

# Chesham Town Council

Bill Richards  
Town Clerk



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2<sup>nd</sup> December 2011

Dear Councillor

I hereby give you notice that a **meeting of the POLICY AND RESOURCES COMMITTEE** to be held in the Council Chamber, The Town Hall, Chesham, on

**MONDAY 12<sup>th</sup> DECEMBER 2011 AT 8.00pm**

(i.e. immediately following the close of the Development Control Committee meeting which is due to commence at 7.30pm)

when the business set out below is proposed to be transacted:

## **AGENDA**

1. Apologies for absence.
2. Declarations of Interests
3. To receive and confirm the Minutes of the meeting of 31<sup>st</sup> October 2011.
4. To receive and consider the Minutes of:  
*Chesham Action Partnership AGM of 18<sup>th</sup> October 2011.*  
*Transition Towns Chesham of 6<sup>th</sup> October and 3<sup>rd</sup> November 2011.*  
*Chesham & District Transport Users' Group of 27<sup>th</sup> September and 8<sup>th</sup> November*
5. Revised Estimates 2011/12 and Estimates 2012/13.
6. Environmental Policy Review.
7. Risk Assessments Annual Review.
8. IT Policy Review.
9. First and Second Quarter Performance Indicators.
10. Police Stations' Front Counters consultation.
11. Allotments Waiting List.

Yours sincerely,

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

Bill Richards  
Town Clerk



# Chesham Town Council

continued . . .

## Circulation:

**Councillor V.M. Abraham**  
**Councillor A.K. Bacon**  
**Councillor Ms J. E. Bramwell**  
**Councillor M. Fayyaz**  
**Councillor T. Franks**  
**Councillor D.J. Lacey**

**Councillor Mrs C.Littley**  
**Councillor Mrs C.M. Michael**  
**Councillor Mr M.W. Shaw**  
**Councillor F.S. Wilson**  
**Councillor P.W. Yerrell**

*Publication Date 2.12.2011*

**Chesham Action Partnership**  
**Annual General Meeting**  
**Tuesday 18th October 2011 at Chesham Town Hall**

**M-10.11-1**

In attendance:

Cllr Noel Brown (Chairman)	Chesham Town Council, Chiltern District Council, Buckinghamshire County Council
Cllr Fred Wilson (Vice Chairman)	Chesham Chamber of Trade and Commerce
Mr David Carter (Treasurer)	Chesham Society
Ms Kathryn Graves (Secretary)	Chesham Town Council (CTC)
Mr Bill Richards	CTC
Mr Phil Folly	COPAG/Chesham Environmental Group (CEG)
Dr Tom Gorsuch	Chesham Society
Ms Mora Walker	Chesham Museum
Mr David Gardner	Chiltern District Council (CDC)
Mr Stuart Ottley	Caracol and Shed@ThePark
Mr Masud Ahmed	Chesham Asian Welfare Society
Ms Jan Longhurst	Church2Community
Mr Malcolm Godwin	Bucks Business First
Ms Barbara Richardson	COPAG
Ms Kate Miller	Better Chesham
Mr Mick Carling	Better Chesham
Mr Martin Parkes	Better Chesham
Mrs Justine Fulford	CEG, Walkers Are Welcome, Chesham Society
Cllr Mark Shaw	Pond Park Community Association
Cllr Peter Hudson	Chesham Town Council, Chiltern District Council
Mr Trevor James	Amersham & Wycombe College
Mrs Merrin Molesworth	Chiltern Voice
Mr Ken Austin	CEG
Mr Andrew Edwards	Chiltern Racial Equality Council

Apologies:

Management Committee: Mr Geoff Gigg – Paradigm Housing

Mr Tony White – Chesham Town Twinning, Mr Jed Elverson - yourChesham, Ms Beverly Trevitt – Bucks Community Foundation, Ms Deborah Taylor – NHS Buckinghamshire, Mrs Irene Perrin – Shed@ThePark, Mrs Colette Littley – Chesham Town Council, Rev. Colin Cartwright – Walking With the Suffragettes

Apologies for lateness were received from Mrs Barbara Richardson – COPAG.

**1. Minutes of AGM of 19<sup>th</sup> October 2010**

The minutes of the AGM of the 19th October 2010 were agreed as a correct record.

**2. Introductions**

Cllr Noel Brown (NB) invited everybody around the table to introduce themselves.

**3. Report on ChAP's Activities During the Previous Year**

NB distributed copies of his overview of the last year and thanked Ms Kathryn Graves (KG) for her assistance during his time as Chairman.

**4. Financial Report**

Mr David Carter (DC) tabled the financial report for 2010-11. DC explained that the major expenditure over the last year has been grants to support local projects. The majority of the remaining balance was accrued from town revitalisation monies that were provided from the Chesham Town Centre Consortium. DC hoped that ChAP would look to spend this money on revitalisation projects. Both NB and Cllr Fred Wilson (FW) emphasised the need to identify these historic monies and put them towards town centre regeneration.

**5. Appointment of Auditor**

Mr Trevor Pilling was appointed as the auditor for 2011-12.

**6. Election of Honorary Officers and Committee Members**

NB said that he had agreed to become Chairman in order to keep ChAP operating, but recognises that ChAP should be community-led. He said that he was delighted to propose Mr Martin Parkes (MP) for the role of Chairman, owing to his great energy and new ideas for the town centre. This nomination was seconded by Cllr Peter Hudson (PH). MP was elected as Chairman and took the chair.

As no members of the Management Committee had expressed a wish to stand down from the committee, their re-election took place on block:

Dr Tom Gorsuch, Mr David Carter, Mr Ken Austin, Cllr Noel Brown, Ms Barbara Richardson, Mr David Gardner, Cllr Fred Wilson, Ms Kathryn Graves, Ms Anthea Watkins/Mr Geoff Gigg, Ms Mora Walker, Cllr Gill Walker and Mr Bill Richards.

Ms Kathryn Graves, Mr David Carter and Cllr Fred Wilson were re-elected as Secretary, Treasurer and Vice-Chairman, respectively.

It was noted that there were some vacancies on the Committee, which can have up to 16 members. Mr David Gardner (DG) proposed and Mrs Mora Walker (MW) seconded Ms Jan Longhurst (JL), DC nominated and NB seconded Mrs Merrin Molesworth (MM) and MM and FW nominated Mrs Justine Fulford (JF) as Committee Members. JL, MM and JF were elected to the Committee.

**7. Update on Surface Water Management Plan**

MP referred to the summary of consultation responses that had been circulated to the group prior to the meeting and asked for any comments. JF said that the overriding response to the consultation was that the existing drainage infrastructure is not maintained adequately. In response to a query as to what will happen next, KG

explained that the plan is being amended and prioritised in light of the consultation and will be published in November 2011. PH explained that the Transport for Bucks Local Area Technician is currently reviewing all the drains in Chesham to identify those that require more regular maintenance. The group agreed to formally write to Transport for Bucks to support the need for prioritisation and maintenance of the drains.

**Action: Martin Parkes and Kathryn Graves**

#### **8. Funding Application**

The group considered the application for £330 for the development of Women's Suffrage Heritage Trails in central Bucks, with particular reference to a trail in Chesham, a map of which was tabled. After some discussion it was agreed that the grant of £330 would be given, subject to c.50% of the remaining funding being raised, and with the suggestion that the Chesham Suffrage Heritage Trail should be taken into the wider community, for example through linking with the local schools, museum and library.

#### **9. Any Other Business**

##### **(a) SEEDA funding**

Mr Malcolm Godwin (MG) explained that the SEEDA funding for Bucks Market Towns finishes in March 2012 and that all the money has already been spent or allocated to projects across the county. MP expressed the view that MG has been very supportive in the establishment of Better Chesham and feels that it is vital that MG's role continues. The group agreed that a letter should be written to Mr Martin Tett to commend MG's work and encourage the retention of his services.

**Action: Martin Parkes and Kathryn Graves**

##### **(b) White Hill Centre**

Some offices at the White Hill Centre have become available if any community groups are interested. KG will circulate the contact details with the minutes of this meeting.

**Action: Kathryn Graves**

##### **(c) Chesham Youth Club**

NB said that the Youth Club has recently employed three part-time workers and is looking for volunteers. The building is also available for hire and the club's minibus may be available for use by other community groups. DG said that he would be willing to help promote the club to the wider community. Mr Trevor James (TJ) said that he will post information about the club on to Amersham and Wycombe College's intranet boards.

##### **(d) Chiltern Racial Equality Council**

Mr Andrew Edwards (AW) encouraged anyone with an interest in CREC to attend a general meeting that is being held at the White Hill Centre on the 9<sup>th</sup> November to discuss the group's future. NB said that this voluntary group had a long history and that he hoped that CREC can find a way forward. FW said that it would be a great shame to lose CREC and that the group deserves support.

**(e) Captain's Wood**

Mr Ken Austin (KA) said that Captain's Wood is a local nature reserve owned by Bucks County Council. The County Council is handing over the management to Chiltern Society, which is now looking for local people to get involved.

**(f) Christmas in Chesham**

Mr Mick Carling (MC) said that bookings for charity stalls, businesses and performance pitches are now being taken for the late-night Christmas shopping evening, which is happening on the 25<sup>th</sup> November. Forms are available from the Town Hall or can be downloaded from the Better Chesham web site.

**(g) Taxis**

Mr Masud Ahmed (MA) said that he took the concerns expressed over taxis in The Broadway at the last ChAP meeting to a Chiltern District Council meeting. The district council is now looking into the matter. MP said that Better Chesham is keen to support the taxi drivers and work with them to resolve the issues. MP invited MA to attend the Better Chesham meetings.

**(h) ChAP Consultation**

Dr Tom Gorsuch (TG) suggested that there is a need for consultation to identify what people want from ChAP. MG said that a lot of useful research had been conducted in 2003 for the development of the Chesham Community Vision and urged that this be built upon, rather than discarded, and that further consultation would be beneficial for refreshing the vision. MC said that consultation could be conducted via the Better Chesham web site and KA suggested that a presence at the local market could be used to capture the views of people who are not online.

*Mrs Barbara Richardson arrived at 3.26 pm.*

**(i) Thanks**

Mrs Mora Walker (MW) offered a vote of thanks to NB for his past year's chairmanship. This was seconded by MP, who invited all members of ChAP to come and speak to him about their group's work whilst he is settling into his new role as Chairman.

**(j) Date of Next Meeting**

The date of the next meeting will be circulated with the minutes.

*The meeting closed at 3.27 pm.*



GROUP STRATEGY MEETING	Due to absent members, it was decided to postpone the group strategy meeting to a later date.	
ENERGY MONITORS	Energy Monitors – AP has spoken to the library and they have 3 Energy monitors to hire out. This is free for 3 weeks, although there is a late returning daily charge. AP suggested we put a big notice on our website to advertise this.	JM
CHILTERN ENERGY GROUP	This is a collaboration of local Transition Town Groups Energy teams to share information and set up group projects. Chiltern Energy Group – AP has been attending meetings and communicating with the group regarding a Chiltern solar project. We have been asked to suggest suitable community owned roofs in Chesham and AP has discussed with Kathryn Graves and will follow up leads. AP to discuss further with Bill Richards what is happening regarding the Open Air Pool and report back to the group. AP to put together information regarding the solar project to discuss further with TTC about our involvement.	
CHAIR	JB has decided to resign as Chair due to work commitments. Chair position to be discussed at next meeting. Any nominations to be put forward at the next meeting or before. AP to Chair next meeting.	
NEXT MEETING	7.30 PM 3 <sup>rd</sup> November	

Meeting closed 9.40 pm

Transition Town Chesham  
Minutes of meeting 8pm Thursday 3<sup>rd</sup> November 2011

TOPIC	NOTES	ACTION
IN ATTENDANCE	Julia Brammer (Chair), Phil Folly (Treasurer), Alison Phillips (Joint Secretary) Jackie Campbell (Joint secretary), Julia Minnear (website), Sarah Czarmonski (Green Drinks), Tabitha Neal (Schools)	
MINUTES TAKER	Jackie Campbell	
APOLOGIES	Paul Jackson, Caroline Masters	
TREASURER UPDATE	£503.63 balance. £50 to Chesham Chamber to cover two year's membership.	PF
GREEN DRINKS EVENTS	24 <sup>th</sup> November – Allen Beechey – Chalk Stream Project Officer of the Chiltern AONB. December – no Green Drinks. 26 <sup>th</sup> January – Alice Maggs to give talk on Cuban thesis. 23 <sup>rd</sup> February – Alison to ask Charles Ainger, Chair of the Low Carbon Chilterns Coop to present talk on community solar panels project.	SC AP TN
GREEN DRINKS MARKETING	Consider adding strapline to Green Drinks title to be more informative about the events. Eg “Ecodiscussions” or “Discussing local and global environmental issues” Ask contributors to send images for marketing materials. Invite ‘likeminded’ environmental groups to attend. Concern the Drawing Room’s new tapas wine bar offering may have implications for venue but will wait and see.	All
MARKET	26 <sup>th</sup> November – Love Food Hate Waste from CDC will be having the stall, so just need to help set it up. 17 <sup>th</sup> December is the Christmas market – Jackie, Tabitha, Phil and Julia B available to help.	PF/JB JC/TN

MARKET CONTD:	Great gift/good cause exchange. Need to decide cause – community orchard project? Gifts to include home made decorations and gifts, old/unwanted presents (nearly new), good quality clothes toys bricabrac. Sarah has a clothes rail we can use, Sarah to talk to Healthright about free samples. Need to know all presents by next meeting so we can decide how to arrange stall, and whether all can be fitted into Phil's van. Tabitha to create sign. Consider a wish Christmas Tree/Dear santa tags. Possibly approach Waitrose & Sainsburys for some gifts too.	All
GREENEST MARKET UK COMPETITION APPLICATION	Application submitted by JB & Kathryn Graves.	
GROUP STRATEGY MEETING	Monday 21 <sup>st</sup> November at Jackie's house. Alison to email round strategic questions to consider in advance of meeting	AP All
ENERGY MONITORS	Energy Monitors – AP has spoken to the library and they have 3 Energy monitors to hire out. This is free for 3 weeks, although there is a late returning daily charge. AP suggested we put a big notice on our website to advertise this.	JM
CHILTERN ENERGY GROUP NOW OFFICIALLY "LOW CARBON CHILTERN COOP"	This is a collaboration of local Transition Town Groups Energy teams to share information and set up group projects. Due to recent announcement in change to the Feedin Tariff return on contributors' investments is reduced and less appealing. It is going to take a lot more time and work to convince people to invest. Alison would like support from the group to attend meetings and contribute – as the group's core members are already stretched, Alison to ask a couple of people who are close to the group. Chesham Town Council already looking at Solar PV for Moor Gym & Swim, this could also be affected by change to FIT. Alison would like to support the proposals at the Town Council meeting, but has to work Monday evening. Phil to attend council meeting on Monday and will stand to publicly express TTC support of initiative – Alison to confirm wording.	AP PF
CHAIR	JB has decided to resign as Chair due to work commitments. Tabitha Neal and Julia Minnear are to cochair the group for six months (NovMay), and would like opportunity to review after one month.	TN JM

AOB	Due to work commitments, Jackie is unable to attend the next 3 Chamber of Commerce meetings. Alison will attend November, and Phil to attend January. Dec tbc. Phil has attended a Community Impact Funding meeting on how to apply for funding with optimum results. Phil & Julia M to look at funding proposals together.	JC AP PF PF/JM
	Caroline phoned Alison to say that as she is in her final year of her course, she will not be able to attend meetings between now and the end of July, so will stand down from the Steering Group for the time being. She would like to remain on the list for the minutes and will stay in touch with a view to joining again sometime in the future.	
NEXT MEETING	1 <sup>st</sup> December. Venue tbc.	ALL

Meeting closed 10:10 pm

# CHESHAM & DISTRICT TRANSPORT USERS' GROUP

Minutes of a Meeting held at  
Chesham Town Hall on  
Tuesday 27th September, 2011 at 7.30pm

## Present:

Chris Emery (Chairman) (CE)  
Martin Cooper (Treasurer) (MC)  
Alan Wallwork (Secretary) (AW)  
Cllr.Rod McCulloch (RM)

## In Attendance:

Andrea Polden (By invitation)

## Action

### 11/48 Apologies

Apologies for absence were received from Cllr.Tina Michael, Kevin Bee, Joanne Judson, Frances Kneller, Jenny Richardson, Timandra Slade and Maureen Winder.

### 11/49 Minutes

The Minutes of the Meeting held on 16<sup>th</sup> August 2011 were approved and signed.

### 11/50 Matters Arising

- CE reported that no response had been received from Matt Ball regarding possible contingency plans for the Chesham branch for the leaf fall / winter timetable. However, AW reported that details of the leaf fall timetable were now on display at Amersham station.
- Nothing further had been heard from Keith Foley / Stuart Burnett about them coming to speak to the Group but CE would continue to chase them.
- MC reported that Jenny was still awaiting a response from Michele Dix.
- Whilst CE was not sure of getting the first off-peak service from Chesham re-timed, nevertheless he was hopeful of getting the timing of the off-peak cap changed. This was also true for the December timetable changes.
- CE reported that Red Rose now appeared to be operating the Chesham to Ley Hill bus service. It was probably the service previously operated by Carousel.

CE

JR

CE

### 11/51 London Travelwatch Consumer Affairs Meeting

CE gave a resume of the issues considered at the London Travelwatch Consumer Affairs Meeting on 20<sup>th</sup> September including fares, incomplete journeys using Oyster cards, the casework report and the GLA proposal to increase penalty fares on LU to £80 compared with £50 for the train operating companies.

It was also noted that whereas on buses, fare dodgers were subject to a penalty fare, on LU they would face prosecution in addition to having a penalty fare imposed.

After the meeting, CE introduced himself to the Chairman – Bryan Davey – who was also Director of Public Liaison who could be a useful contact going forward, by increasing this Group's lobbying power, thereby maximising its influence.

Initials .....

**11/52 Meeting with Cheryl Gillan MP**

It was noted that CE, MC and AW would be meeting with Cheryl Gillan MP on 30<sup>th</sup> September where the following issues would be raised:-

- Points at North Harrow
- Sewer at Finchley Road
- Difficulties with points at Chalfont – Autumn / Winter
- Proposed adverse timetable changes for Chesham – Dec 2011
- “Democratic deficiency” – lack of a vote for local electorate even though LU is controlled by the Mayor of London
- Unfairness of treatment of over – 60s locally compared with those living in London – the latter get free travel on LU as well as on buses.
- Lack of train describers at certain stations (see item 11/54)

**11/53 Federation of Met Line User Groups Association**

It was reported that there would be a meeting on 28<sup>th</sup> September which CE and AW would be attending as representatives of Chesham TUG and the Agenda items were noted.

**11/54 December 2011 Timetable Update**

CE reported that the December timetable had been trialled on Sunday 11<sup>th</sup> September and LU had expressed satisfaction that it had worked so well. LU was on record as saying it wanted a simpler more robust timetable which was easier to operate and would not consider altering until the 2012 Olympic Games were over.

The Group felt that trialling it on a Sunday was not a good test as it was hardly likely to fail given the reduced numbers of passengers on Sundays.

The lack of train describers between North Harrow and Moor Park and also at Chalfont, would need to be addressed before its full introduction.

**11/55 Proposed Fares Increase 2012**

It was noted that in overall terms, increases in January 2012 would be of the order of 7.5%.

**11/56 Any Other Business**

- A daytime meeting devoted to local bus users was yet to be arranged. AW undertook to contact Bill Richards about room availability once CE had provided a list of suggested dates. It was felt best if that sub-group could meet quarterly on a drop-in basis from say 11am – 12.30pm.

**CE/AW**

**11/57 Date of Next Meeting**

The next Meeting would be held at Chesham Town Hall on Tuesday 8<sup>th</sup> November at 7.30pm.

**Signature**

**Chairman**

Initials .....

**Distribution** Those Present + Cllr.Tina Michael + Frances Kneller + Anthony Wood + Bill Richards + Jared Wood + Jonny Cheetham + Timandra Slade + Kevin Bee + Camilla Goodman + Merrin Molesworth

# CHESHAM & DISTRICT TRANSPORT USERS' GROUP

Minutes of a Meeting held at  
Chesham Town Hall on  
Tuesday 8th November, 2011 at 7.30pm

## Present:

Cllr.Rod McCulloch (In the Chair) (RM)  
Martin Cooper (Treasurer) (MC)  
Alan Wallwork (Secretary) (AW)  
Cllr.Tina Michael (TM)

## In Attendance:

Frances Kneller (FK)  
Jenny Richardson (JR)  
Maureen Winder (MW)

- |              |   | <b>Action</b> |
|--------------|---|---------------|
| <b>11/58</b> | <b>Chairman</b><br>In the absence of Chris Emery (CE) who was unwell, Cllr.Rod McCulloch was elected to Chair the Meeting.  |               |
| <b>11/59</b> | <b>Apologies</b><br><br>Apologies for absence were received from Chris Emery, Kevin Bee, Joann Judson, Andrea Polden and Timandra Slade.  |               |
| <b>11/60</b> | <b>Minutes</b><br><br>The Minutes of the Meeting held on 27 <sup>th</sup> September 2011 were approved and signed.  |               |
| <b>11/61</b> | <b>Matters Arising</b><br><br>It was noted that all the Matters Arising were covered by Agenda Items.   |               |
| <b>11/62</b> | <b>Meeting with Cheryl Gillan MP</b><br><br>AW and MC gave a resume of the issues raised with Cheryl Gillan MP at the Meeting they attended on 30 <sup>th</sup> September along with CE. In addition to those issues mentioned under Minute 11/52, CE raised the issue of Chesham commuters being unfairly disadvantaged by the retiming of the first off-peak service by a matter of a few minutes to bring it into the peak fare band. It was pointed out that this had in fact been introduced ahead of the new December timetable, by virtue of the leaf fall timetable bringing departure times forward by 3 minutes and Cheryl Gillan undertook to take this up immediately with LU.<br><br>Both AW and MC felt they had had a sympathetic hearing and that Cheryl Gillan would prove to be a useful supporter of Chesham TUG.<br><br>Subsequently, Cheryl Gillan received a response from Matt Ball via e-mail which she had circulated, but had added nothing new to what LU had said previously. |               |
| <b>11/63</b> | <b>December 2011 Timetable Update</b><br><br>An e-mail dated 3 <sup>rd</sup> November from Bill Richards was tabled which contained a draft note of the Liaison Meeting between Chesham Town Council, Chiltern District Council and Bucks County Council (Transport) with LU held on 2 <sup>nd</sup> November and the comments therein were noted.  |               |

Latterly, Matt Ball had advised that LU had been unable to find a permanent solution to the off-peak issue mentioned in Minute 11/62 but had promised that a local workaround would remain in place for those wishing to catch the 09.27 departure.

It was also noted in passing that Matt Ball had announced he would be emigrating to New Zealand shortly but had undertaken to arrange another Meeting in late January / early February 2012 at which his successor would be introduced.

**11/64 Federation of Met Line User Groups Association**

AW reported on the matters discussed at the Meeting with LU on 28<sup>th</sup> September which he and CE had attended as representatives of Chesham TUG. It was mentioned that Blast Films had also been in attendance to film some of the proceedings as part of a series of 6 documentaries to be shown on TV in the New Year on the day to day issues faced by LU in operating services, particularly on the Metropolitan Line.

**11/65 Local Bus Services**

RM reported that he had now provided contact details to CE and AW for James Loader the Transport Development Officer at TfB, but it was agreed this item should be deferred until the next Meeting as CE would be progressing it.

**CE**

**11/66 Proposal to Close All LU Ticket Offices**

AW and MC made reference to the recent article in the Evening Standard to close all LU ticket offices across the LU network in the New Year with the exception of a small number of Central London ticket offices. Attempts were being made to seek further details.

**AW**

This was felt to be a retrograde step for a number of reasons, not least that our local stations could become unstaffed as a result and it was thought this was part of LU's efforts to reduce costs by any means and was not in the best interests of its customers.

**11/67 Any Other Business**

- MC drew attention to an e-mail from Penny Cassell about the chaotic Taxi rank and queuing system at Amersham station. It was agreed that it would be preferable for LU and the taxi operators to get together to find a more orderly system. It was thought that Chiltern District Council as the licensing authority might have a part to play and RM undertook to see if he could find out who at CDC would be the best contact. MC would go back to Penny and inform her that the issue would be followed up.
- AW gave an update on progress with the proposed Croxley Link and gave details of 4 upcoming drop-in sessions being held at different locations in and around Watford during November.

**RM**

**MC**

**11/68 Meeting Dates 2011/12**

It was noted that the next Meeting was scheduled to be held on 20<sup>th</sup> December and it was agreed that given its proximity to Christmas and the likely low turnout, it should be postponed and re-arranged for January.

Subsequent to the meeting, AW had heard from Maria McGwynn that Chesham Town Council had kindly offered to host further Meetings at Chesham Town Hall on the following dates in 2012, starting at 7.30pm:-

10<sup>th</sup> January  
21<sup>st</sup> February  
3<sup>rd</sup> April  
15<sup>th</sup> May  
26<sup>th</sup> June  
7<sup>th</sup> August  
18<sup>th</sup> September  
30<sup>th</sup> October  
11<sup>th</sup> December

**Signature**

**Chairman**

**Distribution** Those Present + Chris Emery + Kevin Bee + Joann Judson + Andrea Polden + Timandra Slade + Anthony Wood + Bill Richards + Maria McGwynn + Jared Wood + Jonny Cheetham + Camilla Goodman + Merrin Molesworth + Phil Folly

Initials .....

**AGENDA ITEM No: 5 - REVISED ESTIMATES 2011/12  
AND ESTIMATES 2012/13**

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

**Summary**

1. To consider the amount of the precept to be levied on the District Council for 2012/2013 and to make a recommendation to Council for its meeting on the 9<sup>th</sup> January 2012.

**Background Information**

2. Details of the estimates were made available and reported to the Recreation & the Arts Committee at its meeting held on 21st November 2011. Copies of the estimates can, if needed, be provided in advance to any Member on request.
3. The Recreation & the Arts Committee considered the 2012/13 proposed budget with a possible precept figure of £855,200, a 6% increase, equivalent to £5 per annum on the average band 'D' property whose total tax bill (including the other authorities) is currently £1,546.70.
4. No recommended budgetary figure was proposed but a view was put forward by one Member that the setting of targets to significantly increase income at the Elgiva and Chesham Moor Gym and Swim Centre was preferable to increasing subsidies to these facilities. Some Members also expressed the view that it would be ill-advisable to significantly reduce the Renewals and Repairs budget in order to make short-term savings for 2012/13.
5. The Recreation and the Arts Committee also considered if the Council should reinstate the contribution to the Police regarding the Police Community Support Officers and requested more information with a further report to this Committee.

**Strategic Objectives**

6. 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'* and 2 *'To encourage and promote the economic and commercial vitality of the town'*

**Financial Implications**

7. As detailed in the report

**Strategic Objectives**

8. Non applicable.

## Equality Act Implications

9. Non applicable.

## Detailed Consideration

10. A copy of the simple summary version of the individual cost centres as presented to the Recreation and Arts Committee is **attached**, together with the Renewal & Repairs Fund and, for additional information, the various Estimated Fund Balances.
11. Since the Recreation & the Arts Committee meeting, a meeting of the Finance Working Group has taken place (minutes **attached**) and the recommendations coming out of this meeting are:
- The Council limits its precept increase to 3%.
  - The wages pay award provision of 1.5% for 2012/13 be adjusted to zero following the recent Government announcement.
  - The £1,000 provision for bank charges is withdrawn.
  - The Elgiva and other income is increased by £14,620 representing possible new income streams from sponsorship, Friends subscriptions, and advertising revenue.
12. The above figures do not include any provision for possible energy saving motion sensors to buildings (estimated cost £4,000), the Queens Jubilee celebrations, centenary anniversary of the open air pool, community policing or the Berkhamstead Field grazing scheme.
13. In respect to a contribution to Police Community Support Officers (PCSOs), the Area Commander for Chesham has advised the Clerk that actual determination of allocation for PCSOs lies with CADEX (County and District Chief Executives) rather than Thames Valley Police (unless a town or parish council actually 'buys' a PCSO and contributes half the salary costs of around £16,500). He has suggested that the CADEX leadership team appears to be becoming more proactive in deciding that funding contributions determine allocation to communities but, other than that, does not feel it would be appropriate for him to comment on what could be construed as a political decision. He has highlighted however that as a matter of comparison, the Chesham policing area has ten PCSOs as opposed to four in Amersham. Amersham Town Council currently does not contribute directly to PCSO provision.
14. A 3% increase in the precept would mean it would rise to £830,580. This would mean a band 'D' annual property charge of £98.65 for 2012/13, an actual increase of just over 2.7% due to a slight increase in the tax base for Chesham. Each one per cent increase/decrease on the current precept is the equivalent of £8,063 or 96p per annum on a band 'D' property.
15. A band 'D' property in Chesham paid £1,546.70 in Council Tax this year, with the Town Council's portion being £96.03 equivalent to £1.85 per week. The proposal to increase the precept by 3% would mean an increase of £2.62 per year, equivalent to around 5 pence per week.

16. The General Fund balance is required to maintain the Council's cash flow until the first precept instalment is received in May each year and to act as a contingency for any unforeseen expenditure.
17. New Capital projects will have to be funded by borrowing and be self financing so as not to have a detrimental impact on the precept.

**Recommendation**

**Subject to the Committee's position on contributing to the Police Community Support Officers, that the 2012/13 precept be set at £830,580 and that the 2012/13 budgets as presented to the Recreation and Arts Committee, at its meeting held on the 21<sup>st</sup> November 2011, be amended in accordance with the Finance Working Group recommendations shown in para 11 above.**

Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 31ST OCTOBER 2011

	Last Year		Current Year					Next Year				
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget	
<b>100</b>	<b><u>REPAIRS &amp; RENEWALS FUND</u></b>											
	OverHead Expenditure	113,815	113,815	93,815	0	0	93,815	500	0	93,815	97,230	0
	Total Income	0	0	0	0	0	0	500	0	0	0	0
	100 Net Expenditure	113,815	113,815	93,815	0	0	93,815	0	0	93,815	97,230	0
<b>101</b>	<b><u>CENTRAL SUPPORT SERVICES</u></b>											
	OverHead Expenditure	0	1,565	0	0	0	0	2,183	0	100	100	0
	Total Income	0	1,566	0	0	0	0	1,501	0	100	100	0
	101 Net Expenditure	0	0	0	0	0	0	682	0	0	0	0
<b>102</b>	<b><u>CIVIC ACTIVITIES</u></b>											
	OverHead Expenditure	19,180	18,793	13,680	0	0	13,680	3,928	0	13,700	14,240	0
	Total Income	250	0	250	0	0	250	0	0	50	50	0
	102 Net Expenditure	18,930	18,793	13,430	0	0	13,430	3,928	0	13,650	14,190	0
<b>103</b>	<b><u>CCTV</u></b>											
	OverHead Expenditure	260	186	200	0	0	200	140	0	185	195	0
	Total Income	260	260	0	0	0	0	0	0	0	0	0
	103 Net Expenditure	0	-74	200	0	0	200	140	0	185	195	0

Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 31ST OCTOBER 2011

	Last Year		Current Year				Next Year					
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget	
<b>104</b>	<b><u>CHESHAM CEMETERY</u></b>											
	72,780	52,355	50,890	0	0	50,890	27,186	0	42,585	43,540	0	
	OverHead Expenditure											
	6,800	11,067	7,180	0	0	7,180	8,262	0	10,920	9,975	0	
	Total Income											
	65,980	41,288	43,710	0	0	43,710	18,924	0	31,665	33,565	0	
	Net Expenditure											
<b>105</b>	<b><u>ST MARYS CLOSED CHURCHYD</u></b>											
	2,180	4,196	2,410	0	0	2,410	976	0	2,525	1,590	0	
	OverHead Expenditure											
	2,180	4,196	2,410	0	0	2,410	976	0	2,525	1,590	0	
	Net Expenditure											
<b>106</b>	<b><u>INTEREST INCOME</u></b>											
	10,105	5,270	7,105	0	0	7,105	3,031	0	7,825	7,500	0	
	Total Income											
	-10,105	-5,270	-7,105	0	0	-7,105	-3,031	0	-7,825	-7,500	0	
	Net Expenditure											
<b>107</b>	<b><u>HOUSING</u></b>											
	2,365	1,935	1,900	500	0	2,400	1,431	0	2,555	2,140	0	
	OverHead Expenditure											
	11,185	10,995	11,320	0	0	11,320	11,357	0	11,356	11,745	0	
	Total Income											
	-8,820	-9,060	-9,420	500	0	-8,920	-9,926	0	-8,801	-9,605	0	
	Net Expenditure											
<b>108</b>	<b><u>CORPORATE MANAGEMENT</u></b>											
	108,460	88,119	98,825	500	0	99,325	46,120	0	87,810	90,745	0	
	OverHead Expenditure											
	108,460	88,119	98,825	500	0	99,325	46,120	0	87,810	90,745	0	
	Net Expenditure											

Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 31ST OCTOBER 2011

	Last Year		Current Year				Next Year					
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget	
<b>109</b>	<b><u>DEMOCRATIC MANAGEMENT</u></b>											
	OverHead Expenditure	87,700	83,129	90,290	0	0	90,290	47,557	0	83,610	87,480	0
	109 Net Expenditure	87,700	83,129	90,290	0	0	90,290	47,557	0	83,610	87,480	0
<b>117</b>	<b><u>SECTION 137 EXPENDITURE</u></b>											
	OverHead Expenditure	3,080	1,213	3,080	0	0	3,080	768	0	1,250	1,320	0
	Total Income	0	0	0	0	0	0	92	0	90	0	0
	117 Net Expenditure	3,080	1,213	3,080	0	0	3,080	676	0	1,160	1,320	0
<b>201</b>	<b><u>CHESHAM MOOR GYM &amp; SWIM</u></b>											
	OverHead Expenditure	229,525	232,447	246,785	0	0	246,785	148,947	0	242,988	254,335	0
	Direct Expenditure	4,980	7,272	8,010	0	0	8,010	5,199	0	6,840	7,190	0
	Total Income	149,395	165,696	174,725	0	0	174,725	126,356	0	160,885	166,650	0
	201 Net Expenditure	85,110	74,023	80,070	0	0	80,070	27,790	0	88,943	94,875	0
<b>202</b>	<b><u>CODMORE FOOTBALL</u></b>											
	OverHead Expenditure	7,270	5,764	6,475	680	0	7,155	2,754	0	6,820	5,585	0
	Total Income	1,155	2,447	1,930	0	0	1,930	857	0	2,600	2,735	0
	202 Net Expenditure	6,115	3,317	4,545	680	0	5,225	1,898	0	4,220	2,850	0

Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 31ST OCTOBER 2011

	Last Year		Current Year					Next Year				
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget	
<b>203</b>	<b><u>MARSTON FOOTBALL</u></b>											
	OverHead Expenditure	2,670	2,583	2,620	0	0	2,620	1,240	0	1,575	1,595	0
	Total Income	1,155	1,176	1,300	0	0	1,300	39	0	1,090	1,145	0
	203 Net Expenditure	1,515	1,407	1,320	0	0	1,320	1,201	0	485	450	0
<b>206</b>	<b><u>AMENITIES</u></b>											
	OverHead Expenditure	40,385	30,425	31,130	8,500	0	39,630	13,609	0	31,880	24,030	0
	Total Income	1,080	3,433	1,150	0	0	1,150	2,361	0	1,660	1,100	0
	206 Net Expenditure	39,305	26,992	29,980	8,500	0	38,480	11,248	0	30,220	22,930	0
<b>207</b>	<b><u>OPEN SPACES</u></b>											
	OverHead Expenditure	97,375	94,235	98,835	5,450	61,580	165,865	75,684	0	85,110	82,900	0
	Total Income	2,535	5,429	2,990	0	0	2,990	2,447	0	2,445	2,865	0
	207 Net Expenditure	94,840	88,807	95,845	5,450	61,580	162,875	73,237	0	82,665	80,035	0
<b>208</b>	<b><u>LOWNDES PARK TOILETS</u></b>											
	OverHead Expenditure	16,595	17,825	17,365	0	0	17,365	9,774	0	17,485	17,765	0
	208 Net Expenditure	16,595	17,825	17,365	0	0	17,365	9,774	0	17,485	17,765	0
<b>209</b>	<b><u>AGENCY WORK</u></b>											
	OverHead Expenditure	2,145	1,384	1,845	0	0	1,845	552	0	555	550	0

Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 31ST OCTOBER 2011

	Last Year		Current Year				Next Year					
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget	
209												
	Total Income	13,420	8,793	9,050	0	0	9,050	6,331	0	12,558	11,810	0
	Net Expenditure	-11,275	-7,410	-7,205	0	0	-7,205	-5,780	0	-12,003	-11,260	0
<u>210</u>	<u>SKATEPARK NOISE ABATEMENT</u>											
	OverHead Expenditure	2,750	3,105	2,800	0	0	2,800	1,330	0	3,015	3,015	0
	Net Expenditure	2,750	3,105	2,800	0	0	2,800	1,330	0	3,015	3,015	0
<u>211</u>	<u>PARK</u>											
	OverHead Expenditure	67,540	72,816	61,580	0	-61,580	0	0	0	0	0	0
	Total Income	0	0	0	0	0	0	0	0	0	0	0
	Net Expenditure	67,540	72,816	61,580	0	-61,580	0	0	0	0	0	0
<u>218</u>	<u>WORKS DEPOT</u>											
	OverHead Expenditure	165	205	170	0	0	170	23,017	0	107,920	110,130	0
	Total Income	165	205	170	0	0	170	13,720	0	13,920	200	0
	Net Expenditure	0	0	0	0	0	0	9,297	0	94,000	109,930	0
<u>301</u>	<u>THE ELGIVA</u>											
	OverHead Expenditure	526,860	491,076	506,605	0	0	506,605	257,511	0	506,547	513,295	0
	Direct Expenditure	32,175	27,797	29,875	0	0	29,875	15,910	0	27,480	28,905	0
	Total Income	418,765	369,526	393,180	0	0	393,180	187,326	0	371,305	376,380	0
	Net Expenditure	140,270	149,347	143,300	0	0	143,300	86,096	0	162,722	165,820	0

Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 31ST OCTOBER 2011

	Last Year		Current Year					Next Year			
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
<b><u>303 TEMPERANCE HALL</u></b>											
OverHead Expenditure	0	0	0	0	0	0	-823	0	0	0	0
Total Income	100	100	100	0	0	100	100	0	100	100	0
303 Net Expenditure	-100	-100	-100	0	0	-100	-923	0	-100	-100	0
<b><u>304 TOWN HALL</u></b>											
OverHead Expenditure	82,650	73,751	76,590	0	0	76,590	54,740	0	77,000	76,740	0
Total Income	50,420	39,809	41,940	0	0	41,940	23,367	0	39,900	41,890	0
304 Net Expenditure	32,230	33,942	34,650	0	0	34,650	31,373	0	37,100	34,850	0
<b><u>401 ASHERIDGE ROAD ALLOTMENTS</u></b>											
OverHead Expenditure	3,735	823	1,485	0	0	1,485	464	0	870	980	0
Total Income	600	643	625	0	0	625	890	0	650	665	0
401 Net Expenditure	3,135	179	860	0	0	860	-426	0	220	315	0
<b><u>402 CAMERON ROAD ALLOTMENTS</u></b>											
OverHead Expenditure	13,060	11,562	11,710	0	0	11,710	5,174	0	8,425	8,650	0
Total Income	2,745	2,740	2,755	0	0	2,755	3,979	0	2,835	2,930	0
402 Net Expenditure	10,315	8,823	8,955	0	0	8,955	1,196	0	5,590	5,720	0

Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 31ST OCTOBER 2011

	Last Year		Current Year					Next Year			
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
<b>403</b>	<b><u>AMERSHAM ROAD ALLOTMENTS</u></b>										
	0	60	115	0	0	115	0	0	0	0	0
OverHead Expenditure											
Total Income	65	67	70	0	0	70	103	0	70	75	0
403 Net Expenditure	-65	-6	45	0	0	45	-103	0	-70	-75	0
<b>503</b>	<b><u>TOWN CENTRE</u></b>										
	27,325	23,026	23,025	0	0	23,025	8,122	0	22,220	23,880	0
OverHead Expenditure											
Total Income	590	2,803	2,010	0	0	2,010	2,282	0	2,910	2,640	0
503 Net Expenditure	26,735	20,223	21,015	0	0	21,015	5,839	0	19,310	21,240	0
<b>504</b>	<b><u>GC2C</u></b>										
	6,000	11,688	9,880	0	0	9,880	759	0	9,310	9,630	0
OverHead Expenditure											
Total Income	6,000	11,688	9,880	0	0	9,880	207	0	11,500	12,000	0
504 Net Expenditure	0	0	0	0	0	0	552	0	-2,190	-2,370	0
<b>702</b>	<b><u>PRECEPT</u></b>										
	806,390	806,390	806,390	0	0	806,390	728,259	0	806,390	806,390	0
Total Income											
702 Net Expenditure	-806,390	-806,390	-806,390	0	0	-806,390	-728,259	0	-806,390	-806,390	0
Total Budget Expenditure	1,573,025	1,473,151	1,491,990	15,630	0	1,507,620	754,751	0	1,484,175	1,507,755	0
Income	1,483,180	1,450,103	1,474,120	0	0	1,474,120	1,123,367	0	1,461,159	1,458,945	0
Net Expenditure	89,845	23,049	17,870	15,630	0	33,500	-368,615	0	23,016	48,810	0

## RENEWAL AND REPAIRS PROGRAMME

	2011/12 * ESTIMATE £	2011/12 REVISED £	2012/13 ESTIMATE £	2013/14 ESTIMATE £
<b>BALANCES BROUGHT FORWARD:</b>				
Capital –Marston Pavilion	17,000	17,000	17,000	17,000
Renewal & Repairs	224,020	224,020	143,852	100,372
<b>INCOME:</b>				
Precept contributions	93,815	93,815	97,230	100,750
Christmas Lighting –Town Centre Consortium	-	-	1,000	1,000
Grant-Band Stand	50,000	50,000	-	-
Moor Pavilion Contribution	-	2,250	-	-
Contribution towards Cemetery Fencing	-	1,000	-	-
Mausoleum Contributions (Church/Grant)	-	3,500	-	-
Transfer from Green Flag Reserve	-	1,180	-	-
<b>TOTAL</b>	<b>384,835</b>	<b>392,765</b>	<b>259,082</b>	<b>219,122</b>
<b>LESS EXPENDITURE</b>				
Allotments fence	-	-	-	-
Computer/office equipment	3,000	2,000	1,500	1,500
Franking Machine	-	-	1,500	-
Elgiva	16,277	16,000	15,000	25,000
Town Hall	24,836	24,000	20,000	20,000
Paths – Lowndes Park	11,968	-	-	-
Park Bandstand	49,665	60,400	-	-
Play Equipment - General	20,000	20,000	20,000	20,000
Open Spaces –Return to grass	-	-	2,000	3,000
Skate park Resurface (5 years 2010) deferred	-	-	-	15,000
Seats	1,500	1,500	1,500	1,500
Fencing	110	110	-	-
Litter bins	750	750	750	750
Paths – Red Lion Street Gardens	-	-	3,000	-
Moor Hard standings	1,000	1,000	-	-
Information Boards –	4,083	4,083	2,000	-
Allots/Cemetery/Station Rd/Roads				
Depot buildings	-	34,500	3,000	-
Tractor/Trailers/vehicles	7,700	7,810	21,000	37,000
Codmore Pavilion – redecoration,etc	660	660	1,000	-
Cemetery Chapel – deferred renovation	-	-	-	-
Cemetery Hearse House-roof	-	-	-	5,000
Cemetery paths	10,000	5,800	-	10,000
St. Mary's –Mausoleum/Walls/Trees	2,271	8,200	-	2,500
Christmas lights	8,850	-	18,000	-
Swimming Pool	40,143	40,000	30,000	30,000
Moor Pavilion	4,070	5,100	-	-
War Memorial Path	-	-	700	-
Gazebo	-	-	760	-
<b>TOTAL EXPENDITURE</b>	<b>206,883</b>	<b>231,913</b>	<b>141,710</b>	<b>171,250</b>
<b>BALANCE CARRIED FORWARD</b>	<b>177,952</b>	<b>160,852</b>	<b>117,372</b>	<b>47,872</b>

\*Includes schemes and balances carried over from 2010/11

Rec & Arts 21.11.11

**CHESHAM TOWN COUNCIL**

**ESTIMATED FUND BALANCES**

<b>FUND</b>	<b>ACTUAL 31.03.2011 £</b>	<b>REVISED ESTIMATE 31.03.2012 £</b>	<b>ESTIMATE 31.03.2013 £</b>
<b>CAPITAL</b>			
Grave maintenance	2,672	2,672	2,672
<b>REVENUE</b>			
Election	5,537	0	3,000
Marston Fees	17,000	17,000	17,000
Renewal and Repairs	224,022	160,852	117,372
General Reserve	336,540	286,024	286,024
Long Term Staff Absences	14,000	14,000*	14,000*
Asset Valuation Reserve	3,200	3,200	3,200
Elgiva	9,361	8,013	8,013
Green Flag Reserve	3,400	2,246	2,071
Pool Hanging Baskets	2,271	1,678	1,053
<b>TOTAL</b>	<b>618,003</b>	<b>495,685</b>	<b>454,405</b>

\* Subject to any long term sickness

Policy 12.12.11.

**MINUTES OF A MEETING OF THE FINANCE WORKING PARTY**  
**HELD ON TUESDAY 29<sup>TH</sup> NOVEMBER 2011**

**PRESENT**

Councillors Alan Bacon (AB), Tina Michael (TM), Mark Shaw (MS)  
& Fred Wilson (FW); Chesham Town Council  
Bill Richards (BR); Chesham Town Clerk  
Steve Pearson (SP); Finance and Contracts Manager

An apology for absence was received from Councillor Roy Abraham (RA).

**1. MINUTES OF LAST MEETING**

These were agreed as a true and correct record.

SP briefly stated that the financial position and revised estimates had not particularly altered since the last meeting.

**2. BUDGET SETTING FOR 2012/13**

It was explained that the main purpose of the meeting today was for working party to try and recommend a cross-party proposal for next financial year's budget.

Members firstly agreed that it would be difficult to absorb another nil per cent increase in the Council Tax local precept as this would effectively mean another real-term cut following last year's cutback. It was accepted that if the local precept was raised, it was important to inform the tax-payers of Chesham that the principal authorities were receiving financial support from the government to absorb a 2.5% increase in its precept which was not available to the town council.

The working party noted that the Finance and Contracts Manager's report to the Recreation and the Arts Committee had presented a balanced budget based on a 6% increase. This was deemed to be too high. However, mindful of the principal authorities' subsidy and bearing in mind the Council was investing over £25,000 in solar energy, a budget precept rise of 3% was deemed to be acceptable; justifiable to the public and the minimum required to ensure there was no major impact on core services.

Of such a 3% increase, SP advised that about 1% could be saved through the wages budget based on the assumption that, again, officers would be getting no pay rise in the next financial year. This left around another £15,000 of savings to be found. The working party agreed that the Parks and Premises team had offered up considerable savings for this year and it was not felt that any further significant savings could accrue in this area. Members briefly discussed the tree maintenance budget but it was agreed that this was for essential works mainly tied to health and safety and should not be reduced.

A long discussion then ensued on the Elgiva. FW opined that its budgets were perhaps set too conservatively and greater challenges should be set in terms of income generation. Other Members stated that, while the proposed increase in subsidy of 15% was difficult to justify and that the theatre management could be asked to achieve more in income through possible refinement of its marketing, a realistic and achievable target needed to be set otherwise it may be demoralising for its hard working staff and potentially self-defeating. It was agreed by all that there was little scope for further cutting core budgets at the theatre. It was raised that the marketing budget could be reduced but BR reminded the working party that a comprehensive review of all

the Council's marketing and promotional material was about to begin and it maybe premature therefore to make a unilateral recommendation in this area. It was also agreed that the Council, both at the Elgiva and elsewhere (e.g. Christmas Lights) could attempt to increase sponsorship opportunities.

It was therefore decided the following be recommended:

- The wages pay award provision of 1.5% for 2012/13 be adjusted to zero following the recent Government announcement offering a saving of £9,000
- The £1,000 provision for bank charges is withdrawn
- The Elgiva and other income is increased by £14,620 representing possible new income streams from sponsorship, Friends subscriptions, advertising revenue.

It was agreed that it would be unwise to significantly reduce the Renewals and Repairs budget but accepted that if there was a serious financial crisis; schemes such as play area redevelopment could be deferred for a year or more if necessary.

It was noted that matters such as a contribution to the PCSO provision or installation of motion sensors had not been included in the budget and this was felt to be best determined by the Policy and Resources Committee.

**In concluding, it was agreed the Policy and Resources Committee be recommended to agree a 3% increase in the precept equating to £830,580**

### **3. FINANCIAL RISK MANAGEMENT**

BR circulated the Council's current Financial Risk Management policies. Due to the pressures of time, it was agreed to look at these at the next meeting.

Bill Richards  
Town Clerk

## **AGENDA ITEM NO: 6 – ENVIRONMENTAL POLICY REVIEW**

**Reporting Officer: Kathryn Graves (01494 583798)**

### **Summary**

1. To receive an update on the Council's environmental progress to date and consider a review of the Environmental Policy.

### **Background Information**

2. In 2004, the Corporate Environmental Advisory Centre conducted an environmental assessment of Chesham Town Council's main facilities. One of the recommendations made was to develop an environmental policy.
3. An Environmental Policy was adopted at the Council Meeting of the 11<sup>th</sup> December 2012 (*Min no. 92*) and the policy was publicly launched in 2007. According to the Council's four year policy cycle, the policy is now due for review.

### **Financial Implications**

3. None pertaining to this report.

### **Strategic Objectives**

4. None pertaining to this report.

### **Equality Act Implications**

5. None pertaining to this report.

### **Detailed Consideration**

6. A detailed review of the Council's Environmental Activities for 2010-11 is **attached** as **Appendix One**. This includes activities in the areas of Water, Development Control, Climate Change & Energy Conservation, Waste, the Urban Environment, Transport, Biodiversity & Green Spaces; Sustainable Procurement; and Awareness, Lobbying and Partnerships.
7. Since the Environmental Policy was introduced in 2006, there have been many significant achievements in terms of the Council's environmental performance, including:
  - The development of the Lowndes Park Management Plan
  - Achievement of Green Flag status for Lowndes Park
  - Completion of award-winning Meades Water Gardens Regeneration project

- Initiation of a three-year Japanese Knotweed control project
  - Representation at the Public Inquiry for Byways Open to All Traffic
  - Financial support for the Plastic Bag Free Chesham campaign
  - Recommendation of the Town Council web site as an example of good practice for the dissemination of environmental information by DEFRA
  - A carbon survey of the Elgiva that revealed that it out-performs good practice figures
8. Owing to its success, it is not proposed to make substantial changes to the Environmental Policy. A revised version of the policy is **attached** as **Appendix Two**. Significant changes to the document are as follows:
- The addition of a fifth policy objective: managing the Council's land using environmentally-friendly practices. This is a key area in which the Town Council can contribute to improving Chesham's environment.
  - Stemming from the Localism Bill, the development of a Neighbourhood Plan for Chesham.
  - Support for the Walkers Are Welcome project.
  - Reference to the Local Produce Markets as a means of promoting sustainable procurement in the town.
  - Tailoring the policy to suit the capacity of the Council. For example, reference to the introduction of administration-heavy schemes, such as Environmental Management Systems have been removed as it is felt that the Council is making significant progress without the implementation of bureaucratic schemes.
9. It is proposed that progress on the revised policy is reviewed annually, as has been carried out previously for the original policy.

### Recommendations

1. **That the revised policy be adopted subject to any amendments the Committee wishes to make.**
2. **That an update on the policy is reviewed annually.**

## Review of Chesham Town Council's Environmental Policy for 2010-11

This review of the Town Council's Environmental Policy looks at the environmental activities undertaken by the Council in 2010 and 2011 to see how they have contributed to the objectives detailed in the policy.

<b>WATER</b>
<b>Water will be used efficiently for Council activities and on Council premises</b>
Drip irrigation system used for hanging baskets at Chesham Moor Gym & Swim, reducing water usage.
Mulches are used to reduce the volume of water required for watering plants.
Small, shallow rooted plants with a high demand for watering are not used in the Council's displays.
Planting schemes include drought-resistant/tolerant species.
The Council has banned the use of hose pipes on its allotment sites to directly water plots and is monitoring adherence with assistance from the Allotments Group.
Low-water usage taps in use at the Town Hall.
<b>The Council is committed to the conservation of the River Chess in the town</b>
Impress the Chess has formal representation on the River Chess Association committee.
Continued control of Himalayan Balsam as part of Impress the Chess.
Impress the Chess has participated in consultation exercises that relate to the Chess, including the Environment Agency's SE Drought Management Plan.
Impress the Chess helped to fund the Trout in the Classroom project at Waterside County Combined School, helping to educate children about their local river.
As part of Impress the Chess, leaflets on identifying and controlling Himalayan balsam and Japanese knotweed, invasive riparian weeds, are available for download on the Council web site.
The Environment section of the Town Council web site has been extended to include pages

on saving water and the impact of over-abstraction on the River Chess.
The Council continues to lead on the Impress the Chess project to conserve and restore the stretch of river in Chesham.
An Impress the Chess Open Forum is held twice a year to provide information and updates to the public. 2010 and 2011 featured river walks as a way to enable the public to see the group's work for themselves.
Public awareness of issues surrounding conservation of the River Chess are publicised by the Council in the local media, Council publications and the Council web site.
Reporting water leaks to Three Valleys Water.
The Council requested a presentation from the Environment Agency and the Chilterns Chalk Streams Project to consider future projects for improving the Chess environment.
Committed £26,000 in a three-year programme (which started in 2010) to eradicate the Japanese knotweed infestation on Chesham Moor.
<b>The Development Control Committee will specifically consider water issues</b>
The Development Control Committee has responded to Chiltern District Council's consultation on the Core Strategy, with specific reference to the impact on the River Chess.
Following consideration at Development Control Committee, a letter was written to the DEFRA Minister in support of the Our Rivers campaign to get the issues of unsustainable abstraction and sewage releases addressed in the White Paper on Water.

<b>DEVELOPMENT</b>
<b>The Development Control Committee will consider environmental issues</b>
<p>The Development Control Committee has commented on the following environmental issues when considering planning applications:</p> <ul style="list-style-type: none"> <li>- exacerbation of run-off</li> <li>- over-development</li> <li>- inappropriate development in/disturbance to green belt land</li> <li>- work on trees, including restricting work on trees during bird nesting season</li> </ul>

- increased traffic congestion
- loss of green belt
- impact on the street scene
- impact on air quality
- inappropriate development in the Area of Outstanding Natural Beauty

A Council working party was formed in response to Chiltern District Council's Local Development Framework and took an active part in the consultation process and the independent hearing. Public meetings were held by the Town Council to keep the public informed. The Council raised its concerns in relation to the impact of development on Chesham's environment.

## **CLIMATE CHANGE & ENERGY CONSERVATION**

### **The Council will adopt and promote energy saving measures**

The Council has worked the Friends of Chesham Moor Gym & Swim on the production of a plan for saving energy at the open air pool.

Energy efficiency is taken into consideration when purchasing electrical equipment.

The Town Hall is adopting a "switch-off" rather than "stand-by" culture.

Chesham Moor Gym & Swim staff switch off lights in the centre when they are unrequired.

All Town Hall lighting uses low-energy bulbs.

The Elgiva uses all low-energy bulbs.

The Council is working with the Friends of Chesham Moor Gym & Swim to install solar panels at Chesham Moor Gym & Swim to heat the open air swimming pool using renewable energy.

Signs have been erected in all the Town Hall rooms for hire, asking the hirers to switch off the lights when they vacate the rooms.

<b>WASTE</b>
<b>The Council will minimise its waste production</b>
The Town Hall recycles waste printer cartridges, paper, cardboard, glass and plastic cups.
The Elgiva recycles its waste glass, paper, cardboard and cans.
Chesham Moor Gym & Swim recycles its waste paper, cardboard and plastic bottles.
The Parks and Premises Depot carry out the following recycling: <ul style="list-style-type: none"> <li>- Large woody debris left to rot on site</li> <li>- Small woody debris chipped and used on pathways and gateways</li> <li>- Leaves are used as mulch on allotments</li> <li>- Soft green waste is composted</li> <li>- Metal and timber are reused wherever possible</li> </ul>
The compost produced by the Parks and Premises team is shared with the Friends of Lowndes Park to improve the park beds.

<b>URBAN ENVIRONMENT</b>
<b>The Town Council will work to enhance the urban environment</b>
The Council makes requests to Buckinghamshire County Council's Highways Community Gang for tasks, including weeding, cleaning signs, graffiti removal, etc.
The Council replaced the tree in Market Square felled by Buckinghamshire County Council.
The Chesham in Bloom campaign worked with the Chesham Environmental Group to hold a litter pick prior to Britain in Bloom judging.
The Chesham in Bloom campaign created a new, raised flower bed on the Friedrichsdorf Corner roundabout.
The Chesham in Bloom campaign successfully manually weeded the High Street, avoiding

the need for herbicide use.
Chesham achieved a Silver Gilt award for its 2011 entry into Britain in Bloom.
As part of Getting Closer 2 Communities (GC2C), undertaking specific highway works to improve the town environment, including removing fly-posting, graffiti removal, issuing hedge trimming notices and gritting the High Street during icy conditions.
As part of GC2C, weekly monitoring of St. Mary's underpass to remove litter and report blocked drains.
Monitoring Chesham's market on behalf of Chiltern District Council, including monitoring for market-associated litter and fly-tipping.
Council officers take reports from the public concerning full recycling facilities and bins, failed rubbish collections and blocked drains and pass these on to the relevant local authorities.
The Town Hall holds black waste sacks on behalf of Chiltern District Council for some Chesham properties to which sacks cannot be delivered by the normal mechanism.
Council officers liaise with Thames Valley Police to report vandalism and graffiti.
The Friends of Lowndes Park have planted bulbs and ornamental plants in Lowndes Park.
A Community Pay-Back Team was used to paint the play equipment in Lowndes Park.
New, raised planters have been created in Lowndes Park.

## **TRANSPORT**

### **The Town Council will encourage sustainable transport systems**

The Town Council supported the successful campaign to make Chesham a Walkers Are Welcome town.

A Walkers Are Welcome section has been developed on the Town Council web site to promote walking in the area.

A sub-group of the Council is working to improve cycling in Chesham.

Council officers liaise with Buckinghamshire County Council Rights of Way team regarding the signage for and condition of footpaths.

## **BIODIVERSITY & GREEN SPACES**

### **The Town Council will consider the conservation and promotion of local biodiversity in the management of its land**

A new mowing regime has been implemented in the Upper Park to promote the chalk grassland flora. The Town Council is working with the County Council to get the wildlife potential of the site assessed.

Lowndes Park achieved Green Flag status in 2011, including praise from the judges for the progress in many areas relating to sustainability.

A mowing regime is conducted in lower Lowndes Park to create long grass borders to provide habitats for wildlife.

Moss removal on paths is carried out by physical control rather than chemical control.

The Lowndes Park domestic geese have been re-homed to alleviate problems associated with water quality, footpath fouling and damage to grass and flower beds. Geese that are abandoned in the park continue to be re-homed.

Pesticide use is kept to a minimum on Council land. A 2009 review of herbicide use saw a significant reduction in the areas sprayed for weed control.

Promotion of organic gardening on allotments.

The Council continues to lead on the Impress the Chess project to conserve and restore the stretch of river in Chesham, including where the Council has riparian ownership.

The Council is working with Buckinghamshire County Council and the Chesham and District Natural History Society to assess the biodiversity of Berkhamstead Field and manage the field to promote the chalk grassland habitat.

A Biodiversity and Ecology plan is included within the Lowndes Park Management Plan.

The Council has a Tree Management Policy to implement a systematic and proactive method of management to conserve and enhance the Council's tree population in a sustainable manner. The Council's trees are being surveyed by arboriculturalists to safeguard their health and to ensure their safety.

The Council has a planting scheme in Lowndes Park for sponsored trees. Three trees sponsored by the Rotary Club of Chesham were planted for World Peace Day 2011.

## **SUSTAINABLE PROCUREMENT**

### **The Town Council will assess the sustainability of its procurement and source materials locally where possible**

The Town Hall office has increased the amount of environmentally sustainable office supplies it uses.

The Town Guide is produced using a National Association of Paper Merchants approved recycled product.

The Council's office supplies company has a dedicated environmental section in its Corporate Responsibility Strategy and has an ISO4001 accredited Environmental Management System.

The use of peat for soil amelioration is avoided wherever possible.

Bedding plants, trees shrubs and bulbs are obtained from local suppliers.

The Council makes Fairtrade refreshments available at Council meetings and available to Town Hall hirers.

In partnership with Transition Town Chesham, the Council organises the monthly local produce markets which increase the accessibility of sustainable, local produce to Chesham residents, decreasing the community's "food miles".

Chesham Moor Gym & Swim has reduced the quantity of cleaning products it uses.

The Town Hall has changed its drinking water supply from bottled to tap water, saving "water miles".

**AWARENESS, LOBBYING & PARTNERSHIPS**

**The Council will promote awareness of, and information on, environmental issues within the community**

Articles on Council's environmental performance appeared in issues of the Town Crier, Council newsletters, web site and Town Guide.

The Council has lobbied Chiltern District Council on the environmental implications of its Core Strategy and held public meetings to raise awareness within the community.

Information on environmental issues, such as the Walkers Are Welcome campaign was published on the council web site and in newsletters, Town Talk and the Town Guide.

The Impress the Chess Open Forum is held twice a year to inform the public about issues affecting the River Chess.

The Council supplies information on local environmental issues to the media.

The Council continues to promote the use of its allotments for the production of local food. Full tenancy has been achieved on all three allotments sites, with waiting lists.

**The Council will engage in partnerships on environmental issues**

The Council has an official representative on the Transition Town Chesham (TTC) group and works in partnership with TTC to organise the local produce markets.

The Council sell cornstarch bags to local shops on behalf of CarryABag.

The Council works in partnership with community organisations, conservation bodies and local authorities to tackle environmental issues.

The Council works with and supports groups involved in environmental work in the town, including the Environmental Group, the Friends of Chesham Cemetery, the Friends of Lowndes Park and the Allotments Group.

As part of Impress the Chess, the Council continues to liaise with Chiltern District Council and Chesham Environmental Group over the management of Canons Mill Meadow.

The Council has official representation on the Walkers Are Welcome steering group.

The Council has provided funding to a variety of local environmental groups through its charitable donations scheme.

The Council has supported the Pond Park Community Association's Shelley Gardens project, which achieved Thriving Community Project status in the RHS It's Your Neighbourhood Awards.

**Future Targets:**

This section lists the Council's future targets stemming from the Environmental Policy and relates them to the broad policy objectives outlined in section one.

<b>Water will be used efficiently for Council activities and on Council premises</b>	<b>Timeframe</b>
When taps/showers are due for replacement in Council properties, they will be replaced with water-efficient equipment (subject to costs).	As needed
<b>The Council is committed to the conservation of the River Chess in the town</b>	<b>Timeframe</b>
Consider the use of Sustainable Urban Drainage Systems in developments on Council land.	As needed

<b>The Development Control Committee will consider environmental issues</b>	<b>Timeframe</b>
Encourage the Local Planning Authority to take relevant environmental issues into consideration when making decisions on planning applications in Chesham.	On-going
Press for the use of planning obligations (section 106 agreements) to promote sustainable development and mitigate environmental impacts resulting from developments.	On-going
Development of a Neighbourhood Plan to encourage development appropriate to Chesham.	??

<b>The Council will adopt and promote energy saving measures</b>	<b>Timeframe</b>
Investigate increasing its proportion of low energy appliances as appliances become due for replacement.	On-going
Installation of solar panels at Chesham Moor Gym & Swim.	2012

<b>Pollution will be considered as part of risk management procedure</b>	<b>Timeframe</b>
Continue to increase recycling of Council waste where possible.	On-going

<b>The Town Council will work to enhance the urban environment</b>	<b>Timeframe</b>
Look at powers accorded to local authorities through the Clean Neighbourhoods and Environment Act.	Dependent on timeframes of principal authority

<b>The Town Council will encourage sustainable transport systems</b>	<b>Timeframe</b>
Investigate sustainable, minimally polluting forms of fuel for its vehicles.	As fleet vehicles are replaced

<b>The Town Council will consider the conservation and promotion of local biodiversity in the management of its land</b>	<b>Timeframe</b>
Expansion of the wildflower meadow project in the cemetery.	2015
Regain the Green Flag Award for Lowndes Park	2012

<b>The Town Council will assess the sustainability of its procurement and source materials locally where possible</b>	
Implement a peat minimisation strategy.	2012



## CHESHAM TOWN COUNCIL

### ENVIRONMENTAL POLICY

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#### INTRODUCTION

Chesham Town Council is committed to the creation of a sustainable community, balancing and integrating economic, social and environmental components. Developing a more sustainable community will benefit present-day residents and businesses, as well as future generations.

In 2004, the Corporate Environmental Advisory Centre (CEAC) conducted an environmental assessment of Chesham Town Council's main facilities in order to provide an overview of environmental issues affecting the Council. The CEAC advisor made a number of recommendations to enhance the Council's environmental performance, one of which was the development of an environmental policy. Further recommendations in the CEAC report are incorporated within this policy. A presentation to Council by Thames Valley Energy also emphasised the need for the Council to consider the environment in its activities.

#### LEGAL REQUIREMENTS

The main pieces of relevant legislation are:

*The Water Act 2003.* This Act places a duty on all public bodies to take into account, where relevant, the desirability of conserving water supplied or to be supplied to premises.

*The Natural Environment and Rural Communities Act 2006.* From 1 October 2006, every public authority must, in exercising its functions, have regard, so far as it is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity. This Act means that parish and town councils can spend funds on conserving biodiversity.

*Climate Change and Sustainable Energy Act 2006.* This Act gives specific powers to town and parish councils to tackle climate change. The Act places an obligation on town and parish councils to improve their energy efficiency.

*Clean Neighbourhoods and Environment Act 2005.* This Act extends the statutory



offence of dropping litter and enables town and parish councils to authorise officers to serve fixed penalty notices for the litter offence under section 88 of the 1990 Environmental Protection Act; gives town and parish councils the power to issue fixed penalty notices for graffiti and fly-posting offences; and allows town and parish councils to create offences relating to the control of dogs and replaces the Dogs (Fouling of Land) Act 1996.

*Duty of Care (Waste).* The Duty of Care covers any business that produces or disposes of waste and requires the business to ensure that any waste produced is handled safely and in accordance with the law.

In addition, 150 countries, including the UK, endorsed *Agenda 21* at the 1992 UN Conference on Environment and Development. Chapter 28 of Agenda 21 calls for local authorities to initiate Local Agenda 21 processes. Local Agenda 21 involves taking a partnership approach to develop an action plan for sustainable development at a local level.

It should also be noted that the *Bucks and Milton Keynes Biodiversity Action Plan* covers Chesham. The aim of the Biodiversity Action Plan (BAP) is to conserve the county's wildlife habitats and associated species as a contribution to conserving the diversity of life on earth. The BAP acknowledges the importance of all species to biodiversity, including those that are commonly present. The BAP identifies twelve key habitats in the county, a number of which are relevant to Chesham, e.g. chalk streams and urban habitats. Specifically, the BAP states that parish and neighbourhood councils have a role in promoting awareness and encouraging local people to participate in 'doorstep' initiatives where wildlife conservation is potentially part of their daily experience.

## **POLICY COVERAGE**

This policy applies to all the land and properties that Chesham Town Council owns and is responsible for.

Chesham Town Council encourages and supports those who manage facilities on its behalf to do so in an environmentally responsible manner.

## **POLICY OBJECTIVES**

Chesham Town Council recognises that its activities will have some negative impacts on the environment. The aim of this policy is to establish broad objectives to enable the development of activities that will minimise negative effects on the general environment and also work towards enhancing and protecting Chesham's immediate environs.



The Council will aim to improve its environmental performance and influence improvement in Chesham in the following ways:

- Use energy, natural resources and non-renewable resources efficiently and strive to minimise waste and pollution.
- Inform Chesham's residents of the Council's environmental activities and respond and react to feedback.
- Support individual behaviour change in Chesham's residents, leading by example and supporting environmentally friendly activities.
- Support local businesses in the adoption of low-impact practices.
- Manage its land using environmentally-friendly practices that will promote biodiversity.

### **SPECIFIC ENVIRONMENTAL ACTIONS**

Chesham Town Council is committed to action in the following, specific areas:

#### **Water**

Water will be used efficiently for Council activities and on Council premises.

In the Council's parks and green spaces planting schemes and technology that minimise the need for watering will be used, e.g. planting drought-resistant species and using mulches and water gel crystals.

The Council will continue to implement water-saving measures on its allotments, for example, encouraging tenants to reduce their water usage.

The Council acknowledges that the River Chess that runs through Chesham, as a chalk stream, is a globally rare habitat that is important for the characteristic wildlife of the Chilterns. The Council is committed to the conservation of this habitat and will continue to lead on the Impress the Chess project, the remit of which is conserving and restoring the stretch of the River Chess that runs through Chesham. In turn, Impress the Chess will be an active partner of the River Chess Association, whose remit covers the entire river.

The Council's Development Control Committee will consider issues of water use, water run-off and water pollution when making recommendations on planning applications. The Council will support the use of Sustainable Urban Drainage Systems (SUDS)<sup>1</sup> in new developments and redevelopments to reduce flooding risks, manage stormwater, minimise diffuse pollution from surface water runoff and help maintain groundwater levels.



## **Development**

The Council's Development Control Committee will consider sustainability, environmental impact and biodiversity when commenting on planning applications and development control policies from the Local Planning Authority, and also when developing or redeveloping any of its own buildings.

The Council will lobby on the need for developing sustainable drainage in Chesham, necessitated by the town's particular topography and urban development, in order to counteract flash flooding.

The Council will also press for the use of planning obligations (section 106 agreements) to promote sustainable development and mitigate environmental impacts resulting from developments.

The Council will lead on the development of a Neighbourhood Plan, empowered by the Localism Bill, to promote appropriate and sustainable development in Chesham.

## **Climate Change and Energy Conservation**

The Council will monitor its energy use and improve upon energy efficiency within its buildings by adopting energy-saving measures, e.g. purchasing electrical equipment with good energy ratings. The Council will increase awareness of energy efficiency amongst employees and encourage energy-conserving behaviour, e.g. switching off lights that aren't needed and switching off equipment rather than using standby.

In the longer term, the Council will investigate sustainable supplies of energy to power its premises.

## **Waste**

The Council will minimise its waste production wherever possible, by reducing, repairing and reusing resources, and by recycling the waste its activities produce, where facilities exist. Rubbish will be disposed of safely, following the correct procedures, and only licensed contractors will be used to deal with hazardous wastes.

The Council will incorporate the possibility of pollution in its risk assessment procedure and will use this system to minimise the risks and implement mitigation strategies.

The Council formally endorses the CarryABag Plastic Bag Free Chesham campaign, which is part of the work of Transition Town Chesham.

## **Urban Environment**

Using the powers delegated from Buckinghamshire County Council as part of 'Getting Closer to Communities', the Town Council will undertake specific highways works that contribute to the improvement of the town environment. These include issuing hedge-trimming notices, graffiti removal and clearing fly-posted signs.



The Council will continue to address and control instances of noise pollution that fall within its remit.

The Council will also look at the powers accorded to local authorities through the Clean Neighbourhoods and Environment Act, including issuing fixed penalty notices for littering, graffiti and fly-posting, and the creation of offences relating to dog fouling.

The Council will work with the Chesham Action Partnership on the issue of town centre regeneration.

### **Transport**

The Council will continue to encourage sustainable transport systems, promoting public transport and non-polluting modes of transport within the town, such as cycling and walking. The Council will support the Walkers Are Welcome project as part of this. As traffic congestion can significantly reduce air quality, which directly impacts upon human health, the Council will also press other tiers of government for the alleviation of traffic congestion within Chesham.

As a long-term goal, the Council will investigate sustainable, minimally polluting forms of fuel for its vehicles.

### **Biodiversity and Green Spaces**

The Council will, wherever possible, consider the conservation and promotion of local biodiversity in all its activities, but particularly with regard to the management of its land. The Council will seek to manage its green spaces in a manner that promotes and protects biodiversity. This includes the management of invasive plants on its land and using planting schemes that exclude species known to be invasive in the SE of England. The Council's Chemicals in Open Spaces policy commits the Council to using pesticides in an environmentally responsible manner and to identifying environmentally-friendly alternatives.

The Council is committed to providing information (where appropriate) or providing a signposting facility to the relevant authorities, to assist Chesham landowners in the control of invasive species, environmentally sensitive land management and biodiversity conservation.

The Council will protect and, where possible, enhance the quality of Chesham's natural environment and open spaces, e.g. by the implementation of the Lowndes Park Conservation Management Plan and the application for Green Flag status for Lowndes Park. The Council aims to ensure that open space is accessible for all.

The Council will continue to promote the use of its allotments as a source of local food, helping to reduce the food miles consumed by Chesham residents.



The Council will look to create bylaws if these are required to protect and conserve its green spaces.

The Council will organise biodiversity audits on its land where this can assist in the development of environmentally-sensitive management plans.

### **Sustainable Procurement**

Council procurement is continually assessed for sustainability implications, with the intention of purchasing renewable/recycled, environmentally low-impact and recyclable materials, so long as the requirements for value for money and quality are met. The Council will purchase from companies that have environmental management systems in place if possible.

The Council will ban the use, by the Council or its contractors, of certain specified environmentally damaging products where an alternative product or method is available. These products are:

- Ozone depleting chemicals
- Tropical hardwood that is not certified independently as coming from a well-managed forest
- Pesticides on the UK 'Red List' and EC 'Black List'<sup>2</sup>

The use of peat for soil amelioration will be avoided wherever possible.

Sourcing materials locally, where possible, will reduce carbon emissions resulting from transporting produce. The Council will promote local produce and products within the community as appropriate, which will have the additional positive effect of supporting the local economy. As part of this, the Council works in partnership with Transition Town Chesham to organise the monthly Local Produce Markets.

The Council will continue to support Chesham's Fairtrade status, as part of its commitment to global environmental issues. Fairtrade production standards encourage sustainable agriculture and protection of the environment. The Fairtrade social premium, a payment that producer groups receive in addition to the Fairtrade price is often invested in environmental projects.

### **Awareness, Lobbying & Partnerships**

The Council will promote awareness of, and information on, environmental issues within the community. It will act as a voice for local environmental concerns to those agencies given statutory powers to tackle problems.

The Council will continue to engage in partnership working with the local community, organisations and other tiers of local government in partnerships on conservation projects. The Council will support the work of Chesham Action Partnership to refresh the environmental goals of the Chesham Community Vision and



to work towards achieving them. The Council will also support other groups involved in environmental work in the town, including the Chesham Environmental Group, the Impress the Chess Steering Group, the Friends of Chesham Cemetery, the Friends of Lowndes Park, the Allotments Group, Walkers Are Welcome and Transition Town Chesham.

Version Two Adopted:



## APPENDIX: SUPPLEMENTARY INFORMATION

### 1. Sustainable Urban Drainage

Drainage from roads, industrial and residential areas are all sources of diffuse pollution for watercourses. Unattenuated run-off from development increases the risk of flooding from the receiving watercourse and can damage the river habitat. It will also decrease the amount of water soaking into the ground, decreasing the water available for abstraction and in the Chesham area, reduce the traditional source of water feeding the River Chess. The run-off contains a range of contaminants including oil, organic matter and toxic metals, which means that urban rivers can often be severely degraded.

The environmental impact can be minimised through good design and practice. There are a range of flexible design options that can be tailored to particular sites, known as Sustainable Drainage Systems, which reduce the impact of surface water discharges on rivers and groundwaters. The Environment Agency believes that SUDS should be included in all developments at the earliest possible stage and they encourage the inclusion of SUDS by local planning authorities in strategic and local plans.

### 2. Pesticides on the UK 'Red List' and EC 'Black List'

In 1989, the Department of the Environment compiled the 'Red List' of chemicals as part of a policy to reduce environmental pollution. The list was developed by considering factors such as the toxicity, persistence and bioaccumulation characteristics of each compound. The list is added to over time. The current list is as follows:

#### Insecticides/Acaricides

Aldrin  
Azinphos-methyl  
DDT, DDD, DDE  
Dichlorvos  
Dieldrin  
Endosulfan  
Endrin  
Fenitrothion  
Gamma-HCH (lindane)  
Malathion

#### Fungicides

Hexachlorobenzene  
Tributyltin compounds (also algicidal)  
Mercury compounds  
Triphenyltin compounds



### Herbicides

Atrazine  
Simazine  
Trifluralin

### General

Cadmium compounds  
1,2-Dichloroethane  
Hexachlorobutadiene  
Pentachlorophenol  
Polychlorinated biphenyls  
Trichlorobenzene

The following pesticides are on the priority list of candidates under consideration for addition to the 'Red List' and should therefore be avoided if possible:

### Insecticides/Acaricides

Azinphos-ethyl  
Demeton-O  
Dimethoate  
Fenthion  
Mevinphos  
Parathion

### Fungicides

Biphenyl

### Herbicides

Chloroacetic acid  
2,4-D  
Linuron  
Pyrazon

### Nematicides

1,3-Dichloropropene

EU Directive 76/464/EEC aims to protect aquatic environments from pollution. The EU 'Black List' is a list of classes of the most harmful chemicals attached to this directive. Again, the list is based on the toxicity, persistence and bioaccumulation characteristics of the chemicals. The Directive aims to eradicate pollution by chemicals on this list. Pesticides belong to the following classes of compound on the list:

1. Organohalogen compounds and substances that may form such compounds in the aquatic environment.



2. Organophosphorus compounds

3. Organotin compounds

4. Substances proven to have carcinogenic properties in or via the aquatic environment

5. Mercury and its compounds.



## **AGENDA ITEM NO: 7 – ANNUAL REVIEW OF RISK ASSESSMENTS**

**Reporting Officer: Kathryn Graves (01494 583798)**

### **Summary**

1. To provide an annual report on the Council's risk assessments.

### **Background Information**

2. The Council's Risk Management Policy & Strategy requires an annual report on the Council's risk assessments to be submitted to the Policy and Resources Committee.

### **Financial Implications**

3. As specified within the report.

### **Strategic Objectives**

4. None pertaining to this report.

### **Equality Act Implications**

5. None pertaining to this report.

### **Detailed Consideration**

6. The risk assessments for The Elgiva are conducted by the theatre's Technical Manager and Deputy Manager. The risk assessments for the Town Council functions, the Town Hall, Chesham Moor Gym & Swim, the Parks and Premises Department and events are conducted by the Policy and Projects Officer with input from the relevant Section Heads. As the number of risk assessments within the Policy and Project Officer's remit numbers well over 100, it is intended that in future the Section Heads take the lead on the risk assessments in their areas, with the Policy and Projects Officer having a co-ordinating role.
7. Over the last year the decision was taken to move away from the Local Council Risk Assessment System that was previously recommended by the Council's internal auditors. Whilst the content of the system is still used to inform many of the Council's risk assessments, use of the software itself is dependent on the information that is inputted being stored on a computer's hard drive. Previously, hard drive failure has occurred which has resulted in the loss of all system data with only paper and PDF versions remaining. This has led to all the data having to be recreated electronically in order to continue to use this system, which has added considerably to the amount of time spent on risk assessments. To eliminate the risk of lost data, the Policy and Projects Officer now creates all the risk

assessments using a template Word file and the assessments are stored on the server, which is backed up remotely. Paper copies are also kept in the Town Hall office and relevant copies are supplied to the head of each Section. This system also provides greater flexibility to conduct the more technical risk assessments in greater detail.

8. The assessments conducted this year flagged up no major issues of concern, but a number of improvements to systems have been implemented as a result of risk assessments, including the below:
  - The development of a procedure defining the use of CCTV images as a result of the Data Protection risk assessment.
  - Clarification of which roles can be CRB checked following Child and Vulnerable Adult Protection risk assessments.
  - The initiation of reviews of job descriptions as part of the appraisal process as a result of the Employment of Staff risk assessment.
  - Identified the need for First Aid refresher training for some staff and the need for fire extinguisher training as a result of the First Aid and Fire risk assessments, respectively.
9. A number of new assessments have been conducted this year, particularly equipment specific assessments for the Parks and Premises Department. Several more new assessments need to be conducted and these are being scheduled in with the relevant Section Heads. At the Policy and Resources Committee Meeting of the 27<sup>th</sup> September 2010, it was agreed that *'the principle of buying in Chiltern District Council's Health and Safety Officer's expertise on an infrequent basis be approved.'* (Min no. 21). Once more of the new assessments have been completed, the District Council's assistance will be sought.
10. All risk assessments are available for inspection through the Policy and Projects Officer.

**Recommendation**

**That the report be noted subject to any comments Members may wish to make.**

**AGENDA ITEM NO: 8 – INFORMATION TECHNOLOGY  
POLICY REVIEW**

**Reporting Officer: Kathryn Graves (01494 583798)**

**Summary**

1. To consider a review of the Council's Information Technology Policy.

**Background Information**

2. An Information Technology Policy was adopted by the Policy and Resources Committee on the 17<sup>th</sup> September 2007 (Min no. 15).
3. The purpose of the IT Policy is to protect the IT resources from abuse and malicious software to enable to continue smooth-running of the Council.
4. All Council policies are reviewed on a four year cycle.

**Financial Implications**

5. None pertaining to this report.

**Strategic Objectives**

6. None pertaining to this report.

**Equality Act Implications**

7. None pertaining to this report.

**Detailed Consideration**

8. In light of developments in the Council's IT systems and use, the policy has been updated to include accessing the IT systems remotely, using wireless internet and the use of social networking media. The revised policy is **attached**.

**Recommendations**

**That the updated policy be adopted, subject to any amendments that the Committee wishes to make.**



## CHESHAM TOWN COUNCIL

### INFORMATION TECHNOLOGY POLICY

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#### STATEMENT OF PURPOSE

Many workplaces allow staff personal use of information technology (IT), including email and the internet. Chesham Town Council acknowledges that reasonable use of these technologies at work assists staff with their work-life balance by enabling them to make personal arrangements quickly and efficiently. However, it is necessary to prevent abuse of the system and protect IT equipment from malicious software.

It is important to formalise this arrangement so that the employer and all employees have a clear understanding of what activities are and are not allowed.

#### POLICY COVERAGE

This policy applies to:

- employees
- Chesham Town Council computer equipment
- Volunteers using Chesham Town Council computer equipment
- Members when using Chesham Town Council computer equipment
- Members using social networking media in their capacity as Councillors

#### POLICY STATEMENT

Personal use of Chesham Town Council computer equipment is permitted, but should be kept to a minimum during working hours.

All computers used to send/receive emails, access the internet or access the Town Council's IT systems must have recognised up-to-date antivirus software installed. Employees/Members/Volunteers using Town Council equipment must not download files from the internet, email, memory stick or disc without implementing virus protection measures. All employees/Members/volunteers must report any virus problems immediately to their supervisor or IT contractor, as appropriate.

In specific circumstances, volunteers may be given access to the Town Council's IT systems, e.g. work experience students. It is the responsibility of the supervising



member of staff to explain acceptable usage to volunteers.

**Chesham Town Council Internet Usage:**

Browsing offensive or pornographic websites is prohibited.  
Pornographic or offensive material must not be downloaded from the internet.  
Indecent remarks, proposals or materials must not be posted on the internet.  
Malicious software (including logic bombs, Trojan horses, viruses and worms) must not be knowingly downloaded from the internet.  
Confidential information must not be posted on the internet.

**Wireless Internet Access**

Members of the public who hire rooms at the Town Hall can also pay to access the Town Hall's wireless internet service. Hirers must agree to sign up to the following set of conditions before being given access to the internet:

Browsing offensive or pornographic websites is prohibited.  
Pornographic or offensive material must not be downloaded from the internet.  
Indecent remarks, proposals or materials must not be posted on the internet.  
Malicious software (including logic bombs, Trojan horses, viruses and worms) must not be knowingly downloaded from the internet.  
If using the Town Council's laptop, the antivirus must be enabled at all times.

Wireless internet access is controlled by a password which can be changed by the Town Hall officers at any time.

**Email:**

Employees/Members must not solicit, send or willingly receive emails of an obscene nature, or which are intended to annoy, harass, intimidate or cause offence to colleagues or members of the public.

Personal or sensitive data must not be sent via email unless agreement has been received from the individual concerned or this processing is necessary to carry out public functions.

Council officers should regularly delete or archive emails when they are no longer current or required in order to restrict the size of their mailboxes and reduce the risk of incoming emails being rejected.

Officers should be aware of the characteristics of spam and phishing emails and should not reply to these emails, but add the sender to their email system's Blocked Senders List.

Emails sent by employees must have one of the following disclaimers (as appropriate):



Elgiva:

“Any opinions expressed in this email are those of the individual and are not necessarily those of Chesham Town Council. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the recipient, the use of the information by disclosure, copying or distribution is prohibited and may be unlawful. If you have received this email in error please notify the administration manager at [admin@elgiva.com](mailto:admin@elgiva.com).

Alternatively please contact the Elgiva Theatre at St Mary’s Way, Chesham HP5 1HR.

Chesham Town Council has scanned this email and attachments for viruses but does not accept any responsibilities for viruses once this email has been transmitted. The recipient is responsible for scanning emails and any attachments for viruses themselves.”

Town Hall/Parks & Premises/Open Air Pool:

“Any opinions expressed in this email are those of the individual and are not necessarily those of Chesham Town Council. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the recipient, the use of the information by disclosure, copying or distribution is prohibited and may be unlawful. If you have received this email in error please notify the administration manager at [admin@chesham.gov.uk](mailto:admin@chesham.gov.uk).

Alternatively please contact the Town Council at Chesham Town Hall, Chesham HP5 1DS.

Chesham Town Council has scanned this email and attachments for viruses but does not accept any responsibilities for viruses once this email has been transmitted. The recipient is responsible for scanning emails and any attachments for viruses themselves.”

### **Social Networking**

Social networking media, including Facebook, Twitter and blogs may be used by the Town Council as part of its means of communication with residents and service users. Such media will be used to represent the Council as a corporate body. Where members of the public are able to post to a social media page representing the Town Council, the pages will be monitored by Town Council officers to ensure that any offensive, inappropriate or discriminatory messages will be deleted.

Members who use social networking sites in their capacity as councillors must make it clear that they are speaking in a personal capacity and not representing the view of the Council. It is the responsibility of Members to ensure that they are adhering to the Council’s Code of Conduct when using social networking sites.



## **CONFIDENTIALITY & DATA PROTECTION**

Employees/Members must not reveal or publicise to a third party confidential or proprietary information, which includes, but is not limited to: personal or sensitive data as defined under the Data Protection Act (1998), computer software source codes, logins, or passwords, unless they have the permission of the Town Clerk or it is in accordance with the Data Protection Act.

Employees who have remote access to the Town Council's IT systems are responsible for ensuring that non-employees do not gain access to the systems.

Chesham Town Council respects the privacy and autonomy of its employees and Members.

## **MONITORING**

Chesham Town Council currently does not monitor the emails or internet usage of its officers. However, monitoring may be employed under the following circumstances:

- complaints are received about malicious emails
- evidence of criminal activity or sending/downloading pornographic images
- staff are spending unreasonable amounts of time visiting non-work related internet sites or sending personal emails

Before monitoring is undertaken, all staff would be informed and provided with information on Chesham Town Council's approach to monitoring. Any monitoring would comply with the Data Protection Act and information obtained from monitoring would only be used for the purpose it was obtained.

## **DISCIPLINARY PROCEDURES**

If an employee breaches the IT policy, they will be subject to the Council's disciplinary procedures. Breaches of the IT Policy by Members could contravene the Code of Conduct and action may result from this contravention.

## **POLICY REVIEW**

Chesham Town Council is committed to reviewing its policies and making improvements where possible.



**AGENDA ITEM NO: 9 – FIRST AND SECOND QUARTER  
PERFORMANCE INDICATORS**

**Reporting Officer: Kathryn Graves (01494 583798)**

**Summary**

1. To consider the first and second quarter performance indicators for 2011/12.

**Background Information**

2. At the Council meeting of the 26<sup>th</sup> September 2011, it was resolved that '*the Performance Review Committee be abolished and its functions be subsumed within the Policy and Resources Committee*' (Min no. 42).

**Financial Implications**

3. None pertaining to this report.

**Strategic Objectives**

4. None pertaining to this report.

**Equality Act Implications**

5. None pertaining to this report.

**Detailed Consideration**

6. All data is presented up to the end of the second quarter of the financial year for 2011/12.

## **CORPORATE**

<b>Performance Indicator</b>	<b>Actual 2010/11</b>	<b>Target 2011/12</b>	<b>Actual 2nd Quarter 2010/11</b>	<b>Actual 2nd Quarter 2010/12</b>
Cost of all Town Council services per elector per annum	£51.83	£51.05	£22.37	£21.06
Percentage attendance by Councillors at meetings of the Council, including standing committees	75.4%	80.0%	77.5%	77.8%
Percentage of correspondence dealt with within 7 days	100%	100%	100%	100%

## **ALLOTMENTS**

<b>Performance Indicator</b>	<b>Actual 2010/11</b>	<b>Target 2011/12</b>	<b>Actual 2nd Quarter 2010/11</b>	<b>Actual 2nd Quarter 2011/12</b>
Cost to the Council per elector	£0.56	£0.61	£0.26	£0.11
Income to the Council per hectare of workable allotment land	£1,023.74	£1,023.74	£670.03	£522.20
Percentage of uncultivated allotment land	0.0%	0.0%	0.0%	0.0%

## **PARKS, OPEN SPACES AND PLAYGROUNDS**

<b>Performance Indicator</b>	<b>Actual 2010/11</b>	<b>Target 2011/12</b>	<b>Actual 2nd Quarter 2010/11</b>	<b>Actual 2nd Quarter 2011/12</b>
Cost to the Council per elector	£11.98	£11.78	£6.15	£5.01
Percentage of play equipment inspected and made safe within 24 hours of reported defect	100%	100%	100%	100%
Percentage of sites visited and inspected weekly	100%	100%	100%	100%

## **THE ELGIVA**

<b>Performance Indicator</b>	<b>Actual 2010/11</b>	<b>Target 2011/12</b>	<b>Actual 2nd Quarter 2010/11</b>	<b>Actual 2nd Quarter 2011/12</b>
Cost to the Council per elector	£9.33	£8.88	£5.26	£5.96
Income as a proportion of operating costs	71.2%	73.3%	62.8%	58.1%
Number of patrons attending cinema performances	6,040	6,000	2,521	1,445
Number of patrons attending theatre performances	35,641	36,000	13,797	10,508
Average attendance – cinema (matinee)	9%	10%	5%	6%
Average attendance – cinema (evening)	27%	25%	20%	20%
Average attendance – theatre	61%	60%	58%	46%

## THE TOWN HALL AND LITTLE THEATRE BY THE PARK

<b>Performance Indicator</b>	<b>Actual 2010/11</b>	<b>Target 2011/12</b>	<b>Actual 2nd Quarter 2010/11</b>	<b>Actual 2nd Quarter 2011/12</b>
Cost to the Council per elector	£2.11	£2.14	£1.69	£1.78
Income from lettings as a proportion of operating costs	54.1%	54.9%	41.6%	41.4%
Number of lettings for the Town Hall	1,204	1,300	600	544
Number of free-of-charge sessions granted	5	15	2	12
Number of civil marriage/partnership ceremonies	9	11	7	5
Little Theatre – number of theatre lettings*	132	N/A	59	64
Little Theatre – number of class lettings*	279	N/A	147	131
Little Theatre – number of private bookings*	17	N/A	8	11

\*The Little Theatre PIs were introduced in 2007/08. Targets are not set, but performance is assessed by continued comparison of data.

## SPORTS PAVILIONS AND PLAYING FIELDS

<b>Performance Indicator</b>	<b>Actual 2010/11</b>	<b>Target 2011/12</b>	<b>Actual 2nd Quarter 2010/11</b>	<b>Actual 2nd Quarter 2011/12</b>
Cost to the Council per elector	£0.30	£0.36	£0.19	£0.21
Income from lettings as a proportion of operating costs	43.4%	35.5%	28.6%	15.5%
Number of lettings for football matches	62	62	16	15
Number of organisations in total using these facilities	8	N/A	5	N/A
Number of regular football teams in total using these facilities*	N/A	5	4	5
Number of ad-hoc chargeable users hiring these facilities*	N/A	16	6	6

\* These two PIs were introduced in 2011 in order to more accurately reflect the number of organisations regularly hiring the facilities and the number of organisations making one-off bookings.

## **MOOR GYM & SWIM**

<b>Performance Indicator</b>	<b>Actual 2010/11</b>	<b>Target 2011/12</b>	<b>Actual 2nd Quarter 2010/11</b>	<b>Actual 2nd Quarter 2011/12</b>
Cost to the Council per elector	£4.63	£4.96	£1.75	£1.51
Income as a proportion of operating costs	69.1%	68.6%	80.2%	82.3%
Number of swims	20,458	17,000	18,886	19,116
Number of lettings for tennis court	1,205	1,900	678	658
Number of lettings for multi-court (includes tennis, netball, football)	665.5	900	596.5	324
Number of gym visits	16,624	15,500	8,646	7,108

## **CHESHAM CEMETERY AND CLOSED CHURCHYARD**

<b>Performance Indicator</b>	<b>Actual 2010/11</b>	<b>Target 2011/12</b>	<b>Actual 2nd Quarter 2010/11</b>	<b>Actual 2nd Quarter 2011/12</b>
Cost to the Council per elector	£2.84	£2.86	£1.28	£1.05

## **DEMOCRATIC SERVICES AND CORPORATE MANAGEMENT**

<b>Performance Indicator</b>	<b>Actual 2010/11</b>	<b>Target 2011/12</b>	<b>Actual 2nd Quarter 2010/11</b>	<b>Actual 2nd Quarter 2011/12</b>
Cost to the Council per elector	£10.70	£11.71	£4.21	£4.70

### **Recommendation**

**That the report be noted subject to any comments Members may wish to make.**

**AGENDA ITEM No: 10 - THAMES VALLEY POLICE  
FRONT COUNTER PROVISION CONSULTATION**

**Reporting Officer Bill Richards (01494 583825)**

**Summary**

1. To consider what, if any, response the Council wishes to make to the consultation exercise from Thames Valley Police on its proposed front counter provision.

**Background Information**

2. The closing date for comments is **10<sup>th</sup> February 2012.**
3. Current opening hours for Chesham Police Station are: Monday - Friday 1000 - 1400

**Strategic Objectives**

3. Accords with the Council's strategic aim 6 – *'To represent the views and wishes of the residents of Chesham'*.

**Financial Implications**

4. Non applicable

**Equality Act Implications**

5. Non applicable.

**Detailed Consideration**

6. **Attached** is a letter from the Chiltern Area Local Police Area Commander and accompanying information in regard to proposed changes to the number of hours front counters in police stations are open.
7. As can be seen, Chesham is listed as a Tier 2 Neighbourhood Station and it is proposed to open three days a week Tuesday - Thursday 10.00 - 14.00. Members will be aware that this has been the centre of much debate recently and the Mayor has been in discussions with the Area Commander about the possibility of using volunteers to staff the front counters as an alternative to reducing the hours. In light of this, the Committee may wish to accordingly respond to the consultation process.

**Recommendation**

**That the Committee considers whether it wishes to respond to the Thames Valley Police consultation on Front Counter Provision.**

## **AGENDA ITEM No: 11 - ALLOTMENTS WAITING LIST**

**Reporting Officer Bill Richards (01494 583825)**

### **Summary**

1. To consider a proposal to allow Chesham only residents to join the allotments waiting list.

### **Background Information**

2. The current waiting list is 81. Of those 77 are Chesham and 4 are from outside Chesham.

### **Strategic Objectives**

3. 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'*.

### **Financial Implications**

4. Non applicable

### **Equality Act Implications**

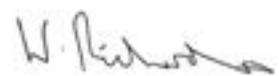
5. Non applicable.

### **Detailed Consideration**

6. Before the current boom in allotments, the Council was keen to cultivate as much allotment land as it could. Accordingly it would offer its allotment sites to anyone who wished to have one. Clearly however plots are at a premium and in light of that it would seem only fair to offer plots only to local residents who are funding them from the local Council Tax. Obviously some people from outside the town have been on the waiting list for many months so it would seem unfair to remove them unilaterally. Similarly it would be perhaps harsh to ask anyone to vacate a plot if they moved out of town but were still tending it. However it would seem fair and equitable not to allow anyone outside the town to join the waiting list from now onwards.
7. Such a proposal is endorsed by the Allotments Group.

### **Recommendation**

**That the waiting list be closed to residents outside of Chesham.**

  
Bill Richards  
Town Clerk