

CHESHAM TOWN COUNCIL

Minutes of the meeting of the TOWN COUNCIL

held on Monday 22nd October 2018

PRESENT Councillor Mrs J. E. MacBean – Town Mayor (presiding)

Councillor	A.K. Bacon	Councillor	N. Varley
"	M.Z. Bhatti MBE	"	S.P. Willmoth
"	Q. Chaudhry	"	F.S. Wilson
"	R.C. McCulloch	"	P.W. Yerrell
"	N.T. Southworth		

Officer: Mr W. Richards - Town Clerk

Apologies for absence were received from Councillors N.L. Brown, Miss E.A. Culverhouse, A.W. Franks, M. Fayyaz, P.J. Hudson, D. MacBean, M. W. Shaw, Mrs D.M. Varley and B.R. Whitfield.

In attendance: Mr A. Garnett, Mr A. Ketteringham, Mr T. Molesworth and Mr R. Payne – Chesham Renaissance Community Interest Company.

48. **MINUTES**

It was

RESOLVED

that the Minutes of the Meeting of the Council held on the 3rd September 2018 be confirmed and signed by the Town Mayor as a true record.

49. **DECLARATIONS OF INTEREST**

There were no declarations of interest brought to the Mayor's attention.

50. **PUBLIC QUESTION TIME**

There were no questions which were brought to the Mayor's notice.

51. **EXCLUSION OF PUBLIC AND THE PRESS**

It was moved by the Mayor and

RESOLVED

that the public and the press, save for the trustees of the Chesham Renaissance Community Interest Company, be excluded from the following item in accordance with the Public Bodies (Access to

Meetings) Act 1960, as matters which are considered to be confidential are about to be discussed.

52. **PRESENTATION FROM THE CHESHAM RENAISSANCE COMMUNITY INTEREST COMPANY TRUSTEES**

The Mayor welcomed the trustees of the Chesham Renaissance Community Interest Company (CRIC) and invited them to update the Council on progression with the Chesham Masterplan.

The trustees duly advised Members as to developments since they last reported to the Council in February. It was noted that much of its progress remained confidential due to on-going discussions with potential delivery partners of the Masterplan which were of a sensitive financial nature. However the trustees advised that they were at a point when they believed the CRIC required a town centre presence and support staff to drive the Masterplan forward. In respect to the Local Plan, it was again reiterated that its delay had meant the Masterplan remained a document ready to be formally fed into the Local Plan at an appropriate time though without necessarily having a legal standing. A brief debate then ensued as to the merits of the Council providing its own Neighbourhood Plan or utilising the Masterplan as a basis for this if the Council was indeed minded to produce one at all.

Having noted a possible request for financial support from the Council, Members agreed it would be appropriate for the trustees to explain in detail what monies were actually required and how exactly it would be utilised and then considered by the Finance Committee next month.

After the trustees had responded to various questions and comments from Members pertaining to the Masterplan, the Mayor thanked them for their attendance and presentation and they duly left the meeting.

Note: The Mayor then re-opened the meeting to the public and the press.

53. **MAYORAL ENGAGEMENTS AND ANNOUNCEMENTS**

Members had before them and duly noted the list of the Town Mayor's engagements from 4th September – 22nd October 2018.

54. **CHESHAM YOUTH COUNCIL**

Members received the Minutes of the meeting of the reformed Chesham Youth Council held on the 22nd September 2018. The Council welcomed the reformation of the Youth Council and it was

RESOLVED

that the Minutes be noted.

55. **PLANNING COMMITTEE**

It was moved by Councillor R.C. McCulloch and seconded by Councillor Mrs J.E. MacBean and

RESOLVED

that the Minutes of the meeting of the Planning Committee held on 3rd September 2018, be received and approved.

It was moved by Councillor R.C. McCulloch and seconded by Councillor Mrs J.E. MacBean and

RESOLVED

that the Minutes of the meeting of the Planning Committee held on 1st October 2018, be received and approved.

56. **FINANCE COMMITTEE**

Members received the notes of the inquorate meeting of the Finance Committee held on the 17th September 2018 which were duly considered and noted.

57. **CHANGES TO COMMITTEE MEMBERSHIP**

It was

RESOLVED

that Councillor Chaudhry replace Councillor Miss Culverhouse on the Planning and Finance Committees from immediate effect until the end of the administrative year 2018/19.

58. **DEVOLVED SERVICES**

Members were reminded that the four year programme for Devolved Services commenced by Buckinghamshire County Council comes to an end at March 31st 2019. Accordingly the County Council was now offering two new contractual devolved service opportunities, referred to as a 'Silver Service' and 'Gold Service' respectively, for the next 4 years from April 2019 to which town and parish councils were invited to considered and respond to.

The Council firstly considered the 'silver service' which was a continuation of the current contract mainly based around verge and hedge cutting on verges about highways. Members agreed that this had been largely very successful under the auspices of the Parks and Premises team and should be continued. A discussion then took place on the possibility of opting for the 'gold service' which focused largely on the repairs and maintenance of minor highways and footpaths. While the view was expressed that this

was something the Council ought to consider due to the perceived inadequacies of the current provision provided by the County Council, the general consensus was that this undertaking would be particularly onerous on current staff and financial budgets and much further scrutiny was required on the operational logistics before making such a commitment. Accordingly it was agreed that the Council should commit to renewing its 'silver service' contract but should also be minded to look to take on some or all of the 'gold service' in future once the pilot schemes across the county had been assessed and the staffing and financial implications upon this Council were clearer.

The Clerk then advised that he and the Parks and Premises Manager had undertaken discussions with the Network Operations Manager for Transport for Bucks in regard to winter maintenance. The Clerk reported that the Network Operations Manager had given a commitment to providing free salt to the Council. In respect to gritting the High Street, he had suggested that, if the County Council so requested the works to be done, the Parks and Premises team would be reimbursed but otherwise this Council was at liberty to grit the High St/Market Square at its own expense. The Parks and Premises team was also welcome to bid to be the contractors designated to fill grit bins if required.

It was

RESOLVED

1. The Council agrees to renew its current 'Silver' Devolved Services arrangements with Buckinghamshire County Council from April 1st 2019.
2. The Council decides that highway repairs remain the responsibility of BCC's highways team for the foreseeable future but monitors any town and parish council pilot schemes in regard to this with the view to consider taking on some, or all, of these additional responsibilities in future years.
3. That the Town Clerk continue discussions with BCC/TfB with regard to the replacement of non-electric signs/bollards and the continuation of bad weather/gritting services as they relate to Chesham High Street to ensure the safety of residents when using the Town's public space this winter.

59. **TOWN SURVEY**

Members received an update on the town survey and were advised that the 2018 survey consisted of the same questions as the 2012 survey to enable comparisons between the years, though cost per service had been omitted due to changes in accounting procedures since 2012. Additionally officers have included questions devised by the consultants working on business plans relating to The Elgiva and the Chesham Moor Gym & Swim Centre.

It was further reported there would be both an online survey which is GDPR compliant and used by a number of councils and other organisations and a further 9,700 printed copies. It was noted that the drop-off points for surveys will be made available at the Elgiva, the Town Hall and Chesham Moor Gym & Swim Centre after officers had

decided against providing drop-off points at non-council premises due to the risk of data breaches. Finally, the Council was advised that the survey was intending to go live at the beginning of November and would run for approximately one month. The data will be analysed in-house and reported to a future meeting.

It was

RESOLVED

that the Report be noted.

60. **ANNUAL DONATIONS**

The Council gave detailed consideration to the 28 applications from community organisations requesting financial assistance. The report summarised each organisation, purpose of application, grant awarded last year, where applicable, and extent of financial assistance requested for 2018/19.

In respect to the requests, it was

RESOLVED

that grants be made to the following organisations:

<u>Name of Organisation</u>	<u>Amount Requested</u> £	<u>Recommended</u> Award £
1 st 10 th CHESHAM BROWNIE UNITS	126.40	126.40
ANDROMEDA EXPLORER SCOUT UNIT	150	150
CHESHAM CONNECT* CHRISTMAS	450	450
CHESHAM CONNECT*- STATION GARDEN	250	250
CHESHAM ENVIRONMENTAL GROUP*	170	170
CHESHAM OLD PEOPLE'S CHRISTMAS DAY PARTY APPEAL	200	200
CHESHAM OVER 50's POSITIVE ACTION GROUP*	400	400
CHESHAM PHOTOGRAPHIC CLUB	200	200
CHESHAM STUDENTS & APPRENTICES FUND TRUSTEES	150	150
CHESHAM UNITED	240	240

REFORMED CHURCH		
CHESHAM WALKERS ARE WELCOME*	100	100
CHESHAM YOUTH COUNCIL	500	Monies granted through alternative budget
CHILTERN CITIZENS ADVICE BUREAU*	1,000	1,000
PRIORS CHARITY	100	100
RACHAEL JOHNSON TRUSTS EDUCATIONAL & ELEEMOSYNARY *	150	150
ST MARYS SENIOR FELLOWSHIP	250	175
THE SCHOOLS OF CHESHAM CARNIVAL	400	400
W J STANDRING BEQUEST	100	100
* Town Council Partner		

61. **COMPLIMENTARY USE OF THE TOWN HALL**

The Mayor, Councillor Mrs MacBean, informed the Council that she had requested that a report on the complimentary use of the Town Hall be separated from the Annual Donations report. She opined that there was no need to bring such usage, save for exceptional requests for free hire of the building, to the Council's attention in future and that decisions on complimentary use be determined by officers.

Members agreed with the Mayor's position and, accordingly, it was

RESOLVED

that the matter of complimentary use of the Town Hall be determined by the Town Clerk and the Finance and Contracts Manager and such usage no longer be reported to Council save for exceptional requests.

62. **GENERAL DATA PROTECTION REGULATIONS (GDPR) UPDATE**

The Council was advised that, to date, the external consultant, appointed as the Council's Data Officer to oversee data protection compliance issues, had completed data inventories covering: Planning, Allotments and Parks & Premises. Recommendations and solutions have been suggested for implementation as a consequence and audits were in progress for The Elgiva, the Gym & Swim, the Town Hall (including finance, contracts, projects and room bookings) and the Cemetery. It was also reported that a Data Protection Policy, Information Technology Policy, Records Management Policy, Records Retention Schedule, CCTV Policy, Records Disposal Form and Legitimate Interest Assessments documents were all in place to ensure compliance with the legislation.

Officers also recommended training for Members on GDPR for those who may not have received similar from the principal authorities. It was agreed this was important and

RESOLVED

that the Council covers the cost of online Data Protection training for Members who wish to undertake it.

63. **PAYMENTS NO. 3**

Following consideration of Payments Sheet No. 3, it was

RESOLVED

that Payments Sheet No. 3 in the grand total of £176,829.63 be approved and the various payments and transactions set out therein be confirmed.

64. **CLOSE OF MEETING**

The meeting closed at 9.33pm.

CHAIRMAN

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