



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr C. P. Wayman

Monday, 13 November 2017

Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on **Monday 20th November 2017** at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.


Mr C. P. Wayman
Town Clerk

Please note that the Full Council will be preceded by a Public Session in accordance with Standing Order 3.f, which will last for a maximum of 15 minutes.

AGENDA

1. Apologies for Absence

Members are asked to receive apologies from members.

2. Declarations of Interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

3. Minutes

To receive the minutes and confirm the recommendations therein of the Full Council Meeting held on Monday 2nd October 2017

Copy previously circulated BTC/05/17

4. Interim Minutes

To receive the minutes and confirm the recommendations therein of the Interim Council meeting held on Monday 30th October 2017

Copy previously circulated IM/04/7

5. Planning Committee

To receive the minutes and confirm the recommendations therein of the Planning Committee meetings held on:

- Monday 9th October 2017

Copy previously circulated PL/07/17

- Monday 30th October 2017

Copy previously circulated PL/08/17

6. Town Centre and Events Committee

To receive the minutes and confirm the recommendations therein of the Town Centre and Events Committee meetings held on Monday 16th October 2017.

Copy previously circulated TCE/04/17



Twinned with Mouvaux, France

Members are reminded to declare any prejudicial interest as soon as it becomes apparent.

All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

7. Environment Committee

To receive the minutes and confirm the recommendations therein of the Environment Committee meeting held on Monday 23rd October 2017

Copy previously circulated E/04/17

8. Resources Committee

To receive the minutes and confirm the recommendations therein of the Resources Committee meeting held on Monday 6th November 2017.

Copy previously circulated R/04/17

9. Presentation

To receive a presentation from Alison Walker and Jon Lieberman of Wates Developments regarding planned works on land South East of Osiers Way, Buckingham.

10. Cornwalls Meadow Toilets

To receive a written report from The Town Clerk and Cllr. Bates on the learning outcomes from the construction of the new toilets (*E/03/17 minute 311/17 refers*).

BTC-35-17

11. Judicial Review (16/03302/APP 61-bed Care Home, etc. land behind the Grand Junction PH)

To receive a verbal report from the Town Clerk on legal advice sought over the Town Council's chances of success in a judicial review regarding 16/03302/APP 61-bed Care Home etc. land behind the Grand Junction PH.

12. Buckingham Neighbourhood Development Plan Review

To receive a written report from the Planning Clerk

BTC-34-17

13. To receive and question reports from District and County Councillors

14. Action List

Appendix A

15. Reports from Representatives on Outside Bodies

Members are asked to note the reports listed below:

15.1 Access for All minutes 12th September 2017

Appendix B

16. Mayoral Engagements

To receive a list of events attended by the Mayor and Deputy Mayor.

Functions the Mayor has attended:

- Thu 5 Oct 2017 Older persons day in the Library
- Sat 7 Oct 2017 Accompanying the Mayoress on her opening of 'Pasha'
- Tue 10 Oct 2017 General Charities meeting
- Fri 13 Oct 2017 Opportunity Centre visit
- Sat 14 Oct 2017 Charter Fair opening & walkaround
- Thu 19 Oct 2017 Official Toilet opening
- Wed 25 Oct 2017 Aylesbury Youth Action awards
- Sat 28 Oct 2017 Love Buckingham Skatepark Day
- Mon 30 Oct 2017 Brighter Kind cycle trip send off (CiN)
- Mon 30 Oct 2017 BACAB meeting
- Sat 4 Nov 2017 Pumpkin judging
- Sat 4 Nov 2017 Fireworks and bonfire
- Tue 7 Nov 2017 Access Day
- Wed 8 Nov 2017 Christmas Lights planning meeting
- Wed 8 Nov 2017 Healthwatch Bucks public meeting (Health Festival)
- Thu 9 Nov 2017 Tea for retired nurses & healthcare staff (Health Festival)
- Thu 9 Nov 2017 Library event for Health festival
- Fri 10 Nov 2017 Well Buckingham Conference (Health Festival)
- Sat 11 Nov 2017 Health Festival Fair
- Sun 12 Nov 2017 Remembrance parade

Mon 13 Nov 2017 Bourton Meadow Health Festival Assembly
Tue 14 Nov 2017 Lace Hill Academy school library opening
Wed 15 Nov 2017 Bucks Vision reception at The Speaker's House
Wed 15 Nov 2017 Buckingham Society AGM
Thu 16 Nov 2017 Disabled Go workshop
Thu 16 Nov 2017 Willen Hospice welcome new Chief Executive
Fri 17 Nov 2017 Action for Youth conference
Mon 20 Nov 2017 Domestic Violence seminar at Aston Clinton

Functions the Deputy Mayor has attended:

Thurs 19th October Official opening toilets, Cornwall's Meadow, Buckingham
Weds 25th October Bucks County Council Chairman's Reception, Well Street Centre
Fri 10th November Festival of Remembrance, Royal Latin School, Buckingham
Sun 12th November Remembrance Sunday, Buckingham Parish Church

17. Chair's Announcements

18. Date of the next meeting: Interim Council – Monday 18th December 2017
Precept - Monday 8th January 2018 2017
Full Council – Monday 22nd January 2018

RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

19. Possible Building Purchase

To receive a written report from the Town Clerk

BTC-36-17

BUCKINGHAM TOWN COUNCIL

FULL COUNCIL

MONDAY 20th NOVEMBER 2017

Agenda Item no. 10

Contact Officer: Mr. C.P. Wayman

Background

Members requested that the Town Clerk along with the Chair of Resources undertake a review around the delays for the public toilets.

Timescale

Below is the original timetable for the construction of the Toilets:

Original Time Scale	Start Date	Finish Date
Parts ordered	06/02/2017	24/03/2017
Building Control	06/02/2017	10/03/2017
Strip out Building	02/03/2017	04/03/2017
Building Work	06/03/2017	07/04/2017
Commission and test	10/04/2017	12/04/2017

The following is the actual timetable:

Water applied for	25/08/2016
Building Regulations applied for	04/11/2016
Start building units	01/12/2016
Building Regulations more info required letter	16/12/2016
Building Regulations rejected	05/01/2017
Site meeting with Healthmatic	09/01/2017
Building contractor nominated contract exchanged	12/01/2017
Brickwork sample delivered to Town Council	20/01/2017
Site meeting with Healthmatic and AVDC	23/01/2017
Revised thoughts on brickwork sent back to Healthmatic	25/01/2017
Site and pedestrian route confirmed with Healthmatic	27/01/2017
Land ownership of private access road confirmation	31/01/2017
Healthmatic notified BTC of delay of 6 weeks due to unconfirmed land owner and trying to obtain more suitable bricks and lack of building control	01/02/2017
Contact land owners for permissions	02/02/2017
Old Shopmobility Unit moved	07/02/2017
Building Regulations satisfied approved	13/02/2017
Healthmatic contacted to say site work to start 13th March	06/03/2017
Electrical wire found that should not have been there	15/03/2017

Site meeting for start of delivery estimated delivery date 27th April	06/04/2017
Confirmed ok to proceed through solicitors	13/04/2017
Healthmatic chased over delivery	27/04/2017
Advised that delivery delayed due to Routing approval should be 10th May	03/05/2017
Connection of sewer	04/05/2017
Advise due to problem with Crane delivery pushed back to the 11th May	09/05/2017
Delivery of units	11/05/2017
Meeting with Healthmatic on site	12/05/2017
Water inspection request (this can only be booked when units delivered for inspection)	16/05/2017
Internal water inspection	06/06/2017
External trench inspection (FAIL) 2 pieces of pipe had been joined due to length of run	08/06/2017
Asked for an update on completion as time had passed per original timetable	20/06/2017
External trench inspection 2 (PASS) inspection chamber installed incorporating joint	20/06/2017
Advised by Healthmatic of remaining works to be completed. Advised est. of 17/07/2017	26/06/2017
Water connection to main	06/07/2017
Electric connected and unit commissioned	10/07/2017
Water meter connection	13/07/2017
Chased as due to be completed today advised to be completed by 24th July	17/07/2017
Email advising completed works ready for handover - Town Clerk on holiday	02/08/2017
Groundworks complete	04/08/2017
"Handover" Meeting	09/08/2017
Snagging list created	09/08/2017
Proposed signage sent over by Healthmatic (Friday afternoon)	18/08/2017
Signage approved by Town Clerk	21/08/2017
Toilets opened	07/09/2017

There were a number of difficulties and, mainly due to other work that needed to be completed, there was a lack of time to manage and liaise with Healthmatic over the construction. There is a lack of experience within the team in project management and, specifically, construction management. A problem was also evident in that the contractor was the project manager – due to their time, knowledge and skill of what needed accomplished. The consequence was that it was difficult to have the degree of control necessary to effect changes and speed up the process.

Questions were also raised about the subcontractors used. There were reports of swearing and that the work was not being done in a timely manner. It is felt that this, combined with the other delays highlighted in the timetable, exacerbated the situation and led to time slots being lost for other contractors, resulting in the work being pushed back further.

Since the toilets were opened further work is ongoing. There are some snagging issues which are being progressed namely, a dip where work has taken place in the footpath near Waitrose, replacement covers for two of the doors. In addition new toilet roll dispenses, coat

hooks and bins have been requested for the toilets. Also new CCTV has been installed on the building as well as two new planters in front of shopmobility to brighten the area providing protection from passing traffic.

Recommendation

That the Town Clerk attends training on project management and that this is also offered to the Deputy Town Clerk and Estates Manager.



BUCKINGHAM TOWN COUNCIL

FULL COUNCIL

MONDAY 20th NOVEMBER 2017

Contact Officer: Mr. C.P. Wayman

BUCKINGHAM NEIGHBOURHOOD PLAN – REVIEW

Background

The Neighbourhood Plan was 'made' in October 2015 after considerable research and consultation, with a dedicated officer and "Front-runner" funding from the DCLG. Without District's Local Plan in place housing requirement figures were out of date, and a subsequent ruling on student housing numbers means that they can no longer be included in the total. In any case, the Neighbourhood Plan should be updated every five years or so, and though staff and Members will be familiar with the method the process will still take some time because of the statutory consultation periods. A radical revision is proposed to keep the Plan relevant for further than the 20-year Plan period.

Once VALP is passed by the Inspectorate it will take precedence over the BNDP as more recently 'made' and the BNDP will have to be in general conformity with it.

Information

The review was discussed at a meeting of the Neighbourhood Plan Working Group (NPWG) held on 1st November 2017 in the Council Chamber attended by Cllrs. Harvey, Isham, Cole, Smith, Strain-Clark and Stuchbury, the Town Clerk and the Planning Clerk.

Some matters have yet to be decided – actual housing requirements and other fields covered by VALP, the actual route of the E-W Expressway – and some need to be considered such as sufficient expansion of the town to trigger additional infrastructure such as a new school.

This will involve considerable work, beyond the spare capacity of the existing staff.

Recommendation

The NPWG recommended that a new Town Plan Officer be hired, to start work in April 2018 for 20 hours per week at SCP 22 (£20,661.00 per annum pro rata) for three years from a newly created budget head.



Action Item	Minute No	Action Required	Action Taken	Result	Social Value	Officer Effort	Urgency	Total
A	405/17	Sign posting to Cornwall Meadow Toilets	AGREED to install two additional finger post signs directing people to the toilets.	On order				
B	389/47	New Toilets-CCTV	Members AGREED to delegate the decision on the CCTV purchase to the Town Clerk, The Mayor and the Chair of Environment following three quotes:-	Completed				
C	712/15	Community Land Trust	Proceed with interest and advertising for local interest	Longterm	4	1	3	8
D	837/15; 303/16	Moreton Road Toilets	Prepare report on the costs of keeping the facility open. Town Clerk to investigate proposal with AVDC.	Awaiting information from AVDC Officer	3	2	1	5
E	841/15	Mayor Admin Support	Report to Resources	Longterm	1	3	1	5
F	232/17	New Homes Bonus	Members AGREED for the Town Clerk to seek advice from AVDC as to whether one combined (or several) should be submitted.	Advised that there are too many requests from the Town Council. Talked with BCC and some of the road improvements might be funded from S106				
G	284/17	Posters Bylaw	Members AGREED for the Town Clerk to explore whether a bylaw could be sought to allow that charging of people who leave posters on display one week after the event date.					
H	367/17	Judicial Review	Town Clerk to seek advice on the council's chances of success in a judicial review regarding 16/03302/APP 61-bed Care Home etc, land behind the Grand Junction PH from company A.	Agenda for November 2017				
I	366/17	Children's Home, Westfield	It was AGREED Rhodes-White to forward the Town Clerk a list of the local services they had already been in consultation with. ACTION MS RHODES-WHITE					

[REDACTED]

Minutes of September 2017 Meeting

Monday 12 September 2017
Council Chamber

In attendance: Joy Fuchter, Cllr. Derrick Isham, Pat Knibbs, Una Robinson, John Russell, Cllr. Mike Smith, Cllr. Christine and Peter Strain-Clark, Pam Tonge (Minutes)

Apologies: Cllr. Jenny Bates, Mary Buckingham, Ed Grimsdale, Cllr. Ruth Newell, John Squires, Graham White, Cllr. Warren Whyte

1. Welcome and Introductions:

John Russell welcomed all to the meeting.

2. Minutes of the Meeting held on 10 July 2017 had been circulated.

Mike Smith said he did not attend the last meeting but had written his apologies. John Squires had not attended. Agreed.

3. Matters arising:

DisabledGo: John Russell reminded everyone to continue to monitor their website.

Roads and pavements: problems need to be reported to Transport for Bucks, TfB website.

'A' Boards: Una Robinson said she had complained to both the "White Hart" and the "King's Head" regarding the placement of their boards. The 'A' Board outside Costa Coffee was also a problem. Mike Smith said the Council had already written to Costa regarding the metal barrier, which was not in the original plans and also the fact that the door opened outwards whereas all the other shop doors opened inwards. Ongoing.

Looby Loo Teashop: Chris said she and Peter had now visited. There is one step to go in but they provide a ramp. However, there is not much space inside and the toilet is up four steps, so not really wheel-chair accessible.

Surgery reception button: Chris confirmed she had not yet written to the Practice but had spoken to Dr. Pryce about it.

Home Visit Eye Tests: John Russell said that Spec Savers also offer Home visits and hearing tests but charge for hearing aids. Una Robinson said a GP can prescribe hearing aids through NHS. Chris said that Integrated Services offered at the library once a fortnight will sort out problems for blind and deaf users.

4. Acting Chairman's Report:

John Russell, Jenny Bates and Pam Tonge had attended the meeting at Lace Hill regarding the proposed closure of all the town surgeries and the creation of a one-stop Medical Centre at Lace Hill, dealing with everything. The consensus from those present at that meeting was that we would still have need of a town centre presence for medical problems, especially for anyone

with mobility problems but the response from the professionals was abysmal. Mike Smith said it was only a proposal as there is no planning permission yet and the Council is trying to keep a town drop-in centre. There will be a full public consultation.

5. Treasurer's Report:

There is currently £1056.78 in the bank account.

6. Secretary's Report:

Nothing to report.

7. Accessibility Issues:

Access, Lace Hill: John Russell said there had been a lot of email correspondence between AVDC, Cllr Robin Stuchbury and Cllr Jenny Bates regarding the steps at the Cotton End of Lace Hill which had been ongoing for several years. Mike Smith said that AVDC had originally agreed it should be done but the decision has been postponed to next year regarding the use of the New Homes Bonus amongst other issues. Chris said the Developers wanted to do a survey of residents. John Russell said the principle of having reasonable level access is still there.

Dominoes: there have been problems with customers and Dominoes' drivers parking on the pavement outside the shop in Bridge Street close to the zebra crossing. The Manager has agreed to take action. It was agreed that if we see an offending vehicle, we should either take a photo or the registration number.

The Garage Restaurant in Well Street: is causing a similar problem with their daily deliveries blocking the pavement to pedestrians.

Dropped Kerbs: Una Robinson suggested there should be a dropped kerb at the end of Bourton Road and Badgers Estate going towards Sycamore Close. John Russell suggested Una should write to Bucks County Council about it.

Action: Una Robinson

John Russell to write to the National Trust regarding the access statement in their leaflet with reference to the Chantry Chapel. Action: John Russell.

8. Website and other Publicity Ideas:

Stickers: Pam Tonge agreed to take over Christine's list. Mike Smith asked if we need to get a re-inspection if a site changes its name, for example, "The Fireside" has now changed to "The Black Pepper" and there are a lot more steps to negotiate. Mike also said he had looked around town and there are not many stickers in evidence. Meadow Tea Rooms need new stickers and Tesco Express. Pam Tonge said she had given one to Clays the Butchers but they needed to get the landlord's permission which was not forthcoming.

Action: Jenny Bates to update list and re-issue.

There was a general discussion on publicity. One suggestion was to have a table with display material which could be set up in the library or on the market place where our leaflets could be handed out. It would need to be manned. Another suggestion was for a banner to be displayed at town events or other town venues, such as The Old Gaol. Could use Advertiser's new reporter, Ryan, to do a write-up.

Action: John Russell to check whether Ed Grimdsdale still has display board and Jenny Bates to check who has artwork, used for leaflet.

9. **Any Other Business:**

Public Toilets: John Russell confirmed there are two public toilets, both for disabled, which are quite well-equipped. One is a unisex cubicle. There is also a changing room access. They operate on a time lock and are now open from 8.00a.m. - 8.00p.m. They are free of charge. The Town Council are responsible for looking after them. However, there is a problem with the electric motor on the window shutter of the Shop Mobility part and because of the length of time it has taken to commission the project, the Council does not have a contract with the contractors.

10. **Next Meeting:**

Monday, 9th October 2017, 2.00-3.00 p.m. in the Council Chamber.