

# Chesham Town Council

Bill Richards  
Town Clerk



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11<sup>th</sup> January 2021

Dear Councillor,

You are **SUMMONED** to attend a meeting of the **CHESHAM TOWN COUNCIL** to be held remotely in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, on

**MONDAY 18<sup>th</sup> JANUARY 2021 AT 6.30pm**

## AGENDA

1. Apologies for absence.
2. Declarations of Interest.
3. To confirm Minutes of the Council Meeting on the 14<sup>th</sup> December 2020.
4. Public Question Time: A period of up to 15 minutes or less, as the case may be, will be allowed for members of the public present, who are electors or residents in the parish of Chesham, to ask questions primarily in respect of items on the agenda of this Town Council meeting but also in the interests of wider public discussion.
5. Notices of Motion. Pursuant to 'Resolution Moved on Notice' in accordance with Council's Standing Orders no. 10, Councillor A.K. Bacon will move: *'I propose that the Council: Reviews current MVAS sites; Considers requests made for other sites, including Park Road/lower end of Chartridge Lane; Bellingdon Road between Townsend Road and Sunnyside Road; Moor Road; Considers whether there is scope for enabling any group of residents to pay for a fixed camera in a suitable location in their road; Considers other possible speed reduction measures proposed by the Chesham and Villages Community Board; Considers current and future use of the Sentinel camera; Considers support for Community Speedwatch'*  
As an amendment to the Motion (and to be considered first as an amendment), Councillor N.T. Southworth will move: *'I propose that Chesham Town Council continues to work closely with the Chesham & Villages Community Board and the County highways authority to investigate the speeding and safety concerns of our residents, investigate the appropriateness of permanent Vehicle Activated Sites, acquire a 2<sup>nd</sup> Mobile Vehicle Activated Sign to support additional temporary sites in and around Chesham, work with the highways department and Thames Valley Police to identify any new and appropriate deployment locations, and continue to support community volunteers to establish and develop Community Speed Watch groups, not only in Chesham but also in the surrounding parishes.'*
6. To receive the Mayoral engagements and any other announcements as the Town Mayor may wish to lay before the Council.
7. To receive and consider the Minutes of the under mentioned Committees.  
**Planning Committee** of the 4<sup>th</sup> January 2021.  
**Finance Committee** of the 11<sup>th</sup> January 2021 (to follow).
8. Precept 2021/22.
9. Community Speedwatch and Speeding Amelioration Measures for Chesham.



# Chesham Town Council

continued . . .



Yours sincerely

A handwritten signature in black ink, appearing to read 'Bill Richards', written over a horizontal line.

Bill Richards  
Town Clerk

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# Chesham Town Council

Bill Richards  
*Town Clerk*



## **Agenda Item No: 6 – Mayoral Engagements**

### **The Mayoral Engagements: 14<sup>th</sup> December 2020- 11<sup>th</sup> January 2021**

#### **December 2020**

16th December  
25th December

Carol service - St Mary's  
Help the BCTA delivering Christmas lunches on Christmas Day.

## **AGENDA ITEM NO: 8 - PRECEPT 2021/22**

**Reporting Officer: Steve Pearson (01494 583825)**

### **Summary**

1. To confirm the precept to be levied on the Buckinghamshire Council for 2021/22.

### **Background Information**

2. At the Council Meeting of the 14<sup>th</sup> December 2020, it was agreed '*a small group of Members from the Finance Committee and the Community, Assets and Environment Committee be delegated to work with officers to look at proposing both an operational budget and a schedule of works to be ratified by the Finance Committee and Council before setting the Annual Precept.*' (Minute No. 64).

### **Financial Implications**

3. As outlined within this report

### **Strategic Objectives**

4. Accords with all the Council's strategic aims.

### **Equality Act Implications**

5. Non applicable.

### **Detailed Consideration**

6. The Bucks Council confirmed 8,139.85 as the 2021/22 Council Tax Base figure, (based on the number of Band D equivalent properties). For Members' information, the Council Tax Base figure for 2020/21 was 8,258.3 (Council Tax Base). The Council Tax Base is not just made up of the number of properties but also takes into account other various data such as exempt properties, single person's dwelling allowance and a new property allowance. The figure has dropped because, as explained by Buckinghamshire Council, '*Collection Rate (The likelihood of collecting money from residents) has reduced from 98.5% to 98.1%; this is because we expect collecting money in 2021/22 will be more difficulty and is the case in 2020/21. The impact of this change for Chesham is a reduction in Band D properties of 33.2, 0.4% of the 1.43% reduction.*'. In practical terms, this has meant a reduction in income of £14,160 that the Council would be obliged to find if it wanted to set a zero increase on a Band D property.
7. The notes of the Budgetary Working Party are **attached**. Scrutiny of the recommendations are to be undertaken by the Finance Committee on the 11<sup>th</sup> January (background papers

previously circulated to all Members) and any changes will, of course, reported back to the Council along with the Minutes of the meeting.

8. Taking into account the above and subject to no changes in recommendations from the Finance Committee, the Council is asked to agree the net funding requirement of:

	2021/22	2020/21	% Change
	£	£	
Net Funding required from Council Tax Payers	977,160	963,000	-1.45
<b>Band D Property Charge</b>	<b>118.32</b>	<b>118.32</b>	<b>0</b>

9. If any Member has any specific queries, they are asked to contact the office in order that the precept can be ratified at the meeting so that the Buckinghamshire Council can be informed accordingly.

**Recommendation**

**That the recommendations of the Finance Committee be agreed and, subject to there being no changes proposed, the total funding requirement for 2021/22 to be levied on the Buckinghamshire Council be set at £963,145.**



## FINANCE BUDGETARY WORKING PARTY

### Minutes of the Meeting held on the 21<sup>st</sup> December 2020

Present:

Cllr David MacBean

Cllr Jane MacBean

Cllr Roderick McCulloch

Cllr Fred Wilson

Cllr Peter Yerrell

Bill Richards (Town Clerk)

Steve Pearson (Finance and Contracts Manager)

#### 1. Purpose of meeting

BR opened the meeting by explaining that those present had been delegated by the Council to make recommendations on the budget for 2021/22 due to the pressures this year caused by the Covid pandemic and the difficulties for officers to provide accurate projections on income and expenditure due to an ever-changing scenario.

#### 2. Budgetary Discussions

DM, as Chairman of Finance Committee, explained that he believed that the Working Party should make three recommendations to the Finance Committee, namely:

- An operational budget for 2021/22 and any increase on the precept
- A reallocation of the Earmarked/General Reserves if necessary, following a review
- Proposals for what major Capital projects ought to go forward for next year if any.

He reminded the Working Party that, while it was a year of uncertainty, the Council has Reserves of around £1m and, with grants and furlough payments, he was expecting another surplus this year. Accordingly, therefore the Council's finances were relatively robust.

#### *Operational Budget*

DM and JM both opined that the Council should try and set a zero per cent 'Band D' equivalent increase for local taxpayers to reflect the hardships many had suffered in the pandemic. It was noted that there had been a fall in the Council Tax Base Rate of 1.43% but it was agreed that the additional £13k required to set this zero per cent rise budget because of this should be found from Reserves if necessary. It was highlighted however that the Council's finances were comparatively healthy due to one off grants and furlough payments that may not be repeated so a degree of caution was required.

It was agreed that in these very uncertain times, budgets needed constant monitoring and revision if necessary but should be based on the budgets set for the start of 2020/21

## **Recommendation**

**The Council set a budget requiring no increase to the 2020/21 of £997,160 and that a sum of around £13k be allocated from the Reserves to maintain a zero increase to the 'Band D' property charge.**

- *Earmarked and General Reserves*

There was general consensus that the earmarked reserves were better utilised in the General Reserve since the contributions to such projects as a new Cemetery or desilting Skottowes Pond were largely insignificant to the overall project costs. SP also advised that the Marston Pavilion insurance monies could only be used for capital projects and not to offset the precept.

## **Recommendation**

**That the Earmarked Reserves, unless required for reasons of good practice or legal reasons, be transferred to the General Reserve.**

### *Major Capital Works*

The Working Party noted the list of capital projects brought forward by officers for consideration for 2021/22.

In consideration, JM suggested that some of the smaller ones are more operational and should be contained within existing maintenance budgets and opined the list should be revised to reflect this. Having noted that the capital works proposed by officers would exceed the additional £116,800 budgetary provision, it was agreed that such projects be reviewed and prioritised to be contained in this figure with an additional £100k to be utilised from Reserves for special 'Covid Recovery' projects to be approved by the Community, Assets and Environment Committee as and when brought forward.

## **Recommendation**

**That the smaller capital projects be revised and funded through existing maintenance budgets with other capital/investment projects to be prioritised and contained within the £116,800 budgetary provision and a further £100k to be committed for special 'Covid Recovery' or major investment projects from Reserves.**

### **3. Close of Meeting**

The Meeting closed at 6.15pm

## **AGENDA ITEM NO : 9 – COMMUNITY SPEEDWATCH AND SPEEDING AMELIORATION MEASURES FOR CHESHAM**

**Reporting Officer: Bill Richards (01494583824)**

### **Summary**

1. To decide whether to be the lead organisation to apply for Buckinghamshire Council Community Board funding for anti-speeding equipment and to review other anti-speeding measures across Chesham.

### **Background Information**

2. A grant was received for the previous Buckinghamshire County Council Local Area Forum to purchase a Mobile Vehicle Activated Sign (MVAS) to monitor traffic speed at agreed locations in Chesham. The sign can be set to monitor speeds over 30 or 40 mph and has been utilised by the Council and surrounding villages for several years.
3. At the Council's Development Control Committee meeting of 12<sup>th</sup> May 2014, it was agreed that Thames Valley Police be supplied with the data after the MVAS results of each road are collated. This data is used by the police when planning their speed traps.
4. At the Planning Committee meeting of the 4<sup>th</sup> January 2021, the matter of a possible grant application was briefly discussed but decided it better be debated and determined at this meeting.

### **Financial Implications**

5. None pertaining to this report.

### **Strategic Objectives**

6. Accords with the Council's strategic objective 2e – *'Promote harmony between commercial and residential requirements, and ensure that initiatives accord with the Council's Environmental Policy'*.

### **Equality Act Implications**

7. Non applicable.

### **Detailed Consideration**

8. **Attached** is the proposed Community Board application to seek funding for investigation into the feasibility of installing permanently Vehicle Activated Signs; purchase of another MVAS and purchase of Community Speedwatch hand held equipment that was briefly discussed at the last Planning Committee meeting.
9. It should be emphasised that there is no financial implication for the Council, rather defined benefit since the Community Board is being ask to fund the various parts of the project. It is the case however that, in administrative terms, the Community Board

cannot apply to itself so it requires a 3<sup>rd</sup> party or town or parish council to lend its name to the application. Accordingly, the Council is asked to formally endorse the proposal to be the applicant for the purchases for the funding.

10. Councillor Bacon has also requested that certain supplementary anti-speeding measures be discussed as recorded in an earlier agenda item and these are dealt with individually below:

- a. The Council considers whether there is scope for enabling any group of residents to pay for a fixed camera in a suitable location in their road?*

The question of fixed cameras as opposed to permanent Vehicle Activated Signs is a matter for Thames Valley Police rather than either this Council or the Principal Authority.

- b. The Council reviews current MVAS sites and considers requests made for other sites.*

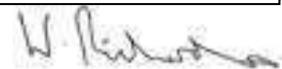
Members may recall that it was agreed at the Development Control Committee meeting of 25<sup>th</sup> September 2017 that only the approach roads leading in to Chesham will be monitored by the MVAS. The locations in Chesham are Latimer Road, upper and lower Chartridge Lane, Botley Road, Lye Green Road, Missenden Road, Hivings Hill, St Mary's Way and Asheridge Road. It would seem appropriate that these should continue as the main likely speeding highways. As to further requests, it is evident that a purchase of a second MVAS would allow for more sites to be considered and new locations are being proposed to accommodate ones previously suggested by Members.

- c. The Council considers other possible speed reduction measures proposed by the Chesham and Villages Community Board; Considers current and future use of the Sentinel camera; Considers support for Community Speedwatch*

As can be seen from the proposed Community Board funding application, the Sentinel Camera is planned to be replaced by the handheld recording devices as technology moves on. Members can debate of course where they would be used but this will ultimately be determined by the number of trained volunteers. It would be hoped, however that these volunteers and devices could be utilised as widely as possible across the town. In terms of other proposals, it should be noted that one of the four permanent VAS's is proposed to be located in Hivings Hill. Any other anti-speeding measures' suggestions would, of course, be welcomed.

**Recommendation**

**That the Committee agrees to be the applicant for the Community Board funding bid for speeding amelioration measures.**



Bill Richards  
Town Clerk

Your reference number is CB283833342.

Thank you for submitting Community Project & TfB Application form

**Please tell us which application form you are filling in?:** Community Project Application Form

**Please tick to confirm you understand and agree to all of the above statements::** Agree

**Type of organisation::** Buckinghamshire Councillor

**Organisation Name::** Chesham & Villages Community Board

**First name:** Jane

**Surname:** MacBean

**Position in the organisation::** Vice Chair

**First name:** Patricia

**Surname:** Birchley

**Position in the organisation::** Chair

**Organisation's Address:**

My address isn't listed	House name	Flat	House number	Street	Town	County	Postcode
Yes	The Gateway			Gatehouse Road	Aylesbury	Bucks	HP19 8FF

**Email:** jane.macbean@buckinghamshire.gov.uk

**Telephone:** 07812177794

**Signed constitution or set of rules:** Yes

**Equal Opportunities Policy::** Yes

**Annual Report:** Yes

**Most recent audited/certified annual accounts:** Yes

**Health & Safety Policy:** Yes

**Safeguarding Policy:** Yes

**In which community board area will your project take place? :** Chesham and Villages

**What is the name of your project?:** Chesham & Villages Community Safety & Speed Watch

**When will your project start?:** 01/01/2021

**What date do you expect it to finish?:** 01/07/2021

**Please tell us about your project, what it is and what it aims to achieve?:** Speeding and highways safety continues to be a real concern for our residents in both our rural and urban environments as evidenced by discussions already held between members of the Board at their meeting on Wednesday 30th December. In response to concerns the Chair and Vice Chair of the Board have worked with Buckinghamshire Council and TVP officers to identify a collective of measures that aim to begin addressing these issues by (a) enabling local communities to 'help themselves' by supplying equipment and training for volunteer groups, (b) supporting

residents and gathering data across a number of locations using Mobile Vehicle Activated Sign technology and (c) tackle specific known hotspots with a permanent Vehicle Activated Sign.

#### (A) Community Speed Watch

CSW is a national initiative where active members of local communities join together and are supported by Thames Valley Police to monitor speeds of vehicles using speed detection devices. Vehicles exceeding the speed limit are referred to the Police with the aim of educating drivers to reduce their speeds. Speed Watch activity is not about interfering with neighbours' behaviour; it is a proactive solution to improve the safety and quality of life for everyone in the community. In cases where education is blatantly ignored and evidence of repeat or excessive offences is collated (even across county borders), enforcement and prosecution follow. Volunteers receive appropriate training and are supported by the local neighbourhood policing team (NPT) staff and a Thames Valley key officer. The scheme aims to cater for the problem of real or perceived speed related offending, and through partnership with the community it is used in circumstances that are necessary, justifiable and proportionate in order to:-

- Reduce death and injury on the roads
- Improve the quality of life for local communities
- Reduce the speed of vehicles to the speed limit
- Increase public awareness of inappropriate speed

Chesham Town Council and the Waterside Community Association purchased a Sentinel Speedwatch unit in 2018, which has been deployed over the last 18 months by Chesham and Ley Hill & Latimer parish council volunteers to great effect. However, the equipment is now becoming dated, consists of several large pieces that are bulky to store, requires several volunteers to carry and deploy, and the data it captures requires a lengthy process to effect download and submission to TVP by an independent trained volunteer that needs access to a police station.

TVP and CSW have developed new handheld camera technology that is much smaller and portable. TVP are also carrying out IT improvements that will allow community volunteers to upload data from home directly to the national database, which will remove the need for a trained volunteer to have access to a remote location at a police station in order to progress warning letters and further action after volunteer sessions.

Ley Hill & Latimer parish council have a trained and active CSW group that have been working in their area for over 18 months. There is interest from other parish councils who are actively recruiting community volunteers to populate new CSW groups and TVP are preparing to deliver appropriate training sessions as soon as the current Covid-19 restrictions. We are proposing that the Board supports these community efforts by purchasing xx handheld units for deployment by the following groups:-

- Latimer & Ley Hill CSW
- The Lee CSW
- Chartridge CSW
- Chesham CSW
- Chenies CSW

Each individual unit costs circa £170 so the Board is looking for funding of £850 to enable each of the volunteer groups.

#### (B) MVAS

In September 2017 Chesham Town Council agreed to the establishment of 8 Mobile Vehicle Activated Signs locations across the urban footprint of Chesham and a number of rural parish sites.

Existing Locations:

- Latimer Road (Chesham)
- Botley Road (Ley Hill & Latimer)
- Hawridge Common (Cholesbury)
- 14 Chartridge Lane (Chesham)
- 294 Chartridge Lane (Chesham)
- Missenden Road (Chesham)

Lye Green Road (Chesham)  
Hivings Hill (Chesham)  
Asheridge Road (Chesham)  
St Mary's Way (Chesham)

The MVAS is placed at each location for 2 weeks, it is then returned to Chesham Town Hall for the data to be collected and circulated to ward members and Thames Valley Police. Additional time needs to be factored in between site visits for the machine to be recalibrated, set up and taken down for each session. There are now calls for new MVAS locations to be established on Nashleigh Hill, Moor Road, Waterside and Bellingdon Road, potentially reducing the frequency of rotation across the total number of sites. We are therefore requesting that a second MVAS be purchased so that all sites can be serviced more frequently and to ensure no loss of impact. The cost quoted at the time of preparing this bid is circa £3,000

#### (C) VAS

The community board has completed application forms to trigger TfB investigation into 4 potential sites that may be appropriate for the installation of a Vehicle Activated Sign. The sites have been selected on the basis of a history of severe speeding and / or accidents, existing MVAS data showing excessive speeds during monitoring sessions or high levels of resident concern expressed to the highway authority and / or its elected representatives. The proposed sites are:-

Chartridge Lane in Chartridge Village  
Hivings Hill in Chesham  
Botley Road in Ley Hill & Latimer  
Kings Ash in The Lee

The TfB investigation work costs £455.00 + VAT per location so a total of £1,856.40 is required for the initial feasibility studies. If any or all sites meet the level of criteria needed to justify the installation of a VAS then further funding of £6,000 per site will be required so the Board may wish to consider ringfencing £24,000 to complete future works with the proviso that if any of the sites are rejected monies are released back into the general funding pot. For the purposes of this application we are asking for the funds to carry out the initial investigation work.

**How have you identified a need for this project? (please attach any supporting evidence):** The need for this project is evidenced by long term ongoing discussions about highway safety, ongoing discussions with TVP, speeding on urban and rural roads, and the proactive emergence of local CSW volunteer groups.

**upload 1:** CVCB Mins Sept 2020.pdf

**Are any other partners involved in this project?:** Yes

**Please specify::** BC Highways Dept  
Transport For Bucks  
Local parish councils in the Board area

**Who in your community will benefit from this project?:** All residents across the board area, particularly those living in close proximity to the identified MVAS and VAS hotspot areas.  
Visitors to the area using the local highways network.

**Have you discussed your project with any of the following stakeholders?:** Community Board Coordinator, Buckinghamshire Councillor, Town/Parish Council

**What is the total cost of your project?:** 5706.40

**Please provide a breakdown of each project element and its cost::**

Element:	Amount:
5 x Bushnell Handheld Units	£850
MVAS Unit	£3000

Element:	Amount:
4 x VAS initial investigations	£1856.40

**Total::** 5706.40

**Have you obtained any supplier quotes?:** Yes

**Please provide addition detail and upload any documents if required::** Bushnell handheld devices are available from online suppliers. SWARCO Traffic Ltd have supplied a quote for the 2nd MVAS device (quote document attached - 3.VM20028 MYSI Quotation.pdf). Costs for scoping work and subsequent VAS installation detailed in the Transport for Bucks approved Traffic Calming guidance documents.

**Upload:** 3.VM20028 MYSI Quotation.pdf

**How much funding are you applying for from the Community Board?:** 5706.40

**Does your project require match funding?:** Yes

**Match Funding Form::**

Source of funding:	Amount of funding:	Application status:
Chesham Town Council and the Waterside Community Association funded the purchase of the existing Sentinel tripod Speed Watch equipment	£2000	Delivered and in use
Chesham Town Council funded the purchase of the original MVAS machine	£3000	Delivered and in use
Each parish council has borne the cost of scoping and installation work to create the 'pole site' for each local deployment location.	£3000	Delivered and operational

**Total Match Funding::** 8000.00

**Have you applied for funding in the last 3 years?:** No

**Which Buckinghamshire Council priorities does your project support and how?:** Strengthening our communities, Improving our environment

**Strengthening our communities::** This will slow traffic and reduce risk levels on urban and rural roads, and improve safety for pedestrians, other drivers and users of the highway.

**Improving our environment::** As well as improving safety in the relevant areas it will promote more appropriate and consistent speeds, which will help to reduce emissions, reduce highways noise levels and improve air quality.

**Which local priorities does your project support and how?:** Health and Wellbeing, Community Safety and Resilience

**Please provide further details on how your project supports these priorities::** Health & Wellbeing: We will experience reduced levels of emissions and reduced noise impact from unnecessary acceleration and braking. Transport, Highways & Environment: This project will make local roads safer and reduce the risk of collisions and accidents. Community Safety & Resilience: We will see reduced risk of collisions and accidents involving vehicles,

pedestrians and property and the board area will generally be safer.

**Please provide any other supporting documentation::** Botley Road VAS Form.docx, Chartridge VAS Form.docx, Hivings VAS Form.docx, Lee VAS Form.docx

**I understand that if this project is allocated funding, I will be required to agree to a monitoring process with the Community Board Coordinator before a formal award letter is provided::** Yes

**I confirm that, to the best of my knowledge and belief, all the information I have provided is true and correct: :** Yes

**I understand that you will ask for additional information at any stage of the application process::** Yes

**I understand that this application is not confirmation of this scheme receiving funding from the Community Board:** Yes

**I understand that the detail provided in this application will be used to support project monitoring should funding be allocated:** Yes