hygiene law. The scheme applies to all caterers and retailers handling and preparing open food to the public. The food business is given a sticker to display that shows their food hygiene rating out of 5. The ratings are made publicly available on a national website so that customers can make informed choices about the places where they eat out and purchase food, and through this, to encourage businesses to improve hygiene standards. Businesses are encouraged to display their rating.



## 5.0 RESOURCES

### 5.1 Staffing allocation

The food and health and safety service is delivered by a specialised Business Support Team who are responsible for undertaking food safety and health and safety interventions, investigations of accidents and hygiene complaints, food poisoning outbreaks and sporadic infectious disease cases and provide support and advice to businesses and the primary authority partnership scheme. The Team is comprised of Principal Environmental Health Officer, a job shared Senior Specialist Environmental Health Officer post, who, with the Principal EHO jointly act as the Lead officers for food and health and safety and 2.8 Environmental Health Officers, supported by 0.1 FTE Administrative Officers. Additional Environmental Health Officer resources will be deployed from the Public Protection team as required.

All officers are authorised in accordance with an assessment of their individual competencies and qualifications and in accordance with the FSA Code of Practice and Section 18. A record of authorisation for each individual is kept and any training and competency issues are dealt with throughout the year.

Contractors engaged in food or safety interventions will be appointed and authorised in accordance with the authorisation procedures and must demonstrate their competence to the satisfaction of the relevant codes of practice. During 2017/18 a consultant was employed to undertake food hygiene inspections across both authorities to cover maternity leave.

## **5.2 Staff Development**

The Authorities are members of the Investors in People (IIP) Scheme and are regularly appraised through audit of its membership.

The Food Standards Agency, as part of their revision of the Code of Practice, has introduced a Competency Framework for officers who are responsible for undertaking official controls. All officers authorised to carry out official control interventions will be required to complete the Competency Framework and any gaps will form part of their personal development plan.

All staff have an annual appraisal at which time any training and development needs are identified and incorporated into a training plan. Additionally, throughout the year, core courses are identified and staff allocated to attend as necessary. Not only does this plan reflect the business needs of the Division, it also provides for the personal development of individual officers. The Food Standards Agency's Competency Framework has been used to identify individual competencies and training and knowledge gaps.

All training undertaken is reviewed as to its usefulness and practical applications and feedback to other officers is done as necessary.

Following the annual appraisals, each officer receives individual aims and objectives. These comprise of general performance objectives relating to standards of work and targets to be achieved and more specific 'projects' pertinent to their work and the overall aims of the service. These are reviewed on an on-going basis and as part of the annual appraisal.

## **5.3 Financial Allocation**

The budget for the food service is comprised of a number of elements, the greatest of which is staffing costs. This is followed by support services comprised of costs for administration, corporate services (mainly financial income administration), office running costs and internal health and safety. Legal charges are based on the actual work that is performed and a contingency is available for expert advice.

Microbiological analysis is undertaken by the PHE who has agreed an allocation of sampling units based on one food sampling unit per 1000 head residential population. Due to the extensive sampling programme, the Division tends to use its allocation of food sampling units.

## 5.4 Physical Assets

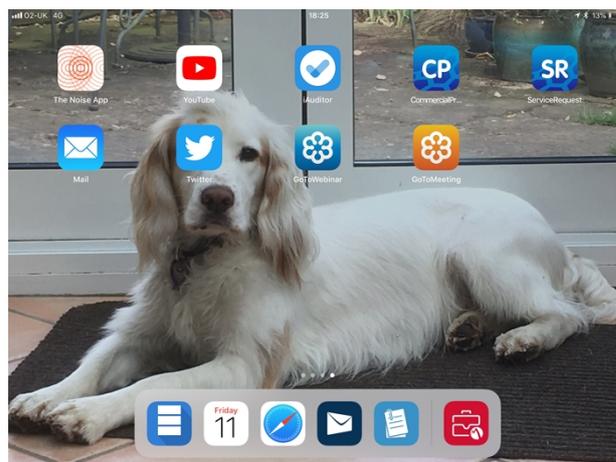
The officers involved in the food service are provided with any equipment that is deemed necessary for them to carry out their duties effectively and efficiently. A record of equipment allocated to staff is listed in an equipment inventory, which also includes a record of the necessary calibration and service checks. The value of these assets costed on a replacement value is estimated to be in the order of £2000.

## 5.5 Information Technology

The Division operates the Uniform database and management system supplied by IDOX and is used to log complaints, investigations and inspections. The system interfaces with the corporate Geographical Information System (GIS) and is based on the Local Land and Property Gazetteer. We also use Laserforms to provide consistency in enforcement notices.

All documents are scanned and linked to the Uniform record using the IDOX Electronic Document Management System which provides a more efficient management of information and data and improved access to information and business history. Additionally, the use of online application forms and payments improves both access to services by residents and businesses and efficiency.

During 2017/18, using iauditor software, officers developed templates for paperless inspection checklists and inspection reports for businesses which provide a clearer way of highlighting the key issues that need to be actioned using a traffic light system and incorporation of photographs. A corporate flexible mobile working project has been rolled out to facilitate more efficient working across both authorities. Officers have the use of laptops and iPads to facilitate mobile



working and the use of the iauditor software and Bluetooth keyboards has improved the efficiency of food hygiene inspections. IDOX have also developed a Commercial Premises app which will link directly with the back office system, enabling officers to view information on their current inspection programme and historical documents relating to previous inspections and to upload inspection data to the back office system whilst working away from the office.

The ICT platform is Windows 7 using Microsoft Office 2010 software packages. These systems are supported by a dedicated ICT Department.

## 6.0 QUALITY ASSESSMENT

It is recognised that as well as ensuring that premises due for inspection are actually inspected, the quality of the inspection is of equal importance. By ensuring and maintaining the quality of an inspection, it becomes a more focussed, effective tool in securing food safety.

To this end, the quality of the service is monitored in accordance with the 'Inspection Monitoring Management System' in compliance with FSA Code of Practice. This sets out the measures that will be taken to ensure quality and consistency of approach to inspections, information provided and correspondence.

In order to attain and maintain a quality inspectorate, minimum qualifications and experience are set for enforcement officers. This is monitored regularly. Staff also undergo shadow inspections and peer review inspections/case studies. Regular file audits and action training sessions are also carried out to maintain quality, competency and consistency within the Section.

Additionally, Notices to be served and other enforcement work are verified by the Senior Specialist EHO (Business Support) or Principal Environmental Health Officer to ensure consistency with the Enforcement Policy and compliance with the Code of Practice and correspondence and files are monitored on a routine basis.

**ACTION PLAN 2018/19**

<b>Task</b>	<b>Responsibility</b>	<b>Action</b>	<b>Success Criteria</b>	<b>Monitoring</b>	<b>Target</b>
Continue to participate in the implementation of the corporate flexible mobile working project and to develop new innovative ways of working	EHM, PEHO, SSEHO (FS), SEHO	<ul style="list-style-type: none"> <li>• Identify processes related to commercial premises inspections, accident investigations and service requests</li> <li>• Identify service needs for mobile working and incorporate into existing and future IT solutions</li> <li>• Implement new processes and procedures in terms of flexible working</li> </ul>	<p>Flexible mobile working introduced across the Business Support Team</p> <p>More efficient, effective and streamlined service delivery.</p>	Monthly review against project plan.	Ongoing
To participate in any developments in terms of the creation of a Unitary Authority in relation to the food and health and safety service	PEHO SSEHO (FS)	<ul style="list-style-type: none"> <li>• Identify how the service may be affected as part of a Unitary Authority.</li> <li>• Design and implement a project to incorporate Trading Standards functions within a new Environmental Health service</li> <li>• Review policies and procedures in light of a combined food hygiene and standards service</li> <li>• Continue dialogue with other District and County colleagues</li> </ul>	<p>Project developed to bring together food hygiene and food standards functions</p> <p>Existing services maintained to a high standard</p> <p>Procedures and policies reviewed in light of change</p>	Quarterly review against project plan.	March 2020

		<ul style="list-style-type: none"> <li>• Ensure that existing services are maintained</li> </ul>			
Review the inspection process to improve hygiene standards in food businesses	PEHO SSEHO (FS)	<ul style="list-style-type: none"> <li>• Implement a project designed to improve hygiene standards within targeted food businesses using a variety of tools, including                             <ul style="list-style-type: none"> <li>○ Business Mentoring</li> <li>○ Toolkit for businesses</li> <li>○ Coaching and training</li> <li>○ Web information</li> <li>○ Score improver training</li> </ul> </li> <li>• Increased face to face contact time with businesses</li> </ul>	Increased number of food businesses that are Broadly Compliant	Quarterly review against project plan. Report on the percentage of businesses that are 'broadly compliant'	March 2019
Develop links with businesses through local trade associations, Chambers of Commerce and Bucks Local Enterprise Partnership (LEP) to improve support for businesses and provide an advisory service	PEHO SSEHO (FS) EHM	<ul style="list-style-type: none"> <li>• Identify relevant Chambers of Commerce, Trade Associations and contacts within the LEP.</li> <li>• Identify ways in which the service can work better with these organisations to better support local businesses.</li> <li>• Develop service delivery in light of discussions with these organisations</li> </ul>	Better communication between local business representatives and the authorities.  Changes in service delivery to better reflect business needs	Quarterly review against project plan.	March 2019
Develop Primary Authority arrangements with local businesses for both food and health and safety	PEHO SSEHO (FS) SEHO	<ul style="list-style-type: none"> <li>• Actively pursue Primary Authority Partnerships</li> <li>• In discussion with the particular business, develop</li> </ul>	Successful development and smooth implementation of the	Monitoring of food and health and safety complaints/enquiries and liaison with other	March 2019

		the Primary Authority Principle in line with government guidance.	Primary Authority Principle.	local authorities	
To develop and enhance the authorities' websites in relation to food and health and safety	SEHO/IT	<ul style="list-style-type: none"> <li>Identify ways in which the websites can be better used to provide information and guidance for businesses and to improve service delivery.</li> <li>Identify ways in which the websites can supplement the mobile/remote working project to provide more efficient and effective work practices.</li> <li>To review the content of the Councils' websites in relation to food and health and safety and amend, remove or add new information as necessary in light of changes in legislation, government guidance and Council changes.</li> </ul>	<p>Websites enhanced – improved and readily accessible guidance and information available for businesses.</p> <p>Officers able to use website to improve their interaction with businesses and to enhance remote working.</p> <p>The relevant sections of the websites are up to date, relevant and readily accessible.</p>	<p>Quarterly review against project plan.</p> <p>Quarterly review of website information to ensure that information is still current</p>	March 2019
Identify additional income streams for the department. Develop and deliver a chargeable advice service	PEHO SSEHO (FS) SEHO EHM	<ul style="list-style-type: none"> <li>Identify sources of additional income that can be exploited.</li> <li>Develop projects that can be marketed to businesses and other local authorities as an additional service.</li> </ul>	<p>Increase in income.</p> <p>Projects identified and new services developed. Uptake of new services by businesses and local</p>	<p>Quarterly review against project plan.</p>	March 2019

		<ul style="list-style-type: none"> <li>Produce a marketing plan and identify ways in which new services can be publicised and promoted.</li> </ul>	<p>authorities.</p> <p>Business support valued by businesses, active participation on training courses. Increased uptake of food and health and safety courses.</p>		
Ensure a programme of priority campaigns are carried out	All	<ul style="list-style-type: none"> <li>In line with the HSE Strategy and guidance, identify and deliver appropriate intervention projects</li> <li>Work to include development of website information, business seminars and targeted visits in collaboration with the HSE representative</li> </ul>	<p>Identified projects delivered according to the project plan. Businesses increasingly aware of the priority topic areas and implementing recommendations.</p>	<p>Review meeting at end of project period. Briefing note provided on successes and lessons learned for future projects.</p>	Ongoing
Report to the Food Standards Agency via the statutory return the percentage of businesses that are broadly compliant	PEHO SSEHO (FS)	<ul style="list-style-type: none"> <li>Using the FSA's LAEMS report, identify the percentage of businesses that are/are not broadly compliant.</li> <li>Target appropriate food safety interventions to increase the percentage of businesses that are 'broadly compliant'.</li> </ul>	<p>Increasing percentage of businesses that are 'broadly compliant'.</p>	<p>Report on the percentage of businesses that are 'broadly compliant'.</p>	Ongoing

This page is intentionally left blank

Classification: OFFICIAL

**CHILTERN DISTRICT COUNCIL  
and  
SOUTH BUCKS DISTRICT COUNCIL**

**Environmental Health Section**

**FOOD POLICY**

**2018-2019**



Classification: OFFICIAL

1.0	Aims and Objectives
2.0	Standards for food related work
3.0	Food Hygiene Interventions
4.0	Enforcement Policy
5.0	Policy with respect to Complaints
6.0	Policy with respect to Sampling
Appendix 1	Risk Rating Categories and Interventions
Appendix 2	Service Standards

Classification: OFFICIAL

## BACKGROUND

The Healthy Communities Division has a key role in working with businesses and consumers to ensure that food and drink intended for sale for human consumption, which is produced, stored, distributed, handled or consumed within the districts, is without risk to the health or safety of the consumer.

Whilst many incidents of food borne illness arise from visits abroad and poor hygiene awareness in the home, the need for high standards of hygiene within food businesses remains paramount particularly to engender public confidence and meet consumer expectations.

The Councils' approach to the enforcement of food safety reflects the responsibilities placed upon them by the Food Safety Act 1990, Food Safety and Hygiene (England) Regulations 2013, General Food Regulations 2004 (as amended), the Official Feed and Food Control (England) Regulations 2009 (as amended) and other regulations.

We aim to protect the public by delivering a complementary programme of education and enforcement which endeavours to ensure that food businesses within the districts are operated and maintained at a standard that complies with relevant legislation. We also ensure that our service fulfils the statutory duty imposed on the Councils as "food authorities" and to ensure the effective implementation of Government strategy on food safety issues.

Our enforcement policy reflects the Principles of Good Regulation set out in the Legislative and Regulatory Reform Act 2006, namely that regulatory activities should be carried out in a way which is transparent, accountable, proportionate and consistent; and that regulatory activities should be targeted only at cases in which action is needed. In drafting this policy, we have taken account of the Regulator's Code and the Councils' overarching enforcement policy.

## 1.0 AIMS AND OBJECTIVES

### 1.1 Aims

It is the Councils' aims for food safety to:

- protect public health and ensure that food intended for human consumption is safe
- support and assist businesses to **comply with legal obligations**
- provide consistent, accurate and up-to-date information aimed at providing protection to consumers
- provide effective and efficient regulatory services that meets customer needs

Classification: OFFICIAL

## 1.2 Objectives

The Councils will achieve these aims in the following ways:

- Targeted, current and relevant information to businesses and consumers
- Ensure officers are equipped with tools to effectively support businesses to help them achieve good levels of compliance
- Target our enforcement activity on those areas which give rise to the most serious risks and concerns Ensure that poor performing businesses are proportionately targeted with support or enforcement action where appropriate
- Adopt a “light touch” approach to compliant businesses and organisations
- Proactive campaigns to promote food hygiene ratings

## 1.3 Service Delivery

The service will be delivered through:

- i) routine programmed inspections of food businesses, with a frequency determined by a risk assessment, with appropriate follow-up action;
- ii) assessment of relevant food hygiene practices to determine a food hygiene rating, in line with the national Food Hygiene Rating Scheme (FHRS). Premises are given a rating of between 0-5 and results are posted onto the Food Standards Agency website to provide clear, accountable evidence of visits;
- iii) routine self-assessment questionnaires to low risk premises;
- iv) investigation of complaints and incidents with appropriate follow-up action;
- v) participation in national and local sampling programmes;
- vi) appropriate training, development and monitoring of Council officers in accordance with Chapter 4 of the FSA Food Law Code of Practice;
- vii) provision of information and advice to businesses about legal requirements, good practices and what to expect of the inspecting officer/authority;
- viii) provision of relevant food safety courses for food handlers;
- ix) promotional activities to inform and encourage high standards;
- x) promotional activities to educate the consumer in food hygiene and safety.

Classification: OFFICIAL

## 1.4 Priorities

Priority will be given to targeting those activities that pose the greatest risk to the consumer arising from the consumption of food. This will be by:

- the correct and uniform identification of high-risk processes during programmed inspections and other interventions, including complaint investigation and to concentrate efforts to reduce significant risks;
- focussing enforcement efforts on those businesses that pose the greatest risks e.g. those that are not broadly compliant;
- ensuring efforts are focussed on persistent offenders;
- ensuring compliance with the law and;
- engaging in those promotional activities for businesses and consumers which are most likely to foster improved safety.

## 2.0 STANDARDS FOR FOOD RELATED WORK

### 2.1 Authorisations

The Councils will set standards for the qualifications, experience and competence of its officers.

In the context of the Food Safety Act 1990 and Regulations under the European Communities Act 1972, an authorised officer's powers include the inspection of food premises, the inspection, detention and seizure of food, the service of notices and taking emergency action. Authorised officers will be authorised in accordance with the Food Safety Law Code of Practice.

Under the Chiltern District Council Constitution reviewed on 12 February 2008, the Head of Healthy Communities has the following delegated authority:

- i) to appoint Inspectors for all purposes in connection with the Food Safety Act 1990 and any statutory instruments made under the European Communities Act 1972 relating to food safety and/or food hygiene and all subordinate and/or related enactments thereto including (without prejudice to the generality of the foregoing);
- ii) to exercise or to authorise appointed Inspectors to exercise any of the powers specified within the enactments referred to above, including powers of:
  - Entry and inspection of premises, equipment and articles;
  - Approval or refusal of licences;
  - Registration of premises;

Classification: OFFICIAL

- Service of improvement and emergency prohibition notices;
- Seizure and detention and remedial action notices;
- Taking of samples
- Certifying that food has not been produced and distributed in accordance with Food Hygiene Regulations., and
- To institute prosecution proceedings or issue simple cautions in connection with any offences created by the enactments above.

Under the South Bucks District Council Constitution adopted on 25<sup>th</sup> February 2015, the Director of Services has the following delegated authority:

- i) to appoint authorised officers and inspectors for functions Director of Services and issue new authorisations and powers of entry under all Acts of Parliament and Regulations within the terms of reference of the Executive, subject to any exercise of the powers being reported to the next meeting.
- ii) The seizure of food which fails to comply with food safety requirements or appears likely to cause food poisoning or any disease communicable to human beings.
- iii) The service of Improvement Notices.
- iv) The service of Emergency Prohibition Notices (in consultation with Head of Legal Services)
- v) The issue of approvals under ‘Product Specific’ Regulations.
- vi) Authority to make a departure from the approved Food Safety Enforcement Policy; (in consultation with the Health & Housing Portfolio Holder.
- vii) Authority to revise the policy to take account of staff and legal changes, as necessary from time to time; and
- viii) Authority to issue a formal caution as an alternative to pursuing a prosecution, in appropriate circumstances, offences in relation to Food Safety (Environmental Health Officer in consultation with the Head of Legal Services and the Head of Health and Housing/Director of Services in accordance with considerations set out in the Policy.

The Director of Services and Head of Healthy Communities, in exercising their authority to appoint authorised officers, will apply the standards contained in this policy.

Classification: OFFICIAL

### 2.1.1 Inspections

The inspection of food premises will only be undertaken by officers who are suitably qualified, experienced and competent in accordance with the requirements of the Food Law Code of Practice pertinent to their duties. This will equally apply to those employed on a contract basis. Inspectors will be authorised in accordance with the '*Authorisation and Training Procedure*'.

Newly appointed officers or currently employed officers who are extending their duties will not be authorised unless they are qualified as above, that they possess the appropriate competencies, skills, qualifications and experience to undertake their duties and that they have undergone a period of structured training in accordance with the Code of Practice. The assessment of competency etc. will be undertaken by the Senior Specialist Environmental Health Officer (Business Support) in consultation with the Principal Environmental Health Officer.

### 2.1.2 Enforcement Notices

Service of Hygiene Improvement Notices will only be undertaken by qualified officers with experience in food law enforcement, in accordance with the Food Law Code of Practice and after consultation with the Senior Specialist Environmental Health Officer (Business Support) or Principal Environmental Health Officer.

The service of notices by hand will be by any person who is capable of explaining the meaning and legal status of the notice. Notices served by other methods will be in accordance with current legal guidance.

The Environmental Health Officers will be authorised to serve Hygiene Emergency Prohibition Notices in accordance with the standards within the policy. Where practicable, he/she will be accompanied by another EHO to corroborate the proceedings and will consult with the Senior Specialist Environmental Health Officer (Business Support) or Principal Environmental Health Officer.

### 2.1.3 Seizure and Detention of Food

Environmental Health Officers will be authorised to inspect, detain and seize foodstuffs subject to experience and competence.

All officers will be assessed for the necessary practical skills, experience and competency by the Senior Specialist Environmental Health Officer (Business Support).

### 2.1.4 Competency

The Principal Environmental Health Officer has been given specific responsibility for food hygiene and food safety matters and managing the food safety service. This will be in accordance with the documented '*Food Safety Monitoring Procedure*'.

## Classification: OFFICIAL

Environmental Health Officers and Environmental Health Technical Officers will carry out inspections and exercise their powers in accordance with the relevant legislation, Food Law Code of Practice and within the restrictions of their authorisation.

The Senior Specialist Environmental Health Officer (Business Support) (or in his/her absence, the Principal Environmental Health Officer) will be responsible for the supervision and training of officers and for the maintenance of auditable records. The FSA Competency Framework will be used to establish current qualifications and competencies and to identify future training needs in order that officers can effectively carry out their duties.

Recommendations will be made by the Principal Environmental Health Officer or Senior Specialist Environmental Health Officer (Business Support), to the Head of Healthy Communities in respect of the powers to be given to officers and the category of premises to be inspected.

A list of the officers, their powers and the category of premises which the officer may inspect, will be maintained and regularly updated in an *'Authorisations Manual'*. Records of training will also be kept.

Other officers may be appointed to assist in carrying out inspections.

## 2.2 Guidance

The authorities will have regard to the Food Law Code of Practice and Guidance issued by the Food Standards Agency, other advice issued by the Government, advice issued by the Office of Product Safety and Standards, information and guidance issued by a Primary Authority and any approved Industry Guides.

## 2.3 Approvals

Some specific food premises are required to be formally approved by the local authority. They are then given an approval number that specifically relates to their premises and products and can then use the "health mark" required by EC Directives.

The Head of Healthy Communities, in consultation with the Principal Environmental Health Officer, has the authority to issue or revoke such approvals.

Other suitably qualified and experienced officers will be designated as being able to approve premises which will be assessed and recorded as in 2.1, above. The ability to revoke approvals will remain solely within the authority of any of the two officers named above.

## 2.4 Licences and Registrations

Under the Chiltern District Council Constitution, the Head of Healthy Communities has delegated power to issue licences and registrations pursuant to Section 19 of the

## Classification: OFFICIAL

Food Safety Act 1990 and to refuse or revoke licences in accordance with Regulations and any guidance issued. This function is delegated to the Director of Services in South Bucks District Council. This will be in consultation with the Principal Environmental Health Officer.

## 2.5 Uniformity

The Authorities acknowledge the need to act in a consistent and uniform manner and advocate a common-sense approach to the selection of enforcement action and activities.

The following areas are all considered important in achieving uniformity. These are detailed in the '*Inspection Monitoring Management System*':

- i) the awareness, adherence to and review of the food policy document and further development of office procedures;
- ii) training, qualifications, supervision of staff. Regular practical training and update sessions will be essential to ensure uniformity;
- iii) cross monitoring visits of staff;
- iv) use of the Primary Authority Partnership Scheme, specified by the Office of Product Safety and Standards;
- v) liaison with local food groups/adjoining authorities. Use of joint training initiatives. Co-operation and joint working on uniformity issues;
- vi) compliance with the Code of Practice and guidance.

## 2.6 Advice to Businesses

The Authorities are committed to ensuring that food businesses are aware of their legal obligations and to supporting businesses in achieving best practice by providing coaching, training and appropriate advice.

In responding to requests, the advice given should support compliance and be reliable. On a quarterly basis, the information on the Councils' website will be reviewed in light of changes in legislation and government guidance. Requests for advice should not necessarily trigger enforcement action but should be a means to forge positive relationships with businesses.

Where opportunities arise to provide advice and guidance to businesses over and above that required to ensure legal compliance, e.g. to increase a business' food hygiene rating or to establish 'best practise' for supplier auditing purposes, then a charge may be made.

Where a charged advisory service is provided to a business and significant risks are identified which pose a serious and imminent risk to health, these will be brought to the attention of the business for immediate action to rectify. Officers will be expected to ensure that action is taken by the business and if not, appropriate enforcement action will be taken.

## Classification: OFFICIAL

Where advice is provided by another agency, e.g. Trading Standards at the County Council, then the business will be appropriately signposted. In relation to allergens in food, officers will provide advice in respect of non-pre packed food. All other requests for guidance and information will be referred to Buckinghamshire County Council Trading Standards. Officers will not make direct referrals.

In particular:

- i) businesses will be encouraged to acquire food hygiene training. To assist in this, Level 2 Food Hygiene courses will be run by or in partnership with, the authorities for as long as demanded, on a cost recovery basis in order to encourage attendance. In addition, a range of online courses are also available. A charitable organisation will be able to benefit from 2 discounted group courses per year, after which they will be charged at the going rate for group bookings. At all times it will be made clear that there is no legal requirement to attend the course run by the Councils;
- ii) the Councils' websites will be the primary source of information to assist businesses with interpretation of legislation or good practice. The Councils also provide services for ethnic minority groups through 'Language Line' translation services and courses in languages other than English. Where the Councils do not provide the service themselves, information will be given to businesses about other providers.
- iii) a chargeable advice service will be available to new and existing food businesses to support them in achieving high standards of safety and compliance.
- iv) businesses will be supported and encouraged to participate in the Primary Authority partnership scheme where applicable.
- v) coaching and mentoring visits will be made to businesses in order to raise standards of hygiene by focussing on issues identified during primary inspections. Appropriate toolkits will be used to assist effective delivery of information.
- vi) where there is sufficient demand occasional talks will be given to businesses. Charges to cover costs may be made for out of hour's sessions.

## 2.7 Advice to Consumers

The authorities are committed to assisting consumers to understand basic hygiene in the home and to providing consumer confidence in local food businesses. The Councils' website will provide access to advice and information on food safety issues and will be reviewed on a quarterly basis. The authorities will participate in national food safety activities and local events and promote the national Food Hygiene Rating

Classification: OFFICIAL

Scheme. Talks to voluntary organisations and groups will be given free of charge where resources permit.

## 2.8 Conduct

Inspecting officers will at all times act and dress in a professional manner. Protective clothing will be worn that is appropriate to the premises being inspected and equipment will be maintained and calibrated where appropriate.

Officers will ensure the highest standards of personal hygiene and will not act in such a way as to pose a risk of cross contamination or to health.

## 2.9 Information Sharing

Where the legislation permits, the authorities will share information via agreed secure mechanisms with other regulatory agencies and local authorities about businesses to help target resources and activities and to minimise duplication.

The authorities will share information about businesses with the primary authority as appropriate and with other authorities when acting as a Primary Authority.

The authorities will, where feasible, follow the principle of 'collect once, use many times' when requesting information from businesses.

## 3.0 FOOD HYGIENE INTERVENTIONS

### 3.1 Premises

An up to date record will be kept and maintained on a computer database of all known food premises, together with the food register required by law. All known food businesses will be assessed for the need to be included on the planned programme of inspection based on information obtained from the food business operator or following inspection.

Newly registered high risk food businesses will be inspected within 28 days following receipt of the application for registration. Any longer period should take account of the nature of the business and prior knowledge of the level of managerial competence.

### 3.2 Frequency and type of inspections

Over the last few years there have been a series of regulatory reforms, which aim to reduce red tape and regulatory burdens upon business. In light of the regulatory reviews it has been recognised that "a key element of their activity will be to allow, or even encourage, economic progress and only to intervene when there is a clear case for protection." The reviews also stated that "The few businesses that persistently

Classification: OFFICIAL

break regulations should be identified quickly and face proportionate and meaningful sanctions."

Article 2 of EC Regulation 882/2004, states that, it is possible to undertake Official Controls by means other than the traditional food hygiene inspection. It goes on to recognise five other activities (classed as interventions) which are deemed to meet the requirements of an official control at a food business. They are; Inspections, Audit, Sampling, Monitoring, Surveillance and Verification. The Food Standards Agency also identifies other ways of assessing and encouraging low risk businesses to be compliant such as by coaching, advice and training.

Article 2 of Regulation 882/2004 provides the following definitions of official controls:

**'Inspection'** means the examination of any aspect of feed, food, animal health and welfare in order to verify that such aspect(s) comply with the legal requirements of feed and food law and animal health and welfare rules.

**'Monitoring'** means conducting a planned sequence of observations or measurements with a view to obtaining an overview of the state of compliance with feed or food law, animal health and animal welfare rules.

**'Surveillance'** means a careful observation of one or more food businesses, or food business operators or their activities.

**'Verification'** means the checking, by examination and the consideration of objective evidence, whether specified requirements have been fulfilled.

**'Audit'** means a systematic and independent examination to determine whether activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.

**'Sampling for analysis'** means taking feed or food or any other substance (including from the environment) relevant to the production, processing and distribution of feed or food or to the health of animals, in order to verify through analysis compliance with feed or food law or animal health rules.

In light of this, the Food Safety Code of Practice, to which officers must have regard when inspecting food businesses, allows authorised officers and food authorities to use a range of interventions, using strategy and officers' professional judgement to determine the most suitable level of intervention, proportionate to the activities of the food business. The range and scope of interventions is detailed in *Appendix 1*. In determining the inspection approach, officers will take into account the compliance record of the business and any other earned recognition and third party verification in place. Officers have been given training and regular reviews are in place to ensure consistency in this approach. Interventions are defined as activities that are designed to monitor, support and increase food law compliance within a food establishment. More intensive regulation will be directed at those food businesses that pose the

Classification: OFFICIAL

greatest risk.

Systems will be maintained to monitor inspection frequency against the planned programme. All visits will be recorded on the computer-based system and documents scanned to the corporate Electronic Document Management System.

### 3.3 Inspection Procedure

#### 3.3.1 Approach

The authorities will work to the standards in the Food Law Code of Practice and Guidance and the internal inspections procedure documents.

The main purpose of inspection is to identify potential risks to food safety or which are likely to give rise to food poisoning and to ensure that the business understands the risks and has put the necessary measures in place to minimise them. When undertaking an intervention, officers will pay particular emphasis to HACCP based management systems. However it is recognised that the seven HACCP principles are a model towards compliance and that the legislative requirement can be achieved by other simplified, effective equivalent means.

A systematic approach to risk assessment will be adopted based on The Food Safety and Hygiene (England) Regulations 2013. Where businesses have identified their own critical points for food safety and have introduced controls, the intervention will focus on the accuracy of the critical points assessment and on the effectiveness of the controls. Written assessments will normally be expected in high risk or complex businesses. Low risk or simple businesses will not be expected to have written or elaborate assessments although the use of Safer Food, Better Business will be promoted where appropriate.

Where no assessment by the business can be demonstrated the inspection will focus on the officer's own critical points assessment and examination of controls. In accordance with government advice on enforcement, formal action will be considered where an informal approach has been unsuccessful in achieving compliance with the food safety management requirements.

The whole of a premise may not necessarily be inspected at each inspection; those areas of greatest risk will be given priority. Where the inspection varies from government guidance or departmental procedures, this will be recorded.

Computer records will be updated following every visit.

A Memorandum of Understanding exists between the County and District Councils where they jointly have powers to enforce a particular piece of legislation e.g. with Trading Standards, then officers will liaise with the County Council to discuss the most appropriate course of action. In relation to enforcement of allergen information (Food Information Regulations 2013), officers will check for compliance when

Classification: OFFICIAL

undertaking programmed official food controls and issue advice and guidance where there is non-compliance. Officers may seek formal compliance by taking enforcement where regulatory action for other food safety matters is being carried out.

### 3.3.2 Communication

Every intervention (including those where no defects are identified) will result in a written report to the proprietor. Copies of the report will be sent to the Manager or other relevant persons. The report will comply with the requirements of the Code of Practice and advice will be in line with guidance and relevant Industry Guides to Good Hygiene Practice issued by central government.

A standard format will be used. The report will cover the important issues noted during the inspection and will clearly distinguish between legal requirements and recommendations. It will give details of the person carrying out the inspection, date, time, the areas inspected, the FHS rating where possible and the procedure if the proprietor disagrees with the issues raised in the report.

Good communication between inspector and proprietor/manager is essential wherever possible, including ensuring that the purpose and scope of an inspection is understood and the "works" needed following the inspection with an agreed time limit. The impact of the advice should be considered so that it does not impose unnecessary burdens upon businesses.

### 3.3.3 Timing of Inspections

Programmed inspections will be carried out at all reasonable hours. It is recognised that food businesses operate outside normal office hours of work and so the inspection programme will take this into account. Food businesses operating outside of 'normal' office hours will, on occasions, be inspected at times when different activities occur to that in the day time.

Programmed inspections will normally be unannounced with the following exceptions:

- i) where officers are unlikely to gain access without notifying the proprietor e.g. sports clubs, small home caterers, church halls etc.;
- ii) where security measures are in existence;
- iii) if full information is not able to be gained at the unannounced visit, an appointment may then be made to discuss the issues further, e.g. specific HACCP documentation, advice from a technical manager at a large manufacturer.

Notice will not be given where complaints are being investigated.

Revisit dates may be notified in advance as an aid to ensuring that works are

Classification: OFFICIAL

completed and to facilitate further discussions with the proprietor.

Where alternative dates for visits are requested by a business the inspector may agree, if suitable justification is given, and the inspector is satisfied that the purpose behind the request is not to conceal a major risk. Where the officer suspects that the intention is to hide a serious offence he/she should agree to have a quick inspection and then agree a full visit at a later date.

#### 3.3.4 Revisits

Revisit inspections will be arranged to check on matters raised during an inspection (and any obvious extra defects) where there are *significant* contraventions and/or serious risks to public health and to check on compliance with statutory notices. They will not turn into a further full inspection except where a major risk is identified. Where significant breaches of hygiene regulations have been identified, the revisit should whenever practicable be undertaken by the same officer who undertook the initial visit. After initial inspections, employers must be made aware that a revisit will be made and appropriate dates discussed.

Revisits will not always result in a written report (unless further work is required) to the proprietor/manager although the proprietor/manager will always be advised of the outcome verbally, and in writing if requested. However, detailed records of revisits will be made and kept on the computer property database. Records will be maintained of formal and informal notices which have been complied with.

For premises with a FHRS score of 0, 1, or 2, a 2 phase revisit process will be implemented. This will apply to those businesses who have contraventions that are likely to affect the safety of the food being served, producing an 'unsafe contravention'. Where necessary, enforcement action will be taken in accordance with the Enforcement Policy. After the inspection, the business will receive a 1st revisit that will involve a coaching session in the areas that they have scored poorly on. A range of tools have been developed to aid officers when coaching these businesses. The business will then, if necessary, be given time to implement the changes before another revisit is made. Dependant upon the nature of the outstanding requirements, and the past history of the Food Business Operator, for the 2<sup>nd</sup> revisit, this may be able to be achieved over the phone. This process will only be implemented for non-compliant businesses that have not received any coaching or mentoring in the past. Should businesses fail to maintain their compliance during subsequent inspections, then enforcement action will be taken in accordance with the Enforcement Policy.

Where a re-inspection under the FHRS is requested, this will be in writing and supplemented with supporting evidence in order to establish whether adequate measures have been put in place to warrant a re-inspection. Re-inspections will generally be un-announced and will take place within 3 months of the request for re-inspection and the business re-rated according to the hygiene standards found at the time. Distinction will be made between those *re-visits* necessary to ensure compliance and to address food safety issues and those *re-inspections* at the request

Classification: OFFICIAL

of the Food Business Operator to re-rate the business under the FHRS.

#### 4.0 ENFORCEMENT POLICY

This section sets out the policy relating to the general principles of enforcement in relation to food safety and is drafted in accordance with the overarching Corporate Enforcement Policy. It embraces the principles set out in the 'Regulators' Code' issued by the Better Regulation Delivery Office (now the Office for Product Safety and Standards).

More specific procedures concerned with statutory notices, emergency action, formal cautions and prosecutions are detailed in enforcement procedures. These procedures take account of all Codes of Practice and 'The Code for Crown Prosecutors'

Enforcement officers by necessity as professional officers have considerable discretion in decision making and initiating enforcement action. Such action can range from informal advice, information and support through to formal enforcement mechanisms, including the use of statutory notices and prosecution.

This part applies to all dealings, formal and informal, between officers and businesses, all of which contribute to securing compliance with the law. It will provide policy standards, aid professional judgements and decision making and ensure both consistent and effective enforcement.

##### 4.1 Principles of Enforcement

The core expectation for those we deal with, quite reasonably, is for us to be professional, fair, co-operative and consistent in our approaches. Businesses and the public also expect local authority actions to result in the remedying of potentially risky situations and for those guilty of serious offences to be adequately punished.

We will adopt a positive and proactive approach towards ensuring compliance by:

- i) helping and encouraging businesses to understand and meet regulatory requirements more easily without imposing unnecessary additional cost;
- ii) assess whether other social, environmental and economic outcomes can be achieved by less burdensome measures, and
- iii) responding proportionately to regulatory breaches.

Enforcement should be informed by the principles of **proportionality** in applying the law and securing compliance; **consistency** of approach; **targeting** of enforcement action, **openness** about how we operate and what businesses may expect and **helpfulness** in providing advice and assisting with compliance.

*Appendix 2* sets out the standards of service businesses should expect to receive.

Classification: OFFICIAL

It will be expected that enforcement officers, when making decisions and communicating with businesses will follow these principles, together with relevant codes of practice and guidance. The Primary Authority partnership scheme will be used where appropriate.

Any departure from this must only occur when the following criteria are complied with:

- i) in exceptional circumstances;
- ii) where actions are capable of justification;
- iii) where there has been full consultation with the Principal Environmental Health Officer or Environmental Health Manager.

Any sanctions or penalties being considered should:

- aim to change the behaviour of the offender;
- aim to eliminate any financial gain or benefit from non-compliance;
- be responsive and appropriate for the particular offender and regulatory issue
- be proportionate to the nature of the offence and the harm caused;
- aim to restore the harm caused by regulatory non-compliance, where appropriate; and
- aim to deter future non-compliance

This policy will be reviewed periodically in response to new legislation and guidance issued by central government departments.

#### 4.1.1 Proportionality

All enforcement actions and advice must be proportional to the risks posed to the public and the seriousness of any breach of legislation.

When considering enforcement action, consideration should be given to the cost of measures required to reduce the risk weighed against the benefit to be gained by reducing the risk. Consideration should be given as to the impact upon small businesses.

In addition, there should be a staged approach to enforcement action with increasing degrees of enforcement as management of businesses fail to respond to previous requests. Officers should provide an opportunity for dialogue in relation to the advice, requirements and decisions.

The only exceptions to the above approach would be where a serious and/or imminent risk to public safety or health exists.

The staged approach to enforcement is further detailed in the enforcement procedures.

Classification: OFFICIAL

#### 4.1.2 Consistency

Consistency of approach does not mean uniformity. It means taking a similar approach in similar circumstances to achieve similar ends.

Businesses expect consistency from enforcing authorities in advice given, the use of statutory notices, decisions on prosecution and responses to complaints. It is recognised however, that in practice it is not simply due to the wide range of variables faced. Therefore it is expected that officers will use their professional judgement and exercise discretion, in conjunction with this policy, when coming to a decision on appropriate action.

Enforcement officers will however have the following arrangements in place in order to promote consistency of approach: -

- i) Officers will perform validation exercises relating to joint inspections on an annual basis;
- ii) The Senior Specialist Environmental Health Officer (Business Support) will accompany all officers on a minimum of one initial inspection per year to assess the consistency of approach between officers;
- iii) Officers openly discuss cases at team meetings and/or with the Senior Specialist Environmental Health Officer (Business Support) to provide a consensus of opinion;
- iv) Formal action will be 'signed off' by the Principal Environmental Health Officer
- v) Where there is a need for clarification, approaches will be made to the Bucks Food Liaison Group;
- vi) Officers will participate in inter-authority consistency exercises and change working practices, if necessary, to achieve consistency;
- vii) Chiltern and South Bucks District Councils will take an active role in the Bucks Food Liaison Group;
- viii) Reference will be made to appropriate central government guidance;
- ix) Reference will be made to appropriate guidance issued by a Primary Authority;
- x) Where inconsistencies arise, appropriate training will be given by the Senior Specialist Environmental Health Officer (Business Support).

#### 4.1.3 Targeting

Inspections and enforcement action will be targeted primarily on those activities giving rise to the most serious risks or where hazards are least controlled and that action is focussed on those responsible for the risk and who are best placed to control it.

The prioritisation of inspections will be based on guidance issued by the Food Standards Agency, primarily the Code of Practice and the Regulators' Code.

Classification: OFFICIAL

#### 4.1.4 Openness

Enforcement officers will help businesses to understand what is expected of them (and what would not be expected) and what they should expect from the enforcing authorities.

Confirmation of all work (initial inspections, revisits and complaints) will be given in writing to business managers and as appropriate to head offices. Information will clearly explain what the non-compliant item or activity is, the advice being given, actions required or decisions taken and the reasons for these.

There will be a clear distinction between legal requirements and good practice recommendations (either verbally or written).

The Food Standards Agency's leaflet 'Food Law Inspections and Your Business' will be brought to the attention of Food Business Operators (or their Representatives) via the Councils' website after initial inspections and after other visits if formal action is proposed.

Where notices have been served and are on a Public Register, this will be available for viewing free of charge.

If formal requests for information are received from a third party, advice will be sought from the Data Protection Monitoring Officer or the Legal Department prior to replying.

Businesses will be made aware of the Corporate Complaints Procedure when appropriate and the appeals procedure to the Principal Environmental Health Officer in the first instance. This is to be included in correspondence to businesses following inspections.

#### 4.1.5 Helpfulness

The principle is to actively work with businesses to advise on and assist with compliance wherever possible. To this end, officers will identify themselves by name and provide a contact point and telephone number for further dealings. Businesses will be encouraged to seek advice/information; information will be freely available on the Councils' website with links to those produced by central government. When appropriate, training courses/seminars will be provided for businesses on specific issues.

#### 4.2 Procedures Based on HACCP Principles

Article 5 of EC Regulation 852/2004 is flexible and requires food businesses to establish procedures that control food safety hazards and integrate these with documentation and record keeping appropriate to the size and nature of the business. Whilst larger, more complex businesses and those with a high level of

Classification: OFFICIAL

understanding of food safety management may choose to demonstrate compliance by having a traditional HACCP system, others may do so with simpler approaches that take account of this flexibility as long as the same outcome is achieved; safe food being produced.

#### 4.2.1 Appropriateness of the Food Safety Management System (FSMS)

Although the Food Standards Agency has produced the SFBB packs to help a variety of businesses within the food industry e.g. catering, retail and childminders, it is recognised that it does have limitations and may not be the most appropriate FSMS to use. Therefore if inspectors identify that the scope of the food operation exceeds that of the SFBB toolkit, then the food business will be required to produce a fully documented food management system in accordance with HACCP principles.

In certain circumstances, in particular in food businesses where there is no preparation, manufacturing or processing of food, it may be the case that the relevant hazards can be controlled through the implementation of prerequisite requirements. For example, where a business is especially low risk, e.g. sweet shop, greengrocer, market stalls etc. presenting only basic hygiene hazards; it may be sufficient that the business has a guide to good hygiene practice and understands and applies it. In these circumstances, documentation and record keeping may not be necessary.

#### 4.2.2 Enforcement

The Food Standards Agency has produced guidance and toolkits; Safer Food, Better Business (SFBB) for a variety of businesses and funded local authorities to deliver coaching during the initial introduction of SFBB. Therefore unless a new business, all established food businesses have been given a great deal of advice and guidance to meet their legal obligations.

This policy will secure compliance with Article 5 of EC Regulation 852/2004 through a staged approach where appropriate but otherwise, where non-compliance is established, appropriate enforcement action will be taken. This will normally take the form of Hygiene Improvement Notices but where significant risks exist, more immediate action will be taken.

Where there is a partly developed system, and controls are in place and there are no significant risks to health, a more informal approach may be more appropriate.

Some of the HACCP principles are on-going, for example monitoring, so notices can not be served. It is therefore likely that notices may only be served for the implementation or review of a documented FSMS.

#### 4.2.3 New Premises

From time to time new businesses will be established and existing premises will

Classification: OFFICIAL

change ownership. The following options should be considered:

- i. New owners should be made aware of their responsibilities in respect of Article 5 (if possible before the premises are open for business);
- ii. Establish at the initial inspection that the business does not present a significant risk to public health. This inspection should be performed at the earliest opportunity following the local authority being notified;
- iii. Provided that no significant risk to public health exists, agree with the proprietor a programme of compliance with Article 5;
- iv. Where a significant risk to public health exists, action is to be taken in line with the general enforcement policy.

## 5.0 POLICY WITH RESPECT TO COMPLAINTS

### 5.1 Background

Complaints in respect of food either relate to:-

- i) hygiene issues and hence involve local businesses;
- ii) complaints relating to the actual food itself, either appearance, taste, contamination, (whether physical, chemical or allergenic where an imminent risk to health), or microbiological quality or;
- iii) Food Alerts issued by the Food Standards Agency in relation to national or international food safety issues.

The purpose of investigating such complaints is:

- i) to identify possible causes for and to resolve any problems which pose a risk to public health;
- ii) to substantiate complaints and to provide a service to the public;
- iii) to provide information to the food industry in order to raise and maintain standards;
- iv) to perform a duty of enforcement and;
- v) to prevent further complaints.

### 5.2 Food Hygiene

These types of complaint generally involve a local business, either relating to the standard of hygiene seen/experienced or a complaint following illness.

Complaints that relate to issues that may pose a risk to health are considered of utmost importance and therefore require an immediate response upon notification in order to investigate as thoroughly as possible and to ensure that food continues to be prepared safely. In cases involving issues that do not pose a risk to health, these will be investigated within the departmental response time of 3 days.

## Classification: OFFICIAL

Officers will conduct their investigations and visits in accordance with previously detailed policies and guidance. Where appropriate, samples will be taken in accordance with the Sampling Policy.

## 5.3 Food Complaints

These types of complaint relate to food that has been purchased or eaten within the District and does not meet certain health standards as defined by EC Regulation 178/2002. This could include issues such as mould growth, physical contamination or chemical contamination posing an imminent risk to health. Where the complaint is concerned with composition, adulteration, chemical contamination where no imminent risk to health or misleading claims (labelling), the complaint will be transferred to the Trading Standards Service at the County Council. Likewise, where the complaint originated outside Chiltern and South Bucks areas, the complaint shall be referred to the relevant local authority.

In relation to complaints associated with allergens, officers, will investigate complaints where there has been an alleged reaction by a member of the public. All other complaints relating to labelling and provision of information to consumers will be referred to Trading Standards if the business is not due an official food control intervention.

All investigations shall be performed in accordance with the FSA Code of Practice and Practice Guidance and the 'Primary Authority Scheme' shall prevail throughout the investigation.

Enforcement action will be in accordance with the Enforcement Policy.

## 5.4 Food Alerts

The Food Standards Agency operates a system to alert the public and local authorities of serious problems concerning food that does not meet food safety requirements, food that is inadequately labelled or food that may be allergenic. Where a problem has occurred, food is normally withdrawn on a voluntary basis. However in some cases the withdrawal of food involves the food companies working with central and local Government.

When a Food Alert is issued, local authorities are informed of the action that they should take at a local level e.g. local publicity, contact with local food businesses or just to be aware of potential problems during visits to businesses.

Officers will carry out action specified in the Food Alert as instructed and in the most appropriate, expeditious and cost effective manner possible to safeguard public health. Action will be taken in accordance with guidance issued by central government.

If, following complaints, a Food Alert needs to be issued, the guidance in the Code of

Classification: OFFICIAL

Practice will be followed.

When necessary, the Consultant in Communicable Disease Control and/or Public Analyst will be consulted and advice sought as to the public health significance of particular issues.

## 6.0 POLICY WITH RESPECT TO SAMPLING

It is recognised that food sampling provides a valuable contribution to the protection of the public and the food law enforcement functions of the authority and that the food and water sampling programme is a valuable tool to assist in determining food safety standards.

### 6.1 Objectives

The following are the key objectives for sampling recognised by the authorities:

- To protect the consumer through the enforcement of food legislation.
- To obtain recognised and usable microbiological standards for foods, via a nationally co-ordinated sampling programme.
- To assist in the assessment of food safety and to help in the evaluation of hazard analysis (or HACCP) management systems.
- To check that foods comply with statutory microbiological standards, where available.
- To assess the microbiological quality of food manufactured, distributed or retailed in the authority's area.
- To identify specific foodstuffs that could pose a hazard to the consumer because they may contain significant levels of pathogenic.
- To facilitate the issue of an export certificate.

When sampling, officers will have regard to the Code of Practice and comply with additional guidance issued by the Food Standards Agency. Officers will also undertake appropriate training in sampling techniques.

### 6.2 Co-ordination

It is recognised that good co-operation and co-ordination at a national and local level is necessary to achieve some objectives and therefore the authority is committed to:

- i) participating in and co-operating with the Food Standards Agency's national sampling schemes and EU co-ordinated control programmes.
- ii) participating in and co-operating with Public Health England national

Classification: OFFICIAL

- schemes.
- iii) co-ordinating with adjoining local authorities and local PHE to agree locally co-ordinated sampling.
- iv) undertaking final product and critical control point monitoring as part of the authorities' own primary authority responsibilities and to avoid duplication with other Port Health or Primary Authorities.

### 6.3 Sampling Programme

An annual sampling programme will be drawn up based on the objectives above to cover:

- private water supplies, locally bottled water
- PHE and FSA co-ordinated sampling
- locally co-ordinated sampling including locally manufactured products and approved premises
- identified high risk businesses
- poor performing businesses
- lower risk businesses as part of an alternative intervention strategy

The sampling programme will take account of the number, type and risk ratings of food businesses within the Chiltern and South Bucks areas, the authorities' own Primary Authority responsibilities and the need to ensure that the provisions of food law are adequately enforced.

Adequate resources will be available to fulfil the annual sampling programme. However, in the event of food poisoning outbreaks and other emergency incidences, additional resources will be made available as necessary. A reciprocal agreement has been made between the Buckinghamshire authorities to share resources in the event of an emergency.

When deciding to sample, the following should be considered:

- i) Whether further processing of the food will reduce or eliminate micro-organisms prior to consumption;
- ii) The role played by hazard analysis or HACCP in the production of safe food;
- iii) The statistical confidence in the sampling technique.

All businesses will be notified at the time of sampling of the purpose of taking the sample and will be sent the results. In circumstances where results are unsatisfactory, businesses will be given advice and guidance to remedy the problem. Officers will follow up unsatisfactory results with visits and further sampling.

As part of informal monitoring, the company concerned generally will volunteer the sample to the sampling officer. However, if the company requests payment or the quantity or frequency of sampling is likely to give rise to significant financial

Classification: OFFICIAL

consequences for the owner of the food, then the food will be purchased.

If enforcement action is anticipated under Section 14 of the Act following microbiological examination, the sampling officer should purchase the sample. Otherwise, in other circumstances, powers under the Food Safety Act 1990 will be used. Enforcement action will be in accordance with the Enforcement Policy. In relation to nationally co-ordinated sampling programmes, the protocol concerning obtaining the sample will be followed.

#### 6.4 Water

All private water supplies will be monitored and risk assessed in accordance with the Private Water Supplies Regulations.

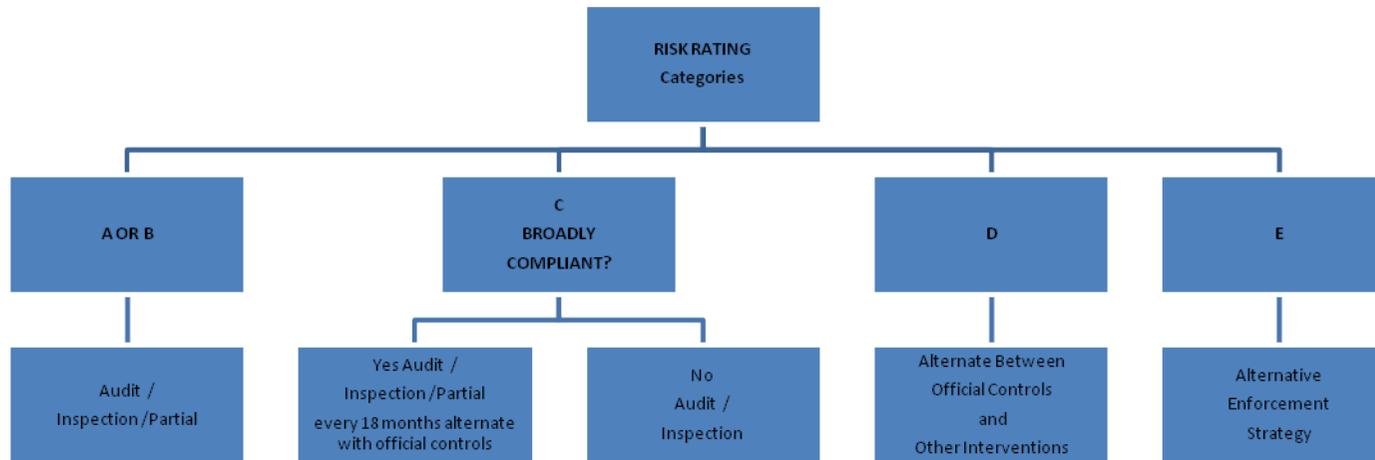
Swimming pool waters will not be routinely sampled, on the grounds that such samples are of limited snapshot value, do not necessarily fall to the authorities for enforcement purposes and should be maintained and monitored by the operator on a daily basis. However, this would not preclude the need for one-off sampling exercises particularly targeted at high risk pools such as jacuzzis' and spa pools or where incidents have been associated with a facility.

#### 6.5 Suspect Food Poisoning

Where a food poisoning outbreak is suspected, faecal specimens will be taken together with any remaining foodstuffs, as a matter of priority.

Individual cases of suspect food poisoning will be referred initially to their General Practitioner unless officers feel other action is merited. Foodstuffs will be sampled where evidence supports this action.

**APPENDIX 1 - RISK RATING CATEGORIES AND INTERVENTIONS**



NB. A broadly compliant premise is one which has a risk rating score of not more than 10 points under each of the following three parts of Annex A i.e. level of compliance relating to hygiene, structure and confidence in management. The types of intervention allowed will therefore vary depending upon the category. The following explains the types of interventions allowed for each category.

**1a. Types of intervention for Category A, B & C which are not Broadly Compliant**

For Categories A and B, and those category C premises that are not broadly compliant, these are considered to be the high risk premises, and therefore most of our focus will be targeted to these premises. The appropriate planned intervention should be;

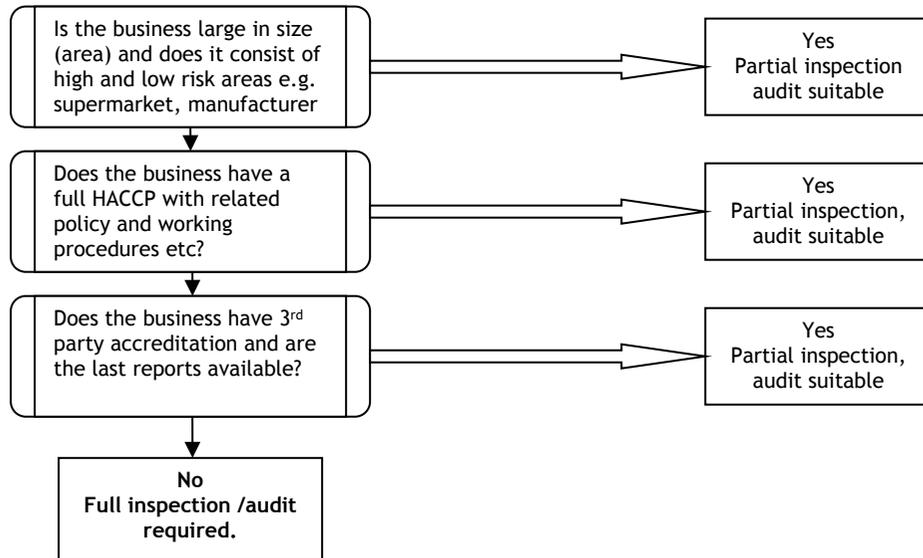
Classification: OFFICIAL

- an inspection
- a partial inspection; or
- an audit

Other interventions such as sampling, or education and training can also take place alongside the above interventions. Sampling of high risk premises is encouraged where poor practices at a high risk food business are identified, or where they do not have confidence in the method of production of a particular foodstuff.

To decide whether to conduct an Inspection, Partial Inspection or Audit the following flow chart will be considered.

**For Category A & B and Broadly Compliant C, Choosing Full or Partial inspections**



### **1b. Types of intervention for Category A & B which are not Broadly Compliant and have persistent non compliance**

At the start of each financial year the Principal Environmental Health Officer or Senior Specialist Environmental Health Officer (Business Support) will assess those premises within those categories that have **persistent** non compliance i.e. those food businesses that have been rated at Category A or B and that have not been broadly compliant on more than two occasions. Each persistent non-compliant business will be allocated to an officer and will be inspected on the due date. Case reviews of these premises will be carried out between the inspecting officer and either the Principal Environmental Health Officer or the Senior Specialist Environmental Health Officer (Business Support).

### **1c Food Hygiene Inspections Full and Partial**

During partial or other inspections the following information as a minimum will still be ascertained;

- Confirmation of the operations carried out
- Confirmation of the Products Produced
- An assessment of the effectiveness of the critical control points
- The examination of the CCP records

Partial areas officers can choose to cover; Drainage, Personal Hygiene, Sickness Policies, Ventilation, Pest Control Records, Detailed water plans, Waste Contracts, Detailed Cleaning Schedules etc

## **2. Types of Intervention for Premises that are Category C and Broadly Compliant**

For Category C Premises that are broadly compliant; on an 18 month alternative basis, official control interventions, other than inspections, can be used for example;

- Sampling visit
- Surveillance / alternative enforcement visit
- Monitoring and Verifications visits – risk based visit, focus on most critical points;

Classification: OFFICIAL

- Cleaning
- Temperature Control (chilling, cooking, hot holding, cold displays)
- Cross contamination etc

### **3. Types of Interventions for Category D Premises**

These are premises that are considered to be lower risk and therefore interventions can alternate on a 2 year alternating basis between official control interventions and non-official control interventions such as;

- Sampling visit (sampling visits will not currently be used with this type of premises unless high risk contraventions are found.)
- Surveillance / Alternative Enforcement Visit
- Monitoring and Verifications visits – risk based visit, focus on most critical points;
- Cleaning
- Temperature Control (chilling, cooking, hot holding, cold displays)
- Cross contamination etc
- Coaching Visit
- Advice, Education, Information,

However, where a business has scored 30 or 40 for 'type of food and method of handling' the official control must be an inspection, partial inspection or audit.

### **4. Types of interventions for Category E Premises– Alternative Enforcement Visits**

Alternative food hygiene inspections are carried out in 'low risk' establishments. These are establishments which score less than 31 points overall as dictated by the Food Law Code of Practice – Food Hygiene Inspection Rating Scheme. Category E food businesses form part of the inspection programme and are monitored accordingly. The approach will be through the use of self-assessment questionnaires which are completed and returned by the food business operator and assessed by authorised officers who would also determine any necessary follow up action.

The use of an alternative enforcement strategy does not preclude the use of an official control intervention when considered necessary or appropriate

Classification: OFFICIAL

and would not be used for those businesses that are approved under Regulation 853/2004.

**Summary of Interventions relating to risk category**

<b>Premises Category</b>	<b>Interventions that can be undertaken</b>
A	Inspection, Audit (Full or Partial)
B	Inspection, Audit (Full or Partial)
C (not broadly compliant)	Inspection, Audit (Full or Partial)
C (broadly compliant)	Inspection, Audit (Full or Partial) alternating (18 monthly) with Monitoring, Surveillance or Verification, Sampling
D	Inspection, Audit (Full or Partial), Monitoring, Surveillance or Verification, Sampling alternating (every 2 years) with Advice, Coaching, Information, Intelligence Gathering
E	Alternative Enforcement

The risk assessment will be reviewed at every general inspection, but not at revisits. Businesses will be encouraged to be aware of this risk assessment scheme and be encouraged to reduce their score thereby reducing the frequency of inspection. When requested, each officer will advise the food business operator/manager of their rating and be prepared to discuss how it was arrived at and how the business can reduce it.

Classification: OFFICIAL

## **Appendix 2 Service Standards**

### **Our Commitment**

- We will give you verbal feedback at the end of each inspection and aim to give you written confirmation either at the time of the inspection or within 5 working days.
- We will update the FSA Food Hygiene Rating Scheme website fortnightly
- We will respond to FHRS safeguarding requests within 10 working days
- If we receive a request for service we will investigate and respond within 10 working days.
- We will answer letters within 10 working days of receiving them and if we cannot give a full reply within that time, we will let you know when you can expect one and why there is a delay.
- We will answer emails within 10 working days of receiving them.
- We will answer the telephone within 20 seconds (6 rings).
- If we cannot give you a satisfactory reply when you telephone, we will call back at an agreed time.
- We will provide you with a contact name and number.

### **What to do if you are unhappy with the service?**

The Council has a Corporate Complaints Procedure which can be found at:

<http://www.chiltern.gov.uk/complaints>

<http://www.southbucks.gov.uk/complaints>

These pages explain how to make a complaint against any Council Service.

If you disagree with the nature of your food hygiene inspection, the FHRS outcome or wish to add a comment to your website entry, then you can use the safeguarding measures published at:

<http://www.southbucks.gov.uk/fhrssafeguards>

<http://www.chiltern.gov.uk/fhrssafeguards>

This page is intentionally left blank

Classification: OFFICIAL

**CHILTERN DISTRICT COUNCIL  
and  
SOUTH BUCKS DISTRICT COUNCIL**

**Environmental Health Section**

**HEALTH AND SAFETY ENFORCEMENT POLICY**

**April 2018 - 19**

Classification: OFFICIAL



- 1.0 Aims and Objectives
- 2.0 Standards for health and safety related work
- 3.0 Health and Safety Interventions
- 4.0 Enforcement Policy
- 5.0 Policy with respect to Complaints
- 6.0 Policy with respect to Accident Investigation
- 7.0 Policy with Disclosure of Information

Classification: OFFICIAL

## BACKGROUND

The Healthy Communities Division has a key role in ensuring that everyone who works, resides or visits Chiltern and South Bucks Districts, are protected from unsafe work practices.

The Health and Safety Executive (HSE) specifies the following elements as essential for a local authority to adequately discharge its duty as an enforcing authority:

- i. A clear published statement of enforcement policy and practice;
- ii. A system for prioritised planned inspection activity according to hazard and risk, and consistent with any advice given by the Health and Safety Executive (HSE) and Local Authority Unit (LAU);
- iii. A service plan detailing the local authority's priorities and its aims and objectives for the enforcement of health and safety;
- iv. The capacity to investigate workplace accidents and to respond to complaints by employees and others against allegations of health and safety failures;
- v. Arrangements for benchmarking performance with peer local authorities
- vi. Provision of trained and competent inspectorate;
- vii. Arrangements for liaison and co-operation in respect of the Primary Authority scheme.

This policy sets out the ways in which the Healthy Communities Division will achieve Central Government aims and objectives, and policies in relation to ensuring that standards required by the Health and Safety at Work etc Act are met, advise businesses and employees on safety issues and ensuring that preventative health measures are adopted by businesses.

Our enforcement policy reflects the Principles of Good Regulation set out in the Legislative and Regulatory Reform Act 2006, namely that regulatory activities should be carried out in a way which is transparent, accountable, proportionate and consistent; and that regulatory activities should be targeted only at cases in which action is needed.

In drafting this policy, we have taken account of the Regulator's Code and the Councils' overarching enforcement policy.

## 1.0 AIMS AND OBJECTIVES

### 1.1 Aim

It is the Councils' aim to:

- support and assist businesses to comply with legislation
- provide consistent, accurate and up-to-date information aimed at providing protection to employees and customers
- provide effective and efficient regulatory services that meets customer needs

Classification: OFFICIAL

## 1.2 Objectives

The Councils will aim to achieve these aims in the following ways:

- To protect people by providing information, training and advice, promoting a goal-setting system of regulation and undertaking enforcement in accordance with this policy and Government guidance
- Develop partnerships and approaches to service delivery to enhance services, increase impact and reduce costs through innovation;
- To support businesses to adopt best practice and to recognise their contribution towards economic growth and social benefits;
- Develop new ways to establish and maintain an effective health and safety culture in a changing economy, so that all employers take their responsibilities seriously, the workforce is fully involved and risks are properly managed;

## 1.3 Service Delivery

The service will be delivered through:

- i) risk-based targeting of inspections of high risk businesses based on national and local intelligence, with appropriate follow-up action;
- ii) project based intervention programmes based on the HSE's key priority areas;
- iii) investigation of complaints with appropriate follow-up action;
- iv) investigation of accidents with appropriate follow-up action;
- v) suitably trained and experienced officers who are effectively monitored;
- vi) provision of information to businesses about legal requirements, good practices and what to expect of the inspecting officer/authority;
- vii) promotional activities to inform and encourage high standards in businesses.

## 1.4 Priorities

It is recognised that resources are finite. Therefore it is particularly important that resources for health and safety are targeted at activities that pose the greatest risk and that will allow for the most effective and efficient use of resources in delivering

Classification: OFFICIAL

outcomes.

Priority will be given to targeting those activities that pose the greatest risk to employees and members of the public. In particular, priority will be given to those issues within the HSE Strategy identified as the greatest causes of accidents within the local authority enforced sector. In setting priorities and the local authorities' work plan, due regard will be given to the National Local Authority Enforcement Code published by the HSE. This will consist of having regard to national priorities and sector specific strategies set by the HSE; local priorities informed by local intelligence, workplace accidents and complaints, Matters of Evident Concern and Matters of Potential Major Concern; and Primary Authority inspection plans.

These key priorities will determine the approach taken towards individual inspections and the overall intervention programme itself. Officers will focus on these key priorities during interventions in the following way:

- the correct and uniform identification of high-risk areas with particular attention being given to the key priorities during inspections and as a result of complaint and accident investigation and to concentrate efforts to reduce these risks;
- ensuring compliance with the law and;
- engaging in those promotional activities for businesses and employees, which are most likely to foster improved health and safety;
- working with other agencies to improve health and safety standards

## 2.0 STANDARDS FOR HEALTH AND SAFETY RELATED WORK

### 2.1 Authorisations

The Councils will set standards for the qualifications, experience and competence of its officers.

In the context of the Health and Safety at Work Act 1974, an authorised officer's powers include the inspection of premises, the examination, sampling and seizure of substances, articles and equipment, the service of notices and taking emergency action. Authorised officers will be authorised in accordance with Section 18 guidance issued by the HSE.

Under the Chiltern District Council Constitution reviewed on 12 February 2008, the Head of Healthy Communities has the following delegated authority:

- i) to appoint Inspectors for all purposes in connection with the Health and Safety at Work etc Act 1974 and subordinate and related enactments;
- ii) to exercise or to authorise appointed Inspectors to exercise any of the powers specified within the enactments referred to above, including powers of:

Classification: OFFICIAL

- a) Entry and inspection of premises, equipment and articles;
  - b) Service of improvement and prohibition notices;
  - c) Seizure and detention;
  - d) Taking of samples and;
  - e) Waiver of notification periods for control of asbestos at work.
- iii) to authorise appointed Inspectors to institute prosecution proceedings or issue formal cautions in connection with any offences created by the enactments above;
  - iv) To agree the transfer or assignment of enforcement responsibilities under the Health and Safety Enforcing Authority Regulations.

Under the South Bucks District Council Constitution adopted on 25<sup>th</sup> February 2015, the Director of Services has the following delegated authority:

- i) to appoint authorised officers and inspectors for functions Director of Services and issue new authorisations and powers of entry under all Acts of Parliament and Regulations within the terms of reference of the Executive, subject to any exercise of the powers being reported to the next meeting.
- ii) The authority for enforcement of the Health and Safety at Work etc. Act 1974 in premises and activities listed in Schedule 1 of the Regulations.
- iii) Authority to sign transfer documents (Regulations 5 and 6). (and Head of Healthy Communities
- iv) Health & Safety Enforcement — Shared Functions - authority to undertake enforcement work in the South Bucks District, with specific reference to the Local Government Act 1972 and the Health and Safety (Enforcing Authority) Regulations 1998 (Authorised Officers /Appointed Inspectors of: Aylesbury Vale DC, Wycombe DC, Milton Keynes C and Health & Safety Executive.
- v) Prosecutions: Food Safety Act 1990; Health and Safety at Work Act 1974; Control of Pollution Act 1974; Environmental Protection Act 1990; Building Act 1984 and similar Public Health Legislation - Authority to prosecute or take proceedings where a notice has been served and not complied with or where there is an immediate risk to public health and safety (Services Director of Services in consultation with the Head of Legal)

The Director of Services and Head of Healthy Communities in exercising his/her authority to appoint authorised officers will apply the standards contained in this Policy.

### 2.1.1 Inspections

Inspection of premises will only be undertaken by officers who are suitably qualified, experienced and competent in accordance with the requirements of Section 18 Guidance. This will equally apply to those employed on a contract basis.

Newly appointed officers or currently employed officers who are extending their duties will not be authorised unless they possess the appropriate competencies, skills,

Classification: OFFICIAL

qualifications and experience to undertake their duties and that they have undergone a period of structured training in accordance with Section 18 Guidance. The assessment of competency etc. will be undertaken by the Senior Specialist Environmental Health Officer (Business Support) or the Principal Environmental Health Officer.

#### 2.1.2 Enforcement Notices

Service of Improvement Notices will only be undertaken by qualified officers with experience in health and safety law enforcement, and after consultation with the Senior Specialist Environmental Health Officer (Business Support) or Principal Environmental Health Officer.

The service of notices by hand will be by any person who is capable of explaining the meaning and legal status of the notice. Notices served by other methods will be in accordance with current legal guidance.

Officers will be authorised to serve Prohibition Notices in accordance with the standards within the Policy. Where practicable, he/she will be accompanied by another authorised EHO to corroborate the proceedings and consult with the Senior Specialist Environmental Health Officer (Business Support) or Principal Environmental Health Officer. If this is not possible, then the Environmental Health Manager is to be notified as soon as possible after service.

#### 2.1.3 Seizure and Detention

Officers will be authorised to inspect, detain and seize articles and equipment subject to experience and competence.

All officers will be assessed for the necessary practical skills, experience and competency by the Senior Specialist Environmental Health Officer (Business Support) or Principal Environmental Health Officer.

#### 2.1.4 Competency

The Principal Environmental Health Officer has been given specific responsibility for health and safety matters and managing the health and safety service. This will be in accordance with the documented 'Inspection Monitoring Management System'.

Environmental Health Officers and Technical Officers will carry out inspections and exercise their powers in accordance with the Health and Safety at Work etc. Act, associated Regulations and Codes of Practice and within the restrictions of their authorisation.

The Senior Specialist Environmental Health Officer (Business Support), (or in his/her absence, the Principal Environmental Health Officer) will be responsible for the supervision and training of officers and for the maintenance of auditable records. A training and development plan will be used to establish current qualifications and

Classification: OFFICIAL

competencies and to identify future training needs in order that officers can effectively carry out their duties.

Recommendations will be made by the Principal Environmental Health Officer to the Head of Healthy Communities in respect of the powers to be given to officers and the nature of premises to be inspected.

A list of the officers, their powers and the nature of premises which the officer may inspect, will be maintained and regularly updated together with records of training.

### 2.1.5 Authorisation of Persons with Expert Knowledge.

Under Section 20(2)(c)(i) of the Health and Safety at Work etc. Act 1974 an authorised officer may take another person with them on the inspection e.g. a person with an expert knowledge of the type of activity being inspected. Authorisation of such persons is necessary to ensure the right of entry to the premises concerned. Where it is necessary to be accompanied by another person, an officer will ensure they are duly authorised in writing and empowered under Section 19 to perform such activities as are necessary under Section 20 of the Act. Such authorisation is given under the authority of the Head of Healthy Communities.

## 2.2 Guidance

The authorities will have regard to Codes of Practice and guidance issued by the Health and Safety Executive, other advice issued by the Government and advice issued by Health and Safety Executive/Local Authority Enforcement Liaison Committee (HELA).

## 2.3 Uniformity

The Authorities acknowledge the need to act in a consistent and uniform manner and advocates a common-sense approach to the selection of enforcement action and activities.

The following areas are all considered important in achieving uniformity. These are detailed in the 'Inspection Monitoring Management System':

- i) the awareness, adherence to and review of the health and safety policy document and further development of office procedures;
- ii) training, qualifications, supervision of staff. Regular practical training and update sessions will be essential to ensure uniformity;
- iii) cross monitoring visits of staff and monitoring of letters, inspection records and notices by senior officers;
- iv) use of the Primary Authority Partnership Scheme, specified in HELA Guidance and by the Better Regulation Delivery Office;
- v) liaison with local health and safety groups/adjoining authorities. Use of joint training initiatives. Co-operation and joint working on

Classification: OFFICIAL

- uniformity issues;
- vi) compliance with relevant Codes of Practice and guidance from LAU;
- vii) Consistent application of the Enforcement Management Model (EMM) when making enforcement decisions.

## 2.4 Advice to Businesses

The authorities are committed to ensuring that businesses are aware of their legal obligations and to supporting businesses in achieving best practice by providing information and guidance to assist businesses. In particular, it is recognised that small businesses do not have access to specialist health and safety knowledge or information and so initiatives will be developed to target information for these businesses within the districts. The authorities will be committed to helping small businesses.

Where opportunities arise to provide advice and guidance to businesses over and above that required to ensure legal compliance, then a charge may be made.

In particular:

- i) the Councils' websites will be the primary source of information to assist businesses with interpretation of legislation or good practice. The Councils also provide services for ethnic minority groups through 'Language Line', translation services and courses in languages other than English. Where the Councils do not provide the service itself, information will be given to businesses about other providers.
- ii) a chargeable advice service will be available to new and existing businesses to support them in achieving high standards of safety and compliance.
- iii) businesses will be supported and encouraged to participate in the Primary Authority partnership scheme where applicable.
- iv) where there is sufficient demand occasional talks will be given to businesses. Charges to cover costs will be made for out of hour's sessions.

## 2.5 Advice to Members of the Public

The Councils' websites will be the primary source of advice and information on safety issues and will be reviewed on a quarterly basis. The authorities will participate in national health and safety activities and local events. Talks to voluntary organisations and groups will be given free of charge where resources permit.

## 2.6 Conduct

Inspecting officers will at all times act and dress in a professional manner. Protective clothing will be worn that is appropriate to the premises being inspected and equipment will be maintained and calibrated where appropriate.

Classification: OFFICIAL

Officers will not act in such a way as to pose a risk to safety or health either to themselves, employers and employees and members of the public.

## 2.7 Information Sharing

Where the legislation permits, the authority will share information via agreed secure mechanisms with other regulatory agencies and local authorities about businesses to help target resources and activities and to minimise duplication.

The authorities will share information about businesses with the Primary Authority as appropriate and with other authorities when acting as a Primary Authority.

The authorities will, where feasible, follow the principle of 'collect once, use many times' when requesting information from businesses.

## 3.0 HEALTH AND SAFETY INTERVENTIONS

### 3.1 Premises

Efforts will be made to keep an up to date record maintained on a computer database of all known premises. As necessary, businesses will be assessed for the need to be included within an intervention programme based on information obtained from the proprietor or following inspection.

### 3.2 Frequency of inspections

The National Local Authority Enforcement Code and HELA guidance note LAC 67/2 'Advice to Local Authorities on Inspection Programmes and a Rating System' provide advice as to the prioritisation of inspections. Proactive inspection will be used only for the activities identified within the HSE's published list of higher risk activities or where there is local intelligence that risks are not being effectively managed. It is recognised that 'inspection' may not necessarily be the most effective means of dealing with a particular situation and that other types of interventions may be more suitable. The current guidance is that *'there should be no inspection without a reason'*.

Risk ratings alone will not be used to determine the use of a particular intervention or to decide an intervention frequency. However, whilst it is likely that premises rated Category A have been rated such because they have been judged as not managing their risks effectively, sufficient evidence will be required to justify the risk rating; confidence in management considered in isolation is not sufficient to justify an A rating.

In recognition of the HSC/HELA Strategy priorities, inspections will be programmed on a project based basis. Each project will be identified in relation to the impact it will have in addressing the key priorities and will either be a cross-cutting project targeting a single priority e.g. slips and trips across a wide range of businesses or will be sector specific targeted at those activities that have been identified as being high risk e.g. warehousing, or those sectors where inspections will address a number of the

Classification: OFFICIAL

key priorities at the same time e.g. residential care homes.

This project based approach will provide for a more efficient use of resources and be more effective in targeting the priorities that have been identified as giving rise to the highest number of accidents. Statistical data, both nationally and locally, will be used to identify those activities which require the most attention.

Category B1, B2 and C premises will not form part of the inspection programme and so will not be subject to any proactive interventions unless they come within one of the priority subject areas.

Revisits to check on outstanding issues will be made where necessary. Where health and safety interventions coincide with food hygiene inspections, a joint inspection will be undertaken. All visits will be recorded on the computer-based system and documents scanned to the corporate Electronic Document Management System.

### 3.3 Inspection Procedure

#### 3.3.1 Approach

The authorities will work to standards set within HELA Guidance and internal inspections procedure documents.

The main purpose of inspections is to identify potential risks to employee's and the public's safety or health and to ensure that the business understands the risks and has put the necessary measures in place to minimise them. When undertaking an inspection, officers will pay particular emphasis to risk assessment based management systems and the HSE key priorities.

A systematic approach to risk assessment will be adopted. Where businesses have identified their significant risks and have introduced controls, the inspection will focus on the accuracy of the assessment and on the effectiveness of the controls. Written assessments will normally be expected in high risk or complex businesses and where they employ 5 or more employees. Businesses with less than 5 employees will not be expected to have written assessments.

Where no assessment by the business can be demonstrated the inspection will focus on the officer's own assessment and examination of controls.

The whole of a premise may not necessarily be inspected at each inspection; those areas of greatest risk will be given priority. Officers will have regard to the key priorities and the focus will be on those which are significantly pertinent to the activities of the business being inspected.

Computer records will be updated following every visit.

#### 3.3.2 Communication

Classification: OFFICIAL

Every inspection (including those where no defects are identified) will result in a written report to the employer. Copies of the report will be sent to the Manager or other relevant persons, including employee and safety representatives.

A standard format will be used. The report will cover the important issues noted during the inspection in priority order and will clearly distinguish between legal requirements and recommendations. It will give details of the person carrying out the inspection, date, time, the areas inspected and the procedure if the proprietor disagrees with the issues raised in the report.

Good communication between inspector and employer is essential wherever possible, including ensuring that the purpose and scope of an inspection is understood and the "works" needed following the inspection with an agreed time limit. The impact of the advice should be considered so that it does not impose unnecessary burdens upon businesses.

The role of Safety Representatives in preventing injuries and ill health at work and promoting good standards of health and safety in the workplace is recognised. Therefore their role will be promoted and officers will effectively consult and communicate with them where appropriate.

Section 28(8) of the Health and Safety at Work etc. Act places a duty on inspectors to provide factual information where it is necessary to do so for the purposes of assisting in keeping employees or their representatives informed about matters that affect their health and safety. This factual information will also be provided to employers. This will include correspondence, enforcement notices, results of sampling and monitoring and intentions to prosecute.

### 3.3.3 Timing of Inspections

Programmed inspections will be carried out at all reasonable hours. It is recognised that some businesses operate outside normal office hours of work and so the timing of interventions will take this into account. Interventions will normally be by appointment to facilitate better communication with the most appropriate person at the business. However, when circumstances dictate the use of contract staff, appointments may not be possible. Notice will not be given where poor standards are likely to be found, the nature of the project work dictates an alternative approach or where complaints or accidents are being investigated.

Revisit dates may be notified in advance as an aid to ensuring that works are completed and to facilitate further discussions with the employer. Appointments may also be made when there is a need to discuss specific issues.

Where alternative dates for visits are requested by a business the inspector may agree, if suitable justification is given, and the inspector is satisfied that the purpose behind the request is not to conceal a major risk. Where the officer suspects that the intention is to hide a serious offence he/she should agree to have a quick look

Classification: OFFICIAL

around and then agree a full visit at a later date.

#### 3.3.4 Revisits

Revisit inspections will be arranged to check on matters raised in an inspection (and any obvious extra defects) where there are **significant** contraventions and/or serious risks to public health and to check on compliance with statutory notices. They will not turn into a further full inspection except where a major risk is identified. Where significant breaches of regulations have been identified, the revisit should whenever practicable be undertaken by the same officer who undertook the initial visit particularly where formal notices have been served. After initial inspections, employers must be made aware that a revisit will be made and appropriate dates discussed.

Revisits will not always result in a written report (unless further work is required) to the employer although the employer will always be advised of the outcome verbally, and in writing if requested. However, detailed records of revisits will be made and kept on the property database. Clear records will be maintained of formal and informal notices which have been complied with.

### 4.0 ENFORCEMENT POLICY

This section sets out the policy relating to the general principles of enforcement in relation to health and safety and is drafted in accordance with the overarching Corporate Enforcement Policy. It details the general principles of enforcement and embraces those set out in the 'Regulators' Code' issued by the Better Regulation Delivery Office (now the Office for Product Safety and Standards) and Section 18 Guidance issued by the HSC.

More specific procedures concerned with statutory notices, emergency action, formal cautions and prosecutions are detailed in enforcement procedures. These procedures take account of all Codes of Practice and guidance issued by HSE and 'The Code for Crown Prosecutors'.

Enforcement officers by necessity as professional officers have considerable discretion in decision making and initiating enforcement action. Such action can range from informal advice, information and support through to formal enforcement mechanisms, including the use of statutory notices and prosecution.

This part applies to all dealings, formal and informal, between officers and businesses – all of which contribute to securing compliance with the law. It will provide policy standards, aid professional judgements and decision making and ensure both consistent and effective enforcement.

#### 4.1 Principles of Enforcement

The core expectation for those we deal with, quite reasonably, is for us to be professional, fair, co-operative and consistent in our approaches. Businesses and the

Classification: OFFICIAL

public also expect local authority actions to result in the remedying of potentially risky situations and for those guilty of serious offences to be adequately punished.

We will adopt a positive and proactive approach towards ensuring compliance by:

- helping and encouraging businesses to understand and meet regulatory requirements more easily; without imposing unnecessary additional cost;
- assess whether other social, environmental and economic outcomes can be achieved by less burdensome measures, and
- responding proportionately to regulatory breaches.

Enforcement should be informed by the principles of **proportionality** in applying the law and securing compliance; **consistency** of approach; **targeting** of enforcement action, **openness** about how we operate and what businesses may expect and **helpfulness** in providing advice and assisting with compliance.

*Appendix 1* sets out the standards of service you should expect to receive.

It will be expected that enforcement officers, when making decisions and communicating with businesses will follow these principles, together with relevant codes of practice and guidance. The Primary Authority partnership scheme will be used where applicable.

When considering formal action, officers will perform an assessment in accordance with the Health and Safety Executive's Enforcement Management Model (EMM). Where the proposed enforcement action deviates from the EMM, a management review will be undertaken by the Principal Environmental Health Officer.

Any departure from this must only occur when the following criteria are complied with:

- i) in exceptional circumstances;
- ii) where actions are capable of justification;
- iii) where there has been full consultation with the Principal Environmental Health Officer or Environmental Health Manager

In circumstances when officers become aware that they are considering measures which may be inconsistent with those adopted by other local authorities, formal action may be delayed to allow the matter to be discussed at the local liaison group. Reference will also be made to the Primary Authority where appropriate. However this would not be applicable in cases where there is a serious risk to public health.

Any sanctions or penalties considered should:

- aim to change the behaviour of the offender;
- aim to eliminate any financial gain or benefit from non-compliance;
- be responsive and appropriate for the particular offender and regulatory issue
- be proportionate to the nature of the offence and the harm caused;
- aim to restore the harm caused by regulatory non-compliance, where

Classification: OFFICIAL

- appropriate; and
- aim to deter future non-compliance

This policy will be reviewed periodically in response to new legislation and guidance issued by central government and HELA.

#### 4.1.1 Proportionality

All enforcement actions and advice must be proportional to the risks posed to the public/employees and the seriousness of any breach of legislation. When considering enforcement action, consideration should be given to the cost of measures required to reduce the risk weighed against the benefit to be gained by reducing the risk.

In addition, there should be a staged approach to enforcement action with increasing degrees of enforcement as management of businesses fail to respond to previous requests. Officers should provide an opportunity for dialogue in relation to the advice, requirements and decisions.

The only exceptions to the above approach would be where a serious and/or imminent risk to safety or health exists.

The staged approach to enforcement is further detailed in the enforcement procedures.

#### 4.1.2 Consistency

Consistency of approach does not mean uniformity. It means taking a similar approach in similar circumstances to achieve similar ends.

Businesses expect consistency from enforcing authorities in advice given, the use of statutory notices, decisions on prosecution and responses to complaints.

It is recognised however, that in practice it is not simple, due to the wide range of variables faced. Therefore it is expected that officers will use their professional judgement and exercise discretion, in conjunction with this policy, when coming to a decision on appropriate action.

The following arrangements will be in place in order to promote consistency of approach:

- i) Officers will perform validation exercises relating to joint inspections;
- ii) The Senior Specialist Environmental Health Officer (Business Support) will accompany officers to assess the consistency of approach between officers;
- iii) Officers openly discuss cases at team meetings and/or with the Principal Environmental Health Officer or Senior Specialist Environmental Health Officer (Business Support) to provide a

Classification: OFFICIAL

- consensus of opinion;
- iv) All formal action will be 'signed off' by the Principal Environmental Health Officer
- v) Correspondence, file records and enforcement notices will be checked and monitored on a regular basis;
- vi) Where inconsistencies arise, appropriate training/coaching will be given by the Senior Specialist Environmental Health Officer (Business Support);
- vii) Where there is a need for clarification, approaches will be made to the Bucks Health and Safety Liaison Group;
- viii) Officers will participate in inter-authority consistency exercises and change working practices, if necessary, to achieve consistency;
- ix) Chiltern and South Bucks District Councils will take an active role in the Bucks Health and Safety Liaison Group;
- x) Reference will be made to appropriate central government guidance;
- xi) Reference will be made to appropriate guidance issued by a Primary Authority.

#### 4.1.3 Targeting

Inspections and enforcement action will be targeted primarily at those activities giving rise to the most serious risks or where hazards are least controlled and that action is focussed on those responsible for the risk and who are best placed to control it.

The prioritisation of inspections will be based on guidance issued by the HSE and informed by the HSE Strategy.

#### 4.1.4 Openness

Enforcement officers will help businesses to understand what is expected of them (and what would not be expected) and what they should expect from the enforcing authorities.

Confirmation of all work (initial inspections, revisits and complaints) will be given in writing to business managers and as appropriate to head offices. Information will clearly explain what the non-compliant item or activity is, the advice being given, actions required or decisions taken and the reasons for these.

There will be a clear distinction between legal requirements and good practice recommendations (either verbally or written).

Where notices have been served and are on a Public Register, this will be available for viewing free of charge.

If formal requests for information are received from a third party, advice will be sought from the Data Protection Monitoring Officer or the Legal Department prior to replying.

Classification: OFFICIAL

Businesses will be made aware of how to access copies of procedures, the Corporate Complaints Procedure when appropriate, the informal appeals procedure to the Principal Environmental Health Officer in the first instance and any statutory appeals procedure against enforcement. This is to be included in correspondence to businesses following inspections.

#### 4.1.5 Helpfulness

The principle is to actively work with businesses to advise on and assist with compliance wherever possible. To this end, officers will identify themselves by name and provide a contact point and telephone number for further dealings. Businesses will be encouraged to seek advice/information; information will be freely available on the Councils' website with links to those produced by central government. When appropriate, training courses/seminars will be provided for businesses on specific issues.

#### 4.2 Prosecution of Individuals

Subject to the general provisions of this Enforcement Policy, recommendations for prosecutions of individuals will be made if warranted. The role played by individual directors, managers and other employees will be taken into account when an investigation reveals that the offence was committed with their consent or connivance or was attributable to neglect on their part.

#### 4.3 Death at Work

Any authorised officer called upon to investigate a fatality should ensure that early contact with the bereaved family is made and/or arrangements made to meet the bereaved as soon as they wish in order to explain the local authorities' roles and responsibilities and to provide them with relevant information. The Principal Environmental Health Officer will normally take responsibility for conducting the meeting with the bereaved family and act as the Family Liaison Officer, supported if necessary, by another officer but not necessarily the investigating officer. This should take place as soon as possible, bearing in mind the convenience and wishes of the family. Officers should also keep relatives informed of the progress and outcome of the investigation. The policy on the disclosure of information to bereaved relatives will be in accordance with HELA LAC 45/19 'Contact With, and Disclosure of Information to, the Relatives of People Killed Through Work Activities'.

Where there has been a breach of the law leading to a work related death, consideration will be given whether the circumstances of the case might justify a charge of manslaughter. To this end, the investigating officer will liaise with the Police, Coroner and the Crown Prosecution Service (CPS) in accordance with 'Work-Related Deaths – A Protocol for Liaison'. If they find evidence suggesting manslaughter, this will be passed to the Police or where appropriate, the CPS. If the Police or CPS decides not to pursue a manslaughter case, the local authority should consider prosecution under health and safety legislation.

Classification: OFFICIAL

## **5.0 POLICY WITH RESPECT TO COMPLAINTS**

### **5.1 Background**

Requests for service in respect of health and safety relate to:

- i) complaints received from employees or safety representatives concerning workplace issues;
- ii) complaints received from members of the public or visitors to businesses concerning the impact of a business' activity on others;
- iii) requests for advice and information.

The purpose of investigating complaints is:

- i) to identify possible causes for and to resolve any problems which pose a risk to health and safety;
- ii) to substantiate complaints and to provide a service to the public;
- iii) to provide information to the industry in order to raise and maintain standards;
- iv) to perform a duty of enforcement and;
- v) to prevent further complaints.

Complaints that relate to issues that may pose a serious and/or imminent risk to health and/or safety are considered of utmost importance and therefore require an immediate response upon notification in order to investigate as thoroughly as possible. In cases involving issues that do not pose a serious and/or imminent risk to health and/or safety, these will be investigated within the departmental response time of 3 working days. Officers will conduct their investigations and visits in accordance with previously detailed policies and guidance.

All investigations shall be performed in accordance with HELA guidance and Codes of Practice and the Primary Authority principles shall prevail throughout the investigation.

Where it is determined that the HSE is the responsible enforcing authority, then appropriate liaison and transfer of the complaint will take place.

Enforcement action will be in accordance with the Enforcement Policy.

## **6.0 POLICY WITH RESPECT TO ACCIDENT INVESTIGATION**

Local authorities are under a duty to investigate accidents that are notified to them under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The purposes of investigating an accident are:

Classification: OFFICIAL

- i) to identify the cause of the accident, to make the situation safe and to prevent further accidents occurring;
- ii) to identify whether there have been any breaches of legislation;
- iii) to provide information to the industry in order to raise and maintain standards;
- iv) to inform local and national statistics and hence the planned inspection priorities.

## 6.1 Decision to Investigate

All accidents which occur at premises enforced by the local authority and involve one or more of the following shall be investigated by an authorised officer:

- i) The accident results in a fatality, except when the circumstances indicate that an investigation is inappropriate i.e. death from natural causes unrelated to a work activity;
- ii) The accident results in a serious injury or a case of ill health or a dangerous occurrence;
- iii) The accident results in a serious injury or a case of ill health to a member of the public except accidents when it is clearly unrelated to a work activity;
- iv) There is a degree of public concern. This will often be linked to an actual or perceived risk of injury or ill health;
- v) The accident is related to local special surveys or campaigns or to the HSE key priority areas;
- vi) A complaint has been made regarding an accident that has occurred;
- vii) A serious breach of the law is involved;
- viii) An accident is a recurrence or is likely to recur;
- ix) A young person or child is involved (under the age of 18);
- x) The accident indicates a more general management failure.

The initial decision whether to investigate an accident or not and how far to carry that investigation will depend upon a number of factors. The following will be taken into consideration when deciding to investigate:

- i) severity and nature of the accident;
- ii) seriousness of the breach;
- iii) track record of the duty holder;
- iv) the relevance of event to a wider range of premises;
- v) practicality of achieving a satisfactory outcome;
- vi) legal considerations;
- vii) resource constraints.

In addition to informing the decision for the initial investigation, these factors will also determine the approach to be adopted and the extent of the investigation itself. This approach will ensure that resources are effectively targeted at the most serious accidents and which will result in the greatest effect on improving standards of health and safety.

Classification: OFFICIAL

## 7.0 POLICY WITH DISCLOSURE OF HEALTH AND SAFETY INFORMATION

### 7.1 Introduction

The purpose of this policy is to describe practices in dealing with the disclosure of information under legislation and good practice note 'Open Government: a Good Practice Note on Access to Local Authority Information'. The policy is intended to ensure consistency with the policy and practices of the Health and Safety Executive (HSE).

The good practice note requires local authorities to draw up and follow their own policy statements. This policy document seeks to fulfil that aim. It does not seek to replace any statutory requirements on disclosure where the law requires the local authority either to withhold or to disclose. Local authorities and the HSE must follow the same legislation on disclosure of health and safety information namely:

- i) Section 28 of the Health and Safety at Work etc Act 1974;
- ii) Environmental Information Regulations 2004;
- iii) Environment and Safety Information Act 1988;
- iv) Freedom of Information Act 2000.

This policy is fully retrospective, i.e. it applies to information acquired by both Chiltern District Council and South Bucks District Council before it came into effect.

### 7.2 Freedom of Information Act 2000

On 1<sup>st</sup> January 2005 the Freedom of Information Act 2000 (FOI Act) created two important rights of access for any person making a request for information to a public authority:

- To be informed by the public authority whether it holds the **information** of the description specified in the request; and
- If that is the case, to have the **information** communicated to them.

The Councils have published a Freedom of Information Act Publication Scheme that will be followed should requests for information be made. These will be registered and responses monitored by the Councils' Data Protection Officer.

### 7.3 Section 28 of the Health and Safety at Work etc Act 1974

Section 28 of the Health and Safety at Work Act has been amended to bring restrictions on giving information into line with FOI Act.

HSWA section 28 deals with how we manage information that we have obtained using statutory powers. Until 1 January 2005, there were only limited circumstances in which this information could be disclosed.

Classification: OFFICIAL

The section 28 restrictions have now been removed and requests for this type of information can now be considered under the FOI Act.

Subject to the exemptions in the FOI Act (or EIR exemptions), the local authority can release information:

- proactively - because it is in the public interest for us to put that information into the public domain, or
- in response to a request under the FOI Act or the Environmental Information Regulations 2004

The local authority is not required to disclose information when the public interest for making the information available is outweighed by a greater public interest in protecting it. However, applying the public interest requires us to exercise our skill and judgement and document our reasoning and decision making.

#### 7.4 Environmental Information Regulations 2004

Chiltern District Council and South Bucks District Council recognise that these Regulations impose responsibilities in respect of the environment, environmental information held and the release of such information, subject to exempted classes of information.

Chiltern District Council and South Bucks District Council further recognise that the Regulations disapply all other statutory provisions on disclosure where those other provisions conflict with the Regulations. Section 28 in accordance with this will not normally apply to requests made for environmental information as defined in the Regulations.

For the purposes of the policy, environmental information is regarded as information relating to:

- i) the state of any water, air, flora, fauna, soil, natural site or other land;
- ii) any activities or measures (including activities that give rise to noise or other nuisance) which adversely affect or are likely to adversely affect anything in i);
- iii) any activities or other measure (including environmental management programmes) which are designed to protect anything in i).

This policy will not require the release of information about human health and safety except where human health and safety have been, or could be, affected through environmental media (e.g. air, water or soil). For example, information that workers were directly harmed in the manufacture of a substance is not releasable under the Regulations as environmental media are not involved. However, if fish were harmed, or could have been harmed, because a substance got into the food chain, such information would have to be released on request as environmental media are involved.

Classification: OFFICIAL

Local Authorities are within scope of the Regulations as they have environmental responsibilities and hold environmental information. The local authority may obtain environmental information in carrying out any of its functions or in any area of their responsibilities and such information is subject to the requirements of the Regulations. For example, information could be obtained on noise, Legionnaires' disease, ionising or non-ionising radiations and may be disclosable to the extent that it relates to the environment.

#### 7.5 Environment and Safety Information Act 1988

In order to comply with the provisions of the Act Chiltern District Council and South Bucks District Council will maintain public registers of information on improvement or prohibition notices having public safety or environmental implications.

The register entries will include brief details of the breach of legislation and action required and will consist of the first page of the notices.

No charge will be raised for the inspection of the register.

#### 7.6 Enforcement Notices, Inspection Reports and Convictions

##### 7.6.1 Enforcement Notices

Information on only some notices is on the public registers kept under the Environment and Safety Information Act 1988. Under this policy Chiltern and South Bucks District Councils will also provide enquirers with information on any other health and safety notice it has served. The information provided will include the name and address of the premises, the date of the notice, the statutory breach and the date by which the breach must be remedied.

##### 7.6.2 Inspection Reports

Requests for inspection reports will be considered in accordance with the Councils' FOI Publication Scheme and the Environmental Information Regulations 2004.

##### 7.6.3 Convictions

Chiltern District Council and South Bucks District Council may hold on public registers the names and addresses of firms/individuals convicted of breaches of health and safety legislation.

Classification: OFFICIAL

## **Appendix 1. Service Standards**

### **Our Commitment**

- We will give you verbal feedback at the end of each inspection and aim to give you written confirmation either at the time of the inspection or within 5 working days.
- If we receive a request for service we will investigate and respond within 10 working days.
- We will answer letters within 10 working days of receiving them and if we cannot give a full reply within that time, we will let you know when you can expect one and why there is a delay.
- We will answer emails within 10 working days of receiving them.
- We will answer the telephone within 20 seconds (6 rings).
- If we cannot give you a satisfactory reply when you telephone, we will call back at an agreed time.
- We will provide you with a contact name and number.

### **What to do if you are unhappy with the service?**

The Council has a Corporate Complaints Procedure which can be found at:

<http://www.chiltern.gov.uk/complaints>

<http://www.southbucks.gov.uk/complaints>

These pages explain how to make a complaint against any Council Service.

This page is intentionally left blank

<b>SUBJECT:</b>	<i>Unauthorised Encampments</i>
<b>REPORT OF:</b>	<i>Cllr Patrick Hogan, Healthy Communities Portfolio Holder</i>
<b>RESPONSIBLE OFFICER</b>	<i>Martin Holt – Head of Healthy Communities</i>
<b>REPORT AUTHORS</b>	<i>Martin Holt – mholt@chiltern.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>All</i>

### 1. Purpose of Report

1.1 To consider and adopt the Thames Valley police and Buckinghamshire County Council protocols for dealing with unauthorised encampments.

The PAG is asked to advise the Portfolio Holder on the following recommendations to Cabinet:

#### RECOMMENDATIONS TO CABINET

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

### 2. Reasons for Recommendations

2.1 To ensure a partnership approach to dealing with unauthorised encampments.

### 3. Content of Report

3.1 Buckinghamshire experiences regular unauthorised encampments (UAE), which can cause tensions within local communities if not managed appropriately. They can also be expensive and time-consuming to clear. Whilst there are a range of powers available to local authorities, landowners, and the police to tackle encampments, it is not always clear which authority should lead and which powers are most effective. As a result, there is a risk of a perception of inconsistency in response and poor communication between local communities and statutory bodies within Buckinghamshire.

3.2 Additionally, during 2017, Buckinghamshire has been targeted by groups of travellers undertaking organised waste crime, which is being investigated on a regional level by the Environment Agency, but which has significant implications at the local level. The response to these incidences will be most effective where it is co-ordinated and where communication and information sharing is effective.

- 3.3 The draft protocols with Thames Valley Police and Buckinghamshire County Council provide details of the agreed approach between agencies to manage unauthorised encampments, including details about who is the lead authority in specific circumstances and which powers are available to them. The protocols set out the processes that will be followed for a broad range of encampments, clarify roles and responsibilities and will provide the basis for communication to local communities and interested parties.
- 3.4 Unauthorised encampments include vehicles and caravans, but also tented or other encampments related to homelessness or protests where vehicles are not necessarily involved. These protests may include persons opposing major infrastructure developments that are anticipated to come through Buckinghamshire as a whole.
- 3.5 Where consent has been provided by a landowner these protocols will not be available for use. Action would be required under relevant planning and other legislative routes.
- 3.6 Responsibility for dealing with an unauthorised encampment initially rests with the landowner. However, where there are aggravating factors then there may be a need for Local Authorities and Police to consider taking action
- 3.7 In accordance with Department of Communities and Local Government (DCLG) guidance, the Local Authority is the lead agency for unauthorised encampments should take an active role in engaging with site residents and in particular will take the lead on sites established on public land that do not require immediate Police action.
- 3.8 In Buckinghamshire the protocol establishes the County Council as the lead authority to deal with unauthorised encampments which include vehicles and caravans. Tented communities would be the responsibility of the District Councils to enforce under relevant licensing, public health and housing and antisocial behaviour legislation.
- 3.9 The range of powers that are available to landowners, all local authorities and police are detailed in appendix A.
- 3.10 Where an unauthorised encampment includes people residing in vehicles (and/or caravans), the local authority has the power to direct people to leave the land under Section 77 of the Criminal Justice and Public Order Act 1994 (CJPOA). If the direction notice is not complied with, the local authority can apply to the magistrate's court for an order requiring the removal of the encampment under Section 78 of the CJPOA. Once a court order has been issued, the local authority may evict the campers using reasonable force. The County Council has advised that whilst it will take the lead, the district councils may have to share any resource implications of a protracted investigation and enforcement situation.

- 3.11 The police have discretionary powers under Sections 61 and 62 of the CJPOA to remove trespassers from land, excluding highway land, where the trespassers have failed to adhere to a request to leave the land and to seize their vehicles. These powers have to be used in accordance with the guidance detailed in appendix B. As such the police advise they will not be used in the event of minor crime and disorder such as accessing land by the removal of a lock. Where significant risks are identified as detailed in Appendix B the police will consider the application of these powers.
- 3.12 Section 62 of the CJPOA may only be used where there is a site that the travellers may be moved to. As there are no sites in Buckinghamshire this options is not available to the police. The police have advised officers on the effective use of a local authority owned site in Sandwell MBC which enables the travellers to be directed to. If they fail to move to the designated site they can be evicted from the district. The nightly costs of the site are such that unauthorised encampments choose to move out of the district. A joint business case with the other local authorities in Buckinghamshire could be considered. This would enable a designated site managed by a local authority in Buckinghamshire to be used to direct travellers to in a similar manner.
- 3.13 Where a landowner tolerates an unauthorised encampment and decides not to evict from the site, action can be taken under relevant planning legislation for a breach of planning. S77-78 Criminal Justice and Public Order Act 1994 can also be used by any Local Authority irrespective of the ownership of the land. This power allows identified individuals to be removed from land when directed to do so. The involvement of Courts is required when unauthorised campers do not leave when directed. Currently BCC officers are not delegated to use this power in these situations any action would be considered on an individual case basis. The District Council equally has the power should it wish to utilise it.

## Communication

- 3.14 Both protocols identify the need for effective communication, a single point of contact and community information on incidents
- 3.15 Both Chiltern and South Bucks Districts websites have been reviewed to provide advice and contact details, web forms and information as to what residents can do to report unauthorised encampments. The [single point of contact](#) being the Buckinghamshire Gypsy and Traveller service
- 3.16 The out of hours advice service operating in Chiltern and South Bucks will report cases through to the Buckinghamshire Gypsy and Traveller service or the police as necessary.
- 3.17 In cases of suspected crime, the police ask residents to [report a crime](#) via the website or 101 number

3.18 Following reports the police together with BCC will lead the investigation and establish a Unauthorised Encampment Management Group, to agree a strategy for management and communication. That Unauthorised Encampment Management Group will include key contact officers from the district, county and police as well as representatives of the landowner and other agencies that may be involved e.g. Environment Agency. This group will act as the single point of contact for members; residents etc. and provide updates as necessary. The aim being to manage the information in relation to an incident.

### **Escalation Process**

3.19 On occasion there may be disagreement as to the action to be taken and which agency should be taking the lead role in relation to a particular unauthorised encampment. Where there is disagreement between the Local Authority and Thames Valley Police about the action to be taken, then the issues should be documented and escalated to senior management for further discussion and resolution. In Thames Valley Police this will be the LPA Commander/Deputy LPA Commander. For Local Authorities this will be the identified Director/Senior Manager

### **Incidents**

3.20 Since last autumn there have been two incidents of large scale encampments across Chiltern and South Bucks, one at the service station and the other in Denham. On both occasions the protocol has successfully addressed the issues and the unauthorised encampments have been moved on in a timely fashion. As a result of the manner in which they have been addressed neither of these events has caused community concern. The same period have also seen one family move around South Bucks seeking a permanent encampment. Sporadic cases of tented communities have occurred but have been moved on by landowners.

The Healthy Communities PAG is asked to consider the report and make recommendations to the Portfolio Holder for Healthy Communities.

## **4. Options**

- 4.1.1 *To agree to the unauthorised encampment protocols with BCC and TVP*
- 4.1.2 *To suggest amendments to the protocols*
- 4.1.3 *To consider the option of a transit site for travellers*

## **6. Corporate Implications**

6.1 *Financial – There are no additional costs arising from the operation of the two protocols, however should a site be found to provide a transit site for unauthorised encampments a business case would be required to be presented to members*

6.2 *Legal – the protocols outline the range of powers available to the various agencies involved with unauthorised encampments and actions taken would be considered on a case by case approach in accordance with guidance*

**7. Links to Council Policy Objectives**

- 7.1 Delivering cost-effective, customer focussed services-
- 7.2 Working towards safe and healthier local communities.

**8. Next Step**

- 8.1. To agree the protocols and consider if a transit site would be available within Buckinghamshire*

<b>Background Papers:</b>	None
---------------------------	------

**Appendix A: Available Powers**

<p><b>Landowner</b></p> <p>(This includes the Local Authority when it is their land)</p>	<p><b>Part 55 Civil Procedure Rules</b> allow them to seek possession of their land through the Courts.</p> <ul style="list-style-type: none"> <li>• Can only be used by landowner</li> <li>• Used to regain possession of land</li> <li>• Require Civil Court procedure</li> <li>• Enforced by County Court bailiffs</li> <li>• No sanction if trespassers return</li> </ul> <p><b>Common Law Powers</b></p> <ul style="list-style-type: none"> <li>• Can only be used by landowner</li> <li>• Used to regain possession of land (tort of trespass)</li> <li>• Does not require involvement of the Courts</li> <li>• Enforced by landowner and/or private bailiffs</li> <li>• No sanction if trespassers return</li> <li>• Trespasser who entered land peaceably should be asked to leave and given opportunity to leave prior to force being used</li> <li>• May use no more force than is reasonable to evict</li> <li>• If considering use landowner should notify Police</li> <li>• Police may wish to be present to prevent a Breach of Peace</li> <li>• If Police believe it is inappropriate to attempt eviction in the circumstances action should be delayed until Police believe safe to continue</li> </ul>
<p><b>Local Authority</b></p>	<p><b>S77-78 Criminal Justice and Public Order Act 1994</b></p> <ul style="list-style-type: none"> <li>• Can only be used by Local Authority</li> <li>• Can be used on any land irrespective of ownership</li> <li>• Used to remove identified individuals from land</li> <li>• Only require involvement of Courts when unauthorised campers do not leave when directed</li> <li>• Enforced by Local Authority Officers or private bailiffs employed by them</li> <li>• Return to location within three months carries criminal sanctions</li> </ul> <p><b>Injunctions</b></p>

	<ul style="list-style-type: none"> <li>• Can be used to protect vulnerable sites</li> <li>• Where intelligence suggests will be targeted</li> <li>• Believed disruption will be caused.</li> <li>• In defined area</li> <li>• Pre-emptive power</li> </ul> <p><b>Tent/caravan site licensing powers</b></p> <ul style="list-style-type: none"> <li>• These powers limit the use of land as caravan/camp sites.</li> </ul> <p><b>Byelaws</b></p> <ul style="list-style-type: none"> <li>• Pre-emptive power to prohibit encampments</li> <li>• Powers of seizure and retention of property can be applied, which could include tents and sleeping equipment.</li> </ul> <p><b>Obstruction Of Public Highway</b></p> <ul style="list-style-type: none"> <li>• Need to show there is an obstruction being caused</li> <li>• Can apply to court for a removal and disposal order</li> </ul> <p><b>Planning powers</b></p> <ul style="list-style-type: none"> <li>• There are a number of powers under the Town and Country Planning Act 1990 that can be considered depending on the circumstances</li> </ul>
<p><b>Police</b> (Police powers are discretionary)</p>	<p>S61-62 Criminal Justice and Public Order Act 1994</p> <ul style="list-style-type: none"> <li>• Can only be used by Police. (Discretionary Power)</li> <li>• Can be used on any land except the highway</li> <li>• Used to remove identified individuals from land</li> <li>• Criteria must be met e.g. 2 or more persons trespassing and either caused damage, been threatening to landowner or agent, have six or more vehicles with them. Landowner must have taken reasonable steps to require persons to leave</li> <li>• Does not require involvement of Courts</li> <li>• Enforced by Police</li> <li>• Return to location within three months carries criminal sanctions</li> </ul> <p>S62A-E Criminal Justice and Public Order Act 1994</p>

	<ul style="list-style-type: none"><li>• Can only be used where alternative site available</li><li>• Can only be used by Police</li><li>• Can be used on any land</li><li>• Used to remove identified individuals from land</li><li>• Does not require involvement of Courts</li><li>• Enforced by Police</li><li>• Return to Local Authority area within three months carries criminal sanctions</li></ul>
--	--

(This list is not exhaustive as there may be other powers available to deal with specific issues or problem behaviours associated with a particular unauthorised encampment).

### **Appendix B: Use of Police Powers**

As per National Police Chiefs Council (NPCC) and DCLG guidance, Local Authorities have a leadership role to play in the management of unauthorised encampments. NPCC recommend police should consider becoming involved in bringing about the prompt and lawful removal of unauthorised encampments where:

**1. Local amenities are deprived to communities or there is significant impact on the environment**

This could include a recreation ground, public park, school field, public car park. There must be evidence that other sections of the community are being deprived of the amenities before action is taken.

**2. There is local disruption to the economy**

This could include significant disruption to workers or customers using business premises or if an encampment is on agricultural land and it results in loss of use of the land for its normal purpose.

**3. There is other disruption to the local community or environment**

This would include ASB/criminal activity linked to those present at an encampment, which is so significant that prompt eviction by Police becomes necessary rather than by other means.

**4. There is a danger to life**

For instance where an unauthorised encampment is on the edge of a motorway and there is a danger of children or animals straying onto the carriageway.

**5. There is a need to take preventative action**

For instance where a known group of individuals have caused or persistently displayed anti-social behaviour at previous sites and it is reasonably believed that such behaviour will be displayed at a newly established site.

In all the above cases police action will still need to be lawful proportionate and necessary and compliant with Human Rights and Equality legislation. The mere presence of an encampment without any aggravating factors should not normally create an expectation that police will use eviction powers. If Section 61 CJPOA 1994 powers are to be used it will also be necessary to show that the landowner has taken reasonable steps to ask trespassers to leave before police powers can be used.

This page is intentionally left blank

MEMORANDUM OF UNDERSTANDING

Dated 2018

BETWEEN

Aylesbury Vale District Council

Buckinghamshire County Council

Chiltern District Council

South Bucks District Council

Wycombe District Council

Thames Valley Police

To support the management of Unauthorised Encampments in Buckinghamshire

## 1. Context

- 1.1 Buckinghamshire experiences regular unauthorised encampments (UAE), which can cause tensions within local communities if not managed appropriately. They can also be expensive and time-consuming to clear. Whilst there are a range of powers available to local authorities, landowners, and the police to tackle encampments, it is not always clear which authority should lead and which powers are most effective. As a result, there is a risk of a perception of inconsistency in response and poor communication between local communities and statutory bodies within Buckinghamshire.
- 1.2 Additionally, during 2017, Buckinghamshire was targeted by groups of travellers undertaking organised waste crime, which is being investigated at a regional level by the Environment Agency but which has significant implications at the local level. The response to these incidences will be most effective where it is co-ordinated and where communication and information sharing is effective.
- 1.3 This document provides details of the agreed approach between the signatories to managing UAEs, including details about who is the lead authority in specific circumstances and which powers are available to them. It will set out the processes that will be followed for a broad range of encampments, clarify roles and responsibilities and will provide the basis for communication to local communities and interested parties.

## 2. What is a UAE and who is responsible for managing them?

- 2.1 A UAE is defined as a group of people who are trespassing on land with the intention of residing there without the owner's consent. Historically, UAEs have been considered to involve the use of vehicles and caravans, however there is a growing number of encampments related to homelessness or protests where vehicles are not necessarily involved.
- 2.2 Importantly, UAEs do not include encampments where no trespass has occurred (e.g. where the landowner has given consent). Such incidences may be unauthorised developments requiring planning permission, and should be referred to the Local Planning Authority to consider the expediency of enforcement action under provisions of the Town and Country Planning Act 1990.
- 2.3 The powers available for dealing with UAEs are as follows:

### Landowner

- 2.4** The **primary responsibility** for dealing with a UAE rests with the landowner, whether that is the local authority or a private land owner. Landowners are also responsible for clearing fly-tipped waste from land in their possession.
- 2.5** Landowners have **common law powers** which allow them to evict trespassers from land (using no more force than is reasonably necessary), seek damages for the trespass and/or seek an injunction to prevent the trespass from occurring again. Private bailiffs may be used to carry out the eviction.
- 2.6** Where a landowner is considering using common law rights, he/she is advised to notify the police of his/her intentions so that police officers can be present to prevent any breach of the peace. In some circumstances, the police may advise that an eviction should be delayed until it is safe to continue.
- 2.7** Landowners are also able to obtain a **Possession Order** or **Interim Possession Order** from the County Court under Part 55 of the Civil Procedures Rules.
- 2.8** In addition to the powers available to landowners, local authorities are able to deal with trespassers residing in vehicles or caravans on any land, regardless of ownership, under Section 77 of the Criminal Justice and Public Order Act 1994. These powers are available to the district and county councils.

### Local Authorities

- 2.9** Where a UAE includes people residing in vehicles (and/or caravans), the local authority has the power to direct people to leave land under **Section 77 of the Criminal Justice and Public Order Act 1994 (CJPOA)**. If the direction notice is not complied with, the local authority can apply to the magistrate's court for an order requiring the removal of the encampment under **Section 78 of the CJPOA**. Once a court order has been issued, the local authority may evict the campers using reasonable force.
- 2.10** Sections 77 and 78 of the CJPOA do not apply to campers who are not residing in vehicles (i.e. those sleeping under canvas).

- 2.11** Where an encampment occurs for longer than 28 days or there is no trespass (e.g. where there is consent from the landowner), or where CJPOA powers are not applicable, the encampment may be considered to be an unauthorised development that requires planning permission. In such circumstances, the District Council as Local Planning Authority may consider the use of its powers under the **Town and Country Planning Act 1990**, including the service of a temporary stop notice and/or an enforcement notice with or without a stop notice.
- 2.12** Alternatively, it may be appropriate to apply to the court for a prohibitory injunction under S.222 of the Local Government Act 1972 or S.187B of the Town and Country Planning Act 1990.
- 2.13** It may also be the case that such sites require licensing either as a caravan site (under The Caravan and Control of Development Act 1960) or as a tent site (under Section 269 of the Public Health Act 1936). The District Council is able to consider the use of **finer** where a violation of licensing terms has occurred.
- 2.14** Local authorities are responsible for clearing waste from public land, including the highway. The Environment Agency should be contacted where fly-tipping incidences are linked to criminal business activity or organised waste crime. Local authorities share the power to seize vehicles involved in waste crime as set out in paragraph 2.17 below.

### **Thames Valley Police**

- 2.15** The police have discretionary powers under **Sections 61 and 62 of the CJPOA** to remove trespassers from land, excluding highway land, where the trespassers have failed to adhere to a request to leave the land, and to seize their vehicles.
- 2.16** **Section 61 of the CJPOA** empowers the police to direct trespassers to leave land where there are more than two people residing and any of the following apply:
- The trespassers have caused damage to land or property;
  - The trespassers have used threatening, abusive or insulting words or behaviour towards the occupier; or
  - The trespassers have between them six or more vehicles on the land.

- 2.17 **Section 62A of the CJPOA** empowers the police to direct trespassers to leave land where there is a suitable pitch available on a caravan site elsewhere in the local authority area.

### **The Environment Agency**

- 2.18 The Environment Agency is responsible for investigating and taking action against incidences of organised waste crime. The Agency also has the power under the **Control of Pollution (Amendment) Act 1989, The Environmental Protection Act 1990 and the Control of Waste (Dealing with Seized Property) (England and Wales) Regulations 2015** to instantly seize a vehicle and its contents where it is suspected of being involved in the commission of a waste related offence.

## **3. Dealing with UAE in Buckinghamshire – Local Agreement**

### **3.1 *UAE Management Group & Communication***

- 3.2 The signatories to this document hereby agree to establish a 'UAE Management Group', which will comprise key named individuals/email addresses from each organisation as set out below.

#### Buckinghamshire County Council

- [gypsyandtravellers@buckscc.gov.uk](mailto:gypsyandtravellers@buckscc.gov.uk)

#### Aylesbury Vale District Council

- [envhealth@aylesburyvaledc.gov.uk](mailto:envhealth@aylesburyvaledc.gov.uk)
- [jbromilow@aylesburyvaledc.gov.uk](mailto:jbromilow@aylesburyvaledc.gov.uk)

#### Chiltern District Council and South Bucks District Council

- [EnvHealth@chiltern.gov.uk](mailto:EnvHealth@chiltern.gov.uk)
- [planningenforcement@chiltern.gov.uk](mailto:planningenforcement@chiltern.gov.uk)
- [wasteteam@chiltern.gov.uk](mailto:wasteteam@chiltern.gov.uk)
- [recycling@southbucks.gov.uk](mailto:recycling@southbucks.gov.uk)
- [estates@chiltern.gov.uk](mailto:estates@chiltern.gov.uk)

#### Wycombe District Council

- [sue.bolter@wycombe.gov.uk](mailto:sue.bolter@wycombe.gov.uk)

Thames Valley Police

- [UAEBucksInspectors@thamesvalley.pnn.police.uk](mailto:UAEBucksInspectors@thamesvalley.pnn.police.uk)

**3.3** On receipt of a report of a new UAE, the signatories agree to notify the UAE management group to agree a strategy for management and communication. The management group will keep all other parties informed, at regular intervals, of the following:

- The location of the encampment and any notable features of the site and nature of the encampment;
- No. caravans/cars and adults/children (if known);
- Key dates including date of arrival;
- Proposed lead authority and intended course of action with timetable;
- Regular updates of progress and key actions/timescales;
- Proposed communications strategy; and
- Confirmation of the encampment's departure.

**3.4** Each organisation is responsible for its own internal communications e.g. with members.

**3.5** The parties also agree to the following:

**3.6 *Gypsy & Traveller Encampments on Council Land***

**3.7** Although CJPOA powers apply to all local authorities, it is agreed that Buckinghamshire County Council will lead on the use of Section 77/78 powers in relation to Gypsy and Traveller UAEs within Buckinghamshire where the UAE is present on land owned by the County Council including highway land, the District Councils or a Parish Council, and where CJPOA powers are proportionate.

**3.8** Where the following circumstances apply, the County Council will seek the support of Thames Valley Police and the use of S61 powers:

- a) Local amenities are deprived to communities or there is significant impact on the environment

*This could include a recreation ground, public park, school field, public car park. There must be evidence that other sections of the community are being deprived of the amenities before action is taken.*

- b) There is local disruption to the economy

*This could include significant disruption to workers or customers using business premises or if an encampment is on agricultural land and it results in loss of use of the land for its normal purpose.*

- c) There is other disruption to the local community or environment

*The would include ASB/criminal activity linked to those present at an encampment, which is so significant that prompt eviction by Police becomes necessary rather than by other means.*

- d) There is danger to life

*For instance where an unauthorised encampment is on the edge of a motorway and there is a danger of children or animals straying onto the carriageway.*

- e) There is a need to take preventative action

*For instance where a known group of individuals have caused or persistently displayed anti-social behaviour at previous sites and it is reasonably believed such behaviour will be displayed at a newly established site.*

- 3.9** For the avoidance of doubt, all signatories agree that the above criteria are likely to apply where the group occupying the encampment intend to take or are actively undertaking organised waste crime (Operation Angola).
- 3.10** In all instances, Thames Valley Police will follow the steps/process set out in the regional joint protocol.
- 3.11** Where CJPOA powers prove to be ineffective, the UAE management group will meet to agree an alternative course of action e.g. tolerance, provision of a permanent/transit pitch, injunction. If a UAE is tolerated for more than 28 days, it may become a matter for the District Council to manage as Local Planning Authority.
- 3.12** The agreement in paragraph 3.7 is subject to resource availability and funding. In the event that there is a resource shortage or insufficient funding at the County Council, responsibility for the management of a UAE will revert to the landowner. The County Council will advise the UAE management group if this is the case.

### **3.13 *Gypsy & Traveller Encampments on Other Land***

**3.14** Where a gypsy and traveller UAE occurs on other land, Buckinghamshire County Council will use its best endeavours to inform the landowner of the common law powers available to them.

**3.15** Where it is considered proportionate and necessary to do so, and where there is member approval, the UAE management group may consider the use of CJPOA powers on private land. In such circumstances, resourcing, funding and roles/responsibilities will be agreed by the UAE management group on a case-by-case basis.

### **3.16 *Encampments Involving Organised Waste Crime***

**3.17** Where the UAE management group identifies an encampment as one involving organised waste crime (Operation Angola), the County Council will report the UAE to the Environment Agency's hotline (0800 80 70 60) with reference to Operation Angola.

**3.18** It is agreed by the signatories that such encampments will normally be removed using police powers under S.61 of CJPOA.

**3.19** Data, including registration numbers, identities of individuals and evidence from site inspections will be shared with the Environment Agency at [ENVCrimeTeam\\_HNL@ea.gov.uk](mailto:ENVCrimeTeam_HNL@ea.gov.uk).

**3.20** Evidence of the impact of encampments will be collated and shared with the UAE Management Group to support legal action if this is deemed appropriate and proportionate in the future. Evidence will include:

- The cost of managing the encampment;
- The cost of site clearance; and
- Details of the adverse impact caused to local residents, businesses and communities e.g. complaints/ effects such as ROW closure.

### **3.21 *Other Encampments***

**3.22** Where CJPOA powers do not apply, the signatories agree that the UAE shall be managed by the relevant District Council as Local Planning Authority.

3.23 Where CJPOA powers do apply, but the UAE is not inhabited by members of the gypsy and traveller community, management responsibility will fall to the landowner.

**3.24 Site Clearance**

3.25 The relevant District Council is responsible for clearing sites of waste once the UAE has departed.

**4. Review**

4.1 The Memorandum of Understanding will be reviewed on a minimum basis of once per annum. More regular reviews may be required to ensure the Memorandum is fit for purpose. A review can be requested by any member of the UAE Management Group.

**APPENDICES**

**Appendix A: Identification of Lead Authority**

This page is intentionally left blank

# APPENDIX A

Unauthorised Encampment reported

Email to UAE management Group setting out:

- Details of the report (location, type of encampment, no. vehicles, names of individuals)
  - Details of the complainant
  - Notable features e.g. waste importation
    - Landowner (if known)

**TVP Initial Site Assessment**

- Serve Code of Conduct
- Identify landowner
- Assess use of S61 powers

Arrange  
Joint Visit if  
appropriate

**BCC initial site assessment**

- Identify landowner
- Assess use of CJPOA powers

Update Email to UAE management Group email setting out:

- Confirmation of landowner
- Status of encampment (options below)
- Appropriateness of CJPOA Powers (S61 and S77/78) with reasoning
  - Agree lead authority

UAE involving vehicles or caravans on land owned by County Council, District Council or Parish Council

UAE involving vehicles or caravans on land NOT owned by County Council, District Council or Parish Council

UAE not involving vehicles or caravans or related to protest or homelessness

Not a UAE (landowner consents)

CJPOA S61 Powers NOT Appropriate

CJPOA S61 Powers Appropriate

CJPOA S61 Powers NOT Appropriate

**BCC Lead**

**TVP Lead**

**Landowner Lead**

**District Council Lead**

This page is intentionally left blank



**Francis Habgood QPM**  
CHIEF CONSTABLE

Thames Valley Police Headquarters  
Kidlington  
Oxon  
OX5 2NX

[Chief.Constable@thamesvalley.pnn.police.uk](mailto:Chief.Constable@thamesvalley.pnn.police.uk)

Tel: **01865 541881**

4 May 2018

Dear Chief Executive,

Please find attached a copy of the Joint Unauthorised Encampments Protocol between Thames Valley Police and the Thames Valley Local Authorities. The protocol has been written in conjunction with your local authority so you should already be aware of its content.

I am aware that we have already seen some unauthorised encampments across the three counties so this protocol is very timely. We agreed that it would be beneficial to share the protocol more widely. I am writing to our local Members of Parliament but can I ask that you circulate to appropriate council members. It might also be worth reviewing local policies and procedures to align them with the protocol, if applicable.

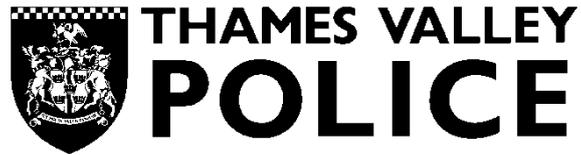
Should you have any further queries about the protocol, please contact T/Chief Inspector John Batty ([John.Batty@thamesvalley.pnn.police.uk](mailto:John.Batty@thamesvalley.pnn.police.uk)) or my Staff Officer, Sgt Georgina Adey ([Georgina.adey@thamesvalley.pnn.police.uk](mailto:Georgina.adey@thamesvalley.pnn.police.uk)).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Francis Habgood'.

Francis Habgood  
Chief Constable

This page is intentionally left blank



**Thames Valley Police and Local Authority**  
**Joint Protocol for dealing with**  
**Unauthorised Encampments**

This document has been labelled OFFICIAL, which means:

- All information needs to be protected according to its sensitivity, but equally it can be shared where this is appropriate and helps deliver a policing and/or safeguarding purpose.
- Everyone is personally responsible for ensuring that information entrusted to them is handled appropriately and should use judgement and common sense to protect it accordingly.

## **Contents**

1. General Principles	Page 4
2. Police Action	Page 5
3. Local Authority Action	Page 6
4. Escalation process	Page 7
5. Annual Review	Page 7
6. Other considerations	Page 8

## **Appendices**

Appendix A	Available Powers	Page 9
Appendix B	Use of Police Powers	Page 11
Appendix C	Local Authority Site Assessment/Record Form	Page 12
Appendix D	Codes of Conduct	Page 15
Appendix E	List of Organisational Contacts	Page 16

**Aim**

To ensure that there is an agreed framework and joint approach to dealing with unauthorised encampments, across the 18 Local Authority areas that make up Thames Valley Police. This will ensure that any use of available powers is consistent, proportionate, non-discriminatory and compliant with the Human Rights Act 1998 and the Data Protection Act 1998.

In addition, to ensure that Local Authorities and Thames Valley Police work together to effectively manage unauthorised encampments and minimise their impact. It is recognised that living a nomadic lifestyle is lawful and that some people may do so for cultural reasons. This protocol aims to take a balanced and proportionate approach to dealing with unauthorised encampments which is based on the objective assessment of the impact of the encampment in question. This will include close liaison and effective communication with landowners, settled communities and those encamped, in order to explain where action is taken/not taken and the reasons for this.

**Excluded Content**

This protocol does not deal with situations where individuals purchase land and occupy it without planning permission. This is categorised as an unauthorised development and the relevant Local Authority are the responsible agency who can use powers for such incidents usually through their Planning Department.

Similarly this protocol does not deal with fly tipping or large scale organised unlawful waste disposal. Large scale unlawful dumping of waste usually falls under the remit of the Environment Agency (see Appendix D). General waste left by those who have been resident on an unauthorised encampment is a matter for the landowner. Landowners can take civil action against those responsible for leaving waste, although it is recognised that this can be a difficult process.

The Local Authority is the prosecuting authority for fly tipping. However, it is recognised that there can be considerable costs involved for landowners and Local Authorities in clearing up sites that have been used by unauthorised encampments. Illegally depositing waste on land is an offence under the Environmental Protection Act 1990. When dealing with unauthorised encampments Police Officers should be aware of the need to record evidence of such behaviour. Information that would enable landowners and Local Authorities to take action against those responsible should be supplied, when it is in compliance with Data Protection legislation.

## **1. General Principles**

- 1.1 An unauthorised encampment is where persons are camped on land that they do not own and where they do not have permission to reside. This can be in vans, trailers, tents or other temporary structures.
- 1.2 Responsibility for dealing with an unauthorised encampment initially rests with the landowner. However, where there are aggravating factors then there may be a need for Local Authorities and Police to consider taking action.
- 1.3 There are a range of powers available to landowners, Local Authorities and Police for dealing with unauthorised encampments (see Appendix A).
- 1.4 When responding to any unauthorised encampment it is the impact of the encampment that should be considered when deciding what action needs to be taken.
- 1.5 In accordance with Department of Communities and Local Government (DCLG) guidance, the Local Authority as lead agency for unauthorised encampments should take an active role in engaging with site residents and in particular will take the lead on sites established on their land that do not require immediate Police action.
- 1.6 It is for Local Authorities to decide how they apply the powers available to them. In two tier authorities such as Oxfordshire and Buckinghamshire, it is suggested that there is memorandum of understanding between District and County Councils to ensure that there is clear understanding of the role and responsibilities that each authority has.
- 1.7 The Police may be requested by a landowner to use their powers under the Criminal Justice and Public Order Act 1994. Criteria for use of Police powers are listed in appendix A.
- 1.8 In determining whether to use Police powers, a balance must be maintained between the rights of landowners, the settled community and those within the encampment. Police decision makers need to ensure any action is lawful, proportionate, necessary and the least intrusive option.
- 1.9 It should be borne in mind that trespass alone is not a criminal offence but a civil one. Police powers will only be used when the particular encampment is having a significant impact such as depriving a community of local amenities, a significant impact on the local economy/environment or where there is significant anti-social/criminal behaviour that requires immediate action to address (See Appendix B).
- 1.10 It will be for Police decision makers to determine what constitutes a significant impact when considering their use of Police powers. This will use a common sense approach taking into account the views of the landowner, Local Authority and evidence of any issues raised. Welfare considerations and the impact on normal policing activity, should resources need to be mobilised to enforce an eviction will need to be considered. Any Police response needs to be proportionate.
- 1.11 Police powers do not require a court process. Therefore officers must ensure that they act in a fair, objective and transparent way ensuring each encampment is considered on an individual basis. Any action must comply with Human Rights Act 1998, the Equality Act 2010, the Public Sector Equality Duty and the Police Code of Ethics.

- 1.12 Police powers under S61 CJPOA do not require a formal welfare assessment to be made prior to their use. However, officers should still consider if there are any welfare concerns relating to occupants of an unauthorised encampment when determining whether to utilise their powers. This should be balanced against the impact of the encampment on both the landowner and wider community.
- 1.13 Police decision makers when deciding whether immediate Police action is required should consider the range of powers available to landowners and Local Authorities and not how they are applied by a particular authority.

## **2. Police Action**

- 2.1 On receipt of a report of an unauthorised encampment a Niche occurrence will be created. This is an incident report on the crime recording system.
- 2.2 A Police resource will be despatched to assess the site and determine, if possible, who owns the land and whether there is/is likely to be a significant impact on the landowner/local community. This information will be relayed to the duty supervisor for that area who will review the information. Where possible this visit should be conducted with a representative of the Local Authority. This may not be possible if it is outside of normal office hours.
- 2.3 If damage has been caused to gain entry to land this will be recorded as a crime and a proportionate investigation conducted (e.g. padlock broken or removed).
- 2.4 The jointly agreed Thames Valley Code of Conduct will be served on those present and details of any vehicles/persons recorded in Niche, where justification for doing so exists (See Appendix C for Code of Conduct). Details should only be recorded when there is a legitimate purpose such as where investigating offences, recording welfare concerns or recording details of visits and individuals spoken to for a specific purpose.
- 2.5 An officer of at least the rank of Inspector will review information and determine if the use of Police powers are justified following initial attendance. The rationale for the decision to not use or use the powers will be recorded in the Niche report.
- 2.6 The relevant Local Authority contact will be informed of the encampment as soon as practicable and current decision in relation to Police powers.
- 2.7 The landowner, if identified, will also be informed of the powers available to them. The current assessment in relation to justification for use or not of Police powers will be communicated to them by the Police.
- 2.8 Where a suitable alternative site exists to direct persons to, then the presumption should be that Police will look to use their powers under Section 62A of the Criminal Justice and Public Order Act 1994. However, it is recognised that there is a shortage of such sites and that use of this power is therefore likely to be limited.
- 2.9 Each Local Police Area (LPA) will review Niche occurrences for unauthorised encampments at the Daily Management Meeting to ensure oversight and a consistent approach to use of Police powers.

- 2.10 Each LPA will ensure that there is regular communication with the landowner and Local Authority to ensure that it is clear where current responsibility for any action lies and decisions can be reviewed if information changes.
- 2.11 Local Neighbourhood officers may also need to communicate with the local community and those on an unauthorised encampment for the duration of an encampment to manage any tensions that may arise and monitor any local impact.
- 2.12 Local Neighbourhood teams will monitor unauthorised encampments for any developments on the site with regard to welfare and concerns of the settled or encamped communities and update the Local Authority accordingly.
- 2.13 Where justification exists, TVP Officers who visit any encampment should gather evidence of any offences that the landowner, Local Authority or Environment Agency may wish to seek to prosecute such as fly tipping, by recording evidence on body worn video or making a written record.
- 2.14 Any hate crimes/incidents relating to individuals linked to an encampment will be recorded as per National Crime Recording Standards.
- 2.15 Any media releases will be jointly agreed between Thames Valley Police Press Office and the Local Authority single point of contact (SPOC).

### **3. Local Authority Actions**

- 3.1 On receipt of a report of an unauthorised encampment the Local Authority will ensure a record is made (agreed joint form at Appendix D).
- 3.2 The Local Authority will take primacy for dealing with unauthorised encampments and assess what action they will take using the powers available, unless immediate action is required and the Police have assessed the situation and determined that S61 or S62A Criminal Justice and Public Order Act powers are to be used. Where the Local Authority determine that it is not appropriate to use their powers they will work with the Police and landowners in managing any community concerns and in ensuring that landowners understand the options available to them.
- 3.3 Where appropriate a Local Authority representative will visit the site and make an assessment, which will include a welfare assessment of those present and serve code of conduct. Where possible it is desirable that this representative attend with Police when they make their initial assessment.
- 3.4 The Local Authority will inform the Police of the unauthorised encampment and if known the identity of the landowner and those present at the site.
- 3.5 A decision will be made by the Local Authority about use of their available powers and this decision will be communicated to the landowner and Police. The rationale will be recorded in writing.
- 3.6 The Local Authority will inform Police if there is an alternative site that persons can be directed to under S62A of the Criminal Justice and Public Order Act 1994.
- 3.7 The Local Authority will maintain close liaison with the landowner, Police and persons present on the unauthorised encampment for the duration of its presence to ensure it is clear where responsibility for any action lies and any welfare concerns are identified.

- 3.8 If information changes the Local Authority will review its decision in relation to whether it is appropriate to consider use of its powers.
- 3.9 The Local Authority will also record any community concerns in writing and share this information with the Police and the landowner.
- 3.10 The Local Authority will make Police aware of any information suggesting a hate crime/incident has occurred relating to any individual linked to an encampment to allow for it to be recorded under the National Crime Recording Standards.
- 3.11 Where appropriate the Local Authority will set a communication plan to keep the settled community and those who are encamped informed and will consult with Thames Valley Police in relation to this.
- 3.12 Any media releases will be jointly agreed between Thames Valley Police Press Office and the Local Authority SPOC.

#### **4. Escalation Process**

On occasion there may be disagreement as to the action to be taken and which agency should be taking the lead role in relation to a particular unauthorised encampment. Where there is disagreement between the Local Authority and Thames Valley Police about the action to be taken, then the issues should be documented and escalated to senior management for further discussion and resolution. In Thames Valley Police this will be the LPA Commander/Deputy LPA Commander. For Local Authorities this will be the identified Director/Senior Manager.

#### **5. Annual Review**

To ensure a consistent approach to unauthorised encampments and the use of Police and Local Authority powers it is recommended that an annual review takes place. If unauthorised encampments are recorded on Niche then the Police should be able to accurately assess how many encampments have been reported on each Local Police Area. Similarly if Local Authorities record encampments that are reported to them in writing, then this should ensure that an accurate assessment can be made of the number of encampments that have occurred in each area. This will enable Thames Valley Police and Local Authorities to establish whether powers have been used proportionately and consistently. It will also establish whether there is a need to look at how powers are applied, or what provision is made for unauthorised encampments across the Thames Valley Area. Finally this review will be able to establish if there is a need to raise awareness of available powers and how they should be applied internally or externally.

This review should consider:

1. How many unauthorised encampments there have been in the previous 12 months?  
Is this an increase on previous year?
2. Are there particular vulnerable locations which may need to consider target hardening?
3. Is there evidence of the same people being involved in different unauthorised encampments that have caused significant damage that need a longer term tactical plan/strategy to be considered?
4. Have Police/Local Authority powers been used in a consistent manner?
5. Has use of powers been lawful and proportionate?

6. Is there a need to look at increasing awareness for staff?
7. Is there a need to raise awareness of powers and responsibilities for local landowners through existing forums e.g. Parish Council meetings/rural groups?
8. Identify organisational learning for Local Authority or the Police and implement learning plan with agreed timescales.
9. Identify if there are regular welfare issues arising that need to be considered and steps taken to mitigate these.

This annual review will be organised by Thames Valley Police, Local Policing Department.

## **6. Other Considerations**

- 6.1 There are a number of innovative approaches to dealing with unauthorised encampments being adopted across England and Wales. Some Local Authorities are investing in transit sites to ensure that there are alternative sites to direct persons to. This enables the use of Police powers under S62 Criminal Justice and Public Order Act 1994. As there is an alternative site to direct persons to, there are likely to be fewer welfare or Human Rights considerations when deciding to make use of this power. See ODPM Guide to effective use of enforcement powers for further information.
- 6.2 Common law powers are used very effectively by some Local Authorities to deal with unauthorised encampments. This may be an option Local Authorities within the Thames Valley wish to explore further. In Sandwell Borough Council Area the District Council are using a private company of bailiffs to enforce any eviction and will put private landowners in touch with this firm if they wish to look at using common law powers to evict.
- 6.3 Some Local Authorities are also using contracts to agree the length of time that an unauthorised encampment may remain at a particular site e.g. negotiated stopping.
- 6.4 In some areas preventative injunctions have also been used to stop certain sites being used by those looking to set up unauthorised encampments. Again this may be worth exploring further to increase the range of options available.
- 6.5 The annual review can consider approaches from other parts of the country such as those listed above and share ideas between different authorities and Thames Valley Police. This will ensure future good practice and new ideas are considered by the group.

**Appendix A: Available Powers**

<p><b>Landowner</b></p> <p>(This includes the Local Authority when it is their land)</p>	<p><b>Part 55 Civil Procedure Rules</b> allow them to seek possession of their land through the Courts.</p> <ul style="list-style-type: none"> <li>• Can only be used by landowner</li> <li>• Used to regain possession of land</li> <li>• Require Civil Court procedure</li> <li>• Enforced by County Court bailiffs</li> <li>• No sanction if trespassers return</li> </ul> <p><b>Common Law Powers</b></p> <ul style="list-style-type: none"> <li>• Can only be used by landowner</li> <li>• Used to regain possession of land (tort of trespass)</li> <li>• Does not require involvement of the Courts</li> <li>• Enforced by landowner and/or private bailiffs</li> <li>• No sanction if trespassers return</li> <li>• Trespasser who entered land peaceably should be asked to leave and given opportunity to leave prior to force being used</li> <li>• May use no more force than is reasonable to evict</li> <li>• If considering use landowner should notify Police</li> <li>• Police may wish to be present to prevent a Breach of Peace</li> <li>• If Police believe it is inappropriate to attempt eviction in the circumstances action should be delayed until Police believe safe to continue</li> </ul>
<p><b>Local Authority</b></p>	<p><b>S77-78 Criminal Justice and Public Order Act 1994</b></p> <ul style="list-style-type: none"> <li>• Can only be used by Local Authority</li> <li>• Can be used on any land irrespective of ownership</li> <li>• Used to remove identified individuals from land</li> <li>• Only require involvement of Courts when unauthorised campers do not leave when directed</li> <li>• Enforced by Local Authority Officers or private bailiffs employed by them</li> <li>• Return to location within three months carries criminal sanctions</li> </ul> <p><b>Injunctions</b></p> <ul style="list-style-type: none"> <li>• Can be used to protect vulnerable sites</li> <li>• Where intelligence suggests will be targeted</li> <li>• Believed disruption will be caused.</li> <li>• In defined area</li> <li>• Pre-emptive power</li> </ul> <p><b>Tent/caravan site licensing powers</b></p> <ul style="list-style-type: none"> <li>• These powers limit the use of land as caravan/camp sites.</li> </ul> <p><b>Byelaws</b></p> <ul style="list-style-type: none"> <li>• Pre-emptive power to prohibit encampments</li> </ul>

	<ul style="list-style-type: none"> <li>• Powers of seizure and retention of property can be applied, which could include tents and sleeping equipment.</li> </ul> <p><b>Obstruction Of Public Highway</b></p> <ul style="list-style-type: none"> <li>• Need to show there is an obstruction being caused</li> <li>• Can apply to court for a removal and disposal order</li> </ul> <p><b>Planning powers</b></p> <ul style="list-style-type: none"> <li>• There are a number of powers under the Town and Country Planning Act 1990 that can be considered depending on the circumstances</li> </ul> <p><b>Public Health Act 1939 S268</b></p> <ul style="list-style-type: none"> <li>• Applies to tent, shed, van or other similar structure</li> <li>• Where in such a state that prejudicial to health of occupants</li> <li>• Due to absence of proper sanitary accommodation gives rise to nuisance or conditions prejudicial to health on the site or on other land</li> </ul>
<p><b>Police</b> (Police powers are discretionary)</p>	<p>S61-62 Criminal Justice and Public Order Act 1994</p> <ul style="list-style-type: none"> <li>• Can only be used by Police. (Discretionary Power)</li> <li>• Can be used on any land except the highway</li> <li>• Used to remove identified individuals from land</li> <li>• Criteria must be met e.g. 2 or more persons trespassing and either caused damage, been threatening to landowner or agent, have six or more vehicles with them. Landowner must have taken reasonable steps to require persons to leave</li> <li>• Does not require involvement of Courts</li> <li>• Enforced by Police</li> <li>• Return to location within three months carries criminal sanctions</li> </ul> <p>S62A-E Criminal Justice and Public Order Act 1994</p> <ul style="list-style-type: none"> <li>• Can only be used where alternative site available</li> <li>• Can only be used by Police</li> <li>• Can be used on any land</li> <li>• Used to remove identified individuals from land</li> <li>• Does not require involvement of Courts</li> <li>• Enforced by Police</li> <li>• Return to Local Authority area within three months carries criminal sanctions</li> </ul>

(This list is not exhaustive as there may be other powers available to deal with specific issues or problem behaviours associated with a particular unauthorised encampment).

## **Appendix B: Use of Police Powers**

As per National Police Chiefs Council (NPCC) and DCLG guidance, Local Authorities have a leadership role to play in the management of unauthorised encampments. NPCC recommend Police should consider becoming involved in bringing about the prompt and lawful removal of unauthorised encampments where:

**1. Local amenities are deprived to communities or there is significant impact on the environment**

This could include a recreation ground, public park, school field, public car park. There must be evidence that other sections of the community are being deprived of the amenities before action is taken.

**2. There is local disruption to the economy**

This could include significant disruption to workers or customers using business premises or if an encampment is on agricultural land and it results in loss of use of the land for its normal purpose.

**3. There is other disruption to the local community or environment**

This would include ASB/criminal activity linked to those present at an encampment, which is so significant that prompt eviction by Police becomes necessary rather than by other means.

**4. There is a danger to life**

For instance where an unauthorised encampment is on the edge of a motorway and there is a danger of children or animals straying onto the carriageway.

**5. There is a need to take preventative action**

For instance where a known group of individuals have caused or persistently displayed anti-social behaviour at previous sites and it is reasonably believed that such behaviour will be displayed at a newly established site.

In all the above cases police action will still need to be lawful proportionate and necessary and compliant with Human Rights and Equality legislation. The mere presence of an encampment without any aggravating factors should not normally create an expectation that police will use eviction powers. If Section 61 CJPOA 1994 powers are to be used it will also be necessary to show that the landowner has taken reasonable steps to ask trespassers to leave before police powers can be used.

**Appendix C: Written Record**

**LOCAL AUTHORITY SITE ASSESMENT/RECORD FORM**

DATE and TIME of visit:	Date and TIME of form completion:
SITE LOCATION: POLICE URN:	
LANDOWNER:	
DAMAGE PRESENT:	<p>(Was damage caused to gain entry or has damage been caused since arrival caused).</p> <p>Evidence: photographs, CCTV, Witnesses</p>
LITTER or WASTE PRESENT:	<p>What, how much, where?</p> <p>Evidence: photographs, CCTV, Witnesses</p>
ANIMALS PRESENT:	<p>(Numbers tied-up/untied. Have group been advised to tie up animals? What is the risk to the public?)</p>
WHAT IS THE IMPACT TO THE PUBLIC? LANDOWNER?	<p>Significant/Minimal/No impact (Give reasons)</p>

<p>IS THERE A NEED TO DIRECT PEOPLE TO LEAVE NOW?</p> <p>RATIONALE:</p> <p>OTHER POWERS CONSIDERED:</p>	<p><input type="checkbox"/> NO      <input type="checkbox"/> Sec 77 CJPOA 1994</p> <p><input type="checkbox"/> YES      <input type="checkbox"/> Sec 62A CJPOA 1994 (Request to Police)</p> <p><input type="checkbox"/> Sec 61 CJPOA 1994 (Request to Police)</p> <p>Injunction/Possession Order/Common law/Planning Powers/Other</p>
<p>WELFARE ISSUES:</p>	<p>Record any health, education or major mechanical problems</p> <p>(Are there any issues that would prevent uses of powers to all or some of the occupants? Were these issues present before this site was occupied?)</p>
<p>OCCUPANTS SPOKEN TO:</p> <p>ETHNIC STATUS:</p>	<p><input type="checkbox"/> NO      CODE OF CONDUCT ISSUED      <input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES      <input type="checkbox"/> YES</p> <p>White British <input type="checkbox"/>    White Irish <input type="checkbox"/>    White and Asian <input type="checkbox"/>    Chinese <input type="checkbox"/></p> <p>Black Caribbean <input type="checkbox"/>    Black African <input type="checkbox"/>    Asian Indian <input type="checkbox"/>    Asian Pakistani <input type="checkbox"/></p> <p>Asian Bangladeshi <input type="checkbox"/>    White and Black African <input type="checkbox"/></p> <p>Any other Mixed background <input type="checkbox"/>    Any other Black background <input type="checkbox"/></p> <p>Any other white background <input type="checkbox"/>    Any other Asian background <input type="checkbox"/></p> <p>Any other background <input type="checkbox"/>    Declined <input type="checkbox"/></p>



## **Appendix D: Codes of Conduct**

### **Document Disclosable under CPIA**

#### **Unauthorised Encampments Code of Conduct**

**To ensure members of the settled and travelling communities or others who may live a nomadic lifestyle can live together in a peaceful and unprejudiced way, we expect you to comply with this Code of Conduct.**

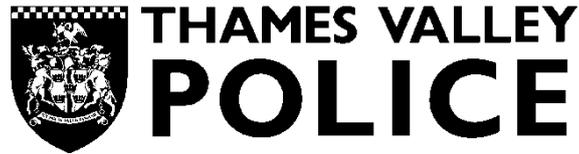
**We expect you to treat the land you have occupied with respect and that you respect the rights and freedoms of other people who also wish to use the area.**

**Behaviour that may result in your eviction from this site includes the following:**

- **Camping upon any land designated as a public amenity**, such as parks, recreation areas, school fields and similar locations. (Note this is not an exhaustive list)
- **Interfering with the rights and freedoms of other members of the public, including interrupting the operation of legitimate businesses.**
- **Forcing entry to land**, by causing damage to any fixtures, fitting or landscaping, including planted areas. This includes digging away of earthwork defences, which have been placed at landowner's expense, to prevent trespass.
- **Causing any other damage to the land itself, or property on it.** Particular care should be taken not to cause damage to those features provided as public amenities.
- **Driving vehicles along any footpath, or highway not specifically designed for road vehicles.** This practice is not only unlawful but is highly dangerous.
- **Parking vehicles or caravans on any road, footpath or other highway that causes an obstruction to other people wanting to pass by.** This includes parking immediately next to footpaths.
- **Dumping or tipping rubbish, waste materials or trade waste such as tree cuttings rubble, etc.** It is your responsibility to keep the site clean and tidy. Council Traveller Liaison Officers can direct you to Civic Amenity Sites (Council Tips) where you will be able to pay to dispose of trade waste.
- **Use of the area as a toilet.** You must not deposit or leave human waste openly in public areas.
- **Abuse, intimidation or harassment of any person who is lawfully using the area. Excessive noise or other forms of anti-social behaviour.**
- **Animals that are not kept under control or that attack persons lawfully on the land, or nearby.**
- **Interference with electrical, water or gas supplies.** Any person/s found abstracting electricity, or wasting quantities of water may be subject of criminal proceedings.

These codes are the same standards of behaviour that are expected of the settled community. Thames Valley Police are committed to ensuring that all policing issues that affect you, are balanced; however behaviour that is deemed unacceptable within society will not be tolerated.

This page is intentionally left blank



**Thames Valley Police and Local Authority  
Joint Protocol for dealing with  
Unauthorised Encampments**

**Appendix E: List of Organisation Contacts**

**(correct at time of publishing)**

**Local Authority Contacts**

<b>Local Authority</b>	<b>SPOC</b>	<b>Escalation Contact</b>	<b>Out of hours contact</b>
<b>Aylesbury Vale District Council</b>	<a href="mailto:envhealth@aylesburyvaledc.gov.uk">envhealth@aylesburyvaledc.gov.uk</a> 01296 585605	Jacqui Bromilow <a href="mailto:jbromilow@aylesburyvaledc.gov.uk">jbromilow@aylesburyvaledc.gov.uk</a> 01296 585498	07785 705766 Duty Officer (Not UE Specialist)
<b>Chiltern and South Bucks</b>	<a href="mailto:EnvHealth@chiltern.gov.uk">EnvHealth@chiltern.gov.uk</a>	Martin Holt <a href="mailto:MHolt@Chiltern.gov.uk">MHolt@Chiltern.gov.uk</a>	TBC
<b>High Wycombe Council</b>	Neil Stannett <a href="mailto:Neil.stannett@wycombe.gov.uk">Neil.stannett@wycombe.gov.uk</a> Tel: 01494 421092	Neil Stannett <a href="mailto:Neil.stannett@wycombe.gov.uk">Neil.stannett@wycombe.gov.uk</a> Tel: 01494 421092	TBC
<b>Bucks County Council</b>	<a href="mailto:gypsyandtravellers@buckscc.gov.uk">gypsyandtravellers@buckscc.gov.uk</a>	Emily Catcheside <a href="mailto:emcatcheside@buckscc.gov.uk">emcatcheside@buckscc.gov.uk</a>	TBC
<b>Milton Keynes Council</b>	Pete Roberts <a href="mailto:Pete.roberts@milton-keynes.gov.uk">Pete.roberts@milton-keynes.gov.uk</a> 01908 254569	Nicholas Hannon <a href="mailto:Nicholas.hannon@milton-keynes.gov.uk">Nicholas.hannon@milton-keynes.gov.uk</a>	TBC

<b>Cherwell District Council</b>	<a href="mailto:Safer.Communities@Cherwell-DC.gov.uk">Safer.Communities@Cherwell-DC.gov.uk</a>	Nicola Riley <a href="mailto:Nicola.Riley@cherwellandsouthnorthants.gov.uk">Nicola.Riley@cherwellandsouthnorthants.gov.uk</a>	TBC
<b>Oxford City Council</b>	Chris Bell <a href="mailto:cbell@oxford.gov.uk">cbell@oxford.gov.uk</a> 07768238906	Richard Adams <a href="mailto:radams@oxford.gov.uk">radams@oxford.gov.uk</a>	Out of hours Parks Duty Officer 07711439090
<b>South and Vale District Council</b>	Ian Matten <a href="mailto:Ian.matten@southandvale.gov.uk">Ian.matten@southandvale.gov.uk</a>	Ian Matten <a href="mailto:Ian.matten@southandvale.gov.uk">Ian.matten@southandvale.gov.uk</a>	TBC
<b>West Oxfordshire District Council</b>	Phil Measures <a href="mailto:Philip.measures@2020partnership.uk">Philip.measures@2020partnership.uk</a>	Phil Measures <a href="mailto:Philip.measures@2020partnership.uk">Philip.measures@2020partnership.uk</a>	TBC
<b>Oxfordshire County Council</b>	Gary Brewer <a href="mailto:Gary.Brewer@Oxfordshire.gov.uk">Gary.Brewer@Oxfordshire.gov.uk</a> 07974 003015	Richard Webb <a href="mailto:Richard.Webb@Oxfordshire.gov.uk">Richard.Webb@Oxfordshire.gov.uk</a> 01865 815791	TBC
<b>West Berks</b>	Jean Pimley <a href="mailto:jean.pimley@westberks.gov.uk">jean.pimley@westberks.gov.uk</a> 01635 42400	Paul Hendry <a href="mailto:Paul.Hendry@westberks.gov.uk">Paul.Hendry@westberks.gov.uk</a> 01635 519858	01635 551111
<b>Reading Borough Council</b>	Jo Middlemass <a href="mailto:Joanne.middlemass@reading.gov.uk">Joanne.middlemass@reading.gov.uk</a>	Anthony Brain <a href="mailto:Anthony.brain@reading.gov.uk">Anthony.brain@reading.gov.uk</a>	TBC
<b>RB Windsor and Maidenhead</b>	Chris Nash <a href="mailto:Christopher.nash@RBWM.gov.uk">Christopher.nash@RBWM.gov.uk</a>	Lisa Pigeon <a href="mailto:Lisa.Pigeon@RBWM.gov.uk">Lisa.Pigeon@RBWM.gov.uk</a>	TBC
<b>Wokingham Council</b>	Ann Molloy <a href="mailto:Ann.molloy@wokingham.gov.uk">Ann.molloy@wokingham.gov.uk</a> 07766497709	Simon Price <a href="mailto:Simon.proce@wokingham.gov.uk">Simon.proce@wokingham.gov.uk</a> 07500951702	0800 212111
<b>Bracknell Council</b>	Ian Boswell <a href="mailto:Ian.boswell@bracknell-forest.gov.uk">Ian.boswell@bracknell-forest.gov.uk</a>	Ian Boswell <a href="mailto:Ian.boswell@bracknell-forest.gov.uk">Ian.boswell@bracknell-forest.gov.uk</a>	TBC

<b>Slough Council</b>	Ian Blake <a href="mailto:ian.blake@slough.gov.uk">ian.blake@slough.gov.uk</a> 01753 475111	Ian Blake <a href="mailto:ian.blake@slough.gov.uk">ian.blake@slough.gov.uk</a> 01753 475111	TBC
-----------------------	---	---	-----

Local Authorities understandably want to be involved in discussions that inform Police decision making and initial site assessment. This is also important so that joint communications/media strategies can be agreed and concerns from landowners and local communities addressed. Where possible it is therefore good practice to ensure that in urgent cases, the Local Authority can be contacted out of hours, through existing call out mechanisms such as EHO. E.g. Bank holiday weekend and urgent Police action required on land owned by authority or to coordinate communication with local community and manage any tensions.

### **Environment Agency Contacts**

<b>Environment Agency</b>	Stephen Reeves	<a href="mailto:Stephen.reeves1@environment-agency.gov.uk">Stephen.reeves1@environment-agency.gov.uk</a> Tel: 02084747220
<b>Environment Agency</b>	Steve Clare	<a href="mailto:Steve.clare@environment-agency.gov.uk">Steve.clare@environment-agency.gov.uk</a> Tel: 02030259763

### **Police Contacts**

<b>Local Police Area</b>	<b>LPA Commander (When escalation required)</b>
<b>Aylesbury Vale</b>	Supt Tim Metcalfe <a href="mailto:Tim.Metclafe@thamesvalley.pnn.police.uk">Tim.Metclafe@thamesvalley.pnn.police.uk</a>
<b>Chiltern and South Bucks</b>	T/Supt Neil Kentish <a href="mailto:Neil.kentish@thamesvalley.pnn.police.uk">Neil.kentish@thamesvalley.pnn.police.uk</a>
<b>High Wycombe</b>	Supt Kev Brown <a href="mailto:Kevin.brown@thamesvalley.pnn.police.uk">Kevin.brown@thamesvalley.pnn.police.uk</a>
<b>Milton Keynes</b>	Supt Yvette Hitch <a href="mailto:Yvette.hitch@thamesvalley.pnn.police.uk">Yvette.hitch@thamesvalley.pnn.police.uk</a>
<b>Cherwell and West Oxon</b>	Supt Mark Johns <a href="mailto:Mark.johns@thamesvalley.pnn.police.uk">Mark.johns@thamesvalley.pnn.police.uk</a>

<b>Oxford City</b>	Supt Joe Kidman <a href="mailto:Joe.kidman@thamesvalley.pnn.police.uk">Joe.kidman@thamesvalley.pnn.police.uk</a>
<b>South and Vale</b>	Supt Rory Freeman <a href="mailto:Rory.freeman@thamesvalley.pnn.police.uk">Rory.freeman@thamesvalley.pnn.police.uk</a>
<b>West Berks</b>	Supt Jim Weems <a href="mailto:Jim.weems@thamesvalley.pnn.police.uk">Jim.weems@thamesvalley.pnn.police.uk</a>
<b>Reading</b>	Supt Stan Gilmour <a href="mailto:Stan.gilmour@thamesvalley.pnn.police.uk">Stan.gilmour@thamesvalley.pnn.police.uk</a>
<b>Windsor and Maidenhead</b>	Supt Colin Hudson <a href="mailto:Colin.hudson@thamesvalley.pnn.police.uk">Colin.hudson@thamesvalley.pnn.police.uk</a>
<b>Bracknell and Wokingham</b>	Supt Shaun Virtue <a href="mailto:Shaun.virtue@thamesvalley.pnn.police.uk">Shaun.virtue@thamesvalley.pnn.police.uk</a>
<b>Slough</b>	T/Supt Sarah Grahame <a href="mailto:Sarah.grahame@thamesvalley.pnn.police.uk">Sarah.grahame@thamesvalley.pnn.police.uk</a>

Initial Police assessment and decision making in most cases will be the responsibility of the Duty inspector for the relevant Local Police Area. The Duty Inspector is a 24 hour resource but may be based on a different Police area. However, they can be contacted by calling 101.

Where the decision has been made that Police powers are not to be used and it is apparent that an encampment may be present for a significant period of time, then the relevant Local Police Area may wish to nominate an LPA Inspector to maintain contact with the Local Authority and landowner. This is so that the impact of the encampment can be monitored and if the circumstances change, use of Police powers can be reassessed.

<b>SUBJECT:</b>	<i>Asylum Seekers</i>
<b>REPORT OF:</b>	<i>Cllr Patrick Hogan, Healthy Communities Portfolio Holder</i>
<b>RESPONSIBLE OFFICER</b>	<i>Martin Holt – Head of Healthy Communities</i>
<b>REPORT AUTHORS</b>	<i>Martin Holt – mholt@chiltern.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>All</i>

### 1. Purpose of Report

- 1.1 To consider adopting an agreement in principle with the Home Office to accommodate Asylum Seekers.

The PAG is asked to advise the Portfolio Holder on the following recommendation to Cabinet:

#### RECOMMENDATION TO CABINET

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

### 2. Reasons for Recommendations

- 2.1 In March 2016 the Chief Executive of every local authority in the UK received a letter from the Director General of UKVI requesting their participation in permitting people seeking asylum to live in their areas. The Home office has powers available to require the Councils to participate in a resettlement programme for asylum seekers and is seeking an in principle decision at this time.

### 3. Content of Report

- 3.1 In March 2016 the Chief Executive of every local authority in the UK received a letter from the Director General of UKVI requesting their participation in permitting people seeking asylum to live in their areas.
- 3.2 As a follow up to that correspondence the UK Visas & Immigration and Migration Partnerships committed to meet with every UK local authority. The South East Strategic Partnership for Migration was asked to arrange a meeting to discuss the possibility of asylum dispersal with the Buckinghamshire authorities. The meeting held 13<sup>th</sup> March 2018 included Home Office representatives and the government’s accommodation provider in the South East, Clear Springs Ready Homes.
- 3.3 Due to the shortage of accommodation in the existing dispersal areas the Home Office wants local authorities to participate in a scheme to increase the number of locations throughout the UK where people seeking asylum could live.

- 3.4 Currently in the South East the main areas where asylum seekers are based is Hastings, Portsmouth and Southampton. Currently a number of people have been placed in High Wycombe.
- 3.5 The purpose of the meeting was to seek "in principle" agreement with the County and District authorities to permit Clear Springs, to look for suitable accommodation in the Councils areas.
- 3.6 Whilst any agreement would allow Clear Springs to seek to secure accommodation in the local area there is no predetermined number of people the Home Office would be looking to accommodate in any new area.
- 3.7 As far as locations was concerned, they would be looking at larger towns due to the services available, but would not rule out rural locations as some people have come from those backgrounds.
- 3.8 The types of properties to be considered would be a variety, ranging from family homes to bedsits. They could be looking to house large families, couples or singles. They would consider houses of multiple occupation but would never take single rooms in a house with non-asylum seekers
- 3.9 Accommodation would be sought from the private rental market, which would entail long term agreements with landlords to provide accommodation at Local Housing allowance rates.
- 3.10 The level of funding that can be paid for accommodation can be no more than the local housing allowance (LHA). Rent levels are such that very little accommodation would be available in Chiltern and or South Bucks that would enable Clear Springs to accommodate asylum seekers at LHA rate.
- 3.11 The Home Office also advised they would not wish to place people who would be isolated in the community so more than one unit of accommodation would be required in any location, increasing the difficulty in finding suitable accommodation at an affordable rate.
- 3.12 Clear Springs would be responsible for the acquisition, maintenance and management of properties. The local authority could inspect the properties to ensure they met local standards agreed with the Home Office as well as meeting the current housing legislative requirements. A property would not be used without the permission of the local authority and the local authority can refuse if it is not deemed suitable.
- 3.13 The factors that could also be taken in to account by a local authority include location, access to services, impact on the community and cohesion. The Home Office can also move asylum seekers if they are found to be impacting negatively on the community.
- 3.14 The Home Office reminded the meeting that it does have powers to require authorities to participate in accommodating asylum seekers but that it has not current utilised these powers, it would rather follow the 'in principle' agreement route.

3.15 The benefits to the local authority may include;

- Improved opportunities to access accommodation that Clear Springs cannot use but the private sector landlords may wish to let to homeless households through the Paradigm Leasing scheme
- Improved networking with the migrant support system benefiting future needs
- Reduced risk of the council being required to accommodate asylum seekers by the Home Office

3.16 The significant risk is that following any 'right to stay decision' being made by the Home Office the Council would have 28 days to address any Homeless Application by a former asylum seeker and identify the provision of temporary accommodation. However through working with Clear Springs this risk may be better managed until alternative accommodation is sourced. The applicant would be entitled to access the benefits system or employment reducing the risk of rent arrears.

3.17 The Healthy Communities PAH 12<sup>th</sup> June 2018 is asked to recommend to the Portfolio Holder for Healthy Communities as to any decision for South Bucks District Council entering into discussions with the Home Office over an 'in principle agreement' to accommodate Asylum Seekers in the District.

#### **4 Options**

- 1.1.1 To agree to further discussions over an 'in principle agreement' with the Home Office

#### **5. Corporate Implications**

6.1 *Financial* – the in principle agreement with the Home Office does not adversely impact on the Councils mid-term financial plan

6.2 *Legal* – the Home office has powers available to require the Councils to participate in a resettlement programme for asylum seekers and is seeking an in principle decision at this time

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

- 7.1 Delivering cost-effective, customer focussed services-  
7.2 Working towards safe and healthier local communities.

#### **8. Next Step**

- 8.1. To arrange discussions with the Home Office

<b>Background Papers:</b>	None
---------------------------	------



<b>SUBJECT:</b>	<i>Draft Domestic Abuse Strategy</i>
<b>REPORT OF:</b>	<i>Cllr Patrick Hogan, Portfolio Holder Healthy Communities</i>
<b>RESPONSIBLE OFFICER</b>	<i>Martin Holt, Head of Healthy Communities</i>
<b>REPORT AUTHOR</b>	<i>Katie Galvin 01494 732265 <a href="mailto:kgalvin@chiltern.gov.uk">kgalvin@chiltern.gov.uk</a> and Michael Veryard <a href="mailto:mveryard@chiltern.gov.uk">mveryard@chiltern.gov.uk</a></i>
<b>WARD/S AFFECTED</b>	<i>All</i>

## 1. Purpose of Report

To comment on the Draft Buckinghamshire Domestic Abuse Strategy 2018-2021

The PAG is asked to note the report and Draft Domestic Abuse Strategy and note the below resolutions made by Cabinet at the meeting held on 17 April 2018:

### DECISIONS MADE BY CABINET ON 17 APRIL 2018:

It was **RESOLVED** that

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

## 2. Reasons for Recommendations

2.1 Anyone can be a victim of domestic abuse and anyone can perpetrate it. Victims are female and male; whether in heterosexual or same sex couples and abuse occurs among all occupational groups. Domestic abuse involves any incident of controlling, coercive or threatening behaviour, not just violence or abuse between partners. Domestic abuse has a direct impact on family household breakdown and increased homelessness, increased risk of crime and disorder, safeguarding, impact on welfare benefits, reduced opportunities for younger and older people to contribute to the local economy and community.

## 3. Content of Report

3.1 Domestic abuse is a largely invisible crime. Although domestic abuse affects both men and women female victims are disproportionately higher and women are more likely to experience repeat incidents. It is often difficult to measure the national picture accurately as women are often reluctant or afraid to report it to the police. Many abused women find it difficult to function in their daily lives because of the effects of domestic abuse. Absences from work due to injuries or visits to the doctor often cause them to lose their jobs, making them less able to leave their abusive situations<sup>1</sup> Male victims of domestic abuse can often find it difficult to admit what is really happening to them. Many abused men believe that experiencing abuse in some way affects their masculinity or that they are not "real men" if they are suffering. Men have exactly the

<sup>1</sup> <https://www.healthyplace.com/abuse/domestic-violence/effects-of-domestic-violence-domestic-abuse-on-women-and-children/>

same rights as women to be safe in their own homes and statutory services have a duty to provide services to all, irrespective of gender.

- 3.2 More than 30% of domestic abuse starts in pregnancy, and existing abuse may get worse during pregnancy or after giving birth. It can result in a wide range of impacts on mother and baby including miscarriage, preterm labour, low birthweight, and long lasting physical disability. The impact on the mother includes physical harm, depression, anxiety and post-traumatic stress disorder.
- 3.3 Children who live with domestic violence are at an increased risk of behavioural problems and emotional trauma, and mental health difficulties in adult life. Not all children who live with domestic abuse will exhibit problems or difficulties either immediately or later in life, but all will be affected in some way.
- 3.4 The abuse experienced by victims who are Black, Asian or from a minority ethnic group as well as those who have been refugees can be further complicated by other relevant abusive factors such as forced marriage, or female genital mutilation (FGM). Women from Black, Asian or minority ethnic communities are likely to face additional barriers to receiving the help that they need; the most profound barrier being communication for non-English speakers.
- 3.5 Research shows that 1 in 4 Lesbian, Gay and Bi-sexual people will experience domestic abuse along with 80% of the Trans community. Nationally LGBT reporting to the Police is underrepresented due to a number of barriers that include a reluctance to report, confidence in being taken seriously and responses that are insensitive to same sex partners. The Buckinghamshire Domestic Violence and Abuse (DVA) Strategy for 2018-2021 has been drafted. The District Council's Community Safety team was involved in a multi-agency workshop held in October 2017 to help develop the strategic aims and outcomes of this new strategy. The Councils and other partner agencies have been asked to submit all comments to the Safer and Stronger Partnership Board by the 3<sup>rd</sup> April.
- 3.6 The Strategy's vision is 'Everyone in Buckinghamshire lives a life free from domestic abuse' and its strategic aims are to:
1. Prevent domestic abuse from happening by raising awareness and challenging attitudes and behaviours which foster or tolerate it.
  2. Reduce the impact of domestic abuse on children and adults by intervening early.
  3. Provide support to victims.
  4. Ensure perpetrators are held to account.
  5. Reduce the risk of people becoming victims again.
- 3.7 These aims will be achieved through working in partnership with all agencies.
- 3.8 The Strategy outlines in detail how the aims will be achieved but primarily it will be through:

**Prevent** - Informing our communities of the indicators of Domestic Abuse and help available. Raising awareness to children and young people of what constitutes healthy relationships.

**Support** - Offering help to victims irrespective of age, gender, culture, sexuality need or their level of risk.

**Protect** - Working with victims to lead safer lives through support services and safeguarding structures as well as protecting them from perpetrators through prosecution, restraining orders or via perpetrator behaviour programmes.

**Recovery** - Helping victims to feel safe and move on to lead happier, more empowered lives.

3.9 The following actions will form the starting point for a detailed action plan drawn up collaboratively with partners.

#### **Prevent**

- Prevent domestic abuse from happening by raising awareness and challenging attitudes and behaviours which foster or tolerate it.

#### **Support**

- Reduce the impact of domestic abuse on children and adults by intervening early by working in partnership across all agencies:
- Provide support to victims
- Ensure perpetrators are held to account
- Reduce the risk of people becoming victims again

#### **Protect**

- Provide support to victims
- Ensure perpetrators are held to account
- Reduce the risk of people becoming victims again

#### **Recovery**

- Provide support to victims
- Reduce the risk of people becoming victims again

### **How can the District support the strategy?**

#### **Community Safety**

3.9 The Community Safety team at the District Council works closely with a number of agencies in this area of work.

3.10 In particular, the team works with Bucks County Council, Chiltern Clinical Commissioning Group and Thames Valley Police to raise awareness of the services available to both victims and perpetrators. This includes stands at community events and supermarkets, supporting White Ribbon Day with a cake sale and ensuring posters and leaflets are available in GP surgeries.

- 3.11 The Community Safety Manager works closely with the Chiltern and South Bucks Domestic Abuse Engagement Worker (funded by Thames Valley Police and BCC) who focuses on reducing the number of repeat incidents to standard risk victims and attends the monthly multi-agency safeguarding meeting to discuss the top 10 victims and offenders and identify what support is required.
- 3.12 Domestic Abuse information and awareness training is available for front line staff to ensure they recognise the signs and know what to do. The Community Safety Officers are also Domestic Abuse Champions and will support staff to ensure appropriate agencies are contacted if they are working with a victim or perpetrator.
- 3.13 The Community Safety Manager also works closely with the Housing team to support information sharing with the Police and the Early Help Panel.
- 3.14 The Housing team attend MARAC (Multi-Agency Risk Assessment Conference) to discuss medium and high risk cases and ensure appropriate safety plans are in place for victims.
- 3.15 The Community Safety team will work closely with partner agencies to help develop and support delivery of the new action plan.

## **Housing**

- 3.16 The Housing Act 1996 and associated guidance places a clear duty on the Council to assist victims of domestic abuse who are seeking housing assistance. This encompasses threatening behaviour, violence and abuse (psychological, physical, sexual, financial or emotional). Under the Act, it is not deemed reasonable for a person to continue to occupy their home if it is probable that this will lead to violence or threats of violence which are likely to be carried out by a person who is associated with the victim. In this situation, a person will be deemed to be homeless and the Council will have a duty to provide assistance and secure accommodation for the household.
- 3.17 The Government's Code of Guidance on Homelessness makes it clear that an assessment of the likelihood of a threat of violence or abuse being carried out should not be based on whether there has been actual violence or abuse in the past. The Council is expected to consider all aspects of the case when making a decision on housing assistance for a person reporting to be a victim of domestic violence.
- 3.18 The draft Bucks DVA Strategy emphasises the importance of agencies working in partnership when dealing with victims of domestic violence. This directly reflects the Government's Code of Guidance on Homelessness which states that the Council should be a key partner in local domestic violence partnerships and should be represented at the local multi-agency risk assessment conference (MARAC). Council Housing Officers are already regular attendees at MARAC and this cross agency working forms a key part of the Council's assessment of its duty to a reported victim of domestic violence.

- 3.19 The section in the draft strategy titled “Provide Support to Victims – Reduce the risk of people becoming victims again” makes specific reference to Housing, namely that:
- 3.20 “Housing applications are given priority status which enables fast and effective “move on” from confidential safe houses and refuges so victims and their children can live in home which is safe. ”
- 3.21 The Council already has a duty to secure temporary and longer term housing for victims of domestic violence when (i) he/she has applied for homelessness assistance and (ii) the Council has accepted the main housing duty in response to this application. However, while the Council will always seek to provide alternative secure and safe accommodation as soon as possible, it must be recognised that the demand for family housing (i.e. 2 or more bedrooms) is very high. The availability of family housing is very limited in comparison to the demand and the Council has a range of priority cases that it is trying to assist at any time. Consequently, it is not always possible for the Council to secure a “fast” move-on for a victim. Some victims will have very specific housing requirements in terms of property and location which can severely limit the availability of options for move on.

**4. Consultation**

The Healthy Community PAG considered and supported the draft strategy, and the Councils draft response, with the recommendation that the Strategy be retitled Domestic Abuse Strategy

**5. Options (if any)**

To endorse the strategy and devise a district action plan that can link with countywide actions.

**6. Corporate Implications**

*Reports must include specific comments addressing the following implications;*

*7.1 Financial – domestic abuse can have a direct financial impact on homelessness as the council would be required to accommodate those fleeing violence and in priority need*

*7.2 Legal – guidance expects that Councils will work in partnership to address the causes and impacts of domestic abuse*

*7.3 Crime and Disorder- domestic abuse can have a significant impacts on local policing resources and may result in the Community Safety Partnership being required to conduct a Domestic Homicide Review*

**7. Links to Council Policy Objectives**

We will work towards safe, healthy and cohesive communities

**8. Next Step**

*To note the report and support the DVA Strategy 2018-2021 through the development of a local action plan*

<b>Background Papers:</b>	As noted in report
---------------------------	--------------------

This page is intentionally left blank

# BUCKINGHAMSHIRE DOMESTIC ABUSE STRATEGY

2018 - 2021

# CONTENTS

<b>Foreword</b>	<b>3</b>
<b>Strategic Summary - Vision, Aims and Outcomes</b>	<b>4</b>
<b>Prevent, Support, Protect, Recovery</b>	<b>6</b>
<b>What is Domestic Abuse?</b>	<b>8</b>
<b>What is Known to Work?</b>	<b>8</b>
<b>Domestic Abuse - the Impact</b>	<b>9</b>
<b>The National Picture</b>	<b>10</b>
<b>Buckinghamshire's Picture of Domestic Abuse</b>	<b>11</b>
<b>Cost Saving Through Intervention</b>	<b>12</b>
<b>Strategic Overview in Buckinghamshire</b>	<b>12</b>
<b>Principles</b>	<b>14</b>
<b>Key Actions to Deliver Strategy:</b>	
Prevent Delivery Plan	15
Support Delivery Plan	16
Protect Delivery Plan	17
Recovery Delivery Plan	18
<b>Glossary</b>	<b>19</b>

# FORWARD



## Councillor Noel Brown – Cabinet Member for Community Engagement

The impact of domestic abuse upon our community is catastrophic. Domestic abuse survivors and their children can face ongoing and challenging affects after enduring physical, mental, or emotional abuse. It is crucial that all partners work together to ensure that we keep victims and their children safe and hold perpetrators to account for their behaviour. Our vision is that “everyone in Buckinghamshire lives a life free from domestic abuse” and we will do our best to help achieve it.



## Councillor Warren Whyte- Cabinet Member for Children’s Services

Whether children witness or experience abuse, it can take a significant toll on their development. This three year strategy seeks to further establish earlier intervention and deliver healthy relationships not only in the secondary school setting, but in primary schools. We want to build on previous work with all partners to effectively combat domestic abuse and limit the adverse consequences it has on the lives of our young people in Buckinghamshire.



## Councillor Lin Hazel- Cabinet Member for Health & Wellbeing

Domestic abuse has a considerable impact on the health and wellbeing of victims and their children. As well as the short term effects of domestic abuse (such as physical injury) there are enormous long term effects on individual’s mental health. Over the course of this 3 year strategy partners will continue to work with victims to alleviate their short and long term issues and support them to lead empowered, safer and happier lives.



## Jane O’Grady – Service Director, Communities & Public Health

Domestic abuse can happen to anyone and anyone can commit abuse. It can happen to women and men, in same-sex and heterosexual couples, among all occupational groups. We are committed to working with all our partners to achieve the best possible outcomes for victims and their children. We endeavour to ensure that domestic abuse is given a high profile to maintain the focus required to continue to make the progress for all impacted in Buckinghamshire.

# STRATEGIC SUMMARY

## Vision, Aims and Outcomes



### Our Buckinghamshire Vision

Everyone in  
Buckinghamshire lives a life  
free from domestic abuse.



### Strategic Aims: by working in partnership with all agencies

1. Help prevent domestic abuse from happening by raising awareness and challenging attitudes and behaviours which foster or tolerate it.
2. Reduce the impact of domestic abuse on children and adults by intervening early.
3. Provide support to victims.
4. Ensure perpetrators are held to account.
5. Reduce the risk of people becoming victims again.

## Outcomes: what is the impact we want from this strategy?

### 1. Education

School age children are made aware of what constitutes a healthy relationship and domestic abuse.

### 2. Awareness

Increase residents' awareness of domestic abuse so they understand how they can help to report abuse and support victims.

### 3. Identification

Improve knowledge around risk factors linked to domestic abuse victims, perpetrators and their children to enable early identification by a wide range of frontline practitioners & partner agencies. (Including knowledge gained from Domestic Homicide Reviews).

### 4. Safeguarding

Ensure those identified at risk of harm are referred appropriately and receive support to tackle the risk and make them feel safe.

### 5. Accessible Support

Improved communication on where and how victims can access support when they need it most and which enables them and their children to be safe.

### 6. Victim's Perspective of Success

Improved health and wellbeing of victims which improves resilience to initiate change.

### 7. Reporting

Increased reporting of domestic abuse to police and ensuring reports are dealt with appropriately.

### 8. Increasing Prosecutions

Improve the way evidence is gathered and increase victimless prosecution.

### 9. Reducing Future Harm

More perpetrators of domestic abuse are supported to change their behaviour (where appropriate), resulting in fewer repeat victims of domestic abuse.

## How will we deliver the strategy?

### PREVENT

Informing our communities of the indicators of domestic abuse and help available. Raising awareness to children and young people of what constitutes healthy relationships.

### SUPPORT

Offering help to victims irrespective of age, gender, culture, sexuality need or their level of risk.

### PROTECT

Working with victims to lead safer lives through support services and safeguarding structures as well as protecting them from perpetrators through prosecution, restraining orders or via perpetrator behaviour programmes.

### RECOVERY

Helping victims to feel safe and move on to lead happier, more empowered lives.

## WE WILL:

Work in multi-agency partnership with all residents regardless of their age, gender, culture, religion, sexuality to ensure that people can live a life free from domestic abuse. We will do this by developing four strategic delivery strands.

### PREVENT



We will give accessible information to residents to develop an understanding about the indicators of domestic abuse and the help available so that those affected can get support when they need it.

We will help schools, services who work with children and young people and parents to spread the message to children and young people of what constitutes healthy relationships so that they understand warning signs including controlling or coercive behaviour for relationships they might be in.

We will work with professionals to help train them about how domestic abuse concerns can be discussed with children, young people and adults to break down barriers around speaking about domestic abuse.

### SUPPORT



We will ensure professionals and residents are signposted to support that best meets their needs which could include advice, peer support, counselling or advocacy.

We will work with providers to offer support at different places throughout the county and deliver this in a variety of ways such as via; phone support, one to one and in group work environments where natural networks of support can be built.

We will work with partners to develop support for children and young people that recognises they can both be a victim of parent/carer domestic abuse as well as being themselves in abusive teenage relationships.

We will work with partners to deliver support that is cognisant of individual abilities, language barriers, cultural and gender considerations.

We will work with partners to challenge the behaviours of perpetrators and support them to change.

## PROTECT

We will work in multi-agency partnership to coordinate our response to keeping high risk victims safe.

We will support the Police in all prosecution efforts including increasing “victimless” prosecutions.



We will offer advice and practical support to improve home security to enable households at risk of domestic abuse the choice to remain safely in their own homes.

We will enable victims and their children to escape their abuser by moving into a confidential refuge to stay temporarily, subject to capacity and safety considerations this accommodation may be out of county.

We will work with victims and their children to create their own safety plans which identifies the actions to be taken to keep them safe and the people they are comfortable speaking to if they have concerns.

We will disseminate to professionals and support services contemporary knowledge and research, including key points from Domestic Homicide Reviews, on how to best support and protect victims.

## RECOVERY



We will maintain clear pathways for people to “move on” from confidential refuges to live in a new place of safety.

We will ensure that where a prosecution has been successful, victims receive appropriate and timely communications prior to offender’s release.

We will ensure that perpetrators who are committed to changing their abusive behaviour can access ongoing support to address the causal factors of their behaviour.

## WHAT IS DOMESTIC ABUSE?

The cross-government definition of Domestic Abuse (DA) is:

***“Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to; psychological, physical, sexual, financial and emotional abuse”.***

(Home Office, March 2013)

**Controlling behaviour** is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

**Coercive behaviour** is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

## WHAT IS KNOWN TO WORK WHEN TACKLING DOMESTIC ABUSE?

- **School-based education programmes** that promote healthy relationship have been particularly successful in reducing violence towards current dating partners.
- Community based outcome-oriented **victim support**; needs based and accessible – 57% of 996 cases evaluated saw a cessation of abuse following IDVA involvement.
- **Multiagency coordination** as part of a larger thought out strategy.
- **Training health professionals** to identify abuse can improve disclosure and onward referral. Enquiring at routine and ad hoc appointments can be equally effective, such as at A&E or during routine pregnancy checks.
- **Mandatory DA screening at health facilities** – study showed increased detection between screening in female health services and control group (41% vs 14%).
- **Controlling substance abuse** as part of improving DA (coordinated and joined-up) – reduction in mean number of violent incidents post-combined treatment programme from 6.6 to 0.95 per month.
- **Perpetrator interventions** for all but the most serious DA – Mirabel study on interventions showed sexual violence and violence with weapons decrease from 30% and 29% respectively, to 0% in a 12-month evaluation.

*For detail of references to national evidence of what works please refer to the additional information paper.*

# DOMESTIC ABUSE - THE IMPACT ON THE WHOLE COMMUNITY

Anyone can be a victim of domestic abuse and anyone can perpetrate it. Whether committed by family members upon another, or taking place within intimate partner relationships; victims are female and male, whether in heterosexual or same sex relationships and abuse occurs among all occupational groups. Domestic abuse involves any incident of controlling, coercive or threatening behaviour, not just violence or abuse between partners.

Domestic abuse is a largely invisible crime. Although domestic abuse affects both men and women female victims are disproportionately higher and women are more likely to experience repeat incidents. It is often difficult to measure the national picture accurately as women are often reluctant or afraid to report it to the police. Many abused women find it difficult to function in their daily lives because of the effects of domestic abuse. Absences from work due to injuries or visits to the doctor often cause them to lose their jobs, making them less able to leave their abusive situations<sup>1</sup>.

**Male victims** of domestic abuse can often find it difficult to admit what is really happening to them. Many abused men believe that experiencing abuse in some way affects their masculinity or that they are not “real men” if they are suffering. 3,085 men reported being a victim of domestic abuse in 2016. In 1,155 of these cases a woman had been the perpetrator of the violence, 1,930 of these cases being from same sex relationships<sup>2</sup>. Men have exactly the same rights as women to be safe in their own homes and statutory services have a duty to provide services to all, irrespective of gender and sexuality.

More than 30% of domestic abuse starts in pregnancy, and existing abuse may get worse during pregnancy or after giving birth. It can result in a wide range of impacts on mother and baby including miscarriage, preterm labour, low birthweight, and long lasting physical disability. The impact on the mother includes physical harm, depression, anxiety and post-traumatic stress disorder.

**Children** who live with domestic abuse are at an increased risk of behavioural problems and emotional trauma, and mental health difficulties in adult life. Not all children who live with domestic abuse will exhibit problems or difficulties either immediately or later in life, but all will be affected in some way.

The abuse experienced by victims who are **Black, Asian or from a minority ethnic group** as well as those who have been refugees can be further complicated by other relevant abusive factors such as forced marriage, or female genital mutilation (FGM). Women from Black, Asian or minority ethnic communities are likely to face additional barriers to receiving the help that they need; the most profound barrier being communication for non-English speakers.

Research shows that 1 in 4 **Lesbian, Gay and Bi-sexual people** will experience domestic abuse along with 80% of the Trans community. Nationally LGBT reporting to the Police is underrepresented due to a number of barriers that include a reluctance to report, confidence in being taken seriously and responses that are insensitive to same sex partners.

---

<sup>1</sup> <https://www.healthyplace.com/abuse/domestic-violence/effects-of-domestic-violence-domestic-abuse-on-women-and-children/>

<sup>2</sup> <http://www.safedate.org.uk/male-domestic-abuse> Page 311

# THE NATIONAL PICTURE



**1 in 4** women experience domestic abuse in their lifetime <sup>1</sup>



In the year ending March 2016, **1.2 million** women reported experiences of domestic abuse <sup>2</sup>



There is hidden victimisation in the over 65's and increasing cases involving parent abuse from their children and against people with a disability <sup>4</sup>



Domestic abuse claims the lives of around 2 women per week. <sup>5</sup>



LGBT victims need to feel services cater for them too <sup>6</sup>

**16 - 24**

Higher levels of abuse amongst those aged between 16-24 <sup>3</sup>



Domestic abuse related crime is 10% of total crime <sup>9</sup>



Women who have experienced domestic abuse are **fifteen times** more likely to misuse alcohol, **nine times** more likely to misuse drugs, and **five times** more likely to attempt suicide <sup>11</sup>



**45%**

of domestic abuse victims go on to have mental health issues <sup>10</sup>



**35%**

of households have a second incident within 5 weeks <sup>7</sup>



<sup>1&2</sup> <https://www.refuge.org.uk/our-work/forms-of-violence-and-abuse/domestic-violence/domestic-violence-the-facts/>

<sup>3</sup> <https://www.ons.gov.uk/peoplepopulationandcommunity/crimeandjustice/compendium/focusonviolentcrimeandsexualoffences/yearendingmarch2015/chapter1overviewofviolentcrimeandsexualoffences>

<sup>4</sup> [www.safelives.org.uk/spotlight-1-older-people-and-domestic-abuse](http://www.safelives.org.uk/spotlight-1-older-people-and-domestic-abuse)

<sup>5</sup> Office of National Statistics (2015)

<sup>6</sup> Bucks LGBT DVA Report (2016)

<sup>7</sup> <http://www.selfhelpguides.ntw.nhs.uk/devon/leaflets/selfhelp/Domestic%20Violence.pdf>

<sup>8</sup> [www.womensaid.org.uk](http://www.womensaid.org.uk)

<sup>10</sup> <https://www.womensaid.org.uk/the-survivors-handbook/domestic-abuse-and-your-physical-health/>

<sup>11</sup> Bucks DVA Needs Assessment (2014)

# BUCKINGHAMSHIRE'S PICTURE OF DOMESTIC ABUSE



The financial costs of DA in Buckinghamshire are estimated to be in excess of

**£48 million per annum**

These costs fall predominately on the NHS and criminal justice system <sup>1</sup>



In Buckinghamshire from October 2015 to October 2016, there were

**8,923** reported incidents of domestic abuse <sup>2</sup>



Buckinghamshire IDVA clients have typically called Thames Valley Police between 1 to 5 times prior to referral to Independent Domestic Violence Advocate <sup>3</sup>

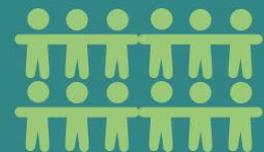


The prevalence of domestic abuse is one of the county's biggest challenges. It is a risk factor for 62% of children who are subject to a child protection plan <sup>4</sup>



**40%**

of Early Help Panel referrals in Buckinghamshire have had a police call out for DA <sup>5</sup>



During 2016-17 the Family Resilience Service supported **1870** children, who had experience of domestic abuse <sup>6</sup>



101 women and 104 children and young people used Buckinghamshire refuges over the period 2015/16 <sup>7</sup>



187 women and 203 children and young people could not be accommodated in refuge in Buckinghamshire due to lack of suitable space In 2015/16 <sup>8</sup>



DA compared with other types of violent crime: in 2016 High Wycombe had 740 reported incidents of (non DA) violent crime and 1,777 reported incidents of DA <sup>9</sup>

<sup>1</sup> Buckinghamshire DVA Needs Assessment 2014

<sup>2</sup> Buckinghamshire Women's Aid Data 2015/16

<sup>3</sup> Buckinghamshire Women's Aid Data 2016/17

<sup>4</sup> Ofsted Report January 2018

<sup>5</sup> Buckinghamshire Early Help data (2017)

<sup>6</sup> Buckinghamshire Family Resilience data (2017)

<sup>7,8&9</sup> Buckinghamshire Women's Aid Data

# COST SAVING AND COST AVOIDANCE THROUGH INTERVENTION

Return on investment for domestic abuse intervention services can be calculated using the unit cost database developed by the New Economy project in Greater Manchester<sup>3</sup>, which is also responsible for the development of the nationally acknowledged cost-benefit analysis (CBA) model and is used by HM Treasury.

The return on investment for reducing domestic abuse is £10,738 for every incident prevented. This figure includes the financial cost to the public sector of each incident, including the criminal justice system and health services, of £2,470 (2008/09); the economic cost in terms of sick days taken of £1,692 per incident (2008/09); and the social cost to the individual in terms of harm experienced of £6,795 (2008/09) for each incident. In addition to these, domestic abuse victims and their children are vulnerable to longer term adverse effects. Victims of domestic abuse are significantly more likely to experience mental health issues, which are not calculated in the above costs, and children that witness domestic abuse are more likely to experience it as adults.

## STRATEGIC OVERVIEW OF DOMESTIC ABUSE IN BUCKINGHAMSHIRE

Domestic abuse is a significant factor in a large proportion of BCC's core business, for example it is a risk factor in 62% of Bucks children subject to a child protection plan. It also drives other BCC costs such as spot purchasing of Pupil Referral Unit places for excluded children, 20% of which disclose to the PRU that they have been witness to DA.

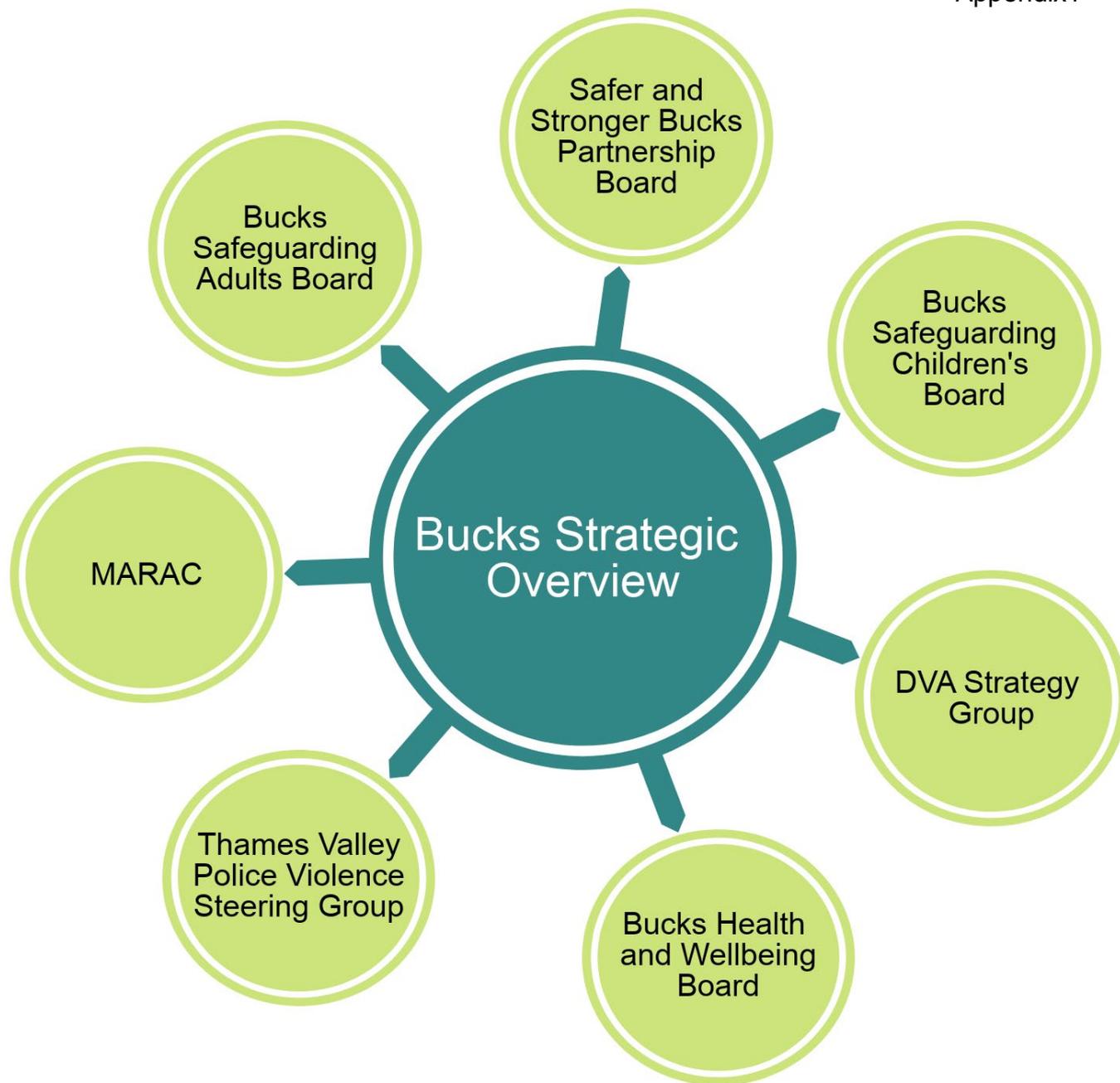
In addition to being a significant driver of demand for BCC it also creates demands across the public sector; it is the second highest demand on Thames Valley Police who describe DA as a "volume crime". Similarly for the Department of Work & Pensions (Job Centres) a 6 month sample in 2016 of lone parents benefit claimants signing at Chesham shown that 36% had filed a DA complaint with TVP (presumably the reason that led to them living as lone parents claiming benefits).

However strategically safeguarding is everyone's responsibility and our response to domestic abuse is linked to a multi-agency approach in developing robust partnership arrangements protecting vulnerable groups. In Buckinghamshire, the Safeguarding Joint Protocol is in place to ensure the following:

- clarity around the roles and responsibilities of the partnerships boards seen in Figure 1 (page 13)
- that work is well co-ordinated with no duplication of effort
- that we achieve more by working together
- that working together has a positive impact on outcomes for Buckinghamshire residents
- that there is effective challenge and scrutiny of safeguarding arrangements across Buckinghamshire<sup>4</sup>.

<sup>3</sup> Greater Manchester New Economy (2015) 'Unit Cost Dabase v1.4' [Online: <http://neweconomymanchester.com/our-work/research-evaluation-cost-benefit-analysis/cost-benefit-analysis>]

<sup>4</sup> <http://www.bucks-lscb.org.uk/wp-content/uploads/About%20the%20BSCB/Joint-Protocol-January-2017.pdf>



**Figure 1: Boards linking the partnership's wider role around Safeguarding with governance around Domestic Abuse.**



# BUCKINGHAMSHIRE DOMESTIC ABUSE STRATEGY 2018-2021

## Principles & Actions

### Strategic Aims: by working in partnership with all agencies

1. Help prevent domestic abuse from happening by raising awareness and challenging attitudes and behaviours which foster or tolerate it.
2. Reduce the impact of domestic abuse on children and adults by intervening early.
3. Provide support to victims.
4. Ensure perpetrators are held to account.
5. Reduce the risk of people becoming victims again.

In working to these strategic aims the following principles will be followed:

1. Commissioning services jointly where this makes sense.
2. Taking account of the views of those supporting victims and those working with perpetrators.
3. Learning from good practice locally, nationally and key lessons from Domestic Homicide Reviews from across Thames Valley.
4. Training our workforce to support all partner agencies that address domestic violence and abuse.
5. Designing services that take account of what those affected by domestic abuse tell us they need including listening to children's perspectives.
6. Sharing information safely, proportionately and appropriately
7. Achieving better value for money in quality and cost.

## KEY ACTIONS

The following outlined actions, outcomes and progress indicators will form the starting point for a detailed, refreshed action plan drawn up collaboratively with partners. The action plan will be informed by recent work such as the 2017 Bucks Safeguarding Children's Board domestic abuse audit and will focus on the four broad principles of *Prevent, Support, Protect & Recovery*.

## PREVENT

*Help prevent domestic abuse from happening by raising awareness and challenging attitudes and behaviours which foster or tolerate it.*

### What strategic action should we take?

1. Deliver healthy relationships awareness to pupils in primary, secondary and special schools. Establish domestic abuse awareness training and champions in schools among teachers & wider school staff.
2. The Buckinghamshire core IDVA centred service in place across the County is accessible, communicated and understood by all partners and residents.
3. Explore options to widen the support offer by changing Sex & Relationship Education (SRE) and/or Personal Social & Health Education (PHSE) within schools to cover specialist Domestic Violence and Abuse awareness raising.
4. Working with wider community groups and building their awareness around domestic abuse.
5. Roll out *Operation Encompass*<sup>5</sup> across the county in order to acknowledge and understand the impact of Domestic Abuse as an Adverse Childhood Experience.
6. Continue to facilitate and expand the domestic abuse champion's network.

### Key Outcomes & indicators of progress on this measure

1. Young people are able to demonstrate a good understanding of healthy relationships (able to identify risky situations, identify signs of safety and be aware of how to seek out support from professionals).
  - *38 awareness raising sessions delivered in 2018/19 in secondary schools across the county with a target pupil audience of 1800.*
2. Funding identified for awareness raising sessions in schools to continue in 2019/20.
  - *Explore options for including service in recommissioned DVA Integrated contract due to start April 2021.*
3. Increase in numbers of young people reporting domestic abuse/interpersonal abuse via school.
  - *As measured through DVA youth workers referrals for 1:1 support. Capacity 80 referrals in 2018/19.*
4. Via roll out of Operation Encompass reduction in missing, suspended or excluded children at school as domestic abuse incidents are known within schools.
  - *Data from TVP Operation Encompass.*
5. Membership of the Champion's Network is increased.
  - *Increase on 280 members at close of 2017.*

<sup>5</sup> *Operation Encompass* Is the reporting to schools before the start of the next school day when a child or young person has been involved or exposed to a domestic abuse incident the previous evening. The information is given in strict confidence to a school's Key Adult to enable support to be given dependent on the needs and wishes of the child.

## SUPPORT

**Reduce the impact of domestic abuse on children and adults by intervening early by working in partnership across all agencies:**

***Provide support to victims***

***Ensure perpetrators are held to account***

***Reduce the risk of people becoming victims again***

### What strategic action should we take?

1. Maintain the 2017/18 level of core services, including IDVA provision for adults.
2. Increase provision of specialist DA services for children and young people who experience it within their family environment, or within their own relationships with a view to increasing capacity to work with schools and stability of services.
3. Engage specialist sexual health, substance misuse and mental health services for young people and adults to ensure that every contact counts and opportunities to act are not missed.
4. Provide easily accessible information in order for professionals and victims to be aware of what provision is available.
5. Provide flexibility in eligibility for access to services for victims and their children.

### Key Outcomes & indicators of progress on this measure

1. Maintain 2017/18 level of positive outcomes for victims as measured by Women's Aid.
  - *Caseload of 700 victim referrals per annum from 2018/19 reporting reduced risk.*
2. Increase in number of children accessing appropriate support services.
  - *As measured through DVA youth workers referrals for 1:1 support. Capacity 80 referrals 2018/19 utilised.*
3. Increase in victim referrals from under-represented community groups.
  - *As measured via new Black, Minority Ethnic & Refugee (BAMER) service anticipated operational 1/4/18. Capacity anticipated 40 clients per annum to be confirmed via tender being progressed by Office for Police & Crime Commissioner (OPCC) MK Authority.*
4. Increase in referrals into mental health services.
  - *As measured via new Complex Needs Oxford Health service anticipated start 1/4/18. Capacity 8 1:1 + 15 group work tbc.*
  - *Review Complex Needs OPCC funded pilot after 12 months (April 2019).*
5. An effective and well promoted website to share information of services.
  - *Ensuring DVA services are on Family Information Service website for residents and professionals and explore what other websites would be suitable.*

## PROTECT

***Provide support to victims***  
***Ensure perpetrators are held to account***  
***Reduce the risk of people becoming victims again***

### What strategic action should we take?

1. Support the Police in all prosecution efforts including increasing “victimless” prosecutions (prosecutions without the victim being involved in bringing charges).
2. Safety planning for victims of domestic abuse and their children is adopted which identifies trusted people to share concerns with and what actions they should take to keep themselves safe now and if further incidents occurred.
3. Ensure children are protected and ensure professionals providing support understand domestic abuse and local safeguarding procedures.
4. Greater promotion and use of Clare’s Law so potential victims are aware of their partner’s history.
5. Ensure our services have the capacity to consult survivors prior to release of their perpetrator of their whereabouts and conditions.
6. To work in partnership to maximise the voice of the child when it comes to contact with perpetrators.
7. Work in partnership to ensure appropriate referrals are made to perpetrator pilot programmes.

### Key Outcomes & indicators of progress on this measure

1. Number and proportion of successful prosecutions.
  - *Thames Valley Police (TVP) quarterly dashboard.*
2. Reduction in reported repeat incidents of abuse.
  - *As measured via TVP data and children’s social care data.*
3. Number of perpetrators identified, referred into behaviour change pilot programmes and successfully completing the programme.
  - *As measured via Positive Relationships Programme pilot.*
4. More victims/families are able to stay within the home if they choose to.
  - *Registered Social Landlord data and appropriate take up of “sanctuary”.*
5. Increase in the number of Clare’s Law requests to Thames Valley Police.
  - *Request to TVP regarding the viability of adding to dashboard.*
6. Survivors report that they have been communicated with prior to perpetrator release.
  - *Investigate the options for data capture via TVP / witness service and Community Rehabilitation Company / probation*

## RECOVERY

***Provide support to victims  
Reduce the risk of people becoming victims again***

### What strategic action should we take?

1. Multi-agency working gives clear guidance and information on the victim's situation so local authorities can deliver the best response to meet the victim's short term and long term housing needs.
2. We will ensure that where a prosecution has been successful, victims receive appropriate and timely communications prior to offender's release.
3. Networks are developed so that victims can connect with other survivors of domestic abuse for ongoing peer support, to reduce isolation and promote self-esteem.
4. Perpetrators who are committed to changing their abusive behaviour can access ongoing support to address the causal factors of their behaviour.

### Key Outcomes & indicators of progress on this measure

1. There is clearer, demonstrable understanding in the processes of how the victim's safety can be secured if she/he does not wish to move away from the area where they lived previously.
2. Probation, Community Rehabilitation Company (CRC), Thames Valley Police and Women's Aid coordinating to ensure communications prior to offender's release.
  - *As measured via Thames Valley Police data and developing DVA dashboard (due 2018).*
3. Ensure Freedom Programme continues to operate and be geographically accessible as a peer support mechanism.
  - *Measure number and location of Freedom Programme courses.*
4. Ensure widest possible referrals into the county's only perpetrator programme and monitoring attendance.
  - *As measured by Positive Relationships Programme (CRC data)*

## Glossary

**AWA** - Aylesbury Women's Aid

**BCC** - Buckinghamshire County Council

**BAMER** - Black and Minority Ethnic Refugee

**BSAB** - Bucks Safeguarding Adult's Board

**BSCB** - Bucks Safeguarding Children's Board

**CSP** - Community Safety Partnership

**Champion's Network** - A network of professionals in Bucks united in raising awareness of DVA.

**CPS** - Crown Prosecution Service

**DASH** - Domestic Abuse, Stalking, Harassment and Honour Based Violence – the name given to the risk assessment and referral used by professionals

**DHR** - Domestic Homicide Review

**DA** - Domestic Abuse

**DVA** - Domestic Violence and Abuse

**DVDS/Clare's Law** - Information is given to an individual, family member or third party to indicate whether a particular person has a history of domestic abuse and may pose a risk.

**DVPO/DVPN** - Domestic Violence Protection Orders (DVPOs) can provide immediate protection for a victim in the aftermath of a domestic abuse incident. DVPOs are a civil order that can be applied for by the police and granted by a magistrate.

**FP** - Freedom Programme – for women to learn more about domestic violence and become empowered to make their own choices

**IDVA** - Independent Domestic Violence Advocate – provides independent support to medium and high risk victims of domestic abuse

**LAGLO** - Lesbian and Gay Liaison Officer (at Thames Valley Police)

**LGBT** - Lesbian, Gay, Bi-Sexual and Transgendered

**MARAC** - Multi Agency Risk Assessment Conference – for agencies to discuss high risk victims of domestic abuse

**Operation Encompass** - Is the reporting to schools before the start of the next school day when a child or young person has been involved or exposed to a domestic abuse incident the previous evening. The information is given in strict confidence to a school's Key Adult to enable support to be given dependent on the needs and wishes of the child.

**PCC** - Police and Crime Commissioner

**RSL** - Registered Social Landlord

**Safelives** - A national charity dedicated to ending domestic abuse who support professionals

**Serious Case Review (SCR)** - A SCR takes place after a child dies or is seriously injured and abuse or neglect is thought to have been involved.

**SSBPB** - Safer & Stronger Bucks Partnership Board

**T&FG** - Task & Finish Group

**TVP** - Thames Valley Police

**WWA** - Wycombe Women's Aid

This page is intentionally left blank

# ADDITIONAL INFORMATION PAPER

## BUCKINGHAMSHIRE DOMESTIC ABUSE STRATEGY

2018 - 2021

<b>Appendix 1: What works and our research</b>	<b>2</b>
<b>Appendix 2: List of Services (current at January 2018)</b>	<b>8</b>
<b>Appendix 3: Victim risk Factors</b>	<b>10</b>
<b>Appendix 4: How do we assess and respond to Domestic Abuse</b>	<b>11</b>

# APPENDIX 1 - What works?

## What works best?

*These are examples of evidence to help illustrate the level of impact these measures have on domestic abuse.*

**Evidence from research at Centre for Public Health at John Moores University:  
Key points of relevance from “Protecting people Promoting Health – a public health approach to prevent violence”.**

1) “Much like many infections, violence is contagious. Exposure to violence, especially as a child makes an individual more likely to be involved in violence in later life”.

This finding helps justify more emphasis on the provision of services for children (alongside adult services such as IDVA). This point was made by partners in the workshops for the strategy. However some current services for children; DVA Youth Worker south of county and DVA Youth Worker north of county are not securely funded.

2) “Violence shows one of the strongest inequalities gradients”. Emergency hospital admission rates for violence are around five times higher in the most deprived communities than in the most affluent.

This finding underlines the importance of a geographic focus for some BCC services and the importance of targeting services into Aylesbury, High Wycombe and Chesham; the county’s largest communities and the site of the majority of our deprived neighbourhoods.

3) Trained health professionals are in an excellent position to identify victims and then refer to support services and advocacy. However this is only effective if appropriate advocacy services exist with sufficient capacity to provide “immediate access”.

Key points of relevance from “Intimate partner violence – a review of evidence for prevention”.

1) “School-based education programmes that promote healthy relationship have been successful in reducing violence towards current dating partners”. Education programmes in schools and colleges should promote gender equality and healthy relationships, challenge social norms that can encourage violent behaviour and be set in a context of raising public awareness.

This finding helps justify more emphasis on the provision of services for children, especially awareness raising and signposting from within schools. This point was made by partners in the workshops for the strategy. However the only current services for children delivered in some schools; DVA Youth Worker south of county and DVA Youth Worker north of county are not securely funded.

2) “Training health professionals to identify abuse can improve disclosure and onward referral”. Enquiring at routine and ad hoc appointments can be equally effective, such as at A&E or during routine pregnancy checks.

BCC should capitalise on the excellent DA Champions network and training by targeting more health professionals to join.

a) “Support for survivors (victims)” Victims must have access to appropriate advocacy alongside access to appropriate refuge.

b) Perpetrators/offenders. Treatment for substance misuse has been successful in reducing future intimate partner violence. Some perpetrator programmes appear to be more successful when recognising the strong association with alcohol and substance misuse and therefore focusing on relationship/violent behaviour within a perpetrator programme alongside focusing on addressing substance misuse is more likely to be successful in reducing violence.

There is currently only one pilot perpetrator programme in the county we could attempt to cross reference any participants with their need to access alcohol or substance misuse support.

## 1. Primary prevention

Leading NGOs (Non-governmental organisations) including the World Health Organization (WHO)<sup>1</sup> provide strong evidence from a range of research in high-income settings (relevant to Bucks profile) that school-based programmes are highly effective in preventing relationship violence (or dating violence) among young people.<sup>2</sup> More importantly however, early social conditioning has been proven to be the most effective method of reducing DA in communities in the long-term,<sup>3,4</sup> as new cultural norms of respecting women and solving issues amicably which develop with every generation eliminate to a large degree the most prevalent causes of DA – cultural acceptance of male dominance and gender disparities.<sup>5</sup> Such education must be integrated into young people's regular education,<sup>6</sup> be particularly targeted towards young males and repeated often, encouraging active participation and discussion on DA with role-playing exercises,<sup>7</sup> and how to handle stressful situations in a relationship – meaning that they must be more than just an occasional 'class' or 'seminar'.<sup>8</sup> A good place to start would be Canada's comprehensive 'Fourth R' programme<sup>9</sup> (also piloted in a number of EU countries) which considers that the teaching of relationship knowledge and skills should be carried out with the same embedded approach as that of core skills such as reading, writing, and arithmetic – embedding future resiliency in all children, rather than only those showing problems.<sup>10</sup>

<sup>1</sup> <http://www.who.int/mediacentre/factsheets/fs239/en/>

<sup>2</sup> Hester, M & N. Westmarland. Home Office Research Study 290: Tackling Domestic Violence: effective interventions and approaches (Home Office Research, Development and Statistics Directorate: February 2005); available at: <http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.455.9690&rep=rep1&type=pdf>

<sup>3</sup> Fox, C. L. et al. 'Evaluating the effectiveness of domestic abuse prevention education: Are certain children more or less receptive to the messages conveyed?,' *Legal and Criminological Psychology* (Vol. 21: 2016, pp. 212–227); available at <http://onlinelibrary.wiley.com/doi/10.1111/lcrp.12046/pdf>. In this study boys and girls who had received the intervention became less accepting of domestic violence and more likely to seek help from pre- to post-test compared with those in the control group; outcomes did not vary by experiences of abuse. There was evidence that the change in attitudes for those in the intervention group was maintained at 3-month follow-up. These findings suggest that such a programme shows great promise, with both boys and girls benefiting from the intervention, and those who have experienced abuse and those who have not (yet) experienced abuse showing a similar degree of attitude change.

<sup>4</sup> Bell, J. and N. Stanley. 'Learning about domestic violence: young people's responses to a Healthy Relationships programme,' *Sex Education* (Vol. 6, No. 3: August 2006, pp. 237–250); available at: <http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.413.7293&rep=rep1&type=pdf>. Recognising that domestic violence is a family problem that can occur in the household increased from 27% to 51% - increasing understanding and potential detection of issues in their own lives. There was a 62% to 80% increase in pupils who deemed it wrong to make someone have sex if they refuse – particular improvement in the attitudes among boys.

<sup>5</sup> Harvey, S. et al. Not worth reporting: women's experiences of alcohol, drugs and sexual violence (AVA Project, 2014); available at: <https://avaproject.org.uk/wp-content/uploads/2016/03/Not-worth-reporting-Full-report.pdf>

<sup>6</sup> 84% of school aged children asked for lessons on DVA - Mullender, A. Reducing domestic violence ... what works? Meeting the needs of children, Crime Reduction Research Series (Coventry, University of Warwick, 2000).

<sup>7</sup> Holly, J. & R. Scalabrino. Treat me like a human being, like someone who matters – 'Findings of the Stella Project Mental Health Initiative Survivor Consultation' (AVA Project, 2012); available at <https://avaproject.org.uk/wp-content/uploads/2016/03/Treat-me-like-a-human-being-SPMHI-survivor-consultation-report-June-2012.pdf>

<sup>8</sup> Council of Europe Convention on preventing and combating violence against women and domestic violence, (Council of Europe Treaty Series - No. 210: Istanbul, 2011); available at: <https://rm.coe.int/168008482e>

<sup>9</sup> <https://youthrelationships.org/fourth-r-programs>

<sup>10</sup> Building Effective Responses: An Independent Review of Violence against Women, Domestic Abuse and Sexual Violence Services in Wales (Social research No. 45: Welsh Government, 2014); available at: <http://clock.uclan.ac.uk/10728/1/140430-violence-against-women-domestic-abuse-sexual-violence-services-FULL%20report%20EN.pdf>

## 2. Reporting rates

Reporting rates to the authorities for women suffering DA have historically been low, with rates as low as 24% across the UK.<sup>11</sup> Nationally, women experience an average of 35 incidents of domestic violence before reporting an incident to the police.<sup>12</sup> The most oft cited reasons for low reporting rates have been cultural acquiescence, shame, and mistrust in the police and justice system. Victims of DA are also more likely to experience repeat victimisation than victims of any other types of crime<sup>13</sup> - 76% of all DA are repeat.<sup>14</sup> There are also large discrepancies in reporting DA between ethnic minorities as evidence shows that BMER (Black, Minority Ethnic and Refugee) women are less likely to report when compared to White women.<sup>15</sup> BMER women are also at higher than usual risks of repeat victimisation, and face extra barriers to reporting abuse and to seeking help.<sup>16</sup> This risk rises if there is forced marriage involved.

In an EU wide survey on DA,<sup>17</sup> it was found that the highest reporting rates for DA are in the Scandinavian countries (Denmark: 52%; Finland: 47%; Sweden: 46%) because these countries have a higher prevalence of confidential services for reporting and DA support workers. Research shows that women are far more likely to talk about their experiences with DA with family, friends, and support services which are not the police.<sup>18</sup> Women show less confidence in reporting DA to the police, both because of inherent mistrust in the police, a culture of victim blaming (especially where the DA victim was under the influence of drugs/alcohol when assaulted), and the fact that many women do not believe that imprisoning the perpetrator is the best solution, particularly in the vast majority of DA which is not of a serious nature (e.g. not GBH, battery). The London Borough of Camden also has confidential services for reporting DA as the first point of contact, which are not the police. Research has shown that community based responses like this are far more effective in increasing reporting rates, and encouraging open discussion about DA amongst victims, perpetrators and the community.<sup>19</sup> Trials in the USA of mandatory DA screening<sup>20</sup> through a series of questions when a woman visits a healthcare facility are also showing immense promise<sup>21</sup> – in this way comprehensive identification of DA can be improved, individuals reminded of the need to report and future risk lowered significantly.<sup>22</sup> Studies have shown an increase in the detection rate of DA - a study with screening in female health settings showed a 41% detection rate compared to 14% in the control group. It is suggested that from this increased disclosure will come greater opportunities to provide advocacy support – which is often linked with decreased violence and increased safety outcomes.<sup>23</sup>

<sup>11</sup> Yearnshaw, K. Leaflets for DV Victims (1997); available at [http://safer.sthelens.gov.uk/SITEMANV2/publications/40/0901316LeafletsforDVVVictims\\_3.pdf](http://safer.sthelens.gov.uk/SITEMANV2/publications/40/0901316LeafletsforDVVVictims_3.pdf)

<sup>12</sup> Ibid.

<sup>13</sup> British Crime Survey Reports, reported by Women's Aid at available at: <https://www.womensaid.org.uk/our-approach-change-that-lasts/about-change-that-lasts/>

<sup>14</sup> Flatley et al. BCS - Crime in England and Wales 2009/10, p.24 (Home Office: 2010) available at <http://rds.homeoffice.gov.uk/rds/pdfs10/hosb1210.pdf>

<sup>15</sup> 'Tackling Domestic Violence: providing advocacy and support to survivors from Black and other minority ethnic communities' (Home Office: 2005); available at: <https://www.lemosandcrane.co.uk/bluesalmon/resources/Home%20Office%20-%20Tackling%20domestic%20violence.pdf>

<sup>16</sup> Ibid.

<sup>17</sup> Violence against women: an EU-wide survey (European Union Agency For Fundamental Rights, 2014)

<sup>18</sup> Harvey, S. et al. Not worth reporting: women's experiences of alcohol, drugs and sexual violence (AVA Project, 2014); available at: <https://avaproject.org.uk/wp-content/uploads/2016/03/Not-worth-reporting-Full-report.pdf>

<sup>19</sup> Change that Lasts, (Women's Aid); available at: <https://www.womensaid.org.uk/our-approach-change-that-lasts/about-change-that-lasts/>

<sup>20</sup> <https://aspe.hhs.gov/report/screening-domestic-violence-health-care-settings>

<sup>21</sup> One study showed that a quarter of women visiting a healthcare facility revealed DVA when mandatory screening was in place – Siegel, R. M. et al., 'Screening for Domestic Violence in the Paediatric Office: A Multi-practice Experience,' CLINICAL PEDIATRICS (Vol. 42: 2003); available at: <http://journals.sagepub.com/doi/abs/10.1177/000992280304200705>

<sup>22</sup> Oehme, K. & N. Stern. 'The Case For Mandatory Training On Screening For Domestic Violence In The Wake Of The Affordable Care Act,' University of Pennsylvania Journal of Law and Social Change (Vol. 17, Iss. 1: 2014)

<sup>23</sup> Trabold, N. 'Screening for Intimate Partner Violence Within a Health Care Setting' (2007) available at: [http://www.tandfonline.com/doi/pdf/10.1300/J010v45n01\\_01?needAccess=true&instName=University+of+Southampton](http://www.tandfonline.com/doi/pdf/10.1300/J010v45n01_01?needAccess=true&instName=University+of+Southampton)

### 3. Children affected by DVA

The most commonly cited at-risk groups for DA are minorities,<sup>24</sup> pregnant women, disabled/long-term ill individuals, teenagers, those in extreme poverty, and separated women. However, the focus of this work is more on children affected by DA,<sup>25</sup> - also an at-risk group - as data shows that such children have lower attainment than those children who are not affected by DA.<sup>26</sup> Research confirms that children who suffer DA directly or indirectly do have lower performance in school, but that this is not the only cross-linkage.<sup>27</sup> Children who suffer from DA are at higher risk of problems in their personal life, develop mental health issues, problems holding down relationships, aggressive or angry behaviour, becoming withdrawn, getting into trouble, anxiety, depression or eating disorders, taking drugs or excessively drinking alcohol, and problems sleeping, including nightmares or wetting the bed.<sup>28</sup> Therefore any successful strategy to minimise the impact of DA on children must have cross-agency support to manage the cornucopia of issues which may arise.

### 4. The need for coordination

The 'need for coordination' does not only refer to a simple collaborative meeting to discuss issues but rather 'the coordination, or even, in some cases, integration of service provision and policy development so that agencies work to the same brief and adopt a consistent outcomes-based approach'.<sup>29</sup> Ensuring that all the services work collaboratively to a central strategy and definition, is a key requirement to improve DA support practice. Experience has shown a need for a holistic multi-agency approach, allowing victims to both have access to, as well as have the knowledge of the various services available.<sup>30</sup> One part of this will be the information sharing of victims across the system; from police to third party organizations/NGOs (this can be further enabled via MARAC). The need for a "joint-up" approach is promoted by a number of Home Office reports.<sup>31</sup> One component of this approach is the awareness of DA among ordinary public services – such as GPs. Studies suggest that often victims will not seek prevention services until the issue has expanded to a greater level of severity.<sup>32</sup> Ensuring GPs, social workers and other public service providers are trained to detect DA and have the knowledge of the available services to direct victims, will enable earlier interventions and risk reduction. DA therefore has to have a presence across wide-ranging service provision. An example of the current limitations was noted by Humphreys et al. who claimed that often substance (drug/alcohol) interventions and DA

<sup>24</sup> Where risks for specific types of issues is higher for particular demographic groups e.g. FGM (Horn of Africa); honour based violence (South Asia).

<sup>25</sup> Statistics show that at least 750,000 children a year nationally, are affected by DVA. Women's Mental Health: Into the Mainstream, p. 16 (Dept. of Health, 2002); accessed at: [http://webarchive.nationalarchives.gov.uk/+www.dh.gov.uk/en/Consultations/Closedconsultations/DH\\_4075478](http://webarchive.nationalarchives.gov.uk/+www.dh.gov.uk/en/Consultations/Closedconsultations/DH_4075478)

<sup>26</sup> Byrne, D. & B. Taylor. 'Children at Risk from Domestic Violence and their Educational Attainment: Perspectives of Education Welfare Officers, Social Workers and Teachers,' Child Care in Practice (Vol. 13, Iss. 3: 2007)

<sup>27</sup> Ibid.

<sup>28</sup> <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/domestic-abuse/signs-symptoms-effects/>

<sup>29</sup> Humphreys, C. et al. From good intentions to good practice: Mapping services working with families where there is domestic violence (Policy Press, Bristol: 2000; p.38) available at: <https://www.jrf.org.uk/sites/default/files/jrf/migrated/files/jr087-families-services-violence.pdf>

<sup>30</sup> Neville, L. and E. Sanders-McDonough. Preventing Domestic Violence and Abuse: Common Themes Lessons Learned from West Midlands' DHRs (Middlesex University policy paper: 2014) available at <http://www.westmidlands-pcc.gov.uk/media/346463/13-spcb-11-sep-14-domestic-homicide-reviews-research-appendix-1.pdf>

<sup>31</sup> Ibid.

<sup>32</sup> O'leary, K. D. & E. M. Woodin et al. 'Can We Prevent the Hitting? Recommendations for Preventing Intimate Partner Violence Between Young Adults,' Journal of Aggression, Maltreatment & Trauma (Vol. 13, Iss. 3-4: 2006); available at: [http://www.tandfonline.com/doi/pdf/10.1300/J146v13n03\\_06?needAccess=true&instName=University+of+Southampton](http://www.tandfonline.com/doi/pdf/10.1300/J146v13n03_06?needAccess=true&instName=University+of+Southampton)

interventions are separate – one is solved, one is maintained. Combining services has the promise of promoting reduced future risk. One study of a combined 12-week intimate partner violence & DA intervention saw a significant increase in alcohol abstinence days between the test and control group across the 12-week period. (90.2 vs 79.8 days). Furthermore violent frequency in those on the combined programme reduced from a mean 6.6 incidents per month to 0.95 per month following treatment.<sup>33</sup>

There is also a need to lower thresholds for when DA support is given, a need for clearer sub-categories of DA incidences (categories, not risk types) in order to target the right support and group similar DA categories, and better prioritisation of groups with the highest risk.

## 5. IDVA

Studies of 7 Independent Domestic Violence Advisory Services (IDVAs) services and around 1,500 clients across the UK showed positive changes in a multitude of different indicators, including help with DA prosecutions.<sup>34</sup> Most positive was the response of the majority of women who had a complete or near cessation of abuse. This is enhanced by the fact that the IDVA clients would be at medium or high-risk. Improved self-reported safety over a 27-month period was attributed to the specialist support they received – showing a direct link between IDVA and improvements in wellbeing after suffering DA. One area of lesser value was the lack of significant improvement in women experiencing non-violent abuse. As IDVA is regarded as a short-term intervention, it would suggest other services would be required to address the longer-term emotional abuse concerns. The study<sup>35</sup> suggests that combining frequent IDVA visits with multiple community resources is the best long term solution. IDVA should be in addition to the multiple services available – integrated through information sharing and inter-service referrals. Further research emphasised the importance of IDVAs in rural local authorities, areas where there is less access to information and services.<sup>36</sup> IDVA therefore can provide an essential link to other services and provide a first point of contact. Evidence suggests IDVAs play a key role in emotional support and improving perceived safety – however it is difficult to evaluate the direct effectiveness in reducing DVA when IDVAs are often one of many involved services. Samples do suggest an increased reporting rates (prosecution withdrawal reduced 53% to 27% in a year) and a reduction in violence following IDVA involvement (57% of 966 cases examined in 2009 suggested abuse had ceased following IDVA involvement)<sup>37</sup> The current change in consent for referral to IDVA in Bucks, whereby official police involvement is not required, is a step in the right direction, according to best professional practices.

<sup>33</sup> Easton et al. 'A cognitive behavioural therapy for alcohol-dependent domestic violence offenders: an integrated substance abuse-domestic violence treatment approach (SADV)' (2007) available at: <http://onlinelibrary.wiley.com/doi/10.1080/10550490601077809/epdf>

<sup>34</sup> Howarth, E. & Robinson, A. 'Responding Effectively to Women Experiencing Severe Abuse: Identifying Key Components of a British Advocacy Intervention,' *Violence Against Women* (Vol. 22, Iss.1: 2016, 41–63); available at: <http://journals.sagepub.com/doi/pdf/10.1177/1077801215597789>

<sup>35</sup> Ibid.

<sup>36</sup> Madoc-Jones, I. et al. 'Independent domestic violence advocates: perceptions of service'; available at <http://diversityhealthcare.imedpub.com/independent-domestic-violence-advocates-perceptions-of-service-users.php?aid=1910>

<sup>37</sup> Howarth (2016)

## 6. Perpetrator intervention

There is a variety of viewpoints as to the effectiveness of perpetrator intervention within the literature. A study by the University of Cambridge based on low-risk intimate partner violence perpetrators showed how a 2-day long 'Cautioning and Relationship Abuse' course lowered harm.<sup>38</sup> The sample who attended (around 150 people) showed 27% less re-arrests than the control group; if the course-attendees did go to prison again the period of imprisonment was shorter. The course provides evidence of potential improvements for first time offenders – similar methods may be inappropriate for high-risk, longer-term perpetrators.

The Mirabel Project<sup>39</sup> looked at similar domestic violence perpetrator programmes (DVPPs) and whether they could effectively alter perspectives and increase their awareness of accountability for their actions. Evidence showed improvements in behaviour after 12 months, with the greatest increases in the areas that were initially lowest at the starting period. Increases in “negotiating in disagreements” & “listening to women” saw increases for those taking part. Lesser improvements were made in women’s “space for action”, as often women were anxious to act due to previous norms of restricted action. In regards to violence the DVPP showed significant decreases; sexual violence in the women samples reduced 30% to 0% and weapon violence from 29% to 0% in 12 months – yet far smaller decreases were observed in other types of abuse. Some critiques would be that programmes provide perpetrators with greater knowledge of how to hide abuse, or other manipulative controls; similar to how counselling betters the ability of psychopaths to hide their psychopathy.<sup>40</sup> Evidence of DVPP’s effects on perpetrators’ understanding as to the effect of their DA on children was minimal.

Studies have also examined the inclusion of “time out” techniques involved in DVPPs.<sup>41</sup> This involves the practice of removing oneself from a potentially explosive situation. It was found to have greater success when applied as a practice, rather than a mandatory rule. In other words, using it as a period of time in which the perpetrator could use to reflect on their actions, whilst providing a physical interruption to violence. The study suggested some success, but also cautioned that the “time out” principle could be misappropriated to continue coercive control - for example men using the “time out” to remove themselves from partner negotiations, to escape constructive arguments or make women take a “time out” and therefore shift the power relationship and accountability.

Studies also show the importance of group work to ensure adequate reflection and challenge the behaviours of perpetrators.<sup>42</sup> They see themselves in others, can better place behaviour in perspective and thus enhance self-accountability for their action. It has also been shown that group work for victims is similarly important in providing a safe place to share experiences and to become self-aware of abuse.<sup>43</sup> One of the key components of preventing repeat DA is for the perpetrator to take accountability for their action. One method of increasing the visibility, accountability and personal blame is to encourage the sharing of the situation with children.<sup>44</sup> Evidence suggests that sharing with your children that you are part of a perpetrator intervention programme can enhance the accountability taken by the individual and improve overall family relationships.<sup>45</sup>

<sup>38</sup> Strang, D. et al. (2017); available at <https://link.springer.com/article/10.1007/s41887-017-0007-x>

<sup>39</sup> <https://www.dur.ac.uk/criva/projectmirabal/>

<sup>40</sup> Neville, L. and E. Sanders-McDonough. Preventing Domestic Violence and Abuse: Common Themes Lessons Learned from West Midlands' DHRs (Middlesex University policy paper: 2014) available at <http://www.westmidlands-pcc.gov.uk/media/346463/13-spcb-11-sep-14-domestic-homicide-reviews-research-appendix-1.pdf>

<sup>41</sup> Wistow et al. (2017); available at <http://journals.sagepub.com/doi/pdf/10.1177/1077801216647944>

<sup>42</sup> Strang, D. et al. (2017); available at <https://link.springer.com/article/10.1007/s41887-017-0007-x>

<sup>43</sup> Hester, M & N. Westmarland. Home Office Research Study 290: Tackling Domestic Violence: effective interventions and approaches (Home Office Research, Development and Statistics Directorate: February 2005); available at: <http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.455.9690&rep=rep1&type=pdf>

<sup>44</sup> Alderson et al. (2013); available at <http://onlinelibrary.wiley.com/doi/10.1002/car.2223/full>

<sup>45</sup> Ibid.

## 7. Adolescent to Parent Violence & Abuse (APVA)

A US-based study attempted to understand the socio-ecological factors associated with APVA.<sup>46</sup> The potential triggers include: exposure to DA in the household, mental illness, the role of peer relationships at school, media influence and major familial disruptions to life [such as parent separation/divorce].<sup>47</sup> One of the major concerns around this area of DA is the stigma attached and the consequent reluctance to disclose APVA.<sup>48</sup> Therefore, there is a need to provide independent services to deliver the space for women to share such experiences. This may relate to integrated collaboration with other services such as GPs – to create environments for women to share and report. Further, as evidence shows that APVA is strongly connected to other violence in the family (DA between parents), there is a need for whole family approaches. This may take the role of counselling, or parent disciplinary classes. The counselling of individuals is also suggested as often factors go beyond the household – getting adolescents to talk about peer pressures and to attend behavioural classes are suggested to mitigate the factors of peer influence on violent behaviour.<sup>49</sup>

## APPENDIX 2

### Services for Victims (Current January 2018)

Core victim support services work with women and children who have or are experiencing domestic abuse and its consequences and may be trying to escape abusive relationships. Current key providers are Aylesbury Women's Aid (AWA) and Wycombe Women's Aid (WWA). They offer safe, temporary and emergency accommodation as well as practical and emotional support in the refuge and through outreach services in the local community. All women, with or without children, are able to use their services. They also host the IDVA service in Buckinghamshire but sub-contract support male victims.

**The Independent Domestic Violence Advocate (IDVA) service** - provides inclusive services that reduce the risk of domestic abuse and promotes the safety, choices and welfare of those affected. The IDVA service is mainstay of county DA services and is provided by 8 FTE. It also aims to ensure that those who have accompanying issues, e.g. substance misuse, are given access to the specialist support they need. There is a male IDVA that supports medium and high risk male victims.

**Refuge** - Is a safe place where female victims of domestic abuse can stay temporarily if they need to escape an abusive relationship. Some women stay for a few days, others for many months. There are two refuges within Buckinghamshire and residents who need to flee are often placed outside of the county for their own protection.

**Counselling** - A free service for who are currently experiencing domestic violence or who have experienced it in the past and are still dealing with its effects. The counsellor will support the client to develop the resources needed to make changes that are right for her and her family.

**Outreach Work** - A free service for victims in Buckinghamshire who, either now or in the past, have been abused by an intimate partner or ex-partner or a close family member. It includes phone and face to face support.

<sup>46</sup> Sung, H. et al. 'The Social Ecology of Adolescent-Initiated Parent Abuse: A Review of the Literature' (2012); available at: <https://link.springer.com/article/10.1007/s10578-011-0273-y>

<sup>47</sup> Ibid.

<sup>48</sup> Jackson, D. Broadening constructions of family violence: mothers' perspectives of aggression from their children (2003); available at: <http://onlinelibrary.wiley.com/doi/10.1046/j.1365-2206.2003.00298.x/full>

<sup>49</sup> Ibid.

**Support for Asian Women** - This is an outreach service specifically for Asian women living in the community who are, or have been, experiencing domestic abuse. Women can access the same support as outreach but in their first language of Urdu, Punjabi or Hindi.<sup>50</sup>

**Freedom programme** - is a group based intervention that runs over 12 weeks to aid decision making from an understanding of the actions of abusive partners. The aim of the programme is to help women who have experienced domestic abuse make sense of and understand what has happened to them, to recognise potential future abusers, to help women gain self-esteem and the confidence to improve their lives.

**DA Engagement Coordinator** - is delivered from within Thames Valley Police and engages with victims of reported “standard risk” abuse over the telephone and facilitates support through providing information, guidance, signposting and referral to support agencies and neighbourhood policing teams.

**Sanctuary Scheme** - Is a multi-agency victim-centered initiative within the county that aims to enable households at risk of violence to remain safely in their own homes by the provision of practical support to the household. This will usually be done within 24 hours. Work that can be completed by Safe Partnership includes safety alarms, extra door and window locks.

**MARAC** - Multi Agency Risk Assessment Conference Is a meeting where information is shared on the highest risk domestic abuse cases between police, health, child protection, housing, Independent Domestic Violence Advisors (IDVAs), probation and other statutory and voluntary sectors specialists. After sharing all relevant information about a victim, the representatives discuss options for increasing the victim’s safety and turn these into a co-ordinated action plan. The primary focus of the MARAC is to safeguard the adult victim.<sup>51</sup>

**Operation Delegation** - Was set up to respond to the high number of repeat incidents of domestic abuse and started in June 2016. *Delegation* focuses on the most prolific (medium and standard risk) offenders and victims of domestic abuse, with the high-risk cases remaining with the (MARAC). The aims of *Delegation* are to share information with partners to work together to reduce the risk posed to victims. Thames Valley Police has seen a reduction in reports of domestic abuse amongst the victims on the *Delegation* Bucks cohort. (Note Presently *Delegation* is no currently operational; TVP intended to reconvene in 2018).

## Services specifically for children

**Helping Hands** - is for children that are not in refuge but would benefit from some help. It is for children who have witnessed / experienced domestic abuse but who are now living in safe and settled accommodation away from the perpetrator. The programme runs for 6 weeks and the group consists of a maximum of 8 children aged 5 – 11 years. The programme includes helping children to explore and express their feelings and encourages them to ask for support when needed.

**Refuge children support** – in-reach service into refuges to support children during a traumatic period and to support children as they prepare to move out of refuge.

**AWARE Programme** - is a 6 week programme that gives young women aged 13 – 17 years the opportunity to understand what a healthy relationship is. Usually delivered in the school setting, this is now run as part of Women’s Aid’s Youth Worker Service.

<sup>50</sup> <http://www.wycombewomensaid.org.uk/outreach-services/>

<sup>51</sup> <http://www.safelives.org.uk/sites/default/files/resources/MARAC%20FAQs%20General%20FINAL.pdf>

**DVA Youth Worker** - Following a gap identified in the DVA Needs Assessment for young people living in the community who had experienced DA in the family home or their own intimate relationships, a DVA Youth Worker pilot commenced with Wycombe Women's Aid in October 2014 to provide a specialist service to young people aged 11 – 17 years old. The service has two major aims, to raise awareness of DA issues within schools and to provide one to one assistance to young people identified as needing support. This initial service covered Wycombe, Chiltern and South Bucks DC areas. Funding was allocated in Autumn 2017 from the Community Wellbeing Programme to extend the service into Aylesbury Vale until 31st March 2019; combined giving a whole county service.

**Operation Encompass** is the reporting to schools before the start of the next school day when a child or young person has been involved or exposed to a domestic abuse incident the previous evening. The information is given in strict confidence to a school's Key Adult to enable support to be given dependent on the needs and wishes of the child.

## Services for perpetrators

**Positive Relationship Programme (PRP)** - is a TVP initiative, new to Buckinghamshire and is a 12 sessional group work programme designed to support group members who have evidenced aggression within their intimate partner relationships. PRP is an educational, strength-based programme that supports individuals who want to find healthier, safer solutions to relationship-based problems and conflict. For standard or medium risk cases; individual has to be supportive of the programme, be a repeat offender and have children in the household. The introduction of PRP has been welcomed by partner agencies.

## APPENDIX 3

### Victim risk factors

The following have been identified by the World Health Organisation (WHO, 2010) and the National Institute of Health and Clinical Excellence (NICE, 2013) as risk factors for becoming a victim of domestic abuse. It is important to note that the potential to become a victim of domestic abuse increases where a combination of risk factors occurs for an individual.

- Female
- Long term illness or disability-This almost doubles the risk (Smith, Osborne, Lau, 2012)
- Age - Particularly women 16-24, men 16-19 (Smith, Coleman, Eder, 2011)
- Pregnancy - Greatest risk is teenage mothers and just after a woman has given birth (Harrykissoon, Vaughn, Wisemann, 2002)
- Mental Health Problems (Trevillion, Oram, Feder, 2012)
- Woman who is separated (Harrykissoon, Vaughn, Wisemann, 2002)
- Alcohol/drug misuse. Associated with fourfold risk of violence from a partner and commonly present where sexual violence occurred (Gill-Gonzales, 2006)
- Poverty, economic stress and unemployment.

Although there are the above characteristics that may make someone more likely to be a victim essentially anyone can become a victim of domestic abuse. Similarly there are no "typical" descriptive characteristics of a perpetrator. We recognise that domestic abuse is more likely to be focussed on females statistically (1in 4 women in their lifetime).

## APPENDIX 4

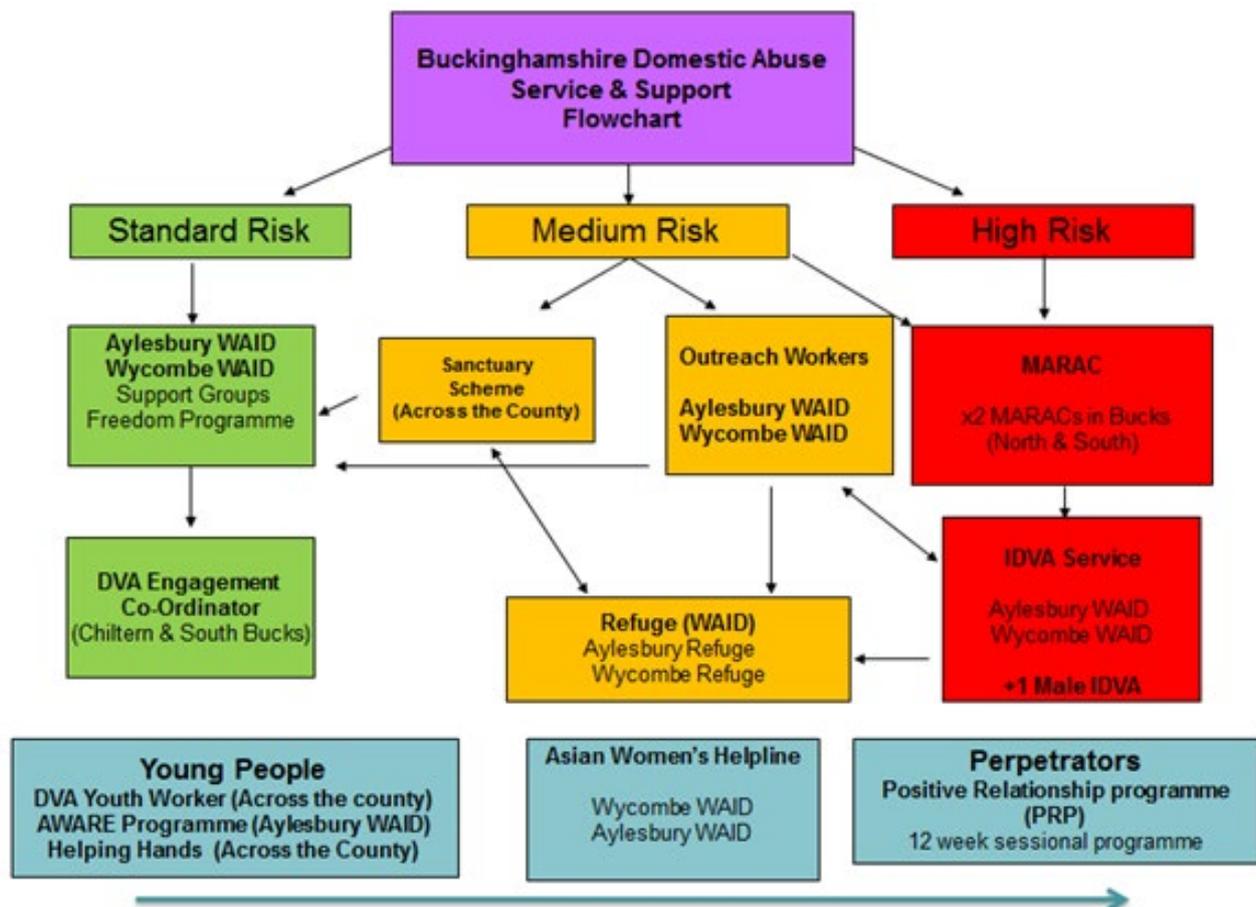
### How do we assess and respond to Domestic Abuse in Buckinghamshire?

The DASH (Domestic Abuse, Stalking and Harassment) is a nationally used risk assessment which we use to ascertain risk to victims. The purpose of the checklist is to give a consistent and practical tool to practitioners working with victims of domestic abuse to help them identify those who are at high risk of harm and whose cases should be referred to a Multi-Agency Risk Assessment Conference (MARAC) meeting in order to manage their risk.<sup>52</sup>

The following details what each of the three risk levels represent. However it is important to note that risk is fluid and can increase at any time. Professional judgement is encouraged if an individual does not meet the risk assessment score threshold for MARAC but they display some of the key high risk criteria.

<b>Standard</b>	No significant current indicators of risk of immediate harm.
<b>Medium</b>	There are identifiable indicators of risk of harm. The offender has the potential to cause harm but is unlikely to do so unless there is a change in circumstances, for example, failure to take medication, loss of accommodation, relationship breakdown, drug or alcohol misuse.
<b>High</b>	There are identifiable indicators of risk of serious harm. <sup>53</sup> The potential event could happen at any time and the impact would be serious.

According to the level of risk assessed for an individual support is offered or put in place which is detailed via the service flowchart below:



<sup>52</sup> <http://www.reducingtherisk.org.uk/cms/content/risk-identification-and-assessment>

<sup>53</sup> Examples: strangulation or stalking

## Levels of intervention to meet need

**Prevention - All people are informed about healthy relationships and implications of domestic abuse through education and public information campaigns. Healthy relationships awareness is delivered across educational settings.**

<b>Standard Risk</b>	<p>Identification of standard risk victims starts with public awareness and especially professionals with the skills to identify victims in the community; staff awareness in schools and in health settings (particularly during pregnancy) is crucial.</p> <p>Once identified standard risk individuals are likely to benefit from group support and interventions such as the “Freedom Programme” to help them recognise all DA behaviours and start taking informed decisions regarding their options. Support offered will focus on “safety planning” to minimise the impact of their current situation. Perpetrators can be informed of possible punitive implications from their behaviours and encouraged to stop the abuse.</p>
<b>Medium Risk</b>	<p>People who are assessed as Medium Risk are offered similar support to standard risk but are more likely to need IDVA outreach services, improved home security and potentially access to refuge (see appendix 4 for Refuge capacity). Medium Risk individuals may be more likely to experience coercive control and/or have additional vulnerabilities that may limit their access to support, for example language barriers.</p>
<b>High Risk</b>	<p>People assessed as High Risk will be subject to discussion via MARAC. They are offered a coordinated response that prioritises their safety and appropriate interventions are set in place such as IDVA, outreach and refuge, in addition perpetrators are subject to police intervention and where necessary prosecution. High Risk individuals may have complex needs such as pregnancy at the time of abuse, mental ill-health, or co-existing alcohol or substance misuse.</p>

Nicky Barry  
Business Manager – Adult Safeguarding Board  
Buckinghamshire County Council  
Walton Street  
Aylesbury  
Bucks

Martin Holt  
Head of Healthy Communities

01494 732055  
mholt@chiltern.gov.uk

**5 April 2018**

Dear Nicky

### **Draft Domestic Violence and Abuse Strategy Consultation**

Thank you for the opportunity to comment on the draft DVA Strategy for 2018-2021.

The Chiltern and South Bucks Community Safety Partnership has a priority in the Partnership Plan to “tackle violence in the community and domestic abuse” and will be fully supportive of the countywide DVA Strategy by working with the Countywide DV Strategy Group and the Community Safety Partnership to develop a local action plan.

Domestic Abuse in Chiltern and South Bucks District Councils has a significant impact on Homelessness and all agencies have since 1<sup>st</sup> April 2018 a duty to work together to report and prevent homelessness. The strategy will assist in developing a multi agency action plan to identify report and put in place preventative measures which may also have the benefit of preventing homelessness.

On occasions, victims have advised the Council that they still wish to live close to their previous address where they were reportedly subject to violence. This presents a challenge as the Council has accepted a duty to provide re-housing assistance on the basis that the victim needs to move away from the area where the violence reportedly took place. This in turn raises the question of whether or not the client would have been at risk if they had remained in their original home. It is pleasing to note the Sanctuary scheme is still operating in Buckinghamshire and a review of this scheme should be featured in the action plan to ensure best use in preventing homelessness and the disconnection of family support networks.

Similarly, when a client from out of the district presents as fleeing violence then the Council has to clearly establish that it is not safe for the client to return to the district where he/she has come from. The action plan should consider how we can better investigate and support households fleeing to this area to avoid misinterpretation of Council duties.

Classification: OFFICIAL

As stated above, the Council has clear legal responsibilities to provide housing assistance to victims of domestic violence and continues to ensure that it meets these responsibilities. However, it is important for all partner agencies to recognise the wider pressures and demands on the limited social housing stock. It is not simply a case that victims can be fast tracked into settled alternative accommodation. It is essential that the multi-agency working gives clear guidance and information on the victim's situation in order that the Council can deliver the best response to meet the victim's short term and long term housing needs. In particular, the Council needs to have a clear understanding of how the victim's safety can be secured if he/she does not wish to move away from the area where he/she lived previously.

There may be occasions that the victims may be better served by remaining in the family home and that measures are undertaken to deter the perpetrator from accessing the premises. Such interventions could include civil injunctions, improved door and window security to the home and the provision of call alarms linked to a call centre. Such initiatives have supported families to remain close to their community networks whilst reducing the risk of abuse.

All actions should be considered after a risk assessment has been undertaken and the involvement of the multiagency partnership.

A key aspect of the strategy should be to raise awareness of the unacceptability of domestic abuse to officers, members and the public and to clearly advise on how to report abuse, the control measures to prevent abuse and the outcomes of the strategy.

It will be important to have a clear action plan that all partners can work to ensure a single approach across the county.

Yours sincerely

Martin Holt  
Head of Healthy Communities

<b>SUBJECT</b>	2017/18 Grant funding review and future proposals
<b>REPORT OF</b>	Cllr Patrick Hogan – Portfolio Holder for Healthy Communities
<b>RESPONSIBLE OFFICER</b>	Martin Holt – Head of Healthy Communities
<b>REPORT AUTHOR</b>	Claire Speirs 01895 837306 claire.speirs@southbucks.gov.uk
<b>WARD/S AFFECTED</b>	All

## 1. Purpose of Report

To feedback the key outcomes of the 2017/18 grants programme and seek support to introduce Crowdfunder as an additional mechanism to increase funding to local community groups

The PAG is asked to advise the Portfolio Holder on the following recommendations to Cabinet:

### RECOMMENDATIONS TO CABINET:

1. **Continue to deliver 2018/19 grant funding through Heart of Bucks with a contribution of £10,000 to be match funded**
2. **To establish a project to deliver a crowd funding initiative in South Bucks in partnership with Heart of Bucks and Chiltern District Council to enable improved opportunities for the community, to be funded from resources within the existing community projects budget.**

## 2. Reasons for Recommendations

2.1 Local voluntary groups play an ever increasing role in providing valuable services across South Bucks communities, often to vulnerable and isolated residents. Widening the availability of funding streams to support groups by;

- providing a joint SBDC and Heart of Bucks grant with matched funds,
- promoting the Chiltern and South Bucks Lottery,
- directing groups to Trust funding and
- exploring the potential to roll out crowd funding

will in an era of reduced public funding, provide additional opportunities for the local voluntary sector to remain viable.

## 3. Content of Report

3.1 On 23<sup>rd</sup> February 2017 members of the Healthy Communities PAG agreed that grant funding in South Bucks could be delivered in partnership with Heart of Bucks to attract additional funding for local community groups and reduce the administrative pressures of the Council directly managing the scheme.

- 3.2 The funding was distributed by Heart of Bucks in 2 rounds throughout 2017/18. The first round was in July 2017, £20,000 was available to applicants, £10,000 from SBDC and £10,000 from a match funder, 16 applications were received totalling £28,674, and £16,176 was awarded to successful applicants.
- 3.3 The fund was opened again in February 2018 with £13,824 available. This was made up from the underspend in the July round (£3,824) and £10,000 from SBDC. Heart of Bucks cannot approach match funders for the same pot twice in a financial year. Applications received requested £20,979; £10,479 was allocated to applicants. Appendix One details the applications received and awarded in both rounds.
- 3.4 Through both funding rounds £26,655 was awarded to 20 projects in South Bucks with 8,305 combined beneficiaries with demonstrated positive impacts.
- 3.5 As detailed in the quote below, Dorney Playground Management Group demonstrate how the grant has made such a positive impact in the local community by improving play facilities. *'Thanks to this funding, the site has been improved massively. The original safety surface had not only deteriorated, but had become a source of 'litter' at the park. The new surface has eradicated this problem and thereby improved the surroundings and environment of the wider park area. Now that the site is clean, tidy and free of loose infill chippings the difference to the children playing on the equipment is considerable. The entrance point is now level and clear allowing easy wheelchair and buggy access. Different aged children within one family unit can all play together and enjoy the equipment at the same time. We are visited by a lot of families with children under one year and several with wheelchairs or older grandparents with limited mobility who can all now get close to or on this piece of equipment. It has been a significant improvement to see those groups be able to be together.'*
- 3.6 Given the success of working in partnership with the Heart of Bucks it is proposed to continue with this arrangement to deliver the 2018/19 grant scheme. This year's programme has been allocated £10,000 towards community development grants, and it is anticipated Heart of Bucks will match this amount providing a total of £20,000 for local community groups to access.

### **Crowdfunder**

- 3.7 Crowdfunding is the practice of funding a project by raising small amounts of money from a large number of people, typically via the internet. In recent years many local Councils have adopted this approach to help attract funding to support community projects. The approach involves community and voluntary groups identifying an idea and then promoting the funding opportunity to supporters. Projects to deliver children's activities, learning, environmental improvements, return to employment and homeless prevention are just a few of the examples.

- 3.8 Officers from SBDC and Heart of Bucks recently met with Crowdfunder the UK's largest rewards based funding platform to discuss future funding opportunities. Nationally Crowdfunder has helped over 88,000 projects with funding of over £50M.
- 3.9 Crowdfunder works with a range of local councils to promote opportunities for the local voluntary sector. One method of delivery is to develop an on line platform that voluntary organisations use to promote their ideas and business plans and market to the community.
- 3.10 If widely supported the Council may decide to contribute resources to the initiative, if all the funding required is raised, the project goes live. If there is a resource gap, the project is withdrawn from the platform and no funds are spent. The community fully participates in the success or otherwise of the initiative. Supporters can pledge resources in time, space or financial contributions
- 3.11 The initiative is very attractive to those who are linked in to local social media accounts and whilst small amounts of resource may be pledged by supporters, the reach is such that a project may be widely accepted and supported enabling the resource target to be achieved.
- 3.12 The average time for the idea to be launched on the platform to resources promised is 28 days, considerably faster than the traditional grant making periods
- 3.13 Plymouth provided an initial £60,000 to a crowd funding pot to be used to provide support to community supported projects. That pot has seen a 650% return with over £450,000, allocated to 100 projects and has attract 4,550 project supporters. <https://www.crowdfunder.co.uk/crowdfund-plymouth>
- 3.14 Crowdfunder charge a 5% fee from the project owner on a successful fundraising project, which can be factored into the project target. For example if project will cost £100 to deliver the target can be increased to £105 to cover this additional cost.

### **Proposal**

- 3.15 To establish a crowd funding platform in 2019/20 across Chiltern and South Bucks in partnership with the Heart of Bucks initially utilising the joint lottery community fund as the seed corn funding which is predicted to be £10,000, to be matched by Heart of Bucks enabling a £20,000 pot. Additional funds could be contributed from areas that may benefit from crowdfunding initiatives such as the prevention of homelessness or economic development, enabling back to employment initiatives.

- 3.16 There is also costs of approximately £10,000 associated with setting up the operating platform plus additional costs to effectively promote the scheme. These set up fees would be shared with Chiltern utilising the shared service formula.
- 3.17 As well as providing the operating platform for local community groups Crowdfunding also provides a range of additional support including a project dashboard on the website for each project, access to marketing advice and sharing of best practice.
- 3.18 Officers have met with Heart of Bucks to discuss how both parties can continue to work together if Crowdfunder is introduced, and there is strong in principle support to take this approach forward given the positive impact of leveraging in additional funding for local community organisations.
- 3.19 It is anticipated to launch this programme in April 2019 should approval be granted, Crowdfunder would meet with a project group including the Portfolio Holder to discuss programme in more detail.

### **3. Consultation**

The Council has discussed the proposed approach with officers from its key funding partner, Heart of Bucks who were very supportive.

### **4. Options (if any)**

- 1)to continue to work with Heart of Bucks to deliver the joint South Bucks and Heart of Bucks grant programme and to work together to develop a Crowdfunding offer to the community
- 2)to continue to work with Heart of Bucks to deliver the joint South Bucks and Heart of Bucks grant programme but not progress to the crowd funding project
- 3)to cease working with Heart of Bucks and develop a separate grant process for South Bucks

### **7. Corporate Implications**

- 7.1 Financial – the proposal would use funding currently within the budget programme to establish the crowd funding scheme and the extension of the joint South Bucks and Heart of Bucks grant programme.
- 7.2 Legal – the Local Government Act 2000 enables local authorities to support initiative in improving the Wellbeing of their area. Investment in the local Voluntary and Community organisations assists in the delivery of projects that improve community wellbeing.

**8. Links to Council Policy Objectives**

Safe, Healthy and Active communities-Council has a duty to consider the health and wellbeing of its community, enabling improved access and provision of playing pitches would directly support this as well as strengthen partnership working with Town and Parish Councils and the voluntary sector.

**9. Next Steps**

Establishment of a joint project with Heart of Bucks and Chiltern District to progress the project

<b>Background Papers:</b>	None
---------------------------	------

## Appendix One: Application received and funding granted in 2017/18

## Round 1

Group	Project description	Amount requested	Amount awarded
Carers Bucks	Support groups including the 'caring for you' programme in Denham and Iver	£1,500	£1,500
Denham Bowls Club	Maintenance of the bowling green	£5,000	£1,500
Chilterns MS Centre	Contribution to therapeutic treatment and support for sufferers and the families	£1,500	£1,500
Relate - Mid Thames and Bucks	Counselling support services bursary fund	£1,100	£1,100
Richings Players	50% contribution to non-show expenses such as scenery / costume storage and website hosting	£702	£702
ENRYCH	to develop a South Bucks Disability Partnership	£1,500	£1,500
Gerrards Cross Short Mat Bowls Club	Contribution to rent costs	£1,000	£1,000
Mona Lisa Arts & Media		£4,450	
Beaconsfield Society		£1,500	
Richings Park Sports Club	Contribution towards new children's playground on the playing fields	£1,500	£1,500
Burnham Parish Council	Burnham Parks and playgrounds regeneration project	£1,500	£1,500
Iver Community Association		£2,500	
Iver Heath Residents Association		£521	
Dorney Playground Management Group	Maintenance of playground and multi use games area	£1,500	£1,500
Thames Hospice	Replacement of 6 mattresses in the hospice in patient unit	£1,500	£1,500
1st Iver Scouts	Gazebos to be used at all scouting activities	£1,374	£1,374
<b>TOTAL</b>		<b>£28,647</b>	<b>£16,176</b>

## Round 2

Group	Project description	Amount requested	Amount awarded
Age UK Bucks	Contribution to the Welfare Benefits service	£1,500	£1,500
Berks, Bucks and Oxon Wildlife Trust		£4,000	

Burnham Guide Supporters Association	HQ toilet refurbishment	£3,450	£1,450
Denham Cricket Club	Service and repairs to mowers	£1,250	£1,250
East to West Trust	Contribution to salary of family link worker at Iver Village Infant & Junior Schools	£1,379	£1,379
Fulmer Parish Council		£1,500	
Iver Parochial Church Council	Community family fun day	£1,500	£1,500
Lions Club of Burnham	Christmas fayre and children's parade	£1,500	£1,500
One Can Trust		£1,500	
South Bucks Children's Book Group	The world around us' event for national non-fiction month	£400	£400
Rennie Grove Hospice Care		£1,500	
Stoke Poges Singers	Contribution towards hall hire for choir and replacement music folders	£1,500	£1,500
<b>TOTAL</b>		<b>£20,979</b>	<b>£10,479</b>

This page is intentionally left blank

<b>SUBJECT:</b>	<i>Leisure Centre Operator Contract Renewal</i>
<b>REPORT OF:</b>	<i>Director of Services – Steve Bambrick</i>
<b>RESPONSIBLE OFFICER</b>	<i>Head of Healthy Communities - Martin Holt</i>
<b>REPORT AUTHOR</b>	<i>Leisure &amp; Community Manager - Paul Nanji Tel: 01494 732110</i>
<b>WARD/S AFFECTED</b>	<i>All</i>

## 1. Purpose of Report

- 1.1 To inform Members of the requirement to commence with the process of re-tendering the leisure centre operator contract and advise the way forward in order to secure best value in appointing the next operator.

The PAG is asked to advise the Portfolio Holder on the following recommendation to Cabinet:

### RECOMMENDATION TO CABINET

- 1. To integrate the re-tendering of the next leisure centre operator contract with Chiltern District Council procurement framework in order to secure best value.**

## 2. Reasons for Recommendation

- 2.1 The existing leisure operator contract comes to end in 2021 and the process to re-tender the new contract is required commence in order to secure best value in appointing the next operator. The proposal of joining South Bucks leisure operator procurement framework with Chiltern District Council will enable the Council to secure best value in the appointment of the next leisure operator.

## 3. Content of report

- 3.1 In October 2021 the existing Leisure Operator contract with Greenwich Leisure Limited (GLL) covering Beacon and Evreham leisure centres will come to an end. Bucks County Council has indicated that it will not be renewing the current user agreement for the Evreham Centre beyond 2021 which will lead to the Beacon Centre being the only public leisure centre operated in South Bucks.
- 3.2 Chiltern District Council has recently appointed a leisure Specialist, Max Associates to develop the Council's new leisure operator contract and also help support the procurement of a new operator. Rather than run another tender process specifically for South Bucks it is proposed to include both Councils on a joint framework. This will enable South Bucks to secure the best advice and support with regards to the future operation of leisure centre provision in the district.
- 3.3 The total cost for Max Associates to undertake the work is £32,000 with the programme covering 4 leisure centres (3 in Chiltern and 1 in South Bucks) it is proposed that South Bucks contributes £8,000 towards the works. This will be significantly cheaper than going through a

full tender process as well as reduce officer time in a range of council services including finance, legal and leisure.

#### **4. Consultation**

Informal discussions have taken place with max associates and Members at Chiltern District Council with all parties agreeable to the joint procurement framework process.

#### **5. Corporate Implications**

5.1 Financial – The cost of integrating South Bucks leisure operator procurement with Chiltern would cost £8,000 and could be found from within existing resources.

Legal – Chiltern District Council will be undertaking an OJEU compliant process to appoint its new leisure operator. OJEU permits the use of framework contracts to enable partnerships to tender for the best price. If South Bucks entered in to a framework contract with Chiltern District Council the final decision to accept the tender proposals offered as part of the framework would remain with South Bucks District Council

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

6.1 Sustainable Environment – The performance indicator criteria of new operator contract would help reduce energy usage by incorporating targets as part of the overall performance framework.

6.2 Safe, Healthy and Active communities- Council has a duty to consider the health and wellbeing of its community, enabling improved access and provision to sports and recreational facilities will help to support this.

#### **7. Next Steps**

7.1 If approved Max Associates will incorporate South Bucks into the leisure operator procurement programme which will include undertaking soft market testing with potential new operators, testing the viability of combining a joint Chiltern and South Bucks District Councils leisure operator contract and developing a performance framework that facilitates increased usage and investment.

<b>Background Papers:</b>	None
---------------------------	------

<b>SUBJECT</b>	Affordable Housing Contributions Update
<b>REPORT OF</b>	Cllr Patrick Hogan
<b>RESPONSIBLE OFFICER</b>	Steve Bambrick – Director of Services /Martin Holt – Head of Healthy Communities
<b>REPORT AUTHOR</b>	Melissa Sparks – Housing Enabling Officer /Martin Holt
<b>WARD/S AFFECTED</b>	All

### 1. Purpose of Report

To provide Cabinet with an update of the receipt and expenditure of section 106 Affordable Housing Contributions (AHCs).

To identify funds that are available for opportunities to deliver affordable housing, temporary or move-on accommodation.

The PAG is asked to advise the Portfolio Holder on the following recommendations to Cabinet:

#### **RECOMMENDATIONS to Cabinet:**

- 1. Note the update on receipt and expenditure of Affordable Housing Contributions and the status of the existing schemes.**
- 2. Agree to withdraw £358,248 of allocated funding no longer required by existing schemes.**
- 3. Agree to allocate £462,636 to temporary or move-on accommodation initiatives subject to final decisions on schemes being delegated to the Head of Healthy Communities in consultation with the Healthy Communities Portfolio Holder.**

### 2. Reasons for Recommendations

To focus the funding on reducing nightly accommodation costs for homeless households to reduce the 2018/19/20 expenditure on homeless accommodation to be within the £250k budget.

### 3. Content of Report

3.1. The Core Strategy adopted in 2011 and the Affordable Housing Supplementary Planning Document adopted in 2013, introduced a commuted sum (AHCs) policy allowing developers to make a financial contribution in-lieu of on-site affordable housing in certain circumstances.

3.2. From January 2011 up to and including 4<sup>th</sup> May 2018, the Affordable Housing Contributions position was as follows:

<b>Affordable Housing Contributions</b>	<b>£</b>
Sum Received (inc interest)	9,229,504
Sum Spent (inc support charges)	4,782,803
Committed funds (not yet spent)	4,342,313
Uncommitted funds	<b>104,388</b>

3.3. In 2011 the Cabinet approved 4 schemes to deliver affordable housing units through the use of AHCs:

- 3.3.1. Acquisition Programme with L&Q (extended in subsequent years)
- 3.3.2. Your Choice Equity Loans with Catalyst (extended using recycled loans)
- 3.3.3. Downsizing (existing social housing tenants in the district)
- 3.3.4. Incentive to Purchase (**ceased July 2016**)

3.4. The position as at 4<sup>th</sup> May 2018 for expenditure and delivery for the remaining three schemes since 2011 was as follows:

Scheme	Total Sums Allocated	Expenditure-to-date	Sums available for re-allocation	Delivery since 2011	Committed
<b>Acquisition Programmes 1,2 &amp; 3</b>	£3,145,000	£2,640,000	<b>£345,000</b>	38 properties 2 further purchases	£160,000
<b>Your Choice Equity Loan</b> Original funding, recycled redeemed loans and profit share	£1,396,885	£1,047,460	<b>£12,540</b>	25 Equity Loans	£336,885
<b>Downsizing – existing tenants</b>	£60,000	£59,292	<b>£708</b>	15 moves (8 x 3 bed & 6 x 2 bed)	
<b>TOTAL</b>			<b>£358,248</b>		

### **Acquisition Programmes**

3.5. The three L&Q acquisition schemes have been allocated a total of £3.145M of AHC funding to enable the purchase of open market properties to be delivered for affordable rent.

- 3.6. Of the total funding in 3.5 above, £345K is unused balance from the allocation for programme 2 and an additional allocation agreed by Cabinet on 10 February 2014 in recognition of market conditions and the potentially increased costs of purchasing property on the open market.
- 3.7. However the additional funding was not used for the second programme and as the end of the third programme approaches, it has become apparent that the £345K will not be required. It is therefore available for re-allocation.

### **Your Choice Equity Loans**

- 3.8. The SBDC and Catalyst equity loan scheme, Your Choice, was allocated £1.06M of AHC funding which enabled 25 equity loans leaving a balance of £12,540.
- 3.9. In October 2017 the money from 7 loans that had been redeemed and the associated profit share were recycled to continue the scheme. The new agreement is for £336,885 which could provide a minimum of a further six loans of £50K each and cover Catalyst fees of £2K per loan.
- 3.10. The £12,540 in 3.8 is not required and is available for re-allocation.

### **Cash Incentive to Downsize**

- 3.11. The downsizing scheme aimed at existing social housing tenants under-occupying family sized accommodation was allocated £60K of AHC funding.
- 3.12. Fifteen payments have been made leaving a balance of £708 which cannot be used under the revised scheme rules and is therefore available for re-allocation.

### **Completed New Build Schemes**

- 3.13. April 2014 – Conversion subsidy – Hanbury Close, Burnham- £160K
- 3.14. June 2017 – Conversion subsidy – Lansdown Place, Taplow - £235K
- 3.15. Both schemes in 3.13 and 3.14 above were given funding to convert the tenure from shared ownership to affordable rent.

### **Current projects with committed funding**

- 3.16. Former Bath Road Depot Temporary Accommodation Scheme - £2.7M
- 3.17. 801 Bath Road Purchase and conversion - £1.049M

---

---

### **Uncommitted Funds**

- 3.18. The table at 3.2 above shows received but uncommitted funds are £104K.
- 3.19. At the time of writing a £350K AHC (13/00997/OUT) is due in October 2018

### **New Build affordable homes currently on-site**

- 3.20. There are two new-build developments on-site which are scheduled to deliver 150 homes, 90 of which are scheduled for completion in December 2018.
- Denham Film Studios - 63 flats for affordable rent and 27 for shared ownership
- Mill Lane, Taplow - 40 flats for affordable rent and 20 for shared ownership  
(the affordable rent flats have a priority to applicants aged 55+)
- 3.21. Neither scheme at 3.20 above is receiving AHC funding.

### **Available Funding for allocation to future initiatives and opportunities**

- 3.22. The total amount of AHCs currently available to be allocated is £462,636 (£104,388 uncommitted plus £358,248 redundant funding from existing schemes).
- 3.23. In order to focus on reducing the nightly accommodation costs for homeless households future initiatives should include exploration of the following:
- Assisting housing associations to acquire properties specifically for temporary accommodation and/or move-on accommodation (eg move-on from Private Sector Leasing) as required.
  - Supporting the change of tenure of shared ownership properties to affordable rent but securing an initial period of use as temporary accommodation.
  - Any other initiatives or opportunities that will deliver temporary accommodation in the short-term prior to the delivery of new build permanent affordable housing as detailed in 3.19.

### **Property Purchase Proposal in Partnership with Bucks Housing Association**

- 3.24. There is an opportunity to work with Bucks Housing Association (BHA) to provide funding subsidy to enable the purchase of 1 bed properties in the district

---

for use as Temporary Accommodation in-line with 3.23 above.

- 3.25. Suitable 1 bed properties with an average purchase price of £250,000 would be acquired by BHA with grant subsidy from SBDC of £120,000 per property. BHA would let the properties for Temporary Accommodation at the lower Social Rent level to SBDC nominees.
- 3.26. SBDC would have nomination rights in perpetuity and whilst used as Temporary Accommodation would not be subject to the Right to Acquire or Right to Buy to the properties.
- 3.27. The available amount as detailed in 3.22 could support an initial programme of 3 property purchases totalling £360,000.
- 3.28. The level of funding is significantly higher per property than the L&Q Acquisition programme which requires £80,000 per 2 bed property however the following needs to be borne in mind:
- L&Q provides match funding from its own surpluses and recycled grant from central government – BHA does not have access to these resources.
  - L&Q charges Affordable Rents which are significantly higher than the Social Rent to which BHA is restricted.
  - L&Q is not prepared at the current time to let properties as Temporary Accommodation.
- 3.29. BHA has managed the former police houses at Tatling End as Temporary Accommodation since 2014 and is the only housing association to have made an offer to lease the properties on the Bath Road TA scheme.
- 3.30. The estimated saving from using 3 properties for temporary accommodation to the B+B budget would be £40,000/annum

#### **4. Consultation**

Not Applicable

#### **5. Options**

- 5.1. To allocate all available AHC funding to initiatives that will increase temporary or move-on accommodation as per the recommendations. This is the preferred option as set out in 2, Reasons for Recommendation.

5.1.1. To delegate the final decision to use £360,000 of the £462,636 available AHCs for the proposal outlined in 3.24 – 3.30 to the Head of Healthy Communities in consultation with the Healthy Communities Portfolio Holder.

5.2. To allocate funding to existing or alternative projects to increase the supply of permanent affordable housing. This is not preferred as there are no current opportunities to which funding could be allocated. There is also significant number of affordable homes currently on-site as detailed in 3.19

## 7. Corporate Implications

7.1 Financial – The net costs associated with homelessness accommodation as result of the Council’s use of nightly B+B was £650k against a budget of £250k. The Affordable Housing Action Plan agreed by Cabinet seeks to use AHCs to increase the options available to accommodate homeless households in accommodation managed by a housing provider in order to reduce the impact on the homelessness accommodation budget.

7.2 Legal – the Affordable housing SDP enables the Council to use AHC funding to support affordable housing provision within the district, which includes the provision of temporary accommodation for homeless households.

## 8. Links to Council Policy Objectives

8.1 Delivering cost- effective, customer- focused services

8.2 Working towards safe and healthier local communities

## 9. Next Steps

9.1 The sum of £462,637 will be re-allocated and the Head of Healthy Communities will bring forward accommodation schemes to utilise this funding subject to consultation and agreement with the Healthy Communities Portfolio Holder on a scheme by scheme basis.

9.2 Future initiatives will be explored in accordance with the principles referred to at 3.23.

<b>Background Papers:</b>	None other than referred to in the report.
---------------------------	--