

HAZLEMERE PARISH COUNCIL

3 YEAR BUSINESS PLAN

2017 – 2020



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1. Introduction

1.1 The Council

Hazlemere Parish Council has twelve Councillors. Elections took place for Councillors in 2015, twelve Councillors were elected to positions and six Councillors serve Hazlemere North and South (roughly divided by A404). It has a population of around 15,000 people, with an electorate of around 8,000. The Council represents the first tier of local government in Wycombe District and Bucks County Councils.

Council meetings are held monthly in Cedar Barn, Barn Lane, Cedar Avenue on the first Tuesday and is open to Members of the Public. There is also a meeting for Parishioners (the Annual Meeting) held in May each year. Other Public Meetings are held to discuss particular matters as and when they arise. Parishioners are encouraged to attend Council Meetings and are permitted limited discussion. Notices of meetings are placed on the four Parish Notice Boards at Park Parade, Cedar Barn, Amersham Road by library and Rose Avenue by Co-Op as well as on the Parish Council's website <http://www.hazlemereParishCouncil.org.uk/>.

The Parish Council duties and main responsibilities are:

The ownership and/or the management of numerous facilities around Hazlemere, for the benefit of residents, including: -

- Cedar Barn Complex Buildings
- Hazlemere, Rose Avenue and The Dell Recreation Grounds
- Hazlemere War Memorial
- Holy Trinity Closed Churchyard
- Hazlemere Memorial Hall
- Two Allotment Sites at Queensway and The Dell
- Numerous areas of Open Spaces e.g. on Rose Avenue Estate
- Numerous areas of woodlands e.g. Holmer Green Road
- Seven Bus Shelters
- Over 150 items of street furniture including dog and litter bins, signage and seats
- Approximately 500 footway lights
- Devolved services maintenance for Bucks County and Wycombe District Councils
- Reviewing and commenting on planning applications within the Hazlemere area
- Liaising with relevant authorities regarding infrastructure, policing, consultations and community issues to represent residents' views and get the best for Hazlemere

1.2 Overall Aims and Objectives

To serve the residents of Hazlemere, providing, maintaining and improving facilities for residents use.

1.3 Purpose of the Business Plan

The Parish Council has decided to produce a business plan for the three year period 2017 to 2020. It is a statement of the vision for the Parish and sets out the Councils purpose, objectives and key priorities for development; along with outlining how the Council works. There are a number of reasons why the plan has been developed at this stage.

Firstly as explained later in the plan the Council face a number of challenges over the next few years. Hazlemere is a thriving and growing village; with high levels of planned housing development both in Hazlemere and the surrounding areas; the Council has a requirement to

ensure the implications of this are responded to at a time of financial and budgetary constraint for all levels of local government.

Secondly the Council wish to communicate the plans for the next three years to residents of Hazlemere; to give a clear understanding of how the Council works and the aims the Council wish to achieve during the three year period. There are some exciting developments planned and the business plan provides an opportunity for residents to comment on the plans and raise questions with regard to the Council's work.

Finally it is deemed good practice to plan ahead and there is an increased expectation on all Parish Councils to plan for at least a three year period. The plan is a statement of the Parish Councils intentions over the next three years and will be subject to annual review in December of each year.

1.4 Strategic Context

This plan has been developed in the context of a challenging environment for Hazlemere Parish Council. Wycombe District Council has recently completed its own strategic planning document which has a number of implications for Hazlemere. The strategic plan envisages a relatively large increase in the size of the population of Hazlemere reflecting the plans for developments at Terriers Farm and The Old Orchard nightclub of the A404. This will have implications directly for the Parish Council but will put added stress on the overall infrastructure; particularly schools and roads.

The Parish Council also faces a challenging financial scenario where it may lose the Council Grant of nearly £6,000 over a three year period; the impact of this requires management. The Council does not wish to increase the precept by more than is necessary due to the current economic climate. Other income may remain flat over the next three years; unless new sources of income, such as grants and community infrastructure levy can be sought.

Hazlemere Parish Council are an ambitious Council and wish to both maintain current services along with developing new facilities. The three year plan allows a level of new developments which are summarised in section 4. The Parish Council are committed to ensuring an appropriate response to the changing nature of Hazlemere, both in terms of the impact of new housing developments, increasing population and the increase in popularity of the village as a leisure and shopping hub. The plan therefore ensures that, as far as the Council is able, these strategic risks are reviewed, managed and responded to.

1.5 Communication

The business plan will be widely published via the Council's website and through other community channels. The Council will promote its availability and seek feedback on the contents from within the community.

1.6 Governance

The Parish Council are responsible for complying with the governance and accountability requirements placed on local Councils; the annual production of accounts and governance statement is the Council's main way to comply with these requirements. These documents highlight how the Council's money has been spent and how the Council has complied with

the governance requirements place upon us. Hazlemere Parish Council comply with good governance requirements and work within an effective control environment which includes standing orders, the conduct of meetings, financial regulations and appropriate internal audit. Hazlemere Parish Council aims to be a professional and competent Parish Council which ensures sound financial management and is open and accountable in all the Council does. The annual governance statements show that the Council have met and continue to meet these aims and objectives.

1.7 Working with the District Council

The Parish Council recognise the strategic context outlined above requires a good working relationship with the District Council in terms of planning policies, understanding their plans for managing the impact of a growing village and making proposals on requirements and shared use of the Community Infrastructure Levy. The Parish Council reviews all planning applications to provide feedback where appropriate to the District Council and present a local view.

2. Committees

2.1 Overview

Hazlemere Parish Council meeting is once per month as a Full Council. In addition separate Committees have been established to run specific areas of the Council in more detail. The main Committees are: - Open Spaces, Finance and General Purposes, Staff and Planning. In addition to the above Hazlemere Parish Council elect Working Parties to oversee certain events/tasks e.g Hazlemere Memorial Hall Working Party.

2.1 Open Spaces Committee

The Open Spaces Committee meet three times a year and are responsible for the general maintenance of all the land, buildings and equipment owned by the Parish Council including parks, woodland and open spaces. This includes litter and dog waste service collection; benches and seats maintenance, grass and hedge cutting; tree maintenance; daily playground equipment inspection and maintenance; boundary fence and gate maintenance; upkeep of all building owned and maintenance of all associated signage.

The Open Spaces Committee is also responsible for the maintenance of the Holy Trinity Closed Churchyard and the War Memorial, over 500 footway street lights, over 70 allotment plots over two sites and seven bus shelters.

2.2 Finance and General Purposes Committee

The Finance and General Purposes Committee meet three times a year, scrutinising the financial transactions of the Council and making any necessary recommendations to the Full Council.

In August the Committee meets to decide on the estimated expenditure for the next financial year; this recommendation is presented to Full Council's Budget Meeting in November for ratification. From these figures the Parish Council's precept (the amount of money the Council requests in the Council Tax under 'Parish') is calculated by Wycombe District Council.

This Committee is responsible for the Council's annual external and internal audits, bi annual internal audit and preparation of the annual accounts; together with ensuring that the Council is performing all its legal financial obligations.

The Committee is also responsible for the Council's Policies and Procedures and meet to ensure that these are drafted and updated, when necessary, ready for ratification by Full Council.

2.3 Staff Committee

The Staff Committee oversee the employees of the Council along with consideration for training and management of Councillors. 2015 brought several new Councillors to the Council, training has been provided to give overall knowledge to the Councillors to enable them to undertake their duties and responsibilities.

2.5 Planning Committee

Planning Committee Meetings are held at Cedar Barn twice a month, on the first Tuesday and third Monday of the month.

This Committee reviews the plans for changes to property in Hazlemere, which have been submitted to Wycombe District Council by the public. The role of the Parish Council is as a consultee.

Careful consideration is taken when reviewing all the plans to ensure that developments respect neighbours privacy, are in keeping with the local street scene and to ensure over development of sites is not permitted.

As with all other Parish Council meetings the public are welcome; although participation in the meeting is at the discretion of the Committee's Chairman.

2.6 Working Parties

Working Parties are set up by Full Council, when they are needed to deal with specific tasks, terms of reference for each separate Working Party.

3. Plans For The Next Three Years

3.1 Introduction

Section 1.4 outlines the financial challenges the Parish Council face; meaning the Council may not see any increase in the recurrent income over the next three years. If no increase is received this would require the focus to be on maintaining rather than growing the services provided, which are funded from the annual precept. However, the Parish Council wishes to have budgets available for significant implementation of new projects and infrastructure schemes. These are to be implemented through a combination of reserves, grants, the annual projects budget and if necessary an increase in the Precept.

Three major programmes are to be implemented during the current business planning cycle are summarised below:-

3.2 Rose Avenue Recreation Ground Refurbishment

The major project will be a programme of improvements to Rose Avenue Recreation Ground. The Council have developed a project plan to go out to tender in autumn 2017 to include additional equipment for older children outside the existing fenced paly area, purchase and

replacement of play equipment. Investment for the project will be £35,000. This project has been completed in 2018. A new entrance gate is planned for 2019, together with any play surface repairs being carried in wet pour.

3.3 Update of Signage in Hazlemere

Some of the signage in Hazlemere still says 'Hughenden Parish Council' despite Hazlemere Parish Council being formed in 1987! All Parish Council signage will be monitored and any replacement signs will be ordered and installed. Investment in the project will be £10,000.

3.4 Ownership of Land in Hazlemere

There are small pockets of land in Hazlemere that appear not be under ownership of any Council; the Parish Council will be assessing Parishioners views on registering these areas of land in the ownership of Hazlemere Parish Council and undertaking the maintenance of these areas. Investment in the project will be £10,000.

3.4 Other Improvements

As and when other projects are identified, these will be added to this plan and approved by Full Council. 2019 the Parish Council will concentrate on making Hazlemere clean and tidy especially around Hazlemere Crossroads and Park Parade.

3.5 2018/2019/2020 Action Plan

Future projects will be decided by Council at the budget meeting in November, having being proposed and considered by the August Finance and General Purposes Budget Meeting.

4. Finance

4.1 Overview

The Parish Council meet in November and December of every year to review and set the budget and precept for the forthcoming year. In 2017 the process to develop this further and make a consideration for planning three years in advance. Three years budget figures will be presented to the Parish Council to allow for longer term planning. It is to be noted that the budget for future years are for reference and will be reviewed at the annual budget meeting each year.

4.2 Budget 2017/18

The Parish Council set the 2017/2018 at its budget meeting on 20 November 2016, this is summarised below:

INCOME

	<u>Proposed Annual Budget</u>
	<u>2017/18</u>
Precept Finance	£278,569.00
Council Tax Grant	£0.00
CIL/S106 (WDC)	£0.00
Cedar Barn	£20,000.00
Stables	£10,000.00
Hazlemere Memorial Hall	£2,400.00
Permits	£100.00
Hazlemere Recreation Ground Rents	£1,000.00

Kenvic Flat	£0.00
Bus Shelter Advertising	£2,200.00
Bank Interest	£100.00
Miscellaneous Income	£100.00
Allotment Rental Income	£1,000.00
VAT Repayments	£15,500.00
Bucks County Council Devolved Services	£9,507.23
Wycombe District Council Devolved Services	£2,500.00
Loan Repayment from Hazlemere Memorial Hall	£10,000.00
Salix Loan	£12,200.00
	£365,176.23

EXPENDITURE

	Proposed Annual Budget 2017/18
<u>OPEN SPACES COMMITTEE</u>	
Allotment Maintenance	£500.00
Allotment Water	£350.00
Allotment Rent	£300.00
Fencing	£1,000.00
Tree Work	£20,000.00
Litter Bins	£500.00
Hygiene Bins	£3,000.00
Play Equipment	£11,500.00
Seats	£1,000.00
Grass Cutting	£20,000.00
Open Spaces	£6,000.00
Churchyard	£1,000.00
Hedges	£5,000.00
Protective Clothing	£1,000.00
Lighting - Energy/Repairs/Maintenance	£25,000.00
Phosco	£42,000.00
Parish Truck - Insurance/Service/Fuel	£2,800.00
General Tools	£1,000.00
Graffiti Removal	£1,000.00
Signs and Noticeboards	£10,000.00
Bus Shelters	£5,000.00
<u>FULL COUNCIL</u>	
Consultations	£5,000.00
General Insurance	£6,500.00
Stationery	£500.00
Subscriptions	£3,000.00
Chairman's Grant	£350.00
Telephone and Internet	£750.00

Copier Rental	£2,000.00
Copier (Usage)	£400.00
Training	£1,200.00
Travel Allowance	£300.00
Audit Fee	£4,000.00
Advertising /BFP	£2,000.00
Computer	£2,500.00
Website	£1,500.00
Solicitors Fees	£25,000.00
Professional Fees	£10,000.00
Council Tax	£8,000.00
Agency Staff	£5,000.00
Confidential Transactions	£84,000.00
Payroll Fees (Sage)	£200.00
Refuse Collection	£2,500.00
Cedar Barn/Stables Cleaning	£7,000.00
Cedar Barn/Stables Consumables	£1,500.00
Cedar Barn/Stables Upkeep	£11,500.00
Cedar Barn Utilities	£3,500.00
Stables Utilities	£1,600.00
Refund Hire Fees	£0.00
Kenvic Flat	£500.00
Alarm/Fire Extinguishers	£1,700.00
Salix Loan	£24,400.00
Hazlemere Recreation Ground	£5,800.00
Petty Cash/Postage	£1,000.00
Donations	£6,000.00
PWLB (Hazlemere Memorial Hall)	£40,000.00
	£427,150.00

Budget 2018/19

INCOME

	<u>Annual Budget 2019/20</u>
Precept Finance	£294,846.10
Council Tax Grant	£0.00
CIL/S106 (WDC)	£0.00
Cedar Barn	£20,000.00
Stables	£10,000.00
Hazlemere Memorial Hall	£1.00
Permits	£100.00
Hazlemere Recreation Ground Rents	£1,000.00
Bus Shelter Advertising	£2,600.00
Bank Interest	£100.00
Miscellaneous Income	£100.00

Allotment Rental Income	£1,000.00
VAT Repayments	£15,500.00
Bucks County Council Devolved Services	£9,507.23
Wycombe District Council Devolved Services	£2,500.00
	£357,254.33

EXPENDITURE

OPEN SPACES COMMITTEE

Annual Budget 2019/20

Allotment Maintenance	£500.00
Allotment Water	£350.00
Allotment Rent	£300.00
Fencing	£1,000.00
Tree Work	£20,000.00
Litter Bins	£500.00
Hygiene Bins	£3,000.00
Play Equipment	£15,000.00
Seats	£1,000.00
Grass Cutting	£25,000.00
Open Spaces	£6,000.00
Churchyard	£1,000.00
Hedges	£5,000.00
Protective Clothing	£1,000.00
Lighting - Energy/Repairs/Maintenance	£15,000.00
Parish Truck - Insurance/Service/Fuel	£2,800.00
General Tools	£1,000.00
Graffiti Removal	£1,000.00
Signs and Noticeboards	£2,000.00
Bus Shelters	£5,000.00
CCTV for playgrounds	

FULL COUNCIL

Consultations	£5,000.00
General Insurance	£6,500.00
Stationery	£500.00
Subscriptions	£3,000.00
Chairman's Grant	£350.00
Telephone and Internet	£750.00
Copier Rental	£2,000.00
Copier (Usage)	£400.00
Training	£1,200.00
Travel Allowance	£300.00
Audit Fee	£4,000.00
Advertising /BFP	£500.00
Computer	£2,500.00
Website	£1,500.00

Solicitors Fees	£5,000.00
Professional Fees	£5,000.00
Council Tax	£8,000.00
Agency Staff	£5,000.00
Confidential Transactions	£92,610.00
Payroll Fees (Sage)	£200.00
Refuse Collection	£2,500.00
Cedar Barn/Stables/Kenvic Room Cleaning	£7,000.00
Cedar Barn/Stables/Kenvic Room Consumables	£1,500.00
Cedar Barn/Stables/Kenvic Room Upkeep	£15,000.00
Cedar Barn Utilities	£3,500.00
Stables Utilities	£1,600.00
Kenvic Room Utilities	£1,500.00
Alarm/Fire Extinguishers	£1,700.00
Salix Loan	£48,000.00
Hazlemere Recreation Ground	£5,000.00
Petty Cash/Postage	£1,000.00
Donations	£6,000.00
Tidy Up Hazlemere	£2,000.00
Matched Funding	£12,000.00
Road Safety	£200.00
PWLB (Hazlemere Memorial Hall)	£40,000.00
	£399,260.00

4.3 Reserves 2017/18

The Council maintains a reserve for good financial management of between 3 and 6 months precept. Reserves are required for Hazlemere Parish Council to have sound financial management in place. In addition funds are built up for larger projects within the Parish.

Current Reserves as at 31/3/2017

Vehicle	£23,500.00
Play Equipment	£68,235.49
Tree Work	£12,630.07
Amersham Road Recreation Ground	£32,000.00
Closed Churchyard	£654.92

Current Reserves as at 31/3/2018

Vehicle	£23,500.00
Play Equipment	£15,647.79
Tree Work	£12,630.07
Closed Churchyard	£654.92
Election Costs	£5,000.00
War Memorial	£1,000.00

4.4 Forecast

The Parish Council are to consider future years budget at each budget meeting in November to maintain a three year rolling financial plan. It is to be noted the figures are provided for reference and will be considered each year. The provisional three year budget will be set out in this document, once approved by Full Council.

5 Summary

5.1 Executive Summary

Overall Hazlemere Parish Council is an ambitious Council and all Committees have plans and projects in mind for the forthcoming years. The Council will develop a three year plan which both maintains existing services and plans for a number of exciting developments; whilst at the same time maintaining prudent reserves and managing the impact of reduced income.

5.2 Review procedure

The Business Plan will be presented to the Full Council after an initial review by the Finance and General Purposes Committee. The plan will be reviewed at least annually by the Finance and General Purposes Committee and the Full Council in November of each year.

A Banham
Clerk of Council
November 2018

To be reviewed August 2019 by Finance and General Purposes Committee