

SHADOW EXECUTIVE

Date: Tuesday, 7th January, 2020
Time: 10.00 am
Venue: The Oculus, Aylesbury Vale District Council, Gatehouse Road,
HP19 8FF - Aylesbury

Membership: Councillors: M Tett (Chairman), K Wood (Vice-Chairman), S Bowles, B Chapple OBE, J Chilver, A Cranmer, I Darby, T Green, C Harriss, P Hogan, A Macpherson, D Martin, D Dhillon, N Naylor, M Shaw, W Whyte, G Williams and F Wilson

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AGENDA

No	Item	Page No
1.	Apologies	
2.	Minutes	3 - 8
	To approve as a correct record the Minutes of the meeting held on 3 December 2019.	
3.	Declarations of interest	
4.	Question Time	
5.	Forward Plan (28 Day Notice)	9 - 20
6.	Draft Budget 2020/2021	
6a	Council Tax Base	To Follow
6b	Draft Revenue Budget and Capital Programme	21 - 108
6c	Fees and Charges	109 - 172

- | | | |
|-----|--|-----------|
| 7. | Armed Forces Protocol | 173 - 198 |
| 8. | Kingsbrook Community Governance Review | 199 - 232 |
| 9. | High Wycombe Community Governance Review | 233 - 294 |
| 10. | Environment Policy | 295 - 300 |
| 11. | Spending Protocol - South East Aylesbury Link Road | 301 - 382 |
| 12. | Exclusion of the public | |

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

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|-----|---|-----------|
| | Paragraph 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information) | |
| 13. | Spending Protocol - South East Aylesbury Link Road | 383 - 386 |

To consider confidential appendices.

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| 14. | Date of next Meeting |
|-----|----------------------|

28 January 2020.

SHADOW EXECUTIVE

TUESDAY, 3RD DECEMBER, 2019

Present: Councillor Martin Tett in the Chair

Councillors K Wood (Vice-Chairman), J Chilver, A Cranmer, I Darby, T Green, C Harriss, P Hogan, A Macpherson, D Martin, N Naylor, M Shaw, W Whyte, G Williams, F Wilson, D Dhillon and C Paternoster

Also in Attendance:

Councillors Stuchbury

1 Apologies

The Leader advised the Shadow Executive that they were still in Purdah due to the General Election. Mr Tett stated that for the Shadow Authority, it still remained business as usual, which is formal meetings were continuing. However he asked members to ensure that any comments made during discussions related directly to the agenda items and were not seen as, or could be perceived to be, political in nature.

Apologies had been received from S Bowles with C Paternoster deputising. Apologies had also been received from A Small, Assistant Chief Executive AVDC and R Shimmin, Chief Executive Buckinghamshire Council.

2 Declarations of interest

There were none.

3 Minutes

RESOLVED: The minutes of the meeting held on 12 November 2019 were **AGREED** as an accurate record and signed by the Chairman.

RESOLVED: The confidential minutes of the meeting held on 12 November 2019 were **AGREED** as an accurate record and signed by the Chairman.

4 Question Time

The Leader advised that due to Purdah rules it would be inappropriate to respond publically to the question received by Councillor Robin Stuchbury. The advice given from the Monitoring Officer was to respond to the questions in written form only and it was agreed that these would be circulated to R Stuchbury following the meeting and would be published along with the minutes of the meeting.

ACTION: Democratic Services

5 Forward Plan (28 Day Notice)

Members considered the 28 Day Notice of executive decisions due to be taken.

The Leader advised that the forward plan was available for members of the public to review online and that it was regularly updated.

RESOLVED: The Shadow Executive NOTED the forward plan.

6 Armed Forces Protocol

The item was deferred to the next meeting in order for the Armed Forces Champion to be able to attend the meeting.

7 Keeping it Local - Community Boards

Members received a report which outlined the proposed approach in the set-up of the new Community Boards following a 10 week consultation feedback. It was highlighted that the community boards was a key deliverable of the Executive for the new authority.

It was highlighted that the proposal was for 16 community boards and this reflected feedback received as part of the consultation and fitted with community areas within reflective maps of where they work together. Areas of best practice had been used within the design and staff resource was also built in.

Members praised the report and thanked officers and members that had worked on the development of the boards and those that had taken part in the consultation. The boards were seen as an exciting part of the new authority and would be a work in progress that would be reviewed moving forward.

Some concerns were raised that only Buckinghamshire Council members could be voting members and that the Chairman would be appointed by the Portfolio Holder and a proposal was put forward to amend to the Chairman to be elected by the Community Board members and that all members of the board could vote. The amendment was not agreed. It was also noted that the Chairman of a board could allow indicative votes if required.

It was raised that the Local Infrastructure Fund Allocations 2020/21 had been based on the number of houses in existing local plans and that parish boundaries needed to be looked at in order to identify the correct housing numbers for a particular community board area. Ms Turnbull agreed to review.

ACTION:Ms Turnbull

It was highlighted that localism was not just about Community Board but a wide range of solution which included devolution to town and parish councils, resident's community access points and large amounts of money being devolved to make a difference in local communities. It was also highlighted that communication going forward was key and the need to encourage resident participation. It was stated that a communications plan was in place and community board would also be a part of the Member Induction programme in particular Chairman's training.

RESOLVED:

- 1. To agree to set up 16 community boards, with terms of reference as set out in Appendix 2, and boundaries as set out in Appendix 4.**
- 2. To agree to allocate funding to community board areas to support local projects in accordance with the funding framework as set out in Appendix 3. In 2020/21 there will be three funding streams:**
 - i. Community Area Priorities Fund**

- ii. Health & Wellbeing Fund (one year only)
 - iii. Local Infrastructure Fund
3. To agree to give delegated authority to the portfolio holder for localism to appoint community board chairmen, normally the term of office shall be two years.

To agree to review the performance of community boards annually, following the production of annual reports by each board, and to review boundaries in light of any future changes in electoral divisions.

8 Local Enterprise Partnerships Boundary Overlaps

Members were asked to consider a report which made recommendations about the new authority's membership of a Local Enterprise Partnership, addressing the overlap of membership in the Buckinghamshire area between the Buckinghamshire LEP (BLEP) and the South East Midlands LEP (SEMLEP).

It was highlighted that all five sovereign authorities were currently members of BLEP and Aylesbury Vale was also a member of SEMLEP. As per the structural change orders, as AVDC were a current member of SEMLEP, on 1st April 2020, this would transfer over and Buckinghamshire Council would become a member. This was the same for BLEP, which meant the new authority would be a member of two LEPs and the overlap needed to be addressed.

It was asked what impact the suggested change would have on any current funding bids for SEMLEP funding. It was agreed that AVDC would continue to seek funding from SEMLEP whilst it remained a member. It was questioned if whether the Bucks LEP was 'too small' to be viable. It was confirmed that the Bucks LEP was in the top quartile for success as evaluated by central government. Nevertheless, there was an option to look at merging with other LEPs in the future. It was confirmed that AVDC would be removed from SEMLEP in February.

RESOLVED:

Option 1 is the preferred option as this gives the new Buckinghamshire Council a stronger link into central government through the BLEP. This will ensure that funding levered by BLEP will be spent wholly in Buckinghamshire rather than shared amongst a wider area.

9 New Customer Service Standards

Members were asked to consider a report that sought approval for the proposed, new set of Customer Service Standards and Feedback, Compliments and Complaints Policy to be adopted by Buckinghamshire Council. The policy also proposed that the ownership fell within the remit of the Monitoring Officer.

The standards had been created using best practice across all five existing councils and there would be a heavy focus on staff training. Complaints would have one single standardised process and independent checks would be implemented as part of stage 2 of the process in the hope that it would lead to quicker resolutions. Adults and Children's Services also had separate complaint processes and best practice would be implemented across them both.

Members were in support of the recommendations in the report and welcomed the uniformed approach. It was raised that training staff would be key, especially for those that would deal with more complex queries.

RESOLVED:

That Formal Shadow Executive approves for the proposed, new Customer Service Standards and Feedback, Compliments and Complaints Policy as set out in the report.

10 Programme Update

An update was provided to Members on the progress being made with the programme that was establishing the new unitary Buckinghamshire Council. The following points were highlighted.

- Tier two appointments had been made with a number already in post and getting involved in the delivery of the programme.
- The new branding had been agreed and a branding strategy was in development.
- The council tax reduction scheme had been agreed
- The consultation on the budget and priorities for the new council had taken place with over 2600 responses.
- New payscales and terms and conditions for the new authority had been agreed and the majority of staff would be TUPE'd over.
- The new Buckinghamshire Growth Board had had its first meeting.
- The 128 critical must haves had been reduced to 116 as a number of areas for joined up working had been identified. There were a high number of must haves for March and these were being reviewed to see if they could be brought forward.
- Regular meetings with the MHCLG were in place to give assurances the programme was on track and the implementation budget was also on track.
- There would be a detailed communications plan rolled out after Christmas to promote the new council.

Members questioned the exact number of must haves completed and R Goodes agreed to confirm via email following the meeting.

ACTION: R Goodes

Communication was raised as an important part of the transition into the new council. The PMO were also evaluating if an additional meeting on the Shadow Executive would be needed in March in order to take the high number of decisions required.

RESOLVED:

The Shadow Executive NOTED the update report.

11 Values and Behaviours

Members were asked to consider a report that sought approval of the revised organisational values and behaviours for Buckinghamshire Council. These had evolved from discussions that commenced over the summer as part of stakeholder engagement and have been developed further in response to earlier feedback.

It was recommended that the new Organisational Values for Buckinghamshire Council were:

- Proud
- Ambitious
- Collaborative
- Trustworthy

The values spelt an acronym PACT and would be used so that they would be easy to remember.

The Leader highlighted his personal view that although there had been a lot of good work in the development of the values there was a significant gap in not including a

value based on customer focus and therefore could not support the proposal and hoped that the new council would review the values.

Some members highlighted that in their opinion all the values had a strong element of customer focus within them. There was also a separate diagram within the report which showed that the customer would be the heart of everything the council did. The Leader noted this, but commented that the diagram was not 'the values' and that in his opinion there remained insufficient focus on all those that the council was there to provide services to.

Some members felt that the framework graphic could be more succinct. It was also suggested that there should not be multi logo devices e.g. lanyards.

There was a suggestion to change the wording of the recommendation to say 'new organisational and customer centred values are'. A vote was taken and the amendment was not agreed.

RESOLVED:

It was agreed, with two members voting against, that the new Organisational Values for Buckinghamshire Council are

- **Proud**
- **Ambitious**
- **Collaborative**
- **Trustworthy**

The date of the next meeting was 7 January 2020.

12 Exclusion of the public

Not required.

13 Confidential Minutes

RESOLVED: The confidential minutes of the meeting held on 12 November were AGREED as an accurate record and signed by the Chairman.

Chairman at the meeting on
Tuesday, 3 December 2019

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**Shadow Authority
For delivering the Buckinghamshire Council**

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

**SHADOW EXECUTIVE
28 Day Notice**

This is a notice of an intention to make a key decision on behalf of the Shadow Authority for the Buckinghamshire Council (Regulation 9) and an intention to meet in private to consider those items marked as 'private reports' (Regulation 5).

A further notice (the 'agenda') will be published no less than 5 working-days before the date of the Shadow Executive meeting and will be available via the [Shadow Authority website](#)

Y = key decision *All reports will be open unless specified otherwise

Report title & summary	Key	Decision maker	*Private report (Y/N) and reason private	Lead Member / Officer(s) & Contact Officer(s)
TUESDAY 7 JANUARY 2020				
Draft Budget 2020/2021 To consider the draft budget 2020/2021 for the Buckinghamshire Council.	Y	Shadow Executive		Lead Member / Officer(s): Councillor Martin Tett Richard Ambrose Contact Officer(s): Richard Ambrose

<p>Armed Forces Protocol Consideration of an Armed Forces Protocol for Buckinghamshire Council</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Catherine Whitehead</p> <p>Contact Officer(s): Lizzie Wright</p>
<p>Environment and Climate Change Policy Consideration of the approach and ambition towards an Environment and Climate Change Policy for Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Bill Chapple OBE Neil Gibson</p> <p>Contact Officer(s): Penelope Tollitt</p>
<p>Wycombe Community Governance Review Community Governance Review for High Wycombe.</p>	N	Shadow Executive		<p>Lead Member / Officer(s): Councillor Katrina Wood Catherine Whitehead</p> <p>Contact Officer(s): Catherine Whitehead</p>
<p>Kingsbrook Community Governance Review Community Governance Review to consider what changes are needed to the parish arrangements within the Bierton with Broughton Parish Council area</p>	N	Shadow Executive		<p>Lead Member / Officer(s): Councillor Angela Macpherson Bill Ashton</p> <p>Contact Officer(s): Craig Saunders</p>

<p>Aylesbury Link Road (Spending Protocol) To consider a report on the Aylesbury Link Road, revised assessment of costs and risks.</p>	Y	Shadow Executive	Part exempt (para 3)	<p>Lead Member / Officer(s): Councillor Martin Tett Ian McGowan</p> <p>Contact Officer(s): Thomas Fitzpatrick</p>
<p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Part exempt (para 3)	<p>Lead Member / Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
TUESDAY 28 JANUARY 2020				
<p>Final Draft Constitution To recommend the draft constitution to the Shadow Authority</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Catherine Whitehead</p> <p>Contact Officer(s): Catherine Whitehead</p>
<p>Members Allowances Consideration of Members Allowances</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Catherine Whitehead</p> <p>Contact Officer(s): Mathew Bloxham</p>

<p>Capital Investment Strategy To consider the capital investment strategy</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Katrina Wood Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Revenues and Benefits Policies and Schemes To consider a report on revenues and benefits policies and schemes</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Katrina Wood Andy Green</p> <p>Contact Officer(s): Andy Green</p>
<p>Harmonisation of Private Sector Housing To consider a report on harmonisation of private sector housing</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Isobel Darby Will Rysdale</p> <p>Contact Officer(s): Matilda Moss</p>
<p>Treasury Management Strategy To consider the treasury management strategy</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Katrina Wood Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>

<p>Interim Emergency Plan To consider the interim emergency plan</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Ben Coakley</p> <p>Contact Officer(s): Ben Coakley</p>
<p>VCS (Voluntary and Community Sector) Continuing Grants To consider a report on VCS continuing grants</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Isobel Darby Elaine Jewell</p> <p>Contact Officer(s): Elaine Jewell</p>
<p>All Age Mental Health Strategy To consider a report on the All Age Mental Health Strategy</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Angela Macpherson Jane Bowie</p> <p>Contact Officer(s): Matilda Moss</p>
<p>Learning Disability Strategy Strategy and new model for learning disability services in Buckinghamshire</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Angela Macpherson Sue Darker</p> <p>Contact Officer(s): Sue Darker</p>

<p>Carers Strategy To consider a report on the carer's strategy</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Angela Macpherson Jane Bowie</p> <p>Contact Officer(s): Elaina Quesada</p>
<p>High Wycombe New Cemetery (Spending Protocol) To consider a report on High Wycombe New Cemetery</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Isobel Darby Mick Lorkins</p> <p>Contact Officer(s): Mick Lorkins</p>
<p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Part exempt (para 3)	<p>Lead Member / Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Programme Update Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>

TUESDAY 18 FEBRUARY 2020

<p>Draft Budget 2020/2021 Consideration of the final draft budget 2020/2021 for recommendation to the Shadow Authority.</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Financial Strategy To consider the financial strategy</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Corporate Plan To consider the final draft of the corporate plan</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Sophie Payne</p> <p>Contact Officer(s): Sophie Payne</p>
<p>Equalities Approach and Policy To consider a report on equalities approach and policy</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Catherine Whitehead</p> <p>Contact Officer(s): Natalie Donhou-Morley</p>

<p>Overarching Health & Safety Policy To consider the Health and Safety policy</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Katrina Wood John Reed</p> <p>Contact Officer(s): John Reed</p>
<p>Union Facilities Time Agreement Consideration of the proposal on the granting of Trade Union paid Facility Time for the new Council</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Katrina Wood Sarah Murphy-Brookman</p> <p>Contact Officer(s): Anne Nichols</p>
<p>Integrated Commissioning Proposals for local ICP (Buckinghamshire) integrated commissioning</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Angela Macpherson Jane Bowie</p> <p>Contact Officer(s): Jane Bowie</p>
<p>Waste collections arrangements for the South of the county – Evaluation of tenders To consider a report on waste collections arrangements for the South of the County</p>	Y	Shadow Executive	Part exempt (para 3)	<p>Lead Member / Officer(s): Councillor Bill Chapple OBE Martin Dickman</p> <p>Contact Officer(s): Chris Marchant</p>

<p>Use of S106 Accrued Funds for Affordable Housing in Wycombe (Spending Protocol) To consider a report on use of S106 accrued funds for affordable housing in Wycombe</p>	Y	Shadow Executive	Part exempt (para 3)	<p>Lead Member / Officer(s): Councillor Nick Naylor Nigel Dicker</p> <p>Contact Officer(s): Brian Daly</p>
<p>Westhorpe Globe Park (Spending Protocol) To consider a spending protocol report on Westhorpe Globe Park</p>	Y	Shadow Executive	Part exempt (para 3)	<p>Lead Member / Officer(s): Councillor Mark Shaw Rob Smith</p> <p>Contact Officer(s): Ulrika Diallo</p>
<p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Part exempt (para 3)	<p>Lead Member / Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Programme Update Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>

TUESDAY 10 MARCH 2020

<p>Town and Parish Charter To consider the proposed charter and associated support required for delivery</p>	Y	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Sara Turnbull</p> <p>Contact Officer(s): Sara Turnbull</p>
<p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Part exempt <i>(para 3)</i>	<p>Lead Member / Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p>Programme Update Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member / Officer(s): Councillor Martin Tett Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>

The Shadow Authority Constitution defines a 'key' decision as any decision taken in relation to a function that is the responsibility of the Shadow Executive and which is likely to:-

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

In determining the meaning of "significant" for these purposes the Shadow Authority will have regard to any guidance for the time being

issued by the Secretary of State in accordance with section 9Q of the Local Government Act 2000 Act and the value of any decision under consideration (e.g. £1 million or above could be regarded as significant but this has to be considered in the context of the particular decision).

As a matter of good practice, this notice may also include other items, in addition to key decisions, that are to be considered by the Shadow Executive.

Each item considered will have a report; appendices will be included (as appropriate). Regulation 9(1g) allows that other documents relevant to the item may be submitted to the decision-maker. Subject to prohibition or restriction on their disclosure, this information will be published on the website usually 5 working-days before the date of the meeting. Paper copies may be requested using the contact details below.

*The public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act 1972. The relevant paragraph numbers and descriptions are as follows:

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

Part II of Schedule 12A of the Local Government Act 1972 requires that information falling into paragraphs 1 - 7 above is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Nothing in the Regulations authorises or requires a local authority to disclose to the public or make available for public inspection any document or part of a document if, in the opinion of the proper officer, that document or part of a document contains or may contain confidential information. Should you wish to make any representations in relation to any of the items being considered in private, you can do so – in writing – using the contact details below.

Democratic Services, Programme Management Office, Buckinghamshire County Council, Walton Street, Aylesbury, HP20 1UA
| 01296 382343 | demservices-shadow@buckscc.gov.uk

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Report for:	Shadow Executive
Meeting Date:	7th January 2020

Title of Report:	Draft Revenue Budget and Capital Programme
Shadow Portfolio Holder	Martin Tett – Leader
Responsible Officer	Richard Ambrose
Report Author Officer Contact:	Matt Strevens, mastrevens@buckscc.gov.uk , 01296 383181
Recommendations:	<ul style="list-style-type: none"> • To approve the draft revenue budget and capital programme and the draft Corporate Plan. • To note that a supplementary report, the formal Council Tax Resolution, will accompany the final Budget to Shadow Authority. • To agree the delegation of decisions on Opt to Tax to the S151 officer (see section 9)
Corporate Implications:	The Section 151 Officer for the Shadow is required to produce a robust and balanced budget for the council. This report presents the draft budget and capital programme which are balanced across all years.
Options: (If any)	N/A
Reason:	To approve a draft budget and Corporate Plan that can then undergo scrutiny and challenge prior to the final budget for Buckinghamshire Council being approved by the Shadow Authority on the 27 th February 2020.

1. Purpose of Report

- 1.1 This report sets out the draft revenue budget and capital programme for Buckinghamshire Council.
- 1.2 This includes updates on the latest estimated funding position, service budget pressures and the key financial risks facing the Council in the future, along with a copy of the draft Corporate Plan.
- 1.3 The Council Tax Resolution report will accompany this report and contain the final information from the other precepting authorities leading to the total Council Tax for the area, which the Shadow Authority is required to approve. This report will include special expenses where relevant. The budget has been prepared on the assumption that the current arrangements for special expenses will continue.

2. Summary

- 2.1 The draft revenue budget and capital programme are the first financial plans for the new Buckinghamshire Council. As such they reflect the efforts of officers and members across all five councils to create new plans for the new Council.
- 2.2 The creation of the new Council required a thorough review of both the Corporate Plan and the budget plans which support its delivery. This revenue budget and capital programme represents the initial steps in delivering a revised vision for public services and investment in Buckinghamshire.
- 2.3 At a time where it is nationally recognised that there are significant budget pressures across all tiers of Local Government, whether from Social Care demand and cost pressures or from increases in homelessness, the starting position was that the five predecessor councils are coming together with approved plans for the period up to 2022/23 but that these will need to be continually reviewed, including post vesting day.
- 2.4 The draft revenue and capital budget plans presented within this report are built on that foundation, whilst aiming to address the unavoidable cost pressures the council faces. The revenue budget includes the delivery of the first tranche of savings from the efficiencies arising from the move to a single council for Buckinghamshire.

3. The Corporate Plan

- 3.1 The Corporate Plan (attached at **Appendix 1**) will be the new Council's main strategic business planning document, establishing a golden thread between the Council's priorities, as set out by elected members, and the activities and budgets to deliver the organisation's agreed outcomes. As a public document, the Corporate Plan will also help communicate to staff, partners and residents, a clear narrative of strategic intent.
- 3.2 Building upon existing best practice in Buckinghamshire, and using the previous five council's corporate plans as a solid foundation, the proposed Corporate Plan was developed alongside budget proposals and through a process of widespread engagement and consultation with members, officers, the public, partners and other stakeholders.
- 3.3 The Corporate Plan sets out what we want to achieve and how we will do it, addressing the challenges we face and harnessing opportunities as they present themselves, while the budget proposals set out how we will resource this in a robust and prudent manner.
- 3.4 Work will continue on completing, improving and refining the Corporate Plan before presentation with the final budget.

4. Spending Round 2019 and the Local Government Finance Settlement

- 4.1 The Government's Spending Round 2019 included some significant spending announcements of interest to Local Government. Key to these were:
 - An additional £1bn for Adults & Children's Social Care in 2020/21;
 - The continuation of the Adult Social Care Precept in 2020/21;
 - A 3.4% increase in the Better Care Fund, aligned to the NHS Settlement;
 - An additional £7.1bn for Schools by 2022/23;
 - Schools per pupil funding to increase by inflation;
 - An extra £700m for High Needs pupils in 2020/21;
 - An additional £54m in 2020/21 to address Homelessness;
 - Continuation of the Troubled Families programme;
 - A real terms increase in the Public Health grant.

- 4.2 Estimates of the impact of these announcements on the Council's funding have been included in the draft Revenue Budget. Many of these announcements are guaranteed for one year only, and in line with good financial management these are only being used for one-off investment, including the costs of change.
- 4.3 Since the Spending Round announcements were largely only for 2020/21 there remains uncertainty over future funding levels.
- 4.4 Further clarity on the local impact of these announcements is expected as part of the Provisional Local Government Finance Settlement, which is expected either just before Christmas or early in 2020.
- 4.5 The Final Local Government Finance Settlement, expected in early February, will confirm these funding figures.
- 4.6 In addition it has been announced that there will be a delay to the Fair Funding Review of Local Government funding and to a move to 75% business rates retention, which were expected for 2020/21. Furthermore, there are further delays to the publications of a new policy on Social Care. These initiatives may have significant impacts on the Council when they are brought forward.

5. Developing the budget proposals

- 5.1 The budget proposals contained within this report have been developed alongside, and with reference to, the developing Corporate Plan for the new Council.
- 5.2 The starting point for developing these financial plans was the consolidation of the five predecessor council's existing revenue budgets and capital programme.
- 5.3 Since all predecessor Councils had plans for both capital and revenue which ran to at least 2022/23, it was agreed to prepare new budgets to this date.
- 5.4 Each Shadow Portfolio Holder for the new Council has been supported by officers across the five councils to produce the draft revenue budget and capital programme proposals which support the Corporate Plan.
- 5.5 These proposals have been reviewed by both the Officer and Member groups of the Shadow Authority to ensure they are robust, deliverable, reflective of the Corporate Plan, and ensure the financial sustainability of the Council.
- 5.6 The robustness of existing and new budget proposals will continue to be monitored, and any amendments required will be reflected in the final budget, to ensure that the budget remains robust and appropriate.

6. The Draft Revenue Budget

- 6.1 The starting point for the Revenue Budget was the amalgamation of the existing plans agreed by each of the councils in February 2019. All of these plans ran until at least 2022/23, so it was proposed that the first budget for Buckinghamshire Council would be for the three years to 2022/23.
- 6.2 Whilst there remains uncertainty over the Local Government Settlement, the current revenue proposals balance.
- 6.3 The overall revenue budget, with each portfolio's element expanded, can be found in **Appendix 2**.
- 6.4 The key expenditure changes in the consolidated budgets are:
 - Additional investment in both Adults and Children's Social Care budgets to address the continued increases in demand, cost and the complexity of the cases managed:

- The extension of current highways and footways programmes and also the continuation and expansion of the current additional works to drainage and weed treatment that was put in place by the former County Council;
- Investment in new Community Boards to ensure the Council is close to residents and able to understand and respond to local needs;
- The delivery of the first tranche of savings from the creation of Buckinghamshire Council, which supports the investments above;
- One-off investments in services to ensure they are fit for the future.

6.5 Details of all proposed budget changes can be found in **Appendix 4**.

6.6 It is proposed to **increase Council Tax by 1.99%**. An approach to harmonising Council Tax has been proposed, and whilst this may result in different increases in each area in 2020/21, it will mean that all residents pay the same Council Tax for each band across the county. It is assumed that the Secretary of State will announce that the Council Tax Referendum threshold will be 2%.

6.7 In addition an **Adult Social Care Precept of 2%** will be levied. In line with Government requirements this additional funding is all allocated to Adult Social Care budgets.

6.8 Within the draft budget are contingency budgets, which are held both to mitigate future budget risks, and to fund future pay increases and increases in pension contributions following the triennial pension revaluation.

6.9 The opening **General Fund balance for the council is expected to be £45.1m**, dependent on the financial performance of the predecessor councils in 2019/20. This represents **10.4% of the net operating budget**.

6.10 The savings expected from the creation of the new Council have been allocated to Portfolios in 2020/21. Savings for 2021/22 and 2022/23 are currently held corporately and will be allocated to Portfolios as proposals are agreed.

6.11 Plans for delivery of the full savings target will be discussed and developed.

6.12 In future budgets all savings expected from the creation of the new Council will be fully allocated to portfolios over the planning period.

7. The Draft Capital Programme

7.1 The starting point for the Capital Programme was the amalgamation of the existing programmes agreed by each of the councils in February 2019. All these programmes ran until at least 2022/23, so it was agreed that the first capital programme for Buckinghamshire Council would provide details for those three years.

7.2 The capital resources available have been reviewed and updated in line with latest expectations. The overall Capital programme and each portfolio's element of the Programme can be seen in **Appendix 3**.

7.3 The proposed Capital Programme is ambitious, both in scale and scope. There is a particular focus on Economic Regeneration.

7.4 Key projects within the draft programme are:

- £111m to support Economic Regeneration in Aylesbury and Wycombe;
- £107m on schools, including the new Kingsbrook Secondary School;
- £69m on Strategic Highways maintenance including an additional £4m on Highways Plane & Patch and £1m on Footways for 2020/21, following the Spending Round announcement;
- £62m on Strategic Infrastructure including Housing Infrastructure Fund marginal viability funded schemes in Princes Risborough, Abbey Barn and the Aylesbury Link Roads;

- £20m investment in Leisure Centres primarily linked to the Chiltern Lifestyle Centre (total £36m) where construction commences in 2019/20;
- £14m investment in Waste for the fleet to deliver the new Southern Waste Contract;
- £18.3m to support Housing and Homelessness including affordable Housing action plans and disabled facilities grants.

7.5 This ambitious programme represents an overall budget framework for delivery for the new Council. Work will continue around the affordability and prioritisation of schemes within the programme, including appropriate profiling.

7.6 All revenue consequences of the Capital programme have been included in the draft revenue Budget.

7.7 A full review of Capital plans will be undertaken early in 2020/21 by the Council.

8. Financial Risks

8.1 Whilst every effort is made to ensure the budget proposals are robust, deliverable and support financial sustainability there continues to be uncertainty in both the wider political and economic environment and in local supply and demand factors.

8.2 The table below identifies the key risks to these budget proposals:

Complexity and increasing demand in social care, homelessness and home to school transportation services	Social care and transportation budgets are both subject to significant variations in terms of both demand and complexity. Whilst efforts are made to predict these, they remain volatile.
Social Care Funding and Policy	We are still awaiting Government policy on the future of Social Care. This is an area of significant budgetary pressure for authorities providing care services. Unless fully funded, any future policy changes could place significant financial burdens on the Council.
Social Care Provider Failure	The Care Act places a statutory duty for local authorities with responsibility for adult social care in managing the market including, where necessary, making arrangements for the continuity of care in the event that a social care provider closes. This remains a risk, which is potentially compounded by other matters, such as Brexit.
Changes to the Local Government funding system	The outcome of the General Election is likely to massively influence the future overall funding level of local authorities, including how that funding is then allocated, as the Government then put in place its manifesto pledges. A longer term Spending Review is expected to take place in 2020. Furthermore, the Fair Funding Review is expected to be implemented for 2021/22 with the intention of producing a more transparent model that better aligns funding and need across all authorities. When implemented it could result in significant change to the

	allocations assumed within our budget. Furthermore, 75% Business Rates Retention, due to now commence in 2021, would bring opportunities although this also brings risks, especially at a time when the retail sector is struggling.
Emerging pressures from creation of a new authority	There are likely to be many currently unknown financial pressures that will emerge as the new authority begins life and teams come together. Reviews of services and the budgets associated with them will be carried out in 2020/21 to ensure that priorities are deliverable within the approved budgets.
Deliverability of planned savings	Evidence from other local authorities and local experience suggest that it is getting harder to deliver savings in the face of growing and changing demand. This is exacerbated by the level of change activity in creating the new Council, and the potential that key staff will be lost during the transition.
Recruitment conditions	The legacy authorities are experiencing difficulties in permanent recruitment, in line with many other authorities. In particular, within the areas of Social Care and Planning. Agency levels in these areas are already high and there are risks that these levels could continue to increase.
Capital funding	There is significant funding from developer contributions in the capital programme. Both the level and timing of these contributions are uncertain and present risks to delivering the programme. A number of schemes may be committed in advance of the actual level of developer contributions being finalised.
Investment property income	Whilst offering significant benefits in terms of the income generated, there are also risks within the commercial property market. Well publicised High Street failures suggest that the retail sector is struggling and local experience supports this. This risk is partly mitigated by holding a diversified portfolio and the allocation of some income to a reserve to cover voids however, a multi-sectoral deterioration in market conditions could be significantly detrimental to budgeted income streams.
Brexit	The impacts of an adverse Brexit could be felt through many mechanisms, including but not limited to:- <ul style="list-style-type: none"> • Wage inflation in our supply chain due to lack of suitable employees • Loss of knowledgeable staff • Council tax receipts reductions due to emigration • Business rate receipt reduction through failure / emigration of UK businesses • National tax take reductions requiring greater

	<p>savings in Local Government</p> <ul style="list-style-type: none"> • Changes to the level of benefits claimants, and hence increases in Council Tax discounts.
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- 8.3 A robust risk management approach will be taken to monitor, manage and mitigate these risks through the delivery of these draft budget plans.
- 8.4 Whilst the revenue budget proposals within this report include contingencies against the high risk areas, especially Social Care, our General Fund (non allocated) balances are also at a reasonable level. Close management of these risks is required to ensure the sustainability of the Council.

9. Other matters – Opting to Tax

- 9.1 As a consequence of the creation of the new Council, decisions are required on ‘Opting to Tax’ Land and Building.
- 9.2 Opting to Tax provides the Council with the ability to recover more VAT than it would otherwise be able to and, as such, is a tax efficient way of benefitting Council Tax payers. All existing Councils have opted to tax many or all of the land and building that they rent out to tenants for this reason. However, the existing Options to Tax do not automatically transfer and new decisions are required.
- 9.3 It is **recommended that all decisions on Opting to Tax be delegated to the S151 Officer**, as it is not currently delegated in the Shadow Constitution. Without this delegation a formal decision would be required by the Shadow Executive.

10. Financial Implications

- 10.1 The nature of this report is largely financial, and as such the whole report is about the financial implications for Buckinghamshire Council.

11. Legal Implications

- 11.1 The Council is required to set a balanced budget before 10 March in accordance with the Local Government Finance Act 1992. Some savings proposals may need individual detailed consultation and this will be carried out before decisions on those proposals are made.

12. Other Key Risks

- 12.1 Key risks are covered within the body of this report.

13. Dependencies

- 13.1 The revenue budget and capital programme are in essence the financial expression of the Corporate Plan. As this plan evolves the content of these may be required to change as a consequence. The MTFP shows financial planning for 3 years to cover the move to the unitary council. In the first year of the new council the MTFP will be reviewed with a view to extending it in the future. In particular, looking to develop a longer term capital financial planning horizon.

14. Consultation

- 14.1 A public consultation on priorities and budgets was conducted earlier in the year, which ended on 25 November. A summary of the results of this can be found as **Appendix 5** to this report.
- 14.2 There was strong support among residents and organisations in Buckinghamshire for the proposed overall priorities for the new Council. There were mixed views on the proposed spending allocation; among residents, roads and services/support for vulnerable adults and older people were high priorities for improvement (these views reflect results from previous budget consultations); among organisations, the top areas to prioritise for improvement were services and support for vulnerable groups, including older and younger people, and protecting the environment (e.g. green spaces and renewable energy).
- 14.3 The draft Corporate Plan has been revised to reflect the sub-priorities which respondents felt to be most important to them; similarly, the draft revenue and capital programmes reflect people's views, including the additional investment in highways programmes and the Adults and Children's Social Care budgets, as set out earlier in this report.

15. Equalities Implications

- 15.1 Equalities impact screening will be undertaken for all significant new proposals within the budget, and full Equality Impact Assessments will be produced where this is deemed necessary.

16. Next Steps

- 16.1 Over the course of three days in mid-January the Shadow Overview and Scrutiny Committee - Budget Task and Finish Group will review and challenge the budget proposals made by each Shadow Portfolio Holder, and make recommendations on potential changes to the budget.
- 16.2 Following the announcement of the Provisional and Final Local Government Settlements, the implications of these announcements will be considered and amendments may be required to the draft budget. Options will be discussed and agreed by officers and members and any changes presented as part of the final budget.
- 16.3 The final budget and Corporate Plan will be presented to the Shadow Executive on 18 February 2020, and then the Shadow Authority on 27 February 2020.

Background Papers	Appendix 1 – Corporate Plan Appendix 2 - Draft Revenue Budget Appendix 3 – Draft Capital Programme Appendix 4 – Detailed Revenue Budget Changes Appendix 5 – Priorities and Budget Consultation Report
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BUCKINGHAMSHIRE COUNCIL

Corporate Plan 2020-2023

Page 29



Appendix

Introduction

Our corporate plan outlines our ambitions and priorities for Buckinghamshire Council, a brand new organisation bringing together the best of the previous five councils to create positive changes for local people, communities and businesses.

We're working to make Buckinghamshire the best place to live, raise a family, work and do business. We want our county to be a place everyone can be proud of, with excellent services, thriving businesses and outstanding public spaces for everyone. We want our residents, regardless of background, to have access to great opportunities, living healthy, successful lives and ageing well with independence.

Buckinghamshire has a highly productive and entrepreneurial economy. We're proud to be the home of internationally renowned facilities such as Pinewood Studios and the motor racing circuit at Silverstone, and global centres of excellence such as the Epilepsy Society's Chalfont Centre and Stoke Mandeville Spinal Research Unit. From the Chiltern Hills to the Vale of Aylesbury, this is a beautiful county, with a stunning environment valued by all.

Our vision for Buckinghamshire is one where growth is carefully planned and managed, so that all our residents benefit. This includes well-designed, more affordable homes in thriving communities; improvements to the environment; excellent education and opportunities for our

young people; a skilled workforce with access to great job opportunities in highly productive sectors; and a world-class physical and digital infrastructure to support our businesses to flourish.

Buckinghamshire has all the building blocks needed for success, but we must also tackle the challenges that growth brings. We know that increasing demand on our services and infrastructure will bring big financial pressures, so we need to adapt and work differently. We will innovate and improve our services by working efficiently, using technology and collaborating with our communities and other organisations to find the right solutions.

In planning for growth, we are committed to preserving and improving our local environment. We will work with partners to tackle climate change and its causes, reducing our county's carbon footprint, delivering environmental net gain, and ultimately, leaving our environment in a better state than we found it.

As a large unitary council, we will have more weight in tackling the strategic challenges facing the county, but we are equally clear about the importance of a local approach. Giving local communities greater influence in shaping their local places and services, and working with local partners to deliver new approaches, are central to our vision for the new Buckinghamshire Council.



Martin Tett
*Leader of the
Shadow Executive*



Rachael Shimmin
Chief Executive



Buckinghamshire in numbers

In 2019



546,000

Population in 2019



£407,967

Average house price
(August 2019)



£1,069

median rent for 2 bed property



169

parish and town councils



31%

of the county is designated green belt
(England average 12.5%)



£15.2 billion

size of Buckinghamshire economy



Almost 1 in 2

of workforce is employed outside Buckinghamshire



235 schools



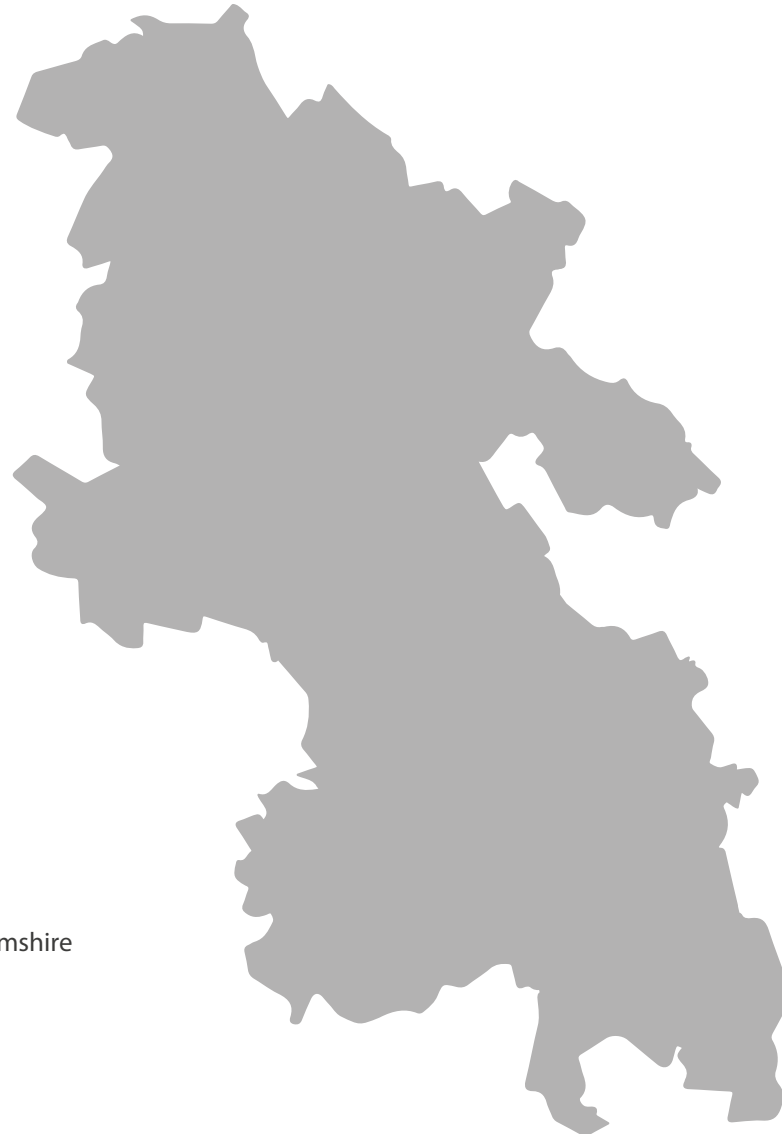
50%

of young people go to university

of which

95%

do so out of the county (majority do not return)



On the horizon...



585,000

Population in 2030



440

state pension age citizens per 1,000
working age citizens by 2038 (from 310
per 1,000 in 2018)



50,000

new homes by 2036

In the next decade:



23%

increase in 65+ year olds



42%

increase in 85+ year olds



5%

increase in children

Moving forward together: valuing partnerships

Achieving the best outcomes for our communities requires joined-up thinking. Working collaboratively with partners to make the most of collective resources, skills, ideas and talents will be critical to achieve the key priorities which we set out later in this plan.

Most of our public sector partners work across the same geography and serve the same population. This provides great opportunities to join up and improve services.

The new council will also be a leader in developing relationships at a regional, national and international level. Championing the county's voice on a big stage, we will work creatively to develop the local economy, support businesses and bring in investment and funding.

We are committed to partnership working, focusing on shared priorities and encouraging collaboration, sharing intelligence and driving change and tackling key issues in a more co-ordinated way.

Buckinghamshire Growth Board

Through the new Buckinghamshire Growth Board, we will work with the Local Enterprise Partnership, the NHS Clinical Commissioning Group and other local public sector partners to develop a shared ambition and work programme to deliver innovative, sustainable, and appropriate growth at pace.

This ambition will balance the growth of the economy, the supply of affordable and appropriately designed new housing, and the delivery of necessary supporting infrastructure (digital communications, energy, roads, schools, hospital beds, etc.) with the needs of the population and environment. We want the county to remain a forward thinking and dynamic economy without sacrificing the assets which already make it a great place to live.

Integrated Care Partnership and health partners



This brings together the expertise of health and care professionals to look after people's physical, social and mental health needs. By working closely with partners across the Integrated Care Partnership, including Buckinghamshire NHS Clinical Commissioning Group, Buckinghamshire Healthcare NHS Trust, Oxford Health NHS

Foundation Trust, FedBucks, Medicas, and South Central Ambulance Service NHS Foundation Trust, we will achieve our vision of everyone living happier and healthier lives.

Town and parish councils, and local MPs

There are 169 town councils, parish councils and parish meetings in Buckinghamshire, collectively known as local councils. The Buckinghamshire and Milton Keynes Association of Local Councils (BMKALC) is an independent member organisation which provides support to these councils on procedures and statutory regulations. Local councils can take on the management of services through devolution agreements with the council, allowing them to set their own priorities according to local needs.

Buckinghamshire Cultural Partnership

The Buckinghamshire Cultural Partnership brings together senior leaders from key cultural organisations: Buckinghamshire Council, the Local Enterprise Partnership, Pinewood Studios, the National Film and Television School and Buckinghamshire New University. It will play a strategic leadership and development role for culture, with an aim to position culture at the heart of strategic agendas throughout the county.

Armed Forces Covenant



The Armed Forces Covenant is a pledge to show our support to those who serve, or have served, in the armed forces, as well as their families. It recognises the sacrifice they have made and ensures they are treated fairly.

We are committed to ensuring that the Armed Forces community does not face disadvantage in the provision of services compared to other residents. As an employer, we recognise the range of unique skills and experiences that reservists and veterans can bring to our organisation.

Voluntary and community sector

Buckinghamshire has a vibrant not for profit sector with invaluable insight into the needs of our communities. The sector is at the heart of the community, delivering key services with experience in building relationships and social connections. They are vital in strengthening and supporting our communities.

Schools, colleges, universities and lifelong learning

The Buckinghamshire Skills Hub promotes and optimises links between the business community and education/training providers to enable young people and adults to develop the skills and qualifications they need to progress in the workplace, at whatever stage of their career they are in. Skills development is central to creating the conditions for sustained innovation, excellence and growth for our Buckinghamshire businesses, particularly in priority sectors as described in our [Local Industrial Strategy](#).

Police, fire and rescue

The Thames Valley Police and Crime Panel examine and review how the Police and Crime Commissioner (PCC) carries out their responsibilities of ensuring that Thames Valley Police runs effectively. The panel also supports the PCC in their work and provides reports and recommendations on the Police and Crime Plan, Annual Report and some proposals made by the PCC.

Buckinghamshire & Milton Keynes Fire Authority is a publicly accountable body managing Buckinghamshire Fire & Rescue Service on behalf of the communities it serves. The Authority meets four times a year to discuss budgets, financial arrangements, insurance and financial plans, and to make recommendations to the Fire Authority for decision.

Local Enterprise Partnership and businesses

Our business community includes major international companies and large numbers of small and medium enterprises. By working closely with partners such as Buckinghamshire Business First and through the Buckinghamshire Business Group, we support new businesses to grow and existing businesses to thrive - creating more local jobs and wider economic benefits to our communities.

Housing providers

There are four main registered providers which were formed to take on the local housing stock across Buckinghamshire. The council works closely with them on developing new-build affordable housing, either in partnership with private developers or by developing their own sites. These providers allocate social housing tenancies in accordance with the Bucks Home Choice Allocations Scheme, advertising available tenancies on a central website.

Natural Environment Partnership

The Buckinghamshire and Milton Keynes Natural Environment Partnership includes individuals, businesses and organisations with an interest in driving positive change in the local natural environment. They work alongside the Local Enterprise Partnership and Health and Wellbeing Board to embed natural environment in growth, economic and health strategies, and develop interventions and programmes for delivery.

We want to make Buckinghamshire the best place to live, raise a family, work and do business.





Strengthening our communities

Life expectancy in Buckinghamshire

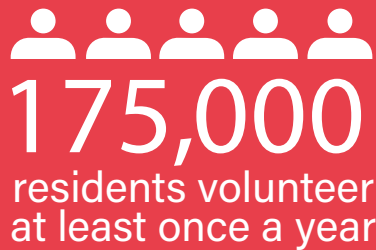


(one of the highest in South East England)



Children and young people meeting recommended levels of physical activity

Life expectancy gap



5.1 years life expectancy gap between most and least deprived



> 50% of adults are obese or overweight

Strengthening our communities

People in Buckinghamshire are living longer and healthier lives than ever before, with health outcomes better than the national average. We have strong communities and a thriving, dedicated not for profit sector.

Buckinghamshire is a healthy and inclusive place to live, work and visit, but we have a number of challenges. These include building more affordable homes now and for future generations, providing extra help and support for an increasingly older population and improving the health of people who live in the more deprived areas of Buckinghamshire.



We want:

- Our residents to live independent, fulfilling lives, within strong, healthy, inclusive and resilient communities.
- To improve health and wellbeing, with a particular focus on reducing any gap in health outcomes.
- To work more with town and parish councils, giving them the responsibility for services and assets where it makes sense to do so, and helping communities to help themselves.

Working with partners, we will:

- Support people to deal with the challenges of life before they become too hard to manage, through early help and intervention.
- Enable healthier lifestyles for all, raising the quality of life for those most disadvantaged in our communities.
- Provide the homes our growing communities need, including affordable housing, at the right stage in people's lives.
- Make sport, leisure and learning opportunities available, including for more disadvantaged groups.
- Work with local voluntary and community organisations to encourage volunteering and help our communities thrive.
- Encourage residents to get involved with improving local services, for example through community boards.



Protecting the vulnerable



562 children with a Child Protection Plan in 2019 (242 in 2014)



18 children were adopted (2018/19)

45% of social care users do not have as much social contact as they would like (2017/18)



345 children in foster care (2018/2019)

384 households homeless (2017/18)



Spend on adult social care increasing from £119m in 2015 to **£147m** by 2020



58/1,000 crimes / people (67 per 1,000 for Thames Valley)

Protecting the vulnerable

While most people in Buckinghamshire live independent and healthy lives, some need extra support and protection. We know that the number of children and adults who need this extra help is increasing. There are also rising numbers of people with mental health difficulties, special educational needs, disabilities and complex needs.

We want to give everyone the best chances in life, so that - together with their families and carers - they are resilient and can identify their own solutions. We will continue to work with our partners and communities to innovate and improve our offer, helping people recover from illness sooner, promoting fostering, reducing social isolation and loneliness, and supporting our most vulnerable residents.

Our goal is to reduce inequalities and give everyone the support and skills they need to live independent, happy and fulfilling lives.



We want:

- Children, adults and families to feel safe and supported to live independent lives.
- Our older, disabled and vulnerable people to receive the right support, at the right time.

Working with partners, we will:


- Make communities as safe as possible from crime, drugs and anti-social behaviour.
- Support our older residents, those living with disabilities, and those who are socially isolated, to live healthy, independent and fulfilling lives.
- Make sure children and adults, particularly those who need more help, are healthy, safe and protected from harm.
- Enable children and young people, particularly the most vulnerable, to reach their full potential in education and other aspects of their lives.
- Provide children in our care with the same opportunities in life as other children.
- Work to reduce homelessness and address its root causes.
- Support people, together with their families and carers, to overcome their challenges, ensuring they are resilient and can identify their own solutions.
- Support people to improve their mental health by promoting support services, healthy lifestyles and wellbeing activities, tackling social isolation and loneliness.



Improving our environment

 **2,053 miles**
of roads

 **4.12 billion**
vehicle miles travelled (2018)

 **24%**
reduction in our
CO2 emissions
(from 2007 to 2017)

 **1 million +**
country park visitors in 2018

 **56.6%**
of waste is recycled
(average in England 45.2%)

 **2,084 miles**
of public Right of Way network

Improving our environment

Buckinghamshire is a beautiful county and our stunning natural and historic landscape is valued by all. Over a quarter of our county is within the Chilterns Area of Outstanding Natural Beauty and a further third is covered by the Metropolitan Green Belt.

We know we have to deliver more homes and associated infrastructure for our growing population. By managing growth sensibly and responsibly, we can protect and enhance our natural environment and the benefits it brings. Aylesbury Garden Town is an exciting example: putting green spaces and natural environments at the heart of future development.



We want:

- To address climate change, improve our environment and create economic opportunities for clean growth.
- To reduce our county's environmental impact by promoting sustainability and reducing waste.
- To improve air quality and people's health, by reducing emissions and encouraging green transport options.

Working with partners, we will:

- Address climate change by taking wide-ranging actions now to reduce our carbon emissions, from planting trees to environmentally-focused planning.
- Protect and enhance our high quality environment, including our Green Belt, Areas of Outstanding Natural Beauty (AONB) and Public Rights of Way.
- Maintain and improve our green spaces, woodlands and country parks so they remain attractive destinations that enhance our quality of life.
- Encourage and support shifts towards environmentally-friendly transport, providing electric charging points, cycling infrastructure etc.
- Reduce waste, tackle waste crime, and increase re-use and recycling.
- Promote well-designed homes that are energy efficient and environment-friendly.
- Reduce risks from floods and ensure communities are resilient to flooding.



Increasing prosperity



48%

of residents educated to degree level or above

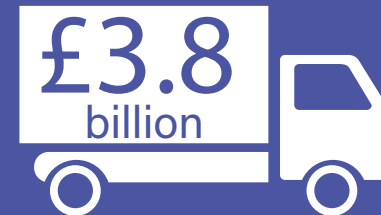


of vacant jobs not filled due to lack of skills (25% national average)



91.5%

of pupils attend good or outstanding schools



Value of exports from Buckinghamshire



80.3%

of residents in employment (South East average 79%)



3.8%

aged 16 or over have no qualifications (South East average 5.6%)

Increasing prosperity

Buckinghamshire is a prosperous county and a successful place to do business, contributing £14.8 billion to the UK economy and ranked as the fourth most productive area in England.

The county has low unemployment, higher than average household incomes, and boasts world-leading sectors. From Pinewood Studios in the south to Silverstone in the north, Buckinghamshire is a great success story. We are also well placed to take advantage of emerging opportunities because of our proximity to London and Heathrow, and our location in the middle of the Oxford to Cambridge Arc (a leading economic area with global strengths in science, technology and high-value manufacturing).

However, the national trend shows that high levels of productivity and growth are beginning to slow, and action is needed now to ensure our economy remains fit for the future.



We want:

- To encourage sustainable economic growth, working with our partners to maximise opportunities and boost productivity.
- To continue to attract high quality jobs and investment in skills, innovation and connectivity, keeping Buckinghamshire one of the best places to do business.
- Growth to benefit both new and existing communities, preserving the character of our environment while delivering everything we need to prosper.

Working with partners, we will:

- Develop skills and foster lifelong learning, with a focus on the education and skills that enable people to be successful in their chosen career.
- Focus on helping all our pupils reach their full potential, narrowing the achievement gap, and ensuring all our schools are excellent.
- Support a thriving business economy, particularly at the small and medium-sized enterprise (SME) level, that competes effectively nationally and globally.
- Improve connectivity and tackle congestion through investments in our roads, transport and digital infrastructure.
- Maximise available funding to regenerate and improve our more deprived areas, town centres and high streets, including Aylesbury Garden Town and High Wycombe town centre regeneration.
- Maximise opportunities from our unique location in the Oxford to Cambridge Arc and close to London and Heathrow.
- Foster the right conditions for innovation in business and technology, for example supporting organisations to trial and market new technologies.
- Promote tourism, culture and the heritage of Buckinghamshire.

Our people

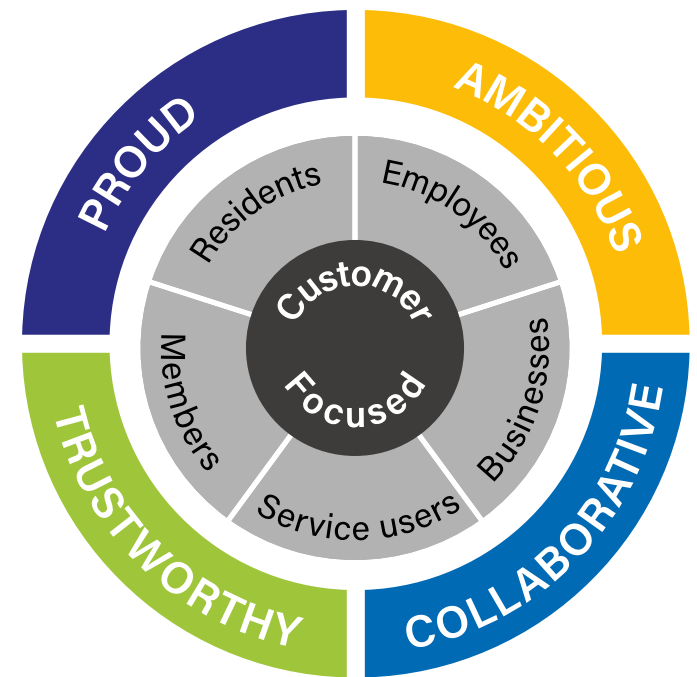
Everything we want to achieve for Buckinghamshire depends on having the right people in place.

We need to retain, recruit and develop talented and committed staff to provide the best services for our local residents and businesses. By making the most of people's skills and experience, we can take full advantage of the opportunities created by the new council. Everyone needs to be performing at their best to take the organisation on the next stage of its journey.

To support this, Buckinghamshire Council has developed a set of values in consultation with our staff. These values underpin how we work and show our commitment – our PACT – to do our very best for our residents, service users and businesses. They are at the heart of everything we do.

Similarly, where services are provided through partners or external organisations, we will work with them to make sure these values are carried through in delivering services on our behalf.

Our organisational culture will continue to develop as we carry on improving our services and ways of working as the new Buckinghamshire Council.



The financial challenge

We will ensure that Buckinghamshire Council is financially fit, efficient and responsive to change. We will maintain robust financial planning, scrutinise budgets closely and be prudent in managing risks.

Like all local authorities, we face challenging financial circumstances. There are more people turning to the council for support, but the resources available to help them have not increased to match the demand. We have to be realistic and focus on greater efficiency and value for money.

However, we are still ambitious to keep investing in our communities, sustaining the vital services on which our most vulnerable residents rely. We will manage our assets to create long term benefits and additional income, reducing our dependency on the taxpayer.

£435m | 2020/21 - day to day spending, excluding government grants (net revenue budget)

£494m | 2020/21 to 2022/23 - spending on providing or improving buildings, roads and other infrastructure (capital budget)
£111m for economic regeneration
£107m for schools
£69m for strategic highways maintenance
£62m infrastructure including link roads



Your council, your way

We want residents to be at the heart of what we do. There are lots of different ways for people to get involved, shaping the new council's knowledge, plans and policies and keeping up to date on news and views.

Getting involved: community boards

Community boards enable a focus on local solutions. There are 16 boards across the county. They bring together councillors and local communities to help solve local issues, take local decisions and influence local service design and delivery.

Inform, consult and involve

We believe engagement should be meaningful, timely, inclusive and direct. We want local people to help shape any proposals that affect the services they use or the areas where they live and work. We want to hear the voices of those most affected. It is important to us that local people - including the young, community groups, businesses, partners and staff - are involved, working together on developing and testing solutions and services.

Councillors and committees

Being democratically accountable and having good governance is essential to any council. Our web pages ([link](#)) show who your local councillors are, which meetings are coming up and decisions that are being taken. To make sure the council is open and transparent, agendas and minutes of meetings are available online, with many meetings being filmed or in public. You can sign up to receive alerts [here](#).

Customer focused

The council must have a strong customer focus with services that are easy for everyone to access. We want our residents to have a choice of how they engage with the council, including in places local to them. Some people will like to 'self-serve' online but others will still value talking to us face to face.

Our equalities commitment

Buckinghamshire Council is committed to equality of opportunity, fostering good relations, and eliminating discrimination, harassment and victimisation.

We recognise, respect and celebrate the fact that our staff and the people we serve are all from different backgrounds, whether this is our age, disability, race, family setting, gender, sexual orientation, religion or belief. We will work with our partners to promote equality, celebrate diversity, improve social inclusion and mobility and ensure fairness for everyone.

How to contact us

- Look at our website and access many of our services online:
www.buckinghamshire.gov.uk
- Call us:
xxxxx xxxxxx
- Write to us:
Buckinghamshire Council,
The Gateway,
Gatehouse Road,
Aylesbury,
HP19 8FF

Follow us on social media:

- Social media handles tbc



Appendix 2

Buckinghamshire Council Draft Revenue Budget

2020/21 - 2022/23

Version: Budget Report v2.10
Issue date/time: 20/12/2019 12:01

20/12/2019

Delivering the new
BUCKINGHAMSHIRE COUNCIL

Contents

Overall Revenue Budget

- 1 Revenue Budget Summary
- 2 Revenue Budget Subjective Analysis
- 3 Changes to Net Cost of Services

PORTFOLIO BUDGET DETAIL

- 4 Leader
- 5 Adult Social Care
- 6 Health & Culture
- 7 Communities
- 8 Children
- 9 Education
- 10 Environment
- 11 Planning
- 12 Transport
- 13 Deputy Leader & Resources
- 14 Corporate

Overall Revenue Budget

Budget by Portfolio

1

		2020-21			2021-22	2022-23
		Income	Expenses	Net	Net	Net
		£000	£000	£000	£000	£000
Costs by Portfolio	Leader	(1,720)	23,967	22,247	22,736	22,761
	Adult Social Care	(43,397)	190,398	147,001	153,701	160,685
	Health & Culture	(24,280)	31,143	6,863	6,270	5,593
	Communities	(10,069)	20,375	10,306	10,427	10,536
	Children	(925)	74,972	74,047	73,272	74,064
	Education	(478,943)	503,432	24,489	24,490	24,490
	Environment	(8,377)	32,975	24,598	26,185	27,090
	Planning	(11,810)	15,470	3,660	3,340	3,266
	Transport	(16,255)	41,806	25,551	23,858	24,313
	Deputy Leader & Resources	(150,718)	185,824	35,106	34,029	33,640
	Net	(746,494)	1,120,362	373,868	378,308	386,438
Corporate Items	Corporate			50,933	38,570	44,601
	Reserves			10,398	7,227	6,775
				61,331	45,797	51,376
	Net Operating Expenditure			435,199	424,105	437,814
Funded by	Business Rates			(60,626)	(48,427)	(49,955)
	Council Tax Surplus			(1,500)	-	-
	New Homes Bonus			(9,479)	(9,159)	(9,251)
	Unringfenced Grants			(16,215)	(7,441)	(7,441)
				(87,820)	(65,027)	(66,647)
	Net Expenditure before Council tax			347,379	359,078	371,167
	Council Tax			(347,379)	(359,078)	(371,167)

This is the first revenue budget for the new Buckinghamshire Council and represents the initial steps in delivering a revised vision for public services and investment in Buckinghamshire.

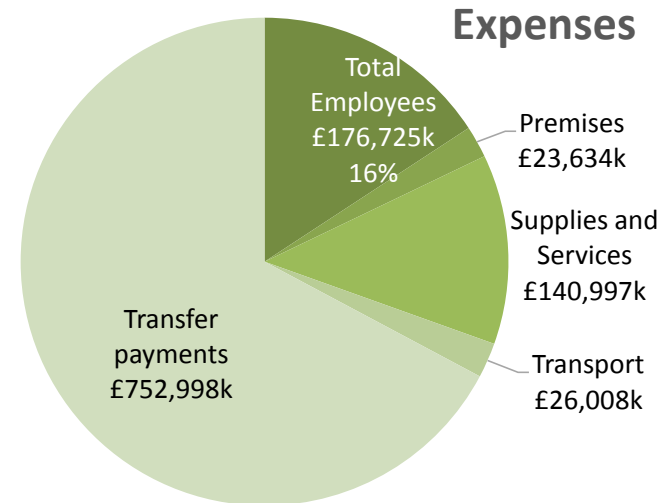
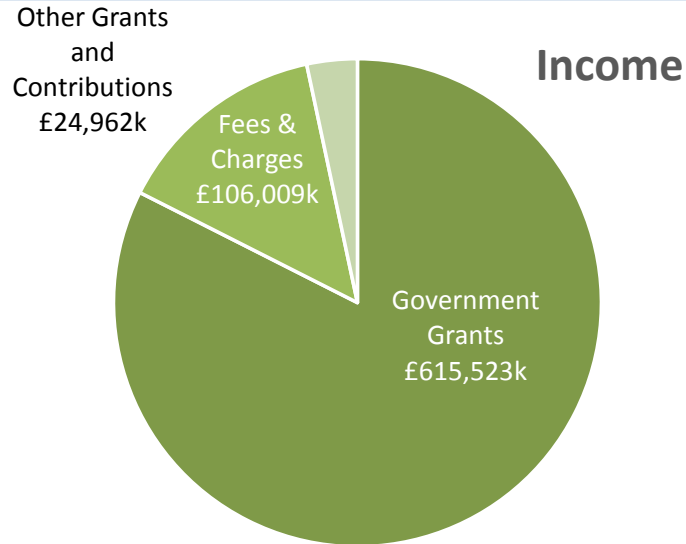
Additional investment has been made in both Adults and Children's Social Care budgets to address the continued increases in demand, cost and the complexity of cases.

There is investment in new Community Boards to ensure the Council is close to residents and able to understand and respond to local needs.

The budget also includes the delivery of the first tranche of savings from the formation of the single Council.

Revenue Budget Subjective Analysis

	Leader	Adult Social Care	Health & Culture	Communities	Children	Education	Environment	Planning	Transport	Deputy Leader & Resources	Grand Total
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Income											
Government Grants	(123)	(550)	(20,007)	(1,445)	(497)	(472,508)	-	(10)	(465)	(119,917)	(615,523)
Fees & Charges	(1,326)	(22,763)	(4,076)	(8,078)	-	(6,421)	(8,377)	(11,800)	(15,584)	(27,585)	(106,009)
Other Grants and Contributions	(271)	(20,084)	(197)	(545)	(428)	(14)	-	-	(206)	(3,216)	(24,962)
Income Total	(1,720)	(43,397)	(24,280)	(10,069)	(925)	(478,943)	(8,377)	(11,810)	(16,255)	(150,718)	(746,494)
Expenses											
Employees	13,121	24,135	7,651	9,550	31,421	17,208	7,608	13,537	4,487	48,007	176,725
Premises	85	133	2,516	1,586	2,310	2,953	2,006	12	2,767	9,268	23,634
Supplies and Services	8,741	6,378	20,281	7,559	4,355	31,789	22,763	2,485	26,119	10,528	140,997
Transport	87	2,957	122	70	477	20,034	1,694	104	260	202	26,008
Transfer payments	1,934	156,795	573	1,610	36,409	431,449	(1,096)	(667)	8,174	117,817	752,998
Expenses Total	23,967	190,398	31,143	20,375	74,972	503,432	32,975	15,470	41,806	185,824	1,120,362
Grand Total	22,247	147,001	6,863	10,306	74,047	24,489	24,598	3,660	25,551	35,106	373,868



Changes to Budget (Net Cost of Services)

3

Net Cost of Services - 3 Year Cumulative Changes by Portfolio

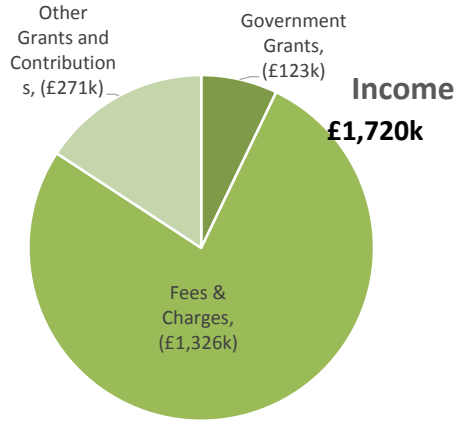
	Leader	Adult Social Care	Health & Culture	Communities	Children	Education	Deputy Leader & Resources	Planning	Transport	Total	
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Base Total	20,593	138,312	7,162	10,493	75,341	24,868	37,983	23,303	4,062	24,193	366,309
Change											
Additional Income	-	(500)	(1,231)	-	-	-	(2,355)	(124)	(450)	(1,037)	(5,697)
Service Developments	3,416	-	131	40	1,100	220	(1,265)	15	882	86	4,624
Special Items	(1,230)	1,671	-	-	(1,759)	(963)	(255)	70	(200)	(892)	(3,557)
Unavoidable Growth	271	-	(88)	34	291	7,586	779	4,226	45	2,211	15,355
Service Efficiency	(289)	(2,011)	(381)	(30)	(5,565)	(7,222)	(1,247)	(400)	(1,074)	(248)	(18,466)
Growth in Demand for Social Care	-	23,214	-	-	4,656	-	-	-	-	-	27,870
Growth for Schools	-	-	-	-	-	22,339	-	-	-	-	22,339
Additional Grant for Schools	-	-	-	-	-	(22,339)	-	-	-	-	(22,339)
Change Total	2,168	22,374	(1,569)	44	(1,277)	(379)	(4,343)	3,787	(796)	119	20,129
Total	22,761	160,685	5,593	10,536	74,064	24,490	33,640	27,090	3,266	24,313	386,438

Changes to Net Cost of Services by Year

	2020-21	2021-22	2022-23
	£000	£000	£000
Base Total	366,309	366,309	366,309
Change			
Additional Income	(2,686)	(4,368)	(5,697)
Service Developments	5,574	4,624	4,624
Special Items	(3,706)	(3,508)	(3,558)
Unavoidable Growth	10,880	13,917	15,355
Service Efficiency	(13,557)	(17,961)	(18,466)
Growth in Demand for Social Care	11,054	19,294	27,870
Growth for Schools	22,339	22,339	22,339
Additional Grant for Schools	(22,339)	(22,339)	(22,339)
Change Total	7,559	11,998	20,129
Total	373,868	378,307	386,438

PORTFOLIO BUDGET DETAIL

Portfolio	Section
Leader	4
Adult Social Care	5
Health & Culture	6
Communities	7
Children	8
Education	9
Environment	10
Planning	11
Transport	12
Deputy Leader & Resources	13



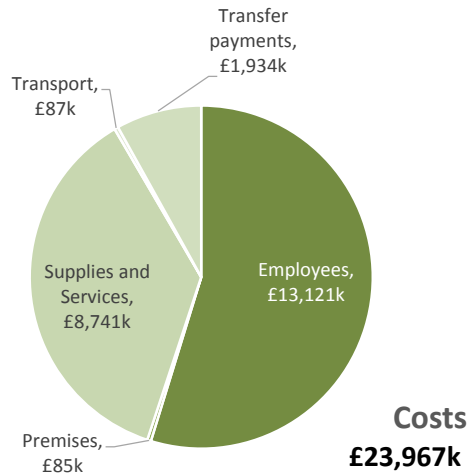
Leader Portfolio	2020-21			2021-22	2022-23
	Income £000	Expense £000	Net Budget	Net Budget	Net Budget
Economic Growth & Regeneration	(367)	2,832	2,465	2,457	2,458
Legal & Democratic Services	(444)	8,227	7,783	7,780	7,803
Chief Executives office	(5)	944	939	939	939
Localities & Strategic Partnerships	(10)	4,435	4,425	4,925	4,925
Policy Performance & Comms	(299)	5,328	5,029	5,030	5,032
Strategic Infrastructure & Projects Transformation	(596)	1,099	504	504	504
Net	(1,720)	23,967	22,246	22,736	22,761

The establishment of new Community Boards, with an overall budget of £5.165m including over £4m of new investment and £1m of budgets re-aligned, will enable local leadership and facilitate partnership working on solving local issues.

The budget includes senior management savings from the formation of the new Council.

The reduction in Economic Development relates to the end of a one-off pilot of investment funded from Business rates pooling.

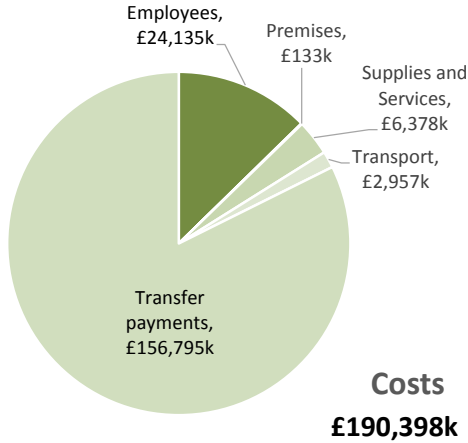
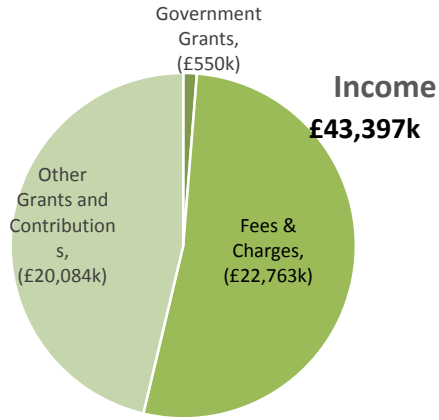
Further investment in feasibility and regeneration is planned with an ambitious Capital programme of over £100m supported by £4m revenue funding for feasibility to enable Economic Growth and Development and vibrancy of the area.



Net Budget 2020/21: £22,246k

Changes Summary				
	2020-21	2021-22	2022-23	
	£000	£000	£000	
Base Total	20,593	20,593	20,593	
Change				
Service Developments	2,916	3,416	3,416	
Special Items	(1,230)	(1,230)	(1,230)	
Unavoidable Growth	221	246	271	
Service Efficiency	(254)	(289)	(289)	
Change Total	1,654	2,143	2,168	
Grand Total	22,246	22,736	22,761	

Adult Social Care



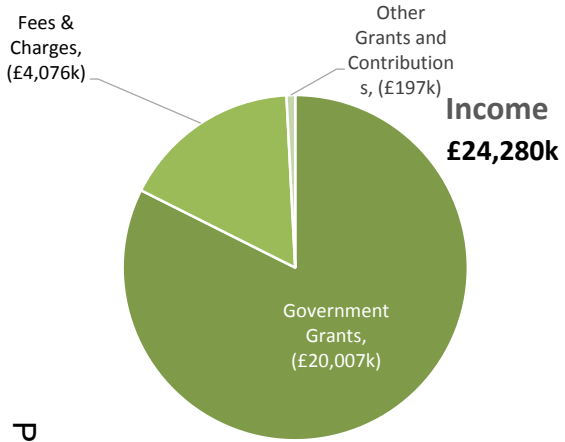
Net Budget 2020/21: £147,002k

Adult Social Care Portfolio	2020-21			2021-22	2022-23
	Income £000	Expense £000	Net Budget	Net Budget	Net Budget
Access	(6,415)	28,002	21,587	23,760	26,317
ASC Transformation		85	85	85	85
Commissioning & Service Improvement	(1,510)	10,507	8,997	8,997	8,997
Learning Disabilities & CHC	(2,770)	48,657	45,888	47,578	49,566
Mental Health	(1,734)	6,845	5,111	5,111	5,111
Older People / OP Mental Health / PSD	(13,081)	64,971	51,891	54,728	57,167
Quality, Performance & Standards	(1)	2,766	2,765	2,765	2,765
Safeguarding		1,680	1,680	1,680	1,680
Senior Management Team	(10,271)	19,269	8,999	8,999	8,999
Partnership with Health	(7,615)	7,615	-	-	-
Net	(43,397)	190,398	147,002	153,701	160,685

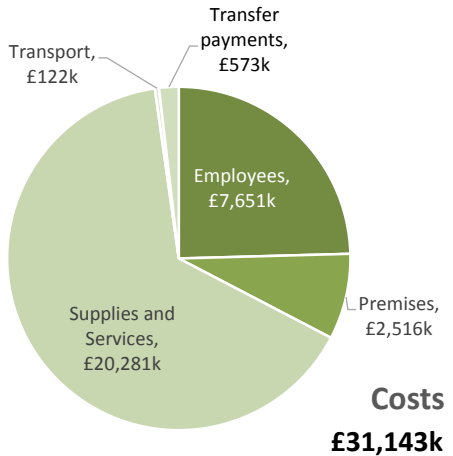
Changes Summary		2020-21	2021-22	2022-23
		£000	£000	£000
Base Total		138,312	138,312	138,312
Change	Additional Income	(500)	(500)	(500)
	Special Items	1,671	1,671	1,671
	Service Efficiency	(2,011)	(2,011)	(2,011)
	Growth in Demand for Social Care	9,530	16,230	23,214
Change Total		8,690	15,390	22,374
Grand Total		147,002	153,701	160,685

Additional investment in Adults Social Care budgets to address the continued increases in demand, cost and the complexity of the cases managed. These demands impact in particular around older people and young people becoming adults with social care support needs; funded primarily from the continuation of the Adult Social Care precept, with one off investments made from the Adult Social Care grant.

Health & Culture



Page 55



Net Budget 2020/21: £6,863k

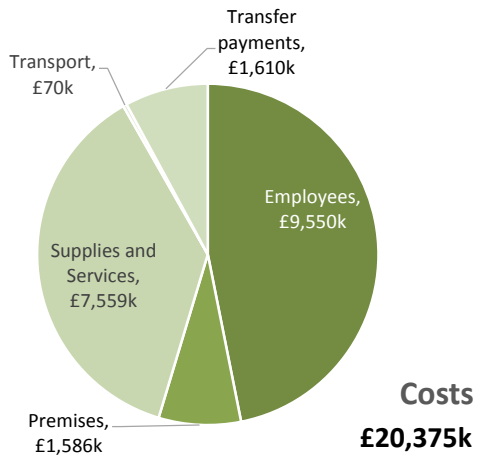
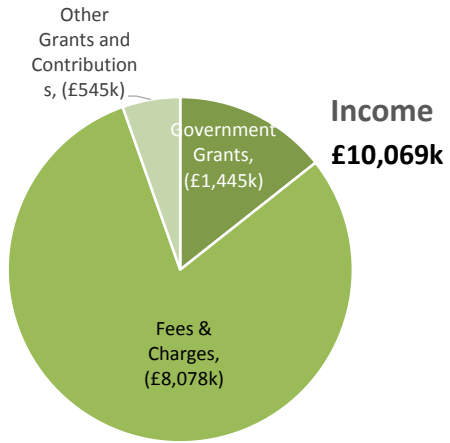
Health & Culture Portfolio	2020-21			2021-22	2022-23
	Income £000	Expense £000	Net Budget	Net Budget	Net Budget
Leisure Centres	(1,732)	1,428	(305)	(861)	(1,556)
Libraries	(615)	4,303	3,688	3,678	3,678
Public Health & Commissioning	(19,997)	19,997	-	-	-
Country Parks, Parks & Play Areas	(1,785)	3,731	1,947	1,963	1,980
Arts & Culture	(152)	1,219	1,068	1,025	1,026
Museums & Heritage	-	464	464	464	464
Net	(24,280)	31,143	6,863	6,270	5,593

Changes Summary			
	2020-21 £000	2021-22 £000	2022-23 £000
Base Total	7,162	7,162	7,162
Change			
Additional Income	(138)	(627)	(1,231)
Service Developments	131	131	131
Unavoidable Growth	35	(15)	(88)
Service Efficiency	(327)	(381)	(381)
Change Total	(299)	(892)	(1,569)
Grand Total	6,863	6,270	5,593

The Budget includes £20m investment in Leisure Centres primarily linked to the Chiltern Lifestyle Centre (total £36m) where construction commences in 2019/20. The new operating arrangements are anticipated to be beneficial overall.

Only the net operating budget is shown within the Health & Culture portfolio with the capital financing costs reported within the corporate budget

Communities



Net Budget 2020/21: £10,307k

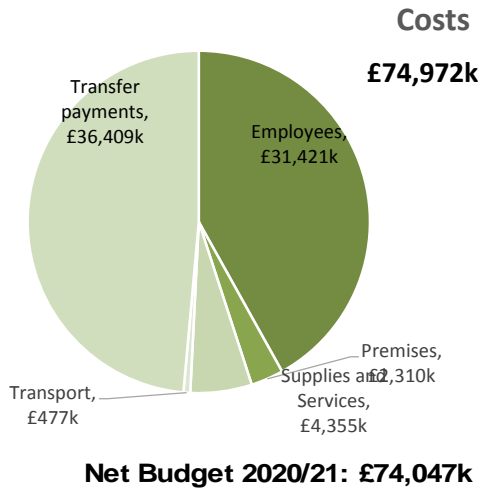
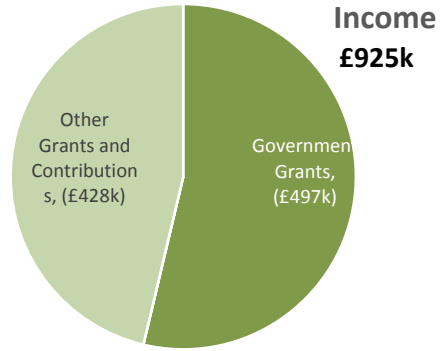
Communities Portfolio	2020-21			2021-22	2022-23
	Income £000	Expense £000	Net Budget	Net Budget	Net Budget
CCTV	(136)	418	282	282	282
Cemeteries & Crematoria	(2,858)	2,524	(334)	(334)	(334)
Community & Voluntary Sector	(636)	3,050	2,415	2,524	2,633
Community Centres	(137)	553	416	418	421
Community Safety	(454)	1,450	996	992	988
Coroners		811	811	821	821
Environmental Health	(202)	1,905	1,703	1,705	1,707
Homelessness	(1,789)	3,457	1,668	1,668	1,668
Licensing	(1,588)	1,041	(547)	(547)	(547)
Registrars & Celebratory services	(1,488)	1,330	(159)	(159)	(159)
Trading Standards	-	911	911	911	911
Housing	(780)	2,925	2,145	2,145	2,145
Net	(10,069)	20,375	10,307	10,427	10,536

Changes Summary			
	2020-21	2021-22	2022-23
	£000	£000	£000
Base Total	10,493	10,493	10,493
Change			
Service Developments	40	40	40
Unavoidable Growth	15	29	34
Service Efficiency	(240)	(135)	(30)
Change Total	(186)	(66)	44
Grand Total	10,307	10,427	10,536

Predominately a stand still budget that maintains in particular the existing investment in tackling Homelessness and services delivered directly to communities across Buckinghamshire, maintaining the current investment and the proximity to residents.

The budget includes some investment in Coroners to meet increasing volumes, complexity and costs

Children



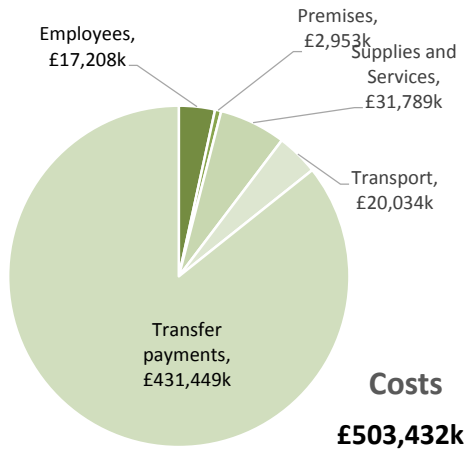
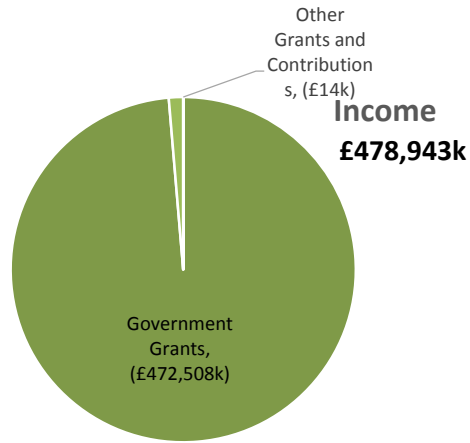
Children Portfolio	2020-21			2021-22	2022-23
	Income £000	Expense £000	Net Budget	Net Budget	Net Budget
Care Services	(428)	38,643	38,214	38,233	39,125
Children in Care	(497)	5,022	4,525	4,525	4,525
Children in Need	-	13,436	13,436	13,186	13,186
Early Help	-	5,778	5,778	5,778	5,778
Management and Central costs	-	1,127	1,127	1,127	1,127
Prevention & Commissioning	-	7,680	7,680	7,137	7,037
Quality, Standards & Performance	-	3,286	3,286	3,286	3,286
Net	(925)	74,972	74,047	73,272	74,064

Changes Summary			
	2020-21	2021-22	2022-23
	£000	£000	£000
Base Total	75,341	75,341	75,341
Change			
Service Developments	1,100	1,100	1,100
Special Items	(1,316)	(1,759)	(1,759)
Unavoidable Growth	991	641	291
Service Efficiency	(3,593)	(5,115)	(5,565)
Growth in Demand for Social Care	1,524	3,064	4,656
Change Total	(1,294)	(2,069)	(1,277)
Grand Total	74,047	73,272	74,064

Additional investment has been made in Children's Social Care budgets to address the continued increases in demand, cost and the complexity of the cases managed; in particular for Children in Care.

Savings are anticipated linked to the ongoing transformation programme

Education



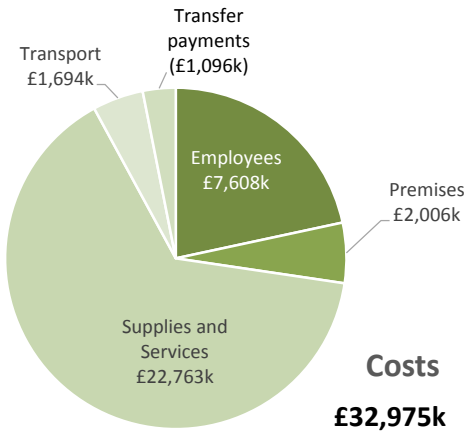
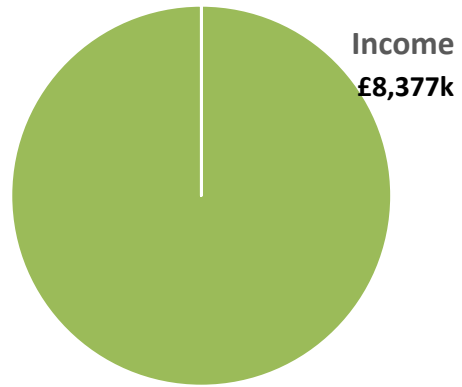
Net Budget 2020/21: £24,490k

Education Portfolio	2020-21			2021-22	2022-23
	Income £000	Expense £000	Net Budget	Net Budget	Net Budget
Adult Learning & Skills	(4,665)	4,605	(59)	(59)	(59)
Central Block	(239)	6,664	6,425	6,425	6,425
Early Years Block	-	31,559	31,559	31,559	31,559
Funding Block	(466,187)	(1,048)	(467,235)	(467,235)	(467,235)
High Needs Block	(1,332)	91,171	89,839	89,839	89,839
Integrated Transport	(3,380)	19,385	16,005	16,005	16,005
Management and Central costs	(95)	(513)	(608)	(608)	(608)
School Improvement and Early Years	(267)	1,986	1,719	1,719	1,719
Schools Block	(2,652)	342,064	339,411	339,411	339,411
Special Educational Needs	(126)	5,554	5,428	5,428	5,428
Strategic Commissioning	-	2,005	2,005	2,005	2,005
Net	(478,943)	503,432	24,490	24,490	24,490

Changes Summary				
		2020-21	2021-22	2022-23
		£000	£000	£000
Base Total		24,868	24,868	24,868
Change	Service Developments	220	220	220
	Special Items	(963)	(963)	(963)
	Unavoidable Growth	6,030	7,586	7,586
	Service Efficiency	(5,666)	(7,222)	(7,222)
	Growth for Schools	22,339	22,339	22,339
	Additional Grant for Schools	(22,339)	(22,339)	(22,339)
Change Total		(379)	(379)	(379)
Grand Total		24,490	24,490	24,490

Increases in spending budgets funded by the Dedicated Schools Grant of £22m, including funding of schools, early years provision and services managed by the Council or other partners.

Savings and efficiencies are anticipated through the SEND and Early Help strategies, to reduce demand pressures and meet needs in more effective ways (outcomes for children and value for money).



Net Budget 2020/21: £24,598k

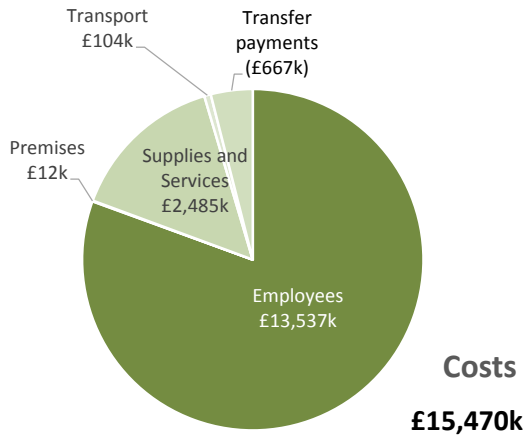
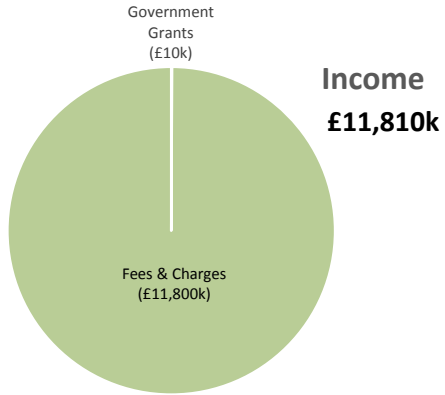
Environment Portfolio	2020-21			2021-22	2022-23
	Income £000	Expense £000	Net Budget	Net Budget	Net Budget
EFW & Residual Waste	(1,176)	1,032	(144)	1,000	1,212
Energy & Resources	(410)	586	176	176	106
Flood Management	(25)	526	501	501	461
Natural Environment	(56)	132	76	76	76
Public conveniences	(19)	417	398	400	402
Rights of way	(1)	397	396	396	396
Street Cleansing	(9)	1,011	1,002	1,032	1,064
Waste Collection	(3,775)	20,400	16,625	17,019	17,470
Waste disposal	(37)	2,485	2,448	2,389	2,339
Waste Strategy & Management	(1,783)	3,079	1,295	1,298	1,434
Household Waste Recycling Centres	(1,087)	2,912	1,826	1,897	2,131
Net	(8,377)	32,975	24,598	26,185	27,090

Changes Summary			
	2020-21 £000	2021-22 £000	2022-23 £000
Base Total	23,303	23,303	23,303
Change			
Additional Income	(80)	(54)	(124)
Service Developments	15	15	15
Special Items	(591)	70	70
Unavoidable Growth	2,351	3,252	4,226
Service Efficiency	(400)	(400)	(400)
Inter-council recharges	-	-	-
Change Total	1,295	2,883	3,787
Grand Total	24,598	26,185	27,090

The Environment budget reflects growth due to increased volume of waste, growth in property numbers and households.

New pressures have been identified around dry recycling sorting and reprocessing costs and a volatile recyclable materials market.

Planning



Net Budget 2020/21: £3,661k

Planning Portfolio	2020-21			2021-22	2022-23
	Income £000	Expense £000	Net Budget	Net Budget	Net Budget
Building Control	(2,658)	1,963	(695)	(933)	(933)
Development Management	(6,395)	4,962	(1,432)	(2,100)	(2,135)
Heritage, Design & Landscape	(167)	1,439	1,273	1,273	1,273
Highways DM	(1,095)	1,115	20	20	20
Land Charges	(952)	325	(627)	(627)	(627)
Planning Enforcement	(75)	1,871	1,796	1,796	1,756
Strategic Planning & Policy	(176)	975	799	799	799
Planning Policy & Mgmt	(292)	2,820	2,528	3,114	3,114
Net	(11,810)	15,470	3,661	3,340	3,266

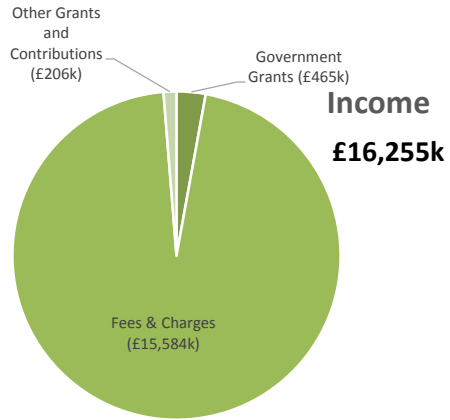
Changes Summary			
	2020-21	2021-22	2022-23
	£000	£000	£000
Base Total	4,062	4,062	4,062
Change			
Additional Income	(103)	(400)	(450)
Service Developments	132	882	882
Special Items	(200)	(200)	(200)
Unavoidable Growth	54	69	45
Service Efficiency	(285)	(1,074)	(1,074)
Inter-council recharges	-	-	-
Change Total	(401)	(722)	(796)
Grand Total	3,661	3,340	3,266

Investment is included within Planning Policy to meet the demands of a new Local Plan for the new Council as well as maintaining customer service standards.

Fees & Charges are being harmonised and income levels have been reviewed in line with growth in demand and to maximise cost recovery.

Future service efficiency is anticipated from the shared planning service across the new Council.

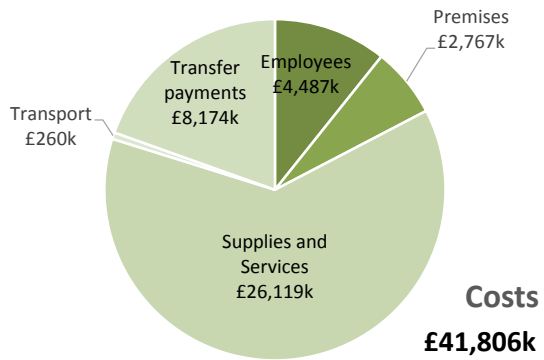
Transport



Transport Portfolio	2020-21		2021-22	2022-23
	Income £000	Expense £000	Net Budget	Net Budget
Integrated Transport	(1,323)	10,063	8,739	8,195
Parking Operations	(10,592)	5,298	(5,294)	(5,670)
Other Highways & Technical	(33)	1,887	1,854	1,855
Transport Strategy & Leadership team	(321)	1,669	1,348	1,348
TfB RJ Contract	(3,987)	22,889	18,903	17,840
Net	(16,255)	41,806	25,551	23,858

The budget includes an extension of current highways and footways programmes and also the continuation of the current additional works to drainage and weed treatment that was put in place by the former County Council; plus investment to meet ongoing growth in the highways network and inflationary pressures.

Page 61

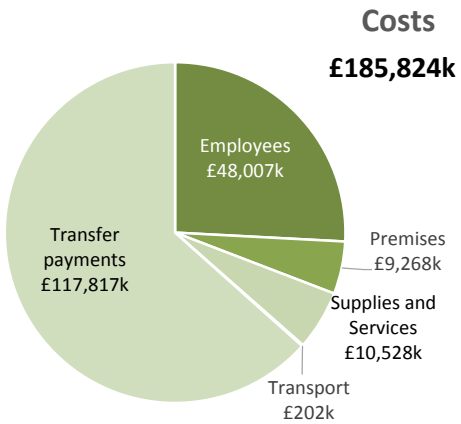
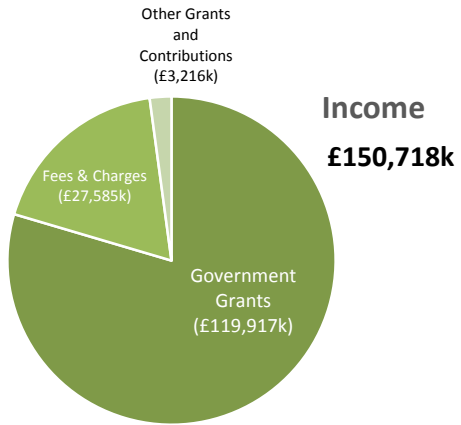


Changes Summary			
	2020-21 £000	2021-22 £000	2022-23 £000
Base Total	24,193	24,193	24,193
Change			
Additional Income	(582)	(725)	(1,037)
Service Developments	2,286	86	86
Special Items	(892)	(892)	(892)
Unavoidable Growth	635	1,444	2,211
Service Efficiency	(89)	(248)	(248)
Inter-council recharges	-	-	-
Change Total	1,357	(336)	119
Grand Total	25,551	23,858	24,313

A new Parking strategy is being developed for the new Council and additional income is anticipated in particular linked to the proposal for a new car park at Gerrards Cross.

Net Budget 2020/21: £25,551k

Deputy Leader & Resources



Net Budget 2020/21: £35,106k

Deputy Leader & Resources Portfolio	2020-21		2021-22	2022-23
	Income £000	Expense £000	Net Budget	Net Budget
HR & OD	(1,655)	6,487	4,832	4,812
Revenues & Benefits	(122,021)	121,857	(164)	(896)
Property & Assets	(22,368)	17,194	(5,174)	(5,647)
Finance	(3,157)	16,910	13,754	13,704
Customer & Business Support	(890)	9,771	8,881	8,756
ICT	(627)	13,604	12,976	12,911
Net	(150,718)	185,824	35,106	33,640

Changes Summary			
	2020-21	2021-22	2022-23
	£000	£000	£000
Base Total	37,983	37,983	37,983
Change			
Additional Income	(1,283)	(2,062)	(2,355)
Service Developments	(1,265)	(1,265)	(1,265)
Special Items	(185)	(205)	(255)
Unavoidable Growth	547	665	779
Service Efficiency	(692)	(1,087)	(1,247)
Inter-council recharges	-	-	-
Change Total	(2,878)	(3,954)	(4,343)
Grand Total	35,106	34,029	33,640

The budget reflects the ongoing efficiency programmes; plus planned investments in commercial acquisitions within Property & Assets.

Corporate

Corporate		2021-22		2022-23
		Net Budget	Net Budget	Net Budget
Capital Financing	Interest payable	11,358	11,528	11,526
	MRP	9,891	9,891	10,915
	RCCR	8,162	3,521	4,013
Capital Financing Total		29,411	24,940	26,454
Corporate Costs	Budget Risk Contingency	17,854	9,430	12,157
	Pay Contingency	5,510	9,293	13,172
	Corporate Items	1,367	1,318	1,268
Corporate Costs Total		24,731	20,041	26,597
Treasury Management	Interest receivable	(3,914)	(4,020)	(3,755)
	Treasury Management	705	705	705
Treasury Management Total		(3,209)	(3,315)	(3,050)
Unitary savings	Unitary savings	-	(3,096)	(5,399)
Unitary savings Total		-	(3,096)	(5,399)
Net		50,933	38,570	44,601

Reserves		2021-22		2022-23
		Net Budget	Net Budget	Net Budget
Reserves	Earmarked Reserves	14,024	6,269	6,657
	General Reserves	(3,626)	959	118
Reserves Total		10,398	7,227	6,775
Net		10,398	7,227	6,775

Total 61,332 45,798 51,376

This represents those budgets which do not apply to individual Portfolios.

This includes borrowing costs, returns made on Treasury Management investments, contingency budgets held to mitigate risk and fund future commitments, and the use of and contribution to Reserves.

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Appendix 3

Buckinghamshire Council Draft Capital Programme

Contents

Section BUDGET SUMMARIES

- 1 Buckinghamshire Council Capital Programme 2020/21 to 2022/23
By Portfolio:
- 2 Leader
- 3 Adult Social Care
- 4 Health & Culture
- 5 Communities
- 6 Education
- 7 Environment
- 8 Transport
- 9 Deputy Leader & Resources

Buckinghamshire Council Capital Programme 2020/21 to 2022/23

	2020/21	2021/22	2022/23	Total
	£000	£000	£000	MTFP
Leader	39,226	75,379	59,758	174,363
Adult Social Care	-	2,940	-	2,940
Health & Culture	24,723	13,287	1,271	39,281
Communities	13,262	11,757	4,150	29,169
Education	30,775	42,421	34,582	107,778
Environment	12,894	13,638	3,465	29,997
Transport	35,006	36,440	23,096	94,542
Deputy Leader & Resources	6,191	4,139	2,865	13,195
Corporate	808	808	808	2,424
Grand Total	162,886	200,809	129,994	493,689

Funding

Borrowing	(24,746)	(37,802)	(41,481)	(104,029)
Capital receipts	(51,123)	(26,756)	(18,713)	(96,591)
Government Grants	(41,076)	(66,621)	(37,032)	(144,728)
Revenue Contributions	(24,688)	(6,533)	(4,240)	(35,461)
Developer funding (CIL / s106)	(20,479)	(11,559)	(80,841)	(112,878)
Grand Total	(162,112)	(149,270)	(182,306)	(493,689)

Net Funding Gap

	774	51,538	(52,312)	-
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An ambitious Capital Programme both in scale investing over £400m and scope with a particular focus on Economic Regeneration and the delivery of sustainable Housing and Infrastructure. The programme is balanced over the three years but may require some forward funding, depending on cash-flows and deliverability. Key projects within the 3-year programme are:

- £111m to support Economic Regeneration in Aylesbury and Wycombe.
- £107m on schools, including school places, including the new Kingsbrook Secondary School.
- £69m on Strategic Highways maintenance including an additional £4m on Highways Plane & Patch and £1m on Footways for 2020/21, following the Spending Round announcement.
- £62m on Strategic Infrastructure including Housing Infrastructure Fund marginal viability funded schemes in Princes Risborough, Abbey Barn and the Aylesbury Link Roads.
- £20m investment in Leisure Centres primarily linked to the Chiltern Lifestyle Centre (total £36m) where construction commenced in 2019/20.
- £14m investment in Waste for the fleet to deliver the new Southern Waste Contract.
- £18.3m to support Housing and Homelessness including affordable Housing action plans and disabled facilities grants.

Leader Portfolio Capital Programme 2021 to 2022/23

2

Expenditure

Service	Scheme	2020/21	2021/22	2022/23	Total MTFP	
		£000	£000	£000	£000	
Economic Development	Rural Broadband	600	600	-	1,200	
Regeneration	Future High Streets Fund	300	3,111	-	3,411	
	Retasking of Winslow Centre	-	5,000	5,000	10,000	
	Strategic Acquisitions / Infrastructure	-	9,524	10,000	19,524	
	The Exchange phase 2	-	-	30,000	30,000	
	Waterside North Development	749	5,500	3,550	9,799	
	High Wycombe Town Centre	4,612	1,111	-	5,723	
	Employment & regeneration led opportunities	13,389	6,150	-	19,539	
	Housing led opportunities	3,825	1,701	-	5,526	
	Environment led opportunities	450	-	-	450	
	Aylesbury Town Centre	3,400	3,000	-	6,400	
	CIL funded regeneration	998	-	-	998	
	Strategic Infrastructure (inc HIF)	A355 Improvement Scheme (Wilton Park)	343	1,644	-	1,987
		Abbey Barn - HIF/S106	969	4,629	4,558	10,156
		Aylesbury Eastern Link Road	550	-	-	550
		East West Rail	1,000	1,000	1,000	3,000
Princes Risborough Early Design		2,600	-	-	2,600	
	Princes Risborough HIF	-	9,373	650	10,023	
	SEALR (South East Aylesbury Link Road)	5,441	23,036	5,000	33,477	
Grand Total		39,226	75,379	59,758	174,363	

Funding

Funding Source	2020/21	2021/22	2022/23	Total MTFP
	£000	£000	£000	£000
Government Grants	(11,700)	(29,680)	(1,928)	(43,308)
Revenue Contributions	(1,450)	(1,000)	-	(2,450)
Developer funding (CIL / s106)	(6,511)	(3,531)	(15,684)	(25,726)
Grand Total	(19,661)	(34,211)	(17,612)	(71,484)

Adult Social Care Portfolio Capital Programme 2021 to 2022/23

3

Expenditure

		2020/21	2021/22	2022/23	Total MTFP
Service	Scheme	£000	£000	£000	£000
Adult Social Care	Respite Care	-	2,940	-	2,940
Grand Total		-	2,940	-	2,940

Health & Culture Portfolio Capital Programme 2021 to 2022/23

Expenditure

		2020/21	2021/22	2022/23	Total MTFP
Service	Scheme	£000	£000	£000	£000
Country Parks	Country Parks Visitor Centre	-	1,500	-	1,500
	The South Bucks Country Park Leisure Facility	600	-	-	600
Leisure Centres	Chiltern Lifestyle Centre	20,000	8,940	1,255	30,195
	Leisure Centres	3,492	2,707	16	6,215
Libraries	Libraries self-service replacement	210	-	-	210
Parks & Play Areas	Parks & Play Areas	421	140	-	561
Grand Total		24,723	13,287	1,271	39,281

Funding

		2020/21	2021/22	2022/23	Total MTFP
Funding Source		£000	£000	£000	£000
Government Grants		(1,500)	-	-	(1,500)
Revenue Contributions		(600)	(500)	-	(1,100)
Developer funding (CIL / s106)		(281)	-	-	(281)
Grand Total		(2,381)	(500)	-	(2,881)

Communities Portfolio Capital Programme 2021 to 2022/23

5

Expenditure

		2020/21	2021/22	2022/23	Total MTFP
Service	Scheme	£000	£000	£000	£000
Affordable Housing	Affordable Housing	2,407	1,500	1,500	5,407
Cemetaries & Crematoria	Cemetaries & Crematoria	2,394	1,553	68	4,015
Community Safety	CCTV merger project	87	-	-	87
Homelessness	Temporary Accom. Schemes	4,075	4,600	-	8,675
Housing	Disabled Facility Grants	2,139	2,224	2,039	6,402
	Enabling schemes	1,500	1,500	-	3,000
	Home Renovation Grants	100	100	100	300
Voluntary and Communtiy Sector	Facilities for Young People	410	280	443	1,133
	Princes Risborough Community Centre	150	-	-	150
Grand Total		13,262	11,757	4,150	29,169

Funding

		2020/21	2021/22	2022/23	Total MTFP
Funding Source		£000	£000	£000	£000
Government Grants		(2,139)	(2,224)	(2,039)	(6,402)
Revenue Contributions		(731)	(1,553)	(68)	(2,352)
Developer funding (CIL / s106)		(1,701)	-	-	(1,701)
Grand Total		(4,571)	(3,777)	(2,107)	(10,455)

Education Portfolio Capital Programme 2021 to 2022/23

Expenditure

		2020/21	2021/22	2022/23	Total MTFP
Service	Scheme	£000	£000	£000	£000
Schools	Primary School Places	6,465	9,271	1,100	16,836
	Provision for Early Years	192	1,200	-	1,392
	Provision for SEN	2,774	300	-	3,074
	School Property Maintenance	3,389	3,000	4,310	10,699
	School Suitability Issues	450	450	1,450	2,350
	Secondary School Places	17,506	28,200	27,722	73,428
Grand Total		30,775	42,421	34,582	107,778

Funding

		2020/21	2021/22	2022/23	Total MTFP
Funding Source		£000	£000	£000	£000
Government Grants		(2,774)	(300)	-	(3,074)
Developer funding (CIL / s106)		(9,202)	(6,950)	(64,379)	(80,531)
Grand Total		(11,976)	(7,250)	(64,379)	(83,605)

Environment Portfolio Capital Programme 2021 to 2022/23

7

Expenditure

		2020/21	2021/22	2022/23	Total MTFP
Service	Scheme	£000	£000	£000	£000
Other	Public convenience refurbishment	9	7	-	16
Other Highway & Technical	Flood Defence Schemes	1,486	4,160	3,210	8,856
	Rights of Way	242	242	200	684
Waste	Biowaste Treatment	1,807	3,498	-	5,305
	Recycling Initiatives & Bins	55	55	55	165
	Southern Waste Contract - Depot Improvements	271	500	-	771
	Southern Waste Contract - Vehicles	9,024	5,176	-	14,200
Grand Total		12,894	13,638	3,465	29,997

Funding

		2020/21	2021/22	2022/23	Total MTFP
Funding Source		£000	£000	£000	£000
Government Grants		(1,086)	(1,575)	(1,950)	(4,611)
Grand Total		(1,086)	(1,575)	(1,950)	(4,611)

Transport Portfolio Capital Programme 2021 to 2022/23

8

Expenditure

		2020/21	2021/22	2022/23	Total MTFP
Service	Scheme	£000	£000	£000	£000
Car Parks	Station Road Car Park, Gerrards Cross	-	10,051	-	10,051
	Car Parks	1,487	1,399	300	3,186
Highways & Cycleway Funded Schemes	ADEPT Live Labs	1,064	1,169	-	2,233
	Highways & Cycleway Funded Schemes	5,100	1,754	846	7,700
Other Highway & Technical	Other Highway & Technical	894	557	440	1,891
Strategic Highway Maintenance	Bridge Maintenance	990	1,020	1,020	3,030
	Footway Structural Repairs	2,500	1,500	1,500	5,500
	Maintenance Principal Roads - Drainage	1,000	1,000	1,000	3,000
	Plane & Patch	4,000	-	-	4,000
	Replacement Traffic Signals	470	490	490	1,450
	Street Lighting	2,000	2,000	2,000	6,000
	Road Safety	500	500	500	1,500
	Strategic Highway Maintenance Programme	15,000	15,000	15,000	45,000
Grand Total		35,006	36,440	23,096	94,542

Funding

		2020/21	2021/22	2022/23	Total MTFP
Funding Source		£000	£000	£000	£000
Government Grants		(3,330)	(1,795)	(68)	(5,193)
Revenue Contributions		(740)	(740)	(740)	(2,220)
Developer funding (CIL / s106)		(2,783)	(1,078)	(778)	(4,639)
Grand Total		(6,854)	(3,613)	(1,586)	(12,053)

Deputy Leader & Resources Portfolio Capital Programme 2021 to 2022/23

Expenditure

		2020/21	2021/22	2022/23	Total MTFP
Service	Scheme	£000	£000	£000	£000
ICT	Delivery of Technology Strategy	2,000	1,500	1,500	5,000
	Social Care Systems	1,600	-	-	1,600
	ICT Hardware	645	150	275	1,070
Property and Assets	Aylesbury Study Centre	-	1,200	-	1,200
	Conversion Old Wycombe Library	537	-	-	537
	Enhancement of Strategic Assets	299	274	-	573
	Property Maintenance Programme	1,110	1,015	1,090	3,215
Grand Total		6,191	4,139	2,865	13,195

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Appendix 4 - Detailed Budget Changes**Adult Social Care**

	2020-21	2021-22	2022-23
Description of change	£000's	£000's	£000's
Better Lives Transformation Programme	(2,011)	(2,011)	(2,011)
Demand growth	9,530	16,230	23,214

Children

	2020-21	2021-22	2022-23
Description of change	£000's	£000's	£000's
Agency Staff pressures	1,600	1,350	1,100
Increased demand in statutory social care services due to demographic changes	1,524	3,064	4,656
Savings achieved through increasing our in house placement options and reducing our reliance on external and more costly providers	(2,470)	(3,992)	(4,692)
Strategic review of all budgets across the service to identify the extent to which statutory services can be provided in a more effective and efficient way.	(250)	(500)	(500)
Reducing demand for legal services	(399)	(499)	(599)
Pause in development of Children's Home	(500)	(250)	0
Increase in client costs	1,100	1,100	1,100

Communities

	2020-21	2021-22	2022-23
Description of change	£000's	£000's	£000's
Coroners pressures as a result of increasing volumes, complexity and costs	10	20	20
Efficiencies in CCTV services	(30)	(30)	(30)

Deputy Leader & Resources

	2020-21	2021-22	2022-23
Description of change	£000's	£000's	£000's
Customer Experience Savings	(125)	(250)	(250)
Digital First programme	(132)	(132)	(232)
Net additional income from New Projects (Consilio)	(150)	(200)	(250)
Net additional income from Tatling End Housing	(129)	(276)	(285)
Property energy inflation	178	249	317
Property Transformation, Income and Investment Opportunities	(734)	(1,128)	(1,128)
Change in Housing Benefit grant	50	(118)	(352)
Service Transformation	(455)	(745)	(805)

Education

	2020-21	2021-22	2022-23
Description of change	£000's	£000's	£000's
Change in funding through the schools, early years, high needs and central services blocks within the Dedicated Schools Grant	(3,021)	(6,173)	(6,173)
Change in spending budgets funded by the Dedicated Schools Grant, including funding of schools, early years provision and services managed by the Council or other partners.	8,161	12,869	12,869
Home to School Transport increases in demand and inflation	780	780	780
Savings and efficiencies through the SEND and Early Help strategies, to reduce demand pressures and meet needs in more effective ways (outcomes for children and value for money)	(5,140)	(6,696)	(6,696)
Strategic review of all budgets across the service to identify the extent to which services can be provided in a more effective and efficient way.	(224)	(224)	(224)
Strategic review of school support services, as a consequence of changes in Education funding and responsibilities	110	110	110
Strategic Review of Transport Services	(302)	(302)	(302)
Additional support for staffing within the integrated SEND service	220	220	220

Environment

	2020-21	2021-22	2022-23
Description of change	£000's	£000's	£000's
Disposal of recyclates	440	440	440
Energy & Resources - income opportunities	0	0	(70)
Horticulture Contract Brought In House	(400)	(400)	(400)
Income generation from fees and charges	(25)	(155)	(155)
Increased Customer Base	(125)	(169)	(169)
Waste: HRC new service contract commissioning costs	150	150	300
Growth in number of households and contract inflation	421	851	1,231
Contract pressure for Southern Waste Contract	1,050	1,150	1,250
Reducing Energy from Waste contract income	70	270	270
Flood Management Staffing pressure	40	40	0

Health & Culture

	2020-21	2021-22	2022-23
Description of change	£000's	£000's	£000's
Contract adjustments	18	(50)	(141)
Changes in grants	(50)	(94)	(94)
Chiltern Lifestyle Centre additional income	(138)	(627)	(1,231)
Libraries Book Fund	(40)	(40)	(40)
Libraries service review	(212)	(222)	(222)
Reduction in Management Fee for externally managed facilities	(25)	(25)	(25)

Leader

	2020-21	2021-22	2022-23
Description of change	£000's	£000's	£000's
Community Boards	1,500	2,000	2,000
Unitary savings	(170)	(170)	(170)
Community Boards Infrastructure funding	1,900	1,900	1,900
Service restructure	(55)	(80)	(80)
Increase in feasibility funding	200	200	200

Planning

	2020-21	2021-22	2022-23
Description of change	£000's	£000's	£000's
Additional Planning Applications	0	(50)	(100)
Development of Local Plan	0	750	750
Fit for Competition Programme	(251)	(736)	(736)
Planning & Environment: Staffing pressures in Planning and Enforcement and Flood	40	40	0
Planning Shared Service	0	(303)	(303)
Release of Forward Plans Reserve	0	(165)	(165)
Release of Development Management Reserve	0	(83)	(83)

Transport

	2020-21	2021-22	2022-23
Description of change	£000's	£000's	£000's
Expressway team	135	135	135
Expressway team funding	(135)	(135)	(135)
Investment in transformation of Integrated Transport Service	400	0	0
Savings from Strategic Review of Client & Public Transport	0	(144)	(144)
Gerrards Cross Car Park - Increase income	0	0	(250)
Increased income from car parks	(112)	(220)	(282)
Increased income from Network Strategy and claims	(350)	(400)	(400)
Growth in Highway asset and inflation	589	1,376	2,121
Investment in Drainage & Weeds programme	2,800	0	0

Unitary Savings

The creation of Buckinghamshire Council is expected to deliver £18.2m of savings. Due to the shortened timeline for implementation it has not been possible to confirm the robustness of all of the expected savings at the outset, and significant transformation of services will occur after 1st April 2020. Where savings plans are in place these have been allocated to Portfolios, whilst the balance is held as a Corporate saving. As plans are developed for Transformation this target will be allocated to the appropriate Portfolios.

	2020-21	2021-22	2022-23	2023+
	£000's	£000's	£000's	£000's
Deputy Leader and Resources - Third Party Spend	(310)	(310)	(310)	(310)
Leader - Member Allowances	(170)	(170)	(170)	(170)
Senior Management Savings (tiers 1-3)	(1,745)	(1,745)	(1,745)	(1,745)
Service Reconfiguration / Systems Integration / Third Party Spend	0	(2,969)	(5,272)	(15,975)
Grand Total	(2,225)	(5,194)	(7,497)	(18,200)

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Consultation on the priorities and 2020 budget
for the new Buckinghamshire Council

Deadline Results

Consultation date: 24 October – 25 November

Summary of key findings

Residents responding – 1,867 respondents

- **The new council's four overall priorities**
 - A large majority (79%) agreed with the new council's four overall priorities
 - Providing support for the disadvantaged, making communities safe, protecting the local environment and addressing climate change, and education and skills for young people were the most highly ranked priorities for residents
 - When asked to suggest other priorities to consider, the most frequently mentioned themes related to roads and housing infrastructure
- **The new council's proposed spending allocation**
 - There were mixed views towards the council's proposed spending allocation, with stronger disagreement (38%) than agreement (26%)
 - There was a significant proportion (over a third) of residents who neither agreed nor disagreed with the proposed allocation.
 - Road maintenance, improving the road system and planning new roads were the top areas to prioritise for improvement. Services and support for vulnerable adults and older people were also high priority – these views reflect results from previous budget consultations
 - The most frequently mentioned "other" suggestions for areas to prioritise for improvement included addressing climate change, encouraging cycling by improving cycle routes and environmental improvements
 - Respondents were asked to make any other comments on the 2020/21 budget and around a third of these related to general agreement or disagreement with the proposed budget allocation, along with various suggestions on how to spend/save money

Organisations responding - 79 respondents

- **The new council's four overall priorities**
 - A large majority (82%) agreed with the council's four overall priorities
 - Providing support for the disadvantaged, keeping children safe, addressing climate change and supporting environmentally friendly transport, education and schools and supporting local businesses were the most highly ranked priorities for organisations
 - When asked to suggest other priorities to consider, the most frequently mentioned themes related to support for local businesses and education & skills
- **The new council's proposed spending allocation**
 - There were mixed views towards the council's proposed spending allocation, with stronger disagreement (37%) than agreement (29%)
 - There was a significant proportion (over a third) of organisations who neither agreed nor disagreed with the proposed allocation.
 - The top areas to prioritise for improvement for organisations were services and support for vulnerable groups, including older and younger people, and protecting the environment (e.g. green spaces and renewable energy)
 - Other suggestions for areas to prioritise for improvement included mental health education and service and council efficiency (note low response numbers for this question)
 - Respondents were asked to make any other comments on the 2020/21 budget. The most commonly mentioned theme related to improving council efficiency

NB: an additional 689 people initiated the survey but did not fully complete the consultation.

Promotion of the Consultation

The consultation has been promoted via:

- Dedicated webpage and survey on Shadow Website
- Promotional news items on current council websites
- Special edition MyBucks and AVDC enewsletter
 - Please note AVDC database holds 37k email addresses and boosted results by around 700 in the immediate days following the send out
 - Articles in regular MyBucks and AVDC enewsletters
- Press release to local media
- Social media promotional campaign across all main council channels
 - Targeted (paid for) social media promotion to the south of the county
- enewsletters and webpage information for businesses via BBF
- enewsletter to key partners and town and parish councils
- enewsletter to sixth forms and youth groups to target younger people
- Posters and leaflets in libraries, council offices, customer service centres, car parks and internal office locations
- Article in Aylesbury Vale Times (Wycombe Times cancelled due to purdah)
 - This will have also impacted the data as the magazine is distributed to 80k households in the north of the county and the magazine for Wycombe wasn't distributed
- Information sent to minority groups via community database and community partnership teams
- Attendance at Action4Youth organisation conference
- Internal communications to staff and members, including posts on all intranets, specific emails, posters, digital screen displays and background images on screens.
- Specific event for young people (Inspiration Day with SMT)
- Target message on Family information service website and social media
- Digital posters displayed in GP surgeries

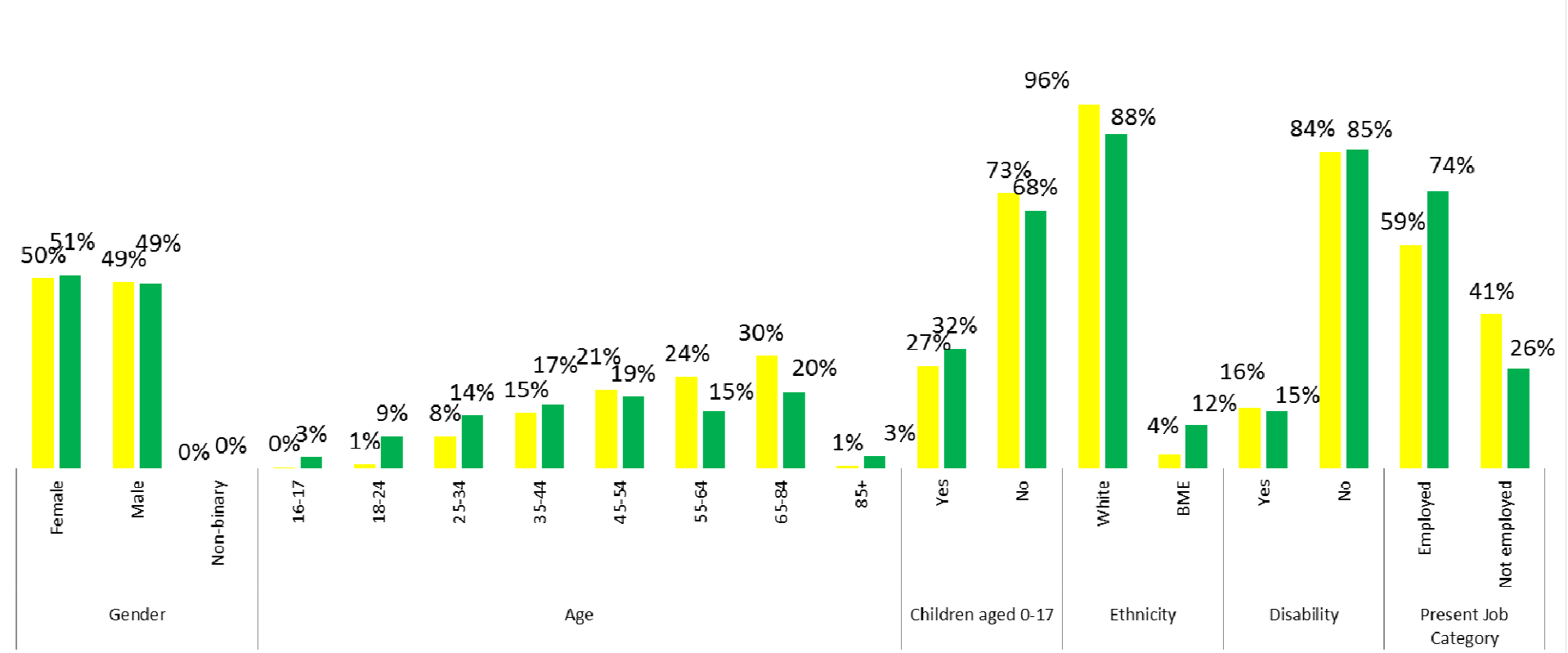


Respondent Profiles

Residents: A higher proportion of respondents (55%) were in the 55+ age groups compared with the Buckinghamshire population, where there are 39% in these age bands. White ethnic groups (96%) were over-represented compared with the Buckinghamshire population (88%). Those in employment (59%) were under-represented compared with the Buckinghamshire average (74%).

Demographic Profile of Respondents *

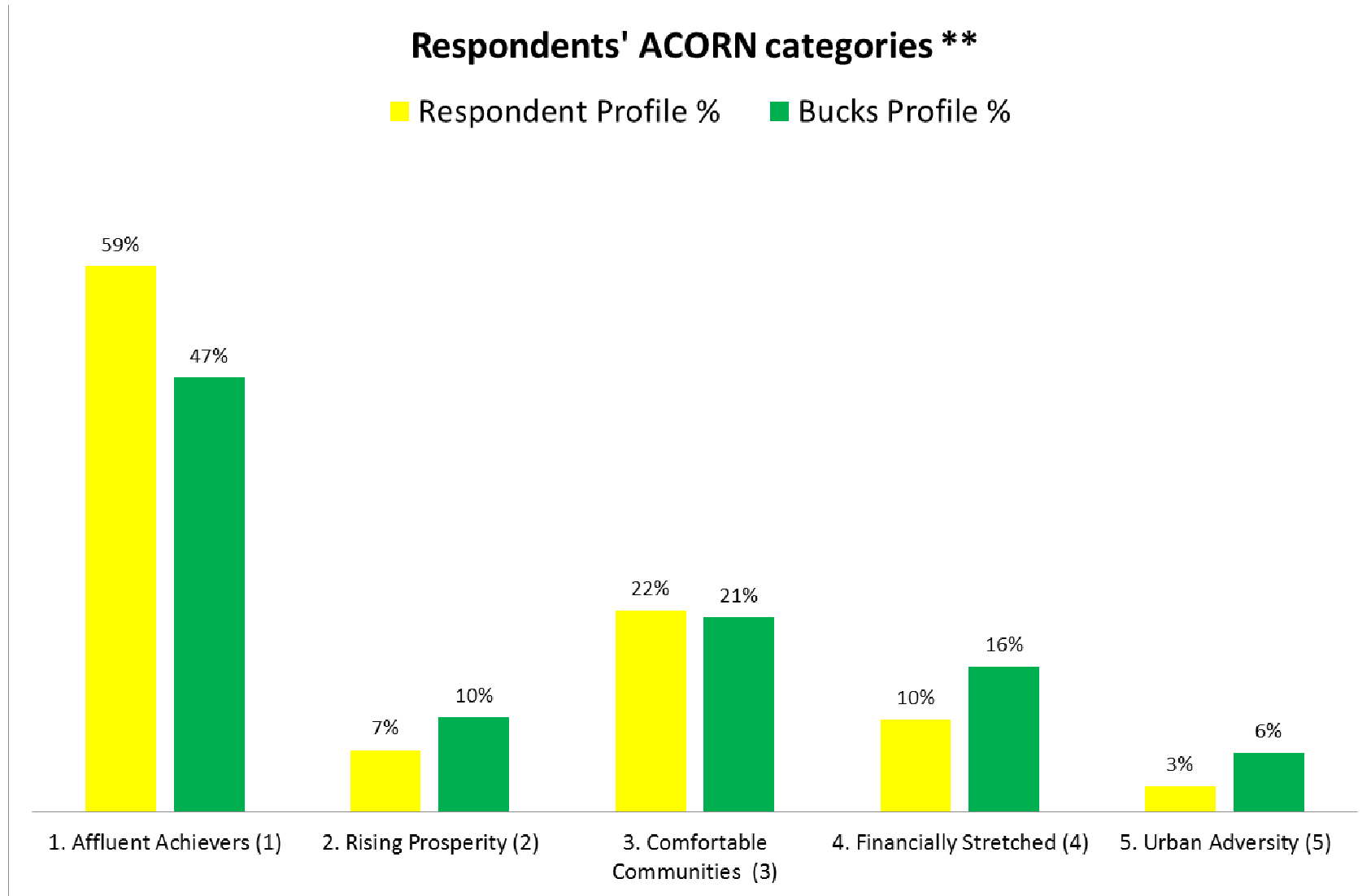
■ Respondent % ■ Bucks %



* Bases: Gender (1736), Age (1745), Children aged 0-17 (1828), Ethnicity (1666), Disability (1774), Present Job Category (1836)

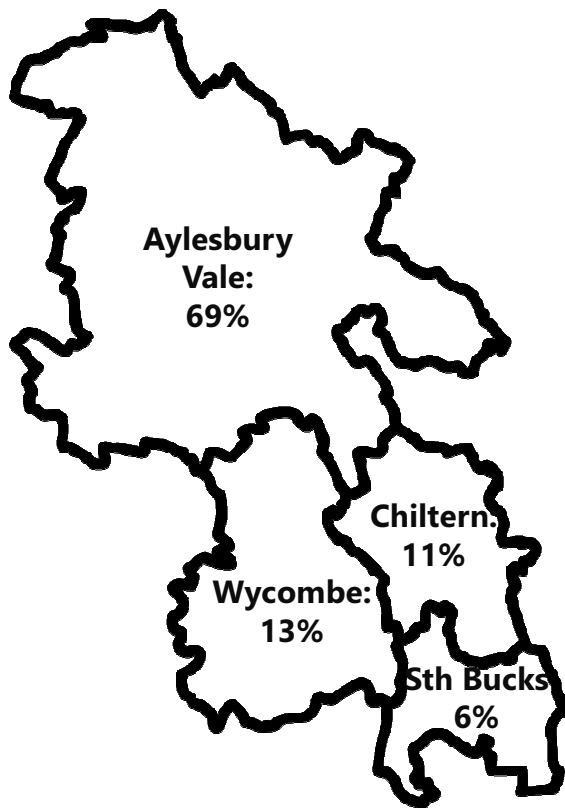
The survey was open to all residents and people representing organisation to respond – participation was self-selecting. This was not a random sample of respondents and the sample was not stratified to reflect the proportions of the people responding according to the make-up of the Buckinghamshire population.

Residents: Affluent Acorn Groups were over-represented, with 59% from the “Affluent Achievers” category, compared with 47% in Buckinghamshire.



Base: All respondents with a valid postcode that could be matched to Acorn (1,564 residents)

Residents: Over two-thirds of respondents were from the north of the county, which is an over-representation of the 37% of Buckinghamshire residents who live in the north¹. 136 (7%) of respondents are employed by Aylesbury Vale District Council, Buckinghamshire County Council, Chiltern District Council, South Bucks District Council or Wycombe District Council

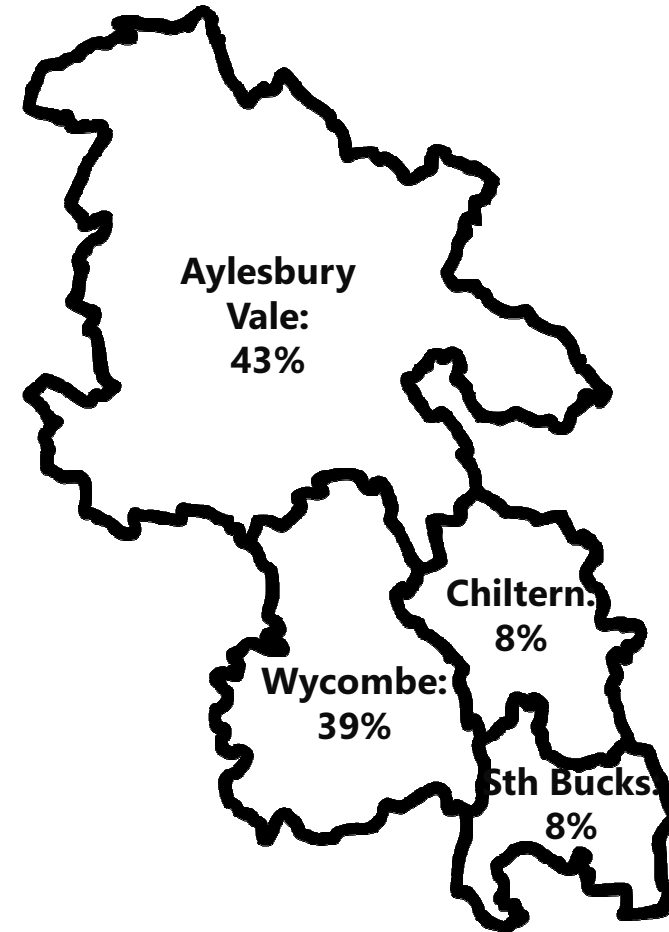
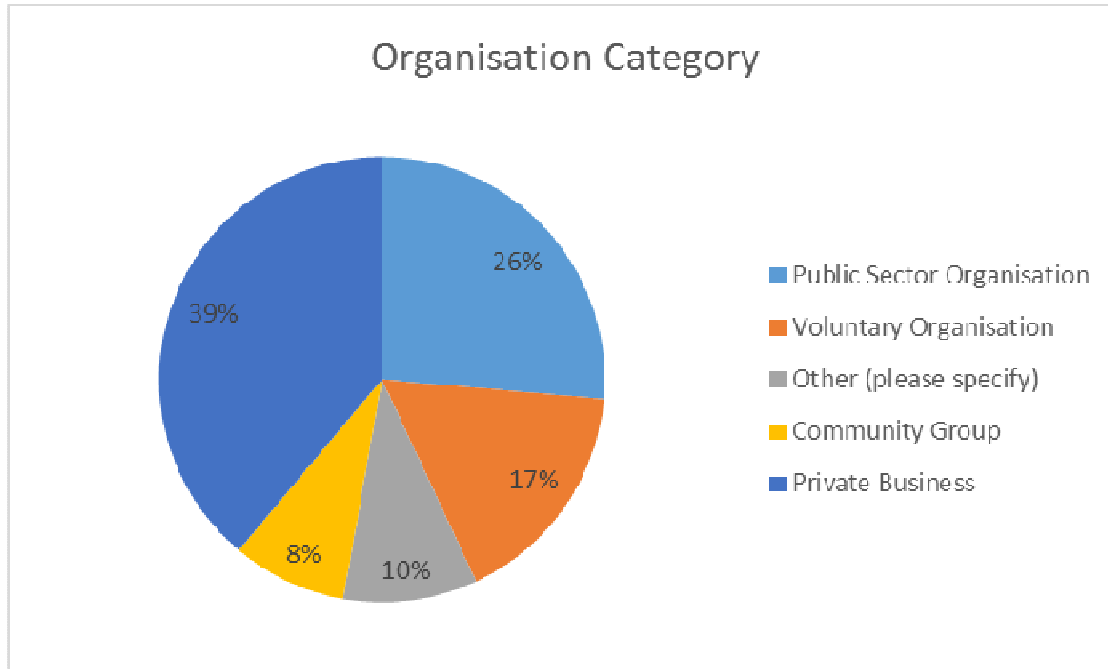


	Count		%	
	Bucks population	Respondents	Bucks population	Respondents
Aylesbury Vale	196,020	1,276	37%	69%
Chiltern	95,355	206	18%	11%
South Bucks	69,785	114	13%	6%
Wycombe	174,758	246	33%	13%
TOTAL	535,918	1,842	100%	100%

Base: All respondents with a valid postcode (1,842 residents) 0.1% from outside Buckinghamshire

¹ NB: The higher number of respondents from the north of the county is largely due to communication of the consultation – Aylesbury Vale District Council were able to access residents via e-newsletters which boosted responses significantly for this region

Organisations: Respondents from organisations were more evenly distributed geographically, with 43% from Aylesbury Vale and 55% from South of the county*. 39% responses were from private businesses, 26% from employees of public sector organisations and 17% were representing a voluntary organisation



*2% from outside Bucks

Bases: Organisation category (72), Location (50 valid postcodes)



Organisations: The following organisations responded to the consultation (where an organisation's name was provided):

- Actisoft Technology Limited
- AJF MOTOR ENGINEERS LTD
- Ashridge Group Ltd
- ATL
- AVDC
- Aylesbury Foodbank
- Berks, Bucks and Oxon Wildlife Trust (BBOWT)
- Bespoke Smile
- Beta Valve Systems Ltd
- Brands Hill Residents' Association
- Buckinghamshire County Council
- Centre for Buckinghamshire Studies
- Chearsley Parish Council
- Chiltern District Council
- Chinnor & Princes Risborough Railway Association
- Coldharbour Parish Council
- Coopers Trading Company Ltd
- Denham Golf Club
- Great Brickhill Parish Hall
- Headway Aylesbury Vale
- Holmer Green Sports Association
- HWBIDCo
- JUNE MEDICAL
- Kate Young Properties Ltd
- Kemp's Farm
- Little Marlow Parish Council
- Macmillan Cancer Support
- Motts Coaches
- Pitchcott Hill Farms Ltd
- Platts Motor Co Ltd
- Preston Bissett Parish Council
- R.E.A.C.H
- Rebellion Beer Company Ltd
- Residents Association
- Robert Bosch Ltd
- Rowan Garden Centre
- Scouting
- Taplow Parish Council
- THE MARLOW SOCIETY
- The Plough Inn Marsh Gibbon
- Westbury Parish Council
- Wycombe Arts Centre
- Wycombe District Council
- Wycombe Homeless Connection
- Buckinghamshire Healthcare NHS Trust

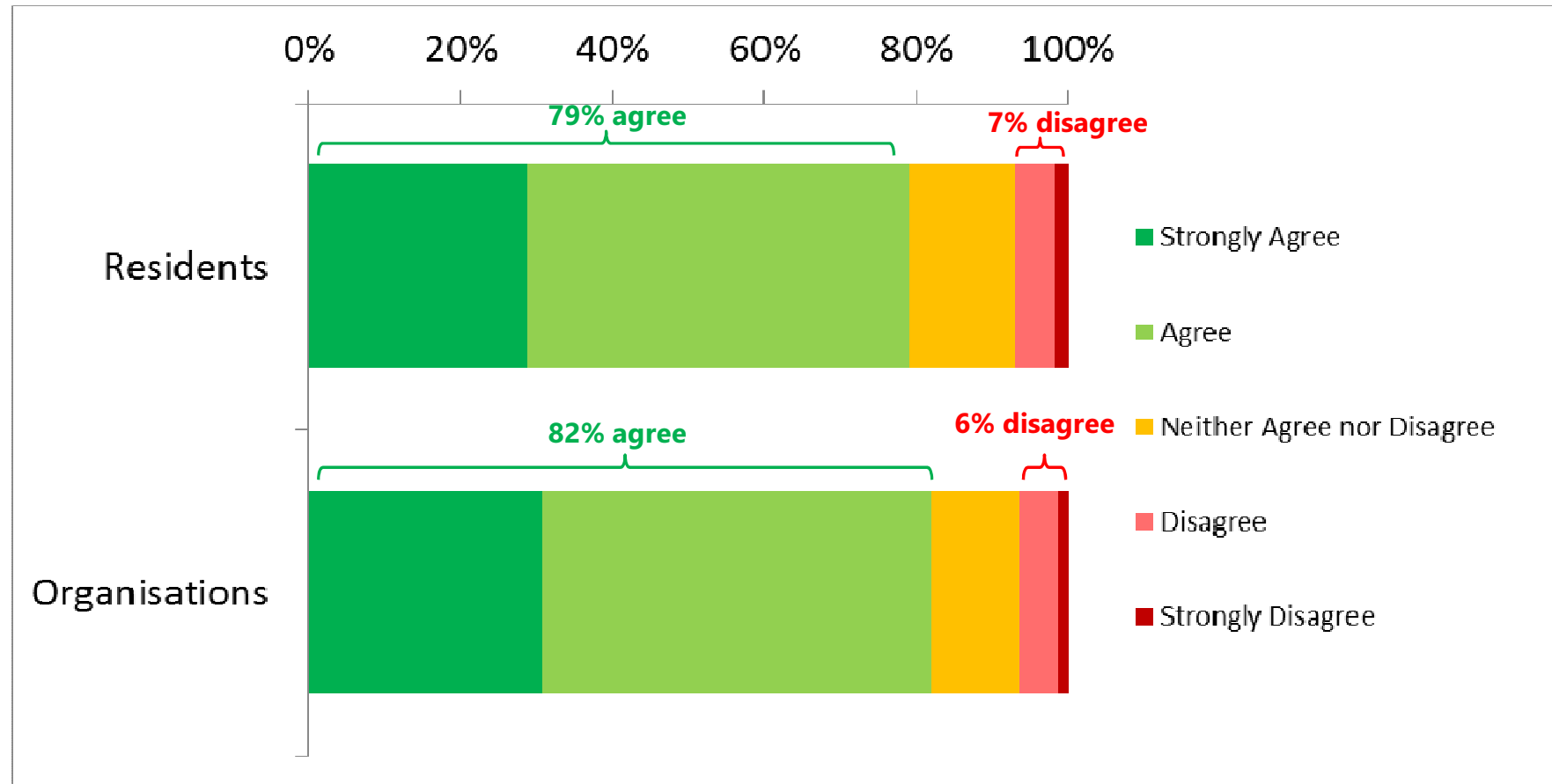


Views on Overall Corporate Priorities

The council's overall priorities: over three-quarters agree, with relatively low levels of disagreement (7% residents and 6% organisations)

"To what extent do you agree with the overall priorities for Buckinghamshire Council listed below?"

- *Strong, healthy and capable communities*
- *Protecting vulnerable people*
- *Enhancing our environment*
- *Prosperous county"*



Base: All valid respondents **1,867** residents, **79** representatives from organisations

Corporate Priority 1: Strong, Healthy and Capable Communities

Supporting people with challenges through early help and intervention received the overall highest ranking for both residents and organisations

“Thinking about what’s important to you; please rank these priorities in order where 1 = most important and 6 = least important”

	% of respondents ranking the priority in their top 3	
	Residents	Organisations
Support people to deal with the challenges of life before they become too hard to manage, through early help and intervention	72%	69%
Enable healthier lifestyles for all, raising the quality of life for those most disadvantaged in our communities	63%	53%
Provide the homes our growing communities need, including affordable housing, at the right stage in people’s lives	54%	50%
Make sport, leisure and learning opportunities available for everyone, including for more disadvantaged groups	41%	32%
Work with local voluntary and community organisations to encourage volunteering and help communities thrive	30%	37%
Empower residents to get involved with improving local services, for example through Community Boards	27%	26%

Base: All valid respondents **1,867** residents, **79** representatives from organisations
 Note that these are sorted in descending order for residents

Corporate Priority 2: Protecting Vulnerable People

The highest ranking priority for residents was keeping communities safe, while for organisations, protecting vulnerable children and adults ranked the highest

“Thinking about what’s important to you; please rank these priorities in order where 1 = most important and 6 = least important”

	% of respondents ranking the priority in their top 3	
	Residents	Organisations
Make communities as safe as possible from crime, drugs and anti-social behaviour	54%	33%
Support our older residents, those living with disabilities, and those who are socially isolated, to live healthy, independent and fulfilling lives	46%	36%
Make sure children and adults particularly those who need more help, are healthy, safe and protected from harm	46%	45%
Ensure children and young people, particularly those most vulnerable, to reach their full potential in education and other aspects of their lives	38%	42%
Provide children in our care with the same opportunities in life as other children	26%	27%
Work to reduce homelessness and address its root causes	26%	19%
Support people, together with their families and carers, to overcome their challenges, ensuring they are resilient and can identify their own solutions	26%	24%
Support people to improve their mental health by promoting support services, healthy lifestyles and wellbeing activities and tackling social isolation and loneliness	24%	29%

Base: All valid respondents **1,867** residents, **79** representatives from organisations

Note that these are sorted in descending order for residents

Corporate Priority 3: Enhancing Our Environment

Protecting our local environment ranked highly for residents, while addressing climate change was most important to organisations

“Thinking about what’s important to you; please rank these priorities in order where 1 = most important and 7 = least important”

	% of respondents ranking the priority in their top 3	
	Residents	Organisations
Address climate change by taking wide-ranging actions now to reduce our carbon emissions, from planting trees to environmentally-focused planning	50%	53%
Protect and enhance our high quality environment, including our Green Belt, Areas of Outstanding Natural Beauty (AONB) and Public Rights of Way	50%	35%
Maintain and improve our green spaces, woodlands and country parks, ensuring they remain attractive destinations that enhance our quality of life	47%	45%
Encourage and support shifts towards environmentally-friendly transport, providing electric charging points, cycling infrastructure, etc.	43%	42%
Reduce waste, tackle waste crime, and increase both re-use and recycling	42%	42%
Promote well-designed homes that are energy efficient and environment-friendly	34%	33%
Reduce risks from floods and ensure communities are resilient to flooding	22%	22%

Base: All valid respondents **1,867** residents, **79** representatives from organisations
 Note that these are sorted in descending order for residents

Corporate Priority 4: Prosperous County

Education and skills for young people, and ensuring pupils are able to reach their full potential were the most important priorities for residents, while supporting a thriving business economy was most important for organisations

“Thinking about what’s important to you; please rank these priorities in order where 1 = most important and 8 = least important”

	% of respondents ranking the priority in their top 3	
	Residents	Organisations
Develop young people’s skills and foster lifelong learning, with a focus on the education and skills that will enable people to be successful in their chosen career	61%	45%
Focus on helping all pupils reach their full potential, narrowing the achievement gap, and ensuring all our schools are excellent	58%	47%
Support a thriving business economy, particularly at the small and medium-sized enterprise (SME) level, that competes effectively both nationally and globally	51%	49%
Improve connectivity and tackle congestion through investments in transport and digital infrastructure	46%	40%
Maximise available funding to regenerate and improve our more deprived areas, town centres and high streets, including Aylesbury Garden Town and High Wycombe town centre regeneration	27%	26%
Maximise opportunities from our unique location in the Oxford to Cambridge Arc (a world leading economic area with global strengths in science, technology and high-value manufacturing) and close proximity to London	18%	23%
Foster the right conditions for innovation in business and technology for example supporting Living Labs to trial and commercialise new technologies	18%	17%
Promote tourism, culture and the heritage of Buckinghamshire	9%	10%

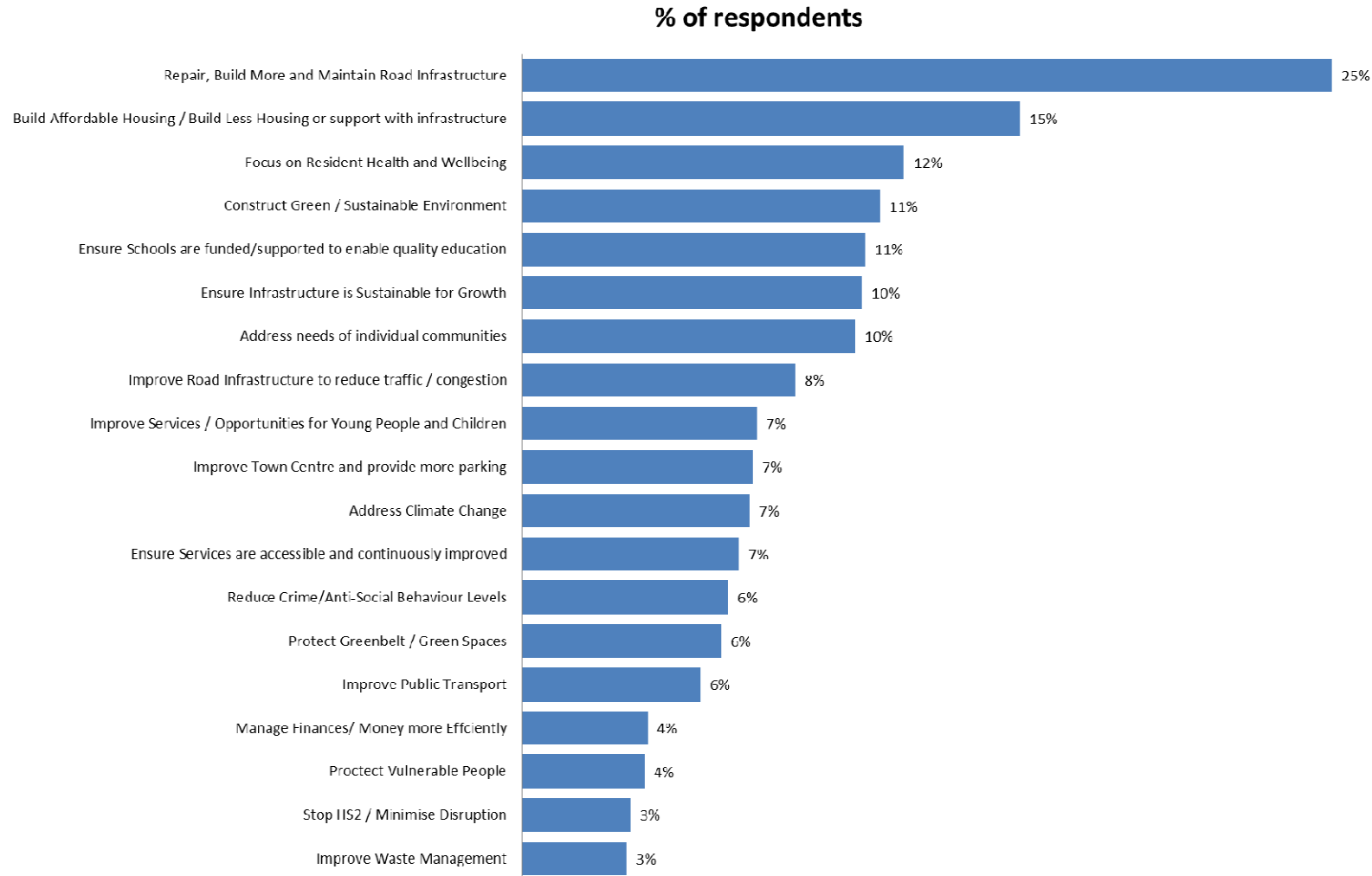
Base: All valid respondents **1,867** residents, **79** representatives from organisations

Note that these are sorted in descending order for residents

Corporate Priorities – Free text question

Residents: Road maintenance and infrastructure was mentioned by 25% of the 927 residents who answered this question. 15% of respondents thought that housing should be considered as a priority, and 12% mentioned health and wellbeing.

“If you think there’s anything else we need to consider as a priority, please provide details”

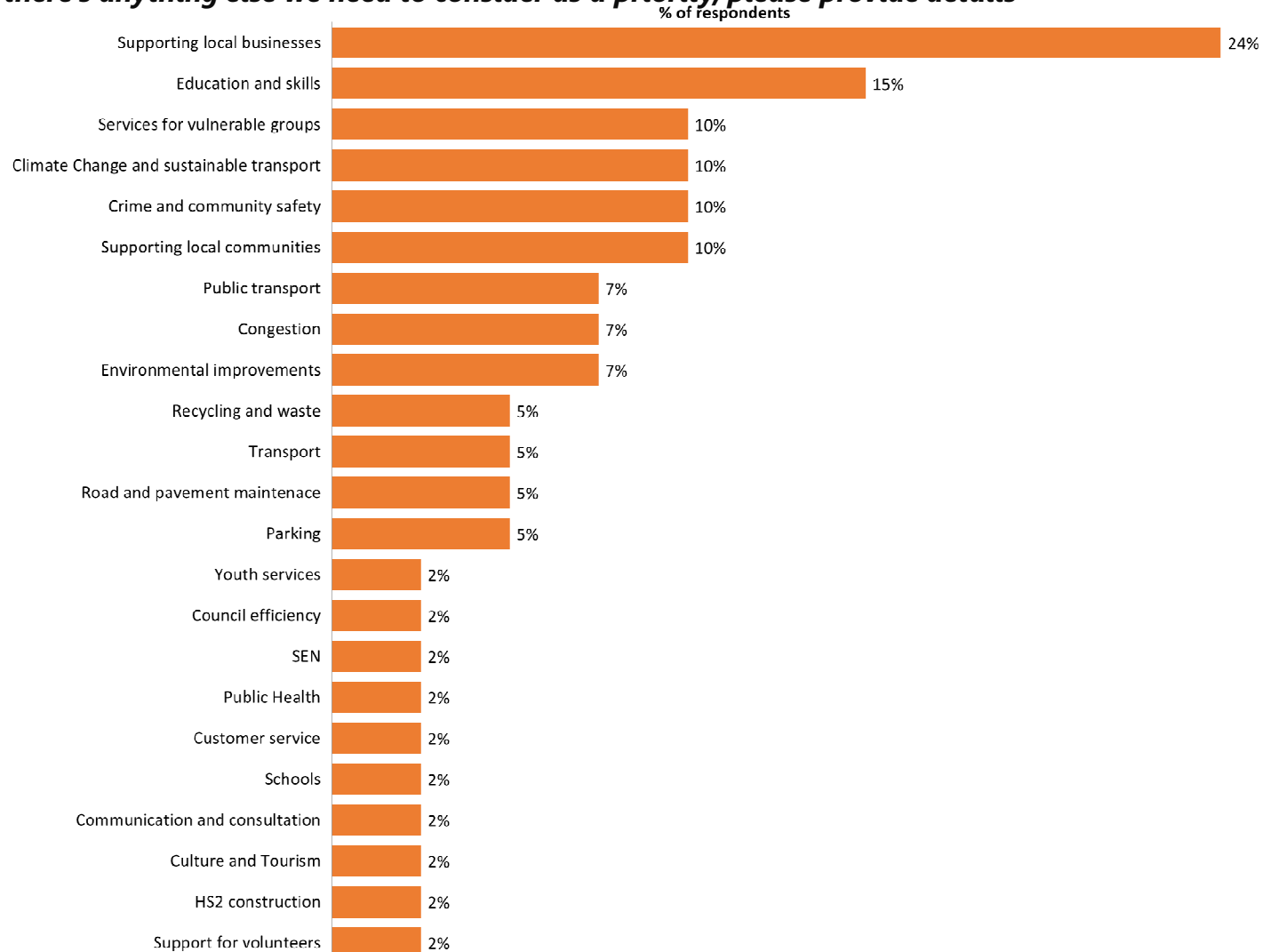


Base: All valid respondents (927 residents who responded to this question)

Corporate Priorities – Free text question

Organisations: Supporting local businesses was clearly the priority mentioned the most frequently (24%) by organisations, followed by Education and Skills (15%). Note that only around half of organisations responded to this question.

"If you think there's anything else we need to consider as a priority, please provide details"



Base: All valid respondents (41 organisations)

A selection of verbatim from Residents

927 residents responded to the question: ***"If you think there's anything else we need to consider as a priority, please provide details"***

Verbatim relates to themes not outlined in the 'ranking' questions preceding this open question.

"South Bucks just does not need further housing. We do not have the space/infrastructure to cope with it, as you should know, roads are practically at a standstill during rush hours and congested at all others. Schools are overcrowded, as are doctors' surgeries and hospitals, and the staff in all three are worked off their feet. No, we do not need any further housing in the area; it is ruining our quality of life."

Female, Wycombe

"Ensure that disruption caused by HS2 is minimised and the actions of HS2 in the county are closely monitored"

Wycombe Resident

"Ensure all costs are scrutinised and are value for money. Follow up on any outside contracts that are given out - such as road improvements where surfaces that fail within a few weeks etc"

Female, 45-54, Chiltern

A selection of verbatim from Organisations

41 organisations responded to the question ***"If you think there's anything else we need to consider as a priority, please provide details"***

"Supporting innovative businesses, particularly those developing new technologies for health and wellbeing."

Private Business, Aylesbury

"Climate change and environmental degradation are the greatest threats facing the whole planet and addressing this at grassroots level should be the number one priority for all local authorities. The next priority must be to help those residents who have become human casualties of those same economic forces that have led to environmental disaster"

Voluntary Organisation, Wycombe

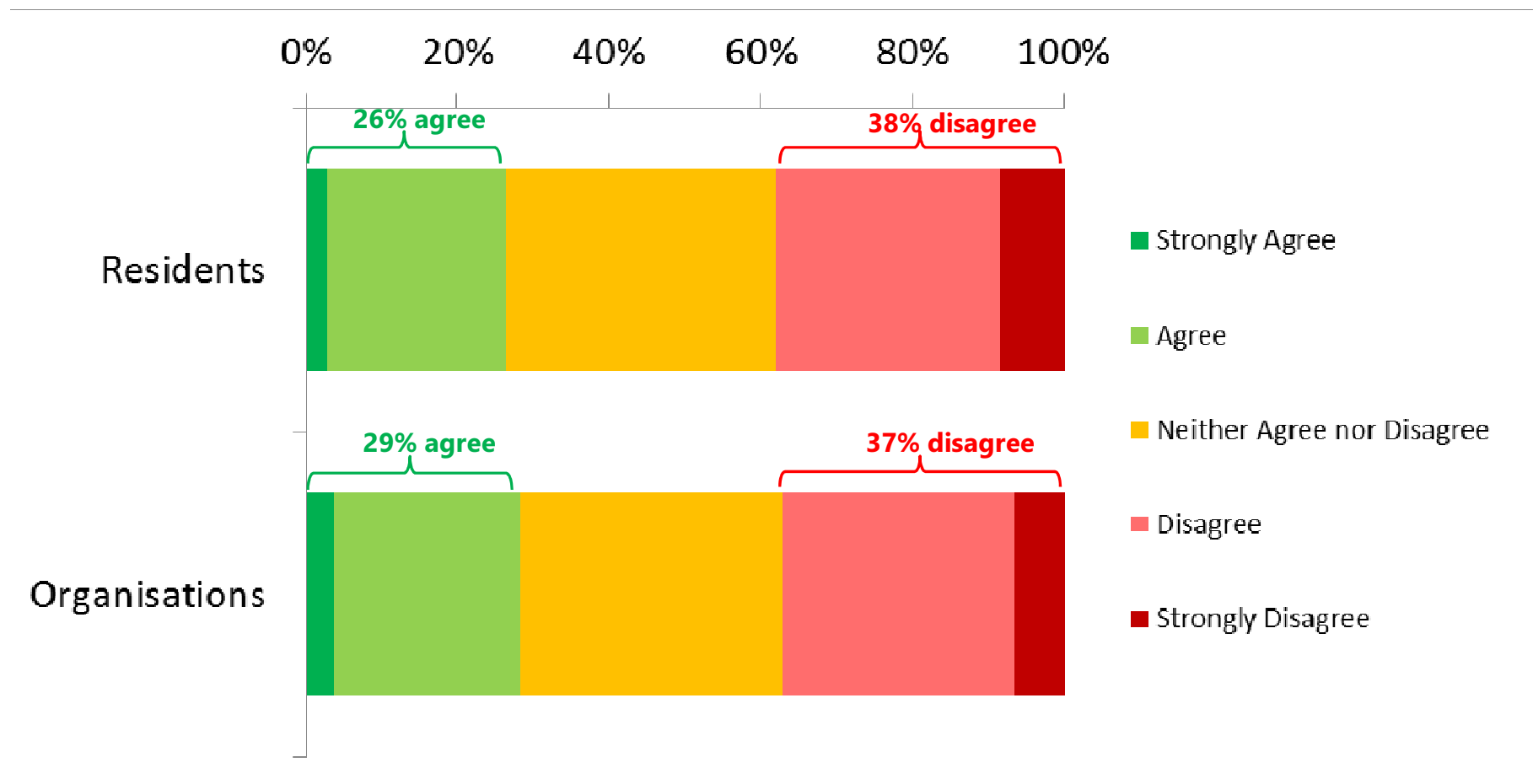
"The budget for social care needs to be increased to support the most vulnerable in our county. But also to ensure providers can provide high quality care, whilst rewarding their staff by being paid more than the NLW. It is time for the council to realise, that staff at Aldi are paid more than support workers, working with the most vulnerable in our community, because they do not pay the correct fee to providers. More an more providers are struggling, it is time for the council to listen, before a crisis."

Private Business, South Bucks

Views on Proposed Budget Allocation and Services to Prioritise for Improvement

The council's proposed annual budget allocation for 2020-21: 26% of residents and 29% of organisations agreed, but there were relatively high levels of disagreement (38% residents and 37% organisations). There was a significant proportion (over a third) of residents and organisations who neither agreed nor disagreed with the proposed allocation.

"To what extent do you agree with the proposed allocation of Buckinghamshire Council's annual budget for 2020-2021?"



Base: All valid respondents **1,867** residents, **79** representatives from organisations

Respondents were asked which 5 services they think the new council should prioritise for improvement next year. Roads (maintenance and infrastructure), support for vulnerable people and protecting the environment were the highest priorities.

“From the list below, please choose the 5 services you think the new council should prioritise for improvement next year.”

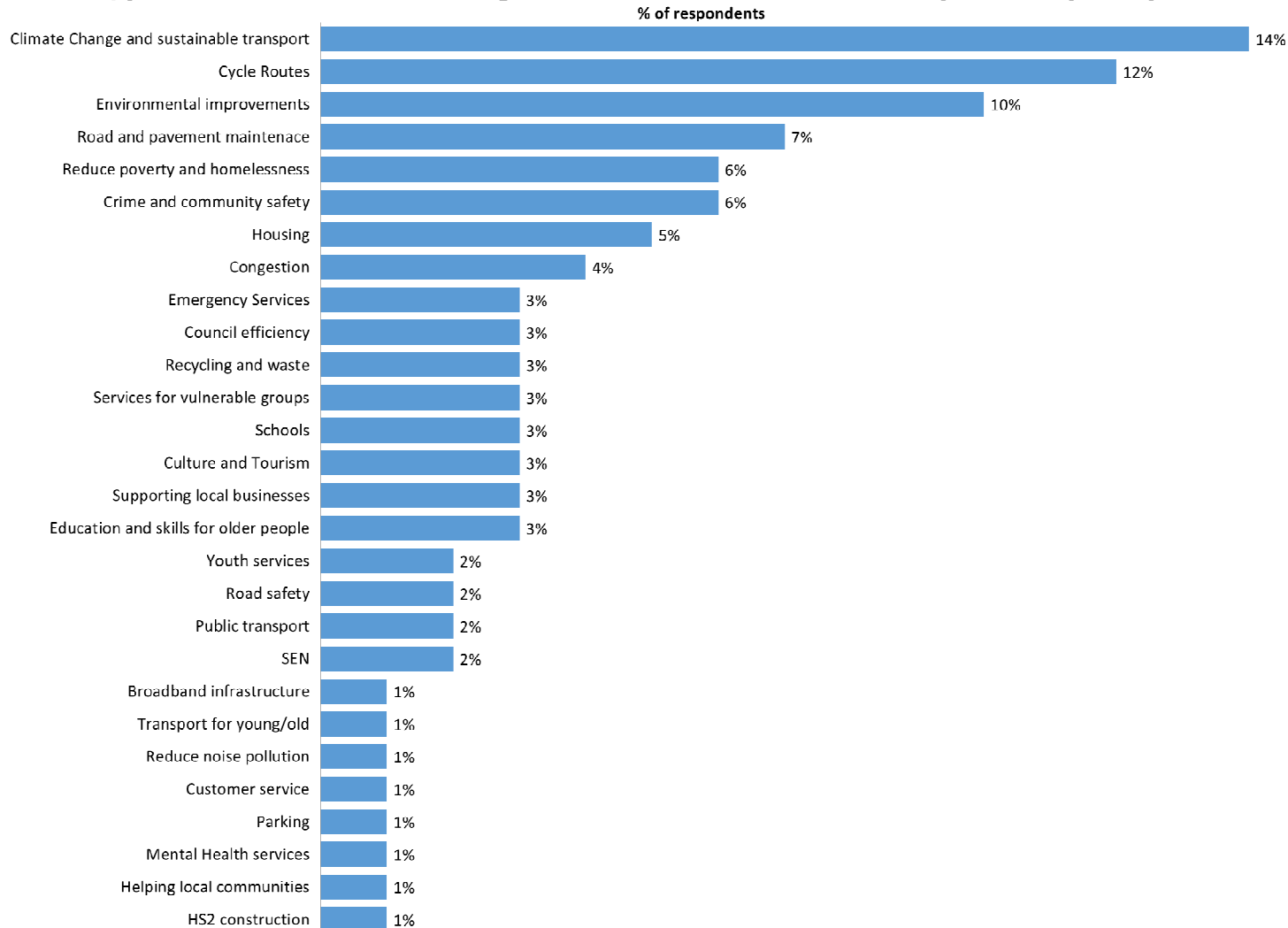
Areas to prioritise for improvement	Residents	Organisations
Road maintenance	52%	27%
Services and support for vulnerable adults and older people	40%	42%
Improving the road system and planning new roads	40%	33%
Protecting the environment such as development of green spaces, renewable energy	39%	44%
Services and support for children and young people	35%	45%
Educational services such as childcare, pre-school, school admissions	34%	31%
Maintaining parks, open spaces, playing fields and the countryside	33%	31%
Public transport	30%	32%
Other waste services including fly-tipping prosecutions, recycling centres and disposal of waste	24%	17%
Pavement maintenance including footpaths	20%	8%
Housing such as finding a home, tenancy issues	19%	19%
Services to attract and support local businesses	15%	29%
Local regeneration	14%	23%
Waste collection	13%	8%
Planning services such as advice, enforcement, development plans, planning applications, building control	12%	19%
Car Parking such as car parks, street parking	11%	14%
Street cleaning services including servicing public litter bins, dog bins	11%	6%
Sport and leisure services	10%	10%
Environmental health services such as food hygiene inspections and air quality monitoring	10%	5%
Library services	8%	8%
Public Health services such as smoking cessation, drug/alcohol services	8%	17%
Maintaining Rights of Way	7%	8%
Other	5%	13%
Revenues & Benefits such as council tax, housing benefit	4%	1%
Trading standards such as advice for businesses, product recalls, fraud / scams	3%	4%
Maintaining street furniture including signs, benches	3%	5%
Registrar services such as civil weddings, register offices, births & deaths	0%	1%

Base: All valid respondents **1,867** residents, **79** representatives from organisations

Note that these are sorted in descending order for residents

Those respondents who selected “Other” when asked which 5 services should be prioritised for improvement were invited to make suggestions as an open response. These comments we organised into themes. Environmentally friendly transport and addressing climate change were high on residents’ agendas, as well as improving and maintaining roads, footpaths and cycle paths.

“From the list below, please choose the 5 services you think the new council should prioritise for improvement next year.”



Base: **100** residents. Chart for organisations has not been included due to low numbers (10), but some of their verbatim comments are shown on separate slide

A selection of verbatim from Residents

100 residents responded to the question: *"From the list below, please choose the 5 services you think the new council should prioritise for improvement next year."* – Open comments under *"Other, please specify"*:

"Improve cycling infrastructure and encourage uptake (incl. protection from air pollution)."

Male, 35-44, Aylesbury Vale

"Helping residents to reduce their carbon footprint"

Female, 25-34, Wycombe

"Life long learning to enable older people to retrain for new jobs later in life"

Male, 55-64, Aylesbury Vale

A selection of verbatim from Organisations

10 organisations responded to the question: *“From the list below, please choose the 5 services you think the new council should prioritise for improvement next year.”* – Open comments under *“Other, please specify”*:

“Drive successful scale up of SMEs so that we can hire more people and pay wages to people in the region. We easily have work for lots more people, so reduce rates, increase support for hiring new people for the first employment year so they can start making their work generate their salaries.”

Private Business, Wycombe

“Resources, finance, procurement, transformation”

Public Sector Organisation, Buckinghamshire

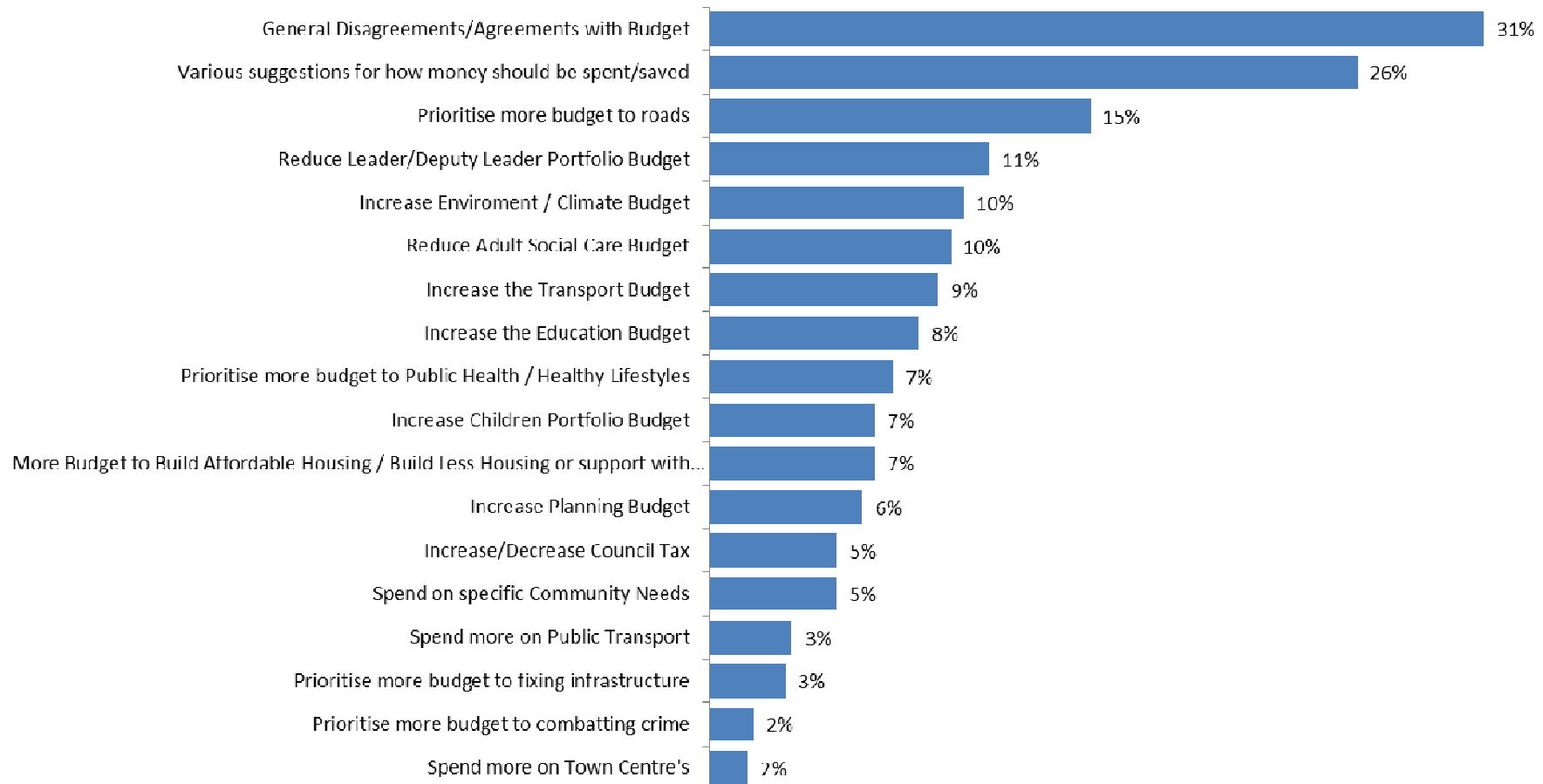
“Mental Health education and service”

Community Group, Chiltern

Finally, respondents were asked whether they had any other comments about the 2020 budget. Key themes were prioritising more budget to road networks, reducing the leader portfolio budget and increasing the environment budget.

“If you have any other comments about the 2020 budget, please provide them below:”

% of respondents



Base: **400** residents. Chart for organisations has not been included due to low numbers (**21**), but some of their verbatim comments are given on separate slide

A selection of verbatim from Residents

400 residents responded to the question: ***"If you have any other comments about the 2020 budget, please provide them below:"***

"You must prioritise road maintenance, to rid our roads of potholes, or you will spend far more on litigation from irate car owners whose cars are damaged."

Female, 55-64, Aylesbury Vale

"Too much is spent on Deputy Leader and Leadership areas. This should be reduced and distributed to other areas. Equally I think forty percent on Adult care is disproportionate, surely this could be reduced and used to support jobs and young people."

Male, 35-44, Aylesbury Vale

"A lot more money needs to be put into the environment and helping to tackle climate change."

Female, 25-34, Wycombe

A selection of verbatim from Organisations

21 organisations responded to the question: ***"If you have any other comments about the 2020 budget, please provide them below:"***

"There is a high percentage of the budget for adult and social care. A higher percentage could be allocate to children / young people"

Private Business, Aylesbury

"The arts & culture budget is the second smallest sector and could certainly be called under-funded, especially given the positive affects of participation. It must be ensured that this money is valued and allocated properly to fund projects where it will benefit plenty of varied communities county-wide. Likewise the links to fitness opportunities is under-played and under-valued. More investment in opportunities to keep kids active now will reflect in having to spend less on mental and physical health problems in the future."

Public Sector Organisation, Wycombe

"The public health and culture budget is modest at 2% of expenditure."

Voluntary Organisation, Wycombe

Report for:	Shadow Executive
Meeting Date:	7th January 2020

Title of Report:	Fees & Charges
Shadow Portfolio Holder	Martin Tett – Leader
Responsible Officer	Richard Ambrose
Report Author Officer Contact:	Elspeth O’Neill, 01296 382130, elloneill@buckscc.gov.uk
Recommendations:	<ul style="list-style-type: none"> • To approve the recommendations for harmonisation of fees and charges. • To approve the Schedule of Fees & Charges for Buckinghamshire Council from 1 April 2020.
Corporate Implications:	The financial and legal implications are set out throughout the report.
Options: (If any)	For each of the fees & charges considered the options around whether to harmonise have been explored and reasons for the approach is set out.
Reason:	The approach to harmonisation is based on legal requirements and advice and on Service or business justification and needs.

1. Purpose of Report

1.1 The purpose of the report is

- To approve the recommendations for harmonisation of fees and charges.
- To approve the overall schedule of Fees & Charges for Buckinghamshire Council from 1 April 2020.

2. Principles for harmonisation of Fees & Charges

2.1 The following principles have been adopted in establishing where harmonisation of fees and charges is required:

- legal guidance has been sought to establish whether there is a statutory need to harmonise fees and charges for vesting day.
- proposals are based on legal and financial advice, balanced alongside where there is a sound business or political justification
- The proposed fee or charge has been selected to protect the current levels of income and evidence to show this is the case. An estimate of the impact on how much income will be generated has been made.

- Where a fee or charge is based on cost recovery, evidence has been provided to show how this has been calculated.
- A financial assessment has been made of the impact of changes by Council
- Consideration has been given to how the proposed changes will be implemented, the complexity of implementation and whether it is appropriate to include within the day 1 workload of the Unitary programme
- Consideration has been made of the requirements for consultation and equality impact assessments

3. Harmonisation of Fees & Charges

3.1 Shadow Executive are asked to approve harmonisation of all fees & charges in the following areas:

Planning Services

- Development Control, Building Regulation and Specialist Environmental services;
- Land charges
- Street naming and numbering

Waste

- Green waste charges (where charging is already in place)
- Bulky waste charges

Housing & Regulatory Services

- HMO license fees and housing enforcement charges
- Scrap metal fees
- Fixed penalty notices or penalty charge notices (where not already statutory)

Environmental Health

- Food safety charges and training for Level 2 Food Safety awards.
- Dog Fouling and Pest Control
- Private Water Supplies
- Strategic Environment & pollution reduction

Revenues & Benefits

- Court costs in relation to Liability Orders for the non-payment of Council Tax or Business rates

3.3 Changes to the existing charging arrangements are not proposed pre-vesting day for the majority of Fees & Charges. In these areas the appropriate charging strategy will be considered over a longer timescale alongside a review of Service provision, overall strategy and income generation potential.

- Highways and Transportation (including Car parking and TfB Network strategy).
- Other Waste charges such as trade waste, non-household Waste charges, replacement bins and chargeable household collections.
- Other Licensing such as Street Trading, Taxi vehicle / private hire vehicle, operators, drivers, Animal licensing, Casino and Gaming application fees and other licenses.
- Leisure Services, Sports facilities and Community Centres.
- Theatres and Museums
- Country Parks & Events
- Adult Learning, Libraries and Archives
- Trading Standards
- Coroners and Registration Services
- Cremation Services, Cemeteries, Burial and Memorial Gardens
- Property services (such as Commercial lettings)

- Traded Services (including HR, ICT services to schools)
 - Adult Social Care
 - Education and Children's services (including Home to School Transport)
- 3.4 A full list of all fees & charges is shown at **Schedule of Fees & Charges** for approval by Shadow Executive from 1 April 2020.

4. Financial Implications

- 4.1 The majority of fees & charges that are recommended for harmonisation are set on the basis of cost recovery and have only a limited impact on the budget. The exceptions to this are shown below and these impacts have been included within the draft Budget and Medium Term Financial Plan:
- Planning (including Environmental specialists) and Building Control where the estimated impact on income is an additional £350,000 per annum, subject to the risk of market downturn; and
 - Waste where the harmonisation of bulky and green waste results in an estimated £140,000 increase in income in 2020/21.
- 4.2 The majority of residents are unlikely to be impacted as a result of the proposed fee changes as the fees, such as pre-planning application advice, are discretionary (there is no obligation to use the service), changes are only being made in a limited number of circumstances or impact on businesses and developers rather than residents. The key impacts for residents are:
- In development control, building control, land charges and HMO licencing the fees have been predominately based on the most recent reviews undertaken by Wycombe District Council. This means, in most instances, no change to the charges for Wycombe residents, some large increases and some decreases for Chiltern & South Bucks residents and a larger number of increases for Aylesbury residents ranging from over 50% to close to 200% and individual increases of £50-£250 per fee.
 - In relation to Waste harmonisation the opposite is true, with Aylesbury residents either unaffected by the proposed change to Green Waste or seeing a £30 (18%) reduction in charges for Bulky Waste collection (for three items); Wycombe and Chiltern & South Bucks residents see a 15% increase in Bulky waste charges; and Green Waste a 12.5% (£5) increase for Chiltern & South Bucks. The option of introducing of Green Waste charges in Wycombe will be considered further in 2020/21.

5. Legal Implications

- 5.1 Legal advice has been sought in relation to each of the harmonisation proposals and where harmonisation is not being progressed. The main areas of legal advice relate to:
- Where there is a statutory requirement within the specific legislation that governs the charging arrangements not to have different charges and therefore different fees across Councils need to be harmonised.
 - Where alignment of policies result in the need for a single charge and therefore different fees across Councils need to be harmonised.
 - Where a charge has to be calculated on a cost recovery basis, and legal advice is that cost recovery must be considered on a Council-wide basis and therefore a single charge applied;
 - Whether cost recovered can be applied on a zone basis (for example in relation to taxi licensing) this has been applied and results in different charges for the legacy Council areas until a single licensing zone is introduced.
 - Where harmonisation is not required for vesting day but any prolonged period of differential change could give rise to legal challenge, this has been taken into account.

6. Other Key Risks

6.1 The key risks around not harmonising fees & charges are:

- That charges would not be enforceable (resulting in a loss of income) and that the Council could see a legal challenge, should differential charges be challenged
- There are political risks should charges be perceived to be onerous or unfair
- That income is lost and workloads distorted, should customers follow lowest price
- There could be some confusion for customers and staff around what price or charge should be levied for services and errors could occur

7. Dependencies

7.1 The review of fees & charges has been undertaken jointly by Programme Board workstreams, Finance, Legal and the PMO. The implementation of new charges will require clear communication and timely publication, the update of websites and web-based application forms, potentially some IT or system changes and updates to payment mechanisms.

8. Consultation

8.1 None of the proposed changes for vesting day have resulted in a requirement to undertake a formal consultation. Information on fee and charges increases will be published on sovereign authority websites during March 2020.

9. Communications Plan

9.1 A Communications plan is being prepared to inform customers of changes to fee proposals.

10. Equalities Implications

10.1 A screening Equalities Impact Assessment has been undertaken for all the proposed fee changes. Currently none of the screening questionnaires has identified the need for a full EQIA assessment.

11. Next Steps

11.1 The proposed charges are recommended for approval by Shadow Executive.

Background Papers	<i>None</i>
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Schedule of Fees and Charges applicable from 1 April 2020

Index	Page
Planning Services	2
Building Control	5
Environmental Specialists	6
Local Land Charges	7
Street Naming / Numbering	8
Waste Services	9
Environmental Health	12
Licensing	13
Housing enforcement and HMO licence fees	18
Leisure Services, Sports facilities, Parks, Community Centres	19
Cemetries & Crematoria	21
Trading Standards	26
Pollution reduction	29
Country Parks & Events	30
Libraries	31
Centre for Buckinghamshire Studies	34
Registration Services	35
Parking	37
Transportation	38
Adult Learning	40
Education Services	50
Home to School Transport	50
Adult Social Care	54
Democratic Services	55
Business Services to Academies	55

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Description	Proposed Fee as at 1 April 2020 incl. VAT
Planning Service			
P1	Find out if planning permission is	Email/letter informally confirming if planning permission is	£78
P2	Planning History Check	Email confirming recent planning history of your property	£120
P3	Initial Planning Advice		
a)	Householder and residential		
	Householder: extensions, outbuildings, etc.	Pilot: written advice only; Aylesbury Vale	£200
		Planning officer site visit accompanied by applicant / agent	£450
	New single dwelling	Initial meeting with written advice	£450
	2 to 9 dwellings (new or converted)	Initial meeting with written advice	£785
	10 to 24 dwellings	Initial meeting with written response	£960
	25 to 199 dwellings	Initial meeting with written response	£2,000
	200+ dwellings	Initial meeting with written response	£4,000
b)	Commercial		
	Up to 100m ²	Initial meeting with written response	£480
	Over 100m ² up to 500m ²	Initial meeting with written response	£600
	Over 500m ² up to 1000m ²	Initial meeting with written response	£900
	Over 1000m ² to 5000m ²	Initial meeting with written response	£1,200
	Over 5000m ²	Initial meeting with written response	£2,400
c)	Other		
	All other types of development (e.g. from fences to major infrastructure projects, etc)	Initial meeting with written response	Bespoke based on hourly rates
P4	Follow-on planning advice		
	After you've been given initial advice, or following a planning decision, you may wish to use our follow-on advice service including PPA	This is a bespoke service intended to close down the last remaining issues of a proposal. If the follow-on advice includes any specialist input (for example, on trees or urban design) the will be included in a quote coordinated by the case officer.	Bespoke based on hourly rates
P5	Validation advice service		
a)	Advice from a Planning Technician on how to make your planning application valid	Advice via telephone. (Level of service will be dependent on the complexity of your issues).	£25
b)	Advice from a Planning Technician on how to make your planning application valid	Advice via a face-to-face meeting (Level of service will be dependent on the complexity of your issues).	£50
P6	Amending a live application	<i>WDC only pilot; interim fee, Review post vesting day.</i>	
a)	Stage 1 (request)	Request for amendment considered by case officer, with	£50
b)	Stage 2 (instruction)	Amended application is validated and considered by your case officer, with specialist input if required.	Bespoke based on hourly rates
P7	Fast Track	<i>WDC only pilot; interim fee, Review post vesting day.</i>	
a)	Householder	25 working days. Additional payment on top of statutory fee. Applications requiring a press notice or certain external consultees excluded.	£240
b)	Conditions discharge	Householder: 10 working days	£100
		Minor / major: 10 working days	£300
c)	Non-Minor Amendment	Householder: 10 working days	£100
		Minor: 10 working days	£250
		Major: 10 working days	£500
P8	Enforcement/ Compliance		
a)	Was a notice complied with?	Check records and provide details of compliance check and case closure	£250
b)	Will you withdraw a notice from the register	If Notice has been complied with and breach cannot reoccur withdraw it.	£250
c)	Was S106 complied with?	Check records and provide details of compliance check.	£250

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Description	Proposed Fee as at 1 April 2020 incl. VAT
P9	Highways Development Management		
	Section 278 and 38 Agreements	12% of first 500k THEN 9% of £500k-1.5m THEN 6% of 1.5 to 2m THEN 4% of above 2m	Bespoke
	Section 184 Licence Fees	A Section 184 Agreement (Highways Act 1980) requires a developer to enter into an Agreement with the Highway Authority for the construction or alteration of an access relating to a new development	£1,854
	Road Space Booking	Any works planned within the public highway must have an approved road space booking.	£155
a)	Householder and residential		
	Householder: extensions, outbuildings, etc.	Initial meeting with written response	£93
	New single dwelling	Initial meeting with written response	£93
	2 to 9 dwellings (new or converted)	Initial meeting with written response	£371
	10 to 24 dwellings	Initial meeting with written response	£618
	25 to 199 dwellings	Initial meeting with written response	£1,483
	200+ dwellings	Initial meeting with written response	£4,944
b)	Commercial		
	Up to 100m2	Initial meeting with written response	£186
	Over 100m2 up to 500m2	Initial meeting with written response	£742
	Over 500m2 up to 1000m2	Initial meeting with written response	£1,236
	Over 1000m2 to 5000m2	Initial meeting with written response	£2,225
	Over 5000m2	Initial meeting with written response	£2,472
P10	Flood Management Sustainable Drainage		
	Minor application (less than 10 dwellings or 999 square metres of floor space or under 0.99ha)	Written advice	£90
		Meeting at offices	£109
	Major application (10 to 200 dwellings or 1000 to 2500 square metres of floor space or 1ha to 19.9ha)	Site visit or meeting at external location	£163
		Written advice	£146
		Meeting at offices	£251
	Large-major (201 dwellings or greater and 6001 square metres of floor space or greater OR 20ha or greater)	Site visit or meeting at external location	£376
		Written advice	£188
		Meeting at offices	£282
	Application for land drainage consent	Site visit or meeting at external location	£449
			£50
P11	Minerals & Waste Advice		
	Mineral and Land-Fill EFW Applications		£2,400
	Waste Applications		£1,500
P12	Highways Development Management		
	Minor Applications Written Advice Only	Written confirmation of the County Council's views, based solely on a 'desktop' assessment and the information submitted.	£350
	Minor Applications Meeting at County Hall & Written Advice	A meeting between a Planning Officer and the applicant (and applicant's representative(s)) at County Hall. Written advice based on a 'desktop' assessment.	£500
	Minor Applications Meeting on Site/Away from County Hall & Written Advice	A meeting between a Planning Officer and the applicant (and/or applicant's representative(s)) at the site or venue of the applicant's choice.	£750
	Major Applications Written Advice Only	Written confirmation of the County Council's views, based solely on a 'desktop' assessment and the information submitted.	£700
	Major Applications Meeting at County Hall & Written Advice	A meeting between a Planning Officer and the applicant (and applicant's representative(s)) at County Hall. Written advice based on a 'desktop' assessment.	£1,000
	Major Applications Meeting on Site/Away from County Hall & Written Advice	A meeting between a Planning Officer and the applicant (and/or applicant's representative(s)) at the site or venue of the applicant's choice.	£1,500
	Follow-up Meetings	Additional advice provided with respect to any further information or alterations to the proposals.	£250
	Specialist officers to attend meeting	Advice provided by specialist officers i.e. Highways, Rights of Way, Ecology, Archaeology, Flooding.	Bespoke Charge

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Description	Proposed Fee as at 1 April 2020 incl. VAT
Statutory fees for Planning Applications			
SP1	Householder		£206
	Full Planning Permission		£93 - £300,000
	Outline Planning Permission		£464-£150,000
	Permission in Principle		£402 per 0.1 ha
SP2	Listed Building Consent	Exempt from fees	£0
SP3	Advertisement Consent	Business	£132
		Other	£462
SP4	Lawful Development Certificate (Existing)	Fee as shown or relevant full application fee	£234
	Lawful Development Certificate (Proposed)	50% of full application fee	
SP5	Certificate of Appropriate Alternative development		£234
SP6	Approval of Reserved Matters	Full application fee or fee as shown if already paid	£462
SP7	Removal or variation of condition		£234
SP8	Approval of condition details	Householder	£34
		Other	£116
SP9	Technical Details Consent	Full application fee	
SP10	Non-material amendment	Householder	£34
		Other	£234
SP11	Application for tree works	Exempt from fees	Exempt
SP12	Application for Hazardous Substances Consent	Exempt from fees	Exempt
SP13	Permitted Development Applications		
	Part 1, Class A		£96
	Part 3, Class C		£96
		Including building operations re with change of use	£206
	Part 3, Class J		£96
	Part 3, Class JA		£96
	Part 3, Class M		£96
		Including building operations re with change of use	£206
	Part 3, Class N		£96
		Including building operations re with change of use	£206
	Part 3, Class O		£96
	Part 3, Class PA		£96
	Part 3, Class Q		£96
		Including building operations re with change of use	£206
	Part 3, Class R		£96
	Part 3, Class S		£96
	Part 3, Class T		£96
	Part 4, Class CA		£96
	Part 4, Class E		£96
	Part 6, Class A		£96
	Part 6, Class B		£96
	Part 6, Class E		£96
	Part 7, Class C		£96
	Part 9, Class D		£96
	Part 11, Class B		£96
	Part 14, Class J		£96
	Part 16, Class A		£462
SP14	Hedgerow removal notice		Exempt
	Notification of proposed works to trees in conservation areas		Exempt
SP15	Notification under Circular 14/90		Exempt
SP16	Consultations		
SP17	Waste Applications	Not more than 15 hectares	£234/0.1ha
		More than 15 hectares	£34,934 + £138/0.1ha

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Description	Proposed Fee as at 1 April 2020 incl. VAT
	Operations connected with exploratory drilling of oil or natural gas	Not more than 7.5 hectares	£508/0.1ha
		More than 7.5 hectares	£38,070 + £151/0.1ha
	Operations for the winning and working of oil or natural gas	Not more than 15 hectares	£257/0.1ha
		More than 15 hectares	£34,934 + £138/0.1ha
	Other operations	Not coming within the above categories	£234/0.1ha to max of £2,028
Building Control			
B1	DOMESTIC FEES- Extensions (not including basements)		
	Extension including controllable conservatories up to 10m sq- Plan and Inspection		£500
	Extension including controllable conservatories up to 10m sq- Building Notice Fee		£600
	Extension including controllable conservatories 10-40m sq- Plan and Inspection		£700
	Extension including controllable conservatories 10-40m sq- Building Notice Fee		£840
	Extension including controllable conservatories 40-60m sq- Plan		£450
	Extension including controllable conservatories 40-60m sq- Inspection		£400
	Extension including controllable conservatories 40-60m sq- Building Notice Fee		£1,020
	Extension including controllable conservatories 60-100m sq- Plan		£500
	Extension including controllable conservatories 60-100m sq- Inspection		£450
	Extension including controllable conservatories 60-100m sq Building Notice Fee		£1,140
	Over 100m sq		QUOTE
B2	DOMESTIC FEES- Detached or Attached used solely as domestic garage, carport and/or store		
	Garage/carport/store up to 40m sq - Plan and Inspection fee		£400
	Garage/carport/store up to 40m sq - Building Notice fee		£480
	Garage/carport/store up to 40m to 100m sq - Plan and inspection Fee		£480
	Garage/carport/store up to 40m to 100m sq - Building Notice fee		£575
B3	DOMESTIC FEES- Detached buildings (not solely a garage, carport or store) No basement		
	up to 60m sq Plan		£450
	up to 60m sq Inspection		£400
	up to 60m sq building Notice Fee		£1,020
	Over 60m sq and up to 100m sq Plan		£500
	Over 60m sq and up to 100m sq Inspection		£450
	Over 60m sq and up to 100m sq building Notice Fee		£1,140
B4	Loft Conversions		
	Loft conversion up to 40m sq- Plan and Inspection fee		£660
	Loft conversion up to 40m sq- Building Notice Fee		£790
	Loft conversion 40-100m sq- Plan		£450
	Loft conversion 40-100m sq- Inspection		£400
	Loft conversion 40-100m sq- Building Notice Fee		£1,020
	Over 100m sq		QUOTE
B5	Garage Conversion to habitable room/s (not forming self-contained living/unit)		
	Garage Conversion (any size) - Plan and Inspection fee		£450
	Garage Conversion (any size) - Building Notice Fee		£540
B6	Controllable electrical work (Not competent persons schemes)		
	Rewire/partial rewire of single home/dwelling Plan		£350
	Rewire/partial rewire of single home/dwelling Building Notice Fee		£350
	Any other controllable electrical work Plan		£350
	Any other controllable electrical work Building Notice Fee		£350
	Installation of solar panels Plan and inspection Fee		£350
	Installation of solar panels Building Notice Fee		£350
B7	Structural and Other Alterations to a Building		
	Estimated cost less than £5,000- Plan and Inspection		£350
	Estimated cost less than £5,000- Building Notice Fee		£350
	Estimated cost £5,000-£25,000- Plan and Inspection		£475
	Estimated cost £5,000- £25,000- Building Notice Fee		£570
	Estimated cost £25,000-£50,000- Plan and inspection fee		£700
	Estimated cost £25,000- £50,000- Building Notice Fee		£840
	Estimated cost £50,000-£100,000- Plan		£400
	Estimated cost £50,000-£100,000- Inspection		£460
	Estimated cost £50,000- £100,000- Building Notice Fee		£1,035

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Description	Proposed Fee as at 1 April 2020 incl. VAT
B8	Energy Efficiency Improvements (not Competent Persons Scheme)		
	Windows/Doors- Up to 20 installed- Plan and inspection Fee		£200
	Windows/Doors- Up to 20 installed- Building Notice Fee		£200
	Windows/Doors- over 20 installed Plan and inspection Fee		£250
	Windows/Doors- over 20 installed Building Notice Fee		£250
	Renovation of a thermal element Plan and inspection Fee		£200
	Renovation of a thermal element Building Notice Fee		£200
	New and replacement boiler/heating appliance Plan and inspection Fee		£200
	New and replacement boiler/heating appliance Building Notice Fee		£200
B9	New Houses and Flats		
	1 Dwelling- Plan Fee		£400
	1 Dwelling- Inspection Fee		£465
	1 Dwelling- Building Notice Fee		£1,038
	2 Dwellings- Plan Fee		£500
	2 Dwellings-- Inspection Fee		£700
	2 Dwellings- Building Notice Fee		£1,440
	3 Dwellings-- Plan Fee		£650
	3 Dwellings-- Inspection Fee		£850
	3 Dwellings-- Building Notice Fee		£1,800
	4 Dwellings-- Plan Fee		£750
	4 Dwellings-- Inspection Fee		£1,100
	4 Dwellings-- Building Notice Fee		£2,220
	5 Dwellings-- Plan Fee		£850
	5 Dwellings-- Inspection Fee		£1,250
	5 Dwellings-- Building Notice Fee		£2,520
	Over 5 Units - QUOTE		QUOTE
B10	Replacement Windows to Non Domestic Building (based on 1 phase)		
	Up to 20 Including New Shop Fronts- Plan & Inspection		£270
B11	Renovation of Thermal Element to Non Domestic Building		
	Renovation of thermal element- Plan & inspection		£350
	Renovation of thermal element- Building Notice Fee		£350
B12	Structural and other Alterations to Non Domestic Buildings		
	less than £5,000- Plan & Inspection fee		£500
	£5,000 to £25,000- Plan and inspection fee		£650
	£25,000 to £50,000- Plan and inspection fee		£800
B13	Other Charges		
	Demolition Notices		Free
	Building Control Property History Search		£25
	Reopening of old applications less than 3 years since last visit		Free
	Reopening of old applications 3 - 10 years since last visit		£50
	Reopening of old applications Over 10 years since last visit		£75
Environmental Specialist Fees			
E1	Archaeology Monitoring Visit		£135
	Service Includes:		
	- one-hour site visit		
	- confirmation of sign-off normally provided within one day of site visit		
	- additional time charged at hourly increments, hourly rate.		
E2	Environmental Specialist Standard Advice Service (ARB, ECO, CON, ARCHAEO)		£135
	Service includes:		
	- one hour desk-based research		
	- written response within 20 working days of receipt		
	- additional research time charged at hourly increments, hourly rate.		
E3	Environmental Specialist Standard Advice Service, plus Site Visit (ARB, ECO, CON, ARCHAEO)		£260
	Service includes:		
	- one-hour desk-based research		
	- one hour site visit within 10 working days of receipt*		
	- written response within 10 working days of site visit		
	- additional research or site-visit time charged at hourly increments, hourly rate.		
	<i>*subject to client availability</i>		
E4	Environmental Specialist Fast Track Service (ARB, ECO, CON ARCHAEO)		Additional £90
	Service includes*:		
	- for Standard Advice, written response provided within 10 working days of receipt		
	- for Standard Advice plus Site Visit, written response provided within 5 working days of site visit**		
	<i>*for an additional Fee</i>		
	<i>**subject to client availability</i>		

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Description	Proposed Fee as at 1 April 2020 incl. VAT
E5	Environmental Specialist Priority Service (Urgent/ Emergency)		£600
	Service includes:		
	- priority site meeting undertaken as a matter of urgency		
	- written response provided within 5 working days of site visit.		
E6	Discretionary environmental specialist information services		
	Bucks and Milton Keynes Environmental	Package A - 1km search	£130
	Record Centre (BMERC) commercial data	Package B - 2km search	£180
	extraction	Package C - Parish boundary search	£50
		Package D - 500m buffer - non-commercial enquiries only	[1]No charge
		Tight-search, watermarked to prevent commercial use	
		Custom search	Variable
		Additional fee for extended search area for Packages A and B	£30
		General services/project work (hourly rate)	£110
		General services/project work (daily rate)	£470
	<i>[1] Fees are discounted by 100% for Non-Commercial clients, organisations and individuals</i>		
	Historic Environment Record (HER)	Strategic search	£110
	commercial data extraction	Standard search (up to 50 records)	£110
		Extended search (10 - 150 records)	£165
		Large/complex search (> 150 records)	Variable
		Visit to HER - standard search	£55
		Visit to HER - extended search	£83
		Priority search (2 working days, additional fee)	£55
	Environmental Stewardship Information and Advice	HER search and written advice (large holdings > 50 hectares)	£150
		HER search and written advice (small holdings < 50 hectares)	£75
LOCAL LAND CHARGES			
L1	Full Official Search Fee (note: LLC1 & Con29 combined)		£108.00
	LLC1 Form (First Parcel of Land)		£28.00
	LLC1 Form - Search in: the whole of the register		£28.00
	LLC1 Form - Search in: any one part of the register		£2.50
L2	Con29 Standard Enquires (First Parcel of Land)		£96.00
	Land Charge - Each Additional Parcel of Land LLC1		£9.60
	Land Charge - Each Additional Parcel of Land CON29		£18.60
L3	CON29 – Optional enquiries		
	- 4 Road proposals by private bodies		£0.00
	- 5 Advertisements		£15.60
	- 6 Completion notices		£15.60
	- 7 Parks & countryside		£15.60
	- 8 Pipelines		£15.60
	- 9 Houses in multiple occupation		£15.60
	- 10 Noise abatement		£15.60
	- 11 Urban development areas		£15.60
	- 12 Enterprise zones, local development order & bids		£15.60
	- 13 Inner urban improvement areas		£15.60
	- 14 Simplified planning zones		£15.60
	- 15 Land maintenance notices		£15.60
	- 16 Mineral consultation and safeguarding areas		£15.60
	- 17 Hazardous substance consents		£15.60
	- 18 Environmental & pollution notices		£15.60
	- 19 Food safety notices		£15.60
	- 20 Hedgerow notices		£15.60
	- 21 Flood defence & land drainage consents		£15.60
	- 22 Common land & town or village green		£15.60
	Planning Radius Enquiry		£7.20
	Development in Vicinity Enquiry (Con29)		£19.20
	Additional Enquiries (Solicitors own questions)		£18.00
L4	Personal Searches (Register inspection only)		
	Other Services *These fees continue to be prescribed by the Lord Chancellor		
	Registration of a charge in Part 11 of the register (light obstruction notices)		£67.00
	Filing a definitive certificate of the Lands Tribunal under rule 10(3)		£2.50
	Filing a judgment, order or application for the variation or cancellation of any entry in Part 11 of the register		£7.00
	Inspection of documents filed under rule 10 in respect of each parcel of land		£2.50
	* Personal search in the whole or in part of the register in respect of one parcel of land		Free
	* In respect of each additional parcel, subject to a maximum of £16.00 (previously £13.00)		Free

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Description	Proposed Fee as at 1 April 2020 incl. VAT
L5	Official search (including issue of official certificate of search) in respect of one parcel of land:		
	(a) in any one part of the register		£2.50
	(b) in the whole of the register -		
	(i) where the requisition is made by electronic means in accordance with rule 16; and		£28.00
	(ii) in any other case		£28.00
	(iii) in respect of each additional parcel of land		£8.00
	Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursua		£0.50
	Highway Extants Plan		£32.00
Street Naming/Numbering			
S1	House name change		£112.80
	Alias house name addition/change		£112.80
S2	Street Naming for New Properties		
	1 property		£188.00
	2 – 5 properties		£300.00
	6 – 25 properties		£350.00
	26 – 75 properties		£600.00
	76-100 properties		£840.00
	100+ properties		TBC with developer
S3	Additional Costs of Street Naming & Numbering		
	Additional charge where this includes naming of a street		£425.00
S4	Rename or renumbering of street where requested by residents		
	1 – 5 properties		£1,040.00
	6 – 25 properties		£1,331.00
	26 – 75 properties		£1,662.00
	76+ properties		£2,290.00

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Proposed Charges as at 1 April 2020 (incl. VAT) £		
		Aylesbury Vale	Chiltern & South Bucks	Wycombe
Waste Services				
W1	REFUSE and RECYCLING Bin Replacements			
	Wheeled Bin and Delivery - 140 Litre	£30.00	£42.00	£42.00
	Wheeled Bin and Delivery - 180 Litre	not offered	£42.00	£42.00
	Wheeled Bin and Delivery - 240 Litre	£30.00	£42.00	£42.00
	Wheeled Bin and Delivery - 360 Litre	not offered	£50.00	£50.00
	Wheeled Bin and Delivery - 660 Litre	not offered	£236.00	£236.00
	Wheeled Bin and Delivery - 1100 Litre	not offered	£262.00	£262.00
	Wheeled Bin - Cost to exchange sizes	not offered	£12.00	£12.00
	Recycling Box and Lid - Delivered	not offered	£7.00	£7.00
	Recycling box and Lid - Pick Up Only (CDC offices?)	not offered	£5.00	£5.00
	Recycling Lid Only - Pick up Only (CDC Offices)	not offered	£2.00	£2.00
	Reusable Bag and Delivery	not offered	£6.00	£6.00
	Reusable Bag - Pick Up Only (CDC offices)	not offered	£5.00	£5.00
	AVDC supply non-resuable sacks for properties without bins	FOC	£0.00	£0.00
	Outdoor Food Bin and Delivery	£10.00	£6.00	£6.00
	Outdoor Food Bin - Pick Up Only	not offered	£5.00	£5.00
	Indoor Small 5L Food Caddy (if stock available) - Pick Up Only	not offered	£4.00	£4.00
	Full set standard (140 litre refuse/ 240 recycling bin, food bin, caddy)	£120.00	not offered	not offered
	Full set standard (180 litre, 240 recycling, 45 litre box, food bin, caddy)	not offered	£97.00	£97.00
	Sale of Litter Pickers	not offered	£15.00	£15.00
	Wheelie Bin Hire per year - 240 Litre	not offered	£34.00	£34.00
W2	Contract Services			
	Garden Waste			
	Garden Waste	£45.00	£45.00	Free
	Green Waste Annual Charge - 2nd Subscription	£45.00	£45.00	£45.00
	Street Bins			
	Dog Bin and Installation	£315.00	not offered	not offered
	Dog Bin Relocation	£130.00	not offered	not offered
	Dog Bin Empty – from 2018/19 annual charge,			
	- 52 empties	£63.50	not offered	not offered
	- 78 empties	£91.00	not offered	not offered
	- 104 empties	£119.00	not offered	not offered
	Litter Bins	£118.00	not offered	not offered
	public bin on parish council land - annual charge per bin (any bin type e.g. dog/ litter etc)	not offered	£65.00	£65.00
	Bulky Waste			
	Bulky Waste Collection - minimum charge for up to three items	£45.00	£45.00	£45.00
	Bulky Waste Collection - 4-6 items	£90.00	£90.00	£90.00
	Bulky Waste Collection - 7-9 items	£135.00	£135.00	£135.00
	Bulky Waste Collection (for those on means tested benefits)	£17.00	£17.00	£17.00
	Charges for Management Agents			
	Special Empty of Contaminated Bins - 2 Wheeled (per 240 l bin)	£60.00	£33.00	£33.00
	Special Empty of Contaminated Bins - 2 Wheeled (per 360 l bin)	£60.00	£45.00	£45.00
	Special Empty of Contaminated Bins - 4 Wheeled (per bin)	£60.00	£80.00	£80.00
	Bulk Bins Bin Hire per year - 340 Litre	not offered	£48.00	£48.00
	Bulk Bins Bin Hire per year - 660 Litre	not offered	£90.00	£90.00
	Bulk Bins Bin Hire per year - 1100 Litre	not offered	£145.00	£145.00
	Schedule 2 - Residual Waste			
	Schools and Other Schedule 2 - Bin Rental 140L-240L	not offered	£69.00	£55.00
	Schools and Other Schedule 2 - Bin Rental 360L	£49.40	£86.00	£70.00
	Schools and Other Schedule 2 - Bin Rental 660L	£93.60	£136.00	£78.00
	Schools and Other Schedule 2 - Bin Rental 1100L	£109.20	£190.00	£125.00
	Schools and Other Schedule 2 - Lift 360L - direct debit customers	£6.65	direct debit not offered	direct debit not offered
	Schools and Other Schedule 2 - Lift 660L - direct debit customers	£8.00	direct debit not offered	direct debit not offered
	Schools and Other Schedule 2 - Lift 1100L - direct debit customers	£9.15	direct debit not offered	direct debit not offered

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Proposed Charges as at 1 April 2020 (incl. VAT) £		
		Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Overspill (Side Waste) from a 360 litre bin - direct debit customers	£7.60	direct debit not offered	direct debit not offered
	Overspill (Side Waste) from a 660 litre bin - direct debit customers	£9.80	direct debit not offered	direct debit not offered
	Overspill (Side Waste) from a 1100 litre bin - direct debit customers	£11.25	direct debit not offered	direct debit not offered
	Schools and Other Schedule 2 - Lift 140L-240L	£0.00	£4.00	£4.00
	Schools and Other Schedule 2 - Lift 360L - invoiced customers	£7.00	£5.00	£5.00
	Schools and Other Schedule 2 - Lift 660L - invoiced customers	£8.15	£5.00	£5.00
	Schools and Other Schedule 2 - Lift 1100L - invoiced customers	£9.50	£5.00	£5.00
	Overspill (Side Waste) from a 360 litre bin - invoiced customers	£7.95	Overspill not charged	Overspill not charged
	Overspill (Side Waste) from a 660 litre bin - invoiced customers	£9.95	Overspill not charged	Overspill not charged
	Overspill (Side Waste) from a 1100 litre bin - invoiced customers	£11.60	Overspill not charged	Overspill not charged
	Recycling Schedule 2 Charges (per lift)			
	Schools and Other Schedule 2 - Lift 360L - invoiced customers	£2.60	Recycling not offered	Recycling not offered
	Schools and Other Schedule 2 - Lift 660L - invoiced customers	£3.65	Recycling not offered	Recycling not offered
	Schools and Other Schedule 2 - Lift 1100L - invoiced customers	£5.20	Recycling not offered	Recycling not offered
	Overspill (Side Waste) from a 360 litre bin	£2.60	Recycling not offered	Recycling not offered
	Overspill (Side Waste) from a 660 litre bin	£3.65	Recycling not offered	Recycling not offered
	Overspill (Side Waste) from a 1100 litre bin	£5.20	Recycling not offered	Recycling not offered
	Food Bin Empty	£6.25	Recycling not offered	Recycling not offered
	Extra Food Sacks (per roll)	£5.45	Recycling not offered	Recycling not offered
	Other			
	Removal of waste from private land (including managing agents requ	£155.00	not offered	not offered
	Abandoned Vehicle removal from private property	not offered	£85.00	£85.00
	Trade Residual Waste Collections			
	1,100 litre Hire charge per week (Direct Debit customers)	£2.60	not offered	not offered
	660 litre Hire charge per week (Direct Debit)	£2.10	not offered	not offered
	360 litre Hire charge per week (Direct Debit)	£1.05	not offered	not offered
	1,100 lt Cost per empty (Direct Debit)	£15.20	not offered	not offered
	660 lt Cost per empty (Direct Debit)	£12.55	not offered	not offered
	360 lt Cost per empty (Direct Debit)	£10.35	not offered	not offered
	1,100 lt Overspill (side waste) (Direct Debit)	£18.40	not offered	not offered
	660 lt Overspill (side waste) (Direct Debit)	£15.35	not offered	not offered
	360 lt Overspill (side waste) (Direct Debit)	£13.55	not offered	not offered
	1,100 litre Hire charge per week (Invoiced customers)	£2.60	not offered	not offered
	660 litre Hire charge per week (invoiced customers)	£2.10	not offered	not offered
	360 litre Hire charge per week (Invoiced customers)	£1.05	not offered	not offered
	1,100 lt Cost per empty (invoiced customers)	£16.25	not offered	not offered
	660 lt Cost per empty (invoiced customers)	£13.60	not offered	not offered
	360 lt Cost per empty (invoiced customers)	£11.40	not offered	not offered
	1,100 lt Overspill (side waste) (invoiced customers)	£19.75	not offered	not offered
	660 lt Overspill (side waste) (nvoiced customers)	£17.45	not offered	not offered
	360 lt Overspill (side waste) (invoiced customers)	£14.05	not offered	not offered
	Waste Sacks (50 sacks)	£95.00	not offered	not offered
	Trade Recycling			
	Recycling Sacks (50 sacks)	£90.00	not offered	not offered
	Dry Recyclables 1,100 lt Cost per empty	£10.40	not offered	not offered
	Dry Recyclables 660 lt Cost per empty	£7.30	not offered	not offered
	Dry Recyclables 360 lt Cost per empty	£5.20	not offered	not offered
	Food Waste -25litres ?	£8.35	not offered	not offered
	Food Waste bags Per roll	£5.45	not offered	not offered

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Proposed Charges as at 1 April 2020 (incl. VAT) £		
		Aylesbury Vale	Chiltern & South Bucks	Wycombe
W3	HRC Trade Waste			
	Trade Waste up to 250 Kilos	£57.55	£57.55	£57.55
	Trade Waste 251 to 600 Kilos	£103.90	£103.90	£103.90
	Trade Waste over 600 Kilos (price per tonne)	£173.16	£173.16	£173.16
	Clean mixed recyclables up to 250 Kilos	£43.26	£43.26	£43.26
	Clean mixed recyclables 251 to 750 Kilos	£79.10	£79.10	£79.10
	Clean mixed recyclables over 750 Kilos (price per tonne)	£106.30	£106.30	£106.30
	Garden Waste up to 250 Kilos	£36.71	£36.71	£36.71
	Garden Waste 251 to 750 Kilos	£68.60	£68.60	£68.60
	Garden Waste over 750 Kilos (price per tonne)	£91.46	£91.46	£91.46
	Non-household waste items (as per WAAP) up to 250 Kilos	£77.40	£77.40	£77.40
	Non-household waste items (as per WAAP) 251 to 600 Kilos	£185.76	£185.76	£185.76
	Non-household waste items (as per WAAP) over 600 Kilos (price per tonne)	£309.60	£309.60	£309.60
	Accept Non commercial fridge freezers	£30.90	£30.90	£30.90
W4	Waste Access and Acceptance Policy			
	Hardcore & Soil per bag*			
	Concrete, bricks, rubble, stones & any other building materials	£2.50	£2.50	£2.50
	Soil	£2.50	£2.50	£2.50
	Ceramic tiles	£2.50	£2.50	£2.50
	Bathroom Suites			
	Bath	£5.00	£5.00	£5.00
	Toilet pan or cistern	£10.00	£10.00	£10.00
	Wash basin or kitchen sink	£2.50	£2.50	£2.50
	Shower door or shower tray	£10.00	£10.00	£10.00
	Kitchens			
	Kitchen work top	£7.50	£7.50	£7.50
	Kitchen unit (with door) (wall or floor)	£5.00	£5.00	£5.00
	Door or window (including panes of glass)	£10.00	£10.00	£10.00
	Wood			
	Wood from construction/demolition - 2m x 1m	£10.00	£10.00	£10.00
	External door	£10.00	£10.00	£10.00
	Internal door	£2.50	£2.50	£2.50
	Fence/shed panel	£2.50	£2.50	£2.50
	Roofing Materials			
	3m length of guttering or drain pipe	£2.50	£2.50	£2.50
	Roof felt tiles or sections of roof felt – smaller than 1.5m x1.5m	£2.50	£2.50	£2.50
	Roll of roof felt up to 3mx5m	£2.50	£2.50	£2.50
	Other			
	Asbestos sheet per 1m x 1m	£3.50	£3.50	£3.50
	Plaster/plasterboard per bag	£6.00	£6.00	£6.00
	Plasterboard sheet up to 2m x 1m	£7.00	£7.00	£7.00
	Car or motorcycle tyre	£4.00	£4.00	£4.00

Ref	Service	Proposed Charges as at 1 April 2020 (net of VAT) £			
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
ENVIRONMENTAL HEALTH SERVICES					
EH1 FOOD SAFETY					
	Food Export Certificate - Basic	£36			
	Food Export Certificate - Enhanced (Where the LA determines additional checks required)	£70			
	Food Export Certificate - with site visit	£210			
	Food Export Certificate - additional scanned copy	£4			
	Condemnation	£147 + officer time & disposal costs (if appropriate)			
	Additional Official Control Charges	£130 + officer time			
	New Business advice (2 hours)	£205			
	Food Hygiene Rating Scheme re-inspection	£154			
	Pre-inspection advisory visit up to 6 hours consultancy	£314 plus officer time for additional hours			
	Investigating High Hedges complaints	£490			
	Other Advisory visits and services	Officer time at cost			
	FEE FOR FACTUAL STATEMENT	£210			
	COPIES OF STATUTORY NOTICES AND OTHER OFFICIAL DOCUMENTS INCLUDING EXPORT CERTIFICATES	£32			
	ESTABLISHMENT OF A NEW PRIMARY AUTHORITY	Price on application (depending on scope of agreement)			
	ANNUAL FEE FOR CONTINUED SUPPORT OF A PRIMARY AUTHORITY	Price on application (depending on scope of agreement)			
EH2 TRAINING					
	REPLACEMENT CERTIFICATE	£24			
	Level 2 Award in Food Safety	£86			
	Level 2 Award in Food Safety e-learning (per candidate)	£26			
EH3 MISCELLANEOUS					
	Public health funerals	Cost recovery of funeral/crem charges plus officer time			
	Application for loudspeaker in street consent (legacy arrangement)		n/a	£43	n/a
	Application for consent to unload vehicles before 9.00 9 a.m. on Sunday (legacy arrangement)		n/a	£155	n/a
	Smoking in the workplace or work vehicle (£25.00 if paid in 15 days)	£50			
	Failure to display no smoking signs (£150.00 if paid in 15 days)	£200			
EH4 DOG FOULING & DOG CONTROL					
	Dog Fouling Fixed Penalty Notice	£50			
	CONTROL OF DOGS - Admin Charge	tbc			
	CONTROL OF DOGS - Statutory Fee	£25			
	Collection of fees charge (payable direct to kennels).	tbc			Charges and service provision currently
	Stray Dog Collection Charge	tbc			subject to tender. Final position will be
	Discretionary Stray dog returned to owner from Kennels	tbc			available for Jan report.
	Discretionary charge if dog returned to owner not gone to kennel or in transit to kennel	tbc			
	CONTROL OF DOGS - Dog has no microchip or incorrect details registered	tbc			
EH5 PEST CONTROL					
	Charges payable direct to contractor				
	Rats	tbc			Charges and service provision currently
	Mice	tbc			subject to tender. Final position will be
	Wasps	tbc			available for Jan report.
	Glis	tbc			
	Squirrels	tbc			
	Other public health insects	tbc			
EH6 PRIVATE WATER SUPPLIES					
	UNDERTAKE A RISK ASSESSMENT OF A PRIVATE WATER SUPPLY / DISTRIBUTION SYSTEM	£500			
	UNDERTAKE A SAMPLING VISIT TO A PRIVATE WATER SUPPLY / DISTRIBUTION SYSTEM	£100			
	UNDERTAKE AN INVESTIGATION VISIT TO A PRIVATE WATER SUPPLY / DISTRIBUTION SYSTEM	£100			
	UNDERTAKE CHECK MONITORING ANALYSIS OF A PRIVATE WATER SUPPLY / DISTRIBUTION SYSTEM	£100			
	UNDERTAKE AUDIT MONITORING ANALYSIS OF A PRIVATE WATER SUPPLY / DISTRIBUTION SYSTEM	£500			
	GRANT AUTHORISATION TO A PRIVATE WATER SUPPLY / DISTRIBUTION SYSTEM	£100			
EH7 Strategic Environment/ Pollution Reduction					
	Contaminated Land:				
	Professional Opinion - Contaminated land enquiries per hour -	Officer time			
	Copies of plans and information regarding a contaminated land site.	£50 +officer time			
	NOISE CONTROL - Works in Default	Officer time			
	Charge for provision of witness statements under various Acts of Parliament	£66 plus officer time			
	ENVIRONMENTAL INFORMATION - Enquiries in respect of Land Contamination	£30			
	Environmental Information Regulation requests	£40			
EH8 Environmental Permitting					
	Subsistence Reduced Fee Activity HIGH Risk	£548			
	Application Fee - Standard Process	£1,650			
	Application Reduced Fee Activity (except Vehicle Refinisher)	Low £79, Medium £158, High £237			
	Application PVR 1 & 2	£257			

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Proposed Charges as at 1 April 2020 (net of VAT) £			
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Application Vehicle Refinisher	£362			
	Application - Mobile Crusher first and second permits. For additional permits or reduced fees contact Service.	£1,650			
	Part B Standard Process Transfer	£169			
	Part B Standard Process Partial Transfer	£497			
	Part B New Operator at low risk Reduced Fee Activity	£78			
	Surrender all Part B Activities	£0			
	Part B Substantial Change - Standard Process	£1,050			
	Part B Substantial Change- Standard where substantial change results in new PPC activity	£1,650			
	Part B Substantial Change- Reduced Fee Activity	£102			
	Reduced Fee Activity - Partial Transfer	£47			
	QUARTERLY PAYMENT OPTION ALL IPPC - Additional Charge				
	Additional fee for operating without a permit - standard process	£1,188			
	Additional fee for operating without a permit - reduced fee	£71			
	Application fee – dry cleaner and PVRI only	£155			
	Subsistence – dry cleaner or PVRI only Low	£79			
	Subsistence – dry cleaner or PVRI only Medium	£158			
	Subsistence – dry cleaner or PVRI only High	£237			
	Subsistence PVR I and II combined Low	£113			
	Subsistence PVR I and II combined Medium	£226			
	Subsistence PVR I and II combined High	£341			
	Late payment fee for subsistence fee	£52			
	Temporary transfer – first transfer	£53			
	Temporary transfer – repeat following enforcement or warning	£53			
	A2 Additional fee for operating without a permit	£1,188			
	A2 Late payment fee	£52			
	A2 Variation	£1,368			
	A2 Substantial Variation (where 9 (2) (a) or 9 (2) (b) of the scheme applies)	£3,363			
	A2 Transfer	£235			
	A2 Partial transfer	£698			
	A2 Surrender	£698			
LICENSING					
L1	Personal Licence - Statutory Fees				
	Personal Licence Application	£37.00			
	Copy Personal Licence	£10.50			
	Change of name or address notification for Personal Licence	£10.50			
L2	Street Trading (fee set by Zone)				
	Consent Daytime (Annual)		£6,775		
	Consent Evening (Annual)		£4,246		
	Consent Wendover (Annual)		£2,121		
	Kingsbury Pavement licence application fee (Annual)		£616		
	Kingsbury Pavement licence application fee – annual renewal fee		£616		
	Street Trading Consent: per day or part Monday- Thursday.			£33	
	Street Trading Consent: per day or part Friday - Sunday.			£52	
	STREET TRADING DAY TIME TRADING HOURLY RATE				£1.65
	STREET TRADING NIGHT TIME TRADING HOURLY RATE				£2.00
	Street Trading Consent: Application Fee			£66	£144
L3	Scrap Metal				
	Scrap Metal site – new application (3 year licence)	£488.33			
	Scrap Metal site – renewal (3 year renewal)	£396.00			
	Scrap Metal Collectors – new application (3 year licence)	£297.67			
	Scrap Metal Collectors – renewal (3 year licence)	£225.33			
	Variation of licence type i.e. change from site to collector	£161.00			
	Variation of licence i.e. name, site address, named site managers	£60.00			
	Reprint of licence	£32.00			
	Vehicle window cards	£45.40			
	Application assistance	£83.00			
L4	Taxi Vehicle Licence (fee set by Zone)				
	12 months (under 6 years old)				£266
	6 months (6 years old and over)				£154
	Temporary Licence				£105
L5	Private Hire Vehicle Licence (fee set by Zone)				
	12 months (under 6 years old) without door stickers				£250
	12 months (under 6 years old) with door stickers				£261
	6 months (6 years old and over) with door stickers				£154
	6 months (6 years old and over) without door stickers				£143
	Additional Charge for Executive Licence Plates				£41
	Temporary Licence				£105
	Knowledge Test Fee				£26

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Proposed Charges as at 1 April 2020 (net of VAT) £			
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
L6	Hackney Carriages/Private Hire Vehicle Licences (fee set by Zone)				
	One year Hackney Carriage Vehicle Licence Grant	£300	£399	£266	
	One year Hackney Carriage Vehicle Licence Renewal	£300	£300	£266	
	Hackney Carriage Vehicle issue(CNG or LPG).	N/A	£199.50	£199.50	
	Hackney Carriage Vehicle Renewal(CNG or LPG).	N/A	£150	£199.50	
	One year Private Hire Vehicle Licence Grant	£307	£329	£261	
	One year Private Hire Vehicle Licence Renewal	£307	£230	£250	
	Private Hire Vehicle Issue (CNG or LPG - standardPlate).	N/A	£164.50	£195.75	
	Private Hire Vehicle Renewal (CNG or LPG - standardPlate).	N/A	£115	£187.50	
	Returnable plate deposit	N/A	£55	n/a	
	Returnable plate deposit	N/A	£20	n/a	
	One year Dispensation Certificate (per vehicle)	N/A	£65	£41	
	Replacement internal licence	£22	£15	n/a	
	Replacement plate	£34	£25	£26	
	Transfer of Vehicle (from one owner to another)	£102	£90	£67	
	Insurance vehicle/change of vehicle	£180	£67	N/a	
	Change of details	£16	N/a	n/a	
	Vehicle retest	£26	N/a	N/a	
L7	Operators Licence (fee set by Zone)				
	New Applications and Renewals	£677	see below	£124	
	One year Private Hire Vehicle Operator's Licence (One vehicle only) One year	£677	see below	see below	
	(One vehicle only) Five years	£677	£155	£190	
	(Two to four vehicles) Five Years	£677	£663	£480	
	(Two to four vehicles) One Year	£677	£913	£740	
	(Five to ten vehicles) Five Years	£677	£205	£242	
	(Five to ten vehicles) One Year	£677	£1,163	£940	
	(Over ten vehicles) Five Years	£677	£255	£299	
	(Over ten vehicles) One Year	£677	£1,413	£1,170	
	21 - 50 Vehicles - One Year	£677	£305	£484	
	21 - 50 Vehicles - Five Years	£677	£305	£771	
	50+ Vehicles - Five Years	£677	£1,413	£1,890	
	Knowledge Test Fee (1st test free)	N/a	£25	£46	
	Disclosure and Barring Scheme	N/a	£52.50	£26	
	DBS volunteers	N/a	£7.00	n/a	
	Private Hire Operators - 5 year licence (fee set by Zone)				
	Applications in Company names - additional charge	N/A	N/A	£50	
	Amendment to Licence	N/A	N/A	£60	
L8	Drivers' Licences (fee set by Zone)				
	One Year Hackney Carriage Drivers Licence Grant	N/A	£161	N/A	
	One Year Hackney Carriage Drivers Licence Renewal	N/A	£95	N/A	
	Three Year Hackney Carriage Drivers Licence Grant	£193	£332	£187	
	Three Year Hackney Carriage Drivers Licence Renewal	£175	£256	£187	
	One Year Private Hire Vehicle Drivers Licence Grant	N/A	£161	n/a	
	One Year Private Hire Vehicle Drivers Licence Renewal	N/A	£95	n/a	
	Three Year Private Hire Vehicle Drivers Licence Grant	£193	£435	£187	
	Three Year Private Hire Vehicle Drivers Licence Renewal	£193	£332	£187	
	Three Year Private Hire Vehicle Drivers Licence Renewal	£175	£256	£187	
	One year new dual	N/A	£196	n/a	
	One year renewal dual	N/A	£145	n/a	
	Three year dual	£193	£394	£240	
	Three year renewal dual	£175	£297	£240	
	Knowledge Test Fee	N/A	£25	£26	
	Extension of licence (visa)	£53	N/A	£50	
	English language test	£46	N/A	n/a	
	Change of details	£16	N/A	n/a	
	Enhanced DBS	£44	£52.50	£40	
L9	Other Vehicle Fees (fee set by Zone)				
	Transfer (with door stickers)	£102	£90	£67	
	Transfer (without door stickers)	N/A	£90	£41	
	Replacement Licence Plate	£22	£20	£26	
	Replacement Door Sticker	£23.00 EACH	£20	£13	
	Licence Plate Platform	N/A	£10	£10	
	Licence Plate Brackets	£11	£18	£20	
	Replacement Identity Badge	£10	£10	£16	
	Non- Attendance Fee	£75	N/A	£15	
	Replacement Paperwork	£10	£10	£10	
	Admin charge should licence not be granted	N/A	£47	N/A	
L10	Animal Licensing (fee set by Zone)				
	Home Boarding of Dogs				
	New licence	£290	£294.11	£520	
	Home Boarding (as additional activity)	£165	N/A	£200	
	Renewal Home Boarding	£290	£294.11	£520	
	Variation fee	£115	£136.92	£400	
	Reinspection fee	£115	£136.92	£400	
L11	Animal Boarding Establishment (fee set by Zone)				
	New Licence	£357	£294	£520	
	Animal Boarding Establishment Licence Fee (as additional activity)	£230	N/A	£200	
	Renewal Animal Boarding	£357	£245	£520	
	Variation fee	£115	£136.92	£400	
	Reinspection fee	£115	£136.92	£400	

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Proposed Charges as at 1 April 2020 (net of VAT) £			
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
L12	Dog Breeding (fee set by Zone)				
	New Licence (Plus Vet fees)		£335	£161	£520
	Breeding of Dogs Licence Fee (as additional activity) (plus vet fees)		£208	N/A	£200
	Renewal Dog Breeding		£335	£160.78	£520
	Variation fee		£115	£39.37	£400
	Reinspection fee		£115	£136.92	£400
L13	Pet Shops (fee set by Zone)				
	Pet Shop Licence Fee		£357	£362	£520
	Pet Shop Licence Fee (as additional activity)		£230	N/A	£200
	Renewal		£357	£362	£520
	Variation fee		£115	£136.92	£400
	Reinspection fee		£115	£136.92	£400
L14	Riding Establishments (fee set by Zone)				
	New Licence plus vet fees (plus vet fees)		See below	£161	£520
	New Licence (as additional activity) (plus vet fees)		See below	N/A	£200
	Renewal of Riding establishments (plus vet fees)		See below	£161	£520
	Hiring of Horses (up to 10 horses) (plus vet fees)		£355	£161	£520
	Hiring of Horses (up to 10 horses) as additional activity (plus vet fees)		£230	N/A	£200
	Hiring of Horses (10-20 horses) (plus vet fees)		£400	£161	£520
	Hiring of Horses (10-20 horses) as additional activity (plus vet fees)		£272	N/A	£200
	Hiring of Horses (over 20 horses) (plus vet fees)		£442	£161	£520
	Hiring of Horses (over 20 horses) as additional activity (plus vet fees)		£315	N/A	£200
	Hiring of Horses – additional horse admin fee		£15	N/A	N/A
	Variation fee (plus vet fees)		£115	£39.37	£400
	Reinspection fee (plus vet fees)		£115	£136.92	£400
L15	Keeping or Training Animals for Exhibition (fee set by Zone)				
	Keeping or Training Animals for Exhibit (New)		£227	£264.66	£520
	Keeping or Training Animals for Exhibit (as additional activity)		£163	N/A	£200
	Keeping or Training Animals for Exhibit (renewal)		£227	£264.66	£520
	Variation fee		£115	£136.92	£400
	Reinspection fee		£115	£136.92	£400
	*may incur additional vet fees				
L16	Dangerous Wild Animals (fee set by Zone)				
	New Licence (Plus Vet fees)		£410	£400	£710
	Renewal (Plus Vet fees)		£261	£150	£453
L17	Zoo Licence (fee set by Zone)				
	Zoo Licence (New) (plus vet fee)		£666	n/a	£1,236
	Zoo Licence (Renewal) (plus vet fee)		£666	N/A	n/a
	Administration Fee – replacement licence, change of address etc.		£27	N/A	n/a
L18	Gaming Licensing (statutory fee)				
	Licensed Premises Gaming Machine Permit				
	New Applications	£150			
	Variation	£100			
	Transfer	£25			
	Annual Fee	£50			
	Change of name	£25			
	Copy of Permit	£15			
L19	Licensed Premises Automatic Notification Process (statutory fee)				
	On notification	£50			
L20	Club Gaming Permits (statutory fee)				
	New Application	£200			
	Grant (Club Premises Certificate holder)	£100			
	Variation	£100			
	Renewal	£200			
	Renewal (Club Premises Certificate holder)	£100			
	Annual Fee	£50			
	Copy of Permit	£15			
	Renewal - Fast Track Clubs	£100			
	Renewal - Transitional Application Fee	£100			
L21	Club Machine Permits (statutory fee)				
	New Application	£200			
	Grant (Club Premises Certificate holder)	£100			
	Variation	£100			
	Renewal	£200			
	Renewal (Club Premises Certificate holder)	£100			
	Annual Fee	£50			
	Copy of Permit	£15			
	Renewal - Fast Track Clubs	£100			
	Renewal - Transitional Application Fee	£100			

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Proposed Charges as at 1 April 2020 (net of VAT) £			
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
L22	Family Entertainment Centre Gaming Machine Permits (statutory fee)				
	Grant	£300			
	Renewal	£300			
	Existing operator Grant	£100			
	Change of name	£25			
	Copy of Permit	£15			
L23	Prize Gaming Permits (statutory fee)				
	Grant	£300			
	Renewal	£300			
	Existing operator Grant	£100			
	Change of name	£25			
	Copy of Permit	£15			
L24	Small Lotteries & Amusement for Raffles (statutory fee)				
	Registration	£40			
	Annual Fee	£20			
L25	Application Fee (fee set by Zone)				
	Regional Casino Premises Licence		N/A	£15,000	N/A
	Large Casino Premises Licence		N/A	£10,000	N/A
	Small Casino Premises Licence		N/A	£8,000	N/A
	Bingo Premises Licence		£1,764	£3,500	£2,300
	Adult Gaming Centre Premises Licence		£1,764	£2,000	£1,320
	Betting Premises (Track) Licence		£1,764	£2,500	£1,650
	Family Entertainment Centre Premises Licence		£1,764	£2,000	£1,320
	Betting Premises (Other) Licence		£1,764	£3,000	£2,000
L26	Application Fee for Premises with a Provisional Statement (fee set by Zone)				
	Regional Casino Premises Licence		N/A	£8,000	N/A
	Large Casino Premises Licence		N/A	£5,000	N/A
	Small Casino Premises Licence		N/A	£3,000	N/A
	Bingo Premises Licence		£1,959	£1,200	£2,300
	Adult Gaming Centre Premises Licence		£1,995	£1,200	£1,320
	Betting Premises (Track) Licence		£1,995	£950	£1,650
	Family Entertainment Centre Premises Licence		£1,995	£950	£1,320
	Betting Premises (Other) Licence		£1,995	£1,200	£2,000
L27	Annual Fee (fee set by Zone)				
	Regional Casino Premises Licence		N/A	£15,000	N/A
	Large Casino Premises Licence		N/A	£10,000	N/A
	Small Casino Premises Licence		N/A	£5,000	N/A
	Converted Casino Premises Licence		N/A	£3,000	N/A
	Bingo Premises Licence		£259	£1,000	£660
	Adult Gaming Centre Premises Licence		£259	£1,000	£660
	Betting Premises (Track) Licence		£259	£1,000	£660
	Family Entertainment Centre Premises Licence		£259	£750	£500
	Betting Premises (Other) Licence		£259	£600	£400
L28	Transfer Application Fee (fee set by Zone)				
	Regional Casino Premises Licence		N/A	£6,500	N/A
	Large Casino Premises Licence		N/A	£2,150	N/A
	Small Casino Premises Licence		N/A	£1,800	N/A
	Converted Casino Premises Licence		N/A	£1,350	N/A
	Bingo Premises Licence		£680	£1,200	£800
	Adult Gaming Centre Premises Licence		£680	£1,200	£800
	Betting Premises (Track) Licence		£680	£950	£660
	Family Entertainment Centre Premises Licence		£680	£950	£660
	Betting Premises (Other) Licence		£680	£1,200	£800
L29	Variation Application Fee (fee set by Zone)				
	Regional Casino Premises Licence		N/A	£7,500	N/A
	Large Casino Premises Licence		N/A	£5,000	N/A
	Small Casino Premises Licence		N/A	£4,000	N/A
	Converted Casino Premises Licence		N/A	£2,000	N/A
	Bingo Premises Licence		£703	£1,750	£1,200
	Adult Gaming Centre Premises Licence		£703	£1,000	£660
	Betting Premises (Track) Licence		£703	£1,250	£800
	Family Entertainment Centre Premises Licence		£703	£1,000	£660
	Betting Premises (Other) Licence		£703	£1,500	£1,000
L30	Provisional Statement Application Fee (fee set by Zone)				
	Regional Casino Premises Licence		N/A	£15,000	N/A
	Large Casino Premises Licence		N/A	£10,000	N/A
	Small Casino Premises Licence		N/A	£8,000	N/A
	Bingo Premises Licence		£1,764	£3,500	£2,300
	Adult Gaming Centre Premises Licence		£1,764	£2,000	£1,320
	Betting Premises (Track) Licence		£1,764	£2,500	£1,650
	Family Entertainment Centre Premises Licence		£1,764	£2,000	£1,320
	Betting Premises (Other) Licence		£1,764	£3,000	£2,000

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Proposed Charges as at 1 April 2020 (net of VAT) £			
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
L31	Application for Reinstatement Fee (fee set by Zone)				
	Regional Casino Premises Licence		N/A	£6,500	N/A
	Large Casino Premises Licence		N/A	£2,150	N/A
	Small Casino Premises Licence		N/A	£1,800	N/A
	Converted Casino Premises Licence		N/A	£1,350	N/A
	Bingo Premises Licence		£687	£1,200	£800
	Adult Gaming Centre Premises Licence		£687	£1,200	£800
	Betting Premises (Track) Licence		£687	£950	£660.00
	Family Entertainment Centre Premises Licence		£687	£950	£660
	Betting Premises (Other) Licence		£687	£1,200	£800
L32	Miscellaneous Licence fees (fee set by Zone)				
	Change of Circumstances Fee		£28	£50	£30.00
	Copy Premises Licence		£17	£25	£15.00
L33	Other (fee set by Zone)				
	Club Premises Certificate				
	New and Variation (NDRV)		£100 - £1,905	£100 - £1,905	£100 - £1,905
	Annual Fee (NDRV)		£100 - £1,905	£70 - £1,050	£70 - £1,050
	Temporary Event Notices		£21	£21	£21
L34	Sex Establishments/Sexual Entertainment Venues (fee set by Zone)				
	Fee in respect of an application for grant, transfer or renewal of a licence for a sex establishment.		£2,075	£3,500	£4,500
	Grant of Licence		£2,075	£3,500	£0
	Annual Renewal of Licence		£2,075	£3,500	£1,200
	Non Contested Sex Establishment licence (Renewal)		£490	n/a	n/a
	Transfers		£2,075	£3,500	n/a
	Variations		£2,075	£3,500	n/a
	Grant of Licence		n/a	£3,500	n/a
	Annual Renewal of Licence		£2,075	£3,500	n/a
	Non Contested Sex Establishment licence (Renewal)		£490	n/a	n/a
L35	Other Licensing - miscellaneous (fee set by Zone)				
	Registration of:- Acupuncturists Tattooists, Ear Piercing and Electrolysis Premises		£158	£185	£232
	ADDITIONAL OPERATOR AT NEW ACUPUNCTURE / EAR PIERCING / TATTOOING / ELECTROLYSIS BUSINESS (ONE OPERATOR)		n/a	n/a	£24
	ADDITIONAL OPERATOR AT EXISTING ACUPUNCTURE / EAR PIERCING / TATTOOING / ELECTROLYSIS BUSINESS (ONE OPERATOR)		£28	n/a	£59
	Graffiti removal kits.		not offered	£13	not offered
	Graffiti recharge of contractor removal cost.		not offered	Cost Recovery	not offered
	Graffiti removal from private property per hour		not offered	£170	not offered
	Licensing Act 2003 Fees – Statutory Fees				
L36	New Premises/Club Premises/Variation applications (NDRV)				
	Band A 0 - £4, 300		£100		
	Band B £4,300 - £33,000		£190		
	Band C £33,000 - £87,000		£315		
	Band D £87,000 - £125,000		£450		
	Band D* £87,000 - £125,000		£900		
	Band E £125,001 – and above		£635		
	Band E* £125,001 – and above		£1,905		
	Applications for Minor variations to Premises Licences or Club Premises Certificate		£89		
	Application to remove apply the alternative licence condition and removal of mandatory condition for premises licences		£23		
	Premises Licences sought for Community Centres and some Schools that permit Regulated Entertainment but which do not permit the sale of Alcohol and/or the provision of late night entertainment will not incur a fee.		No charge		
L37	New Premises /Club Premises Applications / Variation applications – Additional Fees (NDRV)				
	Where 5000 or more people will be on the premises the following additional fees are payable:-				
	5,000 – 9,999		£1,000		
	10,000 – 14,999		£2,000		
	15,000 – 19,999		£4,000		
	20,000 – 29,999		£8,000		
	30,000 – 39,999		£16,000		
	40,000 – 49,999		£24,000		
	50,000 – 59,999		£32,000		
	60,000 – 69,999		£40,000		
	70,000 – 79,999		£48,000		
	80,000 – 89,999		£56,000		
	90,000 and over		£64,000		

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Proposed Charges as at 1 April 2020 (net of VAT) £			
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
L38	Annual Maintenance Fees - Premises /Club Premises (NDRV)				
	Band A 0 - £4, 300	£70			
	Band B £4,300 - £33,000	£180			
	Band C £33,000 - £87,000	£295			
	Band D £87,000 - £125,000	£320			
	Band D* £87,000 - £125,000	£640			
	Band E £125,001 – and above	£350			
	Band E* £125,001 – and above	£1,050			
L39	Additional Annual Maintenance Fees (NDRV)				
	Where 5000 or more people will be on the premises the following additional fees are payable:-				
	5,000 – 9,999	£500			
	10,000 – 14,999	£1,000			
	15,000 – 19,999	£2,000			
	20,000 – 29,999	£4,000			
	30,000 – 39,999	£8,000			
	40,000 – 49,999	£12,000			
	50,000 – 59,999	£16,000			
	60,000 – 69,999	£20,000			
	70,000 – 79,999	£24,000			
	80,000 – 89,999	£28,000			
	90,000 and over	£32,000			
L40	Other Fees Payable				
	Supply of Copies of Information Contained in Register				
	Application for Copy of Licence	£10.50			
	Provisional Statement Applications	£315			
	Replacement Licence after loss/theft	£10.50			
	Notification of change of name or address	£10.50			
	Application to vary a Designated Premises Supervisor	£23			
	Transfer of a premises licence/club premises certificate	£23			
	Interim Authority Notice	£23			
	Notification of Interest by Freeholder	£21			
	Temporary Event Notices	£21			
	Application for Notice on theft, loss etc of Temporary Event Notice	£10.50			
L41	Public Space Protection Order				
	Breach of order, Fixed Penalty Notice - paid within 10 days	£60			
	Breach of order, Fixed Penalty Notice - paid within 10-14 days	£100			
Housing Enforcement / HMO					
H1	HMO Licence fees (for properties with 5 bedrooms; for each additional bedroom there will be a fee of £25.				
	New Proactive application	£800			
	New application through enforcement	£1,000			
	New Proactive application and Landlord Association member	£700			
	Proactive application renewal	£500			
	Application renewal through enforcement	£700			
	Proactive application renewal Landlord Association member	£400			
H2	Enforcement Charges will be charged on an blended officer hourly rate				

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Proposed Charges as at 1 April 2020 (net of VAT) £			
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
c1	Leisure Services				
	Higginson Park				
	Cricket Pitch on Table				£30.47
	Football Pitch Senior				£30.47
	Rugby Pitch Senior				£30.47
	Changing Room, Nets & Pegs Senior				£24.29
	Football Pitch Junior				£15.27
	Rugby Pitch Junior				£15.27
	Changing Room, Nets & Pegs Junior				£12.18
	Football Pitch Mini				£7.73
	Rugby Pitch Mini				£7.73
	Changing Room Mini				£12.18
	Football Pitch 9v9				£15.27
	Changing Room 9v9				£12.18
	Park Events - High Wycombe Town Committee				
	Mooring - per night				£14.00
	Fairs / Circus - operating day				£370.80
	Commercial Photography - operating day				£108.15
	Commercial Filming - operating day				£216.30
	All Weather Pitch - Meadowcroft				
	Peak Time-1/3rd area per hour		£27.00		
	Peak Time-2/3rd area per hour		£54.00		
	Peak Time-full area per hour		£81.00		
	Off peak time-1/3rd area per hour		£20.00		
	Off peak time-2/3rd area per hour		£41.00		
	Off peak time-full area per hour		£60.00		
	Flood lights-1/3rd area per hour		£13.00		
	Flood lights-2/3rd area per hour		£20.00		
	Flood lights-full area per hour		£33.00		
	Football Pitches Grass				
	Adult pitch - per match		£83.00		
	Juniors aged 14 to 17 years playing on an adult pitch - per match		£58.00		
	Juniors aged 13 years and under, playing on a junior pitch - per match		£51.00		
	Mini-Soccer pitch - used by 10 year olds and under - per hour		£12.00		
	Off-pitch - space adjacent to pitches and changing room facilities.		£43.00		
	Cricket Square				
	Adult-afternoon-per match (14:00 - 19:00)		£99.00		
	Insurance				
	Insurance for any pitch hire		£3.50		
c2	COMMUNITY CENTRES				
	Alfred Rose, Bedgrove, Hawkslade Farm, Prebendal Farm and Southcourt				
	Community Bookings				
	Monday to Friday				
	8.00 - 13.00		£31.00		
	13.30 - 17.15		£31.00		
	17.45 - Close		£48.00		
	Saturday and Sunday				
	8.00 - 13.00		£35.00		
	13.30 - 17.15		£35.00		
	17.45 - Close		£65.00		

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Proposed Charges as at 1 April 2020 (net of VAT) £			
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Private and Commercial Bookings				
	Monday to Thursday				
	8.00 - 13.00		£71.00		
	13.30 - 17.15		£71.00		
	17.45 - Close		£145.00		
	Friday Saturday and Sunday				
	8.00 - 13.00		£71.00		
	13.30 - 17.15		£71.00		
	17.45 - Close (Friday and Saturday)		£185.00		
	17.45 - Close (Sunday Only)		£185.00		
	Alfred Rose - Committee Room				
	Monday to Friday				
	8.00 - 13.00		£22.50		
	13.30 - 17.15		£22.50		
	17.45 - Close		£31.50		
	Saturday and Sunday				
	8.00 - 13.00		£22.50		
	13.30 - 17.15		£22.50		
	17.45 - Close		£44.50		
	New Years Eve		£285.00		
	Adhoc Prices				
	2 Hour Mon - Fri 9.00-17.30 promotional rate		£21.00		
	2 Hour Mon – Fri early evening promotional rate		£31.50		
	Alfred Rose Committee Room. (If Main Hall is booked)		£10.00		
	New early evening finish party rate		£115.00		
	Public Liability Insurance for voluntary groups, individuals and private parties		£8.00		
	Jonathan Page Play Centre				
	Regular Activities				
	Tuesday / Thursday Club		£7.50		
	Tuesday / Thursday Club – 10 week booking		£70.00		
	Doorways		£5.75		
	Ladies only swimming		£7.15		
	Play Around the Parishes				
	2 hour session		£432.00		
	2 hours with sports		£540.00		
	3 hour session		£468.00		
	3 hours with sports		£588.00		
	Family fun day 5 hours with sports		£948.00		
	Events on AVDC land - Per Week				
	Regular Activity i.e. Commercial Fitness trainer / personal trainer 1 or 2 sessions per week.		£12.00		
	Regular Activity - 3 or 4 sessions per week.		£23.00		
	Regular Activity - 5 or more sessions per week.		£30.00		
	Events on AVDC land - Per Day				
	Birthday party with only a small bouncy castle or small gazebo (for individuals looking to hire a park for a family party excluding 18th or 21st parties). This fee is not eligible for charity or public sector discount.		£38.00		
	Birthday party with a large bouncy castle, marquee or other equipment (for individuals looking to hire a park for a family party excluding 18th or 21st parties). This fee is not eligible for charity or public sector discount.		£75.50		

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Proposed Charges as at 1 April 2020 (net of VAT) £			
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Small event (i.e. expected attendance up to 300 people per day)		£306.00		
	Medium sized event (expected attendance of up to 999 per day)		£421.00		
	Fair or major ticketed event and also other events with expected attendance over 1000 per day.		£613.00		
	Get in/out days (for events which require the use of the land on days either side of the event day to set up and /or clear down)		£153.00		
C3	ALLOTMENTS				
	125m2				£23.75
	250m2				£47.50
	125m2 without water				£17.50
	250m2 without water				£35.00
	125m2 60+				£11.88
	250m2 60+				£23.75
CEMETERIES & CREMATORIA					
C4	CREMATION as set by the Joint Committee (* VAT to be added to these figures)				
	For the cremation of the body of:- a foetus born dead before twenty four weeks gestation		£0.00		
	Multiple foetus committed for cremation at the same time - one off charge (unless using the chapel when chapel fees applies)		£51.50		
	(i) per additional foetus		£3.20		
	A stillborn child or child/person whose age at time of death was less than 18 years		£0.00		
	A person whose age at the time of death was 18 years or more		£650.00		
	(i) cremation only (no use of chapel) (adult fee minus chapel fee)		£405.00		
	(ii) 9.15am or 9.30am chapel time (adult fee minus £106)		£544.00		
	For the cremation of body parts of:- (Fees do not include chapel fee which can be added if required)				
	a foetus born dead before twenty four weeks gestation who was cremated at Chilterns Crematorium		£0.00		
	a stillborn child or child/person who was cremated at Chilterns Crematorium		£51.00		
	a foetus born dead before twenty four weeks gestation, stillborn child/person who was not cremated at the Chilterns Crematorium (double normal fee)		£82.00		
	These fees include, where applicable, the Medical Referee's fee, use of the chapel (unless otherwise stated) provisions of recorded music, the temporary storage of the ashes for a period not exceeding one month, the dispersal of ashes in the garden of remembrance, provision of a temporary cardboard container for ashes, a certificate of cremation for disposal of cremation ashes or a copy of the entry in the cremation register.				
	<i>Note:</i> Disposal of Cremation Ashes				Certificates of the Cremation
	Temporary deposit of ashes (per month after the first month)		£15.00		
	Dispersal of ashes in Garden of Remembrance when cremation has taken place elsewhere		£37.00		
	Wooden casket with inscribed plaque for cremation ashes		*£29.00		
	Miscellaneous				

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Proposed Charges as at 1 April 2020 (net of VAT) £			
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Use of Coffin Waiting for 24 hours or part thereof (includes use of wheeled bier)	£30.00			
	Use of Wheeled Bier	£8.75			
	Additional Service Time (subject to chapel availability)	£188.00			
	Chapel Fee (when not included in the cremation fee. The chapel can also be booked for burial or memorial services subject to availability)	£245.00			
	Chapel fee for Memorial Service (Saturday mornings)	£245.00			
	Webcast of Service	*£63.00			
	Audio Visual recording of Service on a DVD	*£51.50			
	- each additional copy	*£20.60			
	Audio recording of Service on CD	*£46.00			
	- each additional copy	*£17.00			
	Use of Audio Visual tribute system				
	Administration fee	*£17.00			
	Per photograph/image used	*£1.70			
	Per minute of video used	*£6.90			
	DVD copy of visual tribute	*£22.00			
	Audio Visual recording of Service with visual tribute on a DVD	*£55.00			
	- each additional copy	*£20.60			
	Inscription in the Book of Remembrance				
	Minimum 2 line entry	*£38.30			
	5 Line entry	*£69.80			
	8 Line entry	*£101.30			
	Additional lines, per line	*£19.15			
	Miniature Book of Remembrance				
	Purchase of Book, postage and Minimum 2 Line entry	*£55.70			
	5 Line entry	*£71.90			
	8 Line entry	*£88.10			
	Additional lines, per line	*£5.40			
	Miniature Book of Remembrance - Additional Inscriptions				
	Minimum 2 Line entry	*£10.80			
	5 Line entry	*£27.00			
	8 Line entry	*£43.20			
	Additional lines, per line	*£5.40			
	Packing and despatch for additional entry	*£13.40			
	Memorial Card				
	Purchase of card, postage and Minimum 2 Line entry	*£20.70			
	5 Line entry	*£36.90			
	8 Line entry	*£53.10			
	Additional lines, per line	*£5.40			
	Emblems, Badges etc.				
	Regimental badge or crest or floral emblems	*£73.20			
	Full Coat of Arms	*£89.70			
	Leather Memorial Plaques				
	For the Right to a Leather memorial Plaque in the Chapel of remembrance for a period of 3 years	*£64.90			
	For the Right to a Leather memorial Plaque in the Chapel of remembrance for a period of 5 years	*£108.20			
	Provision and fixing of a leather Memorial Plaque	*£50.50			
	Replacement Plaque for an additional inscription	*£50.50			
	Garden Memorials				

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Proposed Charges as at 1 April 2020 (net of VAT) £			
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Provision & installation of Memorial Garden Seat	*£597.40			
	Plaque for Memorial Garden Seat up to 70 letters	*£71.60			
	Plaque for Memorial Garden Seat up to 115 letters	*£124.00			
	Right to have the seat in Garden of Remembrance for a five year period	*£202.00			
	Right to have the seat in Garden of Remembrance for a ten year period	*£403.50			
	For the Right to a Commemorative Shrubbery				
	Plaque for a period of 3 years	*£65.00			
	For the Right to a Commemorative Shrubbery				
	Plaque for a period of 5 years	*£108.50			
	Provision and fixing of a replacement plaque for an additional inscription	*£37.00			
	Stone Memorial Plaques				
	For the Right to a Stone Memorial Plaque on a base for a period of 5 yrs	*£118.00			
	For the Right to a Stone Memorial Plaque on a base for a period of 10 yrs	*£234.50			
	For the Right to a Sanctum 2000 above ground Vault for a period of 5 years	*£223.00			
	For the Right to a Sanctum 2000 above ground Vault for a period of 10 years	*£390.50			
	For the Right to a Sanctum 2000 above ground Vault for a period of 20 years	*£780.00			
	Provision of a 9" x 12" inscribed plaque fixed on a sandstone or granite base	*£363.50			
	Provision of a 9" x 12" inscribed plaque fixed on a renovated sandstone or granite base (subject to availability)	*£251.00			
	Provision of a 9" x 18" inscribed plaque fixed on a sandstone or granite base	*£494.00			
	Provision of a 9" x 18" inscribed plaque fixed on a renovated sandstone or granite base (subject to availability)	*£383.00			
	Provision of a 12" x 15" inscribed plaque fixed on a Sanctum 2000 above ground vault up to 150 characters	*£831.00			
	Provision of a 12" x 15" inscribed plaque fixed on a Sanctum 2000 above ground vault with over 150 characters	*£886.00			
	Inscribed motifs from	*£69.00			
	Replacement 7" x 12" inscribed plaque for an additional inscription	*£167.00			
	Replacement 9" x 12" inscribed plaque for an additional inscription	*£186.00			
	Replacement 9" x 18" inscribed plaque for an additional inscription	*£247.50			

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Proposed Charges as at 1 April 2020 (net of VAT) £			
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Replacement Sanctum 12" x 15" inscribed plaque for an additional inscription with up to 150 characters	*£385.00			
	Replacement Sanctum 12" x 15" inscribed plaque for an additional inscription with over 150 characters	*£440.50			
	Additional inscription on a nexisting Sanctum 12" x15"				
	inscribed plaque:- carriage/administration fee	*£61.50			
	inscribed per letter	*£1.00			
	Porcelain photo plaque with one portrait	*£139.00			
	Porcelain photo plaque with two portraits	*£204.00			
	Porcelain photo plaque with three portraits	*£231.50			
	Administration fee and provision of foundation slab for new application by monumental mason	*£38.50			
	Administration fee for additional work my monumental mason	*£32.50			
	Token and keepsakes items				
	Scatter tubes:-				
	37cm	*£26.00			
	25cm	*£19.00			
	9cm	*£12.50			
	Brass Urns:-				
	10.5"	*£72.50			
	7.25"	*£51.50			
	3"	*£21.00			
	Large patterned urns	*£82.50			
	Hearts	*£26.00			
	Stand (for hearts)	*£10.50			
	Floral Bio Urns				
	Large	*£57.00			
	Small	*£28.50			
C5	CEMETERY				
	<i>(Parkside, Holtspur and Shepards Lane)</i>				
	Earthen Grave		<i>*Non-South Bucks</i>	South Bucks	
	All Plots (1-2 burials)		£1,100.00	£850.00	
	Childrens Plot		£150.00	£150.00	
	Interment fee		£385.00	£135.00	
	Cremated Remains				
	Plot for 2 interments		£590.00	£340.00	
	Plot for 4 interments		£850.00	£600.00	
	Interment fee		£385.00	£135.00	
	Grave Digging Fees (Cremated Remains)		£155.00	£155.00	
	Interment of Ashes in grave		£500.00	£300.00	
	Memorials				
	Full size Kerb stones			£110.00	
	Flat tablets and Wedges			£100.00	
	Small tablets and Wedges 1ft sq or less			£50.00	
	Headstones			£160.00	
	Small Headstone & Kerb (Children's Sections only)			£162.00	
	Full Memorial			£270.00	
	Further inscriptions			£75.00	
	Tree (Incl planting & aftercare)		£950.00	£700.00	

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Proposed Charges as at 1 April 2020 (net of VAT) £			
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Woodland Burials				
	Plot (1 burial)	£1,100.00		£850.00	
	Interment fee	£385.00		£135.00	
	All cremated remains plot (2 Interments)	£590.00		£340.00	
	All cremated remains plot (4 Interments)	£850.00		£600.00	
	Grave Digging Fees (Cremated Remains)			£155.00	
	Scattering of Ashes under turf in woodland	£590.00		£340.00	
	Other Charges				
	Book of Remembrance (per line)			£25.00	
	1 further interment on existing plot	£550.00		£300.00	
	Transfer fee			£75.00	
	Copy of Deed			£35.00	
	New licence			£75.00	
	Surcharge for non residents of the district	£250.00			
	(Hampden Road High Wycombe)				
			<i>*Non High Wycombe Town Committee Area</i>		HWTC only
	Burial Rights - adult	£1,498.00			£749.00
	Burial Rights - child	£750.00			£375.00
	Burial Rights - ashes	£872.00			£436.00
	Interment - adult	£666.00			£333.00
	Interment - child				Free of Charge
	Interment - ashes	£352.00			£176.00
	Concrete chamber £680 **				£680.00
	Additional Saturday fee				£271.50
	Memorial permit - adult				£200.00
	Memorial permit - child				£98.00
	Memorial permit - ashes				£98.00
	Right to erect Kerb/Headstone - Adult				£200.00
	Right to erect Kerb/Headstone - Child				£98.00
	Right to erect vase/tablet - ashes				£98.00
	Right to add inscription after first				£38.00
	Transfer of Rights				£25.00
	Certified Copy of records				£25.00
	Replacement Deed				£25.00
	Grave maintenance - annual				£54.00
	Rights transfer/record copies				£25.00
	Interment - extra large coffin/casket				£154.50
	Grave reservation - booking fee				£230.00
	Grave reservation - annual charge				£178.00
	(Memorial Gardens)				
	<i>*(No. of interments)</i>		(all)		
	Centre of lawn (1)	£340.00			
	Edge of shrubbery AC (2)	£990.00			
	Edge of shrubbery SH2/6 (2)	£30.00			
	Main Avenue Trees (4)	£2,000.00			
	B 6 G-H (4)	£2,100.00			
	C Section - Standard Rose (4)	£1,950.00			
	E 5 A (4)	£1,900.00			
	E 5 F (2)	£990.00			
	G 121-145 Edge of Shrubbery	£920.00			
	Garden H Section 34 A C (4)	£1,900.00			
	Garden H Section 60 C (4)	£1,900.00			
	Garden H Section 92 A (4)	£1,900.00			
	Garden H Section 92 B (4)	£1,900.00			
	KG Colonnade along Yew Hedge (2)	£2,400.00			
	KG Colonnade Family Garden (4)	£7,500.00			
	L 19 A-C (2)	£2,000.00			
	L 116	£2,600.00			
	L230-233, 236, 237-241 (2)	£1,700.00			

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Proposed Charges as at 1 April 2020 (net of VAT) £			
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	L234-235 partial view lake/golf course (4)	£2,950.00			
	M Pump House Family Gardens M 250 E (6)	£4,700.00			
	M Gardens M265-298, M420-440 (2)	£1,700.00			
	M Shrubs M 315 B-E, M 310 A-B, M 309 A-B (4)	£4,700.00			
	M 311-312 Family Garden (6)	£7,500.00			
	M 441-450 (2)	£920.00			
	Oak Dell Scattering (1)	£230.00			
	O1-10 Edge of Shrubbery (2)	£920.00			
	P204-255 Edge of Shrubbery (2)	£920.00			
	R54 Gated Garden (6)	£4,900.00			
	R55 Gated Garden (8)	£5,900.00			
	R56 Gated Garden (10)	£6,900.00			
	R60-65 Magnolia (4)	£2,300.00			
	R70-R110 Edge of Shrubbery (2)	£920.00			
	Sum-Ho 31, 32, 34, 35 (2)	£1,700.00			
	Other Fees				
	Interment Fee	£135.00			
	Grave Preparation	£155.00			
	Plaques Staked (Wording over 60 letter £1 each)	£165.00			
	Plaques Mounted (Wording over 60 letter £1 each)	£165.00			
	Plaque refurbishment	£50.00			
	Book of Remembrance	£25.00			
	Transfer ashes to Biodegradable Container	£25.00			
	Licence Transfer Fee (Owner Deceased)	£75.00			
	Licence Reprint (Add Name)	£35.00			
	Memorial Wall Plaque & Licence 6X2	£130.00			
	Memorial Wall Plaque & Licence 6X4 Z area	£260.00			
	Relicence fee (2)	£600.00			
	Relicence fee for Scattering Lawn (1)	£115.00			
	Grave buy back 10% or £150 whichever is greater	£150.00			
	Memorial Seat - renewable lease	£280.00			
	Maintenance of Individual Garden	POA			
	Trees for Sale (from)	POA			
	Benches	POA			
	Bench Maintenance (coat with teak oil)	£50.00			
	Carved lettering	POA			
	Stone Benches – straights	POA			
	Stone Benches – curved	POA			
	Venue for wedding photographs	£45.00			
	Venue for filming per day from	£520.00			

Ref	Service	Proposed Charges as at 1 April 2020 (net of VAT) £			
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Perpetuity Licences				
	1st & 2nd interment	£5.25			
	3rd & 4th interment	£10.50			
	5th & subsequent interments	£15.75			
	Memorial Trees				
	Pink-flowering Hawthorne incl. plaque, in R section	£700.00			
	Avenue tree, no interments	£900.00			
	(Great Missenden Cemetery)				
	Fees for the Use of the Cemetery for Interments:				
	In the graves for which no exclusive right of burial has been granted				
	i) A stillborn child, or a person whose age at the time of death did not exceed one month *	£25.00			
	ii) A person whose age at the time of death exceeded one month but did not exceed twelve years *	£110.00			
	iii) A person whose age at the time of death exceeded twelve years *	£240.00			
	iv) for any interment at a depth exceeding six feet for members of the same family in a site and for each foot an additional *	£110.00			
	In a grave or vault for which an exclusive right of burial has been granted				
	i) A stillborn child, or a person whose age at the time of death did not exceed one month *	£25.00			
	ii) A person whose age at the time of death exceeded one month but did not exceed twelve years *	£110.00			
	iii) A person whose age at the time of death exceeded twelve years *	£240.00			
	iv) for any interment at a depth exceeding six feet for members of the same family in a site and for each foot an additional *	£110.00			
	Transfer of ownership of Exclusive Right of Burial	£63.00			
	Exclusive Rights of Burial in Perpetuity in an Earthen Grave				
	i) One Plot	£408.00			
	ii) Two Plots	£700.00			
	iii) Three Plots	£960.00			
	Monuments, Gravestones, Tablets and Monumental Inscriptions				
	For the right to erect:				
	i) A headstone under no circumstances to exceed three feet in height or a foot stone not exceeding one foot in height *	£170.00			
	ii) A tablet on any grave or vault, or in the Lawn Cemetery, a plaque on a grave *	£170.00			
	iii) Any inscription after the first on a gravestone, tablet or memorial *	£90.00			
	Purchase of plot measuring 2ft x 2ft in Old Section of cemetery for burial of cremated remains *	£136.00			
	Burial of Cremated remains *	£110.00			
C6	Coroner Service				
	Request for archived file	£27.00			
	Request for post mortem report	£6.50			
	Request for recording of inquest hearing	£11.50			
	Request for confirmation of a transcript	£27.00			

Ref	Service	Proposed Charges as at 1 April 2020 (net of VAT) £			
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
C7	TRADING STANDARDS				
	Fees for Licensing Petroleum Spirit				
	Petroleum Storage Certificate to keep petroleum spirit of a quantity:				
	Not exceeding 2,500 litres	£44.00			
	Exceeding 2,501 litres but not exceeding 50,000 litres	£60.00			
	Exceeding 50,000 litres	£125.00			
	Environmental Survey Requests				
	Site searches of premises where petroleum has been stored	£82.16			
	Performing Animals				
	Granting of a Licence	£38.00			
	Duplicate certificate	£19.00			
	Inspect and copying register	£19.00			
	Weights and Measures				
	Hourly rate of charge based on average cost of supplying an officer, including the provision of technical and admin support staff and relevant overheads. Where more than one officer is supplied, the charge will be multiplied.	£82.16			
	Out of hours working (subject to staff being available) - 150% to be added to fee and call out charge				
	Certificate of errors - fee for provision of certificate containing results of errors found on testing	£82.16			
	Merchant Shipping Act (hourly rate not applicable). Certification of a weighbridge operator. Charge call-out fee plus:				
	Operator fails	£82.16			
	Operator passes	£82.16			
	Supply of replacement certificate (no call-out fee)	£22.50			
	Business Advice and Information Services				
	1st half hour of advice or information to a registered Buckinghamshire business	£0.00			
	Subsequent chargeable advice or information is charged at the prevailing hourly rate using 15 min units (minimum charge half hr)	£82.16			
	Submission of food or cosmetic samples to the services public analyst - charged at cost payable to public analyst plus one hours consultancy at the prevailing hourly rate				
	Small Primary Authority Partnership (PAYG)				
	other charges may also apply				
	Easy 123 Primary Authority Partnership	£200.27			
	Easy 123 Partnership including 3 hours of advice	£102.70			
	Easy 123 Partnership renewal fee as Direct PAYG single regulator partnership (other options available)	£82.16			
	Subsequent chargeable advice or information at the prevailing hourly rate using 15 minute units (minimum charge half hour)				
	Prepay/fixed Fee other charges may also apply	£1,540.50			
	Prepay Direct Primary Authority Partnership including 17 hours of advice or consultation (valid for 12 months)	£1,694.55			
	Prepay Coordinated Primary Authority Partnership Initial set-up fee including 17 hours of advice or consultation (valid for 12 months)	£118.11			
	Add initial set-up fee for Environmental Health as part of Primary Authority Partnership	£118.11			

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Proposed Charges as at 1 April 2020 (net of VAT) £			
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Add initial set-up fee for Surrey Fire & Rescue as part of Primary Authority Partnership				
	At renewal you can renew or select another Primary Authority service option	£1,335.10			
	Prepay Direct renewal fee including 17 hours of advice or consultation (valid for 12 months)	£1,335.10			
	Prepay Coordinated renewal fee including 17 hours of advice or consultation (valid for 12 months)	£59.05			
	Add renewal fee for Environmental Health as part of Primary Authority Partnership	£58.54			
	Add renewal fee for Surrey Fire & Rescue as part of Primary Authority Partnership	£82.16			
	Should additional hours be required during any year they may be purchased at the prevailing hourly rate				
	Pay As You Go (PAYG) other charges may also apply				
	Set up charge for Direct (PAYG) Trading Standards Primary Authority Partnership				
	Set-up charge for Coordinated (PAYG) Primary Authority Partnerships	£308.10			
	Set up charge for Single Point of Contact Direct (PAYG) Primary Authority Partnership Plus 1 regulator	£462.15			
	Set up charge for Single Point of Contact Direct (PAYG) Primary Authority Partnership Plus 2 regulator	£426.21			
	Set up charge for Single Point of Contact Direct (PAYG) Primary Authority Partnership Plus 3 regulator	£544.31			
	Set up charge for Single Point of Contact Coordinated (PAYG) Primary Authority Partnership Plus 1 regulator	£662.42			
	Set up charge for Single Point of Contact Coordinated (PAYG) Primary Authority Partnership Plus 2 regulator	£580.26			
	Set up charge for Single Point of Contact Coordinated (PAYG) Primary Authority Partnership Plus 3 regulator	£698.36			
	Renewal charge for Direct (PAYG) Trading Standards Primary Authority Partnership	£816.47			
	Renewal charge for Coordinated (PAYG) Trading Standards Primary Authority Partnership	£102.70			
	Renewal charge for Single point of contact PAYG Direct Primary Authority Partnership plus 1 regulator	£133.51			
	Renewal charge for Single point of contact PAYG Direct Primary Authority Partnership plus 2 regulator	£162.27			
	Renewal charge for Single point of contact PAYG Direct Primary Authority Partnership plus 2 regulator	£220.81			
	Renewal charge for Single point of contact PAYG Direct Primary Authority Partnership plus 3 regulator	£280.37			
	Renewal charge for Single point of contact PAYG Coordinated Primary Authority Partnership Plus 1 regulator	£193.08			
	Renewal charge for Single point of contact PAYG Coordinated Primary Authority Partnership Plus 2 regulator	£251.62			
	Renewal charge for Single point of contact PAYG Coordinated Primary Authority Partnership Plus 3 regulator	£311.18			
	Bespoke Primary Authority Partnerships quoted individually to specified services and renewals				
	Additional charges applicable to all Primary Authority Partnerships				
	Hourly rate	£82.16			

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Proposed Charges as at 1 April 2020 (net of VAT) £			
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Mileage for the purpose of chargeable advice and Primary Authority inside Buckinghamshire & Surrey boundaries (excluding Environmental Health)	£0.00			
	Mileage for the purpose of chargeable advice and Primary Authority outside Buckinghamshire & Surrey boundaries and for Environmental Health officers outside of the geographical boundaries of the District or Borough	£0.46			
	Analysis and consultancy as part of business advice and or Primary Authority services	£82.16			
	Business training				
	1/2 day	£297.83			
	Full day	£595.66			
	Training events e.g. Allergen training per individual delegate				
	e-learning - http://skillsforwork.bucksandsurreytradingstandards.gov.uk/				
C8	POLLUTION REDUCTION				
	Contaminated Land:				
	Professional Opinion - Contaminated land enquiries per hour	£100.00			
	Copies of plans and information regarding a contaminated land site.	£50+£47/hr			
	LAPPC (Local Authority Pollution Prevention and Control)				
	Application fee – standard process (includes solvent emission)	£1,650.00			
	Additional fee for operating without a permit	£1,188.00			
	PVR I, SWOBS and dry cleaners	£155.00			
	PVR I & II combined	£257.00			
	VRs and other reduced fee activities	£362.00			
	Reduced fee activities – additional fee for operating without a permit	£71.00			
	Mobile plant	£1,650.00			
	Mobile plant for the third to seventh applications	£985.00			
	Mobile plant for the eighth and subsequent applications	£498.00			
	If application is for a combined part B and waste application add extra	£310.00			
	Annual Subsistence – standard process low	£772.00 (+£104.00)*			
	Annual Subsistence – standard process medium	£1,161.00 (+£156.00)*			
	Annual Subsistence – standard process high	£1,747.00 (+£207.00)*			
	Annual Subsistence – PVR I, SWOBS and Dry Cleaners Low	£79.00			
	Annual Subsistence – PVR I, SWOBS and Dry Cleaners Medium	£158.00			
	Annual Subsistence – PVR I, SWOBS and Dry Cleaners High	£237.00			
	Annual Subsistence – PVR I & II combined Low	£113.00			
	Annual Subsistence – PVR I & II combined Medium	£226.00			
	Annual Subsistence – PVR I & II combined High	£341.00			
	Annual Subsistence – VRs and other reduced fees Low	£228.00			
	Annual Subsistence – VRs and other reduced fees Medium	£365.00			
	Annual Subsistence – VRs and other reduced fees High	£548.00			
	Annual Subsistence – Mobile plant for first and second permits Lc	£626.00			
	Annual Subsistence – Mobile plant for first and second permits M	£1,034.00			
	Annual Subsistence – Mobile plant for first and second permits Hi	£1,551.00			

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Proposed Charges as at 1 April 2020 (net of VAT) £			
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Annual Subsistence – Mobile plant for third to seventh permits Lc	£385.00			
	Annual Subsistence – Mobile plant for third to seventh permits M	£617.00			
	Annual Subsistence – Mobile plant for third to seventh permits Hi	£924.00			
	Annual Subsistence – Mobile plant for eighth & subsequent permits	£198.00			
	Annual Subsistence – Mobile plant for eighth & subsequent permits	£316.00			
	Annual Subsistence – Mobile plant for eighth & subsequent permits	£473.00			
	*the additional amounts in brackets must be charged where a permit is for a combination Part B and waste installation				
	Late payment fee	£52.00			
	Transfer and Surrender – Standard process	£169.00			
	Transfer and Surrender – Standard process partial transfer	£497.00			
	New operator at low risk fee activity	£78.00			
	Reduced fee activities – partial transfer	£47.00			
	Temporary transfer – first transfer	£53.00			
	Temporary transfer – repeat following enforcement or warning	£53.00			
	Substantial change – standard process	£1,050.00			
	Substantial change – where change results in a new PPC activity	£1,650.00			
	Substantial change – reduced fees activities	£102.00			
c9	Country Parks				
	Timber sales available on request	Market price			
	Car parking				
	Black Park Peak	0-2 hours	£3.70		
		2-4 hours	£4.50		
		4+ hours	£5.50		
	Black Park Off Peak	0-2 hours	£2.70		
		2-4 hours	£3.50		
		4+ hours	£4.50		
	Black Park Early bird (before 9.00am)	2 hours	£2.70		
	Denham & Langley Park Peak	0-3 hours	£3.70		
		3+ hours	£4.50		
	Denham & Langley Park Off Peak	0-3 hours	£2.70		
		3+ hours	£3.50		
	Annual Parking Permit (Black Park, Langley Park & Denham)	Yearly(1	£50.00		
		Yearly(2	£60.00		
		Yearly(3	£70.00		
	Annual Parking Permit Replacement (Black Park, Langley Park & Denham)	per permit	£10.00		
	Annual Parking Permit Change (Black Park, Langley Park & Denham)	per permit	£10.00		
	Minibuses	whole day	£8.00		
	Coaches	whole day	£13.00		
	Filming Rights fees - available on request	Market Price			
	Fishing permits (Black Park)				
	Adult (age 17-64)	annual	£60.00		
		day ticket	£6.00		
	Concessionary (disabled, age 12-17 or 65+)	annual	£45.00		
		day ticket	£4.50		
	Child (under 12 years)	annual	£10.00		
		day ticket	£1.00		
	Room Hire				
	Lakeside Room	Full day	£110.00		
	Foxley Copse	Full day	£110.00		
	Meadow View	Full day	£110.00		
	Orienteering pack at Black Park on site	Per Item	£1.50		
	Orienteering pack at Black Park on line (inc p&p)	Per Item	£2.00		
	Events - Price on event	Market Price			

Ref Service	Charges as at 1 April 2020 £
c10 LIBRARIES	
Membership	
Joining the library	£0.00
Replacement library card	£2.50
Annual subscription for Reading Groups (New Service)	£25.00
Reservations	
All reservations from Buckinghamshire libraries	£0.60
Books from SELMS libraries	£3.00
Books from non-SELMS libraries	£7.00
Vocal scores and orchestral sets from Buckinghamshire libraries (up to 40 copies per set)	£20.00
Notifications	
Postal notification for reservations and overdue	£0.90
Email notification for reservations and overdue	£0.00
Loans	
Audiobooks (3 weeks)	
1 - 4 tape or CD set	£1.20
5 - 11 tape or CD set	£2.20
12+ tape or CD set	£3.20
Playaways	£2.20
DVDs (1 week)	
Blue category DVD	£1.50
Red category DVD	£2.80
Computer games are available to loan for 1 week	£3.50
Music CD's are available to loan for 1 week	£1.20
Overdue Charges - Per day	
Children's books	£0.05
Maximum total charge per item	£1.05
Adult's books	£0.05
Maximum total charge per item	£5.25
DVD's	£0.50
Maximum total charge per item	£10.50
Computer games	£1.00
Maximum total charge per item	£21.00
Reading Group sets	£1.00
Maximum total charge per item	£21.00
Vocal scores and orchestral sets	£1.00
Maximum total charge per item	£21.00
Energy Saving Kits	£1.00
Maximum total charge per item	£21.00
All other items	£0.25
Maximum total charge per item	£5.25
Lost or damaged items are charged at cost of replacing	N/A
Printing	
A4 Black and White	£0.15
A4 Colour	£0.50
A3 Black and White	£0.20
A3 Colour	£0.75
Scanning	
1 page	£1.00
Each subsequent page	£0.25
Fax	
UK and Ireland - per side A4	£1.00
Europe - per side A4	£1.75
Rest of the world - per side A4	£2.00
To receive a fax - per transaction	£1.00
Meeting Rooms	

Ref	Service	Charges as at 1 April 2020 £
Bourne End Community Library		
	Jackson Mill Room (35 seated conference style)	
	Community use	£13.00
	Commercial use	£17.00
	Flipboard and pen hire	£3.50
	Soho Mill Room (35 seated conference style)	
	Community use	£13.00
	Commercial use	£17.00
	Flipboard and pen hire	£3.50
	Charges to hire both rooms, connected (up to 100 people + garden access)	
	Community use	£19.00
	Commercial use	£26.00
	Flipboard and pen hire	£3.00
	Lantern Room (25 seated conference style)	
	Community use	£10.00
	Commercial use	£13.00
	Flipboard and pen hire	£3.50
Buckingham Library		
	Community Room (29 chairs)	
	Community use	£11.00
	Commercial use	£15.00
	Flipboard and pen hire	£3.50
	Meeting Room (25 seated theatre style)	
	Community use	£11.00
	Commercial use	£15.00
	Flipboard and pen hire	£3.50
	Interactive whiteboard	£10.00
Burnham Community Library		
	Large Meeting Room (60 seated theatre style)	
	Community use	£8.00
	Commercial use	£24.00
	Flipboard and pen hire	£3.50
	Interactive whiteboard	£10.00
	Small Meeting Room (50 seated theatre style)	
	Community use	£8.00
	Commercial use	£21.00
	Flipboard and pen hire	£3.50
	Interactive whiteboard	£10.00
Chesham Library		
	Harding Room (25 seated theatre style)	
	Community use	£13.00
	Commercial use	£15.00
	Flipboard and pen hire	£3.50
	Interactive whiteboard	£10.00
	Small Meeting Room (4-5 seated)	
	Community use	£5.50
	Commercial use	£8.50
	Flipboard and pen hire	£3.50
	Tardis Room (8 seated)	
	Community use	£5.50
	Commercial use	£8.50
	Flipboard and pen hire	£3.50
High Wycombe Library		
	David Shakespeare Room (35-40 people)	
	Community use	£18.00
	Commercial use	£25.00
	Flipboard and pen hire	£3.50

Ref Service	Charges as at 1 April 2020 £
Interactive whiteboard	£10.00
Projector with sound and DVD	£10.00
Margaret Dewar Room (35-40 people)	
Community use	£18.00
Commercial use	£25.00
Flipboard and pen hire	£3.50
Interactive whiteboard	£10.00
Projector with sound and DVD	£10.00
Charges to hire both rooms, connected (80 people)	
Community use	£36.00
Commercial use	£50.00
Wessex Room (5-6 people)	
Community use	£11.00
Commercial use	£18.00
Flipboard and pen hire	£3.50
Micklefield Library	
Large Meeting Room (40 theatre style)	£9.00
Small Meeting Room (6 seated)	£7.00
Kitchen	£4.50
Wendover Community Library	
Meeting Room (35-40 people)	
Community use	£10.50
Commercial use	£17.70
Flipboard and pen hire	£3.50
Interactive whiteboard	£10.00
Small Meeting Room (8 people 1st floor)	
Community use	£10.50
Commercial use	£16.70
Flipboard and pen hire	£3.50
Schools Library Service	
Primary Schools/Academies	
Full Primary package (2 books per pupil, 1 project per class per term, 1 half day consultancy)	£9.15
Additional options	
8 Project Collections	£500.00
12 project collections	£700.00
Book hire - 300	£700.00
Book hire - 200	£500.00
Book hire 100 & 8 project collections	£700.00
Book hire 70 & 6 project collections	£500.00
Annual Subscriptions packages - secondary academies	
Membership £375 Valued at 3 stars plus 'pick and mix' of services	£375.00
Membership £375 Valued at 3 stars plus 'pick and mix' of services	£125.00
Membership £375 Valued at 3 stars plus 'pick and mix' of services	£120.00
Membership £375 Valued at 3 stars plus 'pick and mix' of services	£115.00
Miscellaneous schools options	
Artefacts Collection hire - members	£40.00
Non Member price	£50.00
Artefacts Bundle (Artefacts Box + up to 10 books)	£65.00
Non Member price	£50.00
Storysack hire -members	£40.00
Non Member price	£50.00
Annual Book Hire x 100 books	£250.00
Non Member price	£350.00
Project Collection - up to 20 books (for one term hire) - members	£65.00
Non Member price	£85.00
Professional Consultancy	
Non Member price	£80.00

Ref	Service	Charges as at 1 April 2020 £
	SLS Member price	£65.00
	Non Member price	£180.00
	SLS Member price	£140.00
	Non Member price	£300.00
	SLS Member price	£230.00
C11 CENTRE FOR BUCKINGHAMSHIRE STUDIES		
	Copying	
	Photocopies of items in Local Studies and Archive search-rooms	£0.20
	Colour copy	£1.00
	Photocopies of documents produced from the Archive strong-rooms	£1.00
	Colour copy	£1.50
	Photocopy of a will within 10 working days	£10.00
	Photocopy of a will next working day	£15.00
	Photocopy of marriage licence records within 10 working days	£10.00
	Photocopy of marriage licence records next working day	£15.00
	Print-outs from microfilm	
	Self-service	£0.50
	Supplied by post within 10 working days	£10.00
	Supplied by post next working day	£15.00
	Print-outs from computer	
	Black and white	£0.20
	Colour copy	£1.00
	Minimum charge for copies sent by post (including vehicle licensing copies)	£10.00 + p&p
	Minimum charge for copies sent by post to not-for-profit organisations (New Service)	£15.00 + p&p
	Minimum charge for business copies sent by post	£25.00 + p&p
	Certified copies	£25.00 + p&p
	Photographic handling	
	Charge for using a camera in the search-rooms	£7.50
	Charge for using a camera in the search-rooms	£30.00
	Charge for using a camera in the search-rooms	£90.00
	Charge for use of BookEye scanner in Archives (New Service)	£7.50
	Postage and packaging	
	1-5 Items	£2.50
	6-10 Items	£5.00
	11+ Items	£10.00
	Digital copying	
	Colour image, up to A3, 300dpi, supplied as PDF file by email (up to 10mb)	
	1st Image	£10.00
	Subsequent Images	£3.50
	Colour image, supplied on CD	£10 + p&p
	Per CD	£2.00
	Orders requiring staff search and preparation time (eg large orders, large maps or other documents, and orders requiring searching through documents)	+ image charge
	Research	
	Search fee	£36.00
	Search fee for commercial purposes (including legal research etc)	£72.00
	Look ups in parish registers, electoral rolls, etc	£10.00
	Inclusion in list of independent record agents (Service to end)	£0.00
	Reproduction and Publication	
	Certified copies of documents	£25.00 + p&p
	Marriage certificates (post-1837)	£9.25 + p&p
	Baptism certificates (post-1813)	£13.00 + p&p
	Licensing for re-use: Printed and digital media (print run under 1,000)	
	UK Only	£24.00
	Worldwide	£45.00
	Not-for-profit	£6.00
	Licensing for re-use: Printed and digital media (print run 1001-5000)	

Ref	Service	Charges as at 1 April 2020 £
	UK Only	£45.00
	Worldwide	£100.00
	Not-for-profit	£12.00
	Licensing for re-use: Printed and digital media (print run 5001+)	
	UK Only	£60.00
	Worldwide	£120.00
	Not-for-profit	£18.00
	Licensing for re-use: Website - commercial	£60.00
	Licensing for re-use: Website - not-for-profit	£1.20
	Licensing for re-use: Display in exhibitions with admission fee	£60.00
	Licensing for re-use: Stills images for use in TV/film	£60.00
	Licensing for re-use: Filming at CBS charge	£36.00
	Licenisng for re-use: Advertising or other commercial use	£500.00
	Lecture fees	
	Lectures by staff and group visits to the Centre for Buckinghamshire Studies	£72.00 + expenses
	Lectures specifically developed for a group (New Charge)	£180.00 + expenses
	Palaeography classes (including provision of photocopies)	£90.00 + expenses
	Items for sale	
	Pencils	£0.30
	USB Pen	£6.00
	Tea & Coffee	£0.50
	ACTIVE BUCKS PROGRAMME	
	Including Yogalates, boot camp, Nordic walking, multi-sports, baseball, walking netball, GPS trails	£2.00 - £4.00
	MODERN RECORDS	
	Provide copies of Section 38 (Highways Act 1980), Section 278 (Highways Act 1980) and Section 106 (Town & Country Planning Act 1990) agreements to solicitors acting on behalf of clients buying or selling property	£90.00
C12	REGISTRATION SERVICES	
	Marriages and Civil Partnerships	
	Register Office (statutory fee)	£46.00
	John Hampden Room, Disraeli Room & Midsomer Court	
	Monday - Saturday	£335.00
	Sunday & Bank Holidays	£480.00
	Registration Offices - fixed times	
	Disraeli Room (Beaconsfield Old Town) - Monday at 10am & 10.45am	£235.00
	John Hampden Room (County Hall, Aylesbury) -Tuesday at 10am & 10.45am	£235.00
	The Dashwood Room (High Wycombe) - Wednesday at 10am & 3.30pm	£235.00
	Approved Venues	
	Monday - Saturday	£600.00
	Sunday and Bank Holidays	£650.00
	Anytime & Place	£840.00
	Ceremonies at an Approved Venue between 5.30pm - 7pm on a Friday or Saturday - in addition to Approved Venue fee	£215.00
	Venue licence fee (fee is the same for renewing a licence)	£2,165.00
	Celebratory ceremonies -	
	Namings, Renewal of Vows	
	Commitment and Civil Partnership Conversion	

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Charges as at 1 April 2020 £
	All Approved Venues	
	Monday - Saturday	£330.00
	Sunday and Bank Holidays	£460.00
	Non-Approved venues (for ceremony and inspection of venue)	
	Monday - Saturday	£450.00
	Sunday and Bank Holidays	£590.00
	**Inspection Fee (to be added to ceremony fee)	£215.00
	Civil Marriage/ Civil Partnership combined with a Celebratory Ceremony	£840.00
	Converting a Civil Partnership to a Marriage	£45.00
	Passport forms for Newly Weds and Civil Partners (PD2)	£20.50
	Nationality and Citizenship Fees	
	Private Citizenship Ceremonies	
	Monday - Friday	£200.00
	Saturday	£270.00
	Sunday	£320.00
	European Union Settlement Scheme	£14.00
	All Birth, Death, Marriage or Civil Partnership certificates*	
	Standard Statutory Service includes 1 certificate and 2nd class postage*	£11.00
	Priority Statutory Service (24 hour) includes 1 certificate and 1st class postage*	£35.00
	Religious building, housebound and detained fees	
	Housebound Wedding - Registrar's Attendance	£84.00
	Housebound Notice	£47.00
	Detained Wedding - Registrar's Attendance	£94.00
	Detained Notice	£68.00
	Religious Wedding - Registrar's Attendance	£86.00
	Certification of a place of meeting for religious worship	£29.00
	Registration of a building for the solemnization of marriages between a man and a woman	£123.00
	Registration of a building for the solemnization of marriages of same sex couples (previously registered for heterosexual marriage)	£64.00
	Registration of a building for the solemnization of marriages of same sex couples (not previously registered for heterosexual marriage)	£123.00
	Registration of a building for the solemnization of marriages of a man and a woman (not previously registered for same sex marriage)	£64.00
	Joint application for the registration of a building for the marriage of a man and a woman and same sex couples	£123.00
	Other fees	
	Ceremony Booking amendment fee	£40.00
	Notice booking (converts to statutory fee)	£35.00
	Notice booking amendment	£20.50
	Notice booking - non attendance	£35.00
	General Search of SR indexes up to hours	£18.00
	Registrar General's Licence Notice	£3.00
	Attending a Registrar General's marriage/CP (payable to Registrar)	£2.00

Ref	Service	Proposed Charges as at 1 April 2020 (net of VAT) £			
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
PARKING SERVICES					
T1	CAR PARKING				
	Waterside North Car Park - Up to 1 hr	£1.50			
	Waterside North Car Park - 1 to 3 hrs	£2.50			
	Waterside North Car Park - 3 to 4 hrs	£4.00			
	Waterside North Car Park - 4 to 5 hrs	£5.00			
	Waterside North Car Park - Over 5 hrs	£8.00			
	Waterside North Car Park - FOC between 2100 - 0800	£0.00			
	Waterside North Car Park - Sundays and Bank Holidays	£1.50			
	Walton St Aylesbury	£2.00			
	Buckingham St Aylesbury	£1.00			
	Buckingham St Aylesbury	£1.00			
	Buckingham St Aylesbury	£1.00			
	Buckingham St Aylesbury	£1.00			
	High St Aylesbury	£1.00			
	High St Aylesbury	£1.00			
	Britania St Aylesbury	£1.00			
	Britania St Aylesbury	£1.00			
	Railway St Aylesbury	£1.00			
	Railway St Aylesbury	£1.00			
	Anchor Lane Aylesbury	£1.00			
	Buckingham St Aylesbury	£1.00			
	Cambridge St Aylesbury	£1.00			
	Kingsbury Sq Aylesbury	£1.00			
	Kingsbury Sq Aylesbury	£1.00			
	Rickfords Hill Aylesbury	£1.00			
	Buckingham St Aylesbury	£1.00			
	Buckingham St Aylesbury	£1.00			
	Great Western St Aylesbury	£1.00			
	Whielden St Amersham			£1.50	
	Whielden St Amersham			£1.50	
	Whielden St Amersham			£1.50	
	King George V Avenue			£0.50	
	Station Rd Chesham			£1.00	
	High Wycombe				£1.00
	Queen Alexandra Rd				£1.00
	Queen Alexandra Rd				£1.00
	Suffield Rd				£1.00
	Suffield Rd				£0.50
	Kitchener Rd				£0.50
	Kitchener Rd				£0.50
	Kitchener Rd				£0.50
	Kitchener Rd				£0.50
	Oakridge Rd				£0.50
	Desborough St				£0.50
	Victoria St				£0.50
	Shaftsbury St				£2.00
	West Richardson St				£1.00
	Short St				£1.00
	George St				£1.00
	Baker St				£1.00
	Brook St				£1.00
	East Richardson St				£1.00
	Desborough Rd			£0.50 / 15 mins	
	Bridge Str			£0.50 / 15 mins	
	Rutland St			£0.50 / 15 mins	
	Wendover St				£1.00
	Westbourne St				£0.50
	Cedar Terrace				£2.00
	West End Rd				£1.00
	West Wycombe Rd				£0.50
	West Wycombe Rd				£0.50
	Priory Rd				£2.00
	Priory Rd				£1.00
	Priory Rd				£0.50
	The Greenway - 1 hour				£1.00
	The Greenway - 6 hours				£3.50
	The Greenway - all day				£5.00
	Priory Ave - 1 hour				£1.00
	Priory Ave - 6 hours				£3.50
	Priory Ave - all day				£5.00
	Temple End				£0.50
	Dovecot Rd				£2.00

Ref	Service	Proposed Charges as at 1 April 2020 (net of VAT) £			
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Benjamin Rd				£0.50
	Benjamin Rd				£0.50
	Hampden Rd				£0.50
	Roberts Rd				£0.50
	Benjamin Rd				£0.50
	Rectory Ave				£0.50
	Rectory Ave				£0.50
	Rectory Ave				£0.50
	Peterborough Ave				£0.50
	Peterborough Ave				£0.50
	Duke St - 1 hour				£1.00
	Duke St - 6 hours				£3.50
	Duke St - all day				£5.00
	Gordon Rd - 1 hour				£1.00
	Gordon Rd - 6 hours				£3.50
	Gordon Rd - all day				£5.00
	Queens Rd				£0.50
	Queens Rd				£0.50
	Harlow Rd				£0.50
	Queens Rd				£0.50
	Stuart Rd				£0.50
	Castle St				£2.00
	Slater St - 1 hour				£1.00
	Slater St - 6 hours				£3.50
	Slater St - all day				£5.00
	Saffron Rd				£0.50
	Easton St				£2.00
	Cressex Business park - 1 hour				£0.50
	Cressex Business park - 3 hours				£1.50
	Cressex Business park - 8 hours				£5.00
	Cressex Business park - overnight to 0759				£10.00
	Mendy Street				£1.00
	PARKING SERVICES				
	12 month resident's permit	£55.00			
	Replacement resident's permit	£0.00			
	Daily visitors permits x 10	£12.00			
	TRANSPORTATION				
T2	FILMING ON HIGHWAYS				
	Administration fixed fee for filming applications	£320.00			
	Officers to attend site meetings to discuss filming requirements	£165.00 - per visit			
	Filming Notices requiring road closures lasting no more than 24 hours	£1,090.00			
	Filming Orders requiring road closures lasting more than 24 hours	£2,700.00			
T3	ROAD SPACE MANAGEMENT				
	Scaffolding				
	Initial application	£225.00			
	Renewal	£37.00			
	Retrospective licence	£440.00			
	Hoarding				
	Initial application	£220.00			
	Renewal	£37.00			
	Retrospective licence	£440.00			
	Section 50 licence (excavation of Highway to install apparatus)				
	Install apparatus	£640.00			
	Retrospective section 50 install apparatus	£1,270.00			
	Section 50 licence (excavation of Highway/ works on existing Apparatus)	£640.00			
	Retrospective section 50 working on existing apparatus	£1,270.00			
	Further phase of works (i.e. Remedial works) (New Service)	£110.00			
	Section 50 per additional 200 metres (New Service)	£160.00			
	Retrospective Section 171	£215.00			
	Road space bookings (non excavation of Highway)				
	Road space booking	£160.00			
	Retrospective Road space booking (New Service)	£320.00			
	A Boards	£50.00			
	Temp Event/AA/Development Signs	£100.00			
	Skips				
	Initial application	£108.00			
	Renewal	£37.00			
	Retrospective licence	£320.00			
	Apply to put tables and chairs on public land				
	Up to 5 tables including chairs	£380.00			

Ref	Service	Proposed Charges as at 1 April 2020 (net of VAT) £			
		All Buckinghamshire areas	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Up to 5 tables including chairs - Renewal	£185.00			
	Over 5 tables including chairs	£820.00			
	Over 5 tables including chairs - Renewal	£390.00			
	Retrospective - up to 5 tables including chairs	£790.00			
	Retrospective - over 5 tables including chairs	£1,640.00			
	Permit - PA Major Activity - 4 to 10 days	£140.00			
	Traffic light switch off	£1,090.00			
	Traffic counting Equipment	£23.00			
	Vehicle access/dropped kerb	£295.00			
	Pre start meeting	£110.00			
	Retrospective Vehicle access (New Service)	£440.00			
	Apply to put materials on the highway	£110.00			
	Retrospective material of highway	£215.00			
	Apply to plant shrubs on public land				
	Cultivation licence	£110.00			
	Pre start meeting	£110.00			
	Apply to suspend a bus stop				
	Bus Stop closure	£90.00			
	Apply for private access markings				
	Road markings	£110.00			
T4	NETWORK SAFETY				
	Road Safety Audit	£1,150.00			
	Collision Data for Developers	£200.00			
	Speed Limit assessment	£895.00			
	Young driver assessments and older/mature driver assessments	£37.00			
	Driving for work assessment	£55.00			
T5	ASSET TRAFFIC DATA				
	Installation of traffic monitoring equipment licence (individual installation)	£23.00			
	Supply of traffic data (single dataset)	£220.00			
	Speed survey for Parish Councils and Community Groups	£490.00			
	Vehicle activate sign	£340.00			
	Moveable vehicle activated sign	£455.00			
T6	TRANSPORT MODELLING				
	Approx. Jacobs charge for undertaking model run	£3,200.00			
	BCC client charge for model admin/ access	£2,000.00			
	BCC client charge for model maintenance (30% of sub total)	£1,550.00			
	Total BCC charge to developer	£6,750.00			
T7	PUBLIC TRANSPORT				
	Bucks Driving test standard	£110.00			
	Short Notice One off standing test	£130.00			
	Bus Stop Closure Charge	£90.00			
T8	FLEET MANAGEMENT				
	Leases of 16 or 17 seat mini buses (to Academy schools)	£5,000 - £8,000			
	Daily vehicle walk round training	£60.00			
	Pre-delivery vehicle inspection (within County Boundary)	£60.00			
	Spot Hire Charges - Daily	£90.00			
	Spot Hire Charges - 5 Day Week	£420.00			
	Spot Hire Charges - 7 Day Week	£490.00			
	Cancellation charge (less than one calendar week notice)	£90.00			
T9	LAND DRAINAGE				
	Application for land drainage consent	£50.00			

Ref	Service	Charges as at 1 April 2020 £
c9	ADULT LEARNING	
	Greek - Beginners 1	£116.00
	(i) AAT Advanced Diploma in Accounting L3	£2,651.00
	(i) AAT Foundation Certificate in Book Keeping L2	£373.00
	(i) ALDD - All about Art	£152.00
	(i) ALDD - All about me	£152.00
	(i) ALDD - Community Participation	£152.00
	(i) ALDD - Develop confidence through Art	£152.00
	(i) ALDD - Exploring Art	£152.00
	(i) ALDD - Exploring Art	£152.00
	(i) ALDD - Exploring Art	£152.00
	(i) ALDD - Exploring Art	£152.00
	(i) ALDD - Exploring Art	£152.00
	(i) ALDD - Exploring Art	£152.00
	(i) ALDD - Exploring Art	£152.00
	(i) ALDD - Exploring Art	£114.00
	(i) ALDD - Exploring Art	£114.00
	(i) ALDD - Exploring Textiles	£152.00
	(i) ALDD - Fun with Art	£152.00
	(i) ALDD - Fun with Cooking	£152.00
	(i) ALDD - Fun with Craft	£152.00
	(i) ALDD - Lets be Healthy	£152.00
	(i) ALDD - Making Gifts for Family and Friends	£152.00
	(i) ALDD - Movers and Shakers (Trinity Church High Wycombe)	£152.00
	(i) ALDD - Movers and Shakers (Trinity Church High Wycombe)	£152.00
	(i) ALDD - Music Adventures	£152.00
	(i) ALDD - Personal and Social Development	£152.00
	(i) Apprenticeship Diploma in Management (QCF)	£618.00
	(i) Apprenticeship in Business and Administration (QCF) - L3	£618.00
	(i) Bridge - BFA Year 2 (Part 1) RW	£127.00
	(i) Bridge - BFA Year 3 (RW)	£127.00
	(i) Bridge - Beginners (Part 1) RW	£116.00
	(i) CG Award in Education and Training (PTLLS)	£474.00
	(i) Creative Writing - Beginners (RW)	£127.00
	(i) Creative Writing - Beginners and Improvers (RW)	£127.00
	(i) Creative Writing - Developing Writing Skills - Beginners (RW)	£58.00
	(i) Creative Writing - Developing Writing Skills - Beginners and Improvers (RW)	£127.00
	(i) Digital Photography - Beginners and Improvers (RW)	£127.00
	(i) Digital Photography - Improvers	£58.00
	(i) Drawing and Painting - Beginners and Improvers (RW)	£130.00
	(i) Drawing and Painting - Intermediate	£130.00
	(i) Drawing for Beginners (RW)	£119.00
	(i) ESOL - Entry 1 Part 1	£375.00
	(i) ESOL - Entry 1 Part 1	£375.00
	(i) ESOL - Entry 1 Part 1	£375.00
	(i) ESOL - Entry 1 Part 1 for Ladies	£410.00
	(i) ESOL - Entry 1 and Entry 2 Part 1	£375.00
	(i) ESOL - Entry 2 Part 1	£375.00
	(i) ESOL - Entry 2 Part 1	£375.00
	(i) ESOL - Entry 2 Part 1	£375.00
	(i) ESOL - Entry 2 Part 1 for Ladies	£410.00
	(i) ESOL - Entry 2 and Entry 3 Part 1	£375.00
	(i) ESOL - Entry 3 Part 1	£375.00
	(i) ESOL - Entry 3 Part 1	£375.00

Ref	Service	Charges as at 1 April 2020 £
	(i) ESOL - Entry 3 Part 1	£375.00
	(i) ESOL - Entry 3 Part 1	£375.00
	(i) ESOL - Entry 3 Part 1 for Ladies	£410.00
	(i) ESOL - Entry 3 Part 1 for Ladies	£375.00
	(i) ESOL - Pre-Entry Part 1	£296.00
	(i) ESOL - Pre-Entry Part 1	£296.00
	(i) ESOL - Pre-Entry Part 1 for Ladies	£329.00
	(i) ESOL - Pre-Entry and Entry 1 Part 1	£296.00
	(i) ESOL - Preparation for Functional Skills	£226.00
	(i) ESOL - Preparation for Functional Skills	£226.00
	(i) ESOL - Preparation for Functional Skills	£226.00
	(i) ESOL - Preparation for Functional Skills	£226.00
	(i) ESOL - Preparation for Functional Skills	£226.00
	(i) ESOL - Preparation for Functional Skills (Entry 3 exam)	£242.00
	(i) ESOL - Preparation for Functional Skills (Entry 3 exam)	£242.00
	(i) ESOL - Preparation for Functional Skills (Entry 3 exam)	£242.00
	(i) ESOL - Preparation for Functional Skills (High level)	£226.00
	(i) ESOL - Preparation for Functional Skills (High level)	£226.00
	(i) ESOL - Preparation for Functional Skills (High level)	£226.00
	(i) ESOL - Preparation for Functional Skills (moving up)	£226.00
	(i) ESOL - Preparation for Functional Skills (moving up)	£226.00
	(i) ESOL - Preparation for Functional Skills (moving up)	£226.00
	(i) English - GCSE - Fast Track	£526.00
	(i) English - GCSE - Fast Track	£526.00
	(i) English - GCSE - Fast Track	£526.00
	(i) English - GCSE - Fast Track	£526.00
	(i) Exploring Creative Photography (Monthly Sessions)	£289.00
	(i) Floristry - Introduction (RW)	£68.00
	(i) French - Advanced	£358.00
	(i) French - Advanced (RW)	£289.00
	(i) French - Advanced (RW)	£358.00
	(i) French - Advanced (RW)	£358.00
	(i) French - Beginners 1 - Part 1	£47.00
	(i) French - Beginners 1 - Part 1	£47.00
	(i) French - Beginners 1 - Part 2	£312.00
	(i) French - Beginners 1 - Part 2	£312.00
	(i) French - Beginners 1 - Part 2	£312.00
	(i) French - Beginners 2 (RW)	£358.00
	(i) French - Beginners 2 (RW)	£358.00
	(i) French - Intermediate 2	£358.00
	(i) French - Intermediate 2 (RW)	£358.00
	(i) French - Refresh and Practise (Intensive)	£87.00
	(i) Garden Plants and Design	£369.00
	(i) German - Advanced (RW)	£358.00
	(i) German - Beginners 1 - Part 2	£312.00
	(i) Get Fit Exercise for Women over Fifty	£58.00
	(i) Getting To Know Your iPad - Part 2	£93.00
	(i) Getting more out of MS Office	£116.00
	(i) ICT for Jobseekers (RoRo)	£139.00
	(i) ICT for Jobseekers (RoRo)	£139.00
	(i) ICT for Jobseekers (RoRo)	£139.00
	(i) ICT for Jobseekers (RoRo)	£139.00
	(i) Interior Design - For the Home (RW)	£393.00

Ref	Service	Charges as at 1 April 2020 £
	(i) Introduction to Fused Glass	£50.00
	(i) Italian - Beginners 1 - Part 1	£47.00
	(i) Italian - Beginners 1 - Part 1	£47.00
	(i) Italian - Beginners 1 - Part 2	£312.00
	(i) Italian - Beginners 2 (RW)	£358.00
	(i) Italian - Intermediate 2	£358.00
	(i) MS Publisher and MS PowerPoint (RW)	£116.00
	(i) Making the Most of Your iPad	£55.00
	(i) Maths - GCSE - Fast Track	£526.00
	(i) Maths - GCSE - Fast Track	£526.00
	(i) Maths - GCSE - Fast Track	£526.00
	(i) Maths - GCSE - Fast Track	£526.00
	(i) Maths - GCSE - Fast Track	£526.00
	(i) Maths - GCSE - Fast Track	£526.00
	(i) Painting for Pleasure - Intermediate	£130.00
	(i) Pilates for Health - Beginners	£64.00
	(i) Pilates for Health - Beginners and Improvers (RW)	£64.00
	(i) Pilates for Health - Beginners and Improvers (RW)	£64.00
	(i) Portrait Drawing and Painting (fee inc Model) RW	£422.00
	(i) Sewing - Garment Making - Beginners and Improvers (RW)	£311.00
	(i) Sewing - Garment Making - Beginners and Improvers (RW)	£131.00
	(i) Sewing - Garment Making - Beginners and Improvers (RW)	£129.00
	(i) Sewing - Garment Making - Beginners and Improvers (RW)	£131.00
	(i) Sewing - Garment Making - Improvers (RW)	£131.00
	(i) Spanish - Advanced (RW)	£358.00
	(i) Spanish - Advanced (RW)	£358.00
	(i) Spanish - Advanced (RW)	£358.00
	(i) Spanish - Advanced (RW)	£358.00
	(i) Spanish - Beginners 1 (Intensive) - Continuation	£70.00
	(i) Spanish - Beginners 1 - Part 1	£47.00
	(i) Spanish - Beginners 1 - Part 1	£47.00
	(i) Spanish - Beginners 1 - Part 2	£312.00
	(i) Spanish - Beginners 2	£358.00
	(i) Spanish - Beginners 2 (RW)	£358.00
	(i) Spanish - Beginners 2 (RW)	£358.00
	(i) Spanish - Beginners 2 (RW)	£358.00
	(i) Spanish - Intermediate 1 (RW)	£358.00
	(i) Spanish - Intermediate 2	£358.00
	(i) Spanish - Intermediate 2	£358.00
	(i) Stained Glass - Beginners (RW)	£174.00
	(i) Stained Glass - Beginners and Intermediate (RW)	£174.00
	(i) Still Life and Figure Drawing	£119.00
	(i) Tai Chi - Beginners 1	£73.00
	(i) Tai Chi - Beginners 1	£73.00
	(i) Tai Chi - Beginners 1 (RW)	£73.00
	(i) Tai Chi - Improvers (RW)	£73.00
	(i) Tai Chi - Improvers (RW)	£73.00
	(i) Tai Chi and Chi Kung - Beginners (RW)	£73.00
	(i) Upholstery Traditional - Beginners and Improvers (RW)	£191.00
	(i) Upholstery Traditional - Improvers (RW)	£193.00
	(i) Upholstery - Home and Small Business	£91.00
	(i) Yoga - Beginners and Improvers	£87.00
	(i) Yoga - Improvers (RW)	£87.00

Ref	Service	Charges as at 1 April 2020 £
	(i)This course started in T3-16/17 / Sewing - Garment Making - Beginners and Improvers - Summer Term	£64.00
	3D Art Designs Using Mixed Media - Discover Your Inner Artist	£70.00
	ALDD - Summer Drama School	£26.00
	Acrylic Painting - Beginners and Improvers	£130.00
	Acrylic Painting - Beginners and Improvers	£130.00
	Advanced Ceramics (fee does NOT inc. clay)	£231.00
	Advanced Ceramics - Summer Course (fee does NOT inc. clay)	£107.00
	African Dance	£23.00
	African Drumming	£18.00
	Alexander Technique for Postural Alignment and Correction	£95.00
	Alexander Technique for Postural Alignment and Correction	£95.00
	An Introduction to Drawing and Animation	£45.00
	Apprenticeship Advanced Marketing (Maybe Magazine)	£103.00
	Apprenticeship Certificate for the Children and Young People's Workforce (QCF)	£618.00
	Apprenticeship Certificate for the Children and Young People's Workforce (QCF)	£618.00
	(QCF)	£618.00
	(QCF)	£618.00
	Apprenticeship Diploma in Management (QCF) L5	£824.00
	(QCF)	£618.00
	Apprenticeship Diploma in Specialist Support for Teaching and Learning in Schools	£618.00
	Apprenticeship L2 Foundation Certificate in Accounting (AAT)	£618.00
	Apprenticeship L3 Advanced Diploma in Accounting (AAT)	£618.00
	Apprenticeship in Business and Administration (QCF) - L3	£618.00
	Arabic - Beginners 1 - Part 1	£47.00
	Assertiveness and Confidence Building	£45.00
	Be Your Own Garden Designer - Design and Planting Principles	£127.00
	Be Your Own Interior Designer - Part 1	£63.00
	Bridge - BFA Year 2 (Part 1)	£127.00
	Bridge - Beginners (Part 1)	£127.00
	Bridge - Beginners (Part 2)	£116.00
	Bridge - Beginners - Have a Try	£12.00
	Cake Decorating	£50.00
	Cake Decorating - Using fondant and other icing techniques	£68.00
	Cameras and Computers	£58.00
	Certificate in Supporting Teaching and Learning in Schools L2 (NVQ only)	£721.00
	Chair Based Exercise	£18.00
	Chinese - Mandarin - Beginners 1 - Part 1 (Small Group)	£64.00
	Chinese - Mandarin - Beginners 1 - Part 2 (Small Group)	£431.00
	Christmas Cake Decorating - Using fondant and other icing techniques	£50.00
	Computers for Complete Beginners Part 2	£116.00
	Cookery - Cooking with Herbs (Sauces, Meats and Marinades)	£89.00
	Cookery - Curries to Spice Up your Palate	£89.00
	Cookery - Dish up the Fish - A Variety of Ways to Cook with Fish	£89.00
	Cookery - Exciting Vegetarian Recipes	£89.00
	Cookery - Fish Dishes - Advanced Skills	£89.00
	Cookery - Men's Kitchen	£68.00
	Cookery - Tasty Fish Dishes	£68.00
	Cookery - Truly Scrumptious Baking	£82.00
	Creative Poetry	£45.00
	Creative Writing - Beginners	£58.00
	Creative Writing - Characters and Dialogue	£36.00

Ref	Service	Charges as at 1 April 2020 £
	Creative Writing - Developing Writing Skills - Beginners	£58.00
	Creative Writing - Further Writing Skills for Improvers	£127.00
	Creative Writing - Improvers	£127.00
	Creative Writing - Improvers	£116.00
	Creative Writing - Improvers	£127.00
	Creative Writing - Improvers	£127.00
	Creative Writing - Non-Fiction	£36.00
	Curtain Making for Beginners	£72.00
	Customer Service Manager	£0.00
	Digital Photography - Beginners	£58.00
	Digital Photography - Beginners	£58.00
	Digital Photography - Beginners	£58.00
	Digital Photography - Beginners	£58.00
	Digital Photography - Beginners	£58.00
	Digital Photography - Beginners and Improvers	£116.00
	Digital Photography - Improvers	£145.00
	Digital Photography - Improvers	£169.00
	Digital Photography - Mastering Still Life and Macro Photography	£58.00
	Digital Photography - Photographing Landscapes	£58.00
	Digital Photography - Photoshop Elements	£116.00
	Digital Photography - Portrait Lighting	£45.00
	Digital Photography - The Basics	£45.00
	Digital Photography Masterclass - The Christmas Experience	£45.00
	Digital Photography for Beginners - Confidence with Your Camera	£46.00
	Diploma in Adult Care (England) (QCF) (Care Training Solutions - C&G)	£2,969.00
	Drawing - Zentangle Art	£46.00
	Drawing Horses in a Landscape	£46.00
	Drawing and Painting - Beginners	£46.00
	Drawing and Painting - Beginners and Improvers	£119.00
	Drawing and Painting - Beginners and Improvers	£119.00
	Drawing and Painting - Beginners and Improvers	£162.00
	Drawing and Painting - Beginners and Improvers	£162.00
	Drawing and Painting - Beginners and Improvers	£130.00
	Drawing and Painting - Beginners and Improvers	£119.00
	Drawing and Painting - Beginners and Improvers	£130.00
	Drawing and Painting - Beginners and Improvers	£130.00
	Drawing and Painting - Beginners and Improvers	£130.00
	Drawing and Painting - Beginners and Improvers	£130.00
	Drawing and Painting - Beginners and Improvers	£119.00
	Drawing and Painting - Beginners and Improvers	£130.00
	Drawing and Painting - Beginners and Intermediate	£130.00
	Drawing and Painting - Beginners and Intermediate	£119.00
	Drawing and Painting - Intermediate	£130.00
	Drawing and Painting - Intermediate	£119.00
	Drawing and Painting - Intermediate	£130.00
	Drawing and Watercolour - Beginners and Improvers	£130.00
	Drawing and Watercolour - Beginners and Improvers	£130.00
	Drawing and Watercolour - Beginners and Improvers	£119.00
	Drawing and Watercolour - Improvers and Intermediate	£379.00
	Drawing and Watercolour - Improvers and Intermediate	£376.00
	Drawing and Watercolour - Improvers and Intermediate	£379.00
	Drawing at the Victoria and Albert Museum	£46.00
	Drawing for Beginners	£119.00

Ref	Service	Charges as at 1 April 2020 £
	Drawing for Beginners	£60.00
	Dress and Other Garment Making	£118.00
	Excel - Beginners	£58.00
	Excel - Improvers	£58.00
	Excel Basics	£27.00
	Exploring Photoshop	£45.00
	Floristry - Christmas Wreath Making and Decorations	£41.00
	Floristry - Door Wreaths and Christmas Decorations	£50.00
	Floristry - Door Wreaths and Christmas Decorations	£50.00
	Floristry - Hand Tied Bouquets in a Day	£50.00
	Floristry - With a Modern Twist	£41.00
	Floristry - Xmas Wreath Making and Decorations	£50.00
	Floristry and Flower Arranging	£150.00
	Floristry and Flower Arranging	£136.00
	Floristry and Flower Arranging	£150.00
	Floristry and Flower Arranging	£150.00
	Floristry and Flower Arranging	£136.00
	Floristry and Flower Arranging	£136.00
	Floristry and Flower Arranging - Seasonal Christmas	£82.00
	Frame It	£0.00
	French - Advanced	£358.00
	French - Advanced	£358.00
	French - Advanced	£358.00
	French - Advanced	£289.00
	French - Advanced	£289.00
	French - Beginners 1 - Part 1	£47.00
	French - Beginners 1 - Part 1	£47.00
	French - Beginners 1 - Part 2	£312.00
	French - Beginners 1 - Part 2	£312.00
	French - Beginners 1 - Part 2	£312.00
	French - Beginners 1 - Part 2	£312.00
	French - Intermediate 1	£358.00
	French - Intermediate 1	£358.00
	French - Intermediate 1	£358.00
	French - Intermediate 2	£358.00
	Fun Fitness for the over Fifties	£64.00
	Fused Glass - Beginners and Improvers	£209.00
	Garden and Planting Design - All Year Round Scent and Colour	£116.00
	German - Advanced	£358.00
	German - Advanced	£358.00
	German - Beginners 1 - Part 1	£47.00
	German - Beginners 1 - Part 1	£47.00
	German - Beginners 2	£358.00
	German - Beginners 2	£358.00
	German - Intermediate 1	£358.00
	Get Creative with Publisher	£116.00
	Getting To Know Your iPad - Part 1	£93.00
	Getting To Know Your iPad - Part 3	£93.00

Ref	Service	Charges as at 1 April 2020 £
	Guitar - Advanced 3	£127.00
	Guitar - Advanced 3	£127.00
	Guitar - Beginners	£127.00
	Guitar - Improvers 3	£127.00
	Hairdressing for Family and Friends	£49.00
	Hairdressing for Family and Friends	£49.00
	Hairdressing for Family and Friends	£83.00
	Indian Head Massage for Family and Friends	£45.00
	Introduction to Crochet	£45.00
	Introduction to Meditation and Yoga	£19.00
	Introduction to Stained Glass	£50.00
	Introduction to Upholstery	£97.00
	Introduction to Woodworking	£58.00
	Introduction to Woodworking	£58.00
	Italian - Advanced	£358.00
	Italian - Advanced	£358.00
	Italian - Beginners 1 (Intensive)	£70.00
	Italian - Beginners 1 - Part 1	£47.00
	Italian - Beginners 1 - Part 1	£47.00
	Italian - Beginners 1 - Part 1	£47.00
	Italian - Beginners 1 - Part 1	£47.00
	Italian - Beginners 1 - Part 1	£47.00
	Italian - Beginners 1 - Part 1	£47.00
	Italian - Beginners 1 - Part 2	£312.00
	Italian - Beginners 1 - Part 2	£312.00
	Italian - Beginners 1 - Part 2	£312.00
	Italian - Beginners 1 - Part 2	£312.00
	Italian - Beginners 1 - Part 2	£312.00
	Italian - Beginners 1 - Part 2	£312.00
	Italian - Beginners 1 - Part 2	£312.00
	Italian - Beginners 1 - Part 2	£312.00
	Italian - Beginners 1 - Part 2	£312.00
	Italian - Beginners 1 - Part 2	£312.00
	Italian - Beginners 2	£358.00
	Italian - Beginners 2	£358.00
	Italian - Beginners 2	£358.00
	Italian - Intermediate 1	£358.00
	Italian - Intermediate 2	£358.00
	Italian - Intermediate 2	£358.00
	Italian - Intermediate 2	£358.00
	Jewellery Making - Silver	£347.00
	Jewellery Making - Silver Term 1	£139.00
	Jewellery Making - Silver Term 1	£139.00
	Jewellery Making - Silver Term 2	£127.00
	Jewellery Making in Metal	£139.00
	Just Drawing - Beginners and Improvers	£60.00
	Just Drawing - Beginners and Improvers	£60.00
	Just Drawing - Improvers	£119.00
	Just Drawing - Improvers	£119.00
	Life Drawing and Painting (fee inc Model)	£422.00
	Lip-reading - Free Taster	£0.00
	Lip-reading and Managing Hearing Loss - Term 1	£105.00
	Lip-reading and Managing Hearing Loss - Term 1	£105.00
	MS Word - Beginners	£58.00

Ref	Service	Charges as at 1 April 2020 £
	MS Word - Improvers	£58.00
	Making Curtains and Roman Blinds	£47.00
	Manage Files and Folders	£58.00
	Manage my Emotions (Oxford Health)	£0.00
	Massage for Family and Friends	£45.00
	Oil Painting - Intermediate and Advanced	£162.00
	Oil Painting - Intermediate and Advanced	£162.00
	Oil Painting - Introduction	£46.00
	Painting - Advanced (Individual Projects)	£379.00
	Painting for Pleasure - Beginners and Improvers	£130.00
	Patchwork and Quilting - Advanced	£197.00
	Patchwork and Quilting - Beginners and Improvers	£120.00
	Patchwork and Quilting - Beginners and Improvers	£120.00
	Patchwork and Quilting - Beginners and Improvers	£120.00
	Patchwork and Quilting - Beginners and Intermediate	£131.00
	Patchwork and Quilting - Beginners and Intermediate	£131.00
	Patchwork and Quilting - Beginners and Intermediate	£131.00
	Patchwork and Quilting for Beginners	£50.00
	Photo's, Pictures and Publishing	£116.00
	Pilates for Health - Beginners	£72.00
	Pilates for Health - Beginners and Improvers	£64.00
	Pilates for Health - Beginners and Improvers	£64.00
	Pilates for Health - Improvers - Term 1	£64.00
	Positive Thinking	£45.00
	Pottery - Advanced (fee does NOT inc. clay)	£552.00
	Pottery - Beginners (fee does NOT inc. clay)	£231.00
	Pottery - Beginners and Improvers (fee does NOT inc. clay)	£231.00
	Pottery - Beginners and Improvers (fee does NOT inc. clay)	£210.00
	Pottery - Beginners and Improvers (fee does NOT inc. clay)	£251.00
	Pottery - Beginners and Improvers (fee does NOT inc. clay)	£277.00
	Pottery - Beginners and Improvers (fee does NOT inc. clay)	£277.00
	Pottery - Beginners and Improvers (fee does NOT inc. clay)	£251.00
	Pottery - Beginners and Improvers (fee includes clay)	£167.00
	Pottery - Beginners and Improvers (fee includes clay)	£167.00
	Pottery - Beginners and Improvers (fee includes clay)	£167.00
	Pottery - Beginners and Improvers (fee includes clay)	£167.00
	Pottery - Beginners and Improvers (fee includes clay)	£167.00
	Pottery - Beginners and Improvers - Summer Course (fee does NOT inc. clay)	£107.00
	Pottery - For Home and Garden (fee does NOT inc. clay)	£231.00
	Practical Gardening	£58.00
	Practical Gardening - (Bucks Carers)	£0.00
	Practical Gardening - Beginners	£347.00
	Practical Gardening - Beginners	£347.00
	Psychology - Introduction	£45.00
	Psychology - Towards an Understanding of Yourself and Others	£45.00
	Psychology - Towards an Understanding of Yourself and Others	£45.00
	Pulling it all together - Managing Stress	£0.00
	Raku Workshop with Studio Access	£58.00
	Reiki Healing - Level 1	£89.00
	Sewing - Cushion Covers with Stylish or Fun Embellishments	£47.00
	Sewing - Garment Making - Beginners and Improvers	£311.00
	Sewing - Garment Making - Beginners and Improvers	£191.00
	Sewing - Garment Making - Beginners and Improvers	£131.00

Ref	Service	Charges as at 1 April 2020 £
	Sewing - Garment Making - Beginners and Improvers	£120.00
	Sewing - Garment Making - Beginners and Improvers	£131.00
	Sewing - Garment Making - Beginners and Improvers	£120.00
	Sewing - Garment Making - Improvers	£120.00
	Sewing - Garment Making - Improvers	£131.00
	Sewing - Garment Making - Improvers	£120.00
	Sewing - Garment Making - Introduction to Pattern Cutting	£91.00
	Sewing - Garment Making - Simple Alterations	£47.00
	Sewing - Learn to Love and Use Your Sewing Machine (Beyond the Basics)	£47.00
	Sewing - Learn to Love and Use Your Sewing Machine (The Basics)	£47.00
	Sign Language - Introduction to BSL Level 1	£0.00
	Sign Language BSL Level 1	£483.00
	Sign Language BSL Level 1	£483.00
	Silver Jewellery Making	£126.00
	Silver Jewellery Making - Have a Go	£32.00
	Silver Jewellery Making - Introduction	£50.00
	Spanish - Advanced	£358.00
	Spanish - Advanced	£358.00
	Spanish - Advanced	£358.00
	Spanish - Basics for Your Holiday	£45.00
	Spanish - Beginners 1 (Intensive)	£70.00
	Spanish - Beginners 1 - Part 1	£47.00
	Spanish - Beginners 1 - Part 1	£47.00
	Spanish - Beginners 1 - Part 1	£47.00
	Spanish - Beginners 1 - Part 1	£47.00
	Spanish - Beginners 1 - Part 1	£47.00
	Spanish - Beginners 1 - Part 1	£47.00
	Spanish - Beginners 1 - Part 1	£47.00
	Spanish - Beginners 1 - Part 1	£47.00
	Spanish - Beginners 1 - Part 1	£47.00
	Spanish - Beginners 1 - Part 2	£312.00
	Spanish - Beginners 1 - Part 2	£312.00
	Spanish - Beginners 1 - Part 2	£312.00
	Spanish - Beginners 1 - Part 2	£312.00
	Spanish - Beginners 1 - Part 2	£312.00
	Spanish - Beginners 1 - Part 2	£312.00
	Spanish - Beginners 1 - Part 2	£312.00
	Spanish - Beginners 1 - Part 2	£312.00
	Spanish - Beginners 1 - Part 2	£312.00
	Spanish - Beginners 1 - Part 2	£312.00
	Spanish - Beginners 2	£358.00
	Spanish - Beginners 2	£358.00
	Spanish - Beginners 2	£358.00
	Spanish - Intermediate 1	£358.00
	Spanish - Intermediate 1	£358.00
	Spanish - Intermediate 2	£358.00
	Spanish - Intermediate 2	£358.00
	Spanish for Beginners - Get By for Your Holiday	£58.00
	Speaking Confidently in Public	£36.00
	Stained Glass - Beginners and Intermediate	£174.00
	Stained Glass - Mixed Ability	£174.00
	Stained Glass and Fused Glass - Beginners and Improvers	£63.00
	Stained Glass and Fused Glass - Beginners and Improvers	£63.00
	Stained Glass and Fused Glass - Beginners and Improvers	£63.00

Ref	Service	Charges as at 1 April 2020 £
	Stained Glass and Fused Glass - Beginners and Improvers	£63.00
	Stay Fit Exercise for Men over Fifty	£58.00
	Tai Chi - Absolute Beginners - Term 1	£73.00
	Tai Chi - Advanced	£73.00
	Tai Chi - Advanced - Summer Term	£29.00
	Tai Chi - Beginners	£87.00
	Tai Chi - Beginners	£58.00
	Tai Chi - Beginners - Term 1	£64.00
	Tai Chi - Beginners 1	£73.00
	Tai Chi - Beginners 1	£73.00
	Tai Chi - Beginners 1	£73.00
	Tai Chi - Beginners 1 - Summer Term	£29.00
	Tai Chi - Beginners 1 - Summer Term	£29.00
	Tai Chi - Beginners and Improvers	£64.00
	Tai Chi - For Arthritis - Beginners	£64.00
	Techniques	£51.00
	Techniques	£51.00
	Upholstery Traditional - Improvers	£176.00
	Upholstery - Home and Small Business	£161.00
	Upholstery - Restoration	£354.00
	Upholstery - Restoration	£354.00
	Upholstery - Restoration	£354.00
	Using MS Excel Spreadsheets for Accounting	£58.00
	Using MS PowerPoint for Presentations	£58.00
	Using MS Word for Documents	£58.00
	WP, DTP, Photos and Files	£116.00
	Watercolour - Advanced	£130.00
	Watercolour - Beginners and Improvers	£130.00
	Watercolour - Beginners and Improvers	£119.00
	Watercolour - Beginners and Improvers	£130.00
	Watercolour - Introduction	£60.00
	Woodwork - Beginners for Home and Community Term 1	£132.00
	Word Basics	£27.00
	Writing and Illustrating Children's Books	£73.00
	Yoga (with Alexander Technique)	£95.00
	Yoga (with Alexander Technique)	£95.00
	Yoga (with Alexander Technique)	£95.00
	Yoga (with Alexander Technique)	£95.00
	Yoga (with Alexander Technique)	£95.00
	Yoga (with Alexander Technique) - Summer Term	£44.00
	Yoga (with Alexander Technique) - Summer Term	£44.00
	Yoga (with Alexander Technique) - Summer Term	£61.00
	Yoga - Beginners	£58.00
	Yoga - Beginners	£58.00
	Yoga - Beginners and Improvers	£72.00
	Yoga - Beginners and Improvers	£58.00
	Yoga - Beginners and Improvers	£80.00
	Yoga - Beginners and Improvers	£87.00
	Yoga with Alexander Technique - for Help to Regain Balance and Flexibility	£95.00
	Summer Term	£61.00
	iPad Basics	£27.00
	iPad Basics	£27.00

Ref	Service	Charges as at 1 April 2020 £
Education		
E1	Administration and co-ordination of Appeal Cases	
	Initial appeal (charged each time appeal case is compiled)	per year group £128.00
	Compilation of child case papers	per appeal scheduled £22.00
	Provision of Local Authority Consultant	
	To attend appeal and support the headteacher	per appeal held £54.00
	Visit school to discuss case prior to taking the case to the appeal panel (including attending appeal)	per appeal held £54.00
	Admissions Services to schools/academies	
	Direct or shortest walking distances (including any ad-hoc requests for measurements as required)	per academic year £160.00
	EMSAR services	per case £52.00
	Late Entry testing service	per academic year £705.00
	County Attendance Team	
	Pay as used	per 10 hour block £567.00
E2	Educational Visits	
	Academy grammar, upper and independent schools	per academic year £50 per sch + £1 per
	Academy junior, combined and Special academies	per academic year per place (special academies)
	Academy infants and PRUs	per academic year £50 per School plus £4 per place (PRU)
E3	Free School Meals Eligibility Checking Service	
	Primary/special academies - (<100 pupils on roll)	per academic year £75.00
	Primary/special academies - (>100 pupils)	per academic year £124.00
	Secondary Academies	per academic year £240.00
	Core buyback package for infant academies (annual)	per student £1.30
	Core buyback package for junior academies (annual)	per student £1.00
	Core buyback package for combined academies (annual)	per student £1.50
	Core buyback package for secondary academies (annual)	per secondary academy £1,351.00
	Core buyback package for special academies (annual)	per student £1.00
	FFT subscription service	
	Infant academies	per academic year - £60 per school + £0.78 school level cost + per pupil + VAT
	Junior and Combined academies	per academic year - £77 per school + £0.78 school level cost + per pupil + VAT
	Secondary academies	per academic year - £440 per school + £0.78 school level cost + per pupil + VAT
	Special and PRU academies	per academic year - £77 per school + £0.78 school level cost + per pupil + VAT
E4	County Attendance Team	
	Penalty notices for unauthorised absence from school	
	Payment of a Penalty Notice within 21 days	£60.00
	Payment of a Penalty Notice after 21 days, but within 28 days	£120.00
	Academies can use the expertise of the County Attendance Team in a variety of ways to support regular attendance. Examples of support include: conducting parenting contract meetings, consultation visits, reviewing an attendance policy and processes, late gates, please contact us to discuss your individual requirements.	Standard £680.00
E5	PAID FOR HOME TO SCHOOL TRANSPORT	
	In County Resident fares	
	Pre-16	
	Autumn Term	£268.32
	Half Autumn	£140.66
	Spring Term	£231.84
	Half Spring	£122.42
	Summer Term	£231.84
	Half Summer	£122.42
	Annual Price	£706.00
	Monthly Direct Debit over 8 months	£91.50

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Charges as at 1 April 2020 £
	Post-16 /	
	Post-16 SEN with an Education Health & Care Plan (EHCP)	
	Boarding Point (to school)	
	Under 4 miles (Band 1)	Autumn Term £268.32 Half Autumn £140.66 Spring Term £231.84 Half Spring £122.42 Summer Term £231.84 Half Summer £122.42 Annual Price £706.00 Monthly Direct Debit over 8 months £91.50
	4 - 4.99 miles (Band 2)	Autumn Term £311.64 Half Autumn £162.32 Spring Term £268.98 Half Spring £140.99 Summer Term £268.98 Half Summer £140.99 Annual Price £823.60 Monthly Direct Debit over 8 months £106.20
	5 - 6.99 miles (Band 3)	Autumn Term £354.97 Half Autumn £183.98 Spring Term £306.12 Half Spring £159.56 Summer Term £306.12 Half Summer £159.56 Annual Price £941.20 Monthly Direct Debit over 8 months £120.90
	7 - 9.99 miles (Band 4)	Autumn Term £399.07 Half Autumn £206.03 Spring Term £343.92 Half Spring £178.46 Summer Term £343.92 Half Summer £178.46 Annual Price £1,060.90 Monthly Direct Debit over 8 months £135.86
	10 miles or more (Band 5)	Autumn Term £442.78 Half Autumn £227.89 Spring Term £381.38 Half Spring £197.19 Summer Term £381.38 Half Summer £197.19 Annual Price £1,179.55 Monthly Direct Debit over 8 months £150.69
	Out of County Resident (boarding within Bucks) fares	
	Pre-16 / Post-16	
	Boarding Point (to school)	
	Under 4 miles (Band 1)	Autumn Term £268.32 Half Autumn £140.66 Spring Term £231.84 Half Spring £122.42 Summer Term £231.84 Half Summer £122.42 Annual Price £706.00 Monthly Direct Debit over 8 months £91.50
	4 - 4.99 miles (Band 2)	Autumn Term £311.64 Half Autumn £162.32 Spring Term £268.98 Half Spring £140.99 Summer Term £268.98 Half Summer £140.99 Annual Price £823.60 Monthly Direct Debit over 8 months £106.20
	5 - 6.99 miles (Band 3)	Autumn Term £354.97

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Charges as at 1 April 2020 £
	Half Autumn	£183.98
	Spring Term	£306.12
	Half Spring	£159.56
	Summer Term	£306.12
	Half Summer	£159.56
	Annual Price	£941.20
	Monthly Direct Debit	
	over 8 months	£120.90
7 - 9.99 miles (Band 4)	Autumn Term	£399.07
	Half Autumn	£206.03
	Spring Term	£343.92
	Half Spring	£178.46
	Summer Term	£343.92
	Half Summer	£178.46
	Annual Price	£1,060.90
	Monthly Direct Debit	
	over 8 months	£135.86
10 miles or more (Band 5)	Autumn Term	£442.78
	Half Autumn	£227.89
	Spring Term	£381.38
	Half Spring	£197.19
	Summer Term	£381.38
	Half Summer	£197.19
	Annual Price	£1,179.55
	Monthly Direct Debit	
	over 8 months	£150.69
Out of County Resident (boarding outside Bucks) fares		
Pre-16	Autumn Term	£486.49
	Half Autumn	£249.75
	Spring Term	£418.85
	Half Spring	£215.93
	Summer Term	£418.85
	Half Summer	£215.93
	Annual Price	£1,298.20
	Monthly Direct Debit	
	over 8 months	£165.53
Post-16	Autumn Term	£574.31
	Half Autumn	£293.65
	Spring Term	£494.12
	Half Spring	£253.56
	Summer Term	£494.12
	Half Summer	£253.56
	Annual Price	£1,536.55
	Monthly Direct Debit	
	over 8 months	£195.32
E6 Safeguarding in Education Project Team		
Whole School Training - Independents	Course	
INSET Training - Independents	Course (3 hours)	£435.00
TWILIGHT - Independents	Course (2 hours)	£320.00
Governor Training	Course	
DSL Training - Independents	Delegate	£560.00
DSL Refresher Training - Independents	Delegate	£195.00
FGM Training - Independents	Course	£215.00
CSE Training - Independents	Course	£215.00
Safe Working Practice - Independents	Course	£215.00
Train the Trainer - Independents	Delegate	£220.00
Healthcare checks - school		£290.00
Healthcare checks - boarding		£290.00
Healthcare checks - boarding & school		£555.00
Annual healthcare check		£225.00
Whole School Training - Bucks	Course	
INSET Training - Bucks	Course (3 hours)	£215.00
TWILIGHT - Bucks	Course (2 hours)	£180.00
Governor Training	Course	
DSL Training - Bucks	Delegate	£420.00
DSL Refresher Training - Bucks	Delegate	£125.00
FGM Training - Bucks	Course	£180.00
CSE Training - Bucks	Course	£180.00
Safe Working Practice - Bucks	Course	£165.00
Train the Trainer - Bucks	Delegate	£150.00

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Charges as at 1 April 2020 £
E7	Assessment & Moderation Training	
	Statutory assessment requirements and standardisation training for new	Day £80.00
	Standardisation training for experienced teachers	Half Day £50.00
	Joint Moderation: Securing Judgement Session	Day £80.00
	Moderation and Monitoring KS2 Independents (32)	£500.00
	Moderation and Monitoring KS1 Independents (32)	£500.00
E8	Early Years Services	
	Autism Education Trust Tier 1 Making Sense of Autism	2 hour session £300.00
	Autism Education Trust Tier 2 Good Autism Practice	Full day £600.00
	Assessment pack	£75.00
	Assessment pack with consultancy	£375.00
	Early interaction programme	5 half hour sessions £300.00
	Early Bird programme book	£20.00
	ECERS	£600.00
	EYFS in house training	3 hour session £300.00
	Half day EYFS consultancy	Half day £300.00
	ITERS	Half day £600.00
	PALS training and pack	£500.00
	PALS training for settings with own pack	£200.00
	Visual supports pack (download)	£10.00

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service	Charges as at 1 April 2020 £
A1	ADULT SOCIAL CARE	
	Deferred Payment Set-up Fee	£640.00
	Annual Administration Fee for above	£95.00
	Care Package Set-up Fee	£300.00
	Main Meal per day	£5.40
	Tea Box per day	£3.35
	Transport per return journey	£15.50
	Day Care per day (including cost of meal)	£72.10
	High Dependency Day Care per day (Including cost of meal)	£92.70
	Home Care per hour (single handed)	£19.40
	Home Care per hour (double handed)	£38.80
	Laundry per load (Service terminated)	£0.00
	Landline Telecare Service	£4.40
	Mobile Telecare Service (New Service)	£7.69
	Medication calls , Telecare Service (New Service)	£1.78
	Respite	£250.00
	High Dependency Respite	£300.00

Ref	Service	Charges as at 1 April 2020 £
R1 Democratic Services		
	ELECTORAL REGISTER	
	Paper copy of Electoral Register (per 1000 electors)	£5.00
	Paper copy of Overseas Electoral Register - admin fee	£10.00
	Paper copy of Electoral Register - admin fee	£10.00
	Data copy of Electoral Register (per 1000 electors)	£1.50
	Data copy of Overseas Electoral Register - admin fee	£20.00
	Data copy of Electoral Register - admin fee	£20.00
	Credit Reference Agencies Monthly update of Register (per month)	£20.00
	Marked copies of Registers - Paper (per 1000 entries)	£12.00
	Marked copies of Registers - Data (per 1000 entries)	£11.00
R2 BUSINESS INSIGHT		
	School Data Subscription Service	
	Infant academies - base rate	£61.20
	Infant academies - per pupil rate	£0.80
	Junior and Combined academies - base rate	£74.40
	Junior and Combined academies - per pupil rate	£0.80
	Secondary academies - base rate	£525.60
	Secondary academies - per pupil rate	£0.80
	Special and PRU academies - base rate	£74.40
	Special and PRU academies - per pupil rate	£0.80
	Additional Buyback Services	£25.00
	Acorn Analysis	£111.00
	ACORN Analysis including Maps	£25.00
	IDACI Analysis including Pupil Data	£111.00
	IDACI Analysis including Pupil Data and Maps	£25.00
	Ward Analysis including Pupil Data	£111.00
	Ward Analysis including Pupil Data and Maps	£25.00
	Catchment Analysis	
	ACORN, IDACI and Ward Analyses, including all maps, plus Catchment Analysis	£321.00
R3 Business Services to Academies		
	<i>Employee Relations Advisory</i>	
	Core package	per employee £50.39
	Consutlancy	per hour £102.00
	Mediation	per hour £102.00
	Independent Investigating Officer (BC provider)	per day £420.00
	Independent Investigating Officer (external provider)	per day £780.00
	Price based on number of AMR enabled meters to set up and continual support	per metre
	<i>Recruitment</i>	
	Charge per advertisement (PAU)	per advertisement £166.80
	Social media posting package	per posting £144.00
	Apprenticeship recruitment package (with Employee Relations)	per advertisement £718.80
	Apprenticeship recruitment package	per advertisement £900.00
	Advert with TES or other external sites (not including TES/other advert price)	per advertisement £60.00
	<i>Safeguarding</i>	
	DBS Checks (PAU) Admin fee only	per check £18.00
	Consultancy - Training, Visits & Audits	per hour £102.00
	Consultancy - Training, Visits & Audits	per day £510.00
	<i>Payroll and Transactions</i>	
	Single Academy - 1 year annual	per employee £79.40
	Single Academy - 3 -year annual	per employee £77.84
	MAT - 1 year annual	per employee £66.92
	MAT - 3 year annual	per employee £62.24
	Charities - 1 year annual	per employee £54.44

Schedule of Fees and Charges applicable from 1 April 2020

Ref Service		Charges as at 1 April 2020 £
Charities - 3 year annual	per employee	£46.64
Interim BACS payment	per transaction	£120.00
Consultancy	per hour	£102.00
<i>LGPS</i>		
Academies Annual Base rate	annual	£598.80
Academies Annual per member	per member	£14.26
Charities LGPS	annual	£300.00
<i>Teachers' Pay & Pensions</i>		
Academy - Annual Base rate	annual	£598.80
MAT - Annual Base rate (per site)	annual	£598.80
Annual per teacher	per teacher	£14.26
TPP Lite Package - Annual base rate	annual	£0.00
TPP Lite Package - per teacher	per teacher	£0.00
<i>Occupational Health</i>		
Occupational Health Annual Package	per employee	£16.80
Employee Assistance Programme	per employee	£5.94
<i>Property Plus (Membership Fees)</i>		
Floor area 0 - 500 M ²	annual	£180.00
500 - 1000M ²	annual	£363.60
1001 - 3000M ²	annual	£753.60
3001 - 5000M ²	annual	£1,104.00
5001 - 7000M ²	annual	£1,168.80
7001 - 11,000M ²	annual	£1,622.40
11,001M ² and above	annual	£1,947.60
<i>Health & Safety</i>		
Primary/Nursery - BASE RATE	annual	£494.40
Primary/Nursery PER PUPIL	annual	£0.89
Secondary/ Special/ PRU - BASE RATE	annual	£865.20
Secondary/ Special/ PRU - PER PUPIL	annual	£1.64
Radiation Protection Advice Package for Secondary academies (with support)	annual	£408.00
Primary Health and Safety Audit (3 Yearly)	per audit	£654.00
Secondary Health and Safety Audit (3 yearly)	per audit	£1,740.00
Health and Safety Consultancy Service	per hour	£102.00
Health & Safety Learning Service	Various - published on Schools Web	
<i>Networking (PSN)</i>		
Gold Package - BASE RATE	annual	£8,359.20
Gold Package - PER PUPIL	annual	£5.29
Silver Package - BASE RATE	annual	£2,904.00
Silver Package - PER PUPIL	annual	£2.71
Broze Package - BASE RATE	annual	£1,221.60
Bronze Package - PER PUPIL	annual	£2.71
Transparent Proxy Renewals	per site	£0.00
Transparent Proxy - New Installation	per site	£0.00
Domain registration	per domain	£102.00
Web hosting	per site	£102.00
<i>SIMS & MIS</i>		
Platinum BASE rate (Primary/ PRU/ Nursery)	annual	£2,511.60
Platinum per pupil (Primary/ PRU/ Nursery)	annual	£4.39
Gold BASE RATE (Primary/ PRU/ Nursery)	annual	£1,522.80
Gold per pupil (Primary/ PRU/ Nursery)	annual	£2.81
Premium Support package - Base rate (Secondary)	annual	£3,140.40
Premium Support package - per pupil (Secondary)	annual	£1.24
Standard Support package - Base rate (Secondary)	annual	£2,127.60
Standard Support package - per pupil rate (Secondary)	annual	£1.08

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service		Charges as at 1 April 2020 £
	Bursar service	per hour	£51.60
	Admin support	per hour	£51.60
	Training (with Gold or Standard package)	per half day	£168.00
	Training (with Gold or Standard package)	per day	£258.00
	Training (no package)	per half day	£180.00
	Training (no package)	per day	£294.00
	Consultancy with core package	per hour	£76.80
	Consultancy with core package	per day	£478.80
	Consultancy without core package	per hour	£100.80
	Consultancy without core package	per day	£636.00
	Private Funds Manager (PFM) - muts have SIMS Support package	Annual	£126.00
	Secondary Schools SIMS Upgrade Service (per annum)	Annual	£384.00
	PS Financials Platinum - Base rate (Primary/ PRU/ Nursery)	Annual	£1,204.80
	PS Financials Platinum - per pupil rate (Primary/ PRU/ Nursery)	per pupil	£2.16
	PS Financials Premium - Base rate (Secondary)	Annual	£1,507.20
	PS Financials Premium - per pupil rate (Secondary)	per pupil	£0.62
	<i>Technical Support</i>		
	Technical Support - 15 workstations	annual	£2,224.80
	Technical Support - 25 workstations	annual	£3,692.40
	Technical Support - 50 workstations	annual	£6,874.80
	Technical Support - 75 workstations	annual	£10,057.20
	Technical Support - 100 workstations	annual	£13,240.03
	Peer to peer server	annual	£1,326.00
	Domain server	annual	£2,508.00
	Admin Workstation	per machine	£1,014.00
	Curriculum Workstation	per machine	£780.00
	Curriculum Laptop	per machine	£720.00
	SOPHOS Antivirus Protection	per pupil	£6.60
	Sophos Intercept X Anti-Malware Protection 1-9 devices	per device	£13.58
	Sophos Intercept X Anti-Malware Protection 10-24 devices	per device	£13.07
	Sophos Intercept X Anti-Malware Protection 25-49 devices	per device	£10.15
	Sophos Intercept X Anti-Malware Protection 50-99 devices	per device	£7.46
	Sophos Intercept X Anti-Malware Protection 100-199 devices	per device	£6.88
	Additional Remote Backup Service for Schools (RBUSS+) 50GB	Annual	£408.00
	Additional Remote Backup Service for Schools (RBUSS+) 100GB	Annual	£604.80
	Additional Remote Backup Service for Schools (RBUSS+) 200GB	Annual	£878.40
	Additional Remote Backup Service for Schools (RBUSS+) 300GB	Annual	£1,134.00
	Additional Remote Backup Service for Schools (RBUSS+) 400GB	Annual	£1,438.80
	Additional Remote Backup Service for Schools (RBUSS+) 500GB	Annual	£1,693.20
	Additional Remote Backup Service for Schools (RBUSS+) 600GB	Annual	£1,959.60
	Additional Remote Backup Service for Schools (RBUSS+) 700GB	Annual	£2,215.20
	Additional Remote Backup Service for Schools (RBUSS+) 800GB	Annual	£2,482.80
	Additional Remote Backup Service for Schools (RBUSS+) 900GB	Annual	£2,737.20
	Additional Remote Backup Service for Schools (RBUSS+) 1000GB	Annual	£2,865.60
	Additional Remote Backup Service for Schools (RBUSS+) 2000GB	Annual	£5,666.40
	PREVENT Software – Future Digital for Nursery - BASE RATE	Annual	£186.00
	PREVENT Software – Future Digital for Nursery - PER PUPIL	Annual	£2.40

Schedule of Fees and Charges applicable from 1 April 2020

Ref	Service		Charges as at 1 April 2020 £
	PREVENT Software – Future Digital for Pimary / Special / PRU - BASE RATE	Annual	£309.60
	PREVENT Software – Future Digital for Pimary / Special / PRU - PER PUPIL	Annual	£2.40
	3 x half day scheduled site visits	per day	£668.40
	6 x half day scheduled site visits	per day	£1,336.80
	Scheduled Site Visits	per hour	£76.80
	Scheduled Site Visits	per day	£478.80
	Project support	per hour	£76.80
	Project support	per day	£478.80
	Consultancy	per hour	£76.80
	Consultancy	per day	£478.80
	Hardware Maintenance (excluding parts)	per hour	£76.80

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Report for:	Shadow Executive
Meeting Date:	7 January 2020

Title of Report:	Supporting the Armed Forces Covenant in the new Buckinghamshire Council authority
Shadow Portfolio Holder:	Cllr Martin Tett
Responsible Officer or Relevant Member:	Sophie Payne / Joe Bradshaw
Officer Contact:	Lizzie Wright Tel: 01296 382376 Email: lizziewright@buckscc.gov.uk
Recommendations:	<ol style="list-style-type: none"> 1. To agree to add an agenda item to the first ordinary full Buckinghamshire Council meeting, seeking the new Council's agreement to sign the Armed Forces Covenant. (para. 2.13) 2. To agree the proposed number of Armed Forces Champions and role description. (para 2.19)
Corporate Implications:	Whilst it is not a legal requirement to sign the Armed Forces Covenant, not doing so could significantly impact the business reputation with partners and the local community.
Options: (If any)	An alternative option is to consider Armed Forces later down the line however this could have a number of impacts, i.e. reputational, Employer Recognition Scheme award achievement and maintaining good levels of support to the Armed Forces community.
Reason: (Executive only)	Agreeing to the recommendations would ensure the new authority continues the supportive standard that the current five councils have developed and embedded in their respective organisations.

1. Purpose of Report

1.1 This report provides background information about the Armed Forces Covenant, the current setup for the district and county councils and a recommended approach for the new Buckinghamshire Council. This includes confirmation that the proposed HR policies for the new Council will be supportive of the Armed Forces Community and will be appropriately publicised. The new authority will continue to offer an interview guarantee scheme and additional and flexible leave arrangements for members of the Armed Forces Community

1.2 Feedback on the report has been provided by the chair of the Buckinghamshire Civilian-Military Partnership Board (Bill Bendyshe-Brown) as well as the Surrey CC Civilian-Military Liaison Adviser and Armed Forces Champion for 11 Infantry Brigade SE (Canon Peter Bruinvels) and the South East Regional Employer Engagement Director for Bucks (Kate Lole).

2. Content of Report

About the Covenant:

2.1 The Armed Forces Covenant is a pledge to show our support to those who serve, or have served in the Armed Forces, and their families, to recognise the sacrifice they have made and ensure they are treated fairly.

2.2 The Covenant's two principles are that:

- The Armed Forces Community should not face disadvantage compared to other citizens in the provision of public and commercial services in the area where they live;
- Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

2.3 Support is provided in a number of areas including education, family well-being, housing, employment and careers, healthcare and young service carers, financial assistance and discounted services.

Why sign the Armed Forces Covenant:

2.4 Signing the Covenant, means we are displaying the fact that we are an 'Armed Forces Friendly' employer, by supporting our employees as reservists, ex-service personnel and veterans.

2.5 By becoming an 'Armed Forces Friendly' employer we can benefit from the wide range of unique skills and experiences that reservists and veterans can bring to the organisation. Employing Armed Forces Community members can help diversify the talent in our workforce.

2.6 Local authorities should encourage local communities to support the Armed Forces Community, including promoting understanding and awareness.

2.7 We deliver the Covenant through the many mandatory services we provide anyway but in addition, we can set out how we are an 'Armed Forces Friendly' employer through a range of tailored pledges, including

- Promoting the fact we are an Armed Forces-friendly organisation;
- Supporting the employment of ex-service personnel, veterans, military spouses and service leavers;
- Offering flexibility in leave for service spouses and partners before, during and after deployment;
- Supporting reservist employees, allowing leave for training and deployment, accommodating mobilisation if required and recognising the benefits of employing reservists;
- Promoting discount services to members of the Armed Forces Community and encouraging businesses to register discounts.

Opportunities for Grant Funding:

2.8 The Armed Forces Covenant Fund Trust manages grants funded by the Covenant Fund which are given to projects that will benefit the Armed Forces and the wider community.

2.9 The Covenant Fund has four broad funding themes: removing barriers to family life; extra support after service for those that need help; measures to integrate military and civilian

communities and allow the armed forces community to participate as citizens; and non-core healthcare services for veterans.

2.10 In recent years there has been limited success from local organisations in securing grant funding, so supporting bids more comprehensively could be an area for development for the new council in due course.

Buckinghamshire Covenant:

2.11 In 2012, all five councils in Buckinghamshire signed the Armed Forces Covenant along with local partners including representatives from the NHS, Clinical Commissioning Groups, Emergency Services, Business Community organisations, Voluntary Community organisations and Armed Forces charities. **See Appendix A for a copy of the current signed Covenant.*

2.12 A new version of the covenant has recently been developed to be more relevant to public bodies that tend to play a slightly different role in supporting the Armed Forces Community than private companies, due to the services they provide. **See Appendix B for a copy of the new Covenant template.*

2.13 Therefore we recommend that the first full ordinary Council meeting of Buckinghamshire Council includes an agenda item for the authority to agree to sign the new covenant. If agreed, contact will need to be made with South East Reserve Forces and Cadets Association (SERFCA) to make necessary arrangements with the Ministry of Defence.

2.14 Since the signing in 2012, some organisations have gone on to sign more recent iterations of the covenant and pledge their own commitments individually. Contact will need to be made with the other remaining organisations to advise that they may also wish to re-sign individually and pledge their own commitment to the Armed Forces Community in Buckinghamshire. This could be done at the second full Council meeting or as a separate event.

Defence Employer Recognition Scheme:

2.15 The Defence Employer Recognition Scheme (ERS) acknowledges employers who have provided exceptional support to the Armed Forces Community and defence by going above and beyond their covenant pledges, including through their HR policies. The County Council achieved Silver in 2015. **See Appendix C for ERS Silver criteria*

2.16 The ERS website provides a very straight forward list of criteria for each award. The HR&OD workstream have confirmed that the proposed HR policies for the new Council will be supportive of the Armed Forces Community and will be appropriately publicised. The new authority will continue to offer an interview guarantee scheme and additional and flexible leave arrangements for members of the Armed Forces Community.

2.17 Confirmation has been received from the South East Regional Employer Engagement Director that Silver award status will be retained, provided the following actions are achieved: signing the new version of the Covenant early in the tenure of Buckinghamshire Council (via agreement to do so at the first ordinary Council meeting); identification of an Armed Forces Champion for the new Council; and having the HR policy in place that supports the community, in particular Reservists. All these actions are in hand.

Armed Forces Champion:

2.18 Each Council has in the past nominated an Armed Forces Champion (AFC) who attends the quarterly Civilian-Military Partnership Board meetings, currently chaired by the County Council AFC. The main role of an AFC is to raise the profile and needs of the Armed Forces Community

(serving personnel, both regular and reserve, their families, ex-personnel and veterans and Cadets), both internally and externally within the council. The AFC presents an annual report to full Council for debate, usually during the AGM in May.

2.19 The recommendation for the new authority is to appoint a single AFC, with a nominated Deputy to provide additional capacity to cover the range of events across the county.

2.20 If agreed, it is recommended that there is a role description to provide Members with clarity around the role of the AFC in the new authority. It is anticipated that the AFC and deputy would in turn agree specific elements of the role description to be split between them. **See Appendix D for the AFC role description.*

2.21 There is potential that some of the existing AFCs may not be standing in the elections in May, therefore having an approach and role description agreed in advance will be important to support candidates being put forward for the roles.

Officer Support:

2.21 Armed Forces support spans a wide range of services, and because of this, there are officers who currently provide part-time support to the AFCs in a variety of ways:

- Civic & Lieutenancy Officer: provides support to the Chairman and AFC which includes guidance and direction on ceremonial military matters. This includes the organisation of the ceremonial activities as part of the “Recognise and Remember” elements of the covenant; the organisation of events on behalf of the council such as plans for VE75 celebrations and the coordination of the annual Remembrance Day wreath laying arrangements.
- Policy Officer: provides support to the County Council AFC which includes monitoring the action plan, liaising with external partners to provide updates, attending relevant events and any additional administrative support that may be required. A small level of support has also been provided for grant fund applications which are in development.
- Communities Officers: across the District Councils provide support to respective AFCs, through arrangements for and promotion of events, updating web pages, identifying areas for improvement, championing the covenant guidelines to ensure all areas of the business takes into account the needs of the Armed Forces community, plus supporting service families so they are more integrated into the wider community.
- Executive Assistant: provides support which involves scheduling meetings and liaising with speakers, setting agendas, taking minutes and circulating papers or additional relevant articles to board members.

2.22 In addition, the county council has historically provided the organisation of sponsorship, events management and publicity to deliver the Bucks and Milton Keynes Armed Forces Day on a biannual basis. This is a significant event in the Buckinghamshire events calendar.

2.23 Given the varying support functions, there will need to be consideration of where Armed Forces support best fits as the structures for the new Council continue to develop. In addition, best practice would be for each directorate to have a nominated officer who would champion the Armed Forces Covenant for their area. This will be for the new Senior Leadership Team to discuss and agree in due course.

3. Financial Implications

3.1 Whilst signing the covenant is an intention, it does not commit the authority to any specific spending. There are currently no known dedicated budgets assigned to the AFCs, however, the new Council may wish to consider a small allocation being accommodated within future budgets,

as historically there have been some queries e.g. around funding for Members to provide wreaths for Remembrance Day, and/or donations to remembrance events.

4. Legal Implications

4.1 There is no legal requirement to sign the Armed Forces Covenant in advance of vesting day/at the first full ordinary Buckinghamshire Council meeting.

5. Other Key Risks - None

6. Dependencies

6.1 Retaining the Silver ERS award will depend on HR policies providing the same level of support as the current County Council level.

7. Consultation - Not Applicable

8. Communications Plan - Not Applicable

9. Equalities Implications

9.1 Supporting the Armed Forces is all about improving access to support and removing any disadvantage to those who serve or have served, and their families. Its aim is to make a positive impact on the existing service provision; therefore no one should be negatively affected.

10. Data Privacy Implications

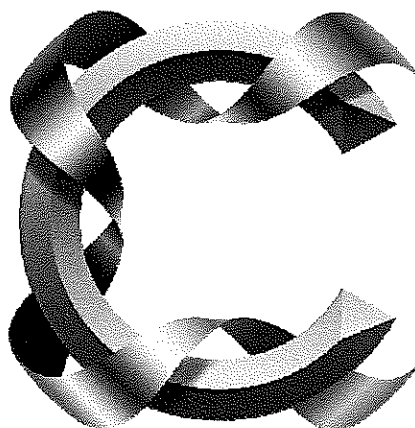
10.1 No access to, or sharing of, data will be required in relation to this report.

11. Next Steps

- Continue to link in with HR to discuss recruitment policy implications.
- Continue to progress the existing AFC Action Plan to ensure continuity.

Background Papers	Appendix A The current signed Armed Forces Covenant Appendix B A new Covenant template Appendix C Employer Recognition Scheme Silver Reward Criteria Appendix D Armed Forces Champion Role Description
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Community Covenant

AN ARMED FORCES COMMUNITY COVENANT

BETWEEN

Buckinghamshire County Council, the District Councils of Buckinghamshire, NHS Buckinghamshire, Clinical Commissioning Groups, Thames Valley Police, Bucks Fire & Rescue, Thames Valley Probation, Jobcentre Plus, Community Impact Bucks, representatives of the Armed Forces Charities, representatives of Buckinghamshire based charities and the business community of Buckinghamshire





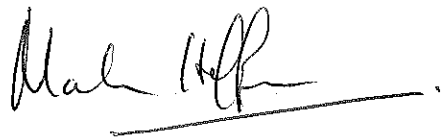



AND

The Armed Forces Community in Buckinghamshire

**We, the undersigned, agree to work and act together to
honour the Armed Forces Community Covenant**

5th July 2012

Signatories

<p>Cllr Marion Clayton Chairman and Armed Forces Champion Signed on behalf of Buckinghamshire County Council</p> 	<p>Brigadier Neil Baverstock OBE MA Signed on behalf of the Army</p> 
<p>Martin Tett Leader Signed on behalf of Buckinghamshire County Council</p> 	<p>Commodore Martin Atherton Signed on behalf of the Royal Navy</p> 
<p>Group Captain Mark Heffron Signed on behalf of RAF High Wycombe</p> 	<p>Group Captain Christina Elliot Signed on behalf of RAF Halton</p> 
<p>Cllr Derrick Isham Chairman Signed on behalf of Aylesbury Vale District Council</p> 	<p>Cllr John Warder MBE Chairman Signed on behalf of Chiltern District Council</p> 

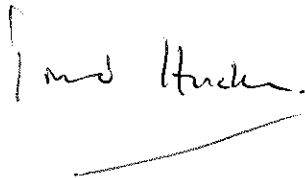
Cllr Alan Walters
Chairman
Signed on behalf of South Bucks
District Council



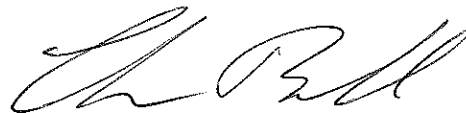
Cllr Wendy Mallen
Chairman
Signed on behalf of Wycombe
District Council



Fred Hucker
Chair, NHS Buckinghamshire and
Oxfordshire Cluster
Signed on behalf of NHS
Buckinghamshire



Dennis O'Driscoll
Area Manager for
Buckinghamshire
Signed on behalf of Bucks Fire &
Rescue



Oliver Wright
Chief Inspector
Signed on behalf of Thames Valley
Police



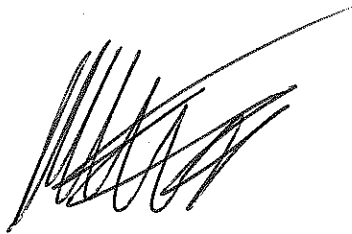
Dr Graham Jackson
GP Chair of Aylesbury Vale Clinical
Commissioning Group
Signed on behalf of the
Buckinghamshire
Clinical Commissioning Groups



Sue Cooke
Director for Bucks
Signed on behalf of Thames Valley
Probation



Alex Pratt
Chairman,
Signed on behalf of Bucks
Business First



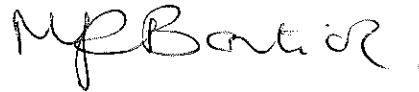
Mike Barry
Buckinghamshire County
Chairman
Signed on behalf of the Royal
British Legion



John Stevens
Branch Chairman
Signed on behalf of SSAFA Forces
Help Buckinghamshire



Martine Bantick
Customer Service Operations
Manager
Signed on behalf of Jobcentre Plus



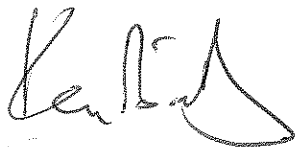
Professor Peter Thomas MBE
Chairman
Signed on behalf of the Bucks &
Milton Keynes Sports Board



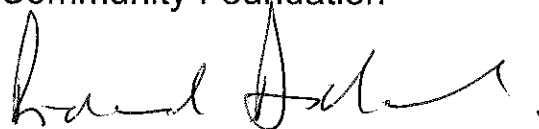
Barry Clarke
Vice Chairman
Signed on behalf of Community
Impact Bucks



Ken Birkby
Chairman
Signed on behalf of Action4Youth



Richard Dickson
Development Director
Signed on behalf of Bucks
Community Foundation



SECTION 1: PARTICIPANTS

This Armed Forces Community Covenant is made between:

The serving, reservists and former members of the Armed Forces and their families working and residing in Buckinghamshire

- And Buckinghamshire County Council
- And Aylesbury Vale District Council
- And Chiltern District Council
- And South Bucks District Council
- And Wycombe District Council
- And NHS Buckinghamshire
- And Clinical Commissioning Groups
- And Thames Valley Police
- And Bucks Fire & Rescue
- And Thames Valley Probation
- And Buckinghamshire Business First
- And Jobcentre Plus
- And Royal British Legion
- And SSAFA Forces Help
- And Community Impact Bucks
- And Bucks & Milton Keynes Sports Board
- And Bucks Community Foundation
- And Action4Youth

SECTION 2: PRINCIPLES OF THE ARMED FORCES COMMUNITY COVENANT

2.1 The Armed Forces Community Covenant is a voluntary statement of mutual support between a civilian community and its local Armed Forces Community. It is intended to complement the Armed Forces Covenant, which outlines the moral obligation between the Nation, the Government and the Armed Forces, at the local level including the military charity sector.

2.2 The purpose of this Community Covenant is to encourage support for the Armed Forces Community working and residing in Buckinghamshire and to recognise and remember the sacrifices made by members of this Armed Forces Community, particularly those who have given the most. This includes in-Service and ex-Service personnel their families and widow(er)s in Buckinghamshire.

2.3 For Buckinghamshire County Council and partner organisations, the Community Covenant presents an opportunity to bring their knowledge, experience and expertise to bear on the provision of help and advice to members of the Armed Forces Community. It also presents an opportunity to build upon existing good work of other initiatives.

2.4 For the Armed Forces Community, the Community Covenant encourages the integration of Service life into civilian life and encourages members of the Armed Forces to help their local community.

SECTION 3: OBJECTIVES AND GENERAL INTENTIONS

Aims of the Community Covenant

3.1 It aims to encourage all parties within a community to offer support to the local Armed Forces Community and make it easier for Service personnel, families and veterans to access the help and support available from the MOD, from statutory providers and from the Charitable and Voluntary Sector. These organisations already work together in partnership at local level.

3.2 The scheme is intended to be a two-way arrangement and the Armed Forces Community are encouraged to do as much as they can to support their community and promote activity which integrates the Service community into civilian life.

SECTION 4: ARMED FORCES COMMUNITY IN BUCKINGHAMSHIRE

Buckinghamshire has enduring links with the RAF with RAF High Wycombe and RAF Halton. It is also the home of the Defence School of Languages in Beaconsfield (DSL) and a significant reserve, primarily 7 Rifles as well as the Army Cadet Force, Air Training Corps and Sea Cadet Corps. There are also a substantial number of veterans and their families living throughout the County.

SECTION 5: MEASURES

The Community Covenant provides the opportunity to work more strategically and collaboratively with the armed forces community. This work will be driven through the Community Covenant action plan and monitored through the Bucks Network.

The action plan has been crafted around the six strategic themes of the Community Covenant and delivers measurable outcomes. The signatories of this covenant and their representatives agree to take a joint and collaborative approach to achieve the general aims identified in the Community Covenant action plan, as it changes to meet new priorities.

THE ARMED FORCES COVENANT

An Enduring Covenant Between

The People of the United Kingdom
Her Majesty's Government

– and –

All those who serve or have served in the
Armed Forces of the Crown

and their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution.

This has no greater expression than in upholding this Covenant.



An Armed Forces Covenant

Between

Buckinghamshire Council

and

The Armed Forces Community

(Serving personnel, both regular and reservist, veterans and military families)

**We, the undersigned, agree to work and act together to honour the
Armed Forces Covenant.**

Date

The Armed Forces Covenant

An Enduring Covenant Between

The People of the United Kingdom

Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown and their
Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces.

In return, the whole nation has a moral obligation to the members of the Royal Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

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This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

SECTION 1: PARTICIPANTS

1.1 This Armed Forces Covenant commitment is made between:

Buckinghamshire Council

and

The Armed Forces Community in Buckinghamshire (Serving personnel, regulars & reserves, veterans and their families and members of the military sponsored cadet organisations).

SECTION 2: PRINCIPLES OF THE ARMED FORCES COVENANT

- 2.1 Life in the Armed Forces is different from the rest of society; Armed Forces personnel make sacrifices on behalf of the nation. They go where they are sent, when they are sent. So families will have to move, sometimes with little notice, to unfamiliar areas; or they may have to live apart for extended periods of time and they will face the stresses and challenges that arise when a loved one is deployed on operational duties.
- 2.2 This means that they can find themselves at a disadvantage in comparison with their civilian neighbours in accessing the goods and services that as citizens we should all expect. The Armed Forces Covenant aims to ensure that those who serve or have served, and their families are treated fairly and are not disadvantaged because of their Service.
- 2.3 The Armed Forces Covenant is based upon two key principles:
- no member of the Armed Forces community should face disadvantage in the provision of public and commercial services compared to any other citizen;
 - in some circumstances, special treatment may be appropriate for the injured or bereaved.
- 2.4 These principles should be taken into account when writing and implementing policies that impact upon the local populations and should be integrated into all the services, support, engagement and work within **Buckinghamshire Council**.
- 2.5 For the purposes of this Covenant, the Armed Forces community includes Armed Forces personnel and members of the military sponsored cadet organisations. Armed Forces personnel include serving personnel (regulars and reserves), veterans and their families. Children of Armed Forces personnel, no matter the marital status of their parents, should be considered part of this community while still dependent.
- 2.6 The Covenant presents an opportunity for Local Authorities to bring knowledge, experience and expertise to bear on the provision of help and advice to members of the Armed Forces community.
- 2.7 For the Armed Forces community, the Covenant encourages the integration of Service personnel, Veterans and their families into civilian life and to engage with their local community.

SECTION 3: OBJECTIVES AND GENERAL INTENTIONS

- 3.1 This Armed Forces Covenant defines the enduring, general principles that should govern the relationship between the Nation, the Government and the Armed Forces community.
- 3.2 The signatories to this Covenant will offer support and guidance to the local Armed Forces community and make it easier for serving personnel (regular and reserve), veterans and their families to access help and support from statutory providers.
- 3.3 The Covenant is intended to be a two-way arrangement; members of the Armed Forces community are encouraged to do as much as they can to support all aspects of their local community and promote activity which integrates serving personnel, veterans and their families into local community life.

SECTION 4: CORE INFRASTRUCTURE FOR COVENANT DELIVERY

- 4.1 The MoD publication *Armed Forces Covenant A Guide for Local Authorities* provides guidance on the core infrastructure for Covenant delivery, including the following recommendations.
 - a. **Armed Forces Champions & Lead Officers.** Each Local Authority will appoint an Armed Forces Champion (an elected member) and a Lead Officer, empowered to effect change across the Local Authority.
 - b. **Action Plans.** Each Local Authority will produce and publish an Action Plan to underpin the Covenant commitment; this will help to set out the overall direction and to ensure that the authority keeps on track.
- 4.2 **NHS Trusts.** Local Authorities must be aware of the role of the NHS in the county with reference to the NHS online guide *How to support the Armed Forces in the NHS* that provides resources and information on the Armed Forces agenda within the NHS, including how to advocate and demonstrate support to the Armed Forces community. The key elements of NHS activity are:
 - a. **Armed Forces Network.** The NHS Employers' Armed Forces Network is an opportunity for NHS staff leading on the Armed Forces agenda to share and learn from each other;
 - b. **Step into Health.** The Step into Health programme connects employers in the NHS to people from the Armed Forces community, by offering an access route into employment and career development opportunities;
 - c. **Reserve Forces Champions.** The NHS Reserve Forces Champions Scheme aims to increase the awareness of reservists within the NHS and to highlight the benefits of employing reservists.
- 4.3 **Regular Stakeholder Engagement.** Representatives from each Local Authority will meet regularly through the **Buckinghamshire Armed Forces Covenant Partnership Board**. These meetings will act as a forum where emerging challenges can be discussed and action taken to resolve them; also providing ideal opportunities to share good practice and to network.
- 4.4 **Communications.** The commitments made in this Covenant will be publicised so that local communities are aware of what is being done to deliver them. This will be achieved through dedicated web-pages or newsletters. Local Authority staff who deal with members of the public will be trained so that they are aware of how specific commitments impact upon local services and delivery.

SECTION 5: ACTIONS AND OUTCOMES

- 5.1 **Buckinghamshire Armed Forces Covenant Partnership Board.** Each Local Authority will be represented on the Buckinghamshire Armed Forces Covenant Partnership Board.
- 5.2 **Armed Forces Covenant Fund.** The best possible use will be made of the Covenant Fund, an enduring government grant awarded to projects that will benefit the Armed Forces community.
- 5.3 **Healthcare**
- a. Strive for equity of access to primary and secondary health care services for Service personnel and their dependents; Service family members should maintain their relative position on any NHS waiting list, if moved around the UK due to the Service person being posted.
 - b. Veterans should receive priority treatment (subject to the clinical needs of others) in respect of NHS hospital treatment relating to a condition resulting from their service in the Armed Forces.
 - c. Veterans should be able to access mental health professionals who have an understanding of Armed Forces culture.
 - d. Ensure the Clinical Commissioning Groups (CCGs) are aware of the potential difficulties faced by members of the Armed Forces community and identify ways in which the CCGs can be involved in Covenant delivery.
 - e. Provide appropriate information to local GPs to ensure that they are aware of the provisions offered to ex-Service personnel under the Covenant.
- 5.4 **Education**
- a. Work with the Children's Services Department to determine the numbers and location of the children of serving personnel (regular and reservist), as well as dependent young people, to include Early Years and Children's Centres.
 - b. Ensure that schools are aware of the Service Pupil Premium and are claiming all that they are entitled to. Determine ways in which Pupil Premium is spent and identify and share areas of good practice.
 - c. Work with schools and local providers to identify where Service personnel's children might require additional support to help them deal with a parent being away from home for long periods of time, often in conflict situations. Children in some Service families may be considered more vulnerable than the general population because of the pressures they face, including PTSD.
 - d. Ensure that policies enable a smooth transition for children from Forces families, alleviating any issues that may be experienced finding a school place mid-term, when a serving parent has been transferred to a new area of the UK; assist when issues arise at any other time relating to finding a school place for a dependent child.

5.5 **Mobility and Deployment**

- a. Identify and share best practice regarding house purchase/rental, enabling service personnel to settle in local communities, working alongside mortgage providers etc. particularly those who have signed the Armed Forces Covenant for businesses.
- b. Ensure the Armed Forces community works closely with council and private housing teams in support of their role of providing advice and support to households leaving the Armed Forces or being re-located within the UK.

5.6 **Housing**

- a. Maintain strong relationships between Local Authorities and the Armed Forces community to ensure timely and accurate information is given and received regarding movement of Service personnel and their housing needs and aspirations.
- b. Ensure that Local Authorities are mindful and remain aware of the particular issues faced by Service personnel and their families. This includes identifying best practice in solving the most challenging of circumstances where a service family or household is settling in our region from another part of the UK or where the housing need is the result of separation or divorce within a Service family.
- c. Raise awareness of housing issues and develop solutions and support systems required to solve or prevent such issues; such as homelessness by Veterans.

5.7 **Social Isolation and sense of community**

- a. Promote best practice engagement in communities across Buckinghamshire, including support to those experiencing social isolation.
- b. Support the development of projects as identified by local communities, making use of the Covenant Fund as appropriate.

5.8 **Transition**

- a. Raise awareness of the issues experienced by the Armed Forces community, including the challenge of career change, and offer support and information on issues arising during transition into civilian life.
- b. Raise awareness, during transition, and offer support, signposting and information to get involved in volunteering and community action as a pathway to health and wellbeing, developing personal interests, helping others and increasing employability
- c. Ensure that injured Service persons transitioning to the civilian world are able to access supported housing or support to enable their existing home to be modified to meet their needs and that they are quickly and compassionately assessed on their level of care requirements.

5.9 Employment and Employers

- a. Promote mutually beneficial relationships between employers and Defence, by advocating the transferable skills and attributes that Armed Forces personnel bring to the civilian workplace as an economic asset.
- b. Promote the Armed Forces Covenant for business, encouraging employers to sign the Covenant in order to pledge commitments to support Defence personnel by:
 - **Promoting the Armed Forces:** promoting the fact that we are an Armed Forces-friendly organisation, to our staff, customers, suppliers, contractors and wider public;
 - **Veterans:** supporting the employment of veterans, recognising military skills and qualifications in our recruitment and selection process. Working with the Career Transition Partnership (CTP) in order to establish a tailored employment pathway for Service leavers;
 - **Service Spouses & Partners:** supporting the employment of Service spouses and partners; working with and advertising vacancies with the military Families Federations and other agencies. Providing flexibility in granting leave for Service spouses and partners before, during and after a partner's deployment;
 - **Reserves:** supporting our employees who are members of the Reserve Forces: recognising the need to be flexible with regard to leave for annual Reserve Forces training; supporting any mobilisations and deployment. Actively encouraging members of staff to become Reservists;
 - **Cadet Organisations:** supporting our employees who are volunteer leaders in military cadet organisations, recognising the need to be flexible with regard to leave for annual training camps and courses. Actively encouraging members of staff to become volunteer leaders in cadet organisations. Supporting local military cadet units;
 - **Armed Forces Charities:** supporting Armed Forces charities with fundraising and supporting staff who volunteer to assist.

5.10 **Remembrance and Recognition.** Promote participation in and support for events and functions to celebrate and remember the sacrifices of our Armed Forces Personnel, both past and present. This will include: the Poppy Appeal; Remembrance Sunday; Armistice Day; Armed Forces Day; Reserves Day.

5.11 Information sharing

- a. Raise awareness of the Armed Forces Covenant throughout Buckinghamshire and particularly to the Public Sector through development of resources and discussion.
- b. Identify good practice within communities which promote greater visibility of the Armed Forces, their contribution and needs.
- c. Promote the Armed Forces Covenant Fund to community groups and Forces personnel.

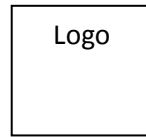
Section 6: Signatories

Buckinghamshire Council

Signed:

Name:

Position:



THE MINISTRY OF DEFENCE

Royal Navy

Signed:

Name:

Position:



Army

Signed:

Name:

Position:



Royal Air Force

Signed:

Name:

Position:



Defence Employer Recognition Scheme – SILVER AWARD

Updated 21 December 2018

About the scheme

The Defence Employer Recognition Scheme (ERS) encourages employers to support defence and inspire others to do the same. The scheme encompasses bronze, silver and gold awards for employer organisations that pledge, demonstrate or advocate support to defence and the armed forces community, and align their values with the [Armed Forces Covenant](#).

The ERS is designed primarily to recognise private sector support although public sector organisations such as the emergency services, local authorities, NHS trusts and executive agencies are also eligible to be recognised.

Silver award

Silver award holders:

- must have signed the [Armed Forces Covenant](#)
- the employer must have already stated their intent to be supportive by using the ERS website to register at the Bronze level
- the employer must proactively demonstrate that service personnel/armed forces community are not unfairly disadvantaged as part of their recruiting and selection processes
- employers must employ at least one individual from the armed forces community category that the nomination emphasises. For example, an employer nominated for support to the Reserves must employ at least one Reservist
- the employer must actively ensure that their workforce is aware of their positive policies towards defence people issues. For example, an employer nominated for support to the Reserves must have an internally publicised and positive HR policy on Reserves
- within the context of Reserves the employer must have demonstrated support to mobilisations or have a framework in place. They must demonstrate support to training by providing at least 5 days' additional unpaid/paid leave (wherever possible not to Reservist employees' financial disadvantage)
- the employer must not have been the subject of any negative PR or media activity

[Express your organisation's interest](#) in the Silver Award. Expressions of interest must be completed by **12 April 2019, 23:59 hrs**. Submissions after this date will not be accepted. If you have any questions regarding nominations please email employerrelations@rfca.mod.uk.

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Armed Forces Champions for Buckinghamshire Council

The Profile:-

A Member nominated by the Leader of Buckinghamshire Council (BC) with an interest in the Armed Forces community.

Some Armed Forces experience would be an advantage.

Appointed by Council (on the recommendation of the Executive) to emphasise the importance the Council places on the role.

The Role:-

To raise the profile and needs of the Armed Forces community (serving personnel, both regular and reserve, their families and veterans), within the Council and the wider county.

To maintain close liaison with the South East Reserve Forces and Cadets Association (SERFCA).

To establish close liaison with the senior member of BC staff, appointed by the BC's Chief Executive as Armed Forces Covenant Officer, to ensure the Council's obligations undertaken through the Armed Forces and Community Covenant are kept current.

To maintain close liaison with the Chairman on all ceremonial matters in which the Chairman should be involved. (e.g. ranging from Armed Forces Day flag raising, attendance at local Armed Forces events, to Freedom Marches).

To keep, when appropriate, the local Members of Parliament apprised of the activity within the County in relation to the Armed Forces community.

To establish and chair an Armed Forces Covenant Panel of Members and Officers from local government and other outside relevant organisations meeting regularly with an agenda to ensure all areas of Council business take into account the needs of the Armed Forces community.

To liaise with local members of the Armed Forces, in particular the Chairman of SERFCA and local Commanders, to promote the Armed Forces and Community Covenant to enable an understanding within the Armed Forces of the limitations and different responsibilities of Local Government and its decision-making processes.

To be the primary focal point for liaison with businesses/local organisations within the Council to promote the Armed Forces Covenant and encourage engagement with the Armed Forces, in particular Reservists and Cadets. Close liaison with the Bucks Business First on these matters will be required.

To support local Cadet units by acting as the key link with the local authority, and to look to provide local ceremonial, remembrance and volunteering opportunities.

To sponsor an Annual report to the Council, first reviewed by the relevant Scrutiny Committee, detailing the Council's actions over the past year in respect of the obligations to the Covenant.

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Report for:	Buckinghamshire Shadow Executive
Meeting Date:	7 January 2020

Title of Report:	Community Governance Review: Kingsbrook, Aylesbury
Shadow Portfolio Holder	Councillor Tett, Shadow Executive Leader
Responsible Officer	Sarah Ashmead
Report Author Officer Contact:	Craig Saunders, Democratic Specialist, AVDC csaunders@aylesburyvaledc.gov.uk , (01296) 585043
Recommendations:	<p>(1) That a new Parish Council be created for the Kingsbrook Ward of the Bierton with Broughton Parish area, and for the area as detailed at Map A (attached) that was submitted with the Community Governance Petition.</p> <p>(2) That the new parish be named Kingsbrook Parish.</p> <p>(3) That, based on future occupancy levels, the new Parish Council should comprise 9 Parish Councillors.</p> <p>(4) That the Broughton Hamlet Ward of the Broughton with Bierton Parish area become a Parish Meeting, to be named “Broughton Hamlet”.</p> <p>(5) That the remainder of the Bierton with Broughton Parish area which includes Broughton Crossing be renamed as “Bierton Parish”, comprising a Bierton Ward and the Oldhams Meadow Ward.</p> <p>(6) That the Bierton Parish Council should comprise 9 Parish Councillors, comprising 8 Parish Councillors for the Bierton Ward and one Parish Councillor for the Oldhams Meadow Ward.</p> <p>(7) That Officers be authorised to make a Reorganisation Order under the Local Government and Public Involvement in Health Act, 2007, to implement the outcome of the Review.</p> <p>(8) That Officers be authorised to take any further action that might be necessary to complete the Review and implement the new arrangements.</p> <p>(9) That the proposed budget/precept for the new Parish of Kingsbrook for the year 2020/21 be approved as £35.00 (for Band D rated property) and as set out in the schedule forming part of the attached report.</p>
Corporate Implications:	The legal implications are addressed in the body of the report.

Options: (If any)	The options that the Shadow Executive will wish to consider are detailed at Section 5 of the report but include the rationale for: (a) Agree the recommendations and implement from April 2020. (b) Agree but defer implementation until 2021. (c) Defer for the new Council to determine. (d) Do not agree.
Reason:	If the outcome of the CGR is not implemented in advance of the 2020 local elections then there will likely to be a delay before a new Kingsbrook Parish Council could be established. Based on future occupancy levels, it is projected that the current electorate of 931 (as at November 2019) will have increased to over 2,000 electors by 2023, and far overshadows the rest of the current Bierton with Broughton Parish area.

1. Purpose of Report

- 1.1 The Shadow Executive is invited to consider AVDC's General Purposes Committee's recommendations concerning proposed changes to the parishing arrangements for the Bierton-with-Broughton Parish area, Aylesbury, as a result of a Community Governance Review (CGR).
- 1.2 The CGR was undertaken in response to a petition received from local electors in July 2019 requesting the review be completed in time for the May 2020 local elections.

2. Context

- 2.1 A district council in a two tier area has the power to undertake community governance reviews and make changes to local community governance arrangements i.e. the creation, deletion or changes to existing parish council arrangements. A Community Governance Review has to be undertaken with regard to guidance issued jointly by (the former) Department for Communities and Local Government (DCLG) and the LGBCE (Local Government Boundary Commission for England) in 2010.
- 2.2 When a petition is submitted which when verified contains the required number of signatories, the District Council must conduct a Community Governance Review.
- 2.3 Community governance reviews are made up of a number of stages / processes which include:-
 - The publication at the outset of terms of reference specifying what is to be reviewed.
 - Consultation when initial submissions are invited and also on the draft recommendations.
 - A requirement that reviews are concluded within one year.
 - The final approval of any changes.

3. Role of the Shadow Executive

- 3.1 The Local Government (Structural Changes) (Transitional Arrangements) Regulations 2008 provide that the powers to implement the recommendations of proposals resulting from a community governance review during the transitional period sit with

the Shadow Executive and thereafter with the new Buckinghamshire Council. This means that whilst the District Council has resolved to undertake the review, responsibility for deciding whether to give effect to the recommendations of the review rests with the Shadow Executive (rather than with the predecessor council).

4. Community Governance Review: Background

- 4.1 As a growth area with a changing and growing population, AVDC has undertaken to conduct CGR towards the end of each electoral cycle, with three District wide reviews having been conducted in recent years in 2011, 2015 and 2018. These reviews led to the Buckingham Park Parish Council being established in 2011 and the Berryfields Parish Council in 2015.
- 4.2 The 2018 CGR specifically sought to consult with electors in the Berton-with-Broughton Parish area in relation to possible warding arrangements to take account of the Aylesbury East 'Kingsbrook' development. The outcome of the review was to divide the Parish into four Wards: Berton, Oldhams Meadow, Kingsbrook and Broughton Hamlet. The Aylesbury Vale (Reorganisation of Community Governance) Order 2019 to give effect to the CGR came into force in February. However, the May 2019 local elections were deferred due to the establishment of the new Buckinghamshire Council. Local elections are due to be held on 7 May 2020 which would have seen the new Warding arrangements for Berton with Broughton Parish come into being should the outcome of the current CGR (Petition) not be agreed.
- 4.3 On 2 July 2019, AVDC received a petition from Kingsbrook and Broughton electors requesting that a Community Governance Review be conducted with a view to establishing Kingsbrook as a new Civil Parish separate from Berton with Broughton, with its own Parish Council, in time for the next Parish Council elections. The petition also suggested that Broughton Hamlet should become a Parish meeting.
- 4.4 A robust validation process was carried out as a minimum number of signatories who are local electors are required to validate a CG petition. The result of the validation process confirmed that 388 electors had signed the CG petition, which is more than the 250 electors for a Parish of the size of Berton with Broughton (i.e. 500 –2,499 electors). As such, AVDC was required to give consideration to commencing a Community Governance Review.
- 4.5 AVDC's General Purposes Committee met on 31 July, 2019, to consider the CG Petition and whether to:-
- (i) commence a CGR, with a view to any recommendations being able to be implemented in advance of the May 2020 elections; or
 - (ii) not conduct the CGR, but defer it to be undertaken by the new Buckinghamshire Council after 1 April 2020.
- 4.6 The General Purposes Committee resolved to commence the CGR in accordance with the timetable and terms of reference submitted to that meeting, and that are attached as Appendix A to this report.
- 4.7 The initial stage consultation of the CGR was held between 9 August 2019 and 6 September 2019. 8 responses were received (which form part of Appendix C), 7 from local residents and one from an Aylesbury resident, all of which were supportive of the new parishing arrangements. The initial stage consultation was submitted to the

General Purposes Committee on 30 September, 2019, who agreed that consultation on draft recommendations should proceed.

- 4.8 The draft consultation stage of the CGR was held between 11 October 2019 and 8 November 2019. 2 responses were received (which also form part of Appendix C), one from a local resident supportive of the CGR, and one from the Bierton with Broughton Council proposing a change to the original boundary map that had been submitted with the Community Governance Petition. This is discussed in more detail in Appendix 2 with **Map A** being the original map submitted with the CG Petition and **Map B** being the map proposed by Bierton with Broughton Parish Council.
- 4.9 Following the Bierton with Broughton Parish Council response, a meeting was held on Monday 4 November, 2019, between AVDC Officers, Bierton with Broughton Parish Council representatives and one of the CG petitioners to discuss the amended boundary map and some of the work that would need to be done over the coming months if a new Kingsbrook Parish Council was to be established in time for the 2020 local elections, subject to approval in due course by the Buckinghamshire Shadow Authority Executive.
- 4.10 Following that meeting, a further communication was received from Bierton with Broughton Parish Council on Tuesday 5 November, 2019, which recognised that the main priority for local people was to get approval of the new Kingsbrook Parish Council in advance of the 2020 elections. As such, and with a view to keeping the consultation and CG process as simple as possible, the representatives from Bierton with Broughton Parish Council stated that they were content for the original map (**Map A**) submitted with the Community Governance Petition to go forward to the General Purposes Committee and the Shadow Executive as the preferred option for the boundaries for the Bierton Parish Council, Kingsbrook Parish Council and the Broughton Hamlet Parish Meeting. It was further acknowledged that the Parish's recent consultation response would not be put forward as the preferred option but would be duly noted.
- 4.11 AVDC's General Purposes Committee met on 2 December, 2019, to consider the feedback from the 2 stages of public consultation and the proposed future arrangements including any electoral consequences. Members were also informed that as the Kingsbrook Parish Council would not have been formed in time to precept for itself for 2020/21, in addition to the proposed recommendations that would need to be made to the Shadow Executive, an additional recommendation would need to be included asking the Shadow Executive to set a precept for a Kingsbrook Parish Council for 2020/21, should the Shadow Executive approve the creation of the new Parish Council.
- 4.12 The General Purposes Committee were fully supportive of the proposed new arrangements for the Bierton with Broughton Parish area, including the creation of a new Kingsbrook Parish Council, and made a series of recommendations to the Buckinghamshire Shadow Executive for approval. These recommendations are detailed at 'Recommendations' at the beginning of this report.

5. Shadow Authority Consideration

- 5.1 In considering the report, the Shadow Executive will wish to consider:

- (i) **The views of local people** – The process of the community governance review includes consultation with local people. The review report (Appendix C) sets out the process and the results of the consultation undertaken during the initial stage (9 August – 6 September: 8 responses) and draft stage (11 October – 8 November: 2 responses).
- (ii) **Risks to the delivery of the new unitary council** – The Shadow Executive is under a statutory duty to prepare for Buckinghamshire Council to assume its local government functions and powers on 1 April 2020, and for the continuity of the delivery of public services. The unitary programme risk register identifies resources as the highest risk and, as such, the Shadow Executive will need to ensure that it is confident that it has the capacity to resource any additional structural changes without adversely impacting upon the delivery of the Buckinghamshire Council.
- (iii) **Whether the new unitary governance arrangements, particularly the community board arrangements, would affect the proposals** – Once established, the new Boards will provide a new form of local governance in Buckinghamshire focused on tackling local issues. At the time that the CGR petitions were made, these detailed arrangements had not been developed. The Shadow Executive will wish to consider how the CGR recommendations fit with the new community boards and whether they will offer consistent governance arrangements.
- (iv) **The likelihood of a boundary review in Buckinghamshire within the next 3 years and the potential implications** – Buckinghamshire Council will be established with 147 members based on the former county council division boundaries. It has been recognised that this arrangement was designed to provide capacity during the set up phase of the new council, but that a boundary review would be expected to take place during the first council term to design appropriate boundaries for the longer term. It is reasonable to assume that this would be undertaken in 2022/2023, in order to inform the elections in 2025. In most cases, a review of ward boundaries will be followed by a review of parish boundaries to ensure that these are aligned. In this context, the Shadow Executive will wish to consider whether it is appropriate to implement individual structural changes to local governance in advance of a fuller, countywide review.

6. Options

6.1 The following section sets out a series of options and assesses each of these.

(a) Agree the recommendations and implement from April 2020

- (i) **Views of local people** – the CGR Petition submitted to AVDC in July 2019 was signed by 388 local electors, representing nearly 50% of the Kingsbrook Ward area electors at that time. 10 responses were received from local people / Berton with Broughton Parish Council during the 2 stages of public consultation, all of which were in favour of creating a new Kingsbrook Parish Council. There is unanimous support from all those who have taken part in the process. The local district and county councillors have also expressed their support for the establishment of the new parish council.

- (ii) **Resource Implications** – There will not be any direct costs to the existing Councils or the new Buckinghamshire Council in implementing the outcome of the review, should it be agreed.

There will be some minor administrative tasks to undertake (including drawing up the Reorganisation Order, updating the Electoral Register, adding the precept to the budget proposals). It is anticipated that this work can be delivered from within existing staffing resources, and the team involved have significant experience with this work in recent years.

Following the May local elections it will be necessary to support the newly elected Parish Councillors during May-June 2020, to organise the inaugural Parish Council AGM and to provide basic admin support to the Parish until such stage as they have their own Parish Clerk in post (by July 2020). The Bierton with Broughton Parish Council (which would become the Bierton Parish Council) have indicated that they would be prepared to offer some limited support to the new Parish Council in its first few months.

Unlike some wider ranging CGRs, creating a new Kingsbrook Parish Council would not involve the transfer of functions, property, rights and liabilities from the predecessor Bierton with Broughton Parish Council, which can be a complex and resource intensive process. As a result, this proposal will not have significant implications for the councils' finance, legal and property functions.

- (iii) **Risks to the new council** – The work associated with establishing a new Parish Council of this size will be similar to that in establishing the Buckingham Park Parish Council in 2011 and the Berryfields Parish Council in 2015. These arrangements were not complex and as such the risks to the new Council are deemed to be low.
- (iv) **Community Board impact** – the whole of the Bierton with Broughton Parish area is contained within the Wendover Community Board area. This proposal will have no detrimental impact on the Community Board and will ensure that there is a voice for this rapidly growing community as the Board is set up.
- (v) **Boundary review** – it is anticipated that the current electorate for Kingsbrook (931 electors as at November 2019) will increase to 2,000 electors by 2023. The rapid growth in this new community is a key factor in seeking a new parish council now, in order to help promote the sense of a village community in this area as it develops.

(b) Agree but defer implementation until 2021

This option would provide an opportunity to defer the administrative work associated with implementation. However, it would lead to additional costs at a local level.

If it is decided to agree the new parishing arrangements but defer implementation until 2021 then this would mean:-

- Parish Elections will be held on 7 May 2020 for the four Wards of the Bierton with Broughton Parish Council, as agreed following the 2018 CGR, with Kingsbrook becoming a Ward of that Council. The term of the Council would

run for one year until new elections were held, which would need to be specified in the Reorganisation Order.

- Parish Elections would be held in 2021 for the Bierton Parish Council and the new Kingsbrook Parish Council. As Parish Councils are currently fully re-charged for the costs of holding standalone elections then the cost to each Parish would be between £1,500 and £2,000.

It may have reputational risks for the new council, given the unanimous support and the minor work realistically involved in implementing the proposal.

(c) Defer for the new Council to determine

If it was decided to defer the CGR Petition, then consideration of the Petition would need to be concluded early in the life of the new Council.

(d) Do not agree

If it was decided not to agree to implement the new parishing arrangements then the Bierton with Broughton Parish Council will continue to exist, as detailed at Option (a) (i). This is not recommended, given the non controversial nature of the proposal.

7. Legal Implications

- 7.1 Should the final recommendations of the CGR be approved then a Reorganisation Order will need to be made to implement the new arrangements.

8. Consultation

- 8.1 The consultation undertaken with local residents is detailed in Appendix C to the report.

9. Communications Plan

- 9.1 Not applicable.

10. Equalities Implications

- 10.1 Not applicable.

11. Data Implications

- 11.1 Not applicable.

12. Next Steps

- 12.1 Should the final recommendations of the CGR be approved then a Reorganisation Order will need to be made to implement the new arrangements.

Background Papers	AVDC General Purposes Committee – 31 July 2019
	AVDC General Purposes Committee – 30 September 2019
	AVDC General Purposes Committee – 2 December 2019

AYLESBURY VALE DISTRICT COUNCIL
COMMUNITY GOVERNANCE REVIEW 2019

TERMS OF REFERENCE

**Creation of a parish council for the Kingsbrook Ward of
Bierton with Broughton Parish Council**

Local Government and Public Involvement in Health Act 2007

Introduction

On 2 July 2019, Aylesbury Vale District Council was presented with a petition for the creation of a parish council for the Kingsbrook Ward of the Bierton with Broughton Parish Council. Any review will necessarily need to consider the impact on the whole of the Bierton with Broughton Parish area which is currently divided into four Wards: Bierton, Kingsbrook, Oldhams Meadow and Broughton Hamlet.

In undertaking the review, the council will be guided by part 4 of the Local Government and Public Involvement in Health Act 2007, the relevant parts of the Local Government Act 1972, Guidance on Community Governance Reviews issued in accordance with section 100(4) of the Local Government and Public Involvement in Health Act 2007 by the Department of Communities and Local Government and the Local Government Boundary Commission for England in March 2010, and the following regulations which guide, in particular, consequential matters arising from the review: Local Government (Parished and Parish Councils) (England) Regulations 2008 (SI2008/625); Local Government Finance (New Parishes) Regulations 2008 (SI2008/626).

The Council is required to have regard to Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government. This Guidance was published in March 2010 and it has been considered when drawing up the Terms of Reference (TOR).

The Terms of Reference document (ToR)

Section 81 of the Local Government and Public Involvement in Health Act 2007 requires the council to publish a Terms of Reference document for a Community Governance Review. This document is published to meet that requirement.

The Terms of Reference of the review will be published on the Council's website.

Why is the Council Undertaking the Review?

In accordance with section 83 (2) of the LGPHIA 2007, where a valid petition is received the council must undertake a CGR that has terms of reference that allow for the petition to be considered.

The petition must be signed as follows:

- (a) if the petition area has fewer than 500 local government electors, the petition must be signed by at least 37.5% of the electors;
- (b) if the petition area has between 500 and 2,500 local government electors, the petition must be signed by at least 250 of the electors;

- (c) if the petition area has more than 2,500 local government electors, the petition must be signed by at least 7.5% of the electors.

The petition must—

- (a) define the area to which the review is to relate (whether on a map or otherwise), and
- (b) specify one or more recommendations which the petitioners wish a community governance review to consider making.

The electorate of Bierton with Broughton stands at 2,109 therefore would require 250 signatures. The petition had been signed by 388 electors within the petition area.

The wording of the petition was that a Local Governance Review be conducted with the objective of establishing Kingsbrook as a new Civil Parish separate from Bierton with Broughton, with its own Parish Council, in time for the next Parish Council elections. “Bierton with Broughton Parish” would be renamed “Bierton Parish” (consisting of two wards – Bierton and Oldhams Meadow), and Broughton Hamlet would become a “Parish Meeting”.

The petition was submitted to the General Purposes Committee on 31 July 2019.

In any of the following cases, where a principal council receives a community governance application or petition, it is for the council to decide what action (if any) to take under Section 82 (power to undertake review) or 81(4)(b) (power to modify terms of reference for a review) in response to that application or petition:

- No review is currently being undertaken, but the receipt of the application or petition is during the relevant two-year period;
- A review is being undertaken of part of the council’s area when the application or petition is received and the application or petition area lies wholly outside the area under review, but the receipt of the application or petition is during the relevant two year period;
- A review is being undertaken of part of the council’s area when an application or petition is received (relating to part of the council’s area) and the application or petition area is not wholly outside the area under review;
- A review is being undertaken of part of the council’s area when an application or petition is received relating to the whole of the council’s area;
- A review is being undertaken of the whole of the council’s area when an application or petition is received relating to the whole or part of the council’s area.

What is a Community Governance Review (CGR)?

A CGR is a review of the whole or part of the district to consider one or more of the following:

- Creating, merging, altering or abolishing parishes;
- The naming of parishes and the style of new parishes;
- The electoral arrangements for parishes (the ordinary year of election; council size, the number of councillors to be elected to the council, and parish warding), and
- Grouping parishes under a common parish council or de-grouping parishes.

In doing so the CGR is required to take into account:

- The impact of community governance arrangements on community cohesion; and
- The size, population and boundaries of a local community or parish.

Parish Governance in our area

All areas within Aylesbury Vale are parished, with there currently being 85 Town and Parish Councils and 29 Parish meetings.

Who undertakes the review?

Aylesbury Vale District Council will be undertaking the review. As the Structural Changes Order to establish the new Buckinghamshire Council has come into force, implementation will fall to the Shadow Authority during this transition period.

The committee responsible for overseeing this process is the General Purposes Committee. The General Purposes Committee will oversee the CGR and produce draft and final recommendations. The Shadow Authority will approve the final recommendations before a Community Governance Order is made.

Consultation

The Council has now drawn up and publishes this Terms of Reference document. This document lays out the aims of the review, the legislation that guides it and some of the policies that the Council considers important in the review.

Before making any recommendations or publishing final proposals, the District Council will take full account of the views of local people. The District Council will comply with the statutory consultative requirements by:

- Consulting local government electors for areas under review.
- Consulting any other person or body (including a local authority) which appears to the District Council to have an interest in the review.
- Notifying and consulting the county council and the Shadow Authority and provide a copy of the Terms of Reference
- Taking into account any representations received in connection with the review.

Information relating to the CGR will be available on the Council's website and key documents will be on deposit at the District Council's offices at The Gateway, Gatehouse Road, Aylesbury HP19 8FF.

When taking account of written representations the District Council is bound to have regard to the need to secure that community governance within the areas under review will be:

- Reflective of the identities and interests of the community in that area; and
- Effective and convenient.

The District Council will publish its recommendations as soon as practicable and take such steps as it considers sufficient to ensure that persons who may be interested in the CGR are informed of the recommendations and the reasons behind them.

The District Council will notify each consultee and any other persons or bodies who have made written representations of the outcome of the review.

Timetable for the CGR

Publication of the review formally begins the process. The Review must be completed with 12 months of receipt of the petition.

The timetable for the review can be found below. This timetable is indicative and may be amended at any time.

Action	Timetable	Outline of action
Terms of Reference (TOR)	31 July 2019	District Council's General Purposes Committee authorises the Democratic and Electoral Manager to approve the TOR defining extent of the CGR
Terms of Reference (TOR) are published	9 August 2019	District Council publishes TOR and notifies stakeholders of the review
Introductory stage – submissions are invited	Four week period ending 6 September 2019	District Council invites proposals from stakeholders on future arrangements under the TOR
Draft Proposals are prepared	By 20 September 2019	Draft proposals to be considered by General Purposes Committee W/C 30 September 2019
Draft Proposals are published	By 11 October 2019	District Council publishes Draft Proposals and notifies stakeholders.
Consultation	Four week month period ending 8 November 2019	Consultation with stakeholders.
Final Proposals are prepared	By 22 November 2019	Results of consultation considered and Final Proposals prepared. General Purposes Committee meet w/c 2 December 2019 to consider representations and agree and publish Final Recommendations
Final Recommendations published	By 13 December 2019	Submissions considered and final recommendations produced following General Purposes Committee
Final Recommendations are published and decision by Council	December 2019 – January 2020	Shadow Executive meet to consider the Final Recommendations and decide on implementation of the recommendations
Order made	Thereafter	Reorganisation Order to be published

ELECTORATE FORECASTS

In considering the electoral arrangements of the parishes stated within these Terms of Reference the District Council is required to consider any change in the number or distribution of the electors which is likely to occur in the period of five years beginning with the day when the review starts.

The District Council will use the Register of Electors 2019 published on 1 December to provide existing local government electorate figures.

Electorate forecasts will be prepared using all available information.

PARISHES AND THEIR ELECTORAL ARRANGEMENTS

Parish Areas

This Review relates only to the current Bierton with Broughton Parish area and its four Wards (Bierton, Kingsbrook, Oldhams Meadow and Broughton Hamlet). The legislation requires that the Council must have regard to the need to secure that community governance within the area under review:

- reflects the identities and interests of the community in that area, and
- is effective and convenient, and
- takes into account any other arrangements for the purposes of community representation or community engagement in the area.

ELECTORAL ARRANGEMENTS

What does 'Electoral Arrangements' mean?

An important part of our Review will comprise giving consideration to 'Electoral Arrangements'. The term covers the way in which a council is constituted for the parish. It covers:

- The ordinary year in which elections are held;
- The number of councillors to be elected to the council(s);
- The division (or not) of the parish into wards for the purpose of electing councillors;
- The number and boundaries of any such wards;
- The number of councillors to be elected for any such ward;
- The name of any such ward.

Ordinary year of election

The Local Government Act 1972 states that ordinary election of parish councils shall take place in 1976, 1979 and every fourth year thereafter. However, district and parishes election in Aylesbury Vale have been postponed until 2020. If the LGR proceeds it is likely that the four year cycle will take place in 2020, 2025 and every fourth year thereafter. The government has indicated that it would want the parish electoral cycle to coincide with the cycle for the new unitary council, so that the costs of elections can be shared.

If the Review finds that it is appropriate to create the new Kingsbrook Parish Council then it will come in to effect at the next ordinary day of election i.e. 7 May 2020.

A council for a parish

The legislation lays down the different duties that the Council has with regard to the creation of a council for a parish:

- Where the number of electors is 1,000 or more – a parish council must be created;
- Where the number of electors is 151-999 – a parish council may be created, with a parish meeting being the alternative form of parish governance;
- Where the number of electors is 150 or fewer – a parish council is not created.

What considerations cover the number of parish councillors?

The government has advised, and this Council concurs, that "it is an important demographic principle that each person's vote should be of equal weight so far as possible, having regard to

other legitimated competing factors, when it comes to the elections of councillors”. Likewise, the Council notes that the number of parish councillors for each parish council shall not be less than five. There is no maximum number. There are no rules relating to the allocations of councillors. However, in dealing with a requests the following guidelines, which are based on recommendations from the National Association of Local Councils, will be followed..

Number of Parish Councillors - Guidelines

Electors	Councillors	Electors	Councillors
Up to 900	7	10,400	17
1,400	8	11,900	18
2,000	9	13,500	19
2,700	10	15,200	20
3,500	11	17,000	21
4,400	12	18,900	22
5,400	13	20,900	23
6,500	14	23,000	24
7,700	15	45,000	25
9,000	16		

The government’s guidance is that “each area should be considered on its own merits, having regard to its population, geography and the pattern of communities,” and therefore the Council is prepared to pay particular attention to existing levels of representation, the broad pattern of existing council sizes which have stood the test of time and the take-up of seats at elections in its consideration of this matter.

By law, the Council must have regard to the following factors when considering the number of councillors to be elected for the parish:

- The number of local government electors for the parish;
- Any change in that number which is likely to occur in the period of five years beginning with the day when the review starts.

Parish warding

The Act requires that in considering whether a parish should be divided into wards for the purposes of elections of the parish council the Council should consider the following:

- Whether the number, or distribution, of the local government electors for the parish would make a single election of councillors impracticable or inconvenient;
- Whether it is desirable that any area or areas of the parish should be separately represented on the council.

The government’s guidance is that “the warding of parishes in largely rural areas that are based predominately on a single centrally-located village may not be justified. Conversely, warding may be appropriate where the parish encompasses a number of villages with separate identities, a village with a large rural hinterland or where, on the edges of towns, there has been some urban overspill into the parish.”

The Council will be mindful of all this guidance, noting further that “each case should be considered on its merits and on the basis of the information and evidence provided during the course of the review.”

The Council notes that warding arrangements should be clearly and readily understood by and should have relevance for the electorate of the parish; they should reflect clear physical and social differences within a parish; one parish but comprising different parts.

The Council recognises that ward elections should have merit; not only should they meet the two tests laid down in the Act, but they should also be in the interests of effective and convenient local government. They should not be wasteful of a parish's resources.

District Warding and County Division Boundaries

It is not envisaged that the issues which are the subject of this review will require any alterations to the boundaries of District Wards or County Divisions.

Naming of Parish and Town Wards

If required, the Council will endeavour to reflect existing local or historic place-names, and will give strong presumption in favour of names proposed by local interested parties. Notwithstanding this, in the interest of effective and convenient local government and for the avoidance of voter confusion, the Council will look for different ward names to those used for principal Council areas.

Reorganisation of Community Governance Orders and Commencement

The Review will be completed when a Reorganisation of Community Governance Order is made. Copies of this Order, the map(s) that show the effects of the order in detail, and the document(s) which set out the reasons for any decisions taken (including where it has decided to make no change following a Review) will be deposited at the Council's Offices and published on its' website.

In accordance with the Guidance issued by the Government, the Council will issue maps to illustrate each recommendation at a scale that will not normally be smaller than 1:10,000. These maps will be deposited with the Secretary of State at the Department of Communities and Local Government and at the Council's offices at The Gateway, Gatehouse Road, Aylesbury HP19 8FF. Prints will also be supplied, in accordance with the regulations, to Ordnance Survey, the Registrar General, the Land Registry, the Valuation Office Agency, the Local Government Boundary Commission for England and the Electoral Commission.

It is proposed that the Order will take effect for financial and administrative purposes on 1 April 2020.

The electoral arrangements for a new or existing parish council will come into force at the next elections to the parish council which will be on 7 May 2020.

CONSEQUENTIAL MATTERS

General principles

The Council notes that a Reorganisation Order may cover any consequential matters that appear to the Council to be necessary or proper to give effect to the Order. These may include:

- The transfer and management or custody of property;
- The setting of precepts for new parishes;
- Provision with respect to the transfer of any functions, property, rights and liabilities;
- Provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.

In these matters, the Council will be guided by Regulations that have been issued following the 2007 Act.

How to contact us

Should you wish to submit a written representation regarding this review please address this to:

Electoral Services
Aylesbury Vale District Council
The Gateway
Gatehouse Road
Aylesbury
HP19 8FF

Alternatively your submission may be emailed to:

ereg@aylesburyvaledc.gov.uk

Should you require any further information or need clarification on the review process, please contact:

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Publication of Terms of Reference

These Terms of Reference will be published on the District Council web site <http://www.aylesburyvaledc.gov.uk> and will be available for inspection at the offices at The Gateway, Gatehouse Road, Aylesbury HP19 8FF

Notices advertising this Community Governance Review and the availability of these Terms of Reference will also be posted within the Parish.

Date of publication

9 August 2019 (subject to approval)

COMMUNITY GOVERNANCE REVIEW: KINGSBROOK, AYLESBURY
Councillor Mrs Macpherson
Leader of the Council and Chairman of the General Purposes Committee

1 Purpose

- 1.1 To consider final recommendations for changes to the Bierton with Broughton Parish area.

2 Recommendation

- 2.1 That the proposals for change as set out in Appendix 1 be approved for consideration by the Buckinghamshire Shadow Executive.
- 2.2 That subject to recommendation 2.1, the Buckinghamshire Shadow Authority Executive also be recommended to:
- (i) Authorise Officers to make a Reorganisation Order under the Local Government and Public Involvement in Health Act 2007 to implement the outcome of the review.
 - (ii) Authorise Officers to take any further action that may be necessary to complete the review and implement the new arrangements.

3 Supporting information

- 3.1 Community Governance Reviews (CGR) were introduced through the Local Government and Public Involvement in Health Act 2007 and are the successor to Parish Reviews that were carried out in the past.
- 3.2 The final approval of any changes is ordinarily a matter for the relevant Council with electoral responsibilities rather than central government. However, the Government has amended legislation¹ to explicitly address situations where structural changes such as a community governance petition are received during a transition period to establish a new Council. This is the position locally and, as such, final approval of any structural changes rests with the Buckinghamshire Shadow Authority Executive.
- 3.3 The recommendations for changes from this CGR relate solely to Bierton-with-Broughton Parish area. The Local Government Boundary Commission for England still have the final say on consequential alterations that may be proposed to District wards or County divisions, although there are none stemming from this review.
- 3.4 On 2 July 2019, AVDC received a petition from Kingsbrook and Broughton electors requesting that a Community Governance Review be conducted with a view to establishing Kingsbrook as a new Civil Parish separate from Bierton with Broughton, with its own Parish Council, in time for the next Parish Council elections in 2020. The petition also suggested that Broughton Hamlet would become a Parish Meeting and that the remainder of the Bierton with Broughton Parish and Broughton Crossing be re-named as "Bierton Parish", comprising a Bierton Ward and the Oldhams Meadow Ward.

¹ Amendment to the Local Government (Structural Changes) (Transition Arrangements) Regulation 2008.

- 3.5 The commencement of this review was approved by the General Purposes Committee at its meeting on 31 July 2019, with the terms of reference being to consider the following matters:-
- That Kingsbrook be established as a new Civil Parish separate from Bierton with Broughton, with its own Parish Council, in time for the May 2020 elections.
 - That “Bierton with Broughton Parish” be renamed “Bierton Parish” (consisting of two wards – Bierton and Oldhams Meadow).
 - That Broughton Hamlet become a “Parish Meeting”.
- 3.6 The draft recommendations for public consultation were approved for consultation at the Committee’s meeting on 30 September 2019. The Committee is now asked to approve the final recommendations for submission to the Buckinghamshire Shadow Authority Executive.
- 3.7 In this instance there are no matters which need to be referred to the Local Government Boundary Commission for England.
- 3.8 The attached appendix details information in relation to the three areas mentioned at paragraph 3.5 including:-
- (i) Representations received in response to the initial consultation (held from 9 August 2019 to 6 September 2019).
 - (ii) Representations received on the draft recommendations (held from 11 October 2019 to 8 November 2019).
 - (iii) Final recommendations for consideration, including on the proposed number of Parish Councillors for the new Kingsbrook Parish Council and the Bierton Parish Council, along with reasons.
- 3.9 During the draft recommendations stage a consultation response was received from the Bierton with Broughton Parish Council with a map proposing a change to the original boundary map that had been submitted with the Community Governance Petition. This is discussed in more detail in Appendix 1 to the report with **Map A** being the original map submitted with the CG Petition and **Map B** being the map proposed by Bierton with Broughton Parish Council.
- 3.10 Following the Bierton with Broughton Parish Council response, a meeting was held on Monday 4 November, 2019, between AVDC Officers, Bierton Parish Council representatives and one of the CG petitioners to discuss the amended boundary map and some of the work that would need to be done over the coming months if a new Kingsbrook Parish Council was to be established, subject to approval in due course by the Buckinghamshire Shadow Authority Executive.
- 3.11 Following that meeting, a further communication was received from Bierton with Broughton Parish Council on Tuesday 5 November, 2019, which recognised that the main priority was to get approval of the new Kingsbrook Parish Council in advance of the 2020 elections. As such, and with a view to keeping the current consultation and process as simple as possible, the representatives from Bierton with Broughton Parish Council stated that they were content for the original map (**Map A**) submitted with the Community Governance Petition to go forward to CIG / GP Committee etc as the preferred option for the boundaries for the Bierton Parish Council, Kingsbrook

Parish Council and the Broughton Hamlet Parish Meeting. It was further acknowledged that the Parish's recent consultation response would not be put forward as the preferred option but would be duly noted.

4 Options considered

- 4.1 The timing of reviews is a matter for Councils and are usually conducted in the year preceding local elections so that any changes will be effective for those elections. However, in this instance, the Council responded to a Community Governance Petition which requested that a review be conducted with a view to establishing new arrangements in advance of the May 2020 local elections.

5 Reasons for Recommendation

- 5.1 The Council is bound to have regard to the need for community governance within the areas under review to:
- Reflect the identities and interests of the community in that area; and
 - Is effective and convenient.

The reasons for each of the final recommendations is set out in the appendices.

6 Resource implications

- 6.1 There will not be any direct costs to existing Councils or the new Buckinghamshire Council in implementing the outcome of the review. Staff time will be taken up in preparing the reorganisation order and in helping to establish the new parish council for Kingsbrook.
- 6.2 AVDC's Electoral Services Manager will need to update the Electoral Register to take account of any new parishing arrangements and then re-publish them by 1 March 2020, in preparation for the local elections.

7 Response to Key Aims

- 7.1 The review will contribute to the objective of enabling communities to be vibrant, engaged and safe. Parish and Town Councils play an important role in terms of community empowerment at the local level.

Contact Officer
Background Documents

Craig Saunders (01296) 585043, Jo Hart (01296) 585051
CLG and AEA guidance on the conduct of reviews
Responses to initial consultation

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Appendix 1

Community Governance Review

Final recommendations – Creation of a Kingsbrook Parish Council

The issue for consideration

To consult on creating the following in advance of the May 2020 elections:-

- To establish Kingsbrook as a new Civil Parish separate from Bierton with Broughton, with its own Parish Council.
- To establish Broughton Hamlet as a Parish Meeting.
- For the remainder of the Bierton with Broughton Parish and Broughton Crossing to be re-named as "Bierton Parish", comprising a Bierton Ward and the Oldhams Meadow Ward.

Representations received in response to initial consultation: EIGHT

Name & Address	Summary of response	Full Response
Kingsbrook Resident 1 (details provided)	To create a new Kingsbrook Parish Council before the 2020 elections	<p>Dear AVDC</p> <p>As a resident of Kingsbrook living in Village 2 the need for the village to be an independent parish is clear.</p> <p>We have a real sense of village community and it is important that we continue to develop that by holding our own events under the control of our own parish. In addition, as a small business owner, the community spirit is paramount to my growth.</p> <p>As a new development the items that a parish council would usually spend funds on are not needed. Instead the precept needs to be aligned to the development and what it can actually be spent on.</p> <p>The other issue is timing. Last year we as a community were small and could not have been ready to be an independent parish for 2019 elections. Now the elections have been moved to 2020 and the development has grown we are ready and motivated to become our own parish. With many willing people including myself to support the parish.</p>
Kingsbrook Resident 2 (details provided)	To create a new Kingsbrook Parish Council before the 2020 elections	I would like to add my support to the proposals put forward by the Council to change the civic parish boundary areas to include a new Kingsbrook Parish.

		<p>As a resident of the proposed new parish, I would support it for the following reasons:</p> <ul style="list-style-type: none"> • It will give Kingsbrook residents greater control and visibility into the Council Tax precept management – especially given the additional management fees that are being paid to the developers. • It would be 2025 before the next round of elections, by which time Kingsbrook will have surpassed the other villages locally within the current parish and to safeguard the interests of all parties, it would be best to make the break now. • Kingsbrook, as a new community, is seeking to create its own sense of identity, and this will go some way to helping that.
<p>Aylesbury resident (details provided)</p>	<p>To create a new Kingsbrook Parish Council before the 2020 elections</p>	<p>I agree with the proposals. Kingsbrook is a new estate; Bierton is an historic Parish with a relatively small amount of modern building. They are completely different in nature and whilst they obviously have issues in common, they also face ones that are completely different. Bierton will, rightly, wish to preserve its character. Kingsbrook will face the range of issues around roads, lighting, progress of communal areas etc the new estates always face. Issues of which Bierton has little experience.</p> <p>If they remain in the same Parish, then Kingsbrook will eventually dominate by virtue of its size. It is better, in my view, for the two communities to have separate administration at Parish level as proposed.</p> <p>The Broughton Parish Meeting will cover a very small number of electors but I do not see a sensible alternative. As a result of the creation of Kingsbrook, Bierton and Broughton will no longer be contiguous. Consequently they cannot sensibly remain in the same Parish. The argument about interests being swamped applies even more to Broughton than it does to Bierton and putting it in with Kingsbrook would be wholly inappropriate. It also borders Weston Turville, Aston Clinton (I think) and Aylesbury but merging with any of them would be no better for this small but historic community. So, again, I support the suggestion.</p> <p>Finally the change to Bierton's name is self evidently needed. You can't call the Parish Bierton with Broughton when Broughton is no longer part of it.</p>

Name & Address	Summary of response	Full Response
Kingsbrook Resident 3 (details provided)	To create a new Kingsbrook Parish Council before the 2020 elections	<p>I would like to write in support of the Proposal to establish Kingsbrook as a new Civil Parish, separate from Bierton and Broughton, with its own Parish Council.</p> <p>I support this as a resident of Canalside (which I understand would be included in this Parish Council). As new developments, Kingsbrook and Canalside are subject to management charges which cover some of the work that would usually be covered by council tax, therefore we would like greater control over how our council tax is spent.</p> <p>We are also in the process of establishing a small community here with its own identity and a Parish Council would help cement that and bring people together.</p>
Kingsbrook Resident 4 (details provided)	To create a new Kingsbrook Parish Council before the 2020 elections	<p>As a resident of the new Kingsbrook estate on the eastern side of Aylesbury, I would fully support the County Councils proposals of establishing a new parish of Kingsbrook and the associated re modeling of Bierton and Broughton.</p> <p>Kingsbrook when finished will be a large estate with 2000+ homes and to remain part of the existing Bierton Parish would not be in the best interests of the residents of Kingsbrook, who I'm sure will be keen to have a say in their own future and local issues.</p> <p>As such the creation of the Kingsbrook Parish is a sensible and positive step forward.</p>
Kingsbrook Resident 5 (details provided)	To create a new Kingsbrook Parish Council before the 2020 elections	<p>In response to the community governance review at Kingsbrook and would like to note that Kingsbrook as a new village is already developing it's own identity and is only 1/3 built. This identity is very different to that of Bierton and it would be a huge shame for Bierton to start loosing it's identity as Kingsbrook continues to grow. Likewise it would be a shame for Kingsbrook to not be able to fully develop it's own identity.</p> <p>In addition Kingsbrook has different challenges to the Bierton and Broughton (how the village open spaces are managed through an estate manager, the ever changing plans for the village from the developers) and it therefore seems sensible that it has it's own parish council which can focus on these issues without detracting from the councillors time that's spent on Bierton and Broughton matters.</p>

Name & Address	Summary of response	Full Response
Kingsbrook Resident 6 (details provided)	To create a new Kingsbrook Parish Council before the 2020 elections	<p>I live on Kingsbrook and feel if we could be a separate Civil Parish it would really help give Kingsbrook it's own identity to establish itself better without being ruled or led by Bierton or Broughton. It would enable Kingsbrook to manage it's own finances and to invest that appropriately in its own area. Kingsbrook and it's ethos is very different to Bierton and Broughton and people are moving here for the ecological and wildlife factor and want to stand out from other more established areas.</p> <p>Kingsbrook has a lot of talented and able people who are willing to make a Civil Parish council and represent our development and to ensure we are well represented at local council meetings. All the residents that I have met so far care a great deal about our area and want it to thrive. By being separate from Bierton and Broughton it would enable us to be completely different and to follow the developers plans for the area. Furthering it to keep it well looked after for generations to come. The residents of Kingsbrook are proud of their development and would like the chance to nurture it ourselves with our capable task force.</p> <p>It has been very helpful to get the advice and assistance of those experienced and in the know but I do believe we are ready and prepared to be our own Civil Parish now and can represent ourselves well.</p>
Kingsbrook Resident 7 (details provided)	To create a new Kingsbrook Parish Council before the 2020 elections	<p>I would like to add my words of support for Kingsbrook to become an independent parish. I live in the Village and feel that it is a lovely place to live, however is an emerging village and as such its needs and its management is very differently to Bierton with Broughton.</p> <p>It has a great community spirit and lots of engaging people, a real family feel that will only grow.</p> <p>Please allow Kingsbrook to become an independent parish.</p>

Representations received in response to consultation on the draft recommendations

1. That the Kingsbrook Ward of the Broughton with Bierton Parish area be established as a new Civil Parish separate from Bierton with Broughton, with its own Parish Council, in time for the May 2020 elections.
2. The new parish be named “Kingsbrook” but as part of the consultation process suggestions be invited from stakeholders about possible alternative names.
3. That, based on future occupancy levels, the new Parish Council should comprise 9 Parish Councillors.
4. That the Broughton Hamlet Ward of the Broughton with Bierton Parish area become a Parish Meeting, to be named “Broughton Hamlet”.
5. That the remainder of “Bierton with Broughton” Parish and Broughton Crossing be renamed “Bierton Parish”, comprising a Bierton Ward and an Oldhams Meadow Ward.
6. That the proposed number of councillors for the Bierton Parish Council be 9, comprising 8 Parish Councillors for the Bierton Ward and one Parish Councillor for the Oldhams Meadow Ward.

Name & Address	Summary of response	Full Response
Kingsbrook Resident 1 (details provided)	To create a new Kingsbrook Parish Council before the 2020 elections	<p>Dear Sir/Madam,</p> <p>Many thanks for the notice regarding the potential formation of the civic parish of Kingsbrook. As a resident within the parish area (Address provided) I would support the formation of the new parish. The nature of the new housing developments means that local governance will look different in these areas (especially when compared to the historical areas that also fall in Bierton with Broughton Parish Council) and I see this as a very positive step towards helping both this and drawing together a sense of community on Kingsbrook.</p>
Bierton with Broughton Parish Council	Proposed change to the boundary between Bierton and Kingsbrook Parish Councils	<p>Please find attached a map showing the proposed change to the boundary for Bierton/Kingsbrook. This is a change to the proposed map that was sent as part of the original petition.</p> <p>This proposed change has come about as the Parish Council have now had the opportunity to look more closely at the boundary and wish to make this proposal as part of the ongoing consultation period.</p>

		<p>You will see from the attached map that the change is a small one but significant for Bierton, (The new change is shown in Blue, the original proposed boundary is shown on the map with crossings marked on it)</p> <p>The proposed boundary now runs down the edge of the entire length of Gib Lane, until it reaches a bend in the road and then wraps down along past the solar farm in the bottom corner. This provides a clear straight forward linear boundary keeping the historic Gib Lane entirely within Bierton, it also allows Bierton to retain the solar farm within its parish. Currently as the solar farm sits within the parish, organisations and groups within the parish such as the 1st Bierton Scouts, Bierton C of E Combined School, Bierton Preschool, including the Parish Council are offered each year the chance to apply for funding up to £3,800 each year which is split amongst those that apply, providing valuable funding for small projects. Whilst it is a small grant, the Parish Council would like to see this remain available for the community of Bierton.</p> <p>The Parish Council would like this to be put forward for consideration as part of this consultation stage.</p>
<p>NOTE: Following the response received from Bierton with Broughton Parish Council relating to the proposed boundary change, a meeting was held on Monday 4 November, 2019, between AVDC Officers, Bierton Parish Council representatives and one of the CG petitioners to discuss the amended boundary map and some of the work that would need to be done over the coming months if a new Kingsbrook Parish Council was to be established, subject to approval in due course by the Shadow Authority Executive.</p> <p>Following that meeting, the response below was received from Bierton with Broughton Parish Council on Tuesday 5 November, 2019.</p>		
<p>Bierton with Broughton Parish Council</p>	<p>Response supporting original map submitted with the CG Petition to go forward as the preferred option for the boundaries for the Bierton Parish Council, Kingsbrook Parish Council and the Broughton Hamlet Parish Meeting.</p>	<p>Following the discussions at last night's meeting and establishing that the main priority is the approval of the new Kingsbrook Parish in advance of the 2020 elections, with this in mind and as discussed with AVDC Officers last night the best way to achieve this is by keeping the current consultation and process as simple as possible.</p> <p>In light of this, the representatives from Bierton with Broughton Parish Council are content for the original map submitted with the Community Governance Petition to go forward to CIG / GP Committee etc as the preferred option for the boundaries for the Bierton Parish Council, Kingsbrook Parish Council and the Broughton Hamlet Parish Meeting.</p> <p>Bierton with Broughton Parish Council understand that their recent response to the consultation will</p>

		not be put forward as the preferred option, but duly noted.
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Final Recommendation

1. That a new Parish Council be created for the Aylesbury East 'Kingsbrook' housing development and be named Kingsbrook Parish.
2. That the area for the new Kingsbrook Parish be either:-
 - (i) **Map A** – that was submitted with the Community Governance Petition, which proposed that the area be the same as for the current Ward area of the Berton with Broughton Parish. **(RECOMMENDED OPTION)**
 - OR**
 - (ii) **Map B** – that was submitted by Berton with Broughton Parish Council as part of the draft consultation. Map B alters Map A by moving part of the proposed boundary between the Berton and Kingsbrook Parishes to run down the edge of the entire length of Gib Lane, until it reaches a bend in the road and then wraps down and around the solar farm)
3. That, based on future occupancy levels, the new Parish Council should comprise 9 Parish Councillors.
4. That the Broughton Hamlet Ward of the Broughton with Berton Parish area become a Parish Meeting, to be named "Broughton Hamlet".
5. For the remainder of the Berton with Broughton Parish (i.e. the remainder of the current Berton with Broughton Parish area that is not a part of the arrangements for Kingsbrook and Broughton Hamlet Parishes, and following the decisions made at recommendations 2 and 4) and including Broughton Crossing, be re-named as "Berton Parish", comprising a Berton Ward and the Oldhams Meadow Ward.
6. That the Berton Parish Council should comprise 9 Parish Councillors, comprising 8 Parish Councillors for the Berton Ward and one Parish Councillor for the Oldhams Meadow Ward.

Attached are two maps showing proposed boundaries of the three Parishes, as well as for the Warding arrangement for Berton Parish. The area of Broughton Hamlet Parish and the Ward boundary within Berton Parish for the Oldhams Meadow Ward are identical for both maps.

The difference between the maps is that:-

Map A (RECOMMENDED OPTION) – was submitted with the Community Governance Petition, and proposes for a Kingsbrook Parish Council to be formed which will be for the area that is currently the Kingsbrook Ward of the Bierton with Broughton Parish. The new Parish includes the Aylesbury East ‘Kingsbrook’ housing development.

Map B – was submitted by the Bierton with Broughton Parish Council at the draft consultation stage and moves part of the boundary between the proposed Bierton and Kingsbrook Parishes to run down the edge of the entire length of Gib Lane, until it reaches a bend in the road and then wraps down and around the solar farm.

Reasons for final recommendations

Local residents support the updated arrangements to the current Bierton-with-Broughton Parish area. In fact, the matter was first raised with the Council as a Community Governance Petition in July 2019.

Electoral Consequences

- (i) Kingsbrook Parish – a new Parish Council is to be formed for Kingsbrook which includes the Aylesbury East ‘Kingsbrook’ housing development, to be effective from 7 May 2020, being the next ordinary day of election. The current electorate is 931 (at November 2019), although it is projected that this will increase to 2,000 electors by 2023. Based on these future occupancy levels, in line with current NALC guidelines and local experiences of creating other Parish Councils, the proposed number of councillors will be 9.

The area is currently wholly contained within the Oakfield and Bierton District Ward, the Aston Clinton & Bierton County Division and the Buckingham Parliamentary Constituency. From May 2020, the ‘new’ Parish will be contained within the Oakfield and Bierton Ward for the new Buckinghamshire Council.

Over the last 3 years, the Boundary Commission for England has been looking at current constituencies and local government patterns in redrawing the map of Parliamentary Constituency boundaries in England. The final recommendations were presented to Government on 5 September 2018. While there is still uncertainty as to whether the recommendations will be accepted, if they are then Kingsbrook Parish would be contained within the Aylesbury Parliamentary Constituency.

AVDC recently concluded a review of Polling Districts and Places. Full Council agreed on 23 October, 2019, that the proposed Kingsbrook and Broughton Hamlet Parish areas would vote in the Bierton Sports Centre, Recreation Ground, Burcott Lane. There will be additional costs associated with the administration of separate Parish elections for Kingsbrook. Local residents and the CGR petitioners have been made aware of this.

The new community facility named the Dalby Community Building opened in the Oakfield Village in Kingsbrook on 1 November 2019. Consideration will be given in the future to using the Building as a Polling Place, but this will be subject to the

agreement of the company who are managing the building and nursery which forms part of it.

- (ii) Broughton Hamlet – a new Parish Meeting is to be formed for Broughton Hamlet, to be effective from 7 May 2020, being the next ordinary day of election. The current electorate is 48 (at November 2019) and is not projected to change over the next few years.

A Parish Meeting is a public body exercising public functions, however, there is no separate parish council nor are Parish elections held.

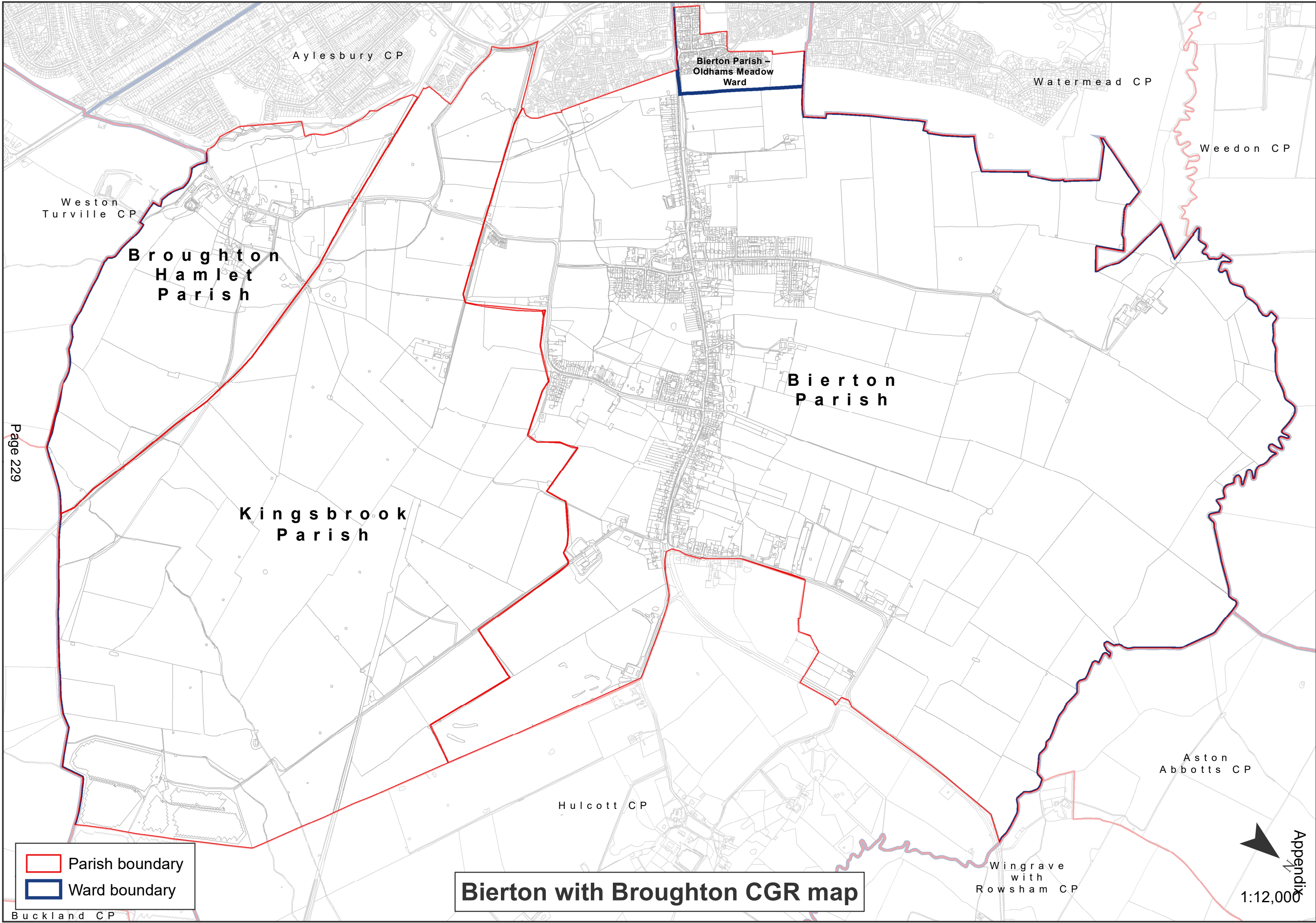
The electoral arrangements for other local and Parliamentary elections are as per the arrangements for Kingsbrook Parish.

- (iii) Bierton Parish – the Bierton Parish Council will be created for the remainder of the current Bierton with Broughton Parish area that is not a part of the arrangements for Kingsbrook and Broughton Hamlet Parishes. It will be effective from 7 May 2020, being the next ordinary day of election. Bierton Parish will comprise a Bierton Ward and the Oldhams Meadow Ward. The current electorate is 1,631 (at November 2019) (Bierton Ward 1,284 and Oldhams Meadow Ward 347) and is not expected to change significantly over the next few years. Based on this information, and in line with the Parish Councillor arrangements that were in place prior to the Community Governance Review undertaken in 2018, the proposed number of councillors will be 9, comprising 8 Councillors for the Bierton Ward and 1 Councillor for the Oldhams Meadow Ward.

The area is currently wholly contained within the Oakfield and Bierton District Ward, but is split between the Aylesbury North and Aston Clinton & Bierton County Divisions, and the Aylesbury and Buckingham Parliamentary Constituencies.

From May 2020, the Bierton Parish will be split between the Aylesbury North and Aston Clinton & Bierton Wards for the new Buckinghamshire Council, and the Aylesbury and Buckingham Parliamentary Constituencies. If the Parliamentary Constituency boundaries in England are redrawn, as previously indicated, then the whole of Bierton Parish would be contained within the Aylesbury Parliamentary Constituency.

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Aylesbury CP

Bieron Parish -
Oldhams Meadow
Ward

Watermead CP

Weedon CP

Weston
Turville CP

**Broughton
Hamlet
Parish**

**Bieron
Parish**

**Kingsbrook
Parish**

Hulcott CP

Aston
Abbots CP

Wingrave
with
Rowsham CP

Buckland CP

Legend:

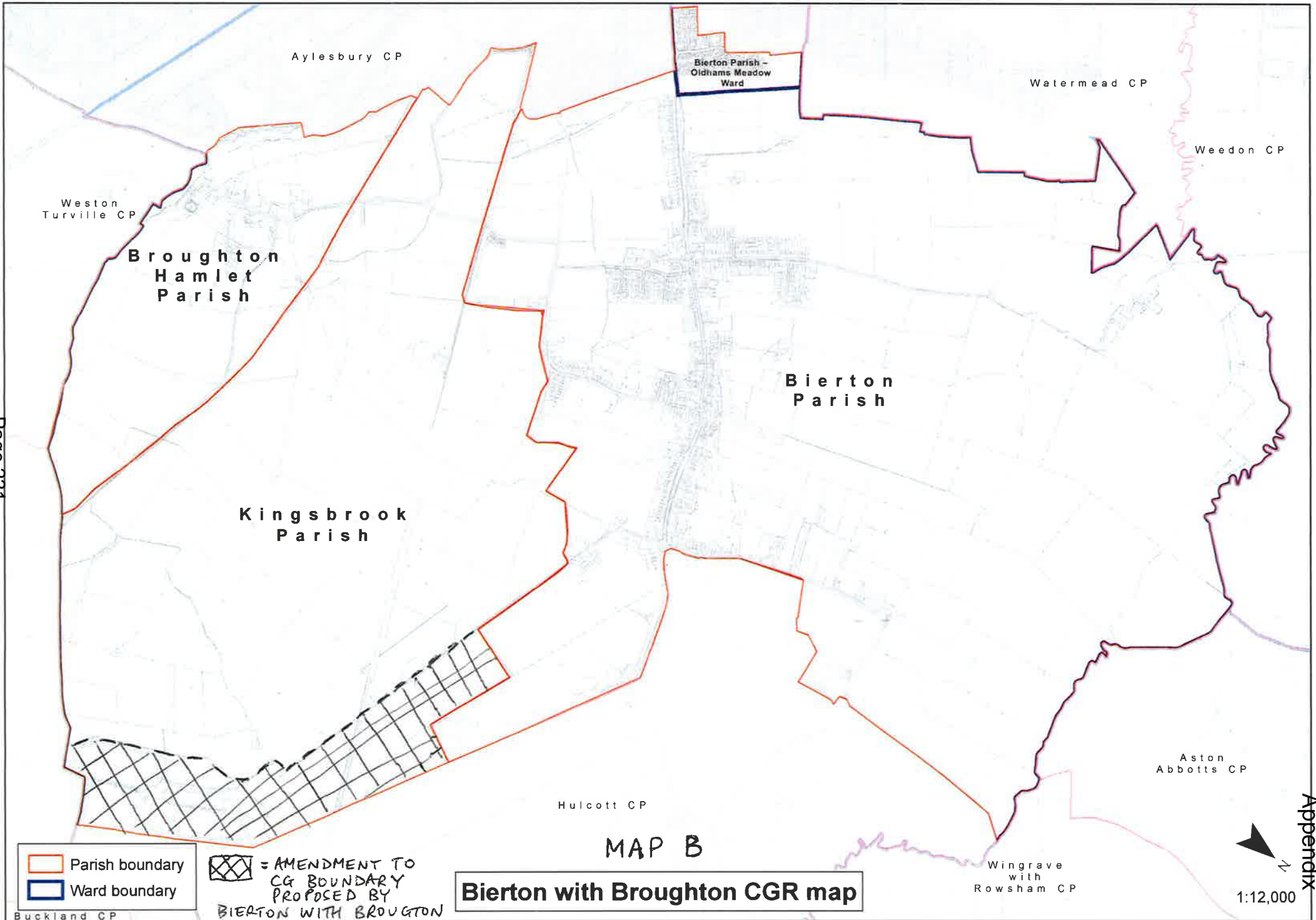
- Parish boundary (red line)
- Ward boundary (blue line)

Bieron with Broughton CGR map

Appendix

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Parish boundary
 Ward boundary

= AMENDMENT TO
 CG BOUNDARY
 PROPOSED BY
 BIERTON WITH BROUGHTON
 PARISH COUNCIL

Bierton with Broughton CGR map

MAP B

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 Appendix

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Report for:	Shadow Executive
Meeting Date:	07 January 2020
Title of Report:	COMMUNITY GOVERNANCE REVIEW
Responsible Officer or Relevant Member:	John East – Acting Chief Executive, Wycombe District Council
Officer Contact:	Catherine Whitehead 01494421980 Catherine.whitehead@wycombe.gov.uk
Recommendations:	<p>Members are asked to:</p> <ol style="list-style-type: none"> 1. Note the Community Governance Review report and the consultation report; 2. Agree to Option 2 (defer taking a decision on the High Wycombe Community Governance Review until after the new Buckinghamshire Council is created, recognising that further consultation may be necessary at that stage).
Corporate Implications:	<p><u>Resourcing requirements</u> There are financial matters which are considered within the body of the report and which are relevant to the proposed timetable and options. There are also financial implications set out in the attached report which relate to the cost of future governance arrangements.</p> <p><u>Legal implications</u> As outlined in the report. The review was required to be completed by 10th December 2019. The review must be published as soon as practicable after the review is complete. Due to Purdah it was decided to publish the review on 13 December prior to the Regulatory & Appeals Committee meeting on 17 December 2019.</p>
Options: (If any)	<p>The options are set out in the attached review report. These are:</p> <p>Option 1: Establishes a parish council or parish councils for:</p> <ol style="list-style-type: none"> 1A the whole of the unparished area of High Wycombe to become a Town Council in due course; 1B one or more of the wards of Micklefield, Sands or Totteridge, in conjunction with a Town Council for the remainder of the unparished area; or 1C one or more of the parishes of Micklefield, Sands or Totteridge leaving the remainder unparished; <p>AND waits to progress the Reorganisation Order until the transition has been completed and the new Buckinghamshire Council becomes operational as a unitary authority. Implementation of the Review may be delayed with the expectation that a new local Council or Councils could be in place by May 2021 (recognising that there is significant work that would need to be undertaken);</p> <p>OR</p> <p>Option 2: Defers taking a decision until after the new Buckinghamshire Council is created, to enable the new</p>

	<p>Council to decide the arrangements, recognising that further consultation may be necessary at that stage;</p> <p>OR</p> <p>Option 3: Takes no action to create any further parish councils in the unparished area of Wycombe because other means of effective, convenient local governance reflective of community interests and identity will be established through the new Buckinghamshire Unitary Council and the creation of a Community Board and/or an Area Committee, and a further CGR will be undertaken following a Boundary Review of the new Buckinghamshire Council.</p> <p>It should be noted that the five options discussed in section 7 of the Review report are sub-options within the three main recommendations.</p>
<p>Reason: (Executive only)</p>	<p>The Shadow Executive will make the final decision in relation to the Community Governance Review. Wycombe District Council is responsible for conducting the review and carrying out the consultation.</p>

Purpose of Report

1. This report is to provide an update on the on the progress of the Community Governance Review of the unparished area of High Wycombe.

Context

2. A district council in a two tier area has the power to undertake community governance reviews and make changes to local community governance arrangements i.e. the creation, deletion or changes to existing parish council arrangements. A Community Governance Review has to be undertaken with regard to guidance issued jointly by (the former) Department for Communities and Local Government (DCLG) and the LGBCE (Local Government Boundary Commission for England) in 2010.
3. When a petition is submitted which when verified contains the required number of signatories, the District Council must conduct a Community Governance Review.
4. Once a review has been triggered, the council must publish terms of reference of the review and carry out a review which must include public consultation as prescribed. The review must be completed within one year from the date of receipt of a valid petition and the final decision on the review report is made by the Shadow Executive.

Role of the Shadow Executive

5. The Local Government (Structural Changes) (Transitional Arrangements) Regulations 2008 provide that the powers to implement the recommendations

of proposals resulting from a community governance review during the transitional period sit with the Shadow Executive and thereafter with the new Buckinghamshire Council. This means that whilst the District Council has resolved to undertake the review, responsibility for deciding whether to give effect to the recommendations of the review rests with the Shadow Executive (rather than by the predecessor council).

CGR Background

Submitted Petitions

6. Four valid petitions were received in relation to the unparished area of High Wycombe which each triggered a review and the decision was made to combine the four petitions into a single review. The review must be completed by 10th December 2019. The Community Governance Review has been subject to public consultation which concluded on 30th September 2019.
7. On Monday 10 December 2018, the following two petitions were handed in
 - a petition by the residents of Totteridge for a Community Governance Review with a view to forming a parish council in Totteridge.
 - a petition by the residents of Micklefield for a Community Governance Review with a view to forming a parish council in Micklefield.
8. On 21st February 2019 a further two petitions were handed in:
 - A petition by the residents of Sands Ward for a Community Governance Review with a view to forming a parish council in Sands
 - A petition by the residents of the unparished area i.e. the wards of Abbey, Booker and Cressex, Bowerdean, Disraeli, Micklefield, Oakridge and Castlefield, Ryemead, Sands, Terriers and Amersham Hill and Totteridge with a view to forming a town council for the unparished area.
9. The District Council decided through its Regulatory and Appeals Committee to establish a working group and appoint external consultants to prepare an initial report and then to go out to consultation on the options using an external provider ORS to conduct the public consultation.

Terms of Reference for Reviews

10. Section 81 LG&PIHA 2007 requires the principal council to draw up terms of reference specifying the area under review. WDC agreed the Terms of Reference for the CGR at its Regulatory and Appeals Committee held on 18

March 2019. The Terms of Reference stated that the CGR would consider the subject of all four petitions that triggered the Governance Review, namely, to consider:

- Whether to establish a parish council for the ward of Micklefield
 - Whether to establish a parish council for the ward of Totteridge
 - Whether to establish a parish council for the ward of Sands
 - Whether to establish a town council for the whole of the unparished area of High Wycombe
11. In addition to considering whether to establish any new governance the review must consider whether it is appropriate to change existing governance arrangements and also a range of matters relating to the governance, financing, warding and electoral arrangements if any new Council is created.
12. Legal advice has been obtained which has made it clear that the review cannot be deferred indefinitely or delayed for an extended period. However, advice was provided which explained that it was not necessary to make a decision on the outcome of the review during the transition period; it is possible to defer a decision until the new unitary Council is in place and able to consider the review report. It is also possible for a Town/Parish Council(s) to be created at a time other than when the local elections are being carried out. It is therefore possible to defer a review and to reach a decision to create a new Town/Parish Council(s) in 2021 or in a subsequent year. This would enable a longer lead in period to allow consideration of the finances and assets of any new Town/Parish Council if appropriate.

Charter Trustees

13. The Local Government (Structural Changes) (Transitional Arrangements) Regulations 2008 provide that:

15.—(1) The following provisions of this regulation apply in any case where, in consequence of a reorganisation order, a city or town for which charter trustees have been constituted by or under any enactment becomes wholly comprised in a parish or in two or more parishes.

(2) On the date on which the first parish councillors for the parish or parishes (as the case may be) come into office—

(a) the charter trustees shall be dissolved;

(b) the mayor and deputy mayor (if any) shall cease to hold office as such;

(c) the appointment of any local officer of dignity shall be treated as if it had been made by the parish council;

(d) all property, rights and liabilities (of whatever description) of the charter trustees shall become property, rights and liabilities of the parish council;

14. If the Shadow Executive decided to make a Reorganisation Order to create a parish or a town council for the whole of the unparished area the Charter Trustee arrangement would therefore come to an end. Where only part of the area remains unparished this would not be the case.

Purdah

15. The review must be completed by the 10 December 2019. The review must be published as soon as reasonably practicable after the review is complete. It had been proposed to take the draft review to the Regulatory and Appeals Committee meeting on 3 December and to publish the review and the results report on 9 December 2019. As two of the petitioners were candidates in the election, the Regulatory & Appeals committee was deferred to 17 December 2019 and the publication of the report until after the general election.

Timetable

16. The consultation conducted by ORS was completed on 30 September 2019.
17. The agenda for the Regulatory & Appeals Committee was published five clear days ahead of the meeting on 9 December 2019.
18. The Review report and the consultation results were published on 13 December 2019 after the General Election ahead of the Regulatory & Appeals Committee meeting on 17 December.
19. The Member's Working Group met on 16 December 2019 to consider the review report ahead of the Regulatory and Appeals Committee.
20. The Review report along with the appendices (including the consultation report) was considered by the Regulatory and Appeals Committee on 17 December 2019.
21. This cover report summarising the recommendations of the Regulatory & Appeals Committee is due for decision making at the Shadow Executive meeting on 7th January 2020.

CGR Report Recommendations

22. Wycombe District Council has concluded its report on CGR which is attached at **Appendix A**. The recommendations of the Review are as follows:

Option 1: Establishes a parish council or parish councils for:

- 1A the whole of the unparished area of High Wycombe to become a Town Council in due course;
- 1B one or more of the wards of Micklefield, Sands or Totteridge, in conjunction with a Town Council for the remainder of the unparished area; or
- 1C one or more of the parishes of Micklefield, Sands or Totteridge leaving the remainder unparished;

Should members decide to create any new parish councils it is proposed that:

- (i) there be no alteration to existing parish areas and that such parish councils reflect the existing parish areas;
- (ii) the name of such parish council(s) be the name of the parish and High Wycombe in respect of a parish council for the whole of the unparished area or the whole of the unparished area except for Micklefield, Totteridge and/or Sands; and
- (iii) the electoral arrangements be based on current parish and ward boundaries, with no warding except for the parish council of High Wycombe which would be based on current ward boundaries.

AND waits to progress the Reorganisation Order until the transition has been completed and the new Buckinghamshire Council becomes operational as a unitary authority. Implementation of the Review may be delayed with the expectation that a new local Council or Councils could be in place by May 2021 (recognising that there is significant work that would need to be undertaken);

OR

Option 2: Defers taking a decision until after the new Buckinghamshire Council is created, to enable the new Council to decide the arrangements, recognising that further consultation may be necessary at that stage.

OR

Option 3: Takes no action to create any further parish councils in the unparished area of Wycombe because other means of effective, convenient local governance reflective of community interests and identity will be established through the new Buckinghamshire Unitary Council and the creation of a Community Board and/or an Area Committee, and a further CGR will be undertaken following a Boundary Review of the new Buckinghamshire Council.

In section 7 of the Review report, five sub-options are included within the three main recommendations noted above.

Shadow Authority Consideration

23. In considering the Review report, the Shadow Executive will wish to consider the recommendation made by the Regulatory & Appeals Committee:
24. On 16th December 2019 the working group of Wycombe District Council chaired by Councillor Marten Clarke reviewed the ORS findings and the report of Bevan Brittan. The working group were unable to reach a consensus view as to the proposed option but referred the views of its members through the Chair to the meeting of the Regulatory and Appeals Committee on 17th December 2019. The Regulatory and Appeals Committee received a full presentation from ORS on the findings of the Consultation. Judith Barnes of Bevan Brittan also attended the Committee meeting to present her report. The Committee considered the options set out in the report. The Committee accepted the consultation findings and the finalised review report with one minor amendment. The review of the CGR is therefore complete and the final review report is now published and is attached to this report alongside the consultation report of ORS.
25. The Committee also decided to make a recommendation to the Shadow Executive in relation to the options. The Regulation and Appeals Committee of Wycombe District Council recommend Option 2, deferral of the decision on CGR to the new Buckinghamshire Council. The reasons given are:
 - The current Constitution of the new Council including the new local governance arrangements for the new Council have yet to be decided by the Shadow Authority and it is therefore not possible for the Shadow Executive to properly evaluate the alternative options until this information is available.
 - Deferral will allow the officers to have the capacity to put forward detailed proposals, including the financial and other implications of either new governance in the form of a Town or Parish Council, or in the form of alternative governance arrangements.
 - Legal advice has been obtained which has confirmed that it is lawful for the decision to be deferred to the new Buckinghamshire Council.
26. The Regulatory and Appeals Committee recommended that the decision should be made by the new Council, as soon as reasonably practicable after the council has been elected and established.

Legal Implications

27. Noted on the cover page of this report.

Consultation

28. There is a statutory requirement when conducting a review to carry out public consultation. The decision was made to appoint independent experts ORS to conduct the consultation. The consultation was completed on 30th September 2019. The results of that consultation are attached as appendix and background papers in the Review report.

Communications Plan

29. An awareness-raising campaign was undertaken for the duration of the public consultation phase. This included: a targeted (paid for) and organic (not paid for) social media campaign; press releases; a banner on the front of the council offices in High Wycombe; and roller banners and fliers in libraries and community venues within the unparished wards. In addition, all letters were sent to key stakeholders (including all local councillors) inviting them to give their views as part of the consultation. Fliers and posters were also provided to all Wycombe District Council ward councillors in the unparished area.

Equalities Implications

30. Issues relating to financial, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report. It is anticipated that an Equalities Impact Assessment will be published when the final recommendation has been selected.

Data Privacy Implications

31. A data protection impact assessment must be conducted when proposed processing could result in a high risk to the rights and freedoms of natural persons. The processing of personal data for the purposes of the options in this report is not considered to give rise to such risk and therefore there are no data privacy implications beyond the need to follow normal data protection practices.

Next Steps

32. Should the final recommendations under Option 1 of the CGR be approved then a Reorganisation Order will need to be made to implement the new arrangements after the new Buckinghamshire Council becomes operational as a unitary authority, deferring implementation of the Review until after the transition has been completed.

Appendix A – High Wycombe Community Governance Review Final Report

WYCOMBE DISTRICT COUNCIL

HIGH WYCOMBE COMMUNITY GOVERNANCE REVIEW – FINAL REPORT

1 PURPOSE OF REPORT

To consider the results of the second stage consultation and set out final recommendations in relation to parish arrangements in the unparished area of the Wycombe district following the Community Governance Review.

2 RECOMMENDATIONS

2.1 This review report recommends that the Council:

2.1.1 Establishes a parish council or parish councils for:

- 1A the whole of the unparished area of High Wycombe to become a Town Council in due course;
- 1B one or more of the wards of Micklefield, Sands or Totteridge, in conjunction with a Town Council for the remainder of the unparished area; or
- 1C one or more of the parishes of Micklefield, Sands or Totteridge leaving the remainder unparished.

Should members decide to create any new parish councils it is proposed that:

- (i) there be no alteration to existing parish areas and that such parish councils reflect the existing parish areas;
- (ii) the name of such parish council(s) be the name of the parish and High Wycombe in respect of a parish council for the whole of the unparished area or the whole of the unparished area except for Micklefield, Totteridge and/or Sands; and
- (iii) the electoral arrangements be based on current parish and ward boundaries, with no warding except for the parish council of High Wycombe which would be based on current ward boundaries.

AND waits to progress the Reorganisation Order until the transition has been completed and the new Buckinghamshire Council becomes operational as a unitary authority. Implementation of the Review may be delayed with the expectation that a new local Council or Councils could be in place by May 2021 (recognising that there is significant work that would need to be undertaken);

2.1.2 **OR:** Defers taking a decision until after the new Buckinghamshire Council is created, to enable the new Council to decide the arrangements, recognising that further consultation may be necessary at that stage;

2.1.3 **OR:** Takes no action to create any further parish councils in the unparished area of Wycombe because other means of effective, convenient local governance reflective of community interests and identity will be established through the new Buckinghamshire Unitary Council and the creation of a Community Board and/or an Area Committee, and a further CGR will be undertaken following a Boundary Review of the new Buckinghamshire Council.

3 BACKGROUND

3.1 The Council received four valid petitions to undertake a Community Governance Review (“**CGR**”) of the unparished area of High Wycombe, pursuant to the Local Government and Public Involvement in Health Act 2007 (the “**2007 Act**”). The Regulatory and Appeals Committee decided on 18 March 2019 to combine the four petitions into a single review (“**the Review**”), as four single CGRs for each petition would necessarily overlap in area. CGRs must be concluded within 12 months of receiving a valid petition, therefore the Review must be completed by 10 December 2019.

3.2 The two petitions submitted on 10 December 2018 respectively requested:

3.2.1 a CGR with a view to forming a parish council in the ward of Totteridge; and

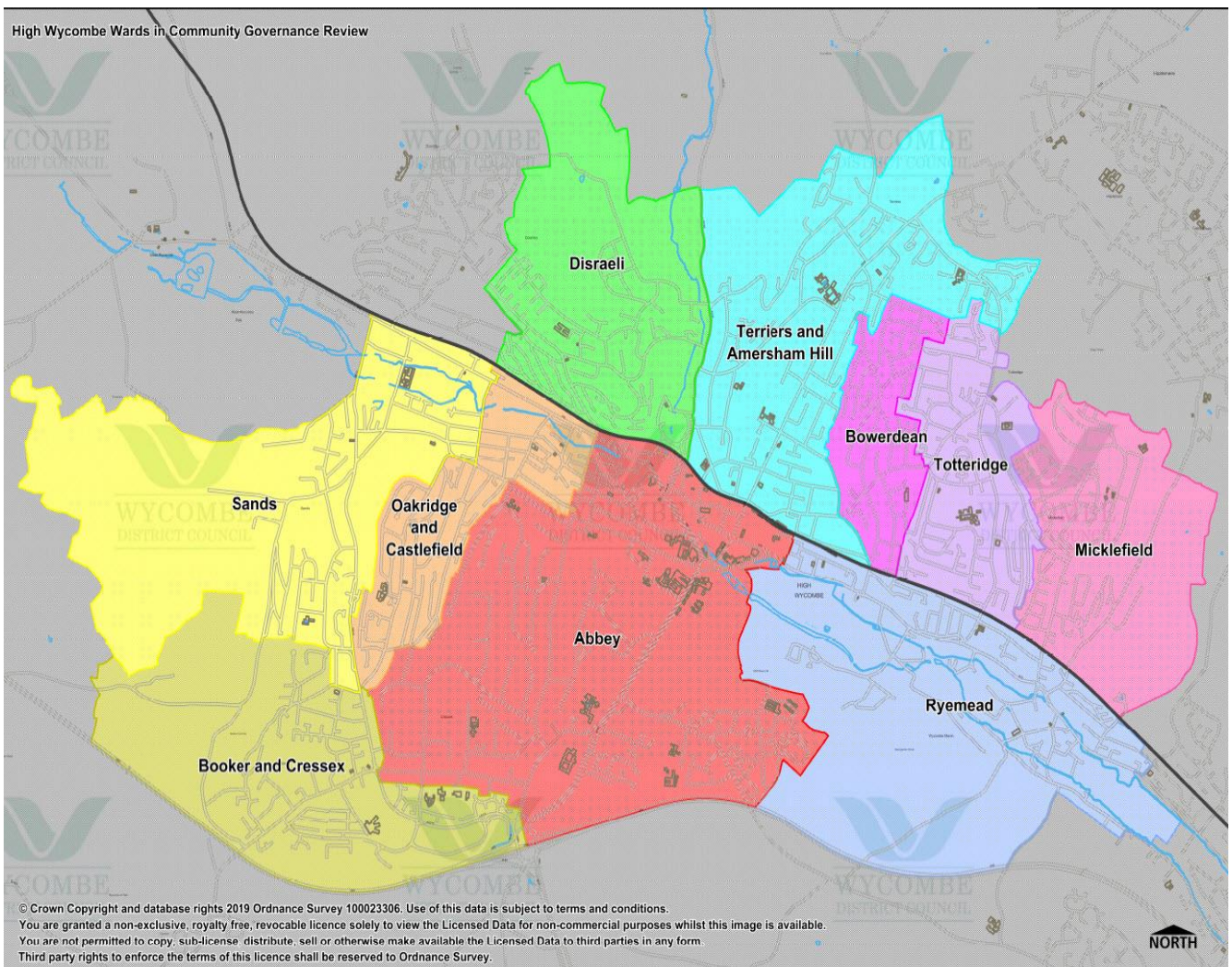
3.2.2 a CGR with a view to forming a parish council in the ward of Micklefield.

3.3 The two petitions submitted on 21 February 2019 respectively requested:

3.3.1 a CGR with a view to forming a parish council in the Sands ward; and

3.3.2 a CGR with a view to forming a town council for the whole of the unparished area, i.e. the wards of Abbey, Booker and Cressex, Bowerdean, Disraeli, Micklefield, Oakridge and Castlefield, Ryemead, Sands, Terriers and Amersham Hill and Totteridge.

3.4 The ten wards are shown geographically on the high level map below:



- 3.5 Previously, the ten wards of High Wycombe did not have a town or parish council because they were represented by the Wycombe District Council and the High Wycombe Town Committee. However, the Council will be abolished on reorganisation and any services and assets will transfer to the new Buckinghamshire Council in April 2020, with the exception of the historic property etc. held by the Charter Trustees.
- 3.6 A Working Group, drawn from Members of the Regulatory and Appeals Committee, was established to oversee the Review. External consultants were appointed to prepare an initial report (Local Government Resource Centre (**LGRC**)), following which a different external provider (Opinion Research Services (**ORS**)) conducted the public consultation exercise which concluded on 30 September 2019.
- 3.7 The process for carrying out a CGR is set out in the 2007 Act and associated statutory instruments and guidance issued jointly by (the former) Department for Communities and Local Government (**DCLG**) and the Local Government Boundary Commission for England (**LGBCE**) in 2010 (the “**2010 guidance**”). Appropriate consultation has been undertaken; the views of the electors and other stakeholders in the area have been sought, and this report represents the final element of the Review.
- 3.8 As part of the reorganisation of local governance in the area, Wycombe District Council will be abolished as of 1 April 2020 and, accordingly, the outcome of the Review will be decided by the Shadow Executive of the new Buckinghamshire Council, and then implemented by the new unitary council.
- 3.9 The Local Government (Structural Changes) (Transitional Arrangements) Regulations 2008 provide that the powers to implement the recommendations of proposals resulting from a review during the transitional period sit with the Shadow Executive and thereafter with the new Buckinghamshire Council. The powers which will be carried out by the Shadow Executive are the powers under s86 and 96 to 100 of the 2007 Act including those which authorise making a reorganisation order to give effect to the recommendations of any review.

4 COMMUNITY GOVERNANCE REVIEW PROCESS

- 4.1 The process for undertaking the Review was as follows:

Action	Date
Two petitions received in relation to Totteridge and Micklefield parish councils, triggering the CGR	10 December 2018
Two petitions received in relation to Sands parish council and a town council	21 February 2019
Terms of Reference published	8 March 2019
The Regulatory and Appeals Committee: <ol style="list-style-type: none"> 1. Approved the Terms of Reference for the Review 2. Made the decision to combine the four petitioned CGRs into one Review 	18 March 2019
Initial proposals considered and report prepared by Local Government Resource Centre	12 July 2019
Formal consultation on proposals conducted by Opinion Research Services	5 August 2019 to 30 September 2019

Action	Date
Submissions of consultation considered and Final Recommendations prepared	October – November 2019
Final Review Report published	13 December 2019
Results considered at Regulatory and Appeals Committee meeting	17 December 2019
Draft Final Report and Final Recommendations considered by Shadow Executive	7 January 2020

4.2 The Terms of Reference for the review were agreed at its Regulatory and Appeals Committee held on 18 March 2019. The Terms of Reference stated that the CGR would consider the subject of all four petitions that triggered the Governance Review, namely, to consider:

- 4.2.1 Whether to establish a parish council for the ward of Micklefield
- 4.2.2 Whether to establish a parish council for the ward of Totteridge
- 4.2.3 Whether to establish a parish council for the ward of Sands
- 4.2.4 Whether to establish a town council for the whole of the unparished area of High Wycombe

4.3 In addition to considering whether to establish any new governance, the Review must also consider whether it is appropriate to change existing governance arrangements and also a range of matters relating to the governance, financing, warding and electoral arrangements of any new council if created.

Consultation Questions

4.4 The Consultation sought views on the following questions:

- Would the creation of a new democratically elected town council for all ten wards protect High Wycombe's identity and heritage, promote the interests of the town, and represent local residents democratically?
- If a town council for all ten wards is not created, should Micklefield and/or Sands and/or Totteridge wards each form democratically elected parish councils (that is, up to three separate parish councils)?
- Is some other option more appropriate for any or all of the ten High Wycombe wards?

4.5 The consultation, conducted ORS, comprised four methods of seeking feedback from residents, businesses, surrounding town and parish councils, and other interested organisations:

- 4.5.1 a consultation questionnaire, which attracted 681 responses;
- 4.5.2 a telephone residents' survey, which comprised 803 interviews;
- 4.5.3 three focus groups made up of 23 participants, and
- 4.5.4 written submissions, of which six were received.

Methodology

- 4.6 For the consultation questionnaire, residents were able to submit a questionnaire response online via a link which was readily available on the Council's website. The Council also printed and distributed 1,000 copies of the postal consultation questionnaire – including in the Council's libraries – to ensure that the consultation questionnaire was available to all. Paper versions could also be requested from ORS or via a Freephone telephone number.
- 4.7 The telephone survey was conducted from ORS's social research call centre. A short summary of the proposals was included to be 'read out' within the survey for respondents who had not had the opportunity to read the consultation document.
- 4.8 The focus groups were recruited and facilitated by ORS, and were designed to be attended by a representative cross section of High Wycombe residents by age, gender, social grade, ethnicity, limiting illness / disability and geographical area.
- 4.9 The ORS report includes breakdowns of respondent profiles and some of the tables are replicated in section 5 below.

Findings of Consultation

- 4.10 The chief findings of the consultation are set out below; the full report can be found in the background documents (see paragraph 13 below), and the presentation of consultation findings is attached at **Appendix 1**, which sets out responses to specific questions, and also gives detail of other comments received.
- 4.11 As an overarching conclusion from the ORS report, it is clear that the "vast majority" of residents identify strongly with High Wycombe as a town, and there is most support among residents – overall, more than two-thirds of respondents – for a Town Council for High Wycombe.
- 4.12 As regards the three petitioned wards, the results understandably show that residents of Micklefield, Sands and Totteridge are more likely to each want their own parish council. However, we would also note that respondents from Totteridge and Micklefield are also more likely to identify strongly with High Wycombe than those living in the other wards. Sands also had a high majority of strong identification with High Wycombe.
- 4.13 When asked if residents identified with other areas of Buckinghamshire (which could also include their own ward), the results were as follows:
- 4.13.1 Micklefield: 44% of questionnaire respondents (4 of the 9 electors in the ward who responded to this question) expressed their attachment to Micklefield, and 8% of residents surveyed (2 of 23 electors) feel attached to their own area of Micklefield;
- 4.13.2 Sands: 44% of questionnaire respondents (22 of 50 electors) expressed their attachment to Sands, and 1% of residents surveyed (3 of 36 electors) feel attached to their own area of Sands; and
- 4.13.3 Totteridge: 16% of questionnaire respondents (1 of 6 electors) expressed their attachment to Totteridge; the ORS report does not confirm how many of residents surveyed in Totteridge feel attached to their own area.

In our view, this could indicate that, while three petitions were submitted with a view to forming parish councils for these three wards, the residents of the petitioned wards would also be content with a town council for High Wycombe, given their strong attachment to High Wycombe as a whole, compared to the relatively weak attachment to their own wards.

- 4.14 The consultation revealed the following:
- 4.14.1 89% of questionnaire respondents, and 86% of the residents surveyed identify strongly with High Wycombe.
 - 4.14.2 31% of questionnaire respondents and 21% of residents surveyed feel attached to other areas of Buckinghamshire.
 - 4.14.3 The principle of a town council or parish councils is generally supported, and is felt to be important within the “more remote” unitary local government structure to represent residents; give them a voice on a local level, as well as protect High Wycombe’s identity, history and heritage.
- 4.15 Almost half (47%) of those who supported the creation of a town council for High Wycombe did so because they wanted to see more local decision-making, or they wanted their area’s local needs to be taken into account.
- 4.16 The data shows that residents feel it is important to have a town or parish council, because it:
- 4.16.1 promotes the interests of the town;
 - 4.16.2 has democratically elected local representatives;
 - 4.16.3 preserves the town or area’s identity and heritage; and
 - 4.16.4 delivers some local services.
- 4.17 There were some dissenting voices raised (for example in the focus groups) in objection to the idea of a town or parish council(s), on the basis that: they would represent unnecessary bureaucratic duplication; influence at a unitary level would be minimal, and it could cost residents more money in council tax precept rises. Some expressed the view that it would be ‘unfair’ if parish councils were created for some wards but not others.
- 4.18 Of the nine organisations that responded to the consultation questionnaire, six preferred the option of creating a new town council for High Wycombe, whereas two preferred an alternative option, and one did not state a preference.
- 4.19 Six written submissions were received in response to the consultation. Four of these six responses were generally supportive of a local tier of government for High Wycombe. One group, the Pimms Action Group, supported the idea of a ‘unified’ town council but expressed the view that parish councils would lead to a “fragmented” High Wycombe. Downley Parish Council objected to any change to current ward boundaries and responsibilities because in their view, this would impact the ward of Disraeli disproportionately.
- 4.20 ORS noted in its conclusions that the level of response was not significant (i.e. 1513 responses out of an electorate of c.55,600 adults (based on 2011 census statistics)), despite strong efforts by the Council to raise awareness of the consultation. In ORS’ view this could indicate that the public does not consider the creation of a local council to be a high priority. On the other side of the coin, however, we would observe that the Council received four petitions to undertake CGRs in the space of two months, which demonstrates a strong current of support for creating local councils.

5 CRITERIA

- 5.1 The 2007 Act and the 2010 guidance require the decision-maker to have regard to the need to secure that community governance within the area under review:
- (a) reflects the identities and interests of the community in that area, and
 - (b) is effective and convenient.

Identities and Interests of the Community

- 5.2 The Guidance on Community Governance Reviews from CLG says the following in relation to the criteria:

“The identification of a community is not a precise or rigid matter. The pattern of daily life in each of the existing communities, the local centres for education and child care, shopping, community activities, worship, leisure pursuits, transport facilities and means of communication generally will have an influence. However, the focus of people’s day-to-day activities may not be reflected in their feeling of community identity. For instance, historic loyalty may be to a town but the local community of interest and social focus may lie within a part of the town with its own separate identity”.

- 5.3 A parish council which covers too large an area may not satisfy these criteria. However, there are no statutory upper or lower limits on the size of a parish. The 2010 guidance identifies that most parish councils contain fewer than 12,000 electors, although it notes that some are larger. Currently the largest parish council is Sutton Coldfield, with over 100,000 electors. The 2010 guidance notes that in some cases it might not be appropriate to divide a cohesive area into smaller parts, and makes explicit reference to Charter Trustee towns as potential examples of this. The LGRC report considered the communities of interest and this also comes out of the consultation undertaken by ORS (see background documents – paragraph 13 below).
- 5.4 LGRC considered that there was no particular community identity to any of the specific parish areas which were seeking a parish council for the area. That report considered a number of factors including access to services, population and geography in reaching that conclusion. These conclusions, however, were based on the information available from a desk-based analysis before the consultation was undertaken. The ORS consultation suggests that there is stronger sense of community identity than the paper analysis suggested, although this is stronger for the wider town of High Wycombe than for any particular pockets of robust community identity in the unparished wards.

“Place” Indices

- 5.5 The table given below shows a range of indices covering relative deprivation; income; employment; education, skills and training; health deprivation; crime; barriers to housing and services and living environment. This analysis shows that High Wycombe as a community entity is relatively prosperous, enjoying overall high health indices and high living environment indices. There are few indices that are very low which arguably helps evidence that High Wycombe is generally a successful community which is thriving.

Ward / Overall Rank and score	Index of Multiple Deprivation	Income	Employment	Education Skills and Training	Health	Crime	Barriers to Housing and Services	Living Environment
Abbey 1 (7.18)	8	7	8	7.5	9	6	5	7
Booker and Cressex 5= (5.88)	6	5	5	5	7	5	4	10
Bowerdean 6 (5.75)	6	4	5	4	8	6	5	8
Disraeli 4= (6.56)	7	5.5	6	4.5	8.5	6	6	9
Micklefield 7 (5.31)	5	3.5	4	3	8	5	5	9

Oakridge and Castlefield – 8 (4.5)	4	3	4	2	7	4	5	7
Ryemead 5= (5.88)	6	5	7	6	9	6	3	5
Sands 3 (6.63)	7	6	6.5	5	9	5	7	7.5
Terriers and Amersham Hill 2 (7)	7.5	6.5	7	8	9	6	6	6
Totteridge 4= (6.56)	6.5	5	6.5	4	8.5	7	6	9

Age

- 5.6 The table below shows a breakdown of age ranges for each of the ten wards in the unparished area of High Wycombe. The statistics included below are from the Office for National Statistics from the 2011 Census.

Ward / Total Population	Ages 0-9	Ages 10-17	Ages 18-29	Ages 30-64	Age 65+
Abbey – 10,365	1,094	1,344	2,577	4,172	1,178
Booker and Cressex – 4,974	489	447	678	2,287	1,073
Bowerdean – 5,574	833	691	1,163	2,420	467
Disraeli – 5,891	804	568	1,339	2,594	586
Micklefield – 5,807	956	628	960	2,618	645
Oakridge and Castlefield – 9,406	1,656	994	2,355	3,696	705
Ryemead – 7,088	1,050	515	1,571	3,636	316
Sands – 6,214	895	601	1,188	2,947	583
Terriers and Amersham Hill – 9,181	1,066	939	1,949	4,120	1,107
Totteridge – 8,683	1,046	899	1,048	4,407	1,283
Total: 73,183	9,889	7,626	14,828	32,897	7,943

- 5.7 These statistics show that the age demographic in High Wycombe is fairly evenly spread. Across all wards, the highest concentration of age population is within the 30-64 age bracket, with no ward

showing a particularly high concentration of either older or younger populations. Totteridge has a slightly higher percentage of older residents than Sands and Micklefield, and Micklefield has a slightly higher percentage of 17 year-olds and below, but neither difference could be deemed significant and there is little evidence to show that age could be a factor in determining a separate community identity for any of the three focus wards.

- 5.8 In relation to the Review, the respondents to the consultation questionnaire were also similarly spread in age; the lowest number of respondents were in the under 35 age bracket (11%) and the 75+ age bracket (6%). The lowest number of respondents to the telephone survey were the 65 – 74 and 75+ age groups (9% and 8% respectively). This reflects the LGRC analysis above.

Ethnicity

- 5.9 The table below shows the demographics of High Wycombe broken down into percentages of white, mixed multiple ethnic groups, Asian/British Asian, Black/African/Caribbean/Black British and Other Ethnic groups.

Ward	White %	Mixed/multiple ethnic groups %	Asian/Asian British %	Black/African/Caribbean/Black British %	Other ethnic group %
Abbey	62	4	27	6	1
Booker and Cressex	75	3	15	7	0
Bowerdean	46	4	42	8	0
Disraeli	65	4	24	7	0
Micklefield	71	6	13	10	0
Oakridge and Castlefield	35	4	51	9	1
Ryemead	79	5	10	6	0
Sands	66	5	23	5	1
Terriers and Amersham Hill	75	4	15	5	1
Totteridge	70	5	17	7	1

- 5.10 Ethnic population breakdowns, or communities of interest, are an important focus in CGRs since building or maintaining community cohesion is important if local governance arrangements are changing, as they are in Buckinghamshire. The figures above clearly show that High Wycombe enjoys a varied multi-cultural population and there are two wards with higher percentages of Asian/Asian British population. The wards of Bowerdean and Oakridge and Castlefield have a relatively high percentage of Asian/Asian British residents when compared with other wards. However, the wards of Sands, Micklefield and Totteridge do not have any particular differences which would indicate that they are separate communities to other parts of the town in relation to demographics.

- 5.11 This provides further evidence that there is no particular evidence in favour of establishing separate parish councils for these wards and thereby different governance arrangements from the rest of High Wycombe. It may even be divisive and have a negative impact on community cohesion if specific wards are singled out and separated from the wider community which currently appears to be a stable community within the High Wycombe area. Indeed, this was raised by respondents to the consultation (as detailed further in the 'options' tables), who considered that it would be 'unfair' if some – but not all – wards were parished with their own parish councils.
- 5.12 The existence of other neighbourhood and community organisations may assist in meeting the needs of different ethnic communities, for example the Micklefield Mosque.
- 5.13 As regards the respondent profiles of the consultation questionnaire, it is noted that the percentage of white respondents far outweighed the other ethnic groups: 89% of respondents were white; 8% of respondents were Asian, and 3% of respondents were black, mixed and other.

Effective and Convenient Local Government

- 5.14 In deciding what is effective and convenient local government, the decision-maker should have regard to existing case law and recognised understanding of these terms. The concept has been long understood in the context of a local authority's ability to deliver quality local services conveniently, economically, efficiently and effectively, and to give local people a democratic voice in the decisions that affect them.
- 5.15 This requires consideration of existing governance arrangements and, in the case of High Wycombe, consideration of the impact of the new unitary Council on local governance, which would make decisions more remotely, unless local arrangements are put in place, for example with the creation of a community board or area committee.
- 5.16 The LGRC project team undertook an analysis of relevant financial, legislative, benchmarking and other information that would help inform the specific tasks. They also considered the impact of economy, efficiency and effectiveness in ensuring the continuous improvement in the delivery of the Council's corporate priorities and outcomes, both at a strategic and local level.
- 5.17 The High Wycombe Town Committee is an advisory committee on which all High Wycombe Town councillors serve. Its remit is to consider and advise the Council, the Cabinet, or any relevant committee on any issues affecting the High Wycombe Town area. These issues include, amongst others: the Wycombe Transport Strategy; High Wycombe Cemetery matters such as security and Muslim burial vaults; renaming of Library Gardens, and on street parking.
- 5.18 Consideration should also be given to the proposed localism plans set out in the County Council's business case. This involves the creation of Community Boards across the whole of Buckinghamshire. The County Council's business case is a document which the law requires the Shadow Executive to have regard to when it reaches a decision about the creation of the Town Council in accordance with the Buckinghamshire (Structural Changes) Order 2019.
- 5.19 Buckinghamshire Council also completed a public consultation between 12 August and 30 September 2015, in relation to its proposed approach for the establishment of Community Boards. This consultation found that a clear majority of respondents agreed with the proposed aims and objectives for Community Boards, as set out below.
- 5.20 As a result of this consultation, the Shadow Executive has decided – while this Review report was being prepared – that 16 Community Boards will be created in the new unitary authority, to consider a range of matters relating to the local area and make recommendations in relation to funding. The Community Boards would not themselves have more delegated powers to act. For all services, Community Boards provide an opportunity to enable:
- Consultation on major service changes;
 - Local input into the design and development of local commissioning arrangements; and

- A mechanism for facilitating partnership working on solving local issues.

- 5.21 The Community Board areas will be allocated funding to support local projects in accordance with the funding framework. Under the current plans being put forward by Buckinghamshire Council, the unparished area of High Wycombe will have a discrete Community Board which covers the unparished wards. The introduction of Community Boards will deliver a £5.17m gross investment and a net additional investment within the Medium Term Financial Plan (MTFP) of £1.5m in 2020/21 and £2m from 2021/22, after taking into account existing resources that can be re-allocated. This net additional investment can be accommodated within the MTFP. Full details of the Buckinghamshire Council reports on Community Boards can be found at paragraph 13.6 below.
- 5.22 This means that whichever of the options (set out below in paragraph 7) is ultimately implemented will run alongside the Community Boards. The Community Boards did not exist when the petitions were submitted, and could prove to be effective in fulfilling the residents' desire for local representation and efficient, effective and convenient local governance.
- 5.23 Such a Community Board for the unparished area of High Wycombe could potentially operate in a similar manner to the existing High Wycombe Town Committee. Whilst the local issues considered by each Community Board will vary, the core governance rules will apply to all. For example, the High Wycombe Community Board will provide a mechanism for Buckinghamshire Council councillors to collectively discuss and make recommendations on local issues. This would carry out the functions of the previous separate bodies in Wycombe of the Wycombe Community Partnership (Local Area Forum), run by the County Council, and the High Wycombe Town Committee, run by the District Council.
- 5.24 Alternatively, a new area committee could be established within Buckinghamshire Council. An area committee, if established, could be formed to carry out Executive functions, unlike the current High Wycombe Town Committee, as the total population of the new Buckinghamshire Council will be larger.
- 5.25 The main feature of a parish or town council is that it is independent and would be a new form of governance for the area. This would provide local governance at a tier below the new unitary council. A parish council is a separate legal entity which gives it the power to enter into contractual arrangements, employ staff and raise revenue which enables it to fund and manage local services in its area. It can also generate income and use that income to pay for services. Revenue generated or raised by the parish council must be used in the local area and be directed to the service of the local area. A town or parish council would give more local control over actions.

Current Arrangements

- 5.26 The current arrangements include Charter Trustees which deal with the historical and ceremonial aspects of the area. They precept to raise revenue to provide for this and employ a clerk to support the Trustees and the Mayor. There is also a committee within Wycombe District Council which is used to consider needs of the local area. Wycombe District Council also raises revenue through Special Expenses which is spent in the local area following consultation with the High Wycombe Town Committee. With the abolition of Wycombe District Council there is an option for the new unitary Council to create a similar local governance arrangement and to operate in a way that serves the local community through an area based board, as considered above.
- 5.27 In deciding what recommendations to make, consideration must be given to any other arrangements that have already been made, or that could be made for the purposes of community representation or community engagement in respect of the area under review. The guidance notes that "Place" matters, and that parish councils can play a central role in community leadership. It is necessary to consider also whether the same or better outcomes might be achieved by other forms of non-parish local governance. There are examples across the nation of other forms of local governance which are not based on democratically elected representatives. These include Area Committees, Neighbourhood Management, Area/Community Forums, Tenant Management Organisations, Residents and Tenants Associations and Community Associations. All such groups could exist in areas within High Wycombe and the Council could decide to recommend the formation or recognition of any of these types of local groups. Indeed, such groups could exist alongside a new parish council structure, as for instance is

the case in Wiltshire that operates an Area Committee structure as part of the Unitary Authority that functions alongside fully parished governance arrangements.

5.28 The table submitted at **Appendix 2** illustrates the list of alternative community and neighbourhood bodies in the area and in High Wycombe there is also the Town Committee. Particularly in the High Wycombe area there are a number of groups that undertake activities within the Town, including:

- The High Wycombe Business Improvement District company (“**Bidco**”) that supports business in the Town to thrive and grow, holds events and festivals including Frogfest. However, whilst it undertakes some activities that a parish council could undertake, it is only focussed on the Town centre and does not cover the wider residential areas, nor are residents represented on the Bidco, since it comprises representatives of business ratepayers. .
- Most of the ten wards are served by some form of community centre, (e.g. Micklefield Community Centre and Micklefield Community Association) and there is a main museum located in the centre of town. There are several places of worship for various faiths across High Wycombe.
- There is a High Wycombe Local Area Forum and Local Community Partnerships, the role of which is to strengthen local democratic accountability by empowering locally elected councillors to take decisions, shape and influence service delivery and Council priorities in the local community area. It is noted that the Local Area Forums will be abolished as part of the reorganisation.
- Wycombe Projects, focussing on housing homeless people, based in the Old Tea Warehouse and supporting them to move on positively and independently in life.

5.29 Whilst there is a patchwork of more local governance which differs from ward to ward, the representation of smaller community organisations in the unparished area is relatively patchy and inconsistent across the wards, and none of the groups listed above appear to have a comprehensive coverage nor breadth of functions that a parish council would be able to offer to address local needs. This reflects the LGRC report, which does not suggest that there are any strong community or neighbourhood organisations that could fulfil the role of a Parish Council instead of creating new parish councils. Indeed the petitions in three wards would suggest that such neighbourhood and community interests are insufficiently strong.

5.30 It is important to stress that all other forms of local governance arrangements can and do run alongside parished governance, so it is not necessarily an either/or consideration.

6 ELECTORAL ARRANGEMENTS

6.1 In deciding whether or not to create any new parish councils, members need to consider whether there should be any alteration to the existing parish boundaries in the area of the Review. There was no case from the ORS report supporting a change in existing ward boundaries, and furthermore it was the unanimous view of Downley Parish Council (which is adjacent to the Disraeli ward but which did not form part of the Review) that Downley’s boundaries should remain unchanged. It is therefore recommended that no change be made to existing parish areas and boundaries.

6.2 The size of the parishes should be taken into account, particularly in determining whether the arrangements would be practical and convenient. Members also need to consider any likely population growth within the next five years – the population numbers currently available for each ward, along with estimated population growth, are set out in paragraph 7.4.

6.3 In terms of the number of councillors to be elected for parish wards, the 2010 guidance advises that, while there is no provision in legislation that each parish councillor should represent the same number of electors, the LGBCE believes it is not in the interests of effective and convenient local government to have significant differences in levels of representation between different parish wards.

6.4 The recommended number of councillors, by size of the respective electorate, are:

12

Electorate	Councillor Allocation
Less than 500	5 – 8
501 – 2,500	6 – 12
2,501 – 10,000	9 – 16
10,001 – 20,000	13 – 27
Greater than 20,000	13 – 31

6.5 Therefore, on the basis of the table above, the size of the electorates (as per the table at paragraph 7.4), and the 2010 guidance, it is recommended that the councillor numbers for a Town Council / parish councils are as follows:

6.5.1 Town Council for whole unparished area: 23 councillors;

6.5.2 Parish Councils for Micklefield, Sands and Totteridge would currently have [9 or 10] councillors each, although based on the current population growth expected of the Sands ward, Sands may require [13 – 27] councillors in future; and

6.5.3 Town Council for remainder of unparished area (if all three parish councils established): 17 councillors.

6.6 Should members wish to create any new parish councils it is proposed that the electoral arrangements be based on current parish and ward boundaries, with no warding except for the parish council of High Wycombe, which would be based on current ward boundaries.

6.7 The earliest that an election could realistically take place for any new parish council would be May 2021, and the Reorganisation Order can make provision for this (or 2022), rather than 2020 or 2025.

Future Boundary reviews

6.8 The Buckinghamshire Structural Changes Order provides for 147 members to be elected to the new Buckinghamshire Council. It is recognised that it will be necessary within a fairly short timescale after vesting day and certainly to be completed before 2025, to conduct a Boundary Review across the whole of the area of the new Buckinghamshire Council.

6.9 The new Buckinghamshire Council electoral arrangements will be based on county divisions, not districts and wards. As a result, they don't align with parish and ward boundaries, and therefore will be looked at by the Boundary Commission when undertaking the Boundary Review. This is similar to the steps that were taken in counties like Cornwall and Wiltshire, and those reviews led to a significant reduction in numbers and a change to the warding arrangements for the whole of the area. Parish Council elections are conducted on very similar boundaries to the wards of local authorities. For this reason, the usual practice after a Boundary Review is complete is to conduct a CGR of the area to align the parish areas to the new warding arrangements. This happened in both Cornwall and Wiltshire. This would usually also take place before the 2025 elections in order to regularise the areas at the same time and before the elections. This would mean that a further boundary review of the area of High Wycombe is likely to take place within a few years of the current Review.

7 OPTIONS IDENTIFIED FROM REVIEW

7.1 As a result of the public consultation conducted by ORS, there are three main options (and further sub-options therein) identified for the unparished area of High Wycombe, namely:

7.1.1 To establish one or more parish councils for the unparished area.

- 7.1.2 To make no change to the existing arrangements, but create a Community Board or area committee.
- 7.1.3 To defer a decision implementing an outcome of the Review until after the Buckinghamshire Council is established.

ORS Consultation Report

- 7.2 The ORS Report and Presentation of Findings (in the Background Documents) demonstrate that there is significant support for a Town Council, and strong identification with High Wycombe as a town. Furthermore, the results show that residents of Micklefield, Sands and Totteridge are significantly more likely to each want their own parish council, which is understandable as these were the three wards that petitioned for a parish council. It is noted that there was some opposition to the creation of local governance on the basis that it was unnecessary and possibly more expensive. As such, there will be some residents who will be disappointed whatever the outcome of the Review, but this is to be expected of any public consultation exercise.
- 7.3 Although the Terms of Reference considered each of the four petitions, it did not extend the geography to consider whether the parished area of Downley which forms part of the town community area (though, as stated above, this parish has no desire to change the existing ward boundaries or responsibilities), and so this option ought not to be considered further.
- 7.4 The LGRC report observes that – as the map contained in paragraph 3.4 shows – the wards of Micklefield, Sands and Totteridge do not stand out as discrete geographical areas and visually the wards appear to be established within the town of High Wycombe. Furthermore, the population sizes of Micklefield, Sands and Totteridge do not make them stand out as being remarkable in the unparished area, nor do the sizes of electorate, as can be seen from the table below.

Population Size and Estimated Growth

Ward	Population 2011 ¹	Electorate ²	Population 2017 ³	% Difference from 2011 Census	Population 2024 ⁴
Abbey	10,365	7,716	11,081	6%	11,746
Booker and Cressex	4,974	3,751	4,861	-2%	4,764
Bowerdean	5,574	4,014	5,630	1%	5,686
Disraeli	5,891	4,668	5,605	5%	5,885
Micklefield	5,807	3,969	5,750	-1%	5,693
Oakridge and Castlefield	9,406	6,496	9,738	3%	10,030
Ryemead	7,088	5,728	8,195	14%	9,342
Sands	6,214	4,733	9,780	6%	10,367
Terriers and Amersham Hill	9,181	7,103	7,004	11%	7,774
Totteridge	8,683	4,887	7,000	6%	7,420
Total	73,183	56,065	74,644	-	78,707

- 7.5 There has also been no attempt to examine alternative patterns of parishes than the three proposed.

¹ Source: ONS Statistics for 2011 Census

² Source: WDC 2019 Electoral register

³ ONS Mid-2017 Population Estimates for 2017 Wards

⁴ Population estimates for 2024 based on same rate of change between 2011 Census and 2017 Population Estimates

7.6 This report goes on to consider the options identified in further detail, as well as the pros and cons and legal implications of the same.

7.7 **Option 1A: Establish a town council for the whole of the unparished area.**

Details	
Parish and town councils vary enormously in size across the country, and continue to have two main roles: community representation and local administration. It is desirable that a parish should reflect a distinctive and recognisable community of place, with its own sense of identity.	
Pros	Cons
<ul style="list-style-type: none"> The residents feel it is important to have either a town or parish council, particularly within a “more remote” unitary local government structure in order to have representation that takes into account residents’ needs and wishes, as well as protecting High Wycombe’s identity and heritage. Example consultee response: <ul style="list-style-type: none"> “Each year it (Wycombe) holds a ceremony unique in the world – the weighing in of the mayor and councillors, and again they are all weighed after their year in office. All these historic facts are our heritage and must be preserved and built upon for future generations”. The majority of consultees associated with High Wycombe rather than other areas. Simpler to create one local council rather than multiple (Options 2 and 3 below). The parish council would have the unfettered right to raise money by precept and the ability to take action independently of the new Buckinghamshire Council in order to meet local needs. More efficient and effective local governance. 	<ul style="list-style-type: none"> Extra costs of precept for local electors, particularly following council tax harmonisation for unitary governance. Extra layer of unnecessary governance. The most common reasons for consultation respondents who did not want a town council related to concerns over wasting money, a rise in council tax and concerns over too much bureaucracy, for example: <ul style="list-style-type: none"> “Extra layers of governance are expensive, and economies of scale increasingly decide the best option for service delivery”. “Town councils are expensive and a poor use of taxpayers money [...] Any change will only cost the residents of Wycombe more money and offer an inferior service”. “[It] would deliver [...] greater saving to taxpayers by eliminating repetition of bureaucracies and allow a larger regional body to have a greater buying power for services and supplies”.

7.8 **Option 1B: Establish a parish council for one or more of the wards of Micklefield, Sands or Totteridge, in conjunction with a Town Council for the remainder of the unparished area.**

Details	
➤ The name(s) and number of members of the parish council(s) would need to be agreed after further consideration.	
Pros	Cons
<ul style="list-style-type: none"> This option is the most closely aligned with the requests contained in the petitions. 	<ul style="list-style-type: none"> This would involve the creation of many bodies rather than just one as in the first option, making local governance potentially less efficient and effective.

<ul style="list-style-type: none"> • The residents feel it is important to have either a town or parish council, particularly within a “more remote” unitary council. • The parish council(s) would have the unfettered right to raise money by precept and the ability to take action independently of the new Buckinghamshire Council in order to meet local needs. • More efficient and effective local governance. 	<ul style="list-style-type: none"> • Extra costs of precept for local electors, particularly following council tax harmonisation for unitary governance.
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7.9 Option 1C: Establish a parish council for one or more of the wards of Micklefield, Sands or Totteridge, independent of the rest of the unparished area.

Details	
As per Option 1A.	
Pros	Cons
<ul style="list-style-type: none"> • The residents feel it is important to have either a town or parish council, particularly within a “more remote” unitary council. Example consultee responses: <ul style="list-style-type: none"> - <i>“A Parish Council is essential for the future... a voice, locally to raise issues”.</i> - <i>“I do think it’s important having someone look after the area.. it’s important to have a voice to represent us”.</i> • Parish councils act as sounding boards for local opinion, and have an important role in providing and improving local services and amenities – which, as above, was identified as an important aspect to the local electors during the consultation. • The parish council(s) would have the unfettered right to raise money by precept and the ability to take action independently of the new Buckinghamshire Council in order to meet local needs. 	<ul style="list-style-type: none"> • A number of the responses to the consultation felt that it would be ‘unfair’ for only some of the wards to have a parish council, not all – for example: <ul style="list-style-type: none"> - <i>“I feel quite strongly that every parish should have representation and that there should be some channel that allows the local people to have a voice. Why anyone would think that it’s right to give that to three and not to the res; it’s bonkers?!”</i> • This would involve the creation of many bodies rather than just one as in the first option, making local governance potentially less efficient and effective. • Extra costs of precept for local electors, particularly following council tax harmonisation for unitary governance.

7.1 Option 2: No proposed change to existing arrangements; to include the creation of a Community Board or Area Committee for High Wycombe with powers to advise on the spending of Special Expenses.

Details
<p>The creation of a Community Board would be followed by a further Community Governance Review of the whole area of Buckinghamshire after the Local Government Boundary Review.</p> <p>Community Boards provide an opportunity to enable:</p>

<ul style="list-style-type: none"> ➤ Consultation on major service changes; ➤ Local input into the design and development of local commissioning arrangements by residents, community organisations and partners; and ➤ A mechanism for facilitating partnership working on solving local issues. <p>Budgets would be allocated to each Community Board, but spending decisions would be reserved to executive decision-makers and partners.</p> <ul style="list-style-type: none"> ➤ The creation of an Area Committee would be followed by a further Community Governance Review of the whole area of Buckinghamshire after the Local Government Boundary Review. ➤ Under the Local Government Act 2000, councils can delegate to Area Committees those functions and executive decision-making that pertain to their area. Only councillors elected for the area covered can make decisions. 	
Pros	Cons
<ul style="list-style-type: none"> • Consistency of structure across the whole of Buckinghamshire • Could offer convenient and efficient local governance • Community Boards: >£5m resources available across Buckinghamshire • Area Committees can have considerable delegated executive powers • Clear link with and can influence mainstream priorities and budget in the principal council • Could offer convenient and efficient local governance 	<ul style="list-style-type: none"> • Uncertainty as to how such boards will work and how the involvement of local people in decision-making would be facilitated • Leaves part of Wycombe district unparished Ward councillors may not have much influence with the Cabinet • Potentially no involvement of local people in decision-making

7.2 Option 3: A decision to defer implementing the outcome of the Review until June / July 2020 and make no decision until after the new Buckinghamshire Council has acquired unitary status and the new Members have been elected.

Pros	Cons
<ul style="list-style-type: none"> • Deferral would mean that the Shadow Executive's decision is not rushed, and would allow more time for further consultation (if desired), now that the initial proposals have been refined. • The extra time would enable the stakeholders in the area involved to take stock following the transition to the unitary council. • It remains to be seen what the functions responsibilities and assets of the parish council would be – this would be clearer following the transition. 	<ul style="list-style-type: none"> • Delay in implementation of some months following completion of the Review.

8 FINANCIAL IMPLICATIONS

- 8.1 Parish councils have a wide range of powers under different acts of Parliament, and have the unfettered right to raise money by precept. Therefore the parish council(s) would have the ability to take action independently of the new Buckinghamshire Council in order to meet local needs.
- 8.2 In addition to the precept levied by the Charter Trustees, Wycombe District Council also levies Special Expenses in the High Wycombe area. The current (2019/2020) charge for a Band D property is made up of Special Expenses of £11.82 and the Charter Trustee precept of £2.62, totalling £14.50. This charge goes towards funding the delivery of some specific services in High Wycombe such as High Wycombe Cemetery. Special expenses are different to the council tax charged by parish councils, the amount of which is determined exclusively by the parish council. One of the main concerns about the creation of new governance that was voiced during the consultation was whether it is cost effective to put in place an additional tier of governance and to levy further tax within the area to pay for the governance. Parish councils can generate additional revenue by raising income themselves by charging for local services that they may provide such as burial services or charges for allotments provision.
- 8.3 Included below is the High Wycombe Town Committee Special Expenses budget for the year ending 31 March 2020:

HIGH WYCOMBE TOWN AREA					
Budgets for the year ending 31st March 2020					
SUMMARY					
2018/19 Approved Budget £	2018/19 Net Forecast £		2019/20 Gross Expenditure £	2019/20 Income & Credits £	2019/20 Net Expenditure £
SPECIAL EXPENSES					
167,500	163,114	Recreational Grounds (Local)	163,500	0	163,500
38,300	19,386	Allotments	19,100	(60)	19,040
166,400	172,994	High Wycombe Cemetery	292,300	(153,600)	138,700
20,500	28,000	Financial Assistance to Vol Groups	28,000	0	28,000
3,000	0	Town Twinning	3,000	0	3,000
20,000	26,700	Community Grants/Financial Assistance	26,800	0	26,800
1,700	0	War Memorial	3,000	0	3,000
2,700	0	Footway Lighting and Bus Shelter	2,700	0	2,700
420,100	410,194	Total Special Expenses	538,400	(153,660)	384,740
(11,700)	(11,700)	Capital charges credit			(11,700)
(4,600)	(4,600)	Interest on balances			(8,200)
(27,428)	(27,428)	Council Tax Support Contribution (CTS Grant)			0
376,372	366,466	Total including Interest, Capital Charges and CTS Grant	538,400	(153,660)	364,840
404,000	0	Queensway Cemetery Phase 1			404,000
780,372	366,466	Net spending for year			768,840
(898,501)	(1,033,138)	Balance b/f			(1,047,981)
780,372	366,466	Net Spending for the year			768,840
(381,309)	(381,309)	Collection Fund precept			(274,320)
(499,438)	(1,047,981)	Balance c/f			(553,461)

- 8.4 It is unlikely that an annual council tax charge based on the current Special Expenses and Charter Trustee rate only would continue if a new Council is established. If services were transferred to a new parish council for High Wycombe, the new parish council would incur additional expenses other than those required for delivering the services provided through the District Council and the Town Committee. The new council may have to fund infrastructure such as premises, support functions such as HR and accountancy and they would have to employ a 'Proper Officer' (a clerk or chief executive) and a 'Responsible Financial Officer' as a minimum. The likelihood of establishing a new parish council for High Wycombe on the illustrative council tax charge of £14.50 as shown above would therefore be unlikely. It is likely that creation of a new parish council would result in an increase to the current tax charge. The council tax precepts for parish councils in the Wycombe area range from £15 to £115.
- 8.5 The table below shows the following to help illustrate the difference in income a parish council can generate depending on its tax base:

- 2018/19 Band D tax base for the unparished area of High Wycombe;
- Indicative tax bases for the ten wards of High Wycombe based on the current special expenses charge, and the precept generated by this; and
- Indicative tax bases for the ten wards of High Wycombe, based on a £50 indicative charge and the precept generated by this. There is a significant variation covering other parish council charges in the area but £50 would be less than half of the highest (£115). This gives a more realistic idea of the amount that would be levied by a new parish or Town Council.

Ward	Indicative Tax Base (based on Band D properties)	Indicative Council tax charge (based on current special expenses and Charter Trustee charge)	Precept (income generated by the council tax charge)	Indicative Council tax charge (based on other Wycombe parish councils)	Precept (income generated by the council tax charge)
Abbey	3,374.66	£14.50	£48,932.57	£50.00	£168,733.00
Booker and Cressex	1,640.53	£14.50	£23,787.69	£50.00	£82,026.50
Bowerdean	1,755.56	£14.50	£25,455.62	£50.00	£87,778.00
Disraeli	2,041.59	£14.50	£29,603.06	£50.00	£102,079.50
Micklefield	1,735.88	£14.50	£25,170.26	£50.00	£86,794.00
Oakridge & Castlefield	2,841.08	£14.50	£41,195.66	£50.00	£142,054.00
Ryemead	2,505.19	£14.50	£36,325.26	£50.00	£125,259.50
Sands	2,070.02	£14.50	£30,015.29	£50.00	£103,501.00
Terriers and Amersham Hill	3,106.56	£14.50	£45,045.12	£50.00	£155,328.00
Totteridge	2,137.37	£14.50	£30,991.87	£50.00	£106,868.50
Whole of unparished area of High Wycombe	23,208.46	£14.50	£336,522.67	£50.00	£1,160,422.00

- 8.6 In addition to the Charter Trustee levy and the Special Expenses, the Bidco also levies tax which is also applied in the Town of High Wycombe, although it is dedicated to the business area in the centre of the unparished area, and funds are provided by non-domestic ratepayers.
- 8.7 It will also be important to look at the way in which the Special Expenses for the High Wycombe area are currently applied and the method by which decisions are made about the spending in relation to the unparished area.
- 8.8 While it is possible for the principal council to establish a parish council and to determine its first year precept, in subsequent years new members would have the opportunity to take independent decisions about revenue charges, which is likely to see some increase to local tax payers over time.

Local Government Re-organisation

- 8.9 The transition that is underway in Buckinghamshire is the most significant governance change in the area for over forty years. The size and significance of the transition programme together with the delivery of existing services within the area is fully absorbing the available resource. It has also been necessary to recruit significant additional resource from outside the area to deliver transition.

- 8.10 The creation of a new council – particularly a Town Council of the size proposed for the whole of the unparished area of High Wycombe – is a significant undertaking. It will necessarily require a review and decisions about a range of other matters, including the name of the new parish or town; the electoral arrangements; the number of members and the proposed staffing structure of the new Council as well as the financing arrangements referred to above. The creation of a Town Council would also lead to the dissolution of the Charter Trustees and the transfer of their assets and any liabilities to the new Council. This would all be required to establish the most basic of parish or Town Councils. The impact of this work on the wider transition could be significant. It would present challenges if this was to be delivered at the current time, with all the work required to implement the new unitary authority.
- 8.11 If the new parish council(s) takes over responsibility for both functions then the funding of £14.50 for the Special Expenses and the Charter Trustees arrangements could enable the current level of funding to the area to continue, including to the Cemetery and to meet other local needs.

9 LEGAL IMPLICATIONS AND CONSIDERATIONS

- 9.1 As noted in paragraph 3.1, the Review ought to be concluded by 10 December 2019 and published as soon as practicable, however a decision to implement the recommendations is not required to be made during the transition to the unitary authority structure.
- 9.2 Advice from Leading Counsel states that the Review should make a recommendation, *“but the recommendation could be to decide between identified options, with the pros and cons of each identified. These options could include a deferral of a substantive decision”*. Furthermore, *“the conclusion can be not to make any change at this time. But this would entail further consultation at a later time and a decision in all the circumstances then prevailing”*. Further consultation would be required at that stage, which would be based on any preferred option of the new Buckinghamshire Council.
- 9.3 Leading Counsel further advises that *“it could be reasonable to delay the making of the Reorganisation Order until after the first business meeting of the New Council, notwithstanding that this will be well after the CGR review has been completed and the ordinary election date of parish councils will have passed”*. The delay should be for a reasonable period, before the results of the consultation and advice provided on the same become obsolete, following which the process would effectively need to start afresh, rather than being consultation being refreshed in the event that deferral was only for a reasonable period after the new Buckinghamshire Council is operational.
- 9.4 In making any decision the Shadow Executive needs to take into account all relevant considerations, ignore irrelevant considerations and not come to a decision that no reasonable authority could come to. Regard must be had to the Council’s fiduciary duties to Council Tax payers and other contributors to the Council’s finances.
- 9.5 Relevant considerations include:
- 9.5.1 The outcome of the consultation process which must be conscientiously taken into account. The consultation outcome does not need to be followed, particularly in light of the relatively small response, but must be properly considered alongside other relevant considerations.
- 9.5.2 The other ongoing changes to local governance including the effects of transition to unitary governance on representation, access to services and support from the new authority and existing organisations.
- 9.5.3 The financial impact of tax harmonisation between all of the district councils across Buckinghamshire, which may adversely affect Wycombe residents, and the effect of harmonising in one year.
- 9.5.4 The likelihood of the new Buckinghamshire Council undertaking a CGR itself following transition.

- 9.5.5 The capacity of the new Council to address the implementation of the review in the near future due to limited resources.
- 9.5.6 Consideration should also be given to the localism plans set out in the Buckinghamshire County Council business case and the proposed creation of Community Boards and their potential to create more effective and convenient local governance. The business case is a document to which the law requires the Shadow Executive to have regard when it reaches a decision about the creation of the Town/parish Councils in accordance with the Buckinghamshire (Structural Changes) Order 2019.
- 9.5.7 Alternative governance is possible within the area which could continue to provide effective and convenient local governance, and there is the additional option under the unitary Council (not previously available in Wycombe) for the Town Committee to continue to carry out functions, potentially with delegated powers as an Area Committee.
- 9.6 Where a reasoned decision is taken explaining the rationale for departing from statutory guidance that is reasonable and not perverse, then a court will not usually overturn any decision made by that authority (provided it is Wednesbury reasonable in all of the circumstances). The court does not substitute its own judgement in place of the authority's judgement as to the relevance and impact of particular considerations – it decides whether the decision-maker has properly been advised and addressed its mind to all relevant considerations.
- 9.7 The 2007 Act also prescribes when a CGR must make certain recommendations as to whether a newly constituted parish should have a parish council:
- 9.7.1 If a parish has fewer than 150 electors it must not have a parish council; and
- 9.7.2 If it has more than 1000 electors, it should have a parish council.
- 9.8 Therefore, if the Shadow Executive proceeds with any of the first three options, they must also recommend that the new parish should have a parish council, given the size of the electorates of the wards and area as a whole.
- 9.9 The 2010 guidance notes that the aim of these thresholds is to extend the more direct participatory form of governance provided by parish meetings to a larger numbers of electors. Equally, the thresholds help to ensure that both the population of a new parish for which a council is to be established is of sufficient size to justify its establishment and also that local people are adequately represented.
- 9.10 Charter Trustees were originally created by s.246 of the Local Government Act 1972 to maintain the continuity of town charters and city charters on the abolition of districts with borough status. Duties of charter trustees are ceremonial, rather than administrative, and include the election of a Mayor.
- 9.11 Creating a town or parish council for the whole or part of the unparished area of High Wycombe would dissolve the Charter Trustees, and the 2010 guidance notes that proposals for doing this need to be judged against the following considerations:
- 9.11.1 the effect on the historic cohesiveness of the area; and
- 9.11.2 what are the other community interests in the area?
- 9.11.3 Is there a demonstrable sense of community identity encompassing the charter trustee area?
- 9.12 From the ORS report it does not appear as though there are particularly strong community interests in the High Wycombe area, although one resident specifically expressed opposition in a written submission to the dissolution of the Charter Trustees in the event of a new town council being created, and concern was raised about preserving the heritage of High Wycombe.

- 9.13 If it is recommended that a new parish is constituted, the recommendations must include:
- 9.13.1 the suggested name of the parish;
 - 9.13.2 whether or not the new parish should have a parish council (see paragraph 9.6.2 above); and
 - 9.13.3 whether or not the new parish should have one of the alternative styles (i.e. community, neighbourhood, or village).
- 9.14 The 2010 guidance explains that the 'alternative styles' of parish are available in recognition that, where a new parish is being created, people living there may wish for the style of their parish council to reflect the local community in a different way and may prefer one of the alternative styles.
- 9.15 Issues relating to financial, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report. It is anticipated that an Equalities Impact Assessment will be published when the final recommendation has been selected.

10 RECOMMENDATIONS

- 10.1 This review report recommends that the Council:
- 10.1.1 Establishes a parish council or parish councils for:
 - 1A the whole of the unparished area of High Wycombe to become a Town Council in due course;
 - 1B one or more of the wards of Micklefield, Sands or Totteridge, in conjunction with a Town Council for the remainder of the unparished area; or
 - 1C one or more of the parishes of Micklefield, Sands or Totteridge leaving the remainder unparished.

Should members decide to create any new parish councils it is proposed that:

- (i) there be no alteration to existing parish areas and that such parish councils reflect the existing parish areas;
- (ii) the name of such parish council(s) be the name of the parish and High Wycombe in respect of a parish council for the whole of the unparished area or the whole of the unparished area except for Micklefield, Totteridge and/or Sands; and
- (iii) the electoral arrangements be based on current parish and ward boundaries, with no warding except for the parish council of High Wycombe which would be based on current ward boundaries.

AND wait to progress the Reorganisation Order until the new Buckinghamshire Council becomes operational as a unitary authority, deferring implementation of the Review until after the transition has been completed with the expectation that new local Councils could be in place by May 2021 at the earliest;

- 10.1.2 **OR:** Defers taking a decision until after the new Buckinghamshire Council is created, to enable the new Council to decide the arrangements, recognising that further consultation may be necessary at that stage;
- 10.1.3 **OR:** Takes no action to create any further parish councils in the unparished area of Wycombe because other means of effective, convenient local governance reflective of community interests and identity will be established through the new Buckinghamshire

Unitary Council and the creation of a Community Board and/or an Area Committee, and a further CGR will be undertaken following a Boundary Review of the new Buckinghamshire Council

11 NEXT STEPS

- 11.1 If the Shadow Executive chooses to accept the final recommendations to create a new town council and /or parish councils, a Reorganisation Order will be drafted and this will be published together with the reasons for the changes, making maps available for public inspection. The Order may also include provisions with respect to the transfer of staff and assets. There are also various bodies that must be notified of the changes including the Local Government Boundary Committee for England.
- 11.2 The Shadow Executive will also need to consider the transfer of services, assets and staff to any new parish council(s). This separate piece of work will need to be undertaken outside of the CGR process.
- 11.3 If the Shadow Executive elects to defer implementation until the new Buckinghamshire Council has acquired unitary status, a timeline for implementing the results of the Review will be drawn up and this will be published together with the reasons for the deferral.

12 APPENDICES

- 12.1 Appendix 1: ORS Presentation of Consultation Findings
- 12.2 Appendix 2: Community and Neighbourhood Organisations
- 12.3 Appendix 3: Map of High Wycombe wards in the Review, showing the current number of councillors

13 BACKGROUND DOCUMENTS

- 13.1 Local Government and Public Involvement in Health Act 2007, Part 4.
- 13.2 Department for Communities and Local Government (DCLG) and the Local Government Boundary Commission for England (LGBCE) – Guidance on Community Governance Reviews 2010
- 13.3 LGRC Report: www.wycombe.gov.uk/highwycombeCGR
- 13.4 ORS Report: Consultation on Findings: www.wycombe.gov.uk/highwycombeCGR
- 13.5 Pack of public documents, including the Terms of Reference, is available here: www.wycombe.gov.uk/highwycombeCGR
- 13.6 Community Board Reports can be found via this link, in Agenda item 7: <https://shadow-buckinghamshire.moderngov.co.uk/ieListDocuments.aspx?CId=136&MId=135>

Bevan Brittan LLP

12 December 2019

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WYCOMBE DISTRICT COUNCIL

Page 265

Community Governance Review: Presentation of Consultation Findings



Dale Hall
Executive chairman, ORS
Dale@ors.org.uk

The Commission and Consultation

Following the decision to create a single Unitary Authority for Buckinghamshire, four petitions to create new town or parish councils were received from residents in Sands, Micklefield, Totteridge wards and from the ten unparished wards of High Wycombe.

Page 266

Consequently, Wycombe District Council appointed ORS consult town's residents and businesses, the surrounding town and parish councils, and other interested organisations, on the issues prior to the restructuring of local government in 2020.



Open Questionnaire

681 questionnaire responses



Residents' Survey

803 telephone interviews



Residents' Focus Groups

3 focus groups with diverse cross section of residents of High Wycombe



Submissions

6 submissions from Parish Councils, Councillors and a member of the public

Summary Conclusions



Big majorities identify strongly with High Wycombe, even residents in Totteridge, Sands and Micklefield

Less than a third identify with and feel attached to another area in Buckinghamshire, or named their own ward

90+% feel it is important to have Town Council in High Wycombe or Parish Councils in some areas that...

Preserves the town's/area's identity and heritage

Promotes the interests of the town/area

Has democratically elected local representatives

Delivers some local services

Page 268

More than two-thirds support Town Council in High Wycombe

Primarily for greater local decision-making/representation/improving the town

Main criticisms are disagreement with need for additional tier of local government, extra councils are a waste of money, CT already expensive and rising as result of changes

Main alternatives include:

Individual parish councils for all 10 wards;

Smaller TC for the centre, with PCs for other wards that want it

If Town Council not created, strong support for creation of parish councils in in Micklefield, Sands & Totteridge

Residents of those wards are significantly more likely to support a PC in their ward

8 Organisations responded

- » Wycombe Labour Party
- » Small independent restaurant based in High Wycombe town centre
- » BCC Cllr for West Wycombe including Sands

- Parish Councils:

 - Wooburn and Bourne End Parish Council

 - Hazlemere Parish Council

 - Hughenden Parish Council

 - representing four wards:

 - Great Kingshill, Hughenden Valley,
Naphill & Walter Ash, Widmer End

- Residents' Associations

 - Sands Residents' Association

 - Brands Hill Residents Association

All believe it is important to have an organisation that promotes the interests of the town

6 support new Town Council covering all 10 wards

1 supports a smaller TC with parish councils for petitioning wards

**1 unsure – depends on costs and how well new arrangements work
(Buckinghamshire Council with a High Wycombe Town Committee)**

Six Submissions



Downley Parish Council

... firmly believes there should be **no change in the current boundaries or responsibilities.**

It also believes the financial impact would impact Disraeli disproportionately

West Wycombe Parish

...wholeheartedly **supports a new localised tier of local government for High Wycombe so that it's not left as the only major unparished town**

Pimms Action Group

Page 270
... does not believe there should be any further layers of bureaucracy in the form of Parish Councils (more fragmented). Instead **supports a unified Town Council:** more able to deal with contentious issues

Councillor Darren Hayday

... is in favour of a **Parish Council in Sands;** believes Parish Councils more able to give communities the resources they need to flourish

A local resident

... had queries about possible council tax increases, the responsibilities of any new TC, the status of assets or archives belonging to, or held by, Wycombe DC & the Town Committee, and the dissolution of the Charter Trustees

Cllr. Brian Pearce

(Booker & Cressex ward)

... **strongly supports a town council:** otherwise others towns would have influence over HW. A TC would have the influence, ability and finances to get things done; avoid fragmentation into individual parishes

Three Focus Groups



Group 1

The lesser evil is the town council because we need that voice. In an ideal world I would probably go for a parish council for every parish. It's all or nothing

NO CONSENSUS. Some for parish councils for own wards (eg Sands); others for parish councils in all wards; others for single Town Council for all-HW

I think a parish council for every parish but, if not, 3 is better than nothing... perhaps there would be a knock-on effect and Crescent might get a parish council as well

Group 2

I think it's important to have local representation. Simple as that!

All wanted TOWN COUNCIL for all-HW, particularly as their own wards had not petitioned for a Parish Council

Having a voice is good; knowing that you have a voice because sometimes that missing link is ourselves ... Wycombe is sort of losing a little bit every year – it's about replenishing that

Group 3

I'd like to protect the heritage of the town and protect the nice areas"

Most wanted TOWN COUNCIL for all-HW but some felt parish councils provide closer links with communities

We need to raise the profile of the town and regenerate the areas with local priorities in mind

Quantitative responses by area (where known)

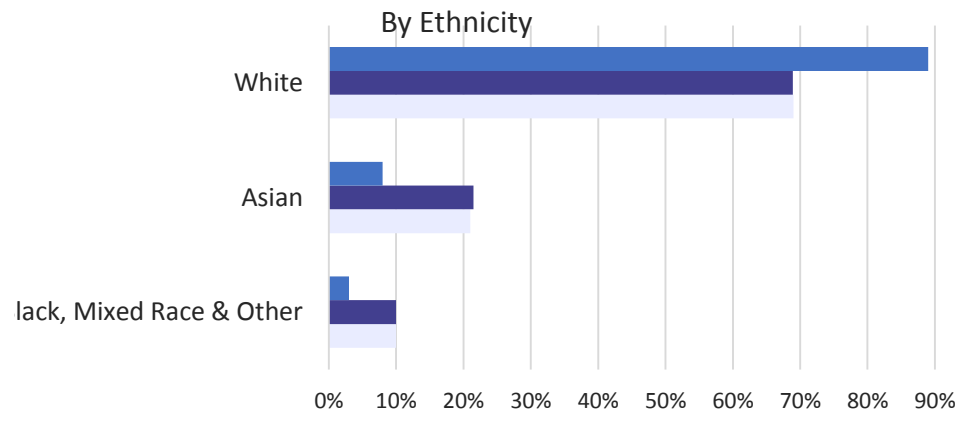
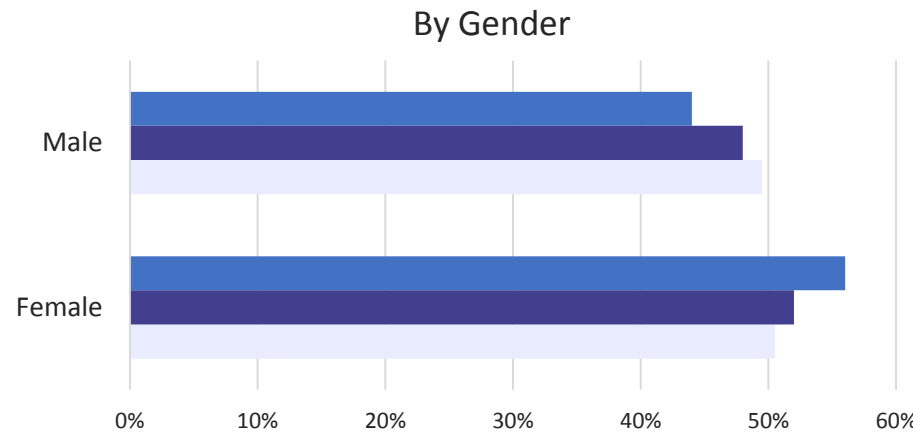
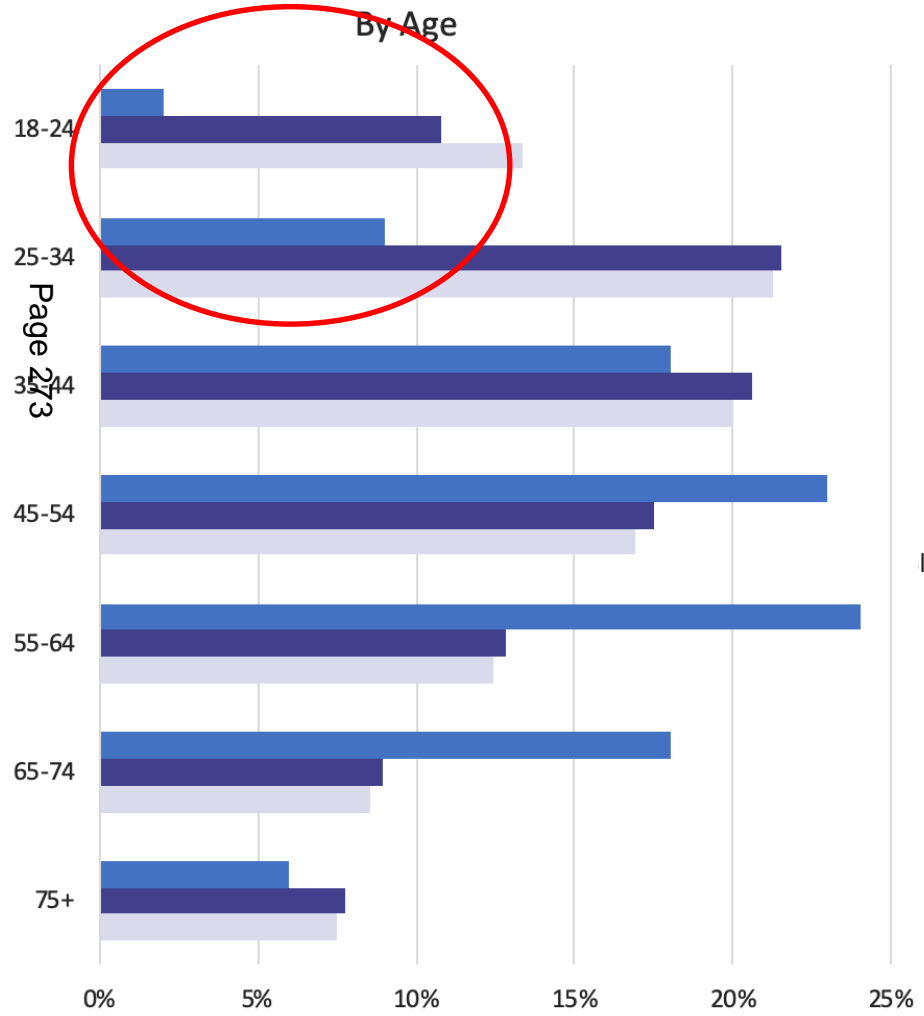


	Open Questionnaire (individuals only)		Residents Survey (weighted)		High Wycombe population 18+	
	Count	%	Count	%	Number	%
Abbey	63	12%	66	15%	8,188	15%
Booker and Cressex	21	4%	43	7%	3,934	7%
Bowerdean	27	5%	43	7%	4,067	7%
Disraeli	36	7%	41	8%	4,702	8%
Micklefield	39	8%	144	7%	4,136	7%
Oakridge and Castlefield	26	5%	65	12%	6,903	12%
Ryemead	75	15%	41	11%	6,237	11%
Sands	117	23%	146	9%	5,261	9%
Terriers and Amersham Hill	79	15%	63	13%	7,449	13%
Totteridge	33	6%	151	9%	5,264	9%
Total	516	100%	803	100%	56,141	100%
<i>Outside of High Wycombe</i>	<i>49</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Not known</i>	<i>116</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>



Comparison of Open Questionnaire and Residents Survey Responses

- Consultation Questionnaire (Unweighted)
- Residents Survey (Weighted)
- Population (18+)

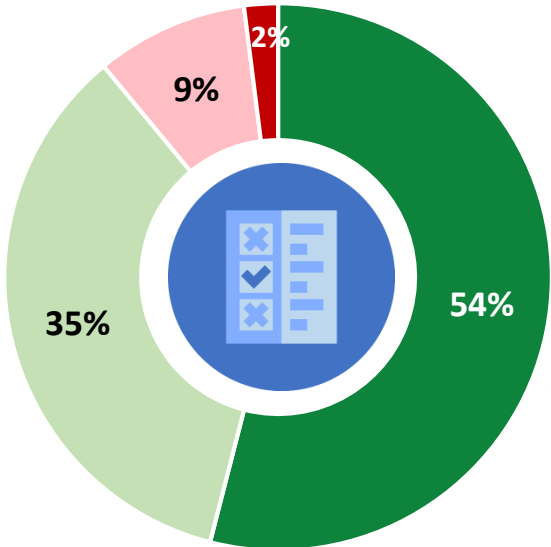




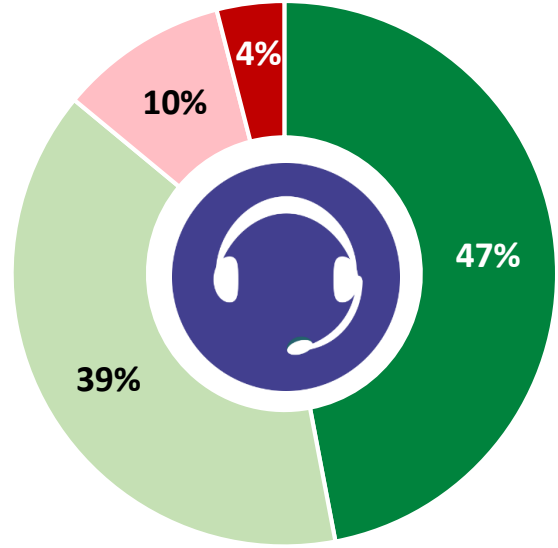
Main Findings

Large majorities identify strongly with High Wycombe as a town, even those in Micklefield, Sands and Totteridge

- Identify very strongly with High Wycombe
- Tend not to identify with High Wycombe

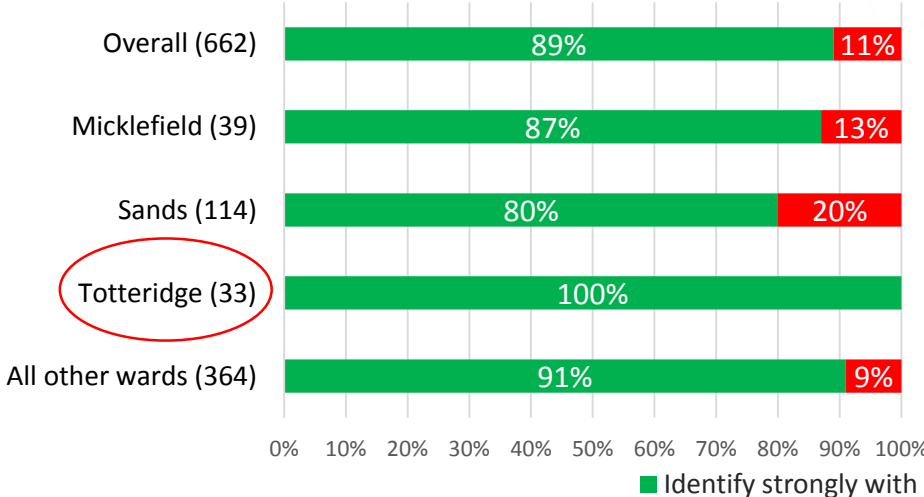


- Identify fairly strongly with High Wycombe
- Definitely do not identify with High Wycombe

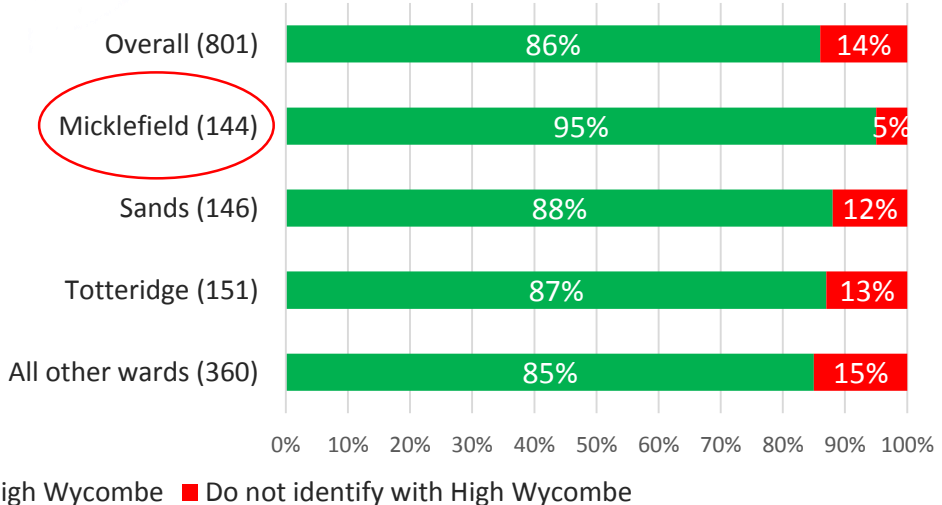


Page 275

OPEN QUESTIONNAIRE



RESIDENTS' SURVEY

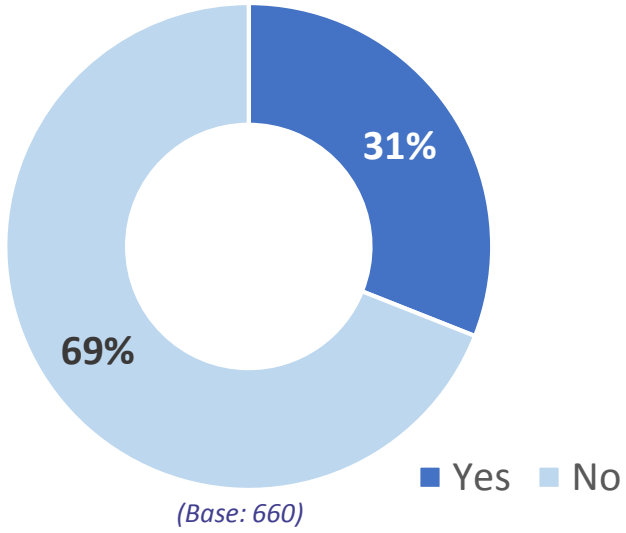


How strongly, if at all, do you identify with High Wycombe as a town you feel attached to? (Consultation Questionnaire Base: 662; Residents Survey Base: 801)

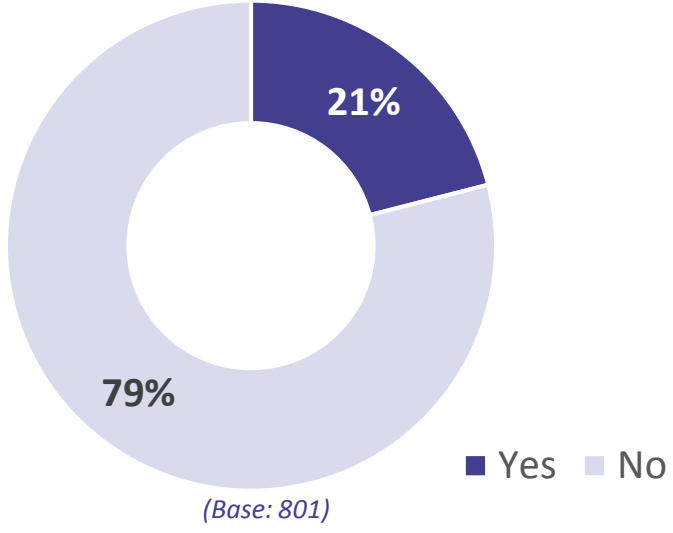
When asked if they feel attached to any areas other than High Wycombe...

Less than one third identify with/feel attached to another area in Bucks

OPEN QUESTIONNAIRE



RESIDENTS' SURVEY



Page 276

Of those who feel attached to another area in Buckinghamshire...

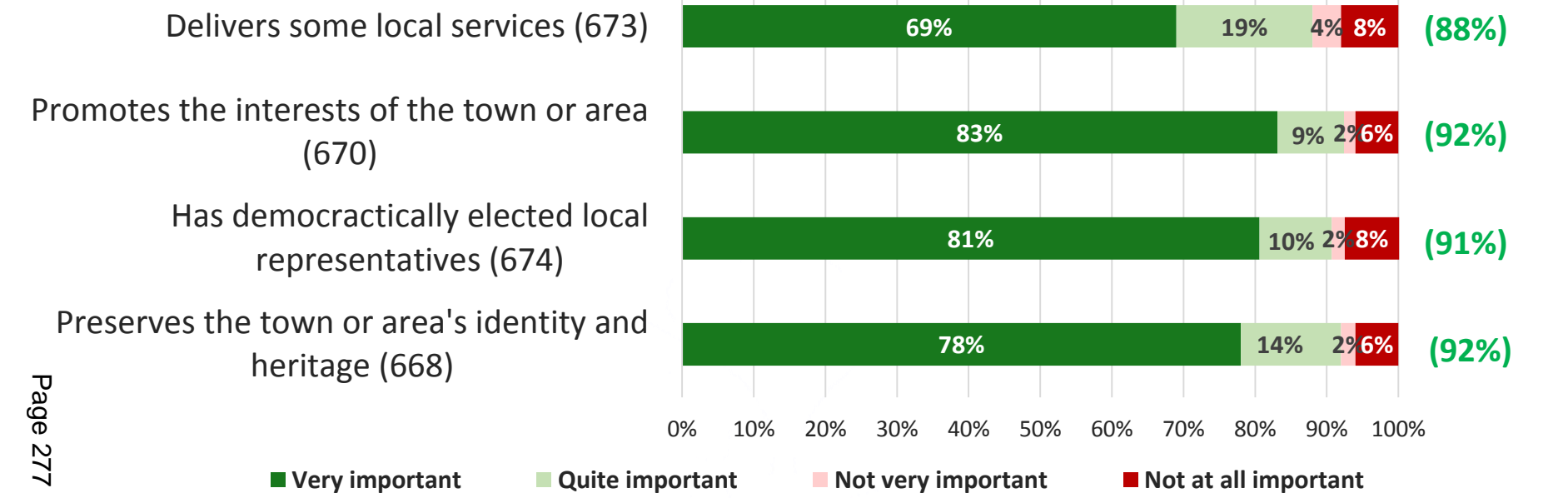
Consultation questionnaire: More than two fifths of Sands and Micklefield respondents mentioned their own ward; less than one fifth of Totteridge respondents did the same

Residents survey: Less than 1 in 10 in Sands, Micklefield or Totteridge mentioned their own ward



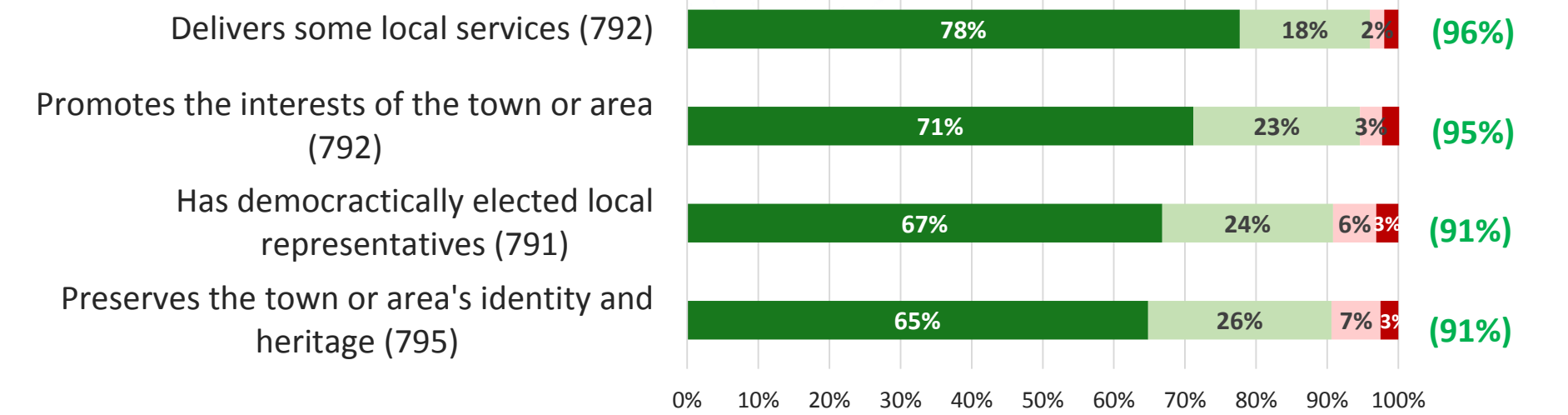
More than 9 in 10 believe it is important to have a Town Council in High Wycombe or a Parish Council in some areas that...

OPEN QUESTIONNAIRE



Page 277

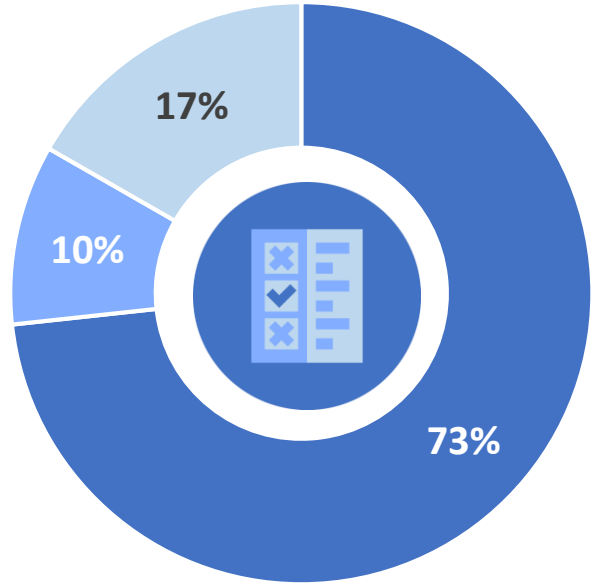
RESIDENTS' SURVEY



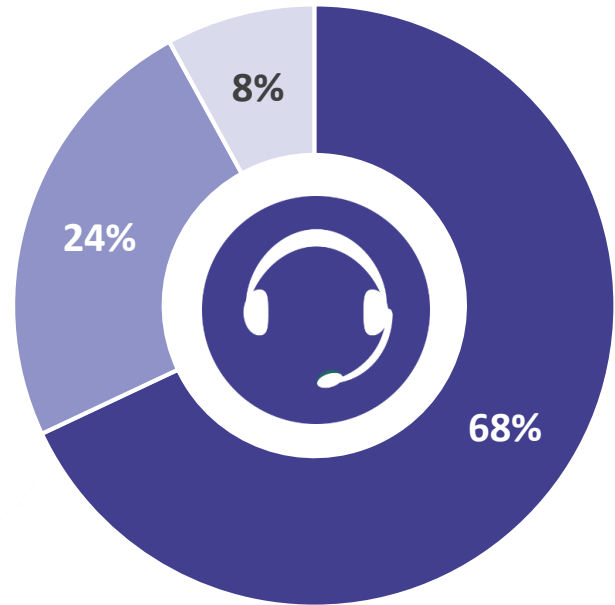
How important or unimportant is it to have either a Town Council in High Wycombe, or a Parish Council in some areas of High Wycombe that ...?

Overall, more than two-thirds support the creation of a High Wycombe Town Council

Open Questionnaire



Residents Survey



Page 278

- Option 1 – Create a new Town Council for High Wycombe
- Option 2 – No Town Council
- Option 3 – An alternative option

Micklefield less likely to prefer opt 1 (58%)
Totteridge more likely to prefer opt 1 (81%)

Which option would you prefer? (Base: 640 – excluding 'Don't Know')

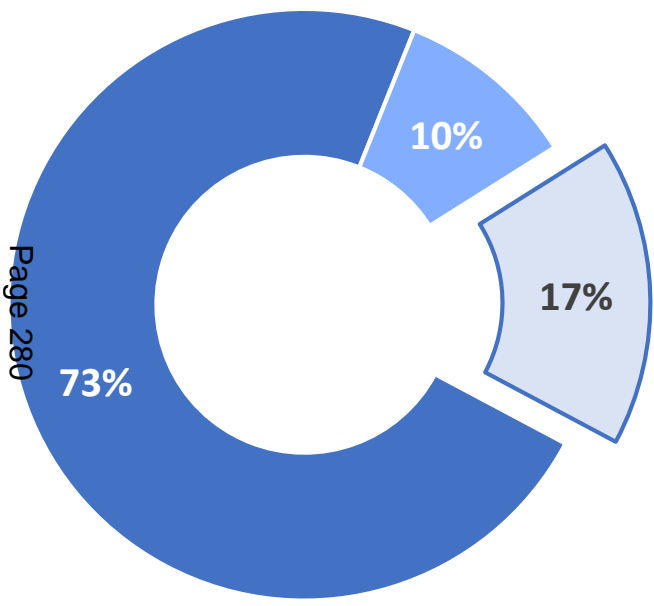
Which option would you prefer? (Base: 757 – excluding 'Don't Know')

OPEN QUESTIONNAIRE responses by area

	Micklefield (39)	Sands (115)	Totteridge (33)	Other areas (375)
Option 1: A new town council for HW	69%	43%	76%	83%
Option 2: No Town Council	10%	6%	12%	10%
Option 3: An alternative option	21%	51%	12%	6%

Option 3 – Alternatives

Open Questionnaire



Page 280

Some comments did not identify possible alternatives – eg to retain two tier governance etc

Every ward should have a parish council

A parish council for Sands and a Town Council for the rest of High Wycombe

A parish council just for Micklefield

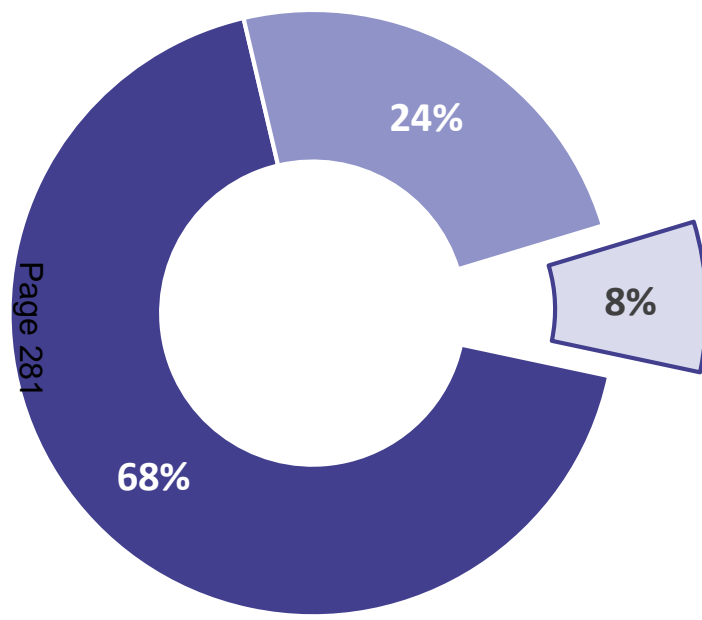
A parish council for just Totteridge

A parish council for Sands and a Town Council for the rest of High Wycombe

A separate parish council for those wards that have identified themselves as wanting a parish, plus a town council for those wards that don't wish to be a parish.

Option 3 – Alternatives

Residents' Survey



Page 281

A middle ground where we retain the Mayor and the Charter trustees and [also] have a Town Council

Every ward to have its own Parish Council

[An unspecified] mixture of / middle ground between Options 1 and 2

For the three petitioned wards to have their own Parish Council, and for the rest of High Wycombe to have a Town Council

Some comments did not identify possible alternatives – eg to retain two tier governance etc

Merge Micklefield and Totteridge

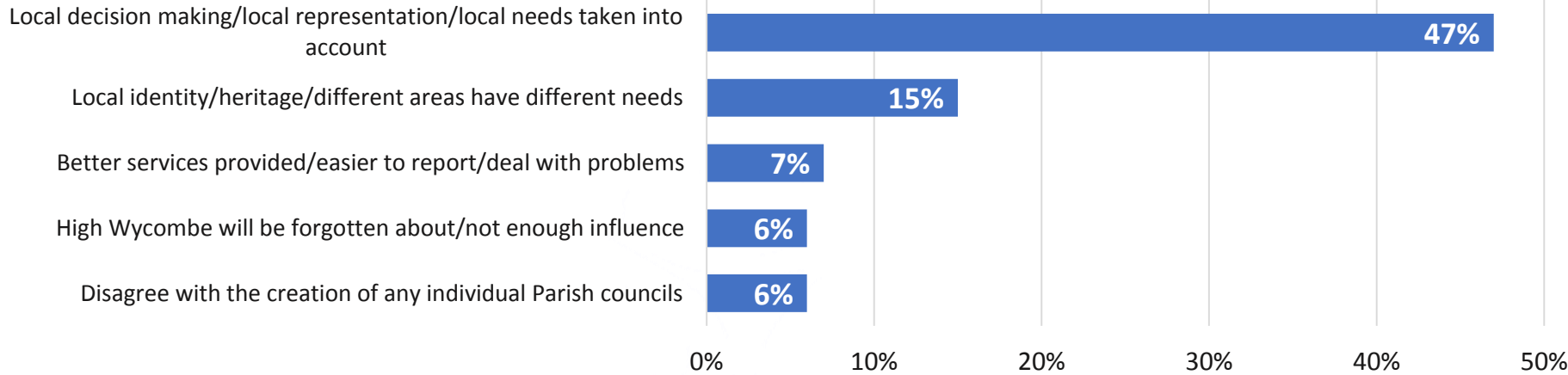
Local representation in a voluntary capacity like the way youth the clubs are run

Which option would you prefer? (Base: 757 – excluding 'Don't Know')

Reasons for wanting a Town Council: Almost half want some local decision-making and representation

OPEN QUESTIONNAIRE

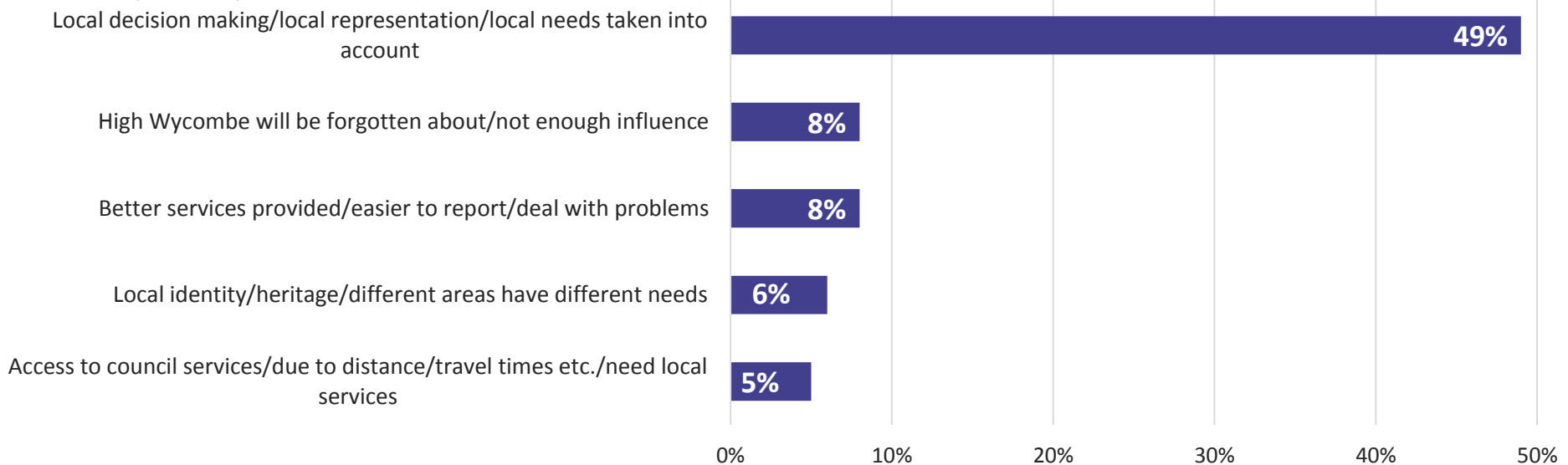
Base: 466 (All Option 1 responses)



Page 282

RESIDENTS' SURVEY

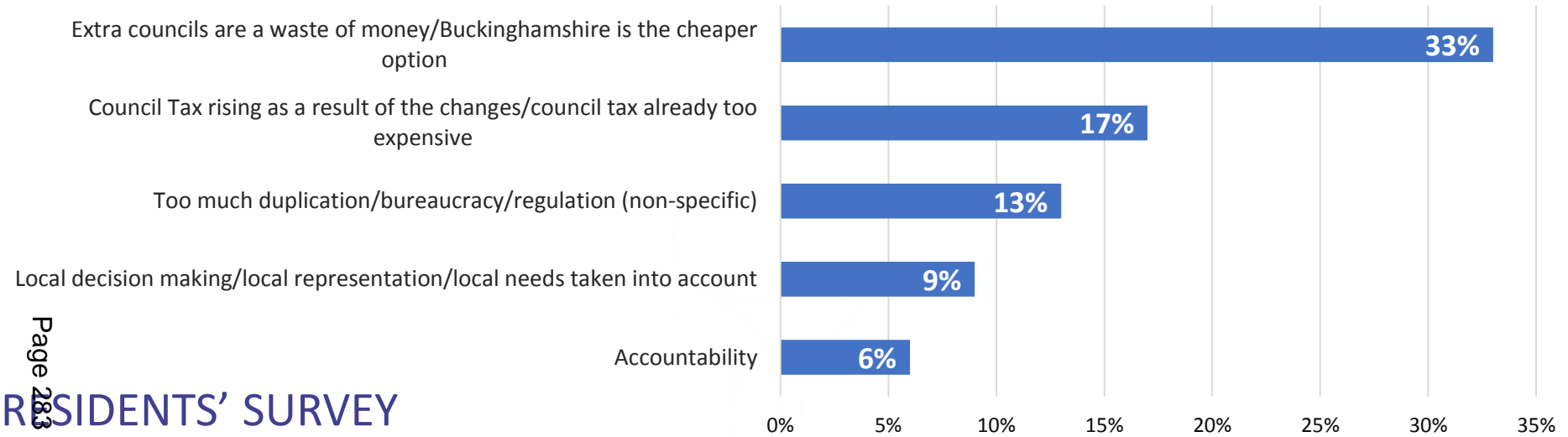
Base: 530 (All Option 1 responses)



Reasons for NOT wanting a Town Council: More than a quarter were concerned about potential costs

OPEN QUESTIONNAIRE

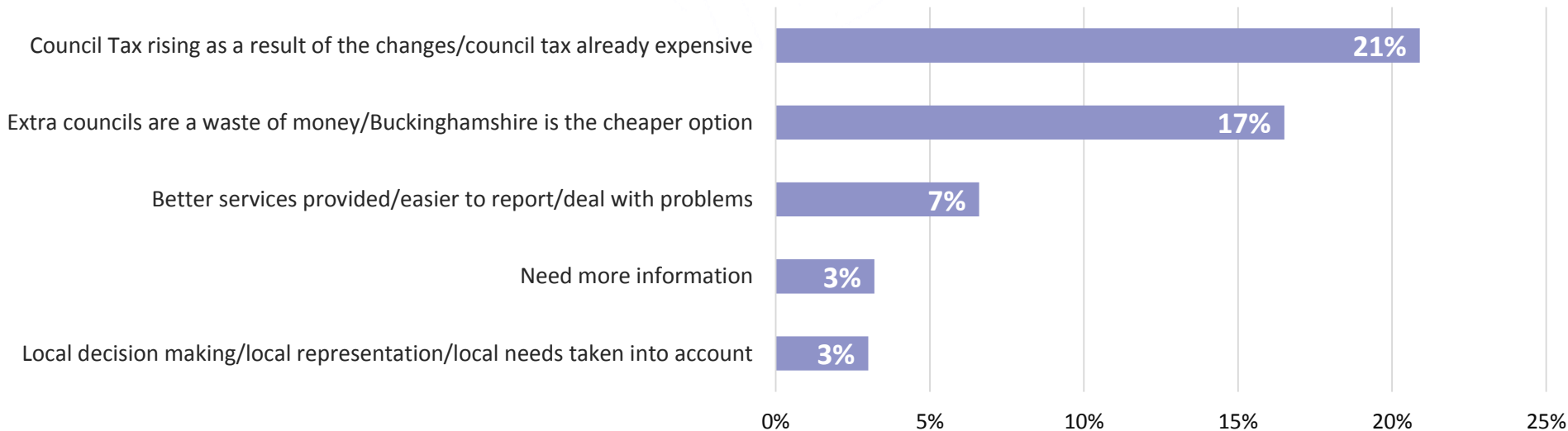
Base: 64 (All Option 2 responses)



Page 283

RESIDENTS' SURVEY

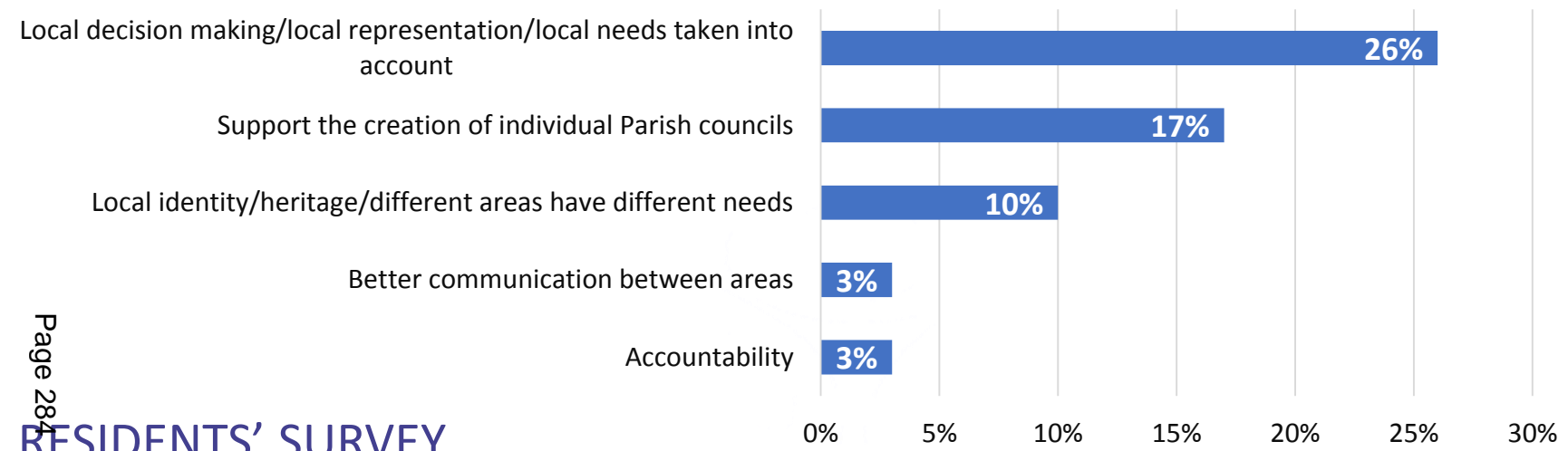
Base: 163 (Option 2 responses)



Reasons for an Alternative Option: More than a quarter want local representation/needs taken into account

OPEN QUESTIONNAIRE

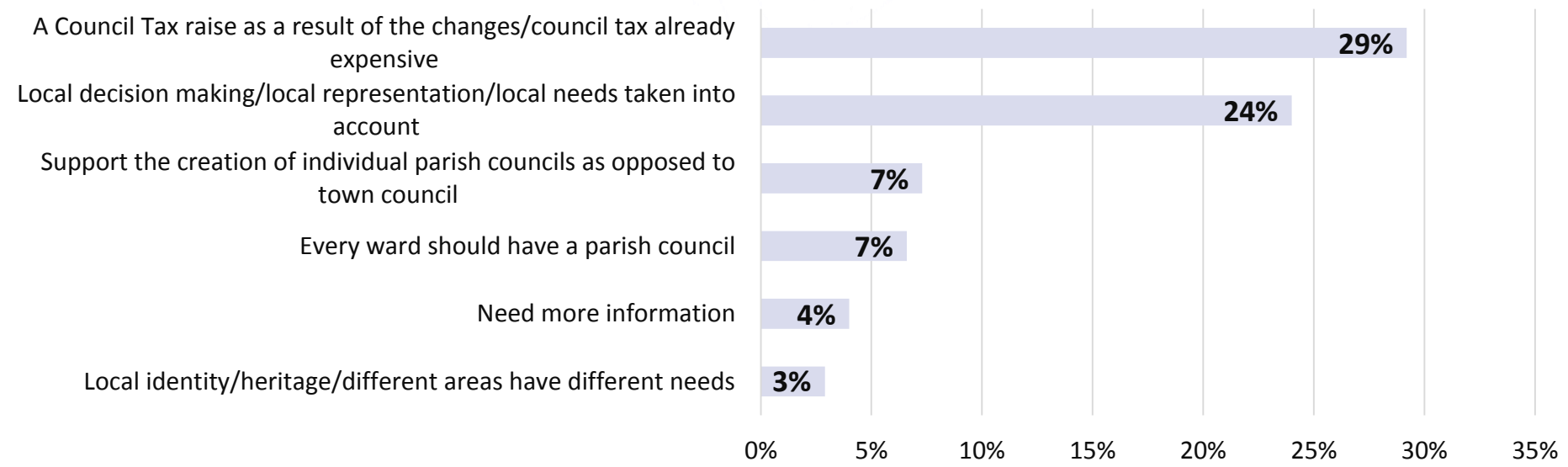
Base: 107 (All Option 3 responses)



Page 284

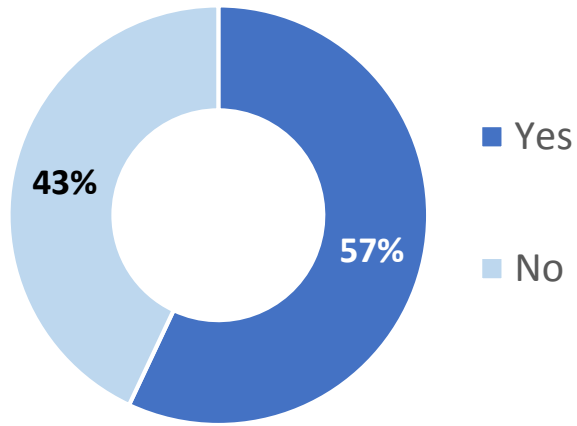
RESIDENTS' SURVEY

Base: (55 – Alternative/Option 3 responses)



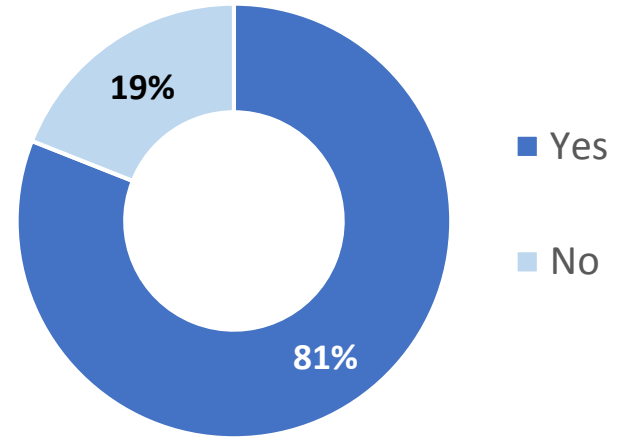
People who live in Micklefield are significantly more likely to want their own Parish Council (if a Town Council is not created)

OPEN QUESTIONNAIRE



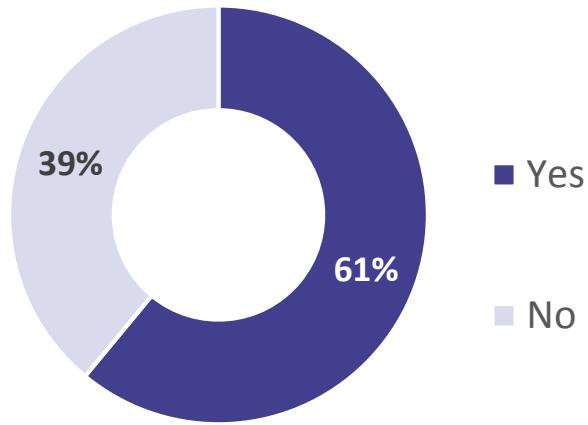
Base: 481 (All those who did not choose Option 1)

OPEN QUESTIONNAIRE (Micklefield)



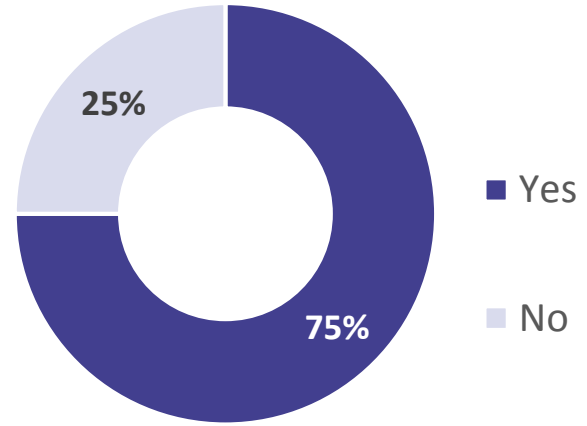
Base: 37 (Micklefield residents who did not choose Option 1)

RESIDENTS' SURVEY



Base: 608 (All those who did not choose Option 1)

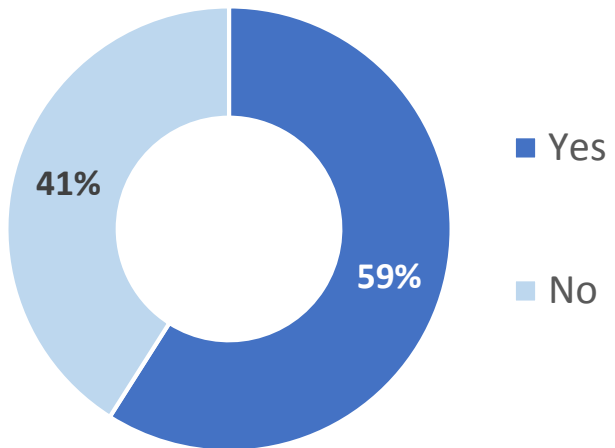
RESIDENTS' SURVEY (Micklefield)



Base: 130 (Micklefield residents who did not choose Option 1)

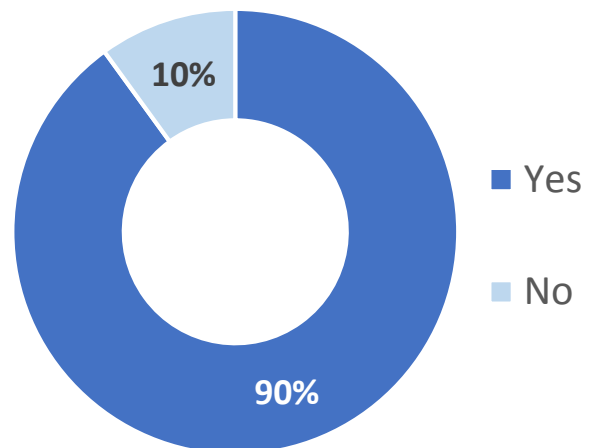
People who live in Sands are significantly more likely to want their own Parish Council (if a Town Council is not created)

OPEN QUESTIONNAIRE



Base: 510 (All those who did not choose Option 1)

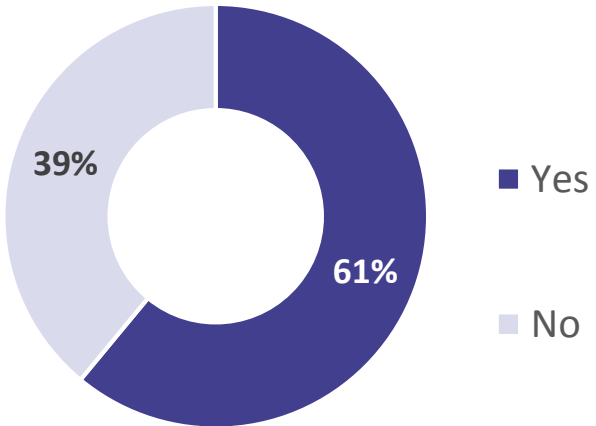
OPEN QUESTIONNAIRE (Sands)



Base: 114 (Sands residents who did not choose Option 1)

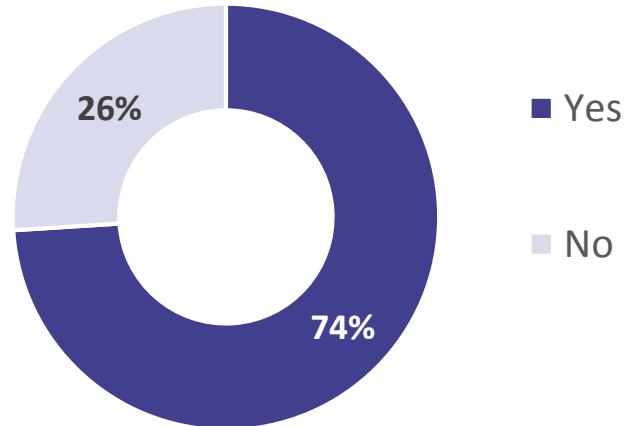
Page 286

RESIDENTS' SURVEY



Base: 621 (All those who did not choose Option 1)

RESIDENTS SURVEY (Sands)

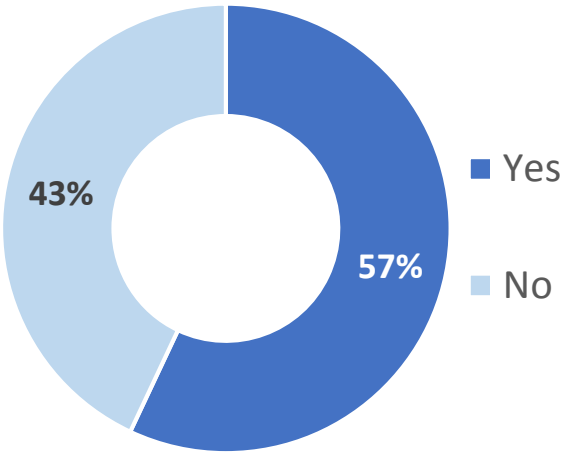


Base: 129 (Sands residents who did not choose Option 1)

Do you support having a separate Parish Council for Sands (if a Town Council is not created)?

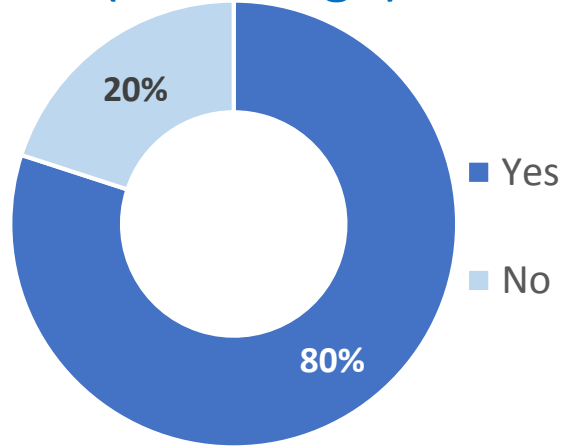
People who live in Totteridge are significantly more likely to want their own Parish Council (if a Town Council is not created)

OPEN QUESTIONNAIRE



Base: 482 (All those who did not choose Option 1)

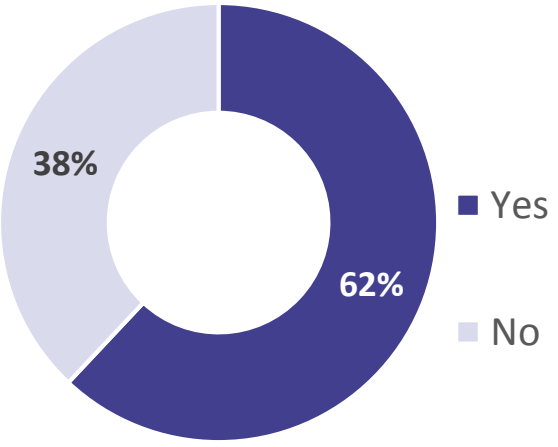
OPEN QUESTIONNAIRE (Totteridge)



Base: 30 (Totteridge residents who did not choose Option 1)

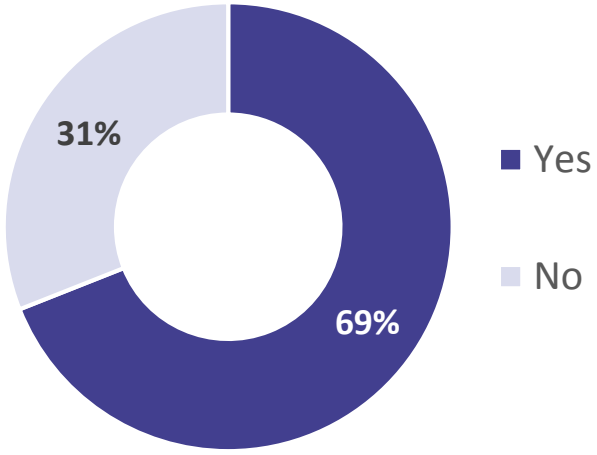
Page 287

RESIDENTS' SURVEY



Base: 626 (All those who did not choose Option 1)

RESIDENTS' SURVEY (Totteridge)



Base: 129 (Totteridge residents who did not choose Option 1)

Do you support having a separate Parish Council for Totteridge (if a Town Council is not created)?

For

I don't mind the petition wards getting what they want, but the cost must be theirs alone

Page 288

The petition wards are on the periphery of the town [so they] can get neglected

You need more parish councils in the more rural areas

It would give [the ward/Parish] more clout to argue with the unitarian authority

I don't think it will make any difference

[We] want overall governance for the community

Against

There needs to be a presiding council [...] to unify the community

All of High Wycombe should have the same system

I think the areas are too small to justify [...] – it will fragment the town rather than pulling together



WYCOMBE

DISTRICT COUNCIL

Page 289

Community Governance Review

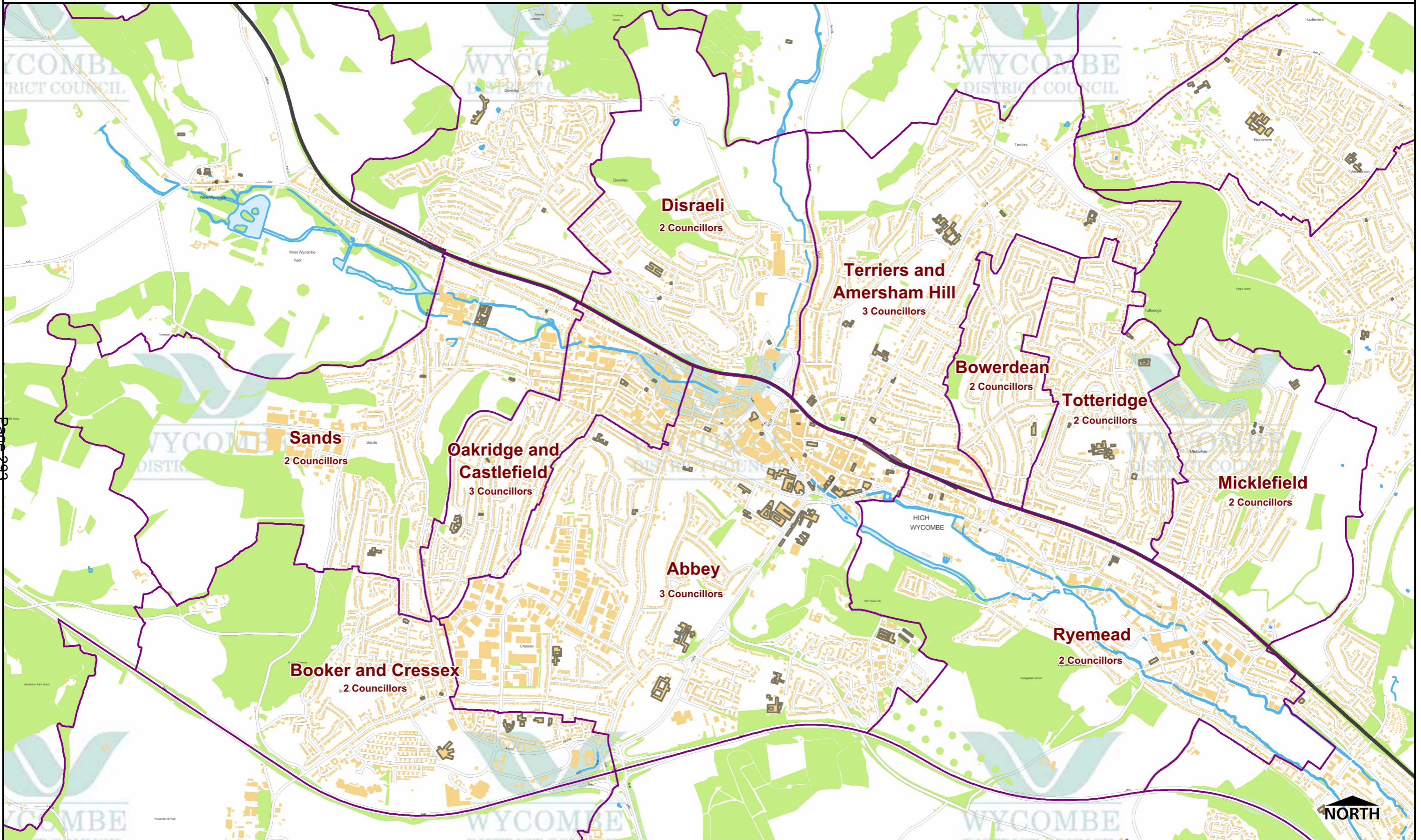


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Organisation	Address
Sands Residents' Association	
Warren Wood Residents' Association	
St. James Gate (High Wycombe) Residents Association	
Shields Residents' Association Ltd	35 Crendon Street, High Wycombe, Bucks
Newtown Court Residents Association	32 Kingsley Crescent, High Wycombe, Bucks
Highlands Residents Association	6 Highlands, Lance Way, High Wycombe, Bucks
Poets Corner Residents Association	
Speakman Gardens Residents Association Ltd	Gate House, High Wycombe, Bucks HP12 3NR
Ashwells Forum	Local residents action group
Bowerdean Residents Action Group	Local residents action group
Brands Hill Residents Association	Local residents action group
Bucks Housing Association	
Catalyst Housing Association	not-for-profit Registered Provider of affordable homes in Buckinghamshire
Cock Lane Area Residents Association (CLARA)	Housing association
Daws Hill Neighbourhood Forum	Local residents action group
Daws Hill and Abbey Barn South Sustainable Transport Liaison Group	Local residents action group
East of Amersham Hill Residents Association	Local residents action group
Green St Community Association	Local residents action group
Hazlemere Residents Association	Local residents action group
High Wycombe District Neighbourhood Watch	National scheme for local volunteers to help reduce crime in their neighbourhoods
High Wycombe Society	The protection and enhancement of the built and natural heritage in High Wycombe
Hughenden Park Estate Residents Association	Local residents action group
Hughenden Valley Residents Association	Local residents action group
Keep Hill Residents Association	Local residents action group
Loudwater Residents Action Forum	Local residents action group
Marsh and Micklefield Residents Association	Local residents action group
Penn and Tylers Green Residents Society	Local residents action group
Pimms Action Group	Local residents action group
Ryemead Forum	Local residents action group
Sands Residents Association	Local residents action group
Warren Wood Residents Association	Local residents action group

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High Wycombe Wards in Community Governance Review



Page 299

Statement of Purpose:

Site Plan for Council Business Use Only

Map produced in MapInfo GIS by:

GIS Team

Scale:

1:21,500

Date:

12/12/2019

Saved as Layout in Workspace Path / Name:

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ICT Business Systems
Queen Victoria Road
High Wycombe Bucks HP11 1BB



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Report for:	Shadow Executive
Meeting Date:	7/1/2020

Title of Report:	Environment & Climate Change Policy
Responsible Officer	David Sutherland / Penelope Tollitt
Officer Contact:	Ed Barlow ebarlow@buckscc.gov.uk 07843 344843 David Sutherland dsutherland@buckscc.gov.uk 07739 479656
Recommendations:	<p>That Shadow Executive agree with the following recommendations:</p> <p>1) The Shadow Executive notes that existing authorities continue to work to address climate change and it supports the continuation of that work prior to vesting day. When the new Council has responsibility for climate change it may resolve to take a specific policy position.</p> <p>2) The Shadow Executive agrees that further work be conducted ahead of vesting day to gather the necessary evidence to inform Buckinghamshire Council's policy decision, including a Carbon Audit on current emissions and producing a plan for developing Buckinghamshire Council's policy on wider environmental issues.</p>
Corporate Implications:	The Carbon Audit will cost up to £40k, to be covered from existing revenue budgets.
Options: (If any)	<ol style="list-style-type: none"> 1. Do nothing – paper to be noted. 2. The Shadow Executive notes that existing authorities continue to work to address climate change and it supports the continuation of that work prior to vesting day. When the new Council has responsibility for climate change it may resolve to take a specific policy position (Recommended). 3. The Shadow Executive agrees that further work be conducted ahead of vesting day to gather the necessary evidence to inform Buckinghamshire Council's policy decision, including a Carbon Audit on current emissions and producing a plan for developing Buckinghamshire Council's policy on wider environmental issues. (Recommended)
Reason:	The recommended options allow Buckinghamshire Council to be informed of baseline information, policy options and implications before adopting an Environment and Climate Change Policy.

1. Purpose of Report

The purpose of this report is to provide the Shadow Executive with an update on work underway to inform the Environment and Climate Change Policy of Buckinghamshire Council. This includes a Carbon Audit of all existing authorities, gathering wider environmental information and developing policy options for the new authority to take a view on after vesting day.

2. Executive Summary

The report provides background information to this policy area and recommends that further work is carried out, ahead of vesting day, including a Carbon Audit. It is recommended that the Shadow Executive agree these policy matters are for the new authority to take a position on after vesting day.

3. Content of Report

Background

There has been an increased public and political focus on environmental issues and in particular climate change since 2018. This has been seen through the number of public demonstrations, declarations of a 'climate emergency' and other campaigning and political activity. Some of the more prominent events over this time which have led to the current situation include:

- In January 2018, the Department for Environment, Food & Rural Affairs (Defra) introduced the 25 Year Environment Plan which establishes a broad set of goals, across all environmental themes, with the overall aim of 'leaving the environment in a better state than we found it'.
- In October 2018, the Intergovernmental Panel on Climate Change (IPCC – a UN Body) warned of the rapid and far reaching consequences of exceeding 1.5°C of warming globally. To avoid this, global emissions would need to reach a net-zero position by 2050.
- In May 2019, The Committee on Climate change (CCC – UK Government climate advisory body) advised that the UK should change the national carbon reduction target for 2050 from 80% to 100%, to create a 'net-zero'¹ position.
- In May 2019, the House of Commons passed a non-binding motion to become the first parliament or legislature in the world to declare an 'environment and climate emergency'.
- The UK Government subsequently amended the Climate Change Act (2008) in June 2019 so that the 80% emissions reduction target by 2050 was replaced with 100% - this is now the UK's legally binding, national target.
- In July 2019 The Committee on Climate Change, in assessing progress in reducing UK emissions over the past year, reported that UK action to curb greenhouse gas emissions was lagging behind what is needed to meet legally-binding emissions targets. Since June 2018, Government had delivered only 1 of 25 critical policies needed to get emissions reductions back on track
- On 15 October 2019, the Government introduced a new Environment Bill that:
 - Will set up a new Office of Environmental Protection that can take enforcement action against public authorities if they have breached environmental law, and

¹ Net-zero position permits for a small volume of carbon emissions to be offset / removed through activities which absorb carbon from the atmosphere.

has an ability to take action against the government if it fails to meet its legally-binding climate change targets.

- Will set legally-binding targets on air, water quality, biodiversity and waste efficiency that puts the DEFRA 25 year Environment Plan on a statutory footing.
- Mandate the principle of biodiversity net gain as part of the planning system
- Allows for regulations to be introduced regarding single use plastics and deposit return schemes.

Whilst the UK has a national carbon emission reduction target in law, there are no comparative regulations which apply to local authorities.

The current County and District Councils have all undertaken work to reduce their impact on the environment, including reducing carbon emissions, however this report does not attempt to summarise this work.

Carbon Audit

All the councils have for many years run programs to reduce energy consumption, initially to produce savings and reduce wastage.

This work has now developed to become part of a determined course of action to react to climate change and so the new Buckinghamshire Council has to its benefit a record of good practice to build on and can continue to improve its performance.

The Carbon Audit will provide an opportunity to record the effectiveness of work undertaken to date and will provide a new baseline for future achievements to be measured against.

It is therefore recommended that a Carbon Audit is undertaken to ensure that any policy decisions on the matter are taken with knowledge of the existing baseline emissions. In summary, a Carbon Audit will:

- Provide an overview of baseline emissions from owned and controlled assets (e.g. from gas and electricity consumption in buildings) and staff business travel, in line with Government Sustainability Reporting Guidance².
 - If gaps are identified the audit will provide recommendations for how to collect data to report on these emissions.
- Propose a carbon budget showing how the authority could meet a net-zero target by 2050, in line with the UK's national target.
- Provide guidance on how carbon offsetting and renewable energy supplies can reduce residual emissions within the carbon budget.
- Set out a range of measures and projects to reduce emissions along with indicative costs. These may include:
 - Energy efficiency measures across operational assets including buildings, street lighting and vehicles.
 - Moving to renewable or low carbon fuels and encouraging the use of sustainable transport options.
 - Installing renewable energy generation on Council buildings as well as larger scale renewable installation on its land holdings, e.g. solar farms.
 - Changes to land use across agricultural estate, e.g. additional tree planting which would also support wider environmental benefits such as enhancing biodiversity.

² https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/772723/Sustainability_report_19.pdf

Developing Buckinghamshire Council's Environmental Policy

Whilst the specific work in relation to reducing its own carbon emissions will be critical, the new authority may also wish to adopt new environmental policies once established. This is to ensure that the clear environmental risks as well as economic opportunities from climate change are planned for and managed, to ensure that a healthy environment remains at the heart of a thriving County. In order to inform these policy options and their implications it is proposed to establish baseline information across a broader suite of environmental indicators, for example biodiversity.

The establishment of this baseline will in turn help the authority inform its environment policy for its own operations as well as its wider policy and place shaping role in line with the national environmental priorities and indicators as set out in the DEFRA 25 year Environment plan and the recently published Environment Bill.

From this baseline a set of targets and actions could be developed around the following areas in the short, medium and long term:

- **Leading by example** – Improving the authorities own performance, for example by stopping the use of single use plastics.
- **Enabling action** on the environment and climate change across Buckinghamshire – via policies and plans the authority is responsible for, i.e. Local Plan and related policies and guidance (zero carbon home, biodiversity net gain), Local Transport Plan.
- **Partnership working** to facilitate others to take action themselves.

Options for external support to progress this element of the work are being considered now and a specification is being drafted.

Options

1. No action – paper noted only.
2. Note that existing authorities continue to work to address climate change and continue that work prior to vesting day. When the new Council has responsibility for climate change it may resolve to take a specific policy position (**Recommended**).
3. Conduct further work ahead of vesting day to gather the necessary evidence to inform Buckinghamshire Council's policy decision, including a Carbon Audit on current emissions and producing a plan for developing Buckinghamshire Council's policy on wider environmental issues. (**Recommended**)

4. Financial Implications

Immediate financial implications include the cost of the Carbon Audit, up to £40k, which can be met by the County Council's existing revenue budget. The outputs of the carbon audit will outline potential projects which would reduce carbon emissions along with estimated costs.

5. Legal Implications

The Council's policy position should reflect all current and emerging legislative requirements, and not be inconsistent with any national standards imposed on public bodies.

6. Other Key Risks

Not applicable.

7. Dependencies

Not applicable.

8. Consultation

Not applicable.

9. Communications Plan

Not applicable.

10. Equalities Impact Assessment Summary

Screening questionnaire completed indicating no equalities impacts.

11. Next Steps

Upon agreement, the Carbon Audit will be commissioned as summarised in this paper. A plan for developing an Environmental Policy will also be produced ahead of vesting day.

Background Papers	None
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Report for:	South East Aylesbury Link Road Budget Change
Meeting Date:	7th January 2020

Title of Report:	South East Aylesbury Link Road
Shadow Portfolio Holder	Martin Tett
Responsible Officer	Ian McGowan/ Neil Gibson
Report Author Officer Contact:	Thomas Fitzpatrick, 01296 387105, tfitzpatrick@buckscc.gov.uk
Recommendations:	<p>Recommendations should be set out in full in here, and not refer to selective paragraphs. Please ensure recommendations are in bold.</p> <ol style="list-style-type: none"> 1) The Shadow Executive approve the change of budget for the South East Aylesbury Link Road from £24,683,000 to £35,493,283 2) Note the opportunities the Project Team are currently seeking to reduce the cost of the scheme. This includes negotiations with HS2 over Surplus Excavated Material 3) Note the Compulsory Order Process the Council will be entering for the scheme
Corporate Implications:	This report impacts on the Medium Term Financial Plan for the future Buckinghamshire Council. It increases the budget of this major highways infrastructure scheme by approximately £11million.
Options: (If any)	<p>Options are set out in more detail within the main body of this report. They are:</p> <ol style="list-style-type: none"> 1) To keep the budget the same within the Medium Term Financial Plan, this would cause significant deliverability issues. 2) To increase the scheme budget to the most likely scenario including an appropriate amount for risk on the project.
Reason:	The recommended option is to increase the budget of the scheme to the most likely scenario whilst noting the opportunities that the Project Team are exploring to reduce the cost of the scheme.

1. Purpose of Report

- 1.1 This report sets out the background to the South East Aylesbury Link Road (SEALR) project and the reasons why an increase in the scheme budget is required.

2. Content of Report

2.1 Background

SEALR is one the sections of the proposed Aylesbury Orbital, as set out in the adopted Aylesbury Transport Strategy and draft Vale of Aylesbury Local Plan. It provides the link between the A413 Wendover Road and B4443 Mandeville Road. The proposed link would be built as dual carriageway.

Transport modelling studies have demonstrated that the planned realignment of the A4010 through the HS2 Hybrid Bill has an unacceptable impact on the local highway network around the Aylesbury gyratory. The SEALR has been shown to be the best possible solution to relieving this pressure.

Housing growth and the impact of proposed High Speed 2 construction in Aylesbury has necessitated the construction of additional road infrastructure in and around the town. The SEALR is a crucial part of this infrastructure programme. HS2 has committed to paying for the most significant piece of infrastructure on this route, the crossing of the Aylesbury line. In addition, in Summer 2016, the County Council (in partnership with Buckinghamshire Thames Valley Local Enterprise Partnership) secured £13.5m from the third round of Local Growth Funding to enable delivery of the road. Other funding is either under negotiation or secured from local development sites.

The completion of the SEALR accords with the Council's Strategic Plan objective to Keep Buckinghamshire Thriving and Attractive, by mitigating congestion in and around Aylesbury and enhancing north-south connectivity across the county.

During the bidding stage the cost of the scheme was forecast to be approximately £24million, this was based on high level design assumptions. This amount was signed off by the Council and included in the Medium Term Financial Plan. Since 2016 significant design work and surveying has seen the cost forecast increase to approximately £35.5million. The specific reasons for this increase are set out in this paper.

It should be noted that the Council has also secured increased contributions to the budget for the SEALR, most notably from major housing projects close to the scheme. Contributions towards the scheme are set out in the published draft Section 106 agreements for Hampden Fields and Woodlands.

2.2. Available Budget and Funding sources

The current estimated budget for the scheme is set out in the table below:

County Council funding	15,154
Estimated Local Developer Contributions	13,809,129
Local Growth Fund	13,472,000
Estimated HS2 funding (TBC through negotiation)	8,197,000

OVERALL TOTAL BUDGET	35,493,283

- In addition the County Council has bid to the Housing Infrastructure fund for two separate amounts. The first amount is £11,341,917 to forward fund developer contribution (which in some instances may not be received for approximately 5-10 years). The second amount is £11,248,125 which was bid to gap fund the potential risks on the project around Network Rail. This latter risk has now been resolved as far as reasonably possible and it is unlikely this funding will now be required. These HIF amounts are not included in the budgets of the scheme as these monies have not yet been confirmed.
- Further information on the profile of spend vs budget is set out in Confidential Appendix A

2.3. *Cost of the scheme*

¹ The current cost of the scheme is estimated at £35,493,283. This includes all costs associated with the project including

- Feasibility Costs
- Planning and Design Costs
- Land acquisition costs
- Construction costs
- Risk

2.4. *Reasons for Increase in cost*

- The amount of environmental mitigation for the scheme has increased due to the requirement to achieve a bio-diversity net gain (as set out in the draft Vale of Aylesbury Local Plan). This has led to significantly more land being required for the scheme than was proposed in early feasibility.
- The size of the crossing (to span over the whole of Network Rails land and keep a required ecological corridor underneath) has meant a larger amount of material is required to construct the crossing. This has led to a substantial increase in the cost of material.
- Land valuation has been completed and an assessment of potential future Part 1 claims has been concluded based on the preliminary design. This has led to an increased budget requirement for Land compensation.

2.5. *Ecological Corridor requirement under bridge*

The most important ecological landscape feature identified through the ecology surveys has been a 'green' corridor that runs north-south to the west of the railway line. The whole of this existing 'green corridor' works together as one 'functioning' habitat, supporting the species it holds day to day and enabling movement and dispersal around the local area with the cover and shelter it provides in an otherwise sterile arable landscape. Habitats and species recorded within this 'green' corridor include barn owl, a variety of bat species and badger. These all use the existing habitats for foraging and movement north/south within the local area. On smaller, more local scale the 'green corridor' is utilised by an extensive range of

common and conservation interest bird species for foraging, breeding, nesting and sheltering as well as the dispersal of young. In addition, although not surveyed as part of this scheme, deer and small mammals will be utilising this green corridor to the same requirements as the other species as set out above.

If the existing green corridor was lost due to the design of the scheme, there would be the potential that barn owl and bat species such as pipistrelle, which can fly more in the open, may decide to try to cross the new road, resulting in collision risk with vehicles. It is therefore important to try to maintain and enhance the existing green corridor for all the species present to retain connectivity north/south and avoid severance effects through design. In addition, there is a legal responsibility placed upon the design team to safeguard these species and avoid any potential road collision of species, should the existing green corridor be severed.

The span of this bridge has been agreed with HS2 (who fund the structure) following significant negotiation. It was acknowledged by HS2 that this is a planning requirement for the overall SEALR scheme.

2.6. Opportunities to reduce cost

There are a number of opportunities within the project cost that officers are exploring. These include the following:

- **Cost of earthworks:** This has caused a large increase in the new cost estimate. The Council is in dialogue with HS2 about use of surplus excavated material from the new railway scheme (as per an assurance secured by the Council during petitioning). This could greatly reduce the cost of earthworks but cannot be guaranteed at this stage. This will only take place if HS2 goes ahead (HS2 is currently being reviewed).
- **Size of the crossing:** The project team are working closely with contractors to look for savings in the cost of the bridge; this includes looking for opportunities to reduce the amount of earthworks.
- **Cost of the land/ CPO Process:** Although a Compulsory Purchase Order will be served for this scheme this is only to ensure a definite timescale for land acquisition. Officers are negotiating with landowners and are hopeful of land purchase without the need for a CPO enquiry. This would help ensure spend under the forecast amount.
- **Cost of Utilities work:** The Council are also exploring completing part of the utilities works through our own Contractor rather than via the Utility providers. This offers the opportunity of significant savings. We are also looking at opportunities to coordinate works with HS2 if the scheme goes ahead.

The Project Team will continue to work with all partners and its appointed contractors to reduce the cost of the scheme as far as reasonably possible.

3. Options

Financially the scheme has worked through two distinct scenarios:

3.1 Option 1- Best Case Scenario (£27,178,787)

The project team has worked through a scenario where objectives on cost savings are met. This includes attaining material for the scheme free from HS2 and having substantially reduced risk budgets. This would result in a cost closer to the current Medium Term Financial Plan budget of £24,683,000. This would put significant pressure on the scheme and would likely make the scheme undeliverable at a later date without more money being released.

3.2 Option 2- Most Likely Scenario (£35,493,283)

Based on the above the scheme has taken the decision to set the budget of spend at a level seen as the Most Likely Scenario. However regular updates will be provided during the development of the scheme to ensure politicians are aware of issues and opportunities that may impact the scheme.

Option 2 is therefore the preferred option.

4. Legal Implications

- 4.1 The Council would be proceeding with a Compulsory Purchase Order (CPO) under Sections 239, 240, 246, 250 and 260 of the Highways Act 1980 for the compulsory purchase of land and rights required. The principal power in the act is Section 239(1), which provides that a highway authority may acquire land required for the construction of a highway which is to be a highway maintainable at the public expense and Section 239(3) which allows a highway authority to acquire land for the improvement of a highway being an improvement which the authority is authorised to make under the Act. Section 246 authorises the acquisition of land for the purpose of mitigating the adverse effects of the construction or improvement of highways. Section 250 authorises the compulsory acquisition of new rights over land and section 260 authorises the clearance of the title to land already held by the Council and required for the scheme and which might otherwise interfere with the Council's activities in exercising its statutory powers to construct the works.

The Side Roads Order (SRO) will authorise the stopping-up, diversion and creation of new lengths of highway or reclassification of existing highways and the CPO will include land that is required to enable the works authorised by the SRO to be carried out. The SRO makes provision for the stopping-up of numerous private means of access to premises and agricultural land and the CPO makes provision for the acquisition of land and new rights to enable new, replacement private means of access to be provided as part of the scheme.

While the authority only use compulsory purchase powers where it is expedient to do so, in considering whether to confirm the CPO and SRO the Secretary of State will need to be satisfied that there is a "compelling case in the public interest for compulsory acquisition" that if confirmed by the Secretary of State the scheme is unlikely to be blocked by physical or legal impediments to implementation. These include related infrastructure works and the need for planning permission.

The acquiring authority is expected to demonstrate the sources of funding for the scheme, land acquisition, compensation and the scheme works. If the Council cannot satisfy the Secretary of State that the funding for all elements of the scheme is approved this will raise issues of impediment and deliverability of the scheme and if either of the Orders fail to be confirmed the scheme could not proceed where it

requires land and interests and would be relying on these powers to deliver the scheme.

The ability to negotiate and enter into contracts requires the Council to secure the necessary funding to proceed. The failure to fund this element of the process increases the risk to delivery of the scheme within the timeframe and the estimates costs.

The Buckinghamshire County Council Cabinet decision to delegate authority to begin a Side Road Order is available as Appendix B. The decision to authorise a CPO is linked within the background papers.

5. Dependencies

- 5.1 The South East Aylesbury Link Road is a key part of the Aylesbury Orbital Strategy. The Orbital Strategy is set out in the Aylesbury Transport Strategy; the aim is to reduce the level of vehicles in the town centre through delivery of a ring road around the town. This should allow for sustainable travel options to be introduced on the routes into the town.
- 5.2 The SEALR is included as required infrastructure to bring forward the Aylesbury Garden Town 1 Site within the draft Vale of Aylesbury Local Plan.
- 5.3 The SEALR is required mitigation from the Stoke Mandeville Relief Road delivered through the HS2 Hybrid Act. Without the SEALR transport modelling has shown that the Aylesbury gyratory and Lower Road will suffer from significant increased congestion.
- 5.4 Part of the funding for the scheme is reliant on delivery of two major developments (Woodlands and Hampden Fields). Both of these schemes have draft S106 agreements that allocate funding to the SEALR, and both have Secretary of State sign off to their planning applications. It should be noted that timing of the funding is dependent on build out rates of the developments which could mean funding will not be received for 5-10 years. To mitigate this the County Council has bid for forward funding via the Housing Infrastructure Fund however if this bid does not succeed a loan would be required.

6. Consultation

6.1 The scheme has undertaken considerable consultation with the public. This has included 2 public exhibition events and a consultation. There were 268 responses to the SEALR consultation, 218 (81%) expressed their opinion on whether they supported the scheme. Over half (51%) of the respondents supported (stating agree or strongly agree) the proposal and less than a third (32%) of the respondents disagreed or strongly disagreed with the scheme. The remaining 17% were undecided. The majority of opponents to the scheme lived in close proximity to the proposed alignment.

6.2 Local members and members of the Cabinet have been regularly updated on progress of the scheme. The Leader of the Council is the responsible Cabinet Member for the scheme and has been briefed on the increase in cost and risks associated with progression throughout

7. Equalities Implications

7.1 All public sector acquiring authorities are bound by the Public Sector Equality Duty as set out in section 149 of the Equality Act 2010.

An Equalities Impact Assessment has been completed for this scheme and is available as Appendix C.

8. Next Steps

8.1 The next steps in the scheme will be to progress with the Detailed Design, Early Contractor Involvement and Land Purchase.

9. Appendices and Background Papers

APPENDIX A- CONFIDENTIAL APPENDIX- Profile of spend vs budget.

APPENDIX B- Buckinghamshire County Council Cabinet Report on Side Road Order (including appendices)

APPENDIX C- Equalities Impact Assessment

Background Papers	Nov 2017. South East Aylesbury Link Road Cabinet Decision to delegate authority to enter a Compulsory Purchase Order Process: https://democracy.buckscc.gov.uk/ieDecisionDetails.aspx?ID=6903
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Report to Cabinet

Title:	South East Aylesbury Link Road: Land Acquisition and CPO update, Planning Application update, Side Roads Order and Section 19 Application
Date:	Monday 9 th December 2020
Date can be implemented:	[Democratic Services will fill this in]
Author:	Deputy Leader & Cabinet Member for Transportation, Leader of the Council
Contact officer:	Thomas Fitzpatrick, 01296 387105
Local members affected:	Aston Clinton & Bierton; Aylesbury East; Aylesbury South East; Wendover, Halton & Stoke Mandeville;
Portfolio areas affected:	Transport, Resources and Leader of the Council

For press enquiries concerning this report, please contact the media office on 01296 382444

[Guidance can be found on the intranet at the following link:

<https://intranet.buckscc.gov.uk/how-do-i/member-services/decision-making/>

Is the report confidential? Please contact Democratic Services.]

Summary

This report seeks authorisation for the making of Side Roads Order and submission of an application to the Secretary of States for a certificate under section 19 of the Acquisition of Land Act 1981 to facilitate the delivery of the South East Aylesbury Link Road ("SEALR"). This report will also provide updates to cabinet on the status of the SEALR planning application and an update to the Compulsory Purchase Order process to be undertaken by the project.

The SEALR is a proposed new classified link road which will connect the B4443 Lower Road with the A413 Wendover Road. The requirement for the SEALR to come forward now has arisen as a result of the HS2 realignment of the A4010 ('Stoke Mandeville bypass'). Transport modelling has shown that the Stoke Mandeville bypass causes significant congestion at the Aylesbury gyratory due to traffic reassignment at this junction, which is already operating over capacity. The SEALR is required to relieve this additional congestion and improve connectivity

around Aylesbury. The SEALR also forms part of the emerging vision for Aylesbury Garden Town and is a key part of the adopted Aylesbury Transport Strategy. Development of land in close proximity to the scheme and an allocation in the draft Vale of Aylesbury Local Plan has provided further need to bring the scheme forward.

Recommendation

The Cabinet is requested to authorise:

- (1) The making of a Side Roads Order(s) (“SRO”) under sections 14 and 125 of the Highways Act 1980 and all other necessary powers to:
 - (a) improve, raise, lower, stop up, divert or otherwise alter existing highways which cross or enter the route of the SEALR or will otherwise be affected by the construction of the SEALR or as required to deliver the SEALR;**
 - (b) construct new lengths of highways for purposes connected with the alterations referred to in (a) above and delivery of the SEALR; and**
 - (c) stop up private means of access and provide replacement or new means of access.****
- (2) The submission of an application to the Secretary of State for a certificate under section 19 of the Acquisition of Land Act 1981.**
- (3) The Director of Property and Assets (or such other appropriate officer) to:
 - (a) Make and issue the SRO and the section 19 application including the service and publication of all requisite notices and press notices;**
 - (b) take all necessary steps to settle any objections made to the SRO, the section 19 application and the compulsory purchase order (“CPO) to be made to secure delivery of the SEALR including amendments to the SRO, the section 19 application;**
 - (c) negotiate and enter into agreements or undertakings with persons with any legal interest in the land relating to the SRO and/or the CPO;**
 - (d) make any amendments necessary to the SRO and/or the CPO arising as a result of negotiations with affected persons, further design work, section 19 application or for any connected reasons to enable delivery of the SEALR;**
 - (e) take all necessary steps to secure settlement of compensation arising from implementation of the SRO and/or the CPO including referral to the Upper Tribunal (Lands Chamber); and,**
 - (f) take any further or other action necessary to secure the making, confirmation and implementation of the SRO and/or the CPO, and or/ the section 19 application.****

The Cabinet is asked to note

- (4) The updated land budget for the acquisition of land required for the scheme**
- (5) That the Director of Property and Assets (or such other appropriate officer) will be serving a Compulsory Purchase Order on all those with an interest in the land affected by the scheme and will continue to negotiate to acquire those interests by agreement. There would be no requirement to hold a CPO inquiry if all interests and objections are settled beforehand.**
- (6) The SEALR planning application will be submitted by the end of 2019/ early 2020.**

A. Narrative setting out the reasons for the decision

1. Background

Transport modelling has shown that the planned HS2 realignment of the A4010 will cause significant congestion at the Aylesbury gyratory as a result of the traffic reassignment at this junction that is already operating over capacity. The SEALR has been shown to be the best possible solution to relieving this additional congestion and improving connectivity around Aylesbury.

The SEALR forms part of the Council's long term vision to deliver an orbital route around Aylesbury and is also a key piece of infrastructure to support the delivery of the Buckinghamshire Local Transport Plan 4, the BTVLEP strategic transport objectives and the Vale of Aylesbury Local Plan ("VALP") which was recently subject to examination in public.

The SEALR will deliver a link road between the realigned A4010 junction with the B4443 and the A413 Wendover Road (linking into a proposed development at the site known as Hampden Fields).

The SEALR will be built as a dual carriageway in line with the Council's policy to deliver all link roads around Aylesbury as either a dual carriageway or with passive provision for dualling. The key infrastructure on the SEALR will be an overbridge crossing the London Marylebone to Aylesbury railway line.

On 13 November 2017, Cabinet authorised the making of a CPO for the purpose of assembling and acquiring the land necessary to deliver the SEALR in the event that negotiations to acquire the land and interests by agreement are unsuccessful. This paper provides an update on the land acquisition CPO budget as part of Confidential Appendix A.

2. Planning application update

The planning application will be submitted to Buckinghamshire County Council as the highways authority. Changes to the planning application scheme since consultation with the public include:

- Following surface water flooding modelling the following has been incorporated:
 - o Addition of culvert in the west to convey surface water
 - o Revisions to the size of culverts
 - o Incorporation of flood storage area near the A413 Wendover Road
- Relocation of attenuation pond in the east adjacent to Wendover Road further west to allow for the flood storage area
- Revisions to the vertical alignment of the road to reduce embankment impacts and visual impact on the properties in close proximity to the scheme
- Revisions to the landscaping to ensure 10% biodiversity net gain is achieved (in line with new Council guidance)
- Small changes to the alignment of the exits of the roundabout in response to transport modelling
- Changes to the red line boundary to reduce overall land take requirements following bio diversity net gain analysis

The scheme has also been realigned slightly to move the scheme away from the existing housing estate. This realignment has resulted in the scheme being up to 10 meters further away from existing housing, this has benefits in terms of noise, vibration and air quality.

3. CPO update

In November 2017 Cabinet delegated authority to the Director of Growth and Development Strategy and Highways (or responsible officer) to make a CPO for land required for the SEALR. The CPO is required to ensure the programme for delivery of the SEALR is met. In total 13 different landowners are affected by the scheme and any one of these could be an impediment to delivery of the Scheme without a CPO being confirmed and empowering the Authority to acquire the necessary land.

Over the subsequent two years since the decision, changes in scheme design have resulted in a lesser land area being required to deliver the current proposed design. In addition the part of the land required for the scheme and its adjoining land has been allocated in the draft Vale of Aylesbury Local Plan resulting in changes to the land valuation. Updated valuations and budget are set out in Confidential Appendix B.

4. Side Roads Order

The SRO is required under sections 14 and 125 of the Highways Act 1980. The SRO will authorise BCC to improve, raise, lower, stop up, divert or otherwise alter existing highways that cross or enter the route of the SEALR or which will otherwise be affected by the construction of the SEALR. The power also extends to construction of new lengths of highways for purposes connected with the alterations made to the existing highways.

The SRO will also authorise the stopping up and provision of replacement or new private means of access to premises/land.

The following are some of the works for which an SRO may be required:

- Provision of a new junction at the eastern end of the SEALR to connect with the A413 (Wendover Road) to the north and south and the proposed Southern Link Road at Hampden Fields to the east;
- Amendments to the A413 (northern and southern arms);
- Provision of a new junction at the western end of the SEALR to connect with the B4443 (Lower Road) to the north and south and the new Stoke Mandeville Relief Road (realigned A4010) to the west using a new roundabout with amendments to the Lower Road arms (north and south arms);
- A shared cycle/footway on the northern side of the SEALR to include the realignment of a footpath(s);
- A footpath on the southern side of the SEALR;
- New agricultural accesses from the SEALR for landowners/ occupiers and maintenance accesses from the SEALR to the bridge structure and the attenuation ponds.

Attached as Appendix C is a preliminary design plan of the SEALR with the proposed SRO works.

A notice of the making of the SRO will be published in at least one local newspaper circulating in the areas where the highways to which the SRO relates are situated and in the London Gazette before the SRO is submitted to the Secretary of State for Transport for confirmation.

There will be a minimum six week period for representation and objections to be made to the SRO. Objections to the SRO are made directly to the Secretary of State for Transport. The SRO must be made before the CPO is confirmed.

5. Section 19 Certificate application

The proposed CPO includes acquisition of areas of public open space comprising 1,576 square metres in total. This area is required for highway and landscaping purposes and is required on a permanent basis.

Where a CPO authorises purchase of open space, the CPO will be subject to special parliamentary procedure unless the Secretary of State for Housing, Communities and Local Government gives a certificate under section 19 of the Acquisition of Land Act 1981 confirming that either:

- exchange land is being given which is no less in area and equally advantageous as the land taken (section 19(1)(a)); or
- that the land is being purchased to ensure its preservation or improve its management (section 19(1)(aa)); or
- that the land is 250 sq. yards (209 square metres) or less in area **and** that the giving of exchange land is unnecessary (section 19(1)(b)); or
- that the land is for the widening and/or drainage of an existing highway **and** that the giving of exchange land is unnecessary (section 19(1)(b)).

An options assessment of the land to be used as replacement open space will be undertaken by the Council to ensure the site chosen is appropriate.

B. Other options available, and their pros and cons

The alternative option is for the Cabinet to resolve not to approve the SRO. This option will leave the Council at risk of not being able to deliver the scheme as the SEALR cannot progress without the SRO being in place. A failure to deliver the SEALR has implications for the forecasted increased congestion at the Aylesbury gyratory resulting from the realignment of the A4010 and the detrimental impacts this could have on the local economy. It would also mean that the policy aim to deliver an Aylesbury Orbital Link Road would not be achieved.

Further, if authority is not given to make the section 19 application to the Secretary of State, then confirmation of the CPO will be made subject to special parliamentary procedure which could delay delivery of the SEALR (see legal section for details on the special parliamentary procedure).

If a SRO process is not entered into a definitive timescale for delivery of the scheme will not be possible to determine.

C. Resource implications

The Council will be responsible for the legal and administrative costs of the making, publication, confirmation and implementation of the SRO including any public inquiry held by the Secretary of State to determine objections to the SRO and the section 19 application.

The budget for the scheme has been updated through the Strategic Transport Infrastructure Board (STIB) and will be updated in the Medium Term Financial Plan. This update will also be provided to the Shadow Executive for the new Buckinghamshire Authority.

There are no anticipated staffing impacts resulting from the recommendations set out in this report.

D. Value for Money (VfM) Self Assessment

This decision will not have major financial implications on the scheme as a budget has been secured to take the scheme through to end of construction.

E. Legal implications

As the highway authority for the proposed SEALR, BCC has powers under sections 14 and 125 of the 1980 Act to make the SRO and to submit the order to the Secretary of State for confirmation.

If confirmed by the Secretary of State, the SRO will authorise BCC to stop up, divert, raise, lower, improve or otherwise alter existing highways that cross or enter the route of the SEALR or will be otherwise affected by the construction of the SEALR. Such existing highways could be a carriageway, footpath, bridleway or cycle track.

Before submitting the SRO to the Secretary of State, BCC is required by law to publish the SRO and to take steps to bring the proposals fully to the attention of the general public especially persons who will be directly affected by the SRO. Where objections are made to the SRO which are not withdrawn, the Secretary of State will hold an inquiry to consider the objections.

The SRO will also authorise BCC to stop up private means of access and provide replacement or new means of access to premises/land. By virtue of section 125 (3) of the Highways Act 1980, the Secretary of State cannot authorise stopping up of any private means of access pursuant to the SRO unless he is satisfied that the access to premises is not reasonably required or that another reasonably convenient means of access to the premises is available or will be provided.

Where a private means of access is stopped up pursuant to an SRO and a person suffers damage due to a depreciation of the person's interest in the premises or the person is disturbed in his enjoyment of the premises, then BCC will be liable to pay compensation to such a person pursuant to section 126 (2) of the Highways Act 1980.

As part of the land required to deliver the SEALR constitutes open space, confirmation of the proposed CPO will be subject to the special parliamentary procedure unless a certificate under section 19 of the Acquisition of Land Act 1981 is issued by the Secretary of State for Housing, Communities and Local Government confirming that either exchange land will be given for the land being taken or that such exchange land is not necessary because the land being taken is no more than 209 square metres or that the land is required for the widening/drainage of existing highways. Until the special parliamentary procedure has been concluded, BCC will not be able to publish and serve notice of confirmation of the CPO in the normal way.

In brief, the special parliamentary procedure comprises the following:

- If the Secretary of State for Transport decides to confirm a CPO which includes public open space, a notice of the decision to confirm the order will be published in the London Gazette and the CPO will be laid before Parliament.
- If a petition is lodged against confirmation of the CPO within a 21 day period, the CPO will be referred to a Joint Committee of the House of Commons and the

House of Lords to consider and report to Parliament. Parliament will then decide whether to approve or reject the CPO.

- If no petition is lodged against the CPO within the 21 day period, then Parliament will usually approve confirmation of the CPO.

The application to the Secretary of State for Housing, Communities and Local Government for a section 19 certificate is therefore necessary to avoid the special parliamentary procedure in the event that the Secretary of State for Transport is minded to confirm the CPO of the open space and other land required to deliver the SEALR.

If the Secretary of State for Housing, Communities and Local Government is satisfied that a section 19 certificate could, in principle, be given, he will direct BCC to publish notice of his intention to give a certificate so representations and objections may be submitted. If objections are raised to the section 19 application, the objections will be considered at the inquiry into the CPO for the SEALR and the appointed inspector will make a recommendation to the Secretary of State. The final decision on the section 19 application will be made by the Secretary of State for Housing, Communities and Local Government.

Human Rights Implications

In deciding whether to proceed with compulsory purchase and Side Road Order and SRO Members will need to consider the Human Rights Act 1998 and Article 1 of the First Protocol and Article 8 to the European Convention on Human Rights. Article 1 protects the rights of everyone to the peaceful enjoyment of their possessions. No person can be deprived of their possessions except in the public interest and subject to national and international law.

Article 8 protects private and family life, the home and correspondence. No public authority can interfere with this interest except if it is in accordance with the law and is necessary in the interests of national security, public safety or the economic well-being of the country.

Members will need to balance whether the exercise of these powers are compatible with the European Convention on Human Rights. In weighing up the issues it is considered that the acquisition of land which will bring benefits to the residents and businesses that could not be achieved by agreement and this outweighs the loss that will be suffered by existing landowners. The CPO and SRO will follow existing legislative procedures.

All parties have the right to object to the CPO and the SRO and to attend a public inquiry arranged by the Secretary of State. Parties not included in the CPO may be afforded that right if the inquiry inspector agrees.

The decision of the Secretary of State can be challenged for legal defects in the High Court at an independent tribunal. Those whose land is acquired or rights or interests are interfered with will receive compensation based on the Land Compensation Code and should the quantum of compensation be in dispute the matter can be referred to the Upper Tribunal (Lands Chamber) for independent and impartial adjudication.

The Courts have held that this framework complies with the Convention on Human Rights. Accordingly, a decision to proceed with the recommendation on the basis that there is a compelling case in the public interest would be compatible with the Human Rights Act 1998.

Equality Implications

All public sector acquiring authorities are bound by the Public Sector Equality Duty as set out in section 149 of the Equality Act 2010. In exercising their compulsory purchase and Side Roads (and related) powers (eg powers of entry) acquiring authorities must have regard to the effect of any differential impacts on groups with protected characteristics.

In progressing the Orders and carrying out consultations the Council will take into account the needs of persons with protected characteristics as set out in equalities legislation. In deciding to proceed with the CPO and SRO the Council must pay due regard to its Public Sector Equality Duty.

In summary, the Council must, in the exercise of its functions, have due regard to the need to:

- (a) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
- (b) advance equality of opportunity between people who share a protected characteristic and those who do not;
- (c) foster good relations between people who share a protected characteristic and those who do not.

The protected characteristics are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race Religion/belief (including non-belief)
- Sex
- Sexual orientation

In implementing this scheme and exercising the powers necessary for delivery it is not considered that any group with protected characteristics are adversely affected under the Equality Duty. In addition an Equalities Impact Assessment will be submitted and will be considered by the Local Planning Authorities during their consideration of the planning application.

F. Property implications

All property implications have been set out above and in confidential Appendix A. Once constructed the scheme will be adopted by the County Council and therefore the land will be owned and maintained by the Highway Authority.

G. Unitary Council

The CPO and planning application will both be resolved after Unitary. There are no foreseen implications of this decision in relation to Unitary.

H. Other implications/issues

There are no other implications to this decision.

I. Feedback from consultation, Local Area Forums and Local Member views

All Local members have been shared a draft copy of this report (on 16th October 2019) with a deadline for comments of the 25th October.

No comments were received from Councillors

It should be noted that Councillors have been regularly briefed on the scheme and have supported all previous decisions that have been made.

J. Communication issues

There are no known communication issues relating to this decision.

K. Progress Monitoring

Not applicable.

L. Review

Not applicable.

Background Papers

November 2017 decision on CPO:

<https://democracy.buckscc.gov.uk/ieDecisionDetails.aspx?ID=6903>

Appendices

Appendix A- Confidential- Land Acquisition Strategy

Appendix B- Confidential- Land Valuation

Appendix C- Plan of the Proposed Scheme

Your questions and views

If you have any questions about the matters contained in this paper please get in touch with the Contact Officer whose telephone number is given at the head of the paper.

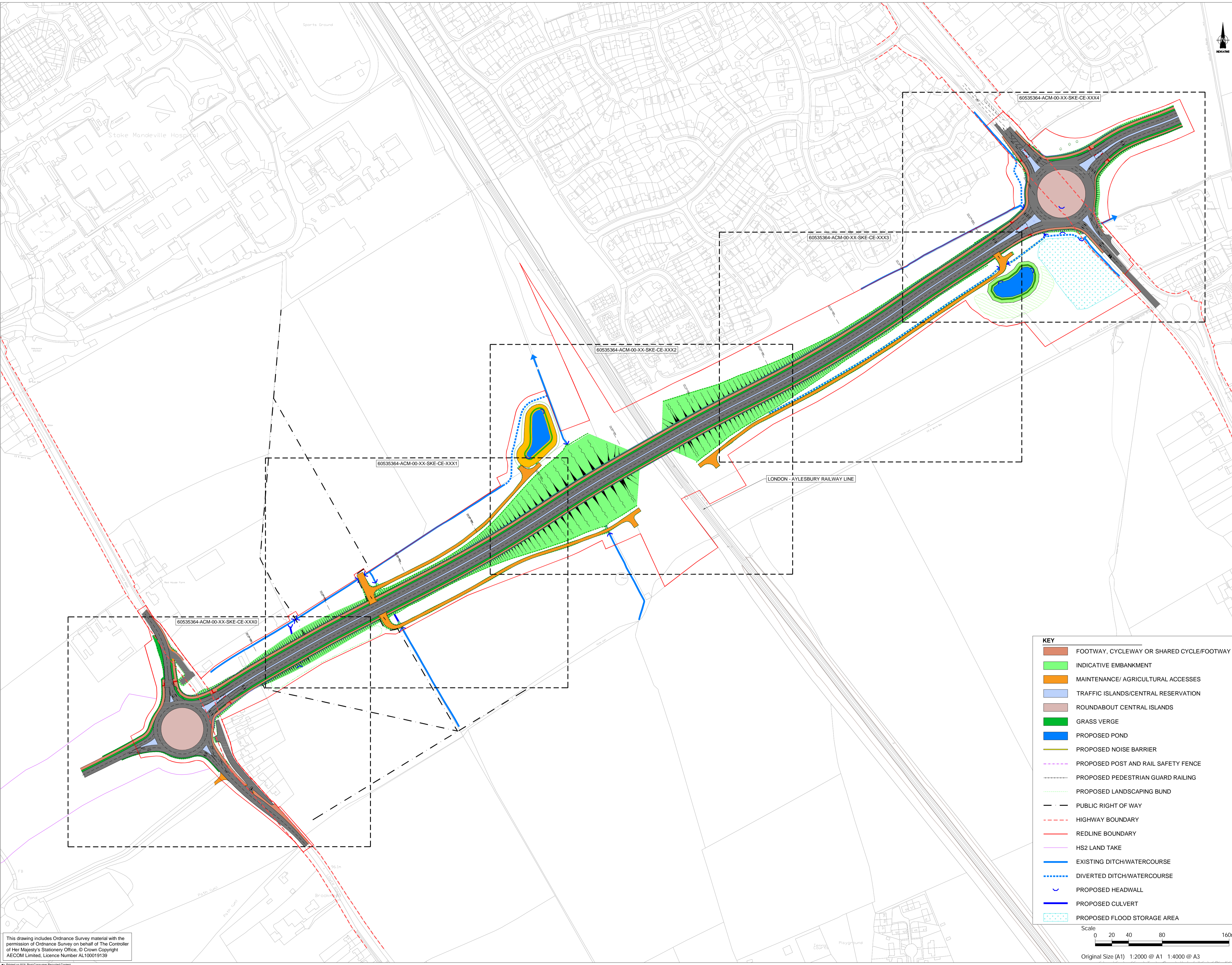
If you have any views on this paper that you would like the Cabinet Member to consider, or if you wish to object to the proposed decision, please inform the Democratic Services Team by 5.00pm on [Date]. This can be done by telephone (to 01296 382343), or e-mail to democracy@buckscc.gov.uk

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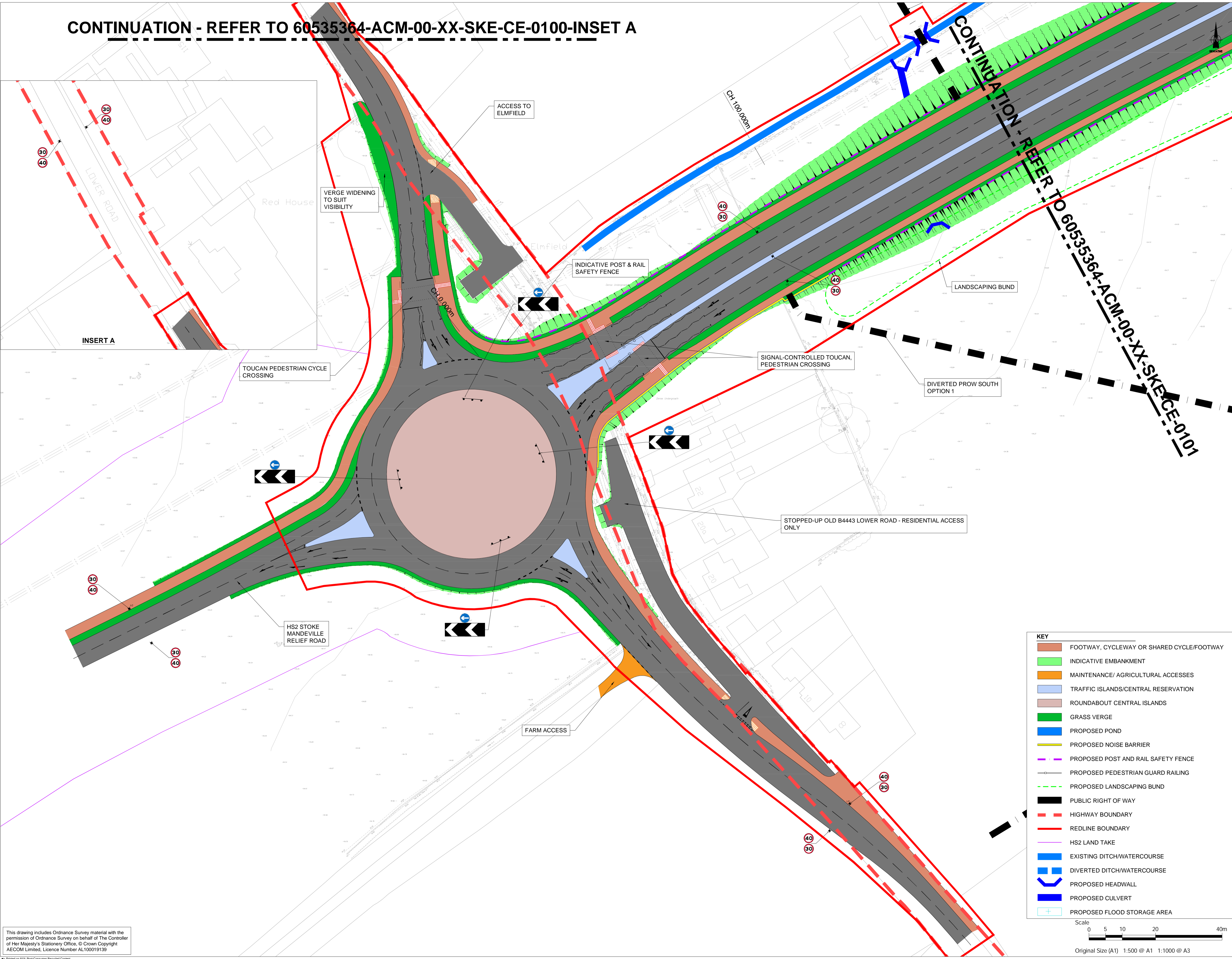


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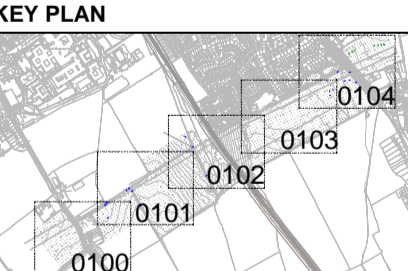
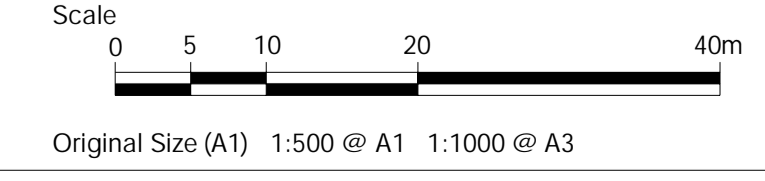
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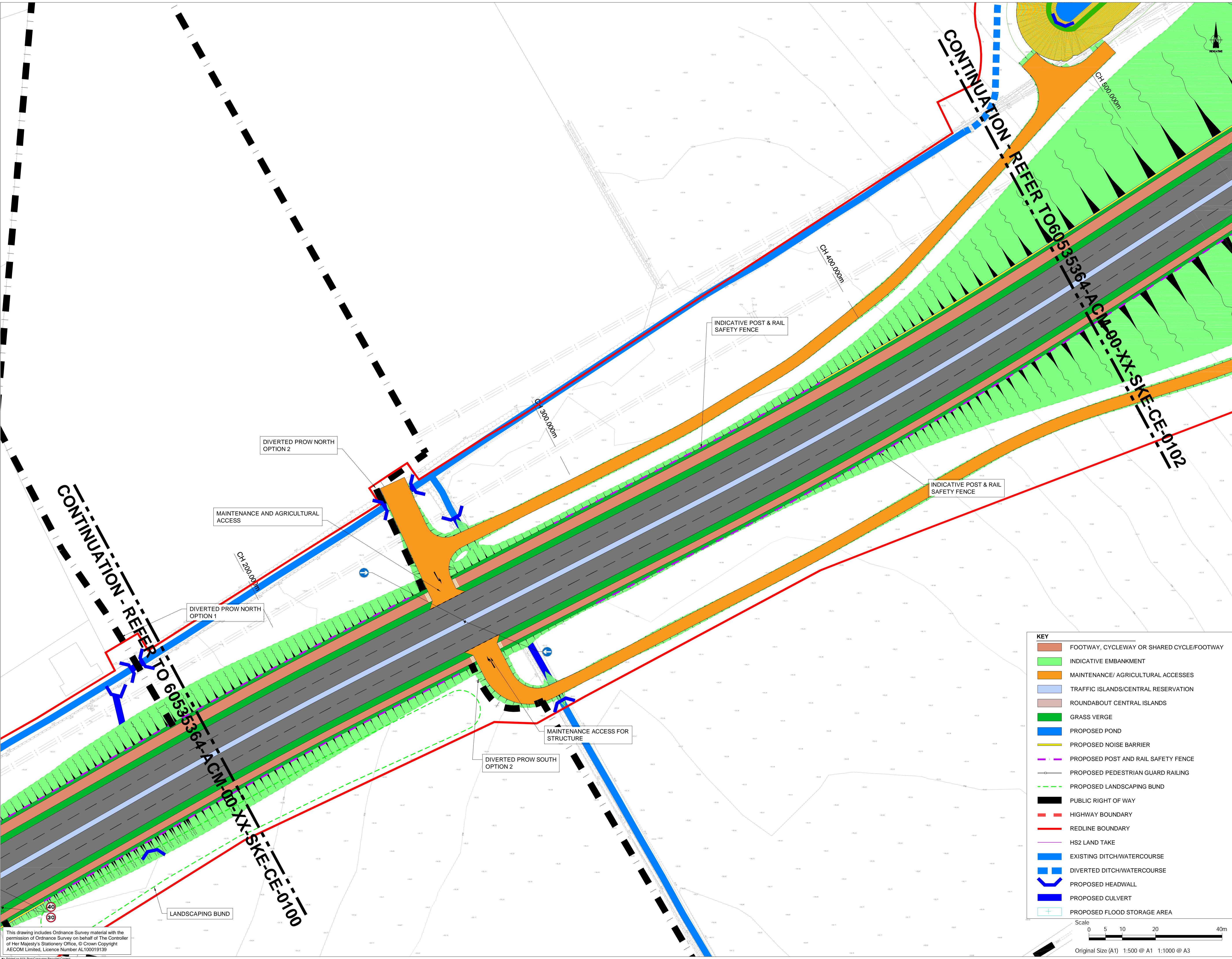
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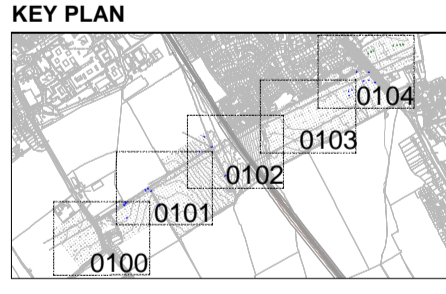
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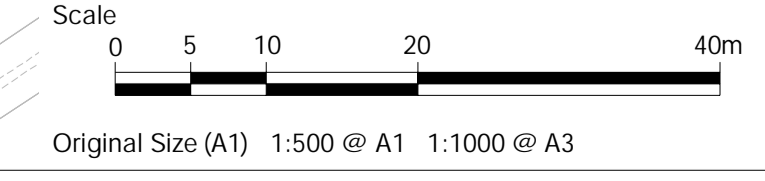
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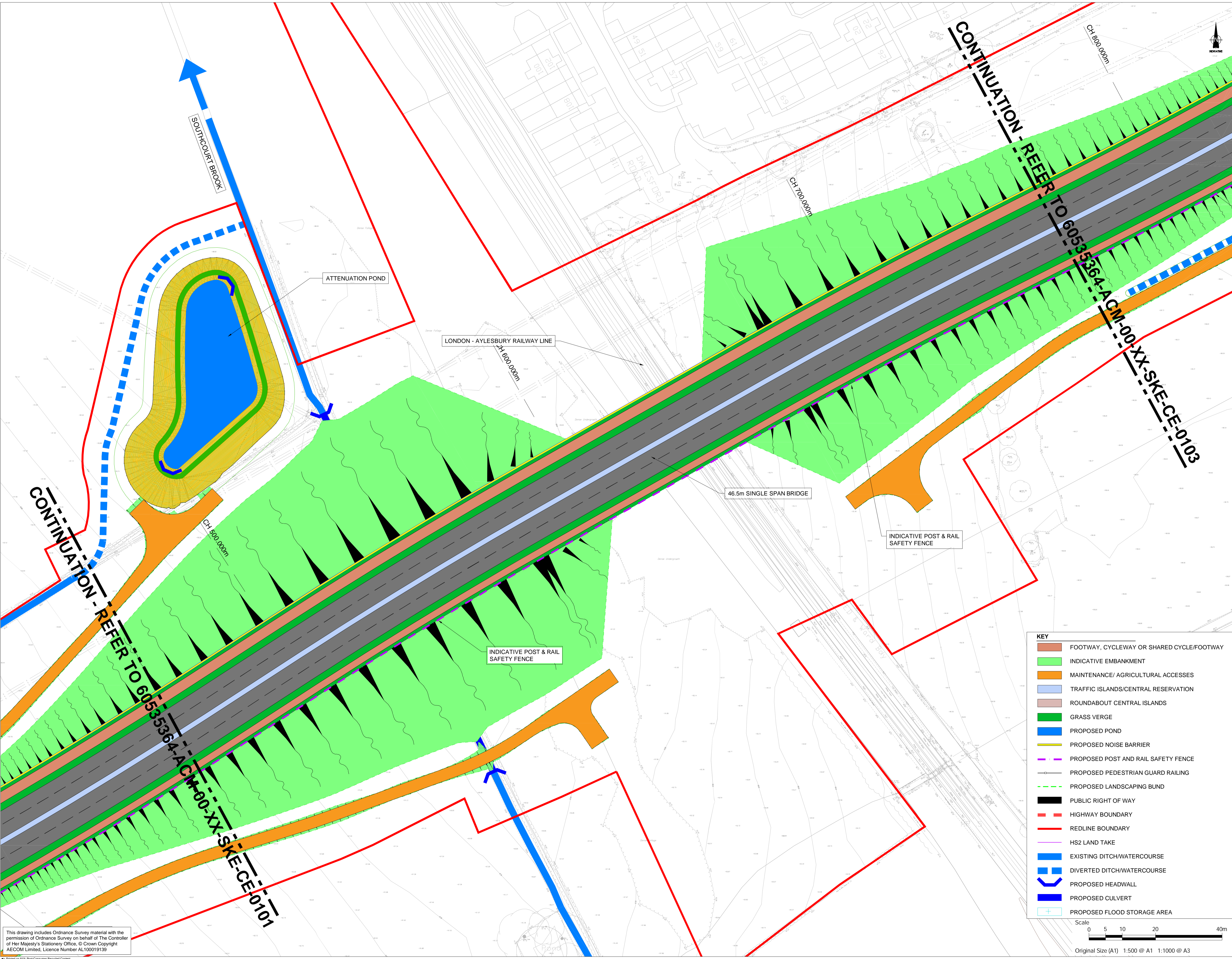


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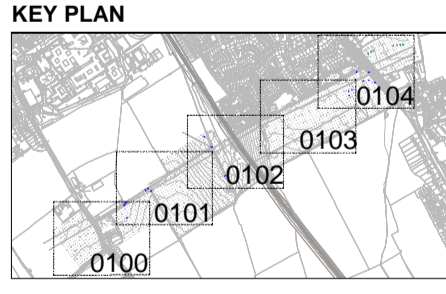
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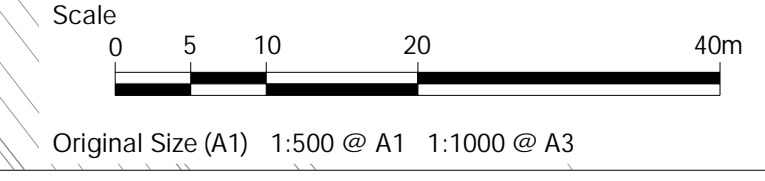
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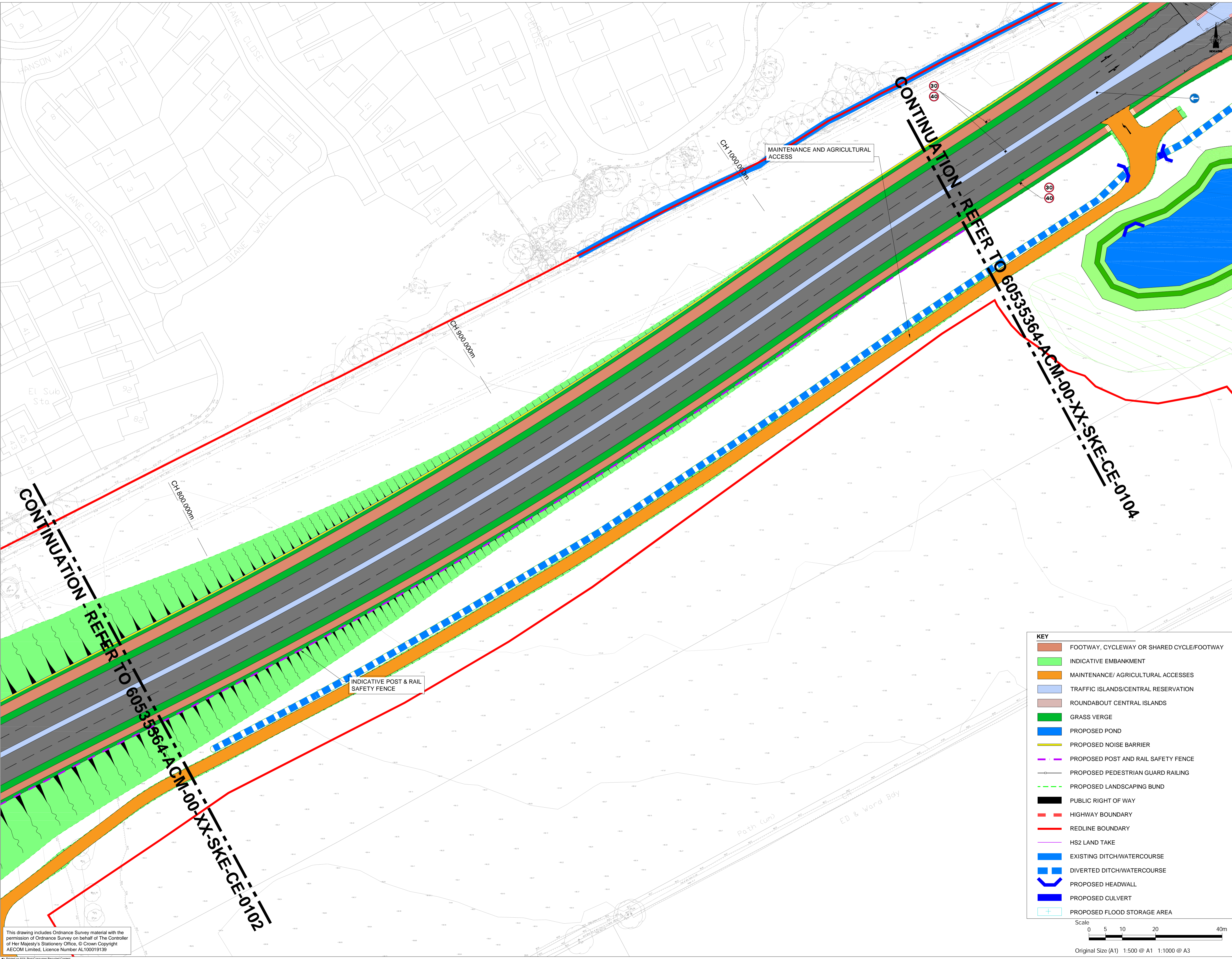
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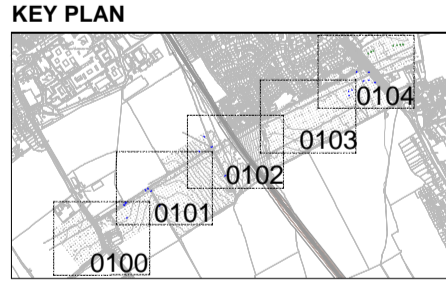
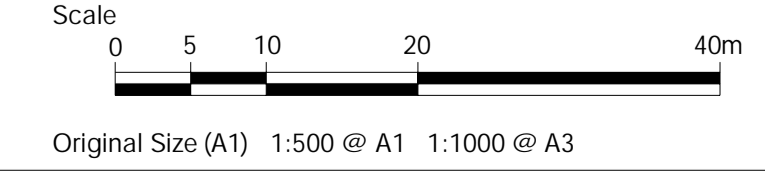
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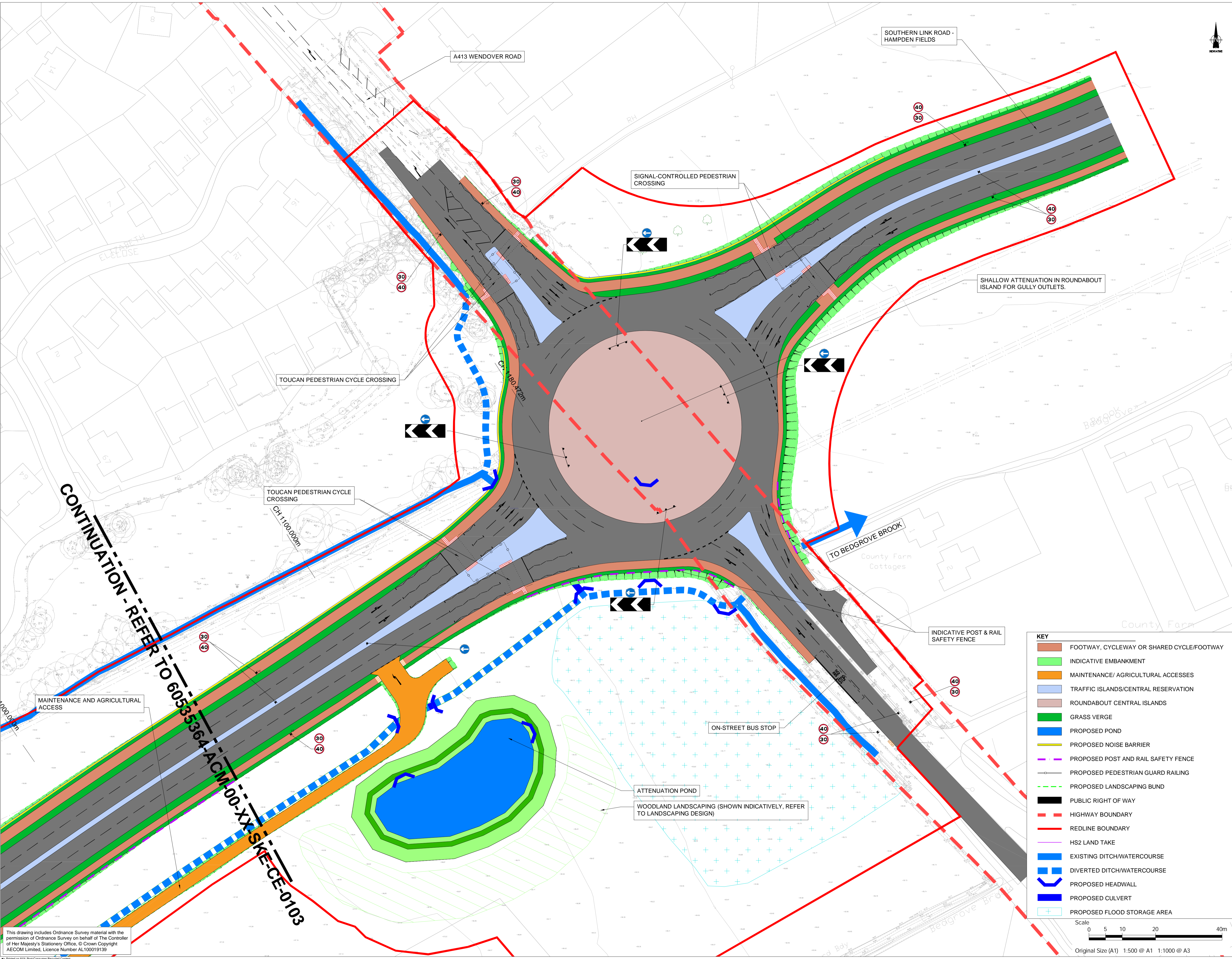
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PROJECT
**SOUTH EAST
 AYLESBURY LINK
 ROAD (SEALR)**

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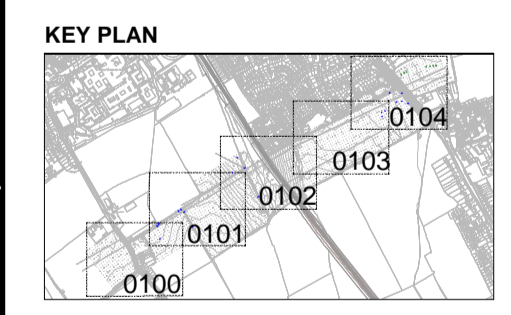
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South East Aylesbury Link Road

Equality Impact Assessment

Buckinghamshire County Council

December 2019

Quality information

Prepared by	Checked by	Verified by	Approved by
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Prepared for:

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Table of Contents

1. Introduction	5
Purpose	5
Background	5
Report structure	6
2. Methodology	7
Introduction	7
Desktop Review	7
Appraisal of equality impacts	7
3. Policy and legislation context	9
National legislation and policy	9
Regional Policy	12
Local Policy	13
4. The Proposed Scheme	16
Introduction	16
Construction overview	17
5. Baseline	18
Population	20
Age	20
Disability	21
Gender reassignment	21
Marriage and civil partnership	21
Pregnancy and maternity	21
Race	21
Religion or belief	22
Sex	23
Sexual orientation	23
Nationality and migration	23
Socio-economic status	23
6. Consultation	28
Introduction	28
Summary of engagement and consultation to date	28
7. Appraisal of equality impacts	30
Introduction	30
Potential equality effects of the Proposed Scheme - Construction Phase	30
Summary of potential impacts	35
8. Recommendations and conclusions	42
Recommendations	42
Conclusions	43
Appendix A Buckinghamshire County Council EqIA form	45
	46

1. Introduction

Purpose

- 1.1 AECOM has been commissioned by Buckinghamshire County Council ('the Applicant') to undertake an Equality Impact Assessment (EqIA) to support the planning application for a new link road between the A413 Wendover Road and B443 Lower Road (hereafter referred to as 'the Proposed Scheme').
- 1.2 The Proposed Scheme relates to the following description:

"A new dual carriageway link between the new Stoke Mandeville Bypass (A4010) junction with the B4443 Lower Road and the A413 Wendover Road. The road will be accessed by a new roundabout at the junction of the B4443/A4010 to the west, tying into the Stoke Mandeville Bypass, and a new roundabout at the junction with the A413."
- 1.3 As a public sector organisation, Buckinghamshire County Council (BCC) has a duty under the Equality Act 2010 (in particular, the Public Sector Equality Duty (PSED) under section 149 of that Act) to ensure that the Proposed Scheme does not lead to unlawful discrimination (direct and indirect), and that it advances equality of opportunity and fosters good relations between those with a protected characteristic¹ and all others.
- 1.4 An EqIA is often used by public sector organisations to demonstrate how due regard has been paid to the PSED. It is a systematic assessment of the potential or actual effects of plans, policies, or proposals on groups with protected characteristics as defined by the Equality Act 2010.
- 1.5 This EqIA will provide evidence that equality duties in relation to the PSED have been fulfilled in developing the Proposed Scheme. It provides a consideration of potential direct and indirect equality impacts (both negative and positive) associated with the construction and operation of the new link road and associated works. It also provides potential mitigation and recommendations for ensuring due regard continues to be paid to the PSED during the detailed design and operational stages of the Proposed Scheme.

Background

- 1.6 The requirement for the South East Aylesbury Link Road has resulted from the High Speed 2 realignment of the A4010 (Stoke Mandeville bypass). Transport modelling analysis suggests that the A4010 realignment causes congestion at the Aylesbury Gyratory. This link road will be required to relieve congestion as well as improve connectivity around Aylesbury. The Proposed Scheme forms part of a wider Aylesbury orbital routes proposal, which is a long-term ambition of BCC.
- 1.7 The Proposed Scheme will comprise a new 1.2km dual carriageway link road, which includes a railway bridge over the London- Aylesbury Line, a 3m wide shared footway/ cycle on the northern side of the new road and noise attenuation barriers. The Scheme will be accessed by a new roundabout at the junction of the B4443 and the A4010 realignment in the west. To the east the road will also be accessed by a new junction with the A413.
- 1.8 The new link road will traverse agricultural land between the A413 Wendover Road and the B443 Lower Road and will separate the village of Stoke Mandeville and the southern extent of Aylesbury. The current land uses immediately surrounding the corridor of the Proposed Scheme

¹ Protected characteristics are defined under the Equality Act 2010: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation and marriage/civil partnership.

comprises agricultural land, trees, hedges, a water course, the Aylesbury - Marylebone Railway Line and public footpaths and cycleways.

- 1.9 The Proposed Scheme will help to remove the constraints that limit the capacity for Aylesbury's economy to grow and become more productive. It is key in making the town a more attractive place to live and work, encouraging a thriving economy in an area with limited connectivity. The site has been allocated for development in the draft Vale of Aylesbury Local Plan 2013-2033, which is due to be adopted in 2020. It also forms part of the Aylesbury Transport Strategy, which sets out the improvements that are required to support planned growth in Aylesbury until 2033.

Report structure

1.10 Following on from this introduction section, the remainder of the report is structured as follows:

- **Chapter 2: Methodology** – setting out our approach to collecting evidence and assessment of impacts;
- **Chapter 3: Policy and legislation review** – providing context through relevant national, regional and local policy and legislation associated with equalities and transport schemes;
- **Chapter 4: Summary of the proposed development** – an overview of the Proposed Scheme;
- **Chapter 5: Equalities baseline** – using secondary data sources such as Census 2011 data to form an understanding of the local community;
- **Chapter 6: Consultation** – overview of consultation and engagement with stakeholders and the public;
- **Chapter 7: Assessment of potential equality effects** – an appraisal of impacts and equality effects of the Proposed Scheme using the evidence gathered; and
- **Chapter 8: Recommendations and conclusions** – high level recommendations and conclusions for enhancing positive equality impacts and minimising potential negative impacts of the Proposed Scheme.

2. Methodology

Introduction

- 2.1 This chapter sets out the approach to assessing the equality effects associated with the Proposed Scheme. The assessment considers how the South East Aylesbury Link Road could directly impact and contribute to equality effects for groups with protected characteristics within the study area. It also considers the indirect equality effects realised through the Proposed Scheme.
- 2.2 The approach for undertaking this EqIA and compiling this report follows a three-stage process:
- *Desk-based review - including relevant national, regional and local policies and legislation, plans of the Proposed Scheme and secondary datasets relating to groups with protected characteristics;*
 - *Appraisal of potential impacts - informed by a consideration of the policy context, consultation responses, equalities baseline data, and information from environmental and transport assessments of the scheme as well as impacts relating to the CPO process; and*
 - *Recommendations and conclusions.*
- 2.3 The approach is based on our understanding of the Equality Act 2010, particularly section 149 regarding the PSED, and supporting technical guidance produced by the Equality and Human Rights Commission (EHRC) as well as AECOM's in-house approach to conducting EqIAs.
- 2.4 Buckinghamshire County Council sets out its approach to undertaking equality impact assessments and outlines that there is two stage process including a short initial assessment for relevance to the Equality Duty and a fuller impact assessment if required. BCC has also produced an EqIA template, which has been completed as a part of this assessment and included as Appendix A of this report.

Desktop Review

- 2.5 In addition to a review of relevant national, regional and local policies and legislation, the desk-based review includes a full review of the following:
- Relevant and recent information regarding the Proposed Scheme;
 - National and local datasets associated with groups with protected characteristics as well as data on key equality themes within the area; and
 - Consultation activities undertaken to date in relation to the Proposed Scheme.

Appraisal of equality impacts

- 2.6 The assessment of equality effects considers the information gathered through the above activities in light of the impacts identified within the Environmental Statement and Transport Assessment as well as mitigation measures outlined in these documents and the Outline Environmental Management Plan (EMP).
- 2.7 Following the desktop review, a judgment has been made as to how the Proposed Scheme would contribute to the realisation of the equality effects for affected groups with protected characteristics as defined in the Equality Act 2010 as:
- **Age:** this refers to persons defined by either a particular age or a range of ages;
 - **Disability:** a disabled person is defined as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities;

- **Gender reassignment:** this refers to people who are proposing to undergo, are undergoing, or have undergone a process for the purpose of reassigning their gender identity;
- **Marriage and civil partnership:** marriage can be between a man and a woman or between two people of the same sex. Same-sex couples can also have a civil partnership. Civil partners must not be treated less favourably than married couples;
- **Pregnancy and maternity:** pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth;
- **Race:** the Equality Act 2010 defines race as encompassing colour, nationality (including citizenship) and ethnic or national origins;
- **Religion or belief:** religion means any religion a person follows. Belief means any religious or philosophical belief, and includes those people who have no formal religion or belief;
- **Sex:** this refers to a man or to a woman or a group of people of the same sex;
- **Sexual orientation:** a person's sexual orientation relates to their emotional, physical and/or sexual attraction and the expression of that attraction.

2.8 The appraisal considers both disproportionate and differential impacts. A disproportionate equality effect arises when an impact has a proportionately greater effect on protected characteristic groups than on other members of the general population at a particular location. For the purpose of this EqIA, a disproportionate impact is defined by the following:

- Where an impact is predicted for the area in which a group with protected characteristics are known to make up a greater proportion of the affected resident population than their representation in the wider local authority district and/or county/region as identified in the baseline; or
- Where an impact is predicted on a community resource predominantly or heavily used by protected characteristic groups (e.g. primary schools attended by children; care homes catering for very elderly people).

2.9 A differential equality effect is one which affects members of a protected characteristic group differently from the rest of the general population because of specific needs, or a recognised sensitivity or vulnerability associated with their protected characteristic.

2.10 In some cases, protected characteristic groups could be subject to both disproportionate and differential equality effects. The EqIA considers impacts on groups of people rather than on individuals. In considering impacts a 'worst case scenario' is used for assessment purposes.

3. Policy and legislation context

National legislation and policy

Equality Act 2010 and the Public Sector Equality Duty

- 3.1 The Equality Act 2010 is a major piece of UK legislation which provides the framework to protect the rights of individuals against unlawful discrimination and to advance equal opportunities for all. Section 149 of the Equality Act sets out the PSED to which Buckinghamshire County Council (BCC) as a public body, is subject in carrying out all its functions, including in the exercise of its Compulsory Purchase Order (CPO) powers. Those subject to the PSED must, in the exercise of their functions, have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
 - Advance equality of opportunity between people who share a protected characteristic and those who do not; and
 - Foster good relations between people who share a protected characteristic and those who do not.
- 3.2 These are sometimes referred to as the three aims or arms of the PSED. The Act explains that having due regard for advancing equality involves:
- Removing or minimising disadvantages suffered by people due to their protected characteristics;
 - Taking steps to meet the needs of people from protected groups where these are different from the needs of other people; and
 - Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
- 3.3 The Act describes fostering good relations as tackling prejudice and promoting understanding between people from different groups. It states that compliance with the duty may involve treating some people more favourably than others.
- 3.4 The duty covers the following nine protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage and civil partnership, sex and sexual orientation as described Section 2.5 of this report.
- 3.5 Public authorities need to have due regard to the need to eliminate unlawful discrimination against someone because of their marriage or civil partnership status. This means that the first arm of the duty applies to this characteristic, but that the other arms (advancing equality and fostering good relations) do not apply.

Compulsory Purchase Order (CPO)

- 3.6 Compulsory purchase powers are provided to enable acquiring authorities to compulsorily purchase land to carry out a function which Parliament has decided is in the public interest. Anyone who has land acquired is generally entitled to compensation. Local authorities have CPO powers under the Acquisition of Land Act 1981, the Town and Country Planning Act 1990 and other specific Acts of Parliament in order to promote development and regeneration. The CPO process comprises a number of stages, including Resolution, Inquiry, Decision and Compensation stages. The acquiring authority does not have the powers to compulsorily acquire land until the CPO is confirmed by the relevant Government minister. However, they can acquire

by agreement at any time and the general presumption is that they should endeavour to do so before acquiring by compulsion.

- 3.7 The Government guidance on CPO process² includes an explanation of how the PSED should be taken into account. The guidance confirms that in exercising compulsory purchase powers public sector acquiring authorities must have regard to the effect of any differential impacts on groups with protected characteristics.
- 3.8 Although not in the guidance, the CPO process should demonstrate that the acquiring authority considered making the CPO in another area where the impact would not be so detrimental but, on balance, decided this was the most appropriate location and most importantly need to show how impacts have been mitigated.

National Planning Policy Framework (NPPF) (February 2019)

- 3.9 The NPPF sets out the Government's planning policies for England and Wales and how these are expected to be applied. It provides a framework within which local people and their relevant councils produce their own local and neighbourhood plans. The NPPF contains policies that are applicable to travellers, community and private assets.
- 3.10 Section 9 of the NPPF, entitled "Promoting Sustainable Transport" outlines the transport considerations for plan-making and development proposals.
- 3.11 Paragraph 102 outlines that "transport issues should be considered from the earliest of stages of plan-making and development proposals", in order to ensure that:
- *"the potential impacts of development on transport networks can be addressed;*
 - *opportunities from existing or proposed transport infrastructure, and changing transport technology and usage, are realised – for example in relation to the scale, location or density of development that can be accommodated;*
 - *opportunities to promote walking, cycling and public transport use are identified and pursued;*
 - *the environmental impacts of traffic and transport infrastructure can be identified, assessed and taken into account – including appropriate opportunities for mitigation and for net gains in environmental quality; and*
 - *patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places."*
- 3.12 Paragraph 103 outlines that the planning system should, 'actively manage patterns of growth' in order to support the objectives outlined in paragraph 102. It goes on to say that, 'significant developments should be focused in locations which are or can be made sustainable'. This sustainability, it states, can be achieved through, 'limiting the need to travel' and by, 'offering a genuine choice of transport modes.'
- 3.13 Paragraph 104 outlines the ways in which planning policies should contribute to promoting sustainable transport. Planning policies should:
- *"Support an appropriate mix of uses across an area, and within strategic sites, to minimise the number and length of journeys needed for employment, shopping, leisure, education and other activities;*

² Ministry of Housing, Communities & Local Government (2018) Guidance on Compulsory purchase process and the Crichel Down Rules available at <https://www.gov.uk/government/publications/compulsory-purchase-process-and-the-crichel-down-rules-guidance>

- *be prepared with the active involvement of local highways authorities, other transport infrastructure providers and operators and neighbouring councils, so that strategies and investments for supporting sustainable transport and development patterns are aligned;*
 - *identify and protect, where there is robust evidence, sites and routes which could be critical in developing infrastructure to widen transport choice and realise opportunities for large scale development;*
 - *provide for high quality walking and cycling networks and supporting facilities such as cycle parking – drawing on Local Cycling and Walking Infrastructure Plans; and*
 - *provide for any large-scale facilities, and the infrastructure to support their operation and growth, taking into account any relevant national policy statements and whether such development is likely to be a nationally significant infrastructure project. For example, ports, airports, interchanges for rail freight, roadside services and public transport projects.*
- 3.14 Paragraph 108 outlines the key considerations when assessing sites to be allocated for development in plans or specific development applications. These are:
- *Appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location;*
 - *safe and sustainable access to the site can be achieved for all users; and*
 - *any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree.”*
- 3.15 If a development is to be prevented or refused on highway grounds, paragraph 109 explains that this should only happen if, ‘residual and cumulative impacts on the road network or road safety would be severe’.
- 3.16 Paragraph 110 explains that applications for development should:
- *“give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;*
 - *address the needs of people with disabilities and reduced mobility in relation to all modes of transport;*
 - *create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards; · allow for the efficient delivery of goods, and access by service and emergency vehicles; and*
 - *be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.”*
- 3.17 There is no policy within the NPPF on the effect of development on farm holdings, although paragraph 83 emphasises the need to support economic growth in rural areas to create jobs and prosperity by, amongst other means, promoting the development and diversification of agricultural and other land-based rural businesses

Planning Practice Guidance (PPG)

3.18 In March 2014, the government published the PPG, which provides guidance that is relevant to this chapter. This includes open spaces, sports and recreational facilities, public rights of way and local green spaces:

- Open space should be considered in planning for new development and considering proposals that may affect existing open space (see NPPF para. 73-74).
- Open space, includes all open space of public value, can take many forms, from formal sports pitches to open areas within a development, linear corridors and country parks.
- It can provide health and recreation benefits to people living and working nearby; have an ecological value and contribute to green infrastructure (see NPPF para. 114), as well as being an important part of the landscape and setting of built development, and an important component in the achievement of sustainable development (see NPPF para. 6-10).

Regional Policy

Buckinghamshire's Local Transport Plan 4 (LTP4) (April 2016)

3.1 Buckinghamshire's Local Transport Plan 4 is the fourth Local Transport Plan (LTP) for Buckinghamshire and sets out how transport can play its part in BCC's vision to make Buckinghamshire a great place to live and work. The LTP was informed by an Equalities Impact Assessment completed in February 2016.

3.2 The objectives of the plan are:

- **Objective 1: Connected Buckinghamshire** – Provide a well-connected, efficient and reliable transport network which links to key national and international destinations helping Buckinghamshire's residents and economy to flourish while capitalising on external investment opportunities.
- **Objective 2: Growing Buckinghamshire** – To secure good road, public transport, cycle and walking infrastructure and service provision, working in partnership with local businesses, the community and district councils through a range of initiatives and taking advantage of new and emerging technologies to meet the (current and future) needs of our residents as Buckinghamshire grows.
- **Objective 3: Healthy, Safe and Sustainable Buckinghamshire** – Allow residents to improve their quality of life and health, by promoting sustainable travel choices and access to opportunities that improve health. Ensure transport systems are accessible by all, safe and allow people to make the most of Buckinghamshire whilst protecting its special environments.
- **Objective 4: Empowered Buckinghamshire** – Allow everybody to access the educational, work and social opportunities they need to grow. Increase opportunities for residents to support themselves and their communities by enabling local transport solutions.

3.3 The Local Transport Plan 4 outlines the impact of HS2 Phase 1 on the county as the HS2 route runs for 60km through the County, starting from the Colne Valley in the south to Westbury and Turweston in the north. Policy 5 of the Plan sets out how the Council will look to mitigate the construction of the HS2 Phase 1 Rail Line through negotiating the best mitigation package possible for the affected areas as well as bringing benefits to Buckinghamshire.

Equality Policy and Objectives

- 3.4 Under the Equality Act 2010, local authorities must prepare and publish one or more objectives they think they should achieve to do any of the things mentioned in the aims of the PSED. The aim of the equality objectives is to help focus attention on the priority equality issues within an organisation in order to deliver improvements in policy making, service delivery and employment. Objectives should be updated at least every four years, be specific and measurable and published in a way that is accessible to the public
- 3.5 The Buckinghamshire County Council's equalities objectives are:
- Safeguarding our vulnerable**
- Improve outcomes for children and adults with special educational needs or disability.
- Creating opportunities and building self-reliance**
- Enable and support all our children to be successful and cared for throughout their school years;
 - Enable all our young people to be prepared for the world of work and adult life;
 - Continue to improve the health and wellbeing of our residents;
 - Promote good citizenship, encourage participation, help strengthen local communities and inclusivity; and
 - Promote integration within and between all our communities.
- Thriving and attractive**
- Enable the right conditions to attract people to live, learn and work in Buckinghamshire.
- 3.6 Buckinghamshire County Council is committed to advancing equality of opportunity, fostering good relations, and eliminating discrimination, harassment and victimisation through its roles as an employer, service provider, commissioner of services, educator, partner and community leader.
- 3.7 The Council is firmly committed to the principles of equality and inclusion in both employment and the delivery of services across all nine protected characteristics.

Local Policy

- 3.8 Aylesbury Vale District Council (AVDC) are currently in the process of developing a new Local Plan to set out the vision and objectives for the district through to the 2033.
- 3.9 This Local Plan was submitted to the Secretary of State in 2017 and an examination in public was held in July 2017. The proposed submission Local Plan, along with the consultation responses and supporting documents, was submitted to the Planning Inspectorate in February 2018 for examination.

Draft Vale of Aylesbury Local Plan (VALP)

- 3.10 The draft VALP is the proposed submission Local Plan in accordance with Regulation 19. It is the latest stage in the preparation of the Local Plan, which sets out the long-term vision and strategic context for managing and accommodating growth within the district until 2033. The aim of the plan is to set out:
- Where developments will take place;
 - The area that will be protected; and
 - Policies that will be used to determine planning applications.

- 3.11 The VALP has been prepared through an extensive scoping process, where evidence has been gathered, examining and identifying the key issues, options and consultations. The policy forms the cornerstone of planning for the whole district and is critical to delivering national, community and corporate objectives and aspirations and in doing so, conforms to the policy set out in the aforementioned NPPF.
- 3.12 An Equalities Impact Assessment on the VALP has been undertaken and ensures that the required steps have been taken to ensure that equality issues have been considered through the preparation of the Local Plan.
- 3.13 The following VALP policies have been identified as relevant to the SEALR EqIA:
- *Policy D1: Delivering Aylesbury Garden Town* – This policy outlines that Aylesbury is the focus for the majority of the district’s growth. Development should be in accordance with the vision for Aylesbury Garden Town and deliver key infrastructure requirements.
 - *Policy D-AGT1 South Aylesbury* – ‘South Aylesbury’ is allocated as a strategic site for Aylesbury and contributes to the delivery of Aylesbury Garden Town. It comprises an allocation for 1,000 dwellings and includes support for the delivery of the Aylesbury South East Link Road (A413 to B4443 Lower Road). Parts of the overall site comprises several HELAA sites and individual planning applications which are at varying stages. SMD004 (Land south of Stoke Mandeville Hospital) has an approved application for 125 dwellings (16/04608/AOP) and SMD018 has outline planning permission for 117 dwellings.
 - *Policy S1: Sustainable Development for Aylesbury Vale* – This policy outlines that all developments within Aylesbury Vale must comply with the principles of sustainable development set out in the NPPF, with all developments contributing positively to meeting the vision and strategic objectives for the district and fit the intentions and policies of VALP.
 - *Policy S2: Spatial Strategy For Growth* – This policy outlines the levels and locations of strategic growth in the area, underpinned by infrastructure to support this growth. The primary focus of the strategic growth is in Aylesbury, with 19,400 homes, swathes of employment land and retail convenience floor space to be built. The SEALR will support this growth by providing additional road capacity.
 - *Policy S5: Infrastructure* – This policy sets out the need for all developments to provide appropriate on and off site infrastructure in order to mitigate any negative impacts of the development. The SEALR will provide the necessary infrastructure to support the transport needs of proposed new developments in order to provide an alternative route for traffic displaced by the building of HS2.
 - *Policy T1: Delivering the Sustainable Transport Vision* – All development proposals should be consistent with and contribute to the implementation of transport policies and objectives set out in the BCC Local Transport Plan 4 (LTP4). The SEALR is in accordance with the objectives of LTP4.
 - *Policy T2: Protected Transport Schemes* – Highlights that ‘the Council will continue to work with HS2 with the aim of influencing the design and construction of the route through Aylesbury Vale to minimise adverse impacts and maximise any benefits that arise from the proposal’.
 - *Policy T4: Delivering Transport in New Development* – This policy states that ‘transport and new developments will only be permitted if the necessary mitigation is provided against any unacceptable transport impacts which arise from that development’. The SEALR will mitigate against the traffic congestion shown, through traffic modelling, to arise from the building of the Stoke Mandeville Relief Road at the Stoke Road Gyrotory.
 - *Policy T6: Footpaths and Cycle Routes* – This policy outlines how developments must improve and not be detrimental to existing footpaths and cycle ways. The building of the SEALR supports this policy through the building of improved cycle and pedestrian routes along the route, alongside the improvement of cycle and pedestrian crossings along the route.

- *Policy N6: Pollution, Air Quality and Contaminated Land* – New developments must minimise any negative impacts on pollution, air quality and land. Through the building of the SEALR traffic congestion will be reduced at a number of locations across Aylesbury, therefore the road will in turn reduce the levels of air pollution in the area.
- *Policy BE3: Protection of the Amenity of Residents* – States that planning permission will not be granted where the proposed development would unreasonably harm any aspect of the amenity of existing residents and achieve a satisfactory level of amenity for future residents. Where planning permission is granted, the Council will use conditions or planning obligations to ensure that any potential adverse impacts on neighbours are eliminated or appropriately controlled.
- *Policy I3 Community Facilities and Assets of Community Value* – States that the council will refuse proposals that result in the erosion of community facilities and services.

4. The Proposed Scheme

Introduction

- 4.1 This chapter describes the infrastructure associated with the Proposed Scheme, including a brief outline of the construction methodology and an overview of operational details.
- 4.2 The need for the Proposed Scheme has arisen through the development of High Speed Two (HS2) as the HS2 alignment routes to the south west of Aylesbury and severs the A4010 Risborough Road south of Stoke Mandeville.
- 4.3 HS2 proposals call for the delivery of the Stoke Mandeville Relief Road, which diverts the A4010 around the west of Stoke Mandeville and connects it with the B4443 Lower Road to the north via a new roundabout. Traffic modelling carried out for this scheme suggests that the new relief road will result in congestion at the Stoke Road Gyratory within Aylesbury town centre causing increased traffic delays and queuing. There are also likely to be worsening air quality issues due to the increased levels of congestion at the Stoke Road Gyratory, which is already an Air Quality Management Area (AQMA).
- 4.4 In order to address the issues outlined above the Proposed Scheme will provide a new road that will connect the B4443 Lower Road with the A413 Wendover Road to ensure that congestion issues are addressed.
- 4.5 The Proposed Scheme has a number of objectives some of which include:
- Maintenance of current levels of network performance at the Stoke Gyratory and A413, A4010 and B4443;
 - Enabling the unlocking of development opportunities and creating an environment for the growth of existing businesses in Aylesbury;
 - Securing good local connectivity for all road users making trips to, from, within and around Aylesbury; and
 - Increasing the provision of walking and cycling infrastructure within the town to encourage active travel and reduce the need to travel by car.
- 4.6 The Proposed Scheme also forms part of a wider long-term vision to deliver an orbital route around Aylesbury together with link roads coming forward as part of large housing projects to the south east of Aylesbury. This vision is set out in the Aylesbury Transport Strategy and the Vale of Aylesbury Local Plan.

Description of the Proposed Scheme

- 4.7 The Proposed Scheme crosses agricultural land between the A413 Wendover Road, at its eastern extent, and the B4443 Lower Road at its western extent. The existing land uses immediately surrounding the route comprise of agricultural land, trees and hedges, a watercourse, overhead power lines, the Chiltern Railway line and public footpaths.
- 4.8 The Proposed Scheme will consist of a new dual carriageway link between the new Stoke Mandeville Bypass junction with the B4443 Lower Road and the A413 Wendover Road. The road will be accessed by a new roundabout at the junction of the B4443/A4010 to the west, tying into the Stoke Mandeville Bypass, and a new roundabout at the junction with the A413.
- 4.9 The Proposed Scheme will comprise of the following permanent features;
- A 1.2km dual carriageway, which will be designed to standards for 40mph;

- Varying road heights ranging from 1.1m below ground (towards the western end) and approximately 12.5m above ground, on the western side of the bridge that crosses the London-Aylesbury railway line.
- A new junction at the eastern end of the link road that connects with the A413 to the north and south;
- A new junction at the western end to connect with the B4443 to the north and south and the new Stoke Mandeville Relief Road (A4010) to the west. An Armillary Sphere is proposed to be located in the centre of the roundabout island;
- A new 46.5m span bridge crossing the London-Aylesbury railway line that will be 12m above ground level at its highest point;
- A 3-metre-wide shared cycle/footway on the northern side of the new road including the realignment of Footpath SMA3/1 north and south of the proposed road alignment and the provision of new crossing of pedestrians and cyclists via a toucan crossing near the Lower Road roundabout.
- A 2-metre-wide footpath on the southern side of the road;
- Controlled pedestrian crossings at the A413 and B4443 roundabouts;
- New lighting for the two roundabout junctions and approaches; and
- Noise attenuation barriers on part of the northern side of the road and at the two new roundabouts

Construction overview

4.10 The Proposed Scheme will be constructed over four phases

- Phase 1: Removal of topsoil from construction works areas, embankment works, archaeological works and earthworks;
- Phase 2: Construction of the main bridge structure over the London-Aylesbury Line;
- Phase 3: Drainage and utilities works;
- Phase 4: Landscaping and construction of the main carriageway and footways/cycleways.

4.11 Once construction works relating to the four phases above is completed, additional activities are required before the Proposed Scheme can be open to traffic. Installation of traffic signs and road markings on the various pieces of infrastructure will be required along with final landscaping details. The Proposed Scheme is programmed to be open to traffic in Q4 2021.

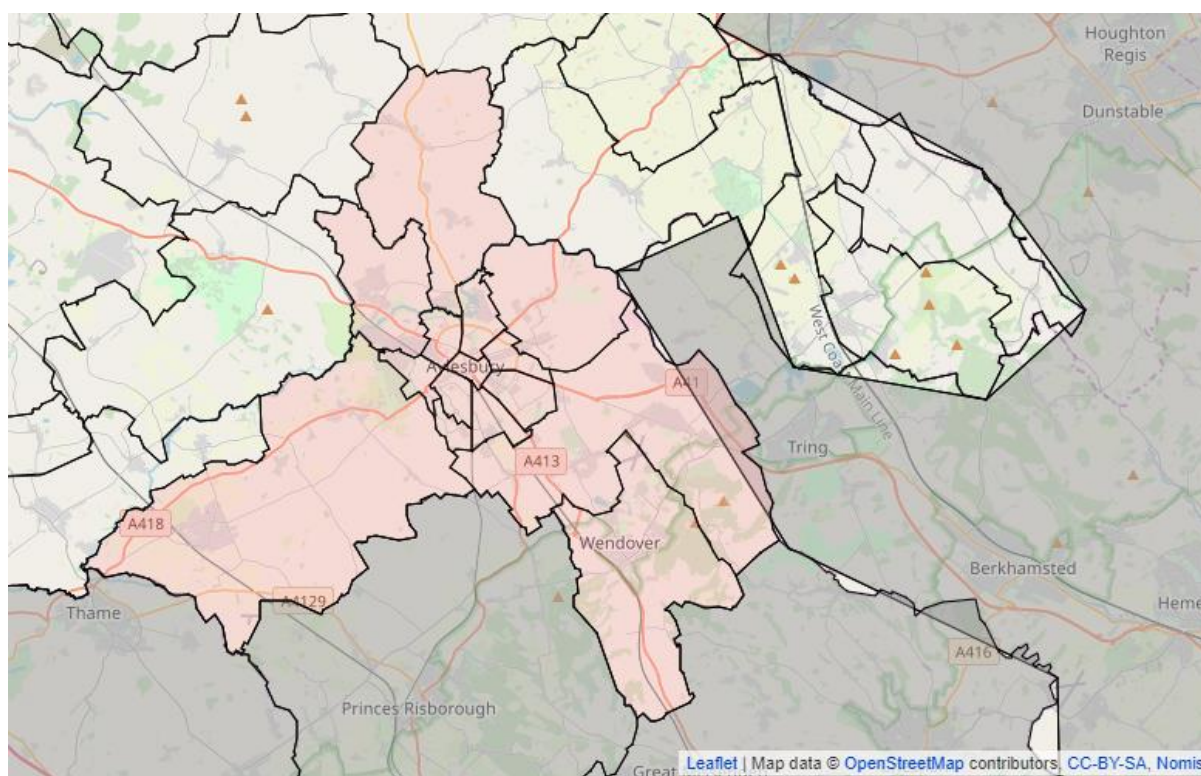
4.12 Construction of the Proposed Scheme is expected to start in Q4 2020, with completion of all elements planned for Q4 2021. The total duration of construction will last approximately 12 months including utility works. The sequence of works will largely be determined by the construction of the bridge over the London-Aylesbury railway line.

4.13 Construction working hours will be restricted to Monday to Friday from 08.00-18.00 for main carriageway works. One hour either side of these core working hours will be required for start-up and close-down which may cause some disturbance. Some overnight works will also be required to suit restrictions imposed by Network Rail and works requiring possessions of roads.

5. Baseline

- 5.1 The section outlines the equalities baseline relevant to the Proposed Scheme. This includes analysis of Census 2011 data and other datasets at the ward, borough and county scale for comparison purposes. Ward areas analysed include Aston Clinton, Aylesbury Central, Bedgrove, Mandeville & Elm Farm, Berton, Coldharbour, Haddenham, Quarrendon, Gatehouse, Oakfield, Southcourt, Walton Court and Hawkslade, Wendover and Weedon. It is considered that these wards cover the areas that could be potentially impacted by the Proposed Scheme.
- 5.2 Some equality impacts will be experienced at a more local level and as such a more detailed analysis of the baseline is also undertaken where appropriate for areas where potentially relevant impacts are identified. A map of the study area can be found in Figure 5-1 below.
- 5.3 Wherever possible the most recently available data is presented at all geographical levels relevant to the study area. The main source of data used in the baseline profiling at this stage is Census 2011 data from the Office for National Statistics (ONS).
- 5.4 A baseline profile of the population living and working within the study area is necessary for the identification of potential equality impacts in order that an assessment can be made as to the potential level of impact the Proposed Scheme may have on groups with protected characteristics.

Figure 5-1 Map of the study area



Description of Study Area

5.5 The Proposed Scheme traverses agricultural land³ between the A413 Wendover Road, at its eastern extent, and the B4443 Lower Road, at its western extent between the village of Stoke Mandeville and south part of Aylesbury. The existing London Marylebone to Aylesbury railway line bisects the site in a north to south direction.

Residential Properties

5.6 There are no residential properties within the red line boundary. Within the surrounding area, there are residential properties to the north including properties on Edwards Close, Jane Close and Patrick Way, to the west and east.

Commercial Properties

5.7 There are no commercial properties within the red line boundary (although the very edge does affect a parking space of the Fountain Business Park). Within the surrounding area, nearby commercial property includes the existing Stoke Mandeville Autocentre, the Fountain Business Centre on the B4443, and the Stoke Mandeville Stadium.

Community Facilities

5.8 Community facilities around the Proposed Scheme include the Stoke Mandeville Hospital which is a large National Health Service (NHS) hospital in Aylesbury, which forms part of Buckinghamshire Healthcare NHS Trust. It is located within 500m of the site to the north. The Florence Nightingale Hospice is also located to the north of the site. Booker Park School is located approximately 400m to the north-west.

5.9 Although there are no designated areas of public open space in the vicinity of the Proposed Scheme, there is a strong local community presence using land within the vicinity of the site for dog walking and access for recreational amenity and there is an area of informal parkland, adjacent to Wendover Road. There are a number of Public Right of Ways (PRoWs) passing along the site including SMA1/3, SMA2/1 – 2/3 and SMA3. It is noted that pedestrians walk across the field to the east of the Aylesbury-London railway line.

Transport

5.10 Stoke Mandeville Railway Station is located approximately one kilometre south of the site on Station Road. The station is situated on the London Marylebone to Aylesbury line.

5.11 The following bus stops are located within the study area:

- Wendover Road
- Silver Birch Way;
- Hampden Hall;
- Wendover Road; and
- Eastcote Road.
- Lower Road
- Ambulance Station; and
- Ranch House.

³ Arable farmland and horse pasture, which is mapped at a large scale under the Agricultural Land Classification system as Grades 3a and 3b.

5.12 These bus stops provide links to Aylesbury, Wendover, Dunstable, Amersham and High Wycombe.

Population

5.13 According to the most recent data available⁴, the study area has a combined population of 108,221 people. As shown in Table 5-1, the population of the study area increased at a lower rate between 2001 and 2017 in comparison to Aylesbury Vale but increased at a higher rate compared to Buckinghamshire.

Table 5-1 Population growth 2001 - 2017⁵

Date	Study Area	Aylesbury Vale	Buckinghamshire
2001	94,545	165,748	479,026
2011	101,327	174,137	505,283
2017	108,221	196,020	535,918
% Change	14.5%	18.3%	11.9%

Source: ONS 2001 and 2011 Census and Mid-year population estimates, 2017

5.14 According to data published by the ONS the population in the district of Aylesbury Vale is projected to increase to 207,554 by 2021 and is further expected to increase to 217,804 by 2025.

Age

5.15 **Table 5-2** outlines age breakdown across the different geographical areas encompassed within the baseline area. The proportion of residents aged 0 – 15 years old across the study area is 21.8%; this is higher than both the district (20.6%) and Buckinghamshire (20.5%). The proportion of the residents within the 16 – 64 age group across all the geographies presented in the table are all aligned around 60%, although the study area has a higher proportion of residents aged 16-64 compared to the district and county. Finally, the proportion of residents over the age of 65 within the study area (15%) is significantly lower than the average for the district (16.7%) and Buckinghamshire (18.6%).

Table 5-2 Age breakdown by different geographical areas

Age group	Study Area	Aylesbury Vale	Buckinghamshire
0-15	21.8%	20.6%	20.5%
16-64	63.2%	62.7%	60.9%
65 and over	15.0%	16.7%	18.6%

Source: ONS Mid-year population estimates, 2017

5.16 Population projections⁶ for the years suggest that by 2025 the proportion of the population aged 0-15 years within Aylesbury Vale (20.9%) and Buckinghamshire (20.6%) remains at a similar level to current proportions. However, projections show an increase in the proportion of those over the age of 65 within Aylesbury Vale (18.6%) and Buckinghamshire (20.4%) in 2025. These are significantly higher compared to current proportions.

⁴ ONS (2017): Population estimates - small area based by single year of age - England and Wales

⁵ ONS (no date): Census 2011: Population Density 2011 (Table QS102EW); Population Density 2001 (Table UV02)

⁶ ONS (2016) Population Projections by Local Authority

(<https://www.nomisweb.co.uk/query/construct/summary.asp?mode=construct&version=0&dataset=2006>)

Disability

5.17 The proportion of residents within the study area who reported that their day-to-day activities were 'limited a lot' (6%) is slightly lower than the proportions of residents in Aylesbury Vale (6.7%) and Buckinghamshire (6.8%). This may be due the higher proportion of residents aged over 65 within the district and county. The proportion of residents with day-to-day activities not is also higher within the study area than across Aylesbury Vale and Buckinghamshire.

Table 5-3 Limiting long-term illness or disability by different geographical areas

Date	Study Area	Aylesbury Vale	Buckinghamshire
Day-to-day activities limited a lot	6.0%	6.7%	6.8%
Day-to-day activities limited a little	8.0%	9.4%	9.4%
Day-to-day activities not limited	86.0%	83.9%	83.8%

Source: ONS, DC3602EW - Long-term health problem or disability by NS-SeC by sex by age⁷

Gender reassignment

5.18 There are no official statistics relating to gender reassignment and the UK Census currently only collects data relating to sex (gender assigned at birth). The Office for National Statistics (ONS) has identified a need for information about gender identity for policy development and service planning with these requirements strengthened by the need for information on those with the protected characteristic of gender reassignment as set out in the Equality Act 2010. Work is currently being undertaken to identify the ways of capturing this information within the 2021 Census.

Marriage and civil partnership

5.19 36.5% of the population in the study area who are over the age of 16 are married or in a registered same-sex civil partnership comparable to 53.2% in Aylesbury Vale, 54.3% in Buckinghamshire and 46.8% nationally.⁸

Pregnancy and maternity

5.20 Pregnant women can be more susceptible to experience negative effects associated with highways schemes. For example, pregnant women can be more susceptible to poor air quality⁹, which can have a negative impact on birth weight.

5.21 Pregnant women will also need good access to health care facilities, particularly towards the latter stages of pregnancy. Accessibility is therefore an important issue for this group.

Race

5.22 **Table 5-4** shows that highest proportion of residents in the study area identify as White British residents (80%) this is relatively lower than the average for Aylesbury Vale (85.2%) but largely in line with the average for Buckinghamshire (81.1%).

5.23 The study area, the district and the county all have a relatively low presence of other ethnic groups including Indian, Bangladeshi, Chinese, Black African and Arab residents. However, the

⁷ ONS, (2011); DC3602EW - Long-term health problem or disability by NS-SeC by sex by age, available at: <https://www.nomisweb.co.uk/query/construct/summary.asp?reset=yes&mode=construct&dataset=676&version=0&anal=1&initse> accessed November 2019

⁸ ONS, (2011); LC1107EW - Marital and civil partnership status by sex by age, available at: <https://www.nomisweb.co.uk/query/construct/summary.asp?menuopt=200&subcomp=> accessed November 2019

⁹ <https://www.nhs.uk/news/pregnancy-and-child/air-pollution-associated-with-low-birthweight/>

study area does have a higher concentration of those identifying as Pakistani (5.2%) compared with all other geographies.

Table 5-4 Ethnic groups by different geographical areas

Ethnic group	Study Area	Aylesbury Vale	Buckinghamshire	
White	British	80.0%	85.2%	81.1%
	Irish	1.0%	0.9%	1.1%
	Gypsy or Traveller	0.1%	0.1%	0.1%
	Other	4.0%	3.5%	4.1%
Mixed/ Multiple Ethnic Groups	White/ Black Caribbean	1.2%	0.9%	0.9%
	White and Black African	0.3%	0.3%	0.2%
	White and Asian	0.7%	0.6%	0.8%
	Other	0.6%	0.5%	0.5%
Asian/ Asian British	Indian	1.5%	1.1%	2.2%
	Pakistani	5.2%	3.1%	4.2%
	Bangladeshi	0.1%	0.1%	0.2%
	Chinese	0.4%	0.4%	0.5%
	Other	1.6%	1.1%	1.4%
Black/ African/ Caribbean/ Black British	African	1.3%	1.0%	0.8%
	Caribbean	1.1%	0.7%	1.0%
	Other Black	0.3%	0.2%	0.3%
Other Ethnic Group	Arab	0.2%	0.2%	0.2%
	Other	0.3%	0.2%	0.3%

Source: ONS QS201EW - Ethnic group¹⁰

Religion or belief

5.24 The breakdown of religion is very similar between the study area, Aylesbury Vale and Buckinghamshire. We do note, however, a slightly lower proportion of population identifying as Christian (58.4%) in the study area compared with the district (61.7%) and county (60.5%). There

¹⁰ ONS, (2011); DC2101EW - Ethnic group, available at: <https://www.nomisweb.co.uk/query/construct/submit.asp?forward=yes&menuopt=201&subcomp=> - accessed November 2019

is also a higher proportion of Muslims (6.2%) compared with (3.9%) in the district and county (5.1%).

Table 5-5 Religion or belief by different geographical areas

Religion	Study Area	Aylesbury Vale	Buckinghamshire
Christian	58.4%	61.7%	60.5%
Buddhist	0.4%	0.4%	0.4%
Hindu	1.1%	0.8%	1.2%
Jewish	0.2%	0.2%	0.3%
Muslim	6.2%	3.9%	5.1%
Sikh	0.2%	0.1%	0.9%
Other religion	0.3%	0.3%	0.4%
No religion	26.3%	25.6%	24.0%
Religion not stated	6.9%	7.0%	7.1%

Source: ONS, QS208EW - Religion¹¹

Sex

5.25 The study area has a slightly higher proportion of female residents (50.7%) compared to males (49.3%). A similar trend is observed nationally (Census 2011).

Sexual orientation

5.26 In 2017, there were an estimated 1.1 million people aged 16 years and over identifying as lesbian, gay or bisexual (LGB) out of a UK population aged 16 years and over of 52.8 million. This reflects approximately 2.0% of the UK population identifying as LGB in 2017, a 0.5% increase from 2012 figures¹².

5.27 The South East as a region has the largest proportion of adults identifying as Lesbian, Gay, or Bisexual (LGB), at 1.8% (with other regions in the UK ranging from 1.0% in the East Midlands to 2.6% in London). Estimates relating to numbers of people identifying with a specific sexual orientation are not available at borough level or below, due to the small sample size of this dataset.

Nationality and migration

5.28 Within the study area, 86.6% of residents were born in the UK, 3.6% were born in EU countries 8.9% were born in other countries. These figures are in line with the district and Buckinghamshire, although the district has a lower proportion of residents born outside the UK (7.1%)¹³.

Socio-economic status

5.29 Socio-economic status considers an individual's or family's economic and social position in relation to others, based on several factors including levels of deprivation, employment, education, health / health inequality, and housing. These factors are pertinent to those with

¹¹ ONS, (2011); QS208EW - Religion, available at: <https://www.nomisweb.co.uk/query/construct/summary.asp?reset=yes&mode=construct&dataset=616&version=0&anal=1&initse1> accessed November 2019

¹² ONS: Sexual orientation, UK: 2017 Available at: https://www.ons.gov.uk/peoplepopulationandcommunity/culturalidentity/sexuality/bulletins/sexualidentityuk/2017?utm_source=govdelivery&utm_medium=email#main-points

¹³ ONS (2011): KS204EW - Country of birth

protected characteristics and provide an indication of the levels of vulnerable groups residing within an area. Therefore, additional baseline information relevant to the forthcoming appraisal of equality effects and has been provided in this section and includes data on: transport and connectivity; access to services and facilities; public realm and open space; safety, security and well-being; and community cohesion.

Deprivation

5.30 According to the 'Wider Social Determinants of Health' chapter of the Buckinghamshire Joint Strategic Needs Assessment, Aylesbury Vale has higher levels of deprivation than the other three districts in Buckinghamshire.

5.31 The Index of Multiple Deprivation 2019 (IMD) is an overall relative measure of deprivation constructed by combining seven domains of deprivation according to their respective weights, as described below. The seven deprivation domains are as follows:

- *Income*: The proportion of the population experiencing deprivation relating to low income, including those individuals that are out-of-work and those that are in work but who have low earnings (satisfying the respective means tests).
- *Employment*: The proportion of the working-age population in an area involuntarily excluded from the labour market, including those individuals who would like to work but are unable to do so due to unemployment, sickness or disability, or caring responsibilities
- *Education, Skills and Training*: The lack of attainment and skills in the local population.
- *Health Deprivation and Disability*: The risk of premature death and the impairment of quality of life through poor physical or mental health. Morbidity, disability and premature mortality are also considered, excluding the aspects of behaviour or environment that may be predictive of future health deprivation.
- *Crime*: The risk of personal and material victimisation at local level.
- *Barriers to Housing and Services*: The physical and financial accessibility of housing and local services, with indicators categorised in two sub-domains.
 - a. 'Geographical Barriers': relating to the physical proximity of local services
 - b. 'Wider Barriers': relating to access to housing, such as affordability.
- *Living Environment*: The quality of the local environment, with indicators falling categorised in two sub-domains.
 - a. 'Indoors Living Environment' measures the quality of housing.
 - b. 'Outdoors Living Environment' measures air quality and road traffic accidents.

Two supplementary indices (subsets of the Income deprivation domains), are also included:

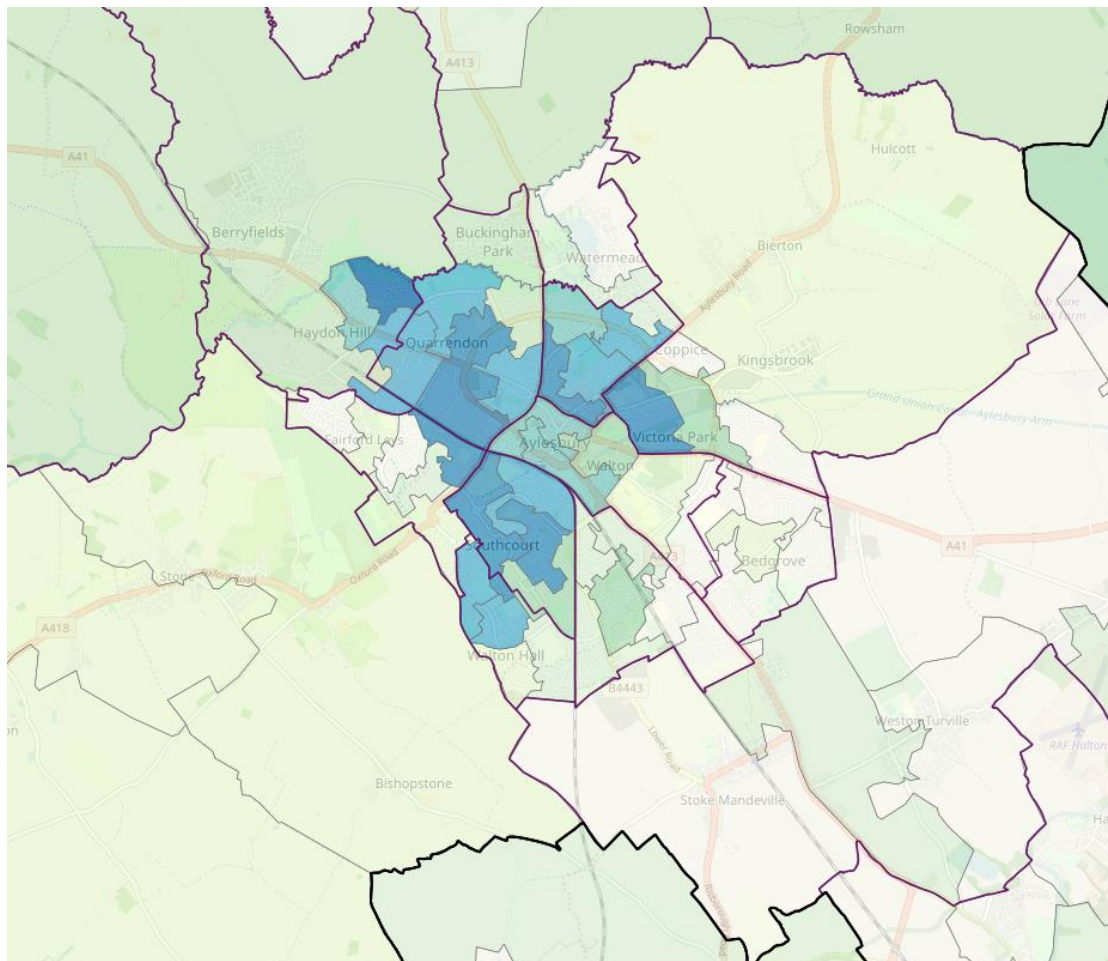
- *Income Deprivation Affecting Children Index*: The proportion of all children aged 0 to 15 living in income deprived families.
- *Income Deprivation Affecting Older People Index*: The proportion of all those aged 60 or over who experience income deprivation.

5.32 Lower Super Output Areas (LSOAs) are a geographic hierarchy designed to improve the reporting of small area statistics in England and Wales. They are standardised geographies designed to be as consistent in population as possible, with each LSOA containing approximately 1,000 to 1,500 people. In relation to the IMD 2019, LSOAs are ranked out of the 32,844 in England and Wales, with 1 being the most deprived. Ranks are normalised into deciles, with a value of 1 reflecting the top 10% most deprived LSOAs in England and Wales.

5.33 On a scale of average Index of Multiple Deprivation, where 1 is most deprived, at local authority level, Aylesbury Vale ranks 277 out of 317. 77.8% of Aylesbury Vale's 115 LSOAs are in the least deprived deciles 8, 9 and 10. The district has 1 LSOA within the top 20% most deprived in England and Wales and 6 within the top 30% most deprived.

5.34 As shown in Figure 5-2, LSOAs in the immediate vicinity of the Proposed Scheme do not have high levels of deprivation. However due to the nature of the scheme impacts may be experienced beyond the scheme immediate surroundings. LSOAs located within or surrounding the centre of Aylesbury show relatively high levels of deprivation.

Figure 5-2: Index of Multiple Deprivation – Aylesbury Wards



Employment

5.35 According to 2011 census data, 66.7% (49,042) of the study area residents are in employment, 3.9% are unemployed and 17.4% are retired. In comparison, in Aylesbury Vale 65.9% of residents are in employment, 3.3% are unemployed and 19.2% retired. Levels of economic activity within the study area are similar to those in Buckinghamshire where 67.7% of residents are in employment, 3.2% unemployed and 20.9% retired.

5.36 Additionally, 10.8% of people aged 16-24 within the study area are unemployed, this is marginally higher than the rates across Aylesbury Vale (9.4%) and Buckinghamshire (9.2%). 2011 Census data also suggests that there is a higher rate of unemployment in BAME groups in the wider area of the Scheme compared to the Aylesbury Vale District. Specifically, 9.3% of those from mixed/multiple ethnic groups in the wider area surrounding the Scheme are unemployed compared to 7.8% in the Aylesbury Vale District. Similar trends are seen for other ethnic groups (includes those who identify as Arabic) and Black/ African/ Caribbean/ Black British ethnic groups.

Education

5.37 Education attainment (**Error! Reference source not found.**) at the study area level shows a higher percentage of residents with no qualifications (18.4%) relative to Aylesbury Vale (17.4%)

and Buckinghamshire (16.8%). The proportion of residents with level 4 qualifications and above in the study area (29.5%) is lower than both Aylesbury Vale (32%) and Buckinghamshire (34.8%).

Table 5-6 Educational attainment by different geographical areas

Qualifications	Study Area	Aylesbury Vale	Buckinghamshire
No qualifications	18.4%	17.4%	16.8%
Level 1 qualifications	14.6%	13.8%	12.5%
Level 2 qualifications	16.6%	16.5%	15.6%
Apprenticeship	3.6%	3.6%	3.5%
Level 3 qualifications	12.0%	12.2%	11.9%
Level 4 qualifications and above	29.5%	32.0%	34.8%
Other qualifications	5.2%	4.6%	4.9%

Source: ONS, LC5102EW - Highest level of qualification by age

Health inequalities

- 5.38 There is a tendency for people belonging to protected characteristic groups, particularly young people, older people, disabled people, and BAME people, to experience poorer health.¹⁴
- 5.39 Local Authority Health Profiles provide an overview of health for each local authority in England. They pull together existing information in one place and contain data on a range of indicators for local populations, highlighting issues that can affect health in each locality. The Aylesbury Vale Health Profile gives a picture of people's health in the district:¹⁵
- 5.40 The health of people in Aylesbury Vale is generally better than the England average. However, life expectancy is 7 years lower for men and 5 years lower for women in the most deprived areas compared with the least deprived.
- 5.41 Child health and adult health indicators are better than the England average. For example, levels of teenage pregnancy and GCSE attainment are better than the England average. For adults, early deaths from cardiovascular diseases are also better.

Safety and security

- 5.42 The feeling of safety and security within a person's local area is key to ensuring their personal wellbeing. Everyone is vulnerable to feelings of being unsafe, however these may be particularly acute for people belonging to certain protected characteristic groups, including young people, older people, disabled people, women, and people belonging to a particular ethnicity, or sexual orientation.¹⁶
- 5.43 The top three reported crimes within a 1 mile radius around the area of the proposed development between September 2018 and August 2019 are Violence and sexual offences (452), anti-social behaviour (203) and Criminal damage and arson (177).¹⁷
- 5.44 With regards to road safety young drivers between the ages of 17 and 24 account for 7% of drivers and 5% of all miles driven in Great Britain but make up 18% of all drivers in reported road

¹⁴ Equality and Human Rights Commission, (2010); *How Fair is Britain?* Report. Available at: https://www.equalityhumanrights.com/sites/default/files/how_fair_is_britain_-_complete_report.pdf [accessed January 2018]

¹⁵ Local Authority Health Profiles <https://fingertips.phe.org.uk/profile/health-profiles>

¹⁶ Equality and Human Rights Commission, (2010); *How Fair is Britain?* report. Available at: <http://www.equalityhumanrights.com/publication/how-fair-britain>, accessed September 2016.

¹⁷ Police UK (2019), *Crime map* available at: < https://www.police.uk/thames-valley/N413/crime/+9JNcUjM/stats/#crime_stats> accessed October 2019.

accidents¹⁸. Changes to road safety through highways improvements can therefore have a disproportionate impact on young drivers.

Community cohesion

- 5.45 To ensure healthy communities which are functional, safe, and enjoyable places to live and work, it is important to promote community cohesion and good relations between different groups. Encouraging civic engagement and ensuring dialogue with all people in the community; particularly those belonging to protected characteristic groups, is an important step in working towards community cohesion. For people belonging to protected characteristic groups, their feelings of a lack of cohesion (or exclusion) may be more acute than those of other people.

¹⁸ DfT (2015) Facts on Young Car Drivers
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/448039/young-car-drivers-2013-data.pdf accessed October 2019

6. Consultation

Introduction

6.1 Effective consultation and engagement with stakeholders and the local community is important for community cohesion and the development of an inclusive and supported scheme. This chapter presents an overview of consultation undertaken to date by BCC in relation to the Proposed Scheme. Full details of engagement undertaken, and feedback received can be found in the Statement of Community Involvement (SCI) for the Proposed Scheme.

Summary of engagement and consultation to date

6.2 The engagement process for the Proposed Scheme comprised of two stages and allowed the community to provide feedback at different stages during the design process. This has meant that BCC has been able to undertake thorough engagement with a variety of individuals and groups. Consultation has been undertaken in line with Buckinghamshire County Council's Statement of Community Involvement, which was adopted in January 2015.

6.3 The first public consultation took place on the 1st November 2017 and it was an opportunity to present the Proposed Scheme to the public and gain feedback. A second public event took place in July 2018 where changes to the design based on consultation responses were presented. The public consultation events were structured as a drop-in event hosted at the Stoke Mandeville Stadium. This location was selected as it is centrally located in relation to the Proposed Scheme, easy to access, has ample parking provision and is fully accessible (the stadium is the home of disability sports and the birthplace of the Paralympics). These factors provided an inclusive consultation venue encouraging more members of the public to attend the event. Approximately 200 people attended the first event and roughly 160 people attended the second event. Members of the public were able to speak to project team members including representatives from both BCC and AECOM.

6.4 Both public events were widely advertised with posters being distributed to local parish councils so that they could be displayed on Parish Notice Boards. Letters outlining details of the drop-in sessions were also distributed to households in the vicinity of the Proposed Scheme. Prior to the first public event in November 2017 a press release was issued in October 2017 along with links to media coverage.

6.5 Both events provided an opportunity for attendees to give their views on the information presented. After the first event, attendees were encouraged to provide feedback via a number of methods including paper feedback forms, through an online Survey Monkey Link or in person at the consultation event. Feedback could be returned to BCC by post, in person at a drop-in event or via email. Feedback from the second event in July 2018 could be provided through a simple feedback form including a comment box, where issues and concerns could be raised.

6.6 Priority stakeholders and stakeholder groups were directly engaged with and included local authorities, parish councils, political stakeholders and other business groups. Priority stakeholders and stakeholder groups included:

- Local County Councillors
- Aylesbury Vale District Council
- Stoke Mandeville Parish Council
- Aylesbury Town Council
- Aston Clinton Parish Council
- Weston Turville Parish Council

- Transport for Buckinghamshire
 - Network Rail
 - High Speed Two Ltd
- 6.7 A project website for the Proposed Scheme was also set up (www.buckscc.gov.uk/sealr) The website provides information around the description and purpose of the scheme, a video simulation of the project indicating what it might look like upon completion and, information about consultation including the drop-in sessions and the ways in which feedback could be provided. Following the second consultation event, a list of the most frequently asked questions was compiled and was added as a feature on the BCC website two weeks after the event.
- 6.8 The project team also created a mailing list with the permission of registered attendees from the event in November 2017 and several project update emails have been issued following the creation of the mailing list.

Feedback relating to equalities

- 6.9 Stakeholders and members of the public were invited to provide their views and feedback on the Proposed Scheme. The responses have been recorded within the Statement of Community Involvement and have been reviewed for the purpose of this EqIA.
- 6.10 The following comments have been identified as relating to equality issues and mainly relate to the impact of the Proposed Scheme on nearby residential properties and impacts on walkers and cyclists:
- A number of comments were raised regarding the proximity of the Proposed Scheme on existing residential properties on the Stoke Grange Estate.
 - Concerns were also raised around the intrusion of the Proposed Scheme on the public open space that is adjacent to the Stoke Grange Estate.
 - Residents on the Estate raised further concerns about children playing in close proximity to a dual carriageway.
 - A number of comments received through the consultation mentioned provision of walkers and cyclists including questions around the provision of appropriate crossings.
- 6.11 Other feedback included comments relating to the need for improvements along Wendover Road and Eastcote Road due to safety concerns for pedestrians trying to cross the road. As this location is away from the immediate scheme location, the issue has been considered as part of the Transport Assessment.
- 6.12 Additionally, comments were also raised around the potential noise impacts of the Proposed Scheme by local residents including concerns around the visual appearance, location and effectiveness of noise reduction barriers. Since comments were received from the consultation events, the noise assessment has been carried out and will inform the positioning of noise barriers. A range of materials for the barriers are being considered with regard being paid to their effectiveness and visual impact.

7. Appraisal of equality impacts

Introduction

- 7.1 This appraisal considers the potential impacts on affected people sharing protected characteristics arising from the Proposed Scheme. This includes potential impacts identified through the policy and baseline review as well as impacts and mitigation measures as identified within the following documents:
- Environmental Statement – Environmental Impact Assessments including Noise and Vibration, Air Quality, People and Communities, Landscape and Visual chapters;
 - Transport Assessment – information with regards to drivers, pedestrians, cyclists and public transport users; and
 - The Outline Environmental Management Plan (EMP) – mitigation measures associated with construction impacts.
- 7.2 It also considers feedback and issues raised through consultation and engagement with stakeholders and the public with regards to the proposed development as documented in the Statement of Community Involvement (SCI).
- 7.3 The appraisal examines both the disproportionate and differential effects of the identified impacts on groups with protected characteristics and the proposed mitigation measures that may eliminate or mitigate any adverse equality impacts. In addition, recommendations are made as to further reduce adverse equality effects as well as to enhance beneficial impacts and equality of opportunity.

Potential equality effects of the Proposed Scheme - Construction Phase

Compulsory Purchase Order (CPO)

Compulsory acquisition of agricultural land

- 7.4 There is expected to be some land take as a result of the Proposed Scheme, although no residential or commercial properties will be demolished. Land take is associated with agricultural land with four main landowners expected to be affected by the Proposed Scheme. The majority of the land is currently in control of investment companies and managed on various short-term and insecure arrangements with local farmers.
- 7.5 The CPO of land may potentially affect leaseholders with protected characteristics that influence their ability to move out of an area. These include ethnic minority groups, people with disabilities, older people and families who may have formed formal and informal social and community ties and support. There should be continued engagement with leaseholders to ensure that they are provided with the most appropriate compensation and support relating to any specific needs due to their protected characteristics.
- 7.6 Through effective communication with landowners and leaseholders, offering appropriate levels of compensation and minimising impacts of severance and disruption from construction, then BCC would be paying due regard to the PSED.

Environmental

Construction works noise and vibration impacts

- 7.7 Construction works related noise and vibration impacts are likely to occur during the day and out of hours (evenings, weekends and night time). There are likely to be increased noise levels for residential properties in close proximity to the Proposed Scheme. Affected residential properties include those on the south side of Patrick Ways and Charles Close; 29 Jane Close (including other residents on the same and parallel streets, such as Edward Close); residents on Dalesford Road and Edward Close, which are close to the proposed bridge over the railway line; and residents west of the Proposed Scheme, close to the junction on Lower Road.
- 7.8 The noise effects resulting from construction works may have a differential impact on children and older residents living near the Proposed Scheme. Research has shown that children are more vulnerable to the effects of increased noise than the population overall and exposure at home may result in more adverse impacts than exposure at school. Children spend more time at home than at school and night time exposure can be associated with sleep disturbance, with regard to both quality and quantity. Sleep disturbance and sleep problems may affect behavior in children. Research has also shown that older people may also be more vulnerable to noise exposure due to spending more time at home than the population overall¹⁹.
- 7.9 A further detailed assessment and preparation of a construction noise assessment and control scheme (including agreed noise limits) should be completed, so as not to exceed the relevant noise limit (which will be agreed with the Aylesbury Vale District Council (AVDC) Environmental Health Officer). Mitigation requirements, e.g. localised solid site hoarding, will be implemented through the final CEMP and enforced by a planning condition as necessary.
- 7.10 A planning condition to undertake a further detailed assessment and prepare a construction noise assessment and control scheme will be put in place. If considered appropriate, Section 61 prior consent will be used.
- 7.11 A planning condition to agree potentially significant noise or vibration emitting activities with AVDC will also be put in place.

Increase in pollutants for residential properties during construction

- 7.12 The air quality assessment shows that there will be an increase in NO₂ concentrations at residential properties along Stoke Road and Tring Road during construction. Evidence shows that children are particularly vulnerable to poor air quality compared to the population overall²⁰ and older people and people with respiratory diseases are also more likely to be affected by changes in air quality.
- 7.13 Mitigation to reduce air quality impacts during construction are outlined within Chapter 5 of the Environmental Statement. A planning condition will ensure that that a Construction Environmental Management Plan (CEMP) will be developed. The CEMP should ensure that best practices will be applied and in effect reduce the likelihood of increased air pollution.

Accessibility

Diversions for pedestrians and cyclists using Public Rights of Way

- 7.14 Construction of the Proposed Scheme will require temporary diversions to NMU facilities on Wendover Road (including Amberway Cycle Route) and Lower road, resulting in moderate adverse effects, which are significant. Temporary diversions will also be required to PRoW

¹⁹ Hjortebjerg D et al (2015) Exposure to Road Traffic Noise and Behavioral Problems in 7-Year-Old Children: A Cohort Study in Environ Health Perspect. Feb 2016

²⁰ Department for Transport TAG unit A4.2 Distributional Impact Appraisal January 2014

SMA/3/1. Additionally, PRoW SMA1/2 SMA2/2 and SMA/2/3 are likely to experience impacts on the amenity of the routes.

- 7.15 Temporary diversions could result in differential effects on those groups with mobility issues or for those who are more vulnerable to road safety issues including children, older people, people with disabilities and parents or carers with pushchairs.
- 7.16 A planning condition will ensure that a Construction Environmental Management Plan (CEMP) will be developed including a Construction Traffic Management Plan (CTMP) to ensure that the appropriate diversions are implemented. Temporary and permanent diversions should be well positioned to ensure a similar level of access for users. Access will be managed and routes maintained for people with disabilities using motorised scooter or electronic wheelchairs. Consultation with the Local Access Forum regarding the routing of diversions and relevant signposting should be undertaken at the appropriate point in the project. This would help to maintain current levels of accessibility and any associated health and wellbeing benefits of active travel. The contractor should provide advanced notice of diversion routes and works and potentially invite local Community groups to regular meetings.

Disruption to local bus routes during construction

- 7.17 The presence of construction works has the potential to cause some short-term disruption to local bus routes which use Lower Road and Wendover Road. It is considered that this disruption will be limited to the relocation of a bus stop for public transport users wishing to travel into Aylesbury from Wendover Road. There is also a potential for there to be minor delays to bus journeys due to construction traffic turning into and out of site access points.
- 7.18 The relocation of the bus stop will have a potentially adverse impact on people with mobility issues including people with disabilities, older people, pregnant women and parents or carers with pushchairs.
- 7.19 A planning condition will ensure that a CEMP will be developed including the development of a Construction Traffic Management Plan (CTMP) through liaison with BCC as the highway authority. It also recommended that seating facilities at the new bus stop location are provided so that it is a like for like re-provision and ensures the comfort for passengers with limited mobility.
- 7.20 Clear information regarding the location of the new bus stop including safe crossing points from nearby residential areas should be provided to the local community. Additionally, the local community should also be made aware of any potential disruptions to journey times so that they are able to plan their journeys appropriately during the construction period. A Communication Strategy should be put in place so that information can be effectively shared with the local community.

Safety and accessibility issues during construction

- 7.21 Construction of the Proposed Scheme may result in safety, security and accessibility issues for residents, particularly those living on Lower Road and Wendover Road. Safety and accessibility issues are more prevalent amongst those for who mobility is an issue including older people, disabled people and pregnant women. Children may also be potentially subject to safety issues with regards to construction sites and vehicles.
- 7.22 Groups who are more vulnerable to poor security include women, young people, older people, disabled people, ethnic minority groups, transgender and people from the LGTBQ community.
- 7.23 A planning condition will ensure that a Construction Environmental Management Plan (CEMP) will be developed including a Construction Traffic Management Plan (CTMP) to ensure the safety, security and accessibility of residents. Additionally, a safety campaign should be implemented at Stoke Mandeville Combined School, Booker Park School and other local schools as part of the CEMP. This should warn students about the dangers of construction sites and of the new road.

This could form part of a wider school engagement exercise, supporting the schools with careers talks and other educational activities highlighting the benefits of the scheme and careers in the construction and engineering industries.

- 7.24 It is also recommended that key walking routes and crossing points in the area should be maintained or appropriately diverted where possible. The appropriate security should also be provided where natural surveillance is limited.

Employment

Employment opportunities during the construction of the scheme

- 7.25 Construction of the Proposed Scheme will provide direct employment opportunities which can be shared by groups with protected characteristics. It is estimated that the Proposed Scheme will provide direct employment around 70 employees on-site including both office staff and construction staff.
- 7.26 The area has a marginally higher unemployment rate compared to the local authority especially for younger people (those aged 16-24) and people from BAME groups (further statistics on unemployment rates can be found within Section 5.3.6). New construction related jobs can provide those living in the local area with increased job opportunities. This includes young people, people from BAME groups and people with disabilities who are more likely to face barriers to employment opportunities.
- 7.27 A local employment and procurement policy should be produced to include a requirement for contractors to adhere to national or local schemes to promote employment amongst under-represented equality groups e.g. Disability Confident Employer. People currently living and working in the area should be given priority over construction jobs and training through a Skills, Employment and Education Plan or Policy. This could link with existing initiatives such as Wannabe Bucks (<https://wannabebucks.org/>) which advertises jobs, apprenticeships, work experience placements to young people across Buckinghamshire.
- 7.28 The contractor will aim to employ local personnel where possible for construction related jobs and also seek to procure sub-contractors (for example, cleaners for compounds) from the local area as well.

People and Communities

Effective consultation and community engagement

- 7.29 Effective consultation and engagement with affected stakeholders and the local community is important for community cohesion, as well as ensuring that important cultural and social links within the area are not lost and that all groups with protected characteristics, including 'hard to reach' groups (young people and BAME groups), can benefit from the proposed scheme. A clear and on-going engagement strategy should be developed for this purpose. Diversity monitoring should be taken where appropriate for all future engagement activities with relevant stakeholders.

Intrusion of the Proposed Scheme on open space

- 7.30 Construction of the Proposed Scheme will result the loss of an area of open space within the Stoke Grange Estate. This area of open space lies within the red line boundary of the Proposed Scheme. The loss of this space may have differential impacts on children and young people who use the space for its recreation value. It is considered that appropriate replacement of the open space will be provided, either within the red line boundary or close to its current location. It should be ensured that the re-provision of open space is a like for like replacement so that the space can be used for the same activities and has the same level of accessibility.

Diversity monitoring to understand effects on equality protected groups

- 7.31 Monitoring of equality and impacts should be included as part of the Proposed Scheme's Monitoring and Evaluation Plan to track and update impacts throughout the design, development and construction of the proposed development. The monitoring plan will also seek to review how the proposed benefits of the proposed development will be realised by groups with protected characteristics once operational.

Operational Phase

Environmental

Increased noise levels on residential properties

- 7.32 During the operational phase of the Proposed Scheme there is likely to be increased noise levels on residential properties including those located over 1km away from the Proposed Scheme. Outcomes of the noise assessment suggest that there will be an adverse impact on residential properties due to increased traffic levels.
- 7.33 As mentioned in paragraph 7.10 above, research shows that children are more vulnerable to the effects of increased noise than the population overall and exposure at home may result in more adverse impacts than exposure at school. Children spend more time at home than at school and night-time exposure can be associated with sleep disturbance, with regard to both quality and quantity. In children sleep disturbance and sleep problems may affect behaviour. Research has also shown that older people may also be more vulnerable to noise exposure due to spending more time at home than the population overall. The noise effects resulting from the operation of the Proposed Scheme may have a differential impact on children and older residents living on roads affected by the Proposed Scheme.
- 7.34 Some properties may qualify for insulation under the Noise Insulation Regulations, although the indication from current noise modelling suggests that absolute traffic noise levels may be too low to meet the qualifying criteria.

Decrease in pollutants within the Stoke Road AQMA

- 7.35 The air quality assessment suggests that there will be a medium decrease in NO₂ concentrations at residential properties within the Stoke Road AQMA resulting in a significant beneficial effect. This may potentially be beneficial for children who are particularly vulnerable to poor air quality as well as older people and people with respiratory diseases who are also more likely to be affected by changes in air quality.

Accessibility

New crossing points for pedestrians and cyclists

- 7.36 During the operational phase, new junctions in the form of roundabouts will be in operation on both Wendover Road and Lower Road. Negotiation of new junctions and associated crossing facilities may have a differential effect on those groups with mobility issues or for those who are more vulnerable to road safety issues including children, older people, people with disabilities and parents or carers with push chairs. A signal-controlled Toucan crossing will be put in place on several of the approaches to the roundabouts to enhance facilities for pedestrians and cyclists which should help provide safe crossing for vulnerable users.

Permanent diversion of Public Rights of Way

- 7.37 The PRoW SMA/3/1 will require a permanent diversion during the operational phase of the Proposed Scheme. The proposed diversion will now require pedestrians and cyclists to cross a

dual carriageway via a signal-controlled crossing. The permanent diversion of the PRow could have differential effects on those groups with mobility issues or for those who are more vulnerable to road safety issues, this includes children, older people, people with disabilities and parents or carers with pushchairs. The CEMP and CTMP will provide plans for managing access and maintaining routes for people with disabilities using motorised scooter or electronic wheelchairs. As a part of the planning application consultation, contact should be made with the local access to confirm the diversion routes, signposting, etc. In addition, implementation of appropriate crossings should be undertaken at the appropriate point in the project.

Increased opportunity for travel

- 7.38 During the operational phase, the Proposed Scheme will provide a 3m wide shared footway/cycle routes on the northern side of the new road. In addition, crossing points where necessary will be provided to ensure the safety of pedestrians and cyclists using footways/cycleways will intersect with the Proposed Scheme's route.
- 7.39 As a result, the proposal will encourage walking and cycling through the provision of additional walking routes and the implementation of safety measures. This will provide an increased opportunity for active travel and associated benefits for physical health that can be shared by groups with protected characteristics including children, young people and older people.
- 7.40 It should be ensured that there is appropriate provision for cyclists included within the Proposed Scheme. Additionally, consultation with cycling groups should be undertaken at the appropriate point in the project to ensure that the appropriate crossings and routes are implemented.

Summary of potential impacts

- 7.41 Table 7-1 provides a summary of direct and indirect effects of the Proposed Scheme. This describes each potential impact alongside the potentially affected groups with protected characteristics. Details of embedded mitigation are provided where confirmed and individual further recommendations are given for consideration where appropriate.
- 7.42 It is envisaged that as more development details and mitigation measures are developed for the CEMP then this table will be updated, and the assessment of effects and recommendations reviewed to reflect this update.

Table 7-1 Summary of equality impacts

Impact	Potentially Affected Protected Characteristic Groups												Overview of potential effects	Planned and further recommended mitigation
	Age			Sex	Ethnicity- BAME groups	Religion	Disability	Transgender	Sexual Orientation	Pregnancy/ Maternity	Marriage/ Civil Partnership			
	Children	Young People	Older People											
Construction Phase														
Direct Effects	Land take through a Compulsory Purchase Order	X	-	X	-	X	-	X	-	-	-	-	<p>There is expected to be some land take as a result of the Proposed Scheme. No residential or commercial properties will be demolished. Land take is associated with agricultural land with four main landowners being expected to be affected by the Proposed Scheme. The majority of the land is currently in control of investment companies and managed on various short term and insecure arrangements with local farmers.</p> <p>The CPO of land may potentially affect leaseholders with protected characteristics that influence their ability to move out of the area. These include ethnic minority groups, people with disabilities, older people and families who may have formed formal and informal social and community ties and support.</p>	<p>Recommended mitigation:</p> <p>Continued engagement with leaseholders to ensure that they are provided with the most appropriate compensation and support.</p>
Environmental	<p>Construction works noise and vibration impacts both during the day and out of hours (evenings, weekends and night time) on nearby residential properties.</p> <p>Affected residential properties include those on the south side of Patrick Ways and Charles Close; 29 Jane Close (including other residents on the same and parallel streets, such as Edward Close); residents on Dalesford Road and Edward Close, which are close to the proposed bridge over the railway line; and residents west of the Proposed Scheme, close to the junction on Lower Road.</p>	X	-	X	-	-	-	-	-	-	-	-	<p>The scheme will result in increased noise levels for residential properties in close proximity to the Proposed scheme due to construction noise and vibration.</p> <p>Research shows that children are more vulnerable to the effects of increased noise than the population overall and exposure at home may result in more adverse impacts than exposure at school. Children spend more time at home than at school and night-time exposure can be associated with sleep disturbance, with regard to both quality and quantity. In children sleep disturbance and sleep problems may affect behaviour.</p> <p>Research has also shown that older people may also be more vulnerable to noise exposure due to spending more time at home than the population overall.</p> <p>The noise effects resulting from construction works may have a differential impact on children and older residents living near the proposed scheme.</p>	<p>Planned mitigation measures:</p> <p>Further detailed assessment and preparation of a construction noise assessment and control scheme (including agreed noise limits) once a Principal Contractor is appointed, so as not to exceed the SOAEL1 or the relevant noise limit (which will be agreed with the Aylesbury Vale District Council (AVDC) Environmental Health Officer). Mitigation requirements, e.g. localised solid site hoarding, will be implemented through the final CEMP and enforced by planning condition as necessary.</p> <p>A planning condition to undertake a further detailed assessment and prepare a construction noise assessment and control scheme will be put in place. If considered appropriate, Section 61 prior consent will be used.</p> <p>A planning condition to agree potentially significant noise or vibration emitting activities with AVDC will be put in place.</p>

Impact	Potentially Affected Protected Characteristic Groups												Overview of potential effects	Planned and further recommended mitigation
	Age			Sex	Ethnicity- BAME groups	Religion	Disability	Transgender	Sexual Orientation	Pregnancy/ Maternity	Marriage/ Civil Partnership			
	Children	Young People	Older People											
Air Quality	Effects of construction traffic on NO2 concentrations at residential properties on Stoke Road and Tring Road.												<p>The air quality assessment shows an increase in pollutant concentrations along Stoke Road and Tring Road.</p> <p>Evidence shows that children are particularly vulnerable to poor air quality compared to the population overall and older people and people with respiratory diseases are also more likely to be affected by changes in air quality.</p>	<p>Planned mitigation measures:</p> <p>Mitigation measures to reduce air quality impacts are outlined in Chapter 5 of the Environmental Statement.</p> <p>A planning condition will ensure that a Construction Environmental Management Plan (CEMP) will be developed. The CEMP should ensure that best practices will be applied and in effect reduce the likelihood of increased air pollution.</p>
Accessibility	Diversions for pedestrians and cyclists users using Amberway Cycle Route, Wendover Road and Lower Road during construction.												<p>During the construction phase, temporary diversions will be required to the pedestrian and cyclist facilities on Wendover Road, Lower Road, resulting in moderate adverse effects, which are considered significant. This could have a differential effect on those groups with mobility issues or for those who are more vulnerable to road safety issues including children, older people, people with disabilities and parents or carers with pushchairs.</p>	<p>Planned mitigation measures:</p> <p>A planning condition will ensure that a Construction Environmental Management Plan (CEMP) will be developed including a Construction Traffic Management Plan (CTMP).</p> <p>Further recommended mitigation:</p> <p>Consultation with the local access forum to confirm the diversion routes and signposting should be undertaken at the appropriate point in the project.</p>
	PROWs	Diversions for pedestrians and cyclists using PROWs during construction.												<p>Temporary diversions will also be required to PROW SMA/3/1. PROW SMA1/2 SMA2/2 and SMA/2/3 are likely to experience impacts on the amenity of the routes. This could have a differential effect on those groups with mobility issues or for those who are more vulnerable to road safety issues including children, older people, people with disabilities and parents or carers with pushchairs.</p>

Impact	Potentially Affected Protected Characteristic Groups												Overview of potential effects	Planned and further recommended mitigation
	Age			Sex	Ethnicity- BAME groups	Religion	Disability	Transgender	Sexual Orientation	Pregnancy/ Maternity	Marriage/ Civil Partnership			
	Children	Young People	Older People											
Public Transport	-	-	X	-	-	-	X	-	-	X	-	<p>The presence of construction works may cause some short-term disruption to local bus routes which use Lower Road and Wendover Road. However, this disruption would be limited to the need to relocate the bus stop for public transport users wishing to travel into Aylesbury from Wendover Road and minor delays to buses when construction traffic is turning into and out of the Site access points.</p> <p>The relocation of the bus stop will have a potentially adverse impact on people with mobility issues including people with disabilities, older people, pregnant women and parents or carers with pushchairs.</p>	<p>Planned mitigation measures:</p> <p>A planning condition will ensure that a Construction Environmental Management Plan (CEMP) will be developed including a Construction Traffic Management Plan (CTMP).</p> <p>Further recommended mitigation:</p> <p>Provide seating facilities at the new bus stop location to provide like for like re-provision and to ensure comfort for passengers with limited mobility.</p> <p>Provide clear information to the local community with regards to the location of the new bus stop including safe crossing points from the nearby residential area.</p>	
Safety	X	X	X	X	-	-	X	X	X	X	-	<p>The construction of the proposed scheme may result in safety, security and accessibility for local residents, particularly those living on Lower Road and Wendover Road.</p> <p>Safety and accessibility issues are more prevalent amongst those for who mobility is an issue including older people, disabled people, pregnant women.</p> <p>Children may be potentially subject to safety issues with regards to construction sites and vehicles</p> <p>Groups who are more vulnerable to poor security including women, young people, older people, disabled people, ethnic minority groups, transgender and people from the LGBTQ community.</p>	<p>Planned mitigation measures:</p> <p>A planning condition will ensure that a Construction Environmental Management Plan (CEMP) will be developed including a Construction Traffic Management Plan (CTMP).</p> <p>Further recommended mitigation:</p> <p>Key walking routes and crossing points in the area should be maintained or appropriately diverted where possible and appropriate security provided where natural surveillance has been limited.</p> <p>Safety campaign should be implemented at Stoke Mandeville Combined School, Booker Park School and other local relevant schools as part of the CEMP. This should warn of dangers of construction sites and road as part of a wider school engagement activity.</p>	

Impact	Potentially Affected Protected Characteristic Groups												Overview of potential effects	Planned and further recommended mitigation
	Age			Sex	Ethnicity- BAME groups	Religion	Disability	Transgender	Sexual Orientation	Pregnancy/ Maternity	Marriage/ Civil Partnership			
	Children	Young People	Older People											
Employment	Creation of new construction-related and other employment opportunities												<p>The area has a marginally higher unemployment rate compared to the local authority. Data from the 2011 Census²¹ suggests that 10.8% of 16 to 24-year-olds are unemployed in the wider area surrounding the Proposed Scheme, which is slightly higher than the average of the Aylesbury Vale district (9.4%). 2011 Census data also suggests that there is a higher rate of unemployment in BAME groups in the wider area of the Scheme compared to the Aylesbury Vale District. Specifically, 9.3% of those from mixed/multiple ethnic groups in the wider area surrounding the Scheme are unemployed compared to 7.8% in the Aylesbury Vale District. Similar trends are seen for other ethnic groups (includes those who identify as Arabic) and Black/ African/ Caribbean/ Black British ethnic groups</p> <p>New construction related and other associated jobs can provide those living in the local area with increased job opportunities. This includes young people, people from BAME groups and people with disabilities who are more likely to face barriers to employment opportunities.</p>	<p>Planned mitigation: Local people will be employed for construction and other related roles as suitable. In addition, locally sourced subcontractors (i.e. cleaners for compounds) will be used.</p> <p>Further recommended mitigation: A local employment and procurement policy should be produced to include a requirement for contractors to adhere to national or local schemes to promote employment amongst under-represented equality groups, e.g. Disability Confident Employer.</p> <p>People currently living and working in the area should be given priority over jobs such as in construction or compound cleaning and training through a Skills, Employment and Education Plan or Policy. This could link with existing initiatives such as Wannabe Bucks (https://wannabebucks.org/) which advertises jobs, apprenticeships, work experience placements to young people across Buckinghamshire</p>
People and Communities	Effective consultation and community engagement with affected groups to contribute to sharing benefits of the Proposed Scheme												<p>All groups including those with protected characteristics who are traditionally 'hard to reach' in terms of engagement. This can include young people and BAME groups</p>	<p>Planned mitigation: Consultation to date has been comprehensive and well documented.</p> <p>Further local community engagement is proposed through local group meetings such as a resident committee.</p> <p>Further recommended mitigation: Develop engagement strategy for continued engagement with groups affected by the Proposed Scheme.</p> <p>Diversity monitoring should be taken where appropriate for all future engagement activities with relevant stakeholders.</p>

²¹ ONS Census 2011 data set DC6201EW - Economic activity by ethnic group by sex by age

Impact	Potentially Affected Protected Characteristic Groups											Overview of potential effects	Planned and further recommended mitigation
	Age			Sex	Ethnicity- BAME groups	Religion	Disability	Transgender	Sexual Orientation	Pregnancy/ Maternity	Marriage/ Civil Partnership		
	Children	Young People	Older People										
Loss of public open space to the south of the Stoke Grange estate.	X	X	-	-	-	-	-	-	-	-	-	An area of open space lies within the red line boundary of the Proposed Scheme. Loss of the open space may have differential impacts on children and young people who use the space for its recreational value.	<p>Planned mitigation:</p> <p>Appropriate replacement open space will be provided within the red line boundary or close to the existing area of open space.</p> <p>Further recommended mitigation:</p> <p>Ensure that the replacement land is a like for like replacement so that the space can be used for the same activities and has the same level of accessibility.</p>
Diversity monitoring to understand effects on equality protected groups	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Monitoring of equality and impacts should be included as part of the Proposed Scheme's Monitoring and Evaluation Plan to track and update impacts throughout the design, development and construction of the proposed development.	<p>Recommended mitigation:</p> <p>Diversity monitoring should be taken for all engagement activities with businesses, employees, residents and visitors</p>
Operational Phase													
Environmental Noise	Increased noise levels on residential properties including those over 1km away from the Proposed Scheme.	X	-	X	-	-	-	-	-	-	-	<p>Outcomes from the noise assessment suggest that there will be an adverse impact due to increased traffic levels on residential properties, including those over 1km away, during operation.</p> <p>Research shows that children are more vulnerable to the effects of increased noise than the population overall and exposure at home may result in more adverse impacts than exposure at school. Children spend more time at home than at school and night-time exposure can be associated with sleep disturbance, with regard to both quality and quantity. In children sleep disturbance and sleep problems may affect behaviour.</p> <p>Research has also shown that older people may also be more vulnerable to noise exposure due to spending more time at home than the population overall.</p> <p>The noise effects resulting from the operation of the Proposed Scheme may have a differential impact on children and older residents living on roads affected by the Proposed Scheme.</p>	<p>Planned mitigation:</p> <p>Some properties may qualify for insulation under the Noise Insulation Regulations, although the indication from current noise modelling suggests that absolute traffic noise levels may be too low to meet the qualifying criteria.</p>

Impact		Potentially Affected Protected Characteristic Groups											Overview of potential effects	Planned and further recommended mitigation	
		Age			Sex	Ethnicity- BAME groups	Religion	Disability	Transgender	Sexual Orientation	Pregnancy/ Maternity	Marriage/ Civil Partnership			
		Children	Young People	Older People											
Air Quality	Effects of operational traffic on NO2 concentrations on sensitive receptors within the Stoke Road AQMA.	✓	-	✓	-	-	-	-	-	-	-	-	-	The air quality assessment suggests that there will be a medium decrease in NO2 concentrations at residential properties within the Stoke Rd AQMA resulting in a significant beneficial effect. This may potentially be beneficial for children who are particularly vulnerable to poor air quality as well as older people and people with respiratory diseases are also more likely to be affected by changes in air quality.	No further mitigation required.
Accessibility	New junctions for Non-Motorised Users using Amberway Cycle Route, Wendover Road and Lower Road	X	-	X	-	-	-	X	-	-	X	-	During the operational phase, new junctions in the form of roundabouts will be in operation on both Wendover Road and Lower Road. Negotiation of a new junction and associated crossing may have a differential effect on those groups with mobility issues or for those who are more vulnerable to road safety issues including children, older people, people with disabilities and parents or carers with pushchairs.	Planned mitigation: The CEMP and CTMP will provide plans for managing access and maintaining routes for people with disabilities using motorised scooter or electronic wheelchairs. Signal controlled Toucan crossings will be put in place on several of the approaches to the roundabouts to enhance facilities for pedestrians and cyclists.	
	Permanent diversion of footpath SMA/3/1	X	-	X	-	-	-	X	-	-	X	-	PRoW SMA/3/1 will be permanently diverted during the operational phase and the new route will require non-motorised users to cross a dual carriageway via a signal-controlled crossing. Diversion of the PRoW could have a differential effect on those groups with mobility issues or for those who are more vulnerable to road safety issues and including children, older people, people with disabilities and parents or carers with pushchairs.	Planned mitigation: The CEMP and CTMP will provide plans for managing access and maintaining routes for people with disabilities using motorised scooter or electronic wheelchairs. Further mitigation measures: Consultation with local access forum at the appropriate point in the project should be undertaken.	
PROWs	Increased opportunity for active travel	✓	✓	✓	-	-	-	-	-	-	-	-	A 3m wide shared cycle/footway on the northern side of the new road will be delivered as a part of the Proposed Scheme. The proposal will encourage walking and cycling through the provision of additional walking routes and the implementation of safety measures. This will provide an increased opportunity for active travel and associated benefits for physical health that can be shared by groups with protected characteristics including children, young people and older people.	Recommended mitigation measures: Continue to ensure that appropriate provision for cyclists is included within the Proposed Scheme. Consultation with cycling groups to ensure appropriate crossings and routes are out in place.	

8. Recommendations and conclusions

Recommendations

8.1 The following provisional high level recommendations are set out to strengthen, secure or enhance positive equality impacts and to mitigate for potential negative equality impacts associated with the Proposed Scheme:

- The CEMP as well as the CTMP for the Proposed Scheme should take into account the various needs of those with protected characteristics including language requirements for information purposes, accessibility issues in the vicinity of construction sites and communications with local schools as part of a wider school engagement exercise, warning of the dangers of construction sites.
- Construction of the Proposed Scheme will require the CPO of land from four different land owners. It is recommended that there is continued engagement with leaseholders to ensure that they are provided with the most appropriate compensation and support. This includes making necessary reasonable adjustments if required as part of the engagement process but also to consider any appropriate mitigation of equality effects as a result of the loss of land.
- Construction of the Proposed Scheme will also require an area of open space at the Stoke Grange Estate. Any re-provision of open space should be a like for like replacement to ensure that the open space can be used for the same activities and has the same level of access. Engagement with the local residents regarding the replacement open space should be undertaken.
- During the operational phase a number of residential properties, including those located over 1km away from the Proposed Scheme will be affected by traffic noise. Whilst some properties may qualify for insulation under the Noise Insulation Regulations others may not. Further research should identify any households where additional mitigation may be required.
- Following a planning decision, BCC should develop a renewed strategy for on-going and wide-ranging stakeholder engagement prior to and during the construction stage. Local community engagement should seek to be inclusive and accessible and consider any specific needs associated with groups with protected characteristics in the area so that they are able to fully participate. Clear diversity monitoring of engagement events and activities should be undertaken to ensure equal representation.
- Jobseekers in the area should be able to share in direct and indirect newly created employment opportunities and be supported to ensure that they are aware of job opportunities in the area. A local employment and procurement policy should ensure that recruitment involving contractors during the construction stage and businesses at the operation stage is inclusive and that opportunities are available to all groups with protected characteristics. This should include a requirement for contractors to adhere to national or local schemes to promote employment amongst under-represented equality groups, e.g. Wannabe Bucks.
- Information with regards to the relocation of bus stops and any potential changes to bus services during construction and operation should be communicated through different channels including at existing bus stops. Facilities at the bus stops should be replaced on a at least a like-for-like basis including seating and raised kerbs where appropriate.
- The Proposed Scheme will provide improved safety, access and journey time savings which can be also be experienced by groups with protected characteristics. However, diversions of PRoWs and other walking and cycling facilities should be provided appropriately in order to avoid impacts on pedestrians, cyclists and those with mobility issues including older people, people with disabilities, pregnant women and those with young children and/or pushchairs.

- Monitoring of equality impacts should be included as part of the Proposed Scheme's Monitoring and Evaluation Plan. This should use Table 7-1 of this report as a basis on which to track and update impacts throughout the continued design, development and construction of the proposed development.
- 8.2 The Monitoring and Evaluation Plan should also seek to review how the proposed benefits of the scheme will be realised by groups with protected characteristics once operational. It is recommended that a member of the project team is given responsibility for tracking and updating the equalities and human rights actions within the monitoring plan.

Conclusions

- 8.3 The SEALR scheme is likely to provide a range of benefits that can be shared by groups with protected characteristics. These include:
- Construction of the Proposed Scheme will provide direct employment opportunities which can be shared by groups with protected characteristics. A local procurement commitment and Employment and Skills Plan will help to provide opportunities for local people.
 - Improved safety, accessibility and journey time savings for drivers.
 - A decrease in pollutants for residential properties within the Stoke Road AQMA will result in health and well-being benefits for residents, particularly children and older people who are more vulnerable to noise impacts.
 - The Proposed Scheme will include a new cycle/ along the new link road along with the associated crossing and will provide a safer and more seamless route for people to cycle in the area including those with protected characteristics including young people and other protected characteristic groups.
- 8.4 The EqIA has also identified a number of impacts of the Proposed Scheme where groups with protected characteristics may experience adverse disproportionate or differential effects. These include:
- During the operational stage there is potential for there to be increases in noise levels at a number of residential properties and may result in differential impacts on vulnerable groups including children and older residents living on roads affected by the Proposed Scheme.
 - Permanent diversion of the SMA/3/1 may have implications for people with mobility issues including older people and people with disabilities and people with pushchairs and or young children. Measures will be incorporated in into the CEMP and CTMP to manage access and maintain routes.
- 8.5 Furthermore, although the proposed scheme does not include the demolition of any residential properties it is expected that the exercise of CPO powers is required for parcels of agricultural land. It is important that in by doing so the Council do all within their means to adhere to the PSED and Human Rights Act 1998. This includes making reasonable adjustments if required in terms of engagement with leaseholders and ensuring appropriate compensation and support package for leaseholders should the CPO show any specific negative equality issues.
- 8.6 Effective consultation and engagement with affected stakeholders and the local community (possibly through a resident's committee) is important for community cohesion and to ensure that all groups with protected characteristics can benefit from the Propose Scheme. A clear and on-going engagement strategy should be developed for this purpose. A Community Relations Manager could also be appointed to lead engagement with affected communities and to be a point of contact, for any resident's queries or complaints.
- 8.7 In conclusion, it is considered that developing a set of clear mitigation measures and following the recommendations outlined above should provide benefits for those groups with protected characteristics and help to minimise any adverse impacts of the Proposed Scheme. Monitoring of equality effects should also be undertaken on a regular basis to capture the realisation of

benefits and the implementation of mitigation measures. This will demonstrate BCC's due regard to the PSED in the continued design and delivery of the Proposed Scheme.

Appendix A Buckinghamshire County Council EqlA form

Equality Impact Assessment

Part 1: Project details

Project title	South East Aylesbury Link Road
Is this a new or existing project?	Existing
Responsible officer	Thomas Fitzpatrick
Job title	Team Leader (HS2 Projects)
Contact phone number	01296387105/ 07885269123
Email	tfitzpatrick@buckscc.gov.uk
Team	Highways Infrastructure Projects
Service	Regeneration and Infrastructure
Business Unit	Transport Economy and Environment
Date started	January 2017
Date completed	TBC

Part 2: Purpose and Objectives

2.1	What is the purpose of the project or change?	The need for the South East Aylesbury Link Road has arisen through the development of High Speed Two (HS2). The HS2 alignment routes to the south west of Aylesbury and severs the A4010 Risborough Road south of Stoke Mandeville. As a form of mitigation, HS2 proposals call for the delivery of the Stoke Mandeville Relief Road. Traffic modelling carried out for this scheme suggests that the Relief Road will result in congestion at the Stoke Road Gyratory within Aylesbury town centre causing increased traffic delays and queueing. The South East Aylesbury Link Road is required to relieve congestion
2.2	What are the key objectives of the project or change?	The scheme has a number of objectives, some of which include: <ul style="list-style-type: none"> • Maintenance of current levels of network performance at the Stoke Gyratory and A413, A4010 and B4443; • Enabling the unlocking of development opportunities and creating an environment for the growth of existing businesses in Aylesbury; • Securing food local connectivity for all road users making trips to, from, within and around Aylesbury; and • Increasing the provision of walking and cycling infrastructure within the town to encourage active travel and reduce the need to travel by car.
2.3	Which other functions, services or policies may be impacted?	As a part of the EqIA a policy and legislation review has been undertaken to ensure that the scheme aligns with the relevant national, regional and local policies. The following policies have been reviewed: <p><u>National legislation and policy:</u></p> <ul style="list-style-type: none"> • Equality Act 2010 and the Public Sector Equality Duty • Compulsory Purchase Order (CPO) • National Planning Policy Framework (NPPF) • Planning Practice Guidance (PPG) <p><u>Regional Policy</u></p> <ul style="list-style-type: none"> • Buckinghamshire’s Local Transport Plan 4 • Buckinghamshire Equality Policy and Objectives <p><u>Local Policy</u></p> <ul style="list-style-type: none"> • Draft Vale of Aylesbury Local Plan
2.4	Who are the main stakeholders impacted by this project or change?	<ul style="list-style-type: none"> • Local residents • Buckinghamshire County Council • Vale of Aylesbury District Council • Stoke Mandeville Parish Council • Aylesbury Town Council • Aston Clinton Parish Council • Weston Turville Parish Council • Transport for Buckinghamshire • Network Rail • High Speed Two Ltd
2.5	Which other	n/a

	stakeholders may be affected by this project or change?	
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Part 3: Data and Research

3.1	What data and research has been used to inform this assessment?	A baseline analysis has been undertaken at the ward, borough and county scale for comparison purposes. A more detailed analysis of the baseline has also been undertaken where equality impacts may be experienced at a more local level. Wherever possible the most recent data is presented at all levels, the main source of data used in the baseline profiling at this stage is Census 2011 data from the Office of National Statistics.
3.2	Have any complaints on the grounds of discrimination been made in relation to this project?	n/a- no complaints have been made on the grounds of discrimination.
3.3	Please provide evidence of these.	n/a

3.4	What <u>positive</u> impacts have been established through research findings, consultation and data analysis?	<p>The following positive impacts have been identified as a part of the equality impact assessment;</p> <p><u>Construction</u></p> <ul style="list-style-type: none">• Creation of new construction related employment opportunities that can provide those living the local area with increased job opportunities. This includes young people, people from BAME groups and people with disabilities who are more likely to face barriers to employment opportunities.• Effective consultation and community engagement with affected groups to contribute to sharing benefits of the Proposed Scheme. This includes groups with protected characteristics who are traditionally 'hard to reach' in terms of engagement. This can include young people and BAME groups. <p><u>Operation</u></p> <ul style="list-style-type: none">• Decrease in N02 concentrations at residential properties within the Stoke Road AQMA resulting in a significant beneficial effect. This may potentially be beneficial for children, older people and those with respiratory diseases who are more likely to be affected by changes to air quality.• Increased opportunity for active travel through the provision of a shared footway/cycleway, walking routes and implementation of safety measures. The increased opportunity for active travel and associated benefits can be shared by groups with protected characteristics including children, young people and older people.
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3.5 What negative impacts have been established through research findings, consultation and data analysis?

The following negative impacts have been identified as a part of the equality impact assessment:

Construction:

- There is expected to be some land take of agricultural land that is required for the Proposed Scheme. Land is expected to be taken through a CPO process, this may potentially affect leaseholders with protected characteristics that influence their ability to move out of the area. These include ethnic minority groups, people with disabilities, older people and families who may have formed formal and informal social and community ties and support. There is no evidence currently of any adverse impact on these groups.
- Construction of the scheme will result in increased noise levels at residential properties. Noise effects resulting from construction works may potentially have a differential impact on children and older residents living near the proposed scheme.
- The air quality assessment shows an increase in pollutant concentrations along Stoke Road and Tring Road during construction. Children, older people and those with respiratory diseases are also more likely to be affected by changes in air quality.
- Diversions for pedestrians and cyclists users using Amberway Cycle Route, Wendover Road and Lower Road during construction. Temporary diversions will also be required to PRoW SMA/3/1. PRoW SMA1/2 SMA2/2 and SMA/2/3 are likely to experience impacts on the amenity of the routes. This could have a differential effect on those groups with mobility issues or for those who are more vulnerable to road safety issues including children, older people, people with disabilities and parents or carers with pushchairs.
- Construction works may cause some short-term disruption to local bus routes which use Lower Road and Wendover Road. However, this disruption is limited to the relocation of a bus stop for public transport users wishing to travel into Aylesbury from Wendover Road. This may potentially have an adverse impact on people with mobility issues including people with disabilities, older people, pregnant women and parent or carers with pushchairs.
- Construction works may result in safety, security and accessibility for local residents. Safety and accessibility issues are more prevalent amongst those who mobility is an issue including older people, disabled people and pregnant women. Children are potentially more subject to safety issues and groups including women, young people, older people, disabled people, ethnic minority groups and people from the LGBTQ community are more susceptible to poor security.
- Loss of public open space to the south the of Stoke Grange estate may have differential impacts on children and young people who use the space for its recreational value.

Operation

- Outcomes of the noise assessment suggest that there will be an adverse impact on residential properties, including those over 1km away from the proposed scheme, due to increased traffic levels. Noise effects resulting from the operation of the scheme may have differential impact on children and older residents living on the effected roads.
- New junctions in the form of roundabouts will be implemented as a result of the scheme. Negotiation of a new junction and associated crossing may have a differential effect on those groups with mobility issues or for those who are more vulnerable to road safety issues including children, older people, people with disabilities and parents or carers with pushchairs.
- PRoW SMA/3/1 will be permanently diverted during the operational phase. This could have a differential effect on those groups with mobility issues or for those who are more vulnerable to road safety issues and including children, older people, people with disabilities and parents or carers with pushchairs.

3.6	What additional information is needed to fill any gaps in knowledge about the potential impact of the project?	n/a
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Part 4: Testing the impact

Within this table, please indicate (✓) whether the project will have positive, negative or neutral impacts across the following nine protected factors and provide relevant comments. Both positive and negative impacts should be specified where this applies.

Note 1: Listing a negative outcome does not mean the project cannot continue.

Note 2: This is an opportunity to identify and address issues for improvement

		Positive Impact	Negative Impact	Neutral Impact	What evidence do you have for this?	Improvement Actions Required
4.1	Age	✓	✓		<ul style="list-style-type: none"> • Research shows that children are more vulnerable to the effects of increased noise than the population overall and exposure at home may result in more adverse impacts than exposure at school. Children spend more time at home than at school and night-time exposure can be associated with sleep disturbance, with regard to both quality and quantity. In children sleep disturbance and sleep problems may affect behaviour. • Research has also shown that older people may also be more vulnerable to noise exposure due to spending more time at home than the population overall. • The CPO of land may potentially affect leaseholders with protected characteristics that influence their ability to move out of the area. These include older people who may have formed formal and informal social and community ties and support. • Evidence shows that children are particularly vulnerable to poor air quality compared to the population overall and older people are also more likely to be affected by changes in air quality. • Temporary diversions to footways/cycleways and PROWs could a differential effect on those groups with mobility issues or for 	<ul style="list-style-type: none"> • Continued engagement with leaseholders to ensure that they are provided with the most appropriate compensation and support. • Contact with the local access forum to confirm the diversion routes and signposting should be undertaken at the appropriate point in the project. • Provide seating facilities at the new bus stop location to provide like for like re-provision and to ensure comfort for passengers with limited mobility. • People currently living and working in the area should be given priority over construction jobs and training through a Skills, Employment and Education Plan or Policy including young people.

				<p>those who are more vulnerable to road safety issues including children and older people.</p> <ul style="list-style-type: none"> • The relocation of the bus stop will have a potentially adverse impact on people with mobility issues including older people. • New construction related jobs can provide those living in the local area with increased job opportunities. This young people who are more includes likely to face barriers to employment opportunities. • Loss of the open space may have differential impacts on children and young people who use the space for its recreational value • During operation there will be a decrease in NO2 concentrations at residential properties within the Stoke Rd AQMA resulting in a significant beneficial effect. This may potentially be beneficial for children who are particularly vulnerable to poor air quality as well as older people and people with respiratory diseases are also more likely to be affected by changes in air quality. • Negotiation of a new junction and associated crossing may have a differential effect on those groups with mobility issues or for those who are more vulnerable to road safety issues including children and older people. • increased opportunity for active travel and associated benefits for physical health that can be shared by groups with protected characteristics including children, young people and older people. 	<ul style="list-style-type: none"> • Ensure that the replacement open space is a like for like replacement so that the space can be used for the same activities and has the same level of accessibility. • Some properties may qualify for insulation under the Noise Insulation Regulations
4.2	Disability	✓	✓	<ul style="list-style-type: none"> • The CPO of land may potentially affect leaseholders with protected characteristics that influence their ability to move out of the area. These include people with disabilities who may have formed formal and informal social and community ties and support. • The CPO of land may potentially affect leaseholders with protected characteristics that influence their ability to move out of the area. These include people with disabilities. • The relocation of the bus stop will have a potentially adverse impact on people with mobility issues including people with disabilities. • New construction related jobs can provide those living in the local area with increased job opportunities. This includes people with disabilities who are more likely to face barriers to employment opportunities. • Negotiation of a new junction and associated crossing may have a differential effect on those groups with mobility issues or for those who are more vulnerable to road safety issues including 	<ul style="list-style-type: none"> • Continued engagement with leaseholders to ensure that they are provided with the most appropriate compensation and support. • Consultation with the local access forum to confirm the diversion routes and signposting should be undertaken at the appropriate point in the project. • Provide seating facilities at the new bus stop location to provide like for like re-provision and to ensure comfort for passengers with limited mobility. • A local employment and procurement policy should be produced to include a requirement for contractors to adhere to national or local schemes

					people with disabilities.	<p>to promote employment amongst under-represented equality groups, e.g. Disability Confident Employer.</p> <ul style="list-style-type: none"> • People currently living and working in the area should be given priority over construction jobs and training through a Skills, Employment and Education Plan or Policy. This includes those with disabilities.
4.3	Gender			✓	No impacts anticipated on this protected group	n/a
4.4	Marriage & Civil Partnership			✓	No impacts anticipated on this protected group	n/a
4.5	Pregnancy, Maternity & Paternity	✓	✓		<ul style="list-style-type: none"> • The CPO of land may potentially affect leaseholders with protected characteristics that influence their ability to move out of the area. These include families who may have formed formal and informal social and community ties and support. • Temporary diversions to footways/cycleways and PROWs could a differential effect on those groups with mobility issues or for those who are more vulnerable to road safety issues including parents or carers with pushchairs. • The relocation of the bus stop will have a potentially adverse impact on people with mobility issues including pregnant women and parents or carers with pushchairs. • Negotiation of a new junction and associated crossing may have a differential effect on those groups with mobility issues or for those who are more vulnerable to road safety issues including parents or carers with pushchairs. 	<ul style="list-style-type: none"> • Continued engagement with leaseholders to ensure that they are provided with the most appropriate compensation and support. • Consultation with the local access forum to confirm the diversion routes and signposting should be undertaken at the appropriate point in the project. • Provide seating facilities at the new bus stop location to provide like for like re-provision and to ensure comfort for passengers with limited mobility.
4.6	Race	✓	✓		<ul style="list-style-type: none"> • The CPO of land may potentially affect leaseholders with protected characteristics that influence their ability to move out of the area. These include ethnic minority groups, who may have formed formal and informal social and community ties and support. • New construction related jobs can provide those living in the local area with increased job opportunities. This includes people from BAME groups who are more likely to face barriers to employment opportunities. 	<ul style="list-style-type: none"> • Continued engagement with leaseholders to ensure that they are provided with the most appropriate compensation and support. • A local employment and procurement policy should be produced to include a requirement for contractors to adhere to national or local schemes to promote employment amongst under-represented equality groups, e.g. Disability Confident Employer. • People currently living and working in the area should be given priority over

						construction jobs and training through a Skills, Employment and Education Plan or Policy including those from BAME groups.
4.7	Religion & Belief			✓	No impacts anticipated on this protected group	n/a
4.8	Sexual Orientation		✓		<ul style="list-style-type: none"> Groups who are more vulnerable to poor security (including as a consequence of construction works) include people from the LGBTQ community. 	<ul style="list-style-type: none"> Key walking routes and crossing points in the area should be maintained or appropriately diverted where possible and appropriate security provided where natural surveillance has been limited.
4.9	Transgender			✓	No impacts anticipated on this protected group	n/a
4.10	Carers*			✓	No impacts anticipated on this protected group	n/a

*someone who provides unpaid care for a family member or friend who is unable to cope without their support. This may be due to illness, disability, frailty, mental health problems or addiction

Part 5: Ongoing improvement monitoring

From the improvement actions identified in section 4, this table can be used for monitoring the progress made		
5.1	Improvement Actions Required	Detail of progress made against the required improvements
	A planning condition will ensure that a Construction Environmental Management Plan (CEMP) will be developed including a Construction Traffic Management Plan (CTMP). The Construction Environmental Plan (CEMP) as well as the Construction Traffic Management Plan (CTMP) for the Proposed Scheme should consider the various needs of those with protected characteristics including language requirements for information purposes, accessibility issues in the vicinity of construction sites and diversion of routes.	
	Construction of the Proposed Scheme will require the CPO of land from four different land owners. It is recommended that there is continued engagement with leaseholders to ensure that they are provided with the most appropriate compensation and support. This includes making necessary reasonable adjustments if required as part of the engagement process but also to consider any appropriate mitigation of equality effects as a result of the loss of land.	
	A clear communications and engagement strategy to be developed including potential recruitment of a community relations manager and setting up a residents committee. This also includes consultation with local community groups including the local access forum.	

	A local employment and procurement policy should be produced to include a requirement for contractors to adhere to national or local schemes to promote employment amongst under-represented equality groups, e.g. Disability Confident Employer.	
	People currently living and working in the area to be given priority over construction jobs and training through a Skills, Employment and Education Plan or Policy including those from BAME groups. Vacancies should be advertised through Wannabe Bucks. https://wannabebucks.org	
	School engagement activities to take place at Stoke Mandeville Combined School, Booker Park School and other local relevant schools as part of the CEMP. This should warn of dangers of construction sites and the new road as well as supporting schools with other careers and educational activities, highlighting the benefits of the scheme and careers in the construction and engineering industries.	

Part 6: Director / Head of Service Statement

<p>I am fully aware of the duties required of Buckinghamshire County Council (BCC) under the Equality Act 2010 and I have read our Equality Strategy.</p> <p>I am satisfied that this Equality Impact Assessment shows that we have made every possible effort to address any actual or potential unlawful discrimination.</p>	Name
	Signature
	Date

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