

Chesham Town Council

Bill Richards
Town Clerk



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22nd June 2020

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 29th JUNE 2020 AT 6.30pm

AGENDA

1. Apologies for absence.
2. To confirm Minutes of the Annual Council Meeting on the 18th May 2020.
3. Declarations of Interest.
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. To receive any Mayoral engagements and any other announcements as the Town Mayor may wish to lay before the Council.
6. Notices of Motion. Pursuant to 'Resolution Moved on Notice' in accordance with Council's Standing Orders no. 10, Councillor A.K. Bacon will move: *'that the appointment of a CEO, as agreed by Council on 23 March, be considered by the Staffing Committee and Finance Committee.'*
7. Youth Council Minutes and Presentation
8. To receive and consider the Minutes of the under mentioned Committees.
Planning Committee of the 26th May and 22nd June 2020 (to follow)
Community, Assets and Environment Committee of the 1st June 2020
Finance Committee of the 15th June 2020 (to follow).
9. Annual Subscriptions.
10. Annual Interim Performance Plan
11. To receive and consider Payments No: 1

Yours sincerely

A handwritten signature in black ink, appearing to read 'Bill Richards'.

Bill Richards
Town Clerk

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Chesham Town Council, Town Hall, Chesham, Bucks HP5 1DS
Twinned with Friedrichsdorf Germany; Houilles France; Archena Spain



CHESHAM YOUTH COUNCIL

Minutes from Monday 1st June 2020 -Via Zoom

In attendance: A. Tiwana (Chair)

L Madden, G. Shaw, B. Essex-Dobson, Cora Nelson, Kirstie Campbell, Finlay Kirkham, Leila Langdon, Hana Hetherington

Gill Walker, E. Culverhouse

Guest: Deborah Wilbee

No apologies recorded

TOPICS:

- Surveys: A powerpoint was emailed to all members of the Youth Council. We had a preview of the PPT during the Zoom call, which was made by George Shaw. The PPT showed us the responses from the survey. A total of 74 surveys were completed by the public. 24 surveys completed by Chesham Grammar School and 3 were completed by Chiltern Hills Academy.
- Town Council Meeting: 29th June 2020 – George Shaw and Anokh Tiwana attending to submit the surveys on behalf of the Chesham Youth Council
- Music Posts: Kirstie will be contacting Ruby-Leigh to speak to her, regarding recording a video for our Instagram/Facebook pages. Any

other members who know musicians are welcome to contact them and request their support for our social media pages.

- Leila will be contacting Will and check in with him with regards to the Chesham Youth Council meetings.
- Bridie requested to be added to the WhatsApp group.
- The date of the next meeting is **Monday 8th June 2020 via Zoom at 1630.**



CHESHAM YOUTH COUNCIL

Minutes from Monday 8th June 2020 -Via Zoom

In attendance: A. Tiwana (Chair),

L. Madden, G. Shaw, B. Essex-Dobson, C. Nelson, K. Campbell, F. Kirkham, L. Langdon, H. Hetherington,

G. Walker, E. Culverhouse

Guest: D. Wilbee

No apologies recorded

TOPICS:

- Proposing to the Chesham Council availability of free biodegradable poo bags for dog owners.
- The new charity bookshop opening on the high street is looking for volunteers.
- We would like to have a collectively written article in the Your Chesham magazine focusing on the Chesham Youth Council's values for an optimistic view on the future in light of the Black Lives Matter movement and world response.

- Lizzie will be contacting Will and check in with him with regards to the Chesham Youth Council meetings.
- Finlay will be contacting Leo to check in with him in regards to attending the Chesham Youth Council meetings over Zoom.
- It has been decided that meetings will take place on a weekly basis over Zoom while we are in Lockdown.
- The date of the next meeting is **Monday 15th June 2020 via Zoom at 16:30.**



CHESHAM YOUTH COUNCIL

Minutes from Monday 15st June 2020 -Via Zoom

In attendance: A. Tiwana (Chair),

L. Madden, G. Shaw, B. Essex-Dobson, C. Nelson, K. Campbell, F. Kirkham, Leo,
H. Hetherington,

G. Walker, E. Culverhouse

Guest: D. Wilbee

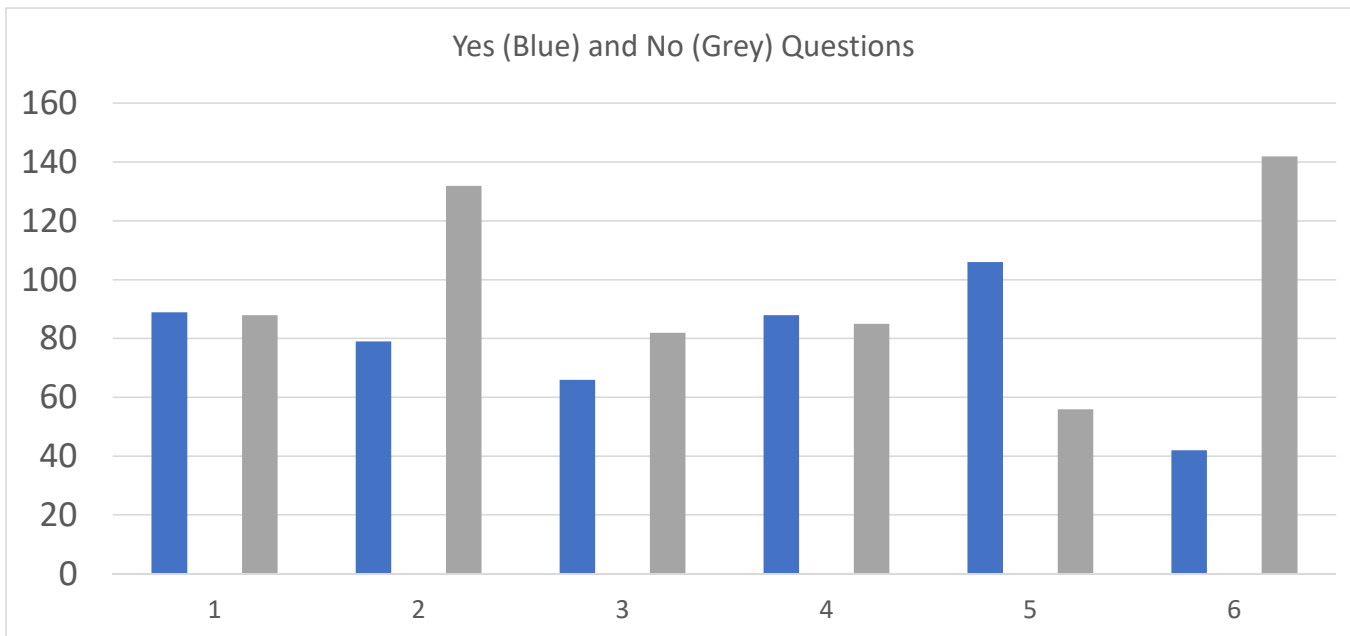
Apologies: L. Langdon

TOPICS:

- Find sponsorship to help with funds to put towards the installation of bins on public footpaths.
- As initiatives, we would like to put forward the top three things taken from the survey results to make changes to Chesham in the report to Chesham Town Council.
- Environmental factors were the number one thing that the sample we surveyed wanted to see change in.
- Start promoting volunteer opportunities for youth around Chesham.

- Lizzie will be contacting Will and check in with him with regards to the Chesham Youth Council meetings.
- We would like to hold events like 'Battle of the Bands' for example once lockdown is over.
- The date of the next meeting is **Monday 22nd June 2020 via Zoom at 16:30.**

Yes and No Questions

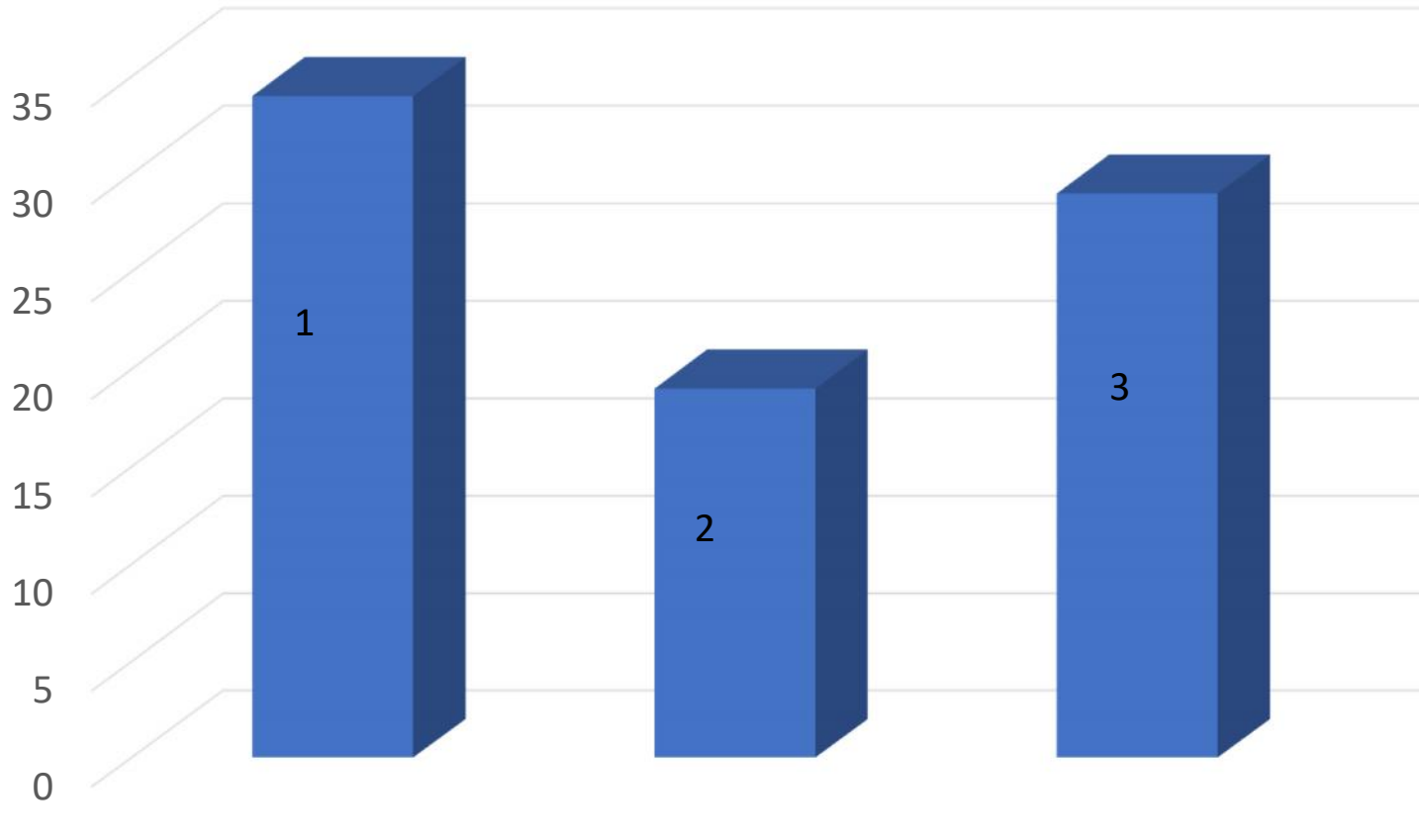


Percentages on people who said Yes or No:

- | | |
|------------|--------|
| 1. 50% Yes | 50% No |
| 2. 37% Yes | 63% No |
| 3. 45% Yes | 55% No |
| 4. 51% Yes | 49% No |
| 5. 65% Yes | 35% No |
| 6. 23% Yes | 77% No |

1. Is Chesham a safe town?
2. Have you ever heard of Chesham Youth Council?
3. Is there a lot for young people to do in Chesham?
4. Are the public nice to young people in Chesham?
5. Are the services (eg: the parks) well cared for?
6. Would you like to join Chesham Youth Council?

What one thing would you change around Chesham?



1. Environment
2. Toilets
3. Nothing

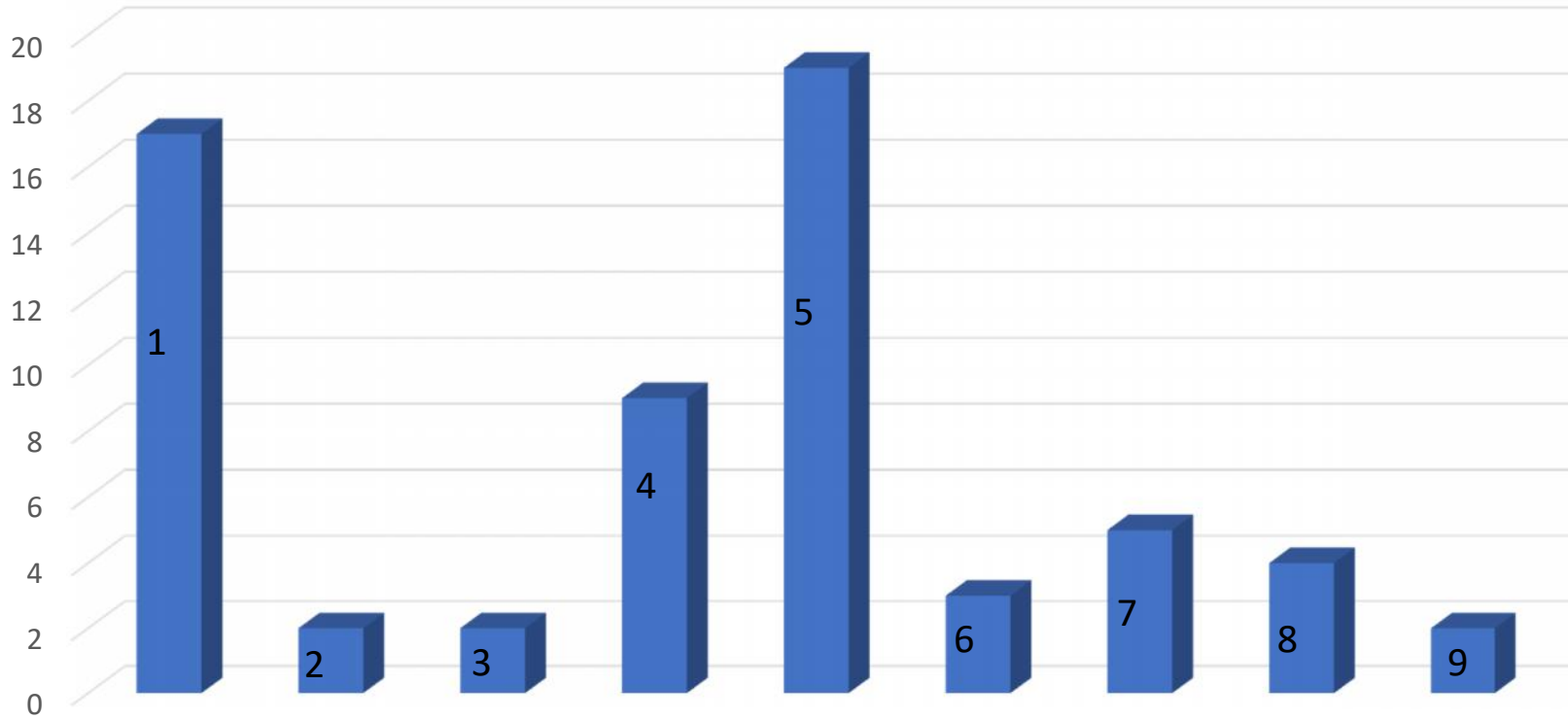
Percentages of each category:

42% of people thought that Environment needed improving.

23% thought that public toilets needed improving.

35% Think that nothing need improving.

What should be changed about Chesham?



1. Bins and Litter

2. Trees

3. Public Transport

4. More police

5. Facilities

6. Lowndes Park

7. Toilets

8. Road Safety

9. Smoking

The percentages:

1. 28%

2. 3%

3. 3%

4. 14%

5. 30%

6. 5%

7. 8%

8. 6%

9. 3%

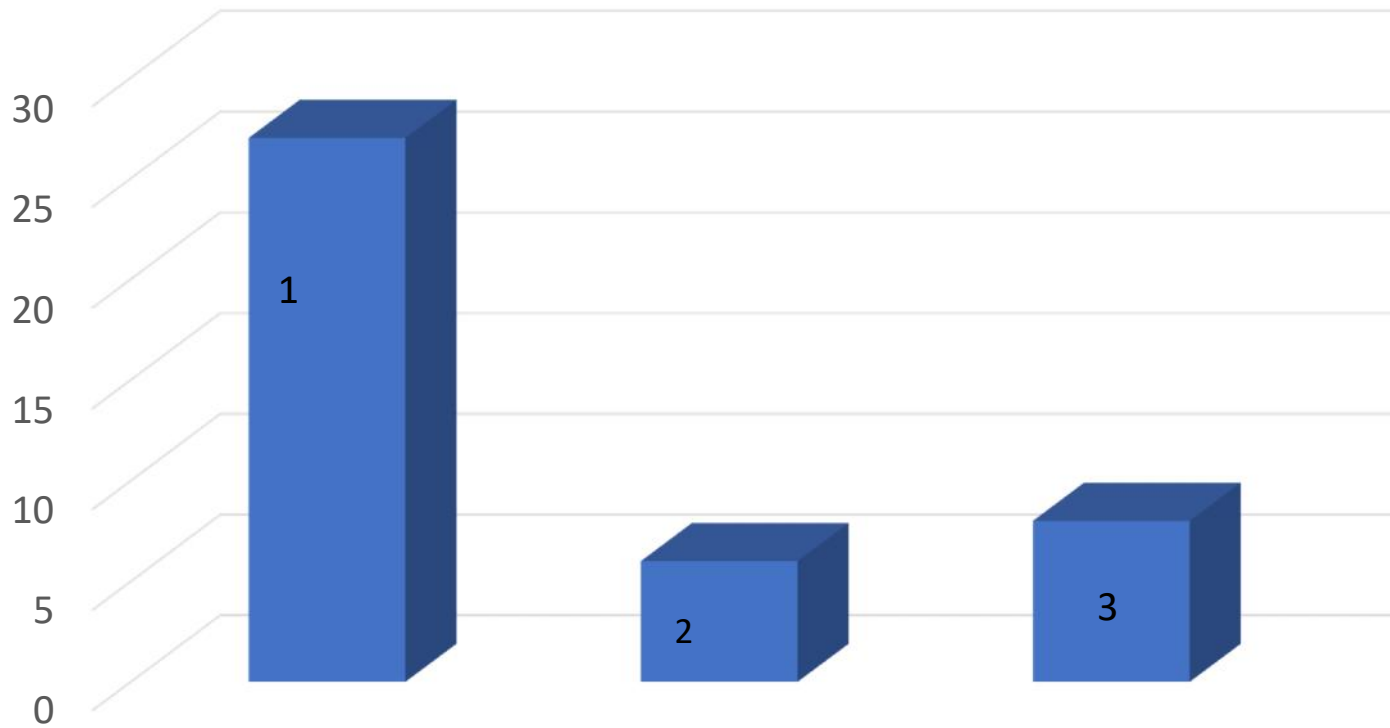
Other Funny Answers:

Hills – 3 Votes

CGS – 1 Vote

Geese – 1 Vote

Opinions on Elgiva and The Gym and Swim



1. They're Good
2. They're Bad
3. They're Alright

The Percentages:

1.65%

2.15%

3.20%

Other Funny Answers:

Mainly For Old People – 1

Bit Middle Class - 1

AGENDA ITEM NO : 9 – ANNUAL SUBSCRIPTIONS

Reporting Officer: Steve Pearson (01494 583825)

Summary

1. To consider the annual subscriptions paid by the Council.

Background Information

2. To carry out the annual review of subscriptions.

Financial Implications

3. Included within the report.

Strategic Objectives

4. Accords with the Council's strategic aims 1 *'To enable residents to enjoy high-quality social, recreational, and cultural facilities within the town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents.'*; 2 *'To encourage and promote the economic and commercial vitality of the town'* and 3. *'To preserve the unique identity of Chesham and promote its heritage.'*

Equality Act Implications

5. Non applicable.

Detailed Consideration

6. To consider the continuation of payment of the following subscriptions:

<u>NAME OF ORGANISATION</u>	<u>ANNUAL SUBSCRIPTION</u> (Subject to any annual increase during the year)
Bucks Business	£ p 150.00
Bucks. & Milton Keynes Association of Local Councils	3,345.33
Chiltern Chamber	150.00†
Council for the Protection of Rural England	36.00*†
Institute of Cemetery & Crematorium Management	95.00

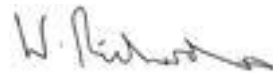
National Association of British Market Authorities	358.00 (plus VAT)
Society of Local Council Clerks	440.00
South East Employers	326.00 (plus VAT)
The Chesham Society	15.00†
The Chiltern Society	30.00*†
The Open Spaces Society	45.00†
The Woodland Trust	48.00*†
The Ancient-Honourable Guild of Town Criers	50.00† (Paid by Town Crier)

† **Paid using the Power of General Competence.**

* This amount is the minimum subscription payable to the organisation concerned. The Council may increase the subscription, by resolution.

Recommendation

**That the annual memberships as
listed be continued**



Bill Richards
Town Clerk

AGENDA ITEM NO: 10 - ANNUAL PERFORMANCE PLAN FOR 2020/21

Reporting Officers: Bill Richards (01494 583824) and Kathryn Graves (01494 583798)

Summary

1. To consider the interim draft 2020/21 Performance Plan.

Background Information

2. As detailed in *Minute 118* of the Minutes of the Council Meeting held on 12th May 2008, the Council agreed to the production of slimmer annual performance plans from 2008 onwards, following the rescinding of the legal requirement to undertake Best Value and the requirement to publish an annual Best Value Performance Plan.

Financial Implications

3. None pertaining to this report.

Strategic Objectives

4. The production of an annual performance plan accords with strategic objective 4 – *‘To consult with, understand and represent the views and wishes of the citizens of Chesham’*

Equality Act Implications

5. The Annual Performance Plan’s key point of publication is the Town Council web site. However, the document can be printed upon demand in the office for members of the public, without access to the internet. It can also be reproduced in large print upon request. Any other requests for reproduction in different formats will be accommodated where reasonably possible.

Detailed Consideration

6. At the Staffing and Strategy Working Party meeting of the 21st May, Members were asked to consider, whether, in light of the extraordinary circumstances of the COVID-19 pandemic, an Annual Plan should be produced as normal; an interim plan be produced; or no plan be produced for 2020-21.
7. It was agreed that a short interim plan should be produced, which starts by explaining what the council staff have achieved during the lockdown and how the

Council is positively planning to get its facilities re-opened. It was also agreed that it would be misleading and superfluous to print Performance Indicators in light of the virus and its effect on attendances etc.

7. The **attached** draft plan is normally approved at a Council meeting in June, but if there are any significant concerns as to the direction of the plan, the draft can be referred back to the Staffing and Strategy Working Group for further consideration or amendment.

Recommendation

**That the Council approves and adopts the Interim Performance Plan,
subject to any amendments it wishes to make.**

2020/21 ANNUAL PLAN

At this juncture we would be preparing a comprehensive Annual Plan that assesses our performance over the last year and sets out our blueprint for operating over the next. However, we find ourselves in the grip of an international health pandemic, which has had ramifications for all residents and organisations including Chesham Town Council. In line with Public Health England and central government guidance, as well as emergency legislation, we closed our commercial businesses, The Elgiva Theatre and The Moor Gym & Swim, and the Town Hall to public access on Tuesday 24th March. We have furloughed a few members of staff and our remaining Officers continue to deliver the smooth running of Council affairs by working predominantly from home. Our Parks & Premises staff have been sub-divided into two teams and continue to deliver crucial regular works programmes across the town, as well as dealing with any emergency works that arise. In this environment our priority has been, and remains, the health and wellbeing of our staff and our residents, and how we respond to a fast changing and evolving situation. Our interim annual plan does not therefore contain the usual feedback on KPIs, although we have detailed progress where possible, and the detail of how we will set targets for the coming year will depend, in a large part, on how the health crisis is resolved in the medium to longer term and any ramifications thereof. We continue to react to new developments, focus on immediate matters, and continue to assess how we will operate in the context of global and local change. At this time, we would like to thank and applaud our staff who have shown great fortitude in the face of adversity and continue to serve the town of Chesham with their usual outstanding level of effort, dedication and excellence throughout these difficult times.

2020 AND BEYOND

In the next five to ten years the town of Chesham and so, by definition, the Town Council faces a period of unprecedented change. Chesham is likely to have an influx of new houses and dwellings earmarked for it through a new Local Plan, probably adding some 10-15% to the population. The Council has committed itself to become carbon neutral by 2030 and support measures to reduce climate change across town, and the added pressures of housebuilding and an increased population will have a major impact. The Council's decision to undertake a Neighbourhood Plan is essential to set parameters on the question of housing, infrastructure and the environment.

At the same time, a major factor that will impact upon the Council is the recent merger of the District and County councils into a new unitary Buckinghamshire Council. The Council has submitted an expression of interest to be a pilot for devolved services from this new council, taking more control of local services for Chesham's residents.

The Council has a proud record in terms of leading on environmental and sustainability issues. The Council was the key driver in setting up the Impress the Chess group designed to protect and enhance the rare chalk stream that is the River Chess. It also plays an important role in the Flood Action Group. It has introduced wildflower areas across town. It helped set up the Local Produce Market to support and promote local, small-scale producers. And it operates in partnership with many community groups working to improve the environment. The Council itself is committed to becoming carbon neutral by 2030 and sees itself as a leader and influencer for the town as a whole.

The Council is justly proud of both its major leisure facilities, the Elgiva Theatre and the Gym and Swim Centre, and acknowledges their importance in serving a growing town in terms of health and well-being. The Council recognises the need for significant investment in both facilities.

The next 5 years will present Chesham and its Town Council with many challenges and exciting opportunities. We have no doubt that the residents and your Council are up for the challenge and are keen to seize those opportunities.

Update on Work During 2019/20

1. Responding to the ongoing phases of the Chiltern & South Bucks Local Area Plan, to reflect the aspirations and views of the residents of the town, and to decide whether to create a Neighbourhood Plan.

The Chiltern & South Bucks Local Plan 2036 was published for consultation in the summer of 2019. The purpose of the plan is to set out policies used to determine planning applications, site allocations or propose new development (e.g. housing or employment) and broader land designations (e.g. Green Belt areas). The Emerging Local Plan or a Buckinghamshire wide Plan will replace the adopted Core Strategy (2011) and adopted Local Plan (1997) and will operate until 2036 or beyond.

Progress in 2019/20

The Council held discussions with the Campaign for the Protection of Rural England and the Chesham Renaissance Community Interest Company in the preliminary phase of developing responses to the consultations on the Local Plan and on the Community Infrastructure Levy. In its consultation response, the Council raised its concerns on a number of aspects of the Local Plan: in particular opposing the development of the Green Belt site to the North West of Chesham; highlighting inadequate infrastructure; the damage that will be caused to the water environment; and disagreeing with the large area of retail allocation proposed for the town centre, along with the allocation of key economic sites in the town centre rather than on the periphery of the town.

The Council determined that it would be beneficial to create a Neighbourhood Plan covering the whole of Chesham as soon as possible. The Chesham Neighbourhood Plan (CNP) will create a clear vision for Chesham addressing shortcomings in the proposed Chiltern and South Bucks Local Plan. The Council aims to provide a credible alternative which develops brownfield sites and under-utilised land in central areas of town.

Plans for 2020/21

Working with a Neighbourhood Planning expert, the Council is creating a draft Chesham Neighbourhood Plan (CNP) and will actively consult with the community to reflect its views and wishes. The CNP will then be submitted for independent examination. Providing the draft plan passes the examination stage, a local referendum will be held to enable the community to have the final say on the adoption of the CNP. Once adopted, the CNP will sit alongside any future Local Plan and provide a framework for deciding planning applications in Chesham. It will also ensure the Council receives the higher rate of 25% of Community Infrastructure Levy contributions from developers to fund local infrastructure and community projects.

The Chiltern & South Bucks Local Plan hearings that were due to take place in March 2020 were postponed as a result of COVID-19. The Inspectors then requested additional information from the local planning authority and in May 2020 set out their initial findings raising significant concerns that the District councils failed to meet their Duty to Co-operate with neighbouring planning authorities in the creation of the Local Plan. The Inspectors have said that there is a strong likelihood that Buckinghamshire Council’s only option will be to withdraw the plan. The Town Council will continue to monitor the situation closely to ensure that it is able to engage in the process, whatever the next steps may be.

How has the project met the Council’s objectives?

Strategic Objective	How has the Project met the objective?
The Neighbourhood Plan should reflect all the Council’s Strategic Objectives to a greater or lesser degree.	The CNP will meet Strategic Aims 1, 2 and 3 by providing greater protection for green spaces in town, creating a town centre policy to provide economic and commercial vitality and identify Areas of Special Quality and Local Heritage Assets to help protect the town’s heritage.

Benchmarks – progress to date:

- We have continued to liaise with local groups, particularly the CRCIC

- We submitted a consultation response to the Local Plan
- We decided to create a Neighbourhood Plan

Future Benchmarks:

- Continued lobbying by local elected Members to effect positive outcomes for Chesham.
- Ongoing liaison with local pressure groups.
- Town Council submits a draft CNP for independent examination
- The CNP is adopted by local referendum

2. Drive forward the devolution of services agenda, and ensure the Council implements and monitors the provision of new devolved services.

Buckinghamshire County Council began a process of devolving down the responsibility for grass-cutting on highway verges to town and parish councils in 2015/16 and we took on grass-cutting for the town within the 30mph zones from April 2016. In 2017, we took on works for neighbouring local parishes and began to replace and install street signs across the Chiltern District as well as starting a wildflower trial on some of the town's verges. In 2018/19, we gained agreement to take back gritting the High Street during periods of cold weather and extended the number of local parishes that we are providing services to, to five in total.

Progress in 2019/20

The wildflower trial has been so successful, that the trialled verges will now be managed permanently for wildflowers and additional verges are now being trialled using the same management techniques and being monitored by Chesham and District Natural History Society.

Plans for 2020/21

The Council formally agreed to the principle of a two-year contract being confirmed with Buckinghamshire Council from April 2020 to continue the existing highway maintenance devolved services agreement. Furthermore, the Council has put itself forward as a pilot authority to take on extra services and facilities devolved from Buckinghamshire Council. As the council has declared a Climate and Ecological Emergency, we will be looking at the carbon emissions and ecological impact resulting from verge management and the potential for alternative management.

How will the project meet the Council's objectives?

Strategic Objective	How the Project met the Objective
To consult with, understand and represent the views and wishes of the citizens of Chesham.	Response to public feedback has been pivotal to shaping our delivery of the verge cutting service.
To preserve the unique identity of Chesham and promote its heritage and its environment	By the creation of new areas of characteristic Chilterns chalk grassland habitat on verges.

Benchmarks:

- The area of grass verges cut by the Council in 2019/20: *102,056.9m²*
- The number of cuts per year: *8 (1 more than 2018/19)*
- The number of complaints received by the Council pertaining to verge cutting on Council maintained verges during 2019/20
Nine (three in 2018/19, but the weather conditions in 2019/20 made regular grass cutting more challenging)
- Feedback from the community about verge cutting
The number of complaints received has still remained low and we have had positive feedback regarding the wildflower verge trial.
- Number of road signs installed/repaired in 2019/20
54
- Number of neighbouring parishes serviced in 2019/20
Six
- Signage has been installed on our wildflower verges to explain the purpose of the change in management

Additional Future Benchmarks:

- Consider further Devolved Services in the light of the new unitary authority.
- Investigate the feasibility of alternative management of a greater proportion of the town's verges.

3. To become a Carbon Neutral Council by 2030 and to enhance and protect Chesham's Environment.

Chesham is fortunate to have a number of beautiful, and even rare, habitats including a chalk stream, chalk grasslands and woodlands. The council has increasingly worked with partner organisations to help protect these habitats, not just on town council land, but more

broadly across the town. With the pressing urgency of the climate emergency, the council will be looking at local actions that can reduce Chesham's carbon footprint.

Progress in 2019/20

The council worked with Chiltern Society volunteers to monitor birdboxes in the Spring of 2019 as part of an ongoing project. Unfortunately, a late cold snap proved deadly for many broods of tits, but five broods fledged successfully from a total of 14 nest boxes located across the old town.

Our wildflower verge project continued with Chesham & District Natural History Society and Chesham Environmental Group, with insect and plant species being recorded by volunteers. Signage was installed on the verges to explain that the management regime has changed to benefit local biodiversity and we hope to extend the scheme to additional sites. Our work has also been recognised by the Natural Environment Partnership and BBOWT as being of significant importance locally and as an example to other local councils of how they could and should manage their highway verges.

Concerns over a number of environmental issues were raised in the Council's response to the Chiltern and South Bucks Local Plan consultation. Consultation responses were also submitted on the Environment Agency's water company drought plan guidelines, DEFRA's consultation on reducing personal water consumption and Affinity Water's 'Drought Awareness – Your Views' and their revised draft Water Resources Management Plan. The Council has also written to a number of schools with guidelines for how to conduct field trips to the River Chess to reduce negative impacts on this important habitat.

The Council launched Communi-Tree, a tree-planting project focusing specifically on re-introducing lost trees in the more urban areas of the town, with the aim of improving air quality and helping to create a network of habitats across town. Residents have helped to identify locations for the planting of 35 trees, have been involved in a number of community tree-planting days and continue to assist with general care and watering programmes. Phase 2 of the project is now in preparation and we aim to site up to 100 additional trees during the September to March planting season.

Since declaring a Climate Emergency, the Council has commissioned an independent ecological audit and is currently creating an action plan with the aim of becoming carbon neutral by 2030. We have already begun discussions with key partners, including Sustainable Chesham, on how we can work together to reduce the community's carbon footprint, and we have been supporting the Chiltern Society's Cleaner, Greener Chilterns pledge, where residents can sign up to simple actions to reduce their environmental impact.

Plans for 2020/21

We will finalise our carbon neutral action plan and begin to implement the actions across our services and buildings. Action plan progress will be regularly reported to the Community, Assets and Environment Committee, on which Sustainable Chesham is now

represented, to ensure continued momentum and scrutiny. The Town Council wishes to act as a leader in the community on environmental issues, and (COVID-19 permitting) aims to hold public consultation events to work with residents and businesses to develop solutions to reduce the town’s carbon footprint. An impartial and informative page will be created on the Town Council web site to signpost people to more information on the Climate Emergency. Tree planting is an important means of creating carbon sinks and the Communi-Tree project will play a key role in this.

How will the project meet the Council’s objectives?

Strategic Objective	How the Project met the Objective
To preserve the unique identity of Chesham and promote its heritage and its environment	The key focus of this work is to protect and promote Chesham’s environment and its habitats.
To consult with, understand and represent the views and wishes of the citizens of Chesham.	It is clear that protection of the environment and tackling climate change is very important to Chesham’s residents and we will be working with them to reduce the community’s carbon footprint.

Benchmarks – progress to date:

- Declare a Climate Emergency
Declared by the Town Council on the 9th September 2019
- No of verges and open spaces managed for wildflowers
12
- Number of trees planted for the Communi-Tree project
35 in Phase 1

Additional Future Benchmarks:

- Creation of a management plan for Berkhamstead Field Community Meadow
- Further Communi-Tree planting
- Habitat enhancement project in the cemetery
- Measuring the percentage of the carbon neutral action plan completed

4. Continue to support the Town's business assets, the Elgiva Theatre and the Moor Gym & Swim, in their efforts to modernise, provide improved facilities and services and best value for local Taxpayers.

Both facilities are owned and managed by the Council. Built in 1998, the Elgiva Theatre provides a varied and popular range of entertainment including professional and amateur theatre productions, live music, one-nighters, pantomime and live screenings. The Gym and Swim facility provides a heated outdoor swimming pool open all year round and adjoining gym, football pitches, a tennis court and multi-court. It also provides changing-room facilities for the outside sports pitches as well as a pool hire facility.

Progress in 2019/20

The Elgiva

The Elgiva had a strong first six months culminating with a new pantomime production, which was critically acclaimed. New hirings and shows such as a major photography exhibition and business conferences were instigated. Towards the end of the year, cancellations began in earnest due to COVID-19 which will undoubtedly have an impact on the facility, the extent of which is yet to be determined as the crisis continues to evolve.

The Gym and Swim Centre

The Centre had a strong summer swimming season in 2019 and membership and usage for the gym held up well. The ladies changing room went through a much-needed upgrade. The question of a new membership finance and card/entry system remained unresolved since it was considered that the significant question of whether the facility be extended and/or renovated be determined first. Unfortunately, the Gym and Swim Centre was closed in March due to COVID-19.

Plans for 2020/21

At the time of writing, both facilities are closed due to COVID-19 and it is not known when they will be able to reopen and, when they do, to what capacity. Clearly this closure will have an impact on the council's finances and the priority first and foremost will be to ensure sustainability and viability for both businesses over the short to medium term.

Meanwhile both facilities will continue to progress the renovation and/or extension options while continuing to provide high quality leisure provision at the lowest possible cost to the taxpayer once they are able to reopen.

How will the project meet the Council's objectives?

Strategic Objective	How the Project met the Objective
To enable residents to enjoy high quality social, recreational, and cultural facilities within the town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents.	Investment has enabled a new, improved Elgiva web site and new stage lighting. Plans are under development for renovations and/or extensions to both centres to provide enhanced facilities.

Benchmarks – progress to date:

The Elgiva

- The continued engagement with and strong support from the Elgiva Board.
Achieved
- Development and agreement of a detailed extension design.
Achieved through amendments yet to be ratified by council.
- The employment of a structural engineer to provide a costing for the build of the extension.
Achieved

Gym and Swim Centre

- Review and take forward the initial feasibility study and develop possible improvement scenarios.
Achieved
- Achieve staff and Member buy-in of a proposed development plan.
Revised plans from architects received reflecting officers and Members' view on a successful model

Additional Future Benchmarks:

- The council is reluctant to set any benchmarks at this time due to the unique problems posed by COVID-19 and the current closure of both venues other than to work to achieving full operation and capacity of both as soon as practicably possible.

5. Continue the programme of improving the Council's finances and financial systems by embracing and adopting new technology and working practices to streamline efficiency, simplify the reporting process and

ensure the continued professional management of local Council Taxpayers' monies.

Progress in 2019/20

A new Pegasus system was installed in the Autumn of 2019. It has aided officers significantly with the processing of financial data and will continue to deliver efficiencies once further software enhancements have been made at both business units and additional officer training has been completed. The new, modern system has enabled our finance team to continue their valuable work from home during the current COVID-19 crisis, which would not have been possible without the installation of Pegasus.

Plans for 2020/21

The focus will remain on ensuring all aspects of the Council's finance operation are duly aligned with the new Pegasus system.

How will the project meet the Council's objectives?

Strategic Objective	How the Project met the Objective
Chesham Town Council will ensure that the money entrusted to it by the residents of Chesham is securely managed and spent effectively on achieving the above strategic objectives.	Continuous monitoring and revision of budgetary control allows for more efficient use of taxpayers monies.

Benchmarks – progress to date:

- Design and implement a package of software upgrades to suit the needs of the Council subject to cost: benefit analysis.

System purchased and gone live in October 2019

- The implementation of a more modern, automated system of accounting and the provision of any necessary staff support and training associated with it.

Training has commenced, but is required to be rolled out to all section heads

Additional Future Benchmarks:

- Reduction of officer time in processing financial records manually into Excel and other recording methods.
- Gym and Swim Centre to become compatible with a new membership scheme.

6. Continue to work closely with Town Partners and strengthen the Council’s relationships with community organisations.

The Council is very fortunate to work in partnership with a great number of organisations who share our vision and have tremendous expertise. In recognition of this, the Council established the Town Partner Scheme to foster these relationships.

Progress in 2019/20

The Council continues to work closely with Town Partners to develop relationships between the Council and the numerous important voluntary groups in Chesham who help deliver many of the Council’s objectives. The Council was delighted to welcome The Chiltern FoodBank as its newest Town Partner in 2019. With the Council’s declaration of a Climate and Ecological Emergency in 2019, the Council is working with Sustainable Chesham to look at ways of reducing the Council’s and the community’s carbon footprint. The Chiltern Society and Chesham Environment Group have been actively supporting the Council’s Communi-Tree project.

Plans for 2020/21

Chesham was once again due to represent the Thames & Chilterns Region in the national finals of Britain in Bloom in 2020, but both the regional and national finals were cancelled due to COVID-19. The Council is looking forward to supporting Chesham in Bloom in the national finals in 2021. The Recreation and the Arts Committee meeting has been renamed to the Community, Assets and Environment Committee to truly reflect the depth and breadth of its agenda.

How has the project met the Council’s objectives?

Strategic Objective	How the Project met the objective
<p>To help create a socially inclusive and caring community, which embraces all its residents equally, seeking to develop their well-being, knowledge, understanding and mutual co-operation.</p> <p>(a) Encourage community associations and other voluntary organisations which actively engage in projects that contribute to social inclusiveness and community cohesion.</p>	<p>The Council continues to work closely with its Partners to help deliver the Council’s strategic objectives and support all our Partners to be sustainable.</p>

Benchmarks – progress to date:

Benchmarks

- Number of town partners
24
- The active involvement of the Town Partners in the delivery of Chesham Town Council objectives.
Ongoing
- Ensuring that the Mayoral Awards are given annually instead of bi-annually.
Now established and ceremony takes places at Annual Town Meeting. The Awards have been extended to include an award specifically recognising volunteer teams.
- Number of partnership projects in progress
 1. Chesham in Bloom – Wildflower beds in Lowndes Park
 2. Chesham Environmental Group – Wildflower verge trial
 3. Chesham Environmental Group – Berkhamstead Field Community Meadow management
 4. Chesham Environmental Group – Cemetery wildflower project
 5. Chesham Environmental Group – Meades Water Gardens maintenance
 6. Chesham Environmental Group – River Chess invasive weeds & litter clearance
 7. Chesham Connect – Christmas in Chesham
 8. Chesham Connect – Online Town Calendar
 9. Chiltern Society – Sponsored bird box scheme
 10. Chilterns Chalk Streams Project – Impress the Chess
 11. Sustainable Chesham – Chesham Local Produce Market
 12. Sustainable Chesham – Zero Carbon for Chesham
 13. Walkers Are Welcome – Heritage plaque replacement
 14. Chesham Museum – installation of heritage signs
 15. Friends of Chesham Cemetery – Cemetery nature project
 16. Fairtrade Chesham – Fairtrade Town status renewal
 17. Francis Trust – raising awareness of Town Picture located at the Town Hall

2020/21 OBJECTIVES AND PROJECTS

The COVID-19 pandemic has created a period of uncertainty for the Town Council. On the 1st April, the new unitary authority, the Buckinghamshire Council, came into being, replacing Buckinghamshire County Council and the district councils, including Chiltern District Council. However, the unitary and Town Council elections planned for May 2020 have been postponed until May 2021, due to the pandemic. As a consequence, all former county and district councillors are now unitary councillors until the elections, when a smaller number of councillors will be elected.

The Town Council has put itself forward as a pilot council to undertake more devolved services from the unitary council and will be liaising closely with Buckinghamshire Council to drive this forward. The town council has also been lobbying to address any potential democratic deficit in the new unitary Community Boards. The Boards are intended to

provide local devolution of power by bringing together Buckinghamshire Council councillors to work with local communities to help solve local issues and provide a link between the council, elected councillors and communities, but the proposed constitution prohibits town and parish councils from voting. The Town Council will continue to work closely with the unitary council as the new authority's arrangements evolve, to ensure that Chesham is well represented.

As explained on page 3, the future of the Chiltern and South Bucks Local Plan 2036 is currently uncertain, but the Council will be keeping a close eye on developments so that we can continue to represent the interests of Chesham at every stage of the process. Meanwhile, we will be pressing ahead with the creation of the Chesham Neighbourhood Plan, which will focus housing development on brownfield sites and under-utilised land in central areas of town. Meaningful consultation with the community is a vital part of this process, but our ability to hold consultation events will be dependent on the easing of lockdown, so this will be a significant factor impacting on delivery of the plan.

At the time of writing this Plan, COVID-19 has resulted in the closure of our three main facilities, namely the Elgiva Theatre, Chesham Moor Gym and Swim Centre and the Town Hall. While the possible extensions to both the Elgiva and Gym and Swim remain 'live' projects, undoubtedly the council's main focus during the first half of 2020/21 will be looking at getting all three buildings back to full capacity as quickly as possible and considering any financial implications thereof.

A large focus of the Council's work over the next 12 months will be looking at how we can reduce our carbon footprint, with an aspiration to be carbon neutral by 2030. We are in the process of creating an action plan, following an independent eco-audit of our facilities and activities. We will also be working with Sustainable Chesham to look at how our town and community as a whole reduces its carbon footprint.

AGENDA ITEM NO: 11

CHESHAM TOWN COUNCIL

PAYMENTS NO: 1

In accordance with Financial Regulation number 5.2

‘The RFO shall prepare a schedule of payments requiring ratification, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council.’

Monday 29th JUNE 2020

	£	p
March 2020	172,102.40	
April	172,302.28	
May	<u>152,758.07</u>	
Total	<u>497,162.75</u>	
Petty Cash /Credit Card items over £500:		
	£	p
04.3.20	BPS Access Solutions Scaffold Tower	544.99
31.3.20	EPOSNOW Annual support licence-Elgiva	2,530.80



Bill Richards
Town Clerk

CHESHAM TOWN COUNCIL

PAYEE	AMOUNT
PEAC UK	370.62
HITACHI CAPITAL BUSINESS FINANCE	315.60
HITACHI CAPITAL BUSINESS FINANCE	42.00
BARCLAYCARD	3085.38
BT GROUP PLC	48.89
PAYMENTSSENSE LTD	59.82
PAYMENTSSENSE LTD	59.82
LLOYDS BANK	68.00
VIRGIN BUSINESS MEDIA LTD.	20.39
BT GROUP PLC	48.89
BT GROUP PLC	97.10
THE RIGHTFUEL CARD COMPANY LTD.	171.42
BARCLAYS MERCHANT SERVICES	62.00
BARCLAYS MERCHANT SERVICES	197.25
BARCLAYS MERCHANT SERVICES	447.17
CF CORPORATE FINANCE LTD.	120.16
LLOYDS BANK	12.50
BT GROUP PLC	129.24
FIRST DATA	23.83
FIRST DATA	89.05
FIRST DATA	43.68
SALARIES & WAGES	51250.59
PAYTEK ADMINISTRATION SERVICES	16.80
PAYTEK ADMINISTRATION SERVICES	18.00
PAYTEK ADMINISTRATION SERVICES	36.00
THE RIGHTFUEL CARD COMPANY LTD.	90.82
SCOTTISH POWER ENERGY RETAIL LTD.	126.00
ARVAL UK LIMITED	595.93
HITACHI CAPITAL BUSINESS FINANCE	374.40
CNH INDUSTRIAL CAPITAL	66.14
CNH INDUSTRIAL CAPITAL	565.75
BARCLAYCARD MERCHANT SERVICES	14.00
THE RIGHTFUEL CARD COMPANY LTD.	163.44
TOTAL GAS & POWER	417.33
TOTAL GAS & POWER	1096.24
TOTAL GAS & POWER	2840.61
THE RIGHTFUEL CARD COMPANY LTD.	367.00
VEOLIA ENVIRONMENTAL SERVICES	408.94
PUBLIC WORKS LOAN BOARD	4105.07
AFFINITY FOR BUSINESS (RETAIL) LTD	22.54
SPEKTRIX UK	1983.20
BE SEEN MARKETING LTD	96.00
GIL-LEC LTD	137.62
PRESTIGE PRODUCTIONS LTD	3201.80
YOUR CHESHAM	100.00
YOUR AMERSHAM	125.00
TENCER LIMITED	181.15
NPOWER LIMITED	4063.64
E H SMITH LTD	84.60
AVICA UK LTD	348.53
NORTH EAST REGIONAL EMPLOYERS ORGANISATION	52.00
TECHNOGYM UK LTD	1837.96
GEZE UK LTD	162.00
EPM (ESSEX) LTD	315.00
NEWSQUEST MEDIA GROUP	360.00
KOMPUTER CONSULTANCY SERVICES LIMITED	4921.20
OFFICE WATERCOOLERS LIMITED	25.49
JACQUIE DAVIES	300.00
OFFICE FURNITURE ONLINE	465.60
GLATZ PIONEER (UK) LTD	264.00
CAROL WILES	1237.50
RJJO 42 INGREDIENTS LTD	459.36
IAN SCOTT	30.00
A DEPNER CLEANING SERVICES	40.00
QUADIANT UK LIMITED	500.00
RCOH LTD	5370.00
BACKSTAGE SUPPLIES LTD	334.80
ARTIFAX SOFTWARE LIMITED	354.00
EDEN FARM HULLEYS	368.90
WATERDENE FOODSERVICE LTD	52.68
GOMMGOMM DESIGN	255.00
CAFÉ ENCORE	161.00
F O H MARKETING	664.20
STEPHEN CHEELD	125.00
MRC ENTERPRISES LTD	3255.89
STX ENTERTAINMENT UK LTD	120.00