



BUCKINGHAM TOWN COUNCIL ACTION PLAN 2015/16

The following Action Plan summarises and prioritises the Council's activities and projects it will continue or complete over the financial year 2015/16.

The top five Council-wide priorities are as follows:

| | <i>Committee</i> | <i>Activity</i> |
|---|------------------|--|
| 1 | Planning | Buckingham Neighbourhood Development Plan |
| 2 | Resources | Installation of New town Centre Public Toilets |
| 3 | Resources | Rebuild of Council Chamber entrance lobby wall |
| 4 | Environment | Town Council adoption of Lace Hill playing fields and community centre from site developer |
| 5 | Environment | Refurbishment of Ken Tagg Play Area |

Each committee's priorities for the financial year 2015/16 are shown below:

| PLANNING COMMITTEE | | |
|----------------------------|--|---|
| Priority | Activity | Information/Status |
| 2015/16 Activities | | |
| High | Buckingham Neighbourhood Plan | Plan completed and submitted to AVDC:- Awaiting results of AVDC consultation Move to independent examination and referendum prior to plan being completed and in place |
| On-Going Activities | | |
| Business as Usual | Planning and Licensing | Responding to applications |
| | Any other matters within the committee's remit | |

| RESOURCES COMMITTEE | | |
|----------------------------|--|---|
| Priority | Activity | Information/Status |
| 2015/16 Activities | | |
| High | Installation of new town centre public Toilets | Planning permission and funding agreed for Town Council location. AVDC refusal to lease land. Council looking into other possible locations |
| High | Rebuild of Council Chamber entrance lobby wall | Entrance wall is in need of repair and integration into existing building. Quotes being sought |
| Low | Green Spaces Apprenticeship | Apprentice to work with maintenance team has been budgeted for in 2015/16 precept. Currently on hold |
| High | Achieve Local Council Award Scheme Gold Level | Council currently has foundation level. Application for Gold level to be made by June 2015 |

| On-Going Activities | | |
|--|---|--|
| Business as Usual | Running the Committee | Agendas, Minutes, Reports, Finance, Administration |
| | Council Administration | Administration |
| | All Council finances, end of year accounts, payroll and audit | Administration |
| | Personnel matters and staff management | Administration |
| | Annual Report | Preparation and Publication |
| | Action Plan | Annual Review and Publication |
| | Business Plan | Annual Review |
| | Strategic Plan Development & Implementation | 12 weekly review and monitoring of Key Progress Indicators |
| | Training Strategy | Annual Review |
| | Annual Town Meeting | Arrangements and Administration |
| | Council Policies | Review and Administration |
| | Council Website | Continued Maintenance and Update |
| | Grants | Administration, Finance and Agreement |
| | Civic Matters | Honorary Freeman & Friend of Buckingham Award |
| | IT & Office Equipment | Administration and supply |
| Any other matters within the committee's remit | | |

| TOWN CENTRE & EVENTS COMMITTEE | | |
|---|--|--|
| Priority | Activity | Information |
| 2015/16 Activities | | |
| High | Christmas Light Motifs | Agree new contract with a supplier for Christmas Light Motifs |
| Moderate | Town Icicle Lights | Renewal of several sections and purchase of additional lights for the Alms Houses |
| Low | Memory Book | Prices & Quantity's to be agreed and book to be published |
| Moderate | Flower Planters/Baskets | Agreeing new three year fixed price contracts for planters and hanging baskets |
| Moderate | Event Equipment | Purchase of crowd safety barriers for Band Jam |
| High | Renewal of Charter Fair Contract | Contract due to expire in 2016 New contract to be drawn up and agreed with Fair organisers |
| Low | Public Entertainment Licence | Following a change in rules during 2015 to review whether a Licence should be bought for specific Council events |
| On-Going Activities | | |
| Business as Usual | Running the Committee | Agendas, Minutes, Reports, Finance, Administration |
| | Running the Councils program of annual events | Administration, Execution, Monitoring, Safe Guarding |
| | Sponsoring and carrying out partnership events | Administration, Finance, Execution, Marshalling, Safe Guarding |
| | Continual review of all events | Wash up meetings and review of all events to ensure continued and improved quality and best value |

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|-------------------|--|---|
| Business as Usual | Christmas Lights | Review and Inspection |
| | Flower Planters/Baskets | Administration and Arrangements for Summer and Winter displays |
| | Running the Town Street and Flea Markets | Overseeing and Administering, Income Generation and Infrastructure Investment |
| | Town Centre Audit | Review of signage and areas in need of repair within the town centre |
| | Any other matters within the committee's remit | |

| ENVIROMENT COMMITTEE | | |
|--|---|--|
| Priority | Activity | Information/Status |
| 2015/16 Activities | | |
| High | Devolved Services from BC: Grass Cutting | Adoption of Parish grass cutting from BCC. Continued review and monitoring |
| High | Lace Hill Playing Fields | Completion of Town Council adoption of Lace Hill playing fields and community centre from site developer |
| High | Ken Tagg Play Park Refurbishment | Finance and administration of complete refurbishment of play park. Grant funding to be secured |
| Moderate | Bourton Park Path Way Renewal | Renewal of pathway on Town Council land within Bourton Park |
| Moderate | Cemetery Path Way Renewal | Renewal of pathways in Brackley Road Cemetery |
| Low | Village Green Bollards at St Peter and St Pauls | Installation of bollards to protect village green from improper parking of vehicles |
| On-Going Activities | | |
| Business as Usual | Running the Committee | Agendas, Minutes, Reports, Finance, Administration |
| | Management of External Contractors | Administration and Monitoring |
| | Cemetery | Burials, Administration and Maintenance |
| | Memorial Testing | Inspect and Maintain |
| | War Memorial | Annual Inspection and Clean |
| | Dog Excrement Bins | Purchase and Monitoring |
| | Park Checks and Maintenance | Regular Checks and Maintenance |
| | Chandos Toilets | Maintenance |
| | Open Spaces | Maintenance |
| | Green Spaces Equipment | Maintenance and Renewal of Essential Equipment |
| Any other matters within the committee's remit | | |