



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr. P. Hodson

ECONOMIC DEVELOPMENT
WORKING GROUP

25 June 2020

Committee Members,

You are invited to a meeting of the **Economic Development Working Group** of Buckingham Town Council to be held on Wednesday 1st July 2020 at 7pm online via Zoom, Meeting ID 871 2899 7691.

Residents are very welcome to ask questions or speak to Councillors at the start of the meeting in the usual way. Please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for the password to take part.

The meeting can be watched live on the Town Council's YouTube channel here:
<https://www.youtube.com/channel/UC89BUTwVpJAOEIdSlfcZC9Q/>

Mr. P. Hodson
Town Clerk

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 of last meeting

To approve the minutes of the Economic Development Working Group meeting held on [Tuesday 26th May 2020](#), to be received at the **Full Council** meeting on Monday 13th July 2020.

4. (19.2/20) Terms of Reference

To discuss, amend and recommend any proposed changes to the existing Terms of Reference to Full Council **Appendix A**

5. Action List

Appendix B



Twinned with Mouvaux, France

Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't.

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

6. Buckingham What's On

To receive a verbal report from Cllr. Whyte

7. Managing the Town's reopening

- To receive verbal updates from all
- To review the arrangements in place
- To receive feedback from the survey of businesses

8. Buxplore

To receive a verbal report from the Communications Clerk

9. COVID-19 Update

To receive a verbal update from the Town Clerk

10. TIC Website Update

To receive a report from the TIC Supervisor

11. Chairman's Announcements

12. Date of next meeting

24th September 2020

To:

Cllr. G. Collins	Town Mayor
Cllr. Harvey	Vice Chair
Cllr. Hirons	
Cllr. Newell	
Cllr. A. Mahi	
Cllr. Mordue	
Cllr. Smith	Chair
Cllr. Stuchbury	
Cllr. Whyte	Buckinghamshire Council
Cllr. C. Clare	Buckinghamshire Council
N. Morrison	Buckingham Society
L. Hutton	#lovebuckingham
D. Jones	University of Buckingham
M. Simons	Traders Association
L. Keeling-Zatta	Student, Royal Latin School



Buckingham Town Council

Terms of Reference

Date Agreed:

Reviewed

Minute Number:

Prepared by:

Paul Hodson

Version: 1.1

Name

1. The Sub-Committee shall be known as the **ECONOMIC DEVELOPMENT SUB-COMMITTEE**.

Membership

2. Membership of the Sub-Committee is open to any Councillor who wishes to be a member
 - 2.1. Councillors who are not Members of the Sub-Committee may attend the meeting, but will have the same rights as a member of the public.
3. That a Member of the Buckingham Society and the Traders Association are co-opted onto the Sub-Committee
4. That any other interested member of the public can be co-opted onto the Sub-Committee at its meetings.
5. The Sub-Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

Chairman

6. The Sub-Committee shall elect a Chair/Chairman at the first meeting after the Annual Town Council Meeting. The Chair/man's period of office is for one year.
7. The Sub-Committee shall elect a Vice-Chair/Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chair/Chairman's period of office is for one year.
8. The Chair/Chairman if present shall Chair the Sub-Committee meeting.

Conduct of the Meeting

9. All meetings of the Economic Development Sub-Committee shall be convened in accordance with the Town Council's standing orders and current legislation.
10. All business undertaken at the Economic Development Sub-Committee shall be done so in accordance with the Town Council's standing orders and current legislation

Area of Operations

11. The Sub-Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
Economic Development

12. In addition to the areas of operation above the Economic Development Sub-Committee has the following responsibilities:
- To work with other stakeholders to aid in the economic development of the town
 - Liaising with businesses to create a strong cohesive voice for the town
 - Devising an economic strategy and other policies to ensure the town is thriving, once completed to undertake the actions outlined within the strategy and policies
 - Implementing projects to ensure Buckingham is a better place to visit and work
 - Encouraging businesses to relocate into Buckingham
 - Development of marketing strategies for the town
- Applying for funds from external bodies to address these areas, and spending any funds received.

Further Information

13. The Sub-Committee has authority to proceed with all items within its budget, but must refer to the Planning Committee when non budgeted expenditure is anticipated.
14. The Sub-Committee shall appoint working groups as and when it is deemed necessary and shall set out Terms of References for those bodies

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
EDWG	774.1/18, 869/18, 944/18, 337/19, 503/19	Tourism Strategy	Members... suggested amendments.	TIC Supervisor	Preliminary plans in progress ready for funding to become available in April.	Moved to TC&E Action List.
EDWG	148.1/19, 336.2/19, 500/19	Membership	It was AGREED that local business owners be invited to join the working group	Town Clerk, Administrator		July
EDWG	151/19 339/19	BART bus to Stowe	TIC Supervisor and Cllr. Whyte AGREED to discuss whether an arrangement with BART between Stowe and Buckingham, linking to the X5 or X60 as a shuttle bus... Cllr. Whyte AGREED to put TIC supervisor in touch with A. Waite.	Cllr. Whyte, TIC Supervisor	Completed	
EDWG	151/19	BART bus to Town Centre	Cllr Whyte and M. Simmons discuss whether an arrangement for BART to provide a shuttle to the town centre shops for a discount on a cup of tea	Cllr Whyte, M. Simons		
EDWG	151/19	BART bus to Old Gaol	Cllr Whyte and Cllr Smith discuss whether an arrangement could be made for a BART service which includes a discount on entry into the Old Gaol museum.	Cllr Whyte, Cllr Smith	Discussed with Trustees and agreement to offer £1.00 off normal entry fee, providing there's evidence that they have travelled by BART e.g. ticket	
EDWG	151/19, 335/19, 499/19; 758/19	Town walking competition	Accepted that this project could not take place until Summer 2021 (earliest).	Cllr. Harvey	To be discussed by Environment Committee 15th June 2020	Ongoing
EDWG	154/19, 340.1	Love Buckingham	Turning Love Buckingham into an entity	L. Hutton	In progress	Ongoing
EDWG	157/19, 336.4/19	AVDC funding	Town Clerk AGREED to pursue this with AVDC	Town Clerk		
EDWG	338.1/19	BNDP: Design and Style guide	Design and Style guide could be looked at as part of the BNDP.	All members, Town Plan Officer		Ongoing
EDWG	338.2	Aylesbury Town Manager	It was AGREED to invite D. Fawcett, Aylesbury Town Manager to speak to EDWG at a future date about encouraging retailers to fill units. It was also agreed to have a shorter agenda to accommodate this.	Town Clerk, Communications Clerk	D.Fawcett can not attend EDWG until Autumn 2020	
EDWG	503/19	Buckingham Heritage App	that a small project group team is set up to choose content for the app and support promotional events.	Communications Clerk	Ongoing	July
EDWG	504/19	Buckingham What's On	Members AGREED for Buckingham What's On to be added to the next agenda for EDWG.	Committee Clerk	July EDWG AGENDA	July
EDWG	53.1/20	Town Centre Reopening	Town Clerk to report back at the July meeting	Town Clerk		July