



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,
VERNEY CLOSE, BUCKINGHAM MK18 1JP

Telephone/Fax: (01280) 816 426

Email: office@buckingham-tc.gov.uk
www.buckingham-tc.gov.uk

Town Clerk: Mr P. Hodson

FULL COUNCIL

Wednesday, 10 March 2021

Councillors,

You are summoned to a meeting of the **Full Council** of Buckingham Town Council to be held on Monday 15th March 2021 at 7pm online via Zoom, Meeting ID 871 2899 7691.

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.

Residents are very welcome to ask questions or speak to Councillors about any matter relevant to the meeting 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/UC89BUTwVpjAOEIdSifcZC9Q/>

Mr P. Hodson
Town Clerk

AGENDA

1. Apologies for Absence

Members are asked to receive and accept 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

Meetings held on:

Monday 11th January 2021 (Precept)

Monday 25th January 2021

[Copy previously circulated BTC/06/20](#)

[Copy previously circulated BTC/07/20](#)



Twinned with Mouvaux, France;



Neukirchen Vluyn, Germany



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 send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

4. Planning Committee

To receive the minutes of the Planning Committee meetings held on:

- Monday 1st February 2021 [Copy previously circulated PL/13/20](#)
- Monday 22nd February 2021 [Copy previously circulated PL/14/20](#)

5. Town Centre and Events Committee

To receive the minutes and confirm the recommendations therein of the Town Centre and Events Committee meeting held on Monday 8th February 2021.

[Copy previously circulated TCE/06/20](#)

1037/20 Holocaust Memorial Stone

The Town Council creates an appropriate ear-marked reserve to allow for the production of an engraved stone using the additional underspend now forecast for the TCE budget. For an appropriate future budget to be placed into the ear marked reserve to be reported to the next meeting of Full Council.

NB: investigations have identified that a budget of £1,000 would be sufficient for this purpose.

6. Environment Committee

To receive the minutes and confirm the recommendations therein of the Environment Committee meeting held on Monday 15th February 2021

1088/20 Tingewick Road Greenspaces

Members received a verbal update from the Town Clerk regarding discussions with Barratts about the option for the Town Council to take on the green spaces and play areas within the new development at Tingewick Road. Proposed by Cllr. Stuchbury, seconded by Cllr. Harvey and unanimously **AGREED** to **RECOMMEND** to Full Council that the Town Council take on the green spaces and play areas, provided that Barratts agree a suitable initial payment, and that the development of the green spaces are completed satisfactorily, in line with the agreed plans.

[Copy previously circulated E/03/20](#)

7. Resources Committee

To receive the minutes of the Resources Committee meetings held on:

Monday 1st March 2021

Thursday 18th February 2021

[Copy previously Circulated R/06/20](#)

[Copy previously circulated R/05/20](#)

8. Economic Development Working Group

To receive the minutes of the Economic Development Working Group held on:

Thursday 11th February 2021

[Copy previously circulated EDWG/04/20](#)

9. To receive and question reports from Buckinghamshire Council Councillors

10. Action List

[Appendix A](#)

11. Buckinghamshire Council Consultation: Biodiversity Accounting Supplementary Planning Document

To receive and discuss a written report from the Town Plan Officer

[BTC/125/20](#)

12. Diversity & Inclusion Working Group

To receive a verbal update from Members of the Working Group.

13. Motion – Cllr. Strain-Clark

‘That this council, as it nears the end of its term, expresses its thanks to all councillors and residents, who, by taking part in the Diversity and Inclusion Working Group, have moved Buckingham one step on the way to becoming an anti-racism town.’

14. 20mph Speed Limits

To receive and discuss a verbal report from the Town Clerk

15. Council Chamber Update

To receive and discuss a verbal update from the Town Clerk

16. Covid 19

To receive and discuss a verbal update from the Town Clerk

17. Unitary Council

To receive and discuss a verbal report from the Town Clerk

18. Police Counters

To receive correspondence from the Police and Crime Commissioner

[Appendix B](#)

19. Town Council Awards Memorabilia

To receive suggestions for alternative options to be investigated in time for discussion by Interim Full Council on the 19th April 2021.

20. Town Council Elections and Purdah

To receive a written report from the Town Clerk

[BTC/126/20](#)

21. Climate Emergency Action Plan

To receive and discuss an update to the Town Council’s Climate Emergency Action Plan.

[Appendix C](#)

22. Town Council Business Plan

To receive and approve a four-year business plan for the Town Council

[Appendix D](#)

23. Reports from Representatives on Outside Bodies

To receive and question reports from the following Town Councillors:

- 23.1 Cllr Hirons for the Bucks & Ouzel Drainage Board, North Bucks Parishes Planning Consortium and HS2/EWR.
- 23.2 Cllr. Newell for the Buckingham Alms-house and Welfare Charity, Buckingham Community Wildlife Project, Twinning Association and Buckingham Tree Wardens.

24. Mayoral Engagements

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

Functions the Mayor has attended:

Buckingham Alms-house and Welfare Charity January 12th, February 2nd, February 21st and March 9th 2021

Commonwealth Day - Monday 8th March 2021

25. Chair’s Announcements

26. Date of the next meeting:

Interim Council – Monday 19th April 2021

27. COMMITTEE IN PRIVATE SESSION

Exclusion of Public and Press

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.

28. Purchase of new cemetery and allotments land

To receive and discuss a written report from the Town Clerk

BTC/127/20

29. Extension to Insurance Policy

To receive and discuss a written report from the Town Clerk

BTC/128/20

Committee	Minute No.	Action	Action Required	Owner	Update	Deadline
Interim	448/19	Vision and Design guide	<ul style="list-style-type: none"> That Buckingham Town Council seeks confirmation of the Buckinghamshire Council's intent to adopt the Buckingham V&D Statement as a Design Guide, replacing the current AVDC SPG. That Buckingham Town Council, in conjunction with the Buckingham Society and other interested parties, hold a celebration event marking 20 years of the Buckingham Design Guide. " 	Town Clerk	Events to be organised by the new Town Council post-May 2021. Being discussed by the Neighbourhood Plan Sub-Committee for potential inclusion in the revised Plan.	May-21
Full Council	384/19; 817/20	Photograph	Members discussed and AGREED arrangements for formal photographs of the current Council and also the Council who will be elected in May 2021	Town Clerk	Crossing now removed following road closure	Jun-21
Interim	381/19	NDP	1. That the Council progress with plans for a full refresh of the Buckingham Neighbourhood Plan. This would work towards having clear options available for the new Council in May 2020. The target date would be the end of March, 2020 for these to be developed. 2. That representations as to the retention of the existing NDPs' policies in relation to affordable housing be made in the upcoming consultation period on VALP modifications. 3. That representations are made to the shadow Buckinghamshire Council regarding clarification of the future plans for implementing CL.	Town Plan Officer and Town Clerk	Neighbourhood Development Plan Sub-Committee have met once and are meeting again during March to agree the next steps.	Mar-21
Full Council	512/19	Climate Emergency Action Plan	The Climate Emergency Action Plan to be reviewed yearly by Full Council, with previously rejected suggestions reviewed and new suggestions added.	Town Clerk	On the agenda for Full Council.	May-21
Full Council	886/09	Chamber	Proposed by Cllr. Newell and seconded by Cllr. Stuchbury that if the work does need to be re-tendered the current approach, Option 1, is retained. I.e. that the Chamber toilet is removed and the disabled toilet in the Community Centre shared by Chamber users. Proposed by Cllr. Try and seconded by Cllr. P Collins that if work does need to be retendered then officers reevaluate the options for utilising the space within the Council Chamber.	Town Clerk	On the agenda for Full Council.	Mar-21
Interim	225/20; 819/20	Council Awards	Members discussed and AGREED to form a Working Group to amend the Council's current scheme of awards	Town Clerk	Completed	Mar-21
Full Council	225/20; 969/20	Diversity & Inclusion workshop	<ul style="list-style-type: none"> That the Town Council reviews the current Equality and Diversity Policy and includes this in the list of policies which is reviewed each May That the Town Council considers appointing a member of staff to be the officer lead for equalities and diversity. 	Town Clerk	On the agenda for Full Council.	Mar-21
Full Council	226/20;97 1/20	Covid-19 Public crossing at Moreton Road	The Town Clerk AGREED to investigate the potential of alternative temporary crossings such as bollards that can be secured to the road surface.	Town Clerk	Awaiting update from Buckinghamshire Council	Mar-21
Full Council	227/20	Unitary	The Town Clerk explained the devolution project pilot had been delayed because of Covid-19 and he would report back to the September meeting of Full Council as to whether Buckingham Town Council has been selected to take part.	Town Clerk	On the agenda for Full Council.	Jan-21
Full Council	701.2/20	20mph Speed Limits	<i>I propose that Buckingham town council investigate the cost of the traffic regulation order and associated costs for lowering the speed limits in appropriate areas of the town to 20 miles per hour. To request that the Community Board provides the necessary funding to implement such a scheme, and that the Town Council considers whether a contribution for such a scheme should be added to the precept.</i>	Town Clerk	On the agenda for Full Council.	Mar-21
Full Council	812/20	BTC representation at Community Board	<i>This Council requests that all councillors elected to represent their town and parish councils be afforded their civic title of 'Councillor' in attendance lists and minutes of the Buckingham & Villages Community Board, and that they are reinstated as Committee Members and not 'Public' at those meetings. Not to do so is undemocratic, and disrespectful to the Town and Parish Councils for which this Board is convened</i>	Town Clerk	This was debated at the last Community Board meeting. A vote was taken and the motion was declined.	Jan-21
Full Council	820/20	Notification of road closure Moreton Road.	Cllr. Smith proposed seeking clarity on whether work would take place at night and whether it would be subject to interruptions and, if so, would traffic management control continue during any interruptions.	Town Clerk	Request for clarity submitted. Works taking place in working hours.	Mar-21
Interim	911/20	Child Poverty	Child Poverty has increased by 32% from 2015 to 2019 in the Buckingham Constituency... Indeed, in parts of our town, there are more than 1 in 5 children living in relative poverty. This is a matter of great concern to the Town Council. Although our powers are limited, we are committed to tackling this scourge in whatever way we can. As a consequence, we will organise a day of reflection and action. The aim will be to bring together all those who wish to consider what might be done to build on existing good work (e.g. the Food Bank, Buckinghamshire Council and all organisations that are currently working around this current issue.) and develop other ideas to help these local children and their families."	Town Clerk	A working group to be set up	May-21

Committee	Minute No.	Action	Action Required	Owner	Update	Deadline
Interim	912/20	Public Health Meeting to discuss healthcare provision in Buckingham	To Deliver on the promise to Buckingham by Buckingham Town Council to hold a public meeting to discuss health provision. The Council's Environment Committee agreed, "Due to the current perceived threat to Buckingham Hospital in the light of the proposed new Medical Centre at Lace Hill, this committee recommends that Buckingham Town Council organise a public meeting to discuss residents' concerns and invite the Swan Practice, the CCG and other interested parties to attend. historically Agreed with in a motion of the council" at the meeting held on 22nd October 2018 (minute number 451/18).In light of the inability for the Town Council for various reasons to progress the agreed action to discuss the various health questions within the community about the future of health provision in Buckingham , The main questions and areas for discussion being Buckinghamshire Health Trust, community health and how Buckingham Swan Practice are progressing their vision for future health care for a delivery model of the health centre. I'm proposing that the Council holds an online public meeting with residents and Town Councillors. Questions would be asked of the three primary areas on behalf of our constituents online within a zoom meeting with the three parties delivering health and community care within Buckingham. The Town Council will have advertised the meeting in advance and the fact Councillors will receive questions from the public and would arrange the opportunity for the three health providers in Buckingham to answer those questions within a public forum.	Town Clerk	To be arranged	May-21

**BUCKINGHAM TOWN COUNCIL
FULL COUNCIL
MONDAY 15th March 2021**

Contact Officer: Sheena McMurtrie, Town Planning Officer

**Buckinghamshire Council Consultation: Biodiversity Accounting Supplementary
Planning Document**

1. Recommendations

- 1.1. It is recommended that the Buckingham Town Council support this move to implement biodiversity net gain calculations on planning applications ahead of anticipated central government legislation.
- 1.2. To inform the Buckinghamshire Council that the Buckingham Neighbourhood Plan contains relevant policies [DHE 1-6 but especially DHE2-5] and that consideration should be given to their inclusion in Chapter 2 and Appendix 1 of the document.
- 1.3. Members note that the BNDP policies are consistent with the consultation policies, for example, the BNDP refers to the Warwickshire County Council Biodiversity Impact Assessment Calculator, and thus will not lead to any confusion in planning applications within the Buckingham Neighbourhood Development Plan Area.

2. Background

- 2.1 A new law will soon require relevant planning applications to include information on how the development will both maintain and increase biological diversity (biodiversity). All relevant planning applications will need to provide this within two years once the law is passed. Along with other measures, Buckinghamshire council has drafted a 'Biodiversity Accounting Supplementary Planning Document' to help achieve this earlier in Buckinghamshire. The Council wants to start making this happen ahead of the legal requirement to do so. Buckingham Town Council have been invited to take part in the consultation about this [draft Biodiversity Accounting Supplementary Planning Document](#).
- 2.2 What is Biodiversity Accounting? Biodiversity describes the variety of life on Earth that humans rely on to survive. We need a natural world that is complex, resilient, thriving and full of variety. Nature needs to be able to cope with change. Different animals and plants in a habitat help to make that place stable and sustainable. Accounting in this context refers to measuring and improving the biodiversity on development sites.
- 2.3 The document sets out:
 - Improvement or 'net gain' biodiversity requirements in line with the emerging Environment Act;
 - How to measure existing biodiversity and how to achieve the required net gain (using a biodiversity accounting tool);
 - How to avoid biodiversity loss, increase biodiversity on site and compensate for actions that would affect a gain in biodiversity (mitigation hierarchy).

2.4 The document provides guidance for implementing biodiversity policies in the:

- Chiltern Core Strategy
- South Bucks Core Strategy
- Wycombe Delivery and Site Allocations Plan
- Wycombe Local Plan
- Vale of Aylesbury Local Plan once it is adopted

3. Proposed Responses

It should be noted that Buckinghamshire Council is constrained by the relevant policies of the National Planning Policy Framework in this area.

The policies in the Buckingham Neighbourhood Development Plan were developed with the assistance of the relevant officers in AVDC at that time.

Chapter 1 – The Aim of this Supplementary Planning Document

Buckingham Town Council fully supports migration hierarchy and its aim to prevent biodiversity loss. This is evidenced from the declaration of a Climate Emergency and the DHE policies of the Buckingham Neighbourhood Development Plan 2015.

Chapter 2 – Planning Policies

To note the omission of the Buckingham Neighbourhood Development Plan [BNDP] from the list of Planning policies; and to request that the relevant policies DHE 2-5 be included in this chapter and in Appendix 1 to the document.

The Buckingham Neighbourhood Development Plan has a legal status as part of the Development Plan for the BNDP Area.

The relevant policies are apparently consistent with this Supplementary Planning Document so there is no apparent reason for their omission, and for clarity in planning applications in the BNDP Area they should be included.

Chapter 3 – Professional Guidance

The BNDP uses the earlier document from 2013 – Biodiversity Code of Practice [BS 42020]. The Buckingham Town Council welcomes the inclusion of the updated guidance from 2016 in this SPD.

Chapter 4 - The Biodiversity Accounting Tool

Re: 4.2- It is accepted that central government is likely to include exemptions in its proposed legislation before Parliament, but it is suggested that Buckinghamshire Council should be prepared to remove at least some of these exemptions if they are not successfully enacted. It is important to acknowledge that these provisions have not yet been enacted by Parliament, and may yet be amended by Parliament before enactment.

There should be as few exemptions from this requirement as possible.

Chapter 5 – Biodiversity Accounting

The BNDP [paragraph 7.6] proposes the use of the Warwickshire County Council Biodiversity Impact Assessment Calculator as a method of calculation. There would thus be no conflict between the proposed SPD and the BNDP.

Chapter 6 - The Biodiversity Accounting Tool

The clear statement of a requirement of at least 10% net gain is welcomed.

The specific statements in relation to the hedgerows [6.4] and rivers[6.5] are welcomed. The statement re rivers in 6.5 is of significant importance to Buckingham and will support BNDP policy DHE4 – Protection of Movement Corridors.

Chapter 7 - Sourcing a Biodiversity Accounting Scheme

The statement in 7.9: *“Any offset land must not already be serving as mitigation for previous development, including Suitable Alternative Natural Greenspace; unless the proposed mitigation is an additional biodiversity net gain to that offset land.”* is to be strongly supported.

Chapter 8- Biodiversity Financial Contribution

The Natural Environment Partnership’s position that off-set land should be seen as a last resort is supported.

It is suggested that there should be a statement requiring any off-set sites being delivered as close to the affected site as possible. Reasons should be given as to why that is not possible if the off-set provision is not in reasonable proximity to the affect site. If a site in Buckingham were to suffer biodiversity loss, which in itself should be avoided at all costs, then off-set should be within the BNDP Area, or as close as possible, not elsewhere in the county.

Mr Paul Hodson

Via email:
townclerk@buckingham-tc.gov.uk

Mr Anthony Stansfeld
Police and Crime Commissioner
Office of the Police and Crime
Commissioner
for Thames Valley
Tel: [REDACTED]

10 March 2021

Dear Mr Hodson,

Re: Buckingham & Villages Community Board

Thank you for your letter dated 26 January 2021 and your interest in our public consultation regarding the future of our front counter provision. I note your concerns surrounding the withdrawal of a front counter service at Bicester. My apologies for a tardy reply.

I also have some concerns about the closing of police stations. However, with the considerable cuts to the police budget we have sustained over the past 10 years some difficult decisions had to be made. We have lost some 700 officers and rather more staff. Keeping open all police stations would have resulted in fewer police officers in our neighbourhood teams, and more at desks in police stations that are rarely visited. I would rather have the officers outside than inside.

Thames Valley Police (TVP) is working to adapt to the different ways in which people contact the police, to meet the changing needs of the diverse communities we serve and to make necessary savings. Since March 2020, TVP operated with just 5 of its 16 front counter sites open (which did not include Bicester) due to the Covid-19 pandemic. Seven front counter sites re-opened in October 2020 however, Bicester has remained closed.

It is not routine practice to collect data on members of the public visiting front counters however, footfall surveys undertaken before the pandemic did highlight that Bicester has a low demand and an underutilised front counter in comparison with higher demand locations. The front counter service at Buckingham was withdrawn in 2016 to enable savings after also having been identified as an underutilised service.

Thames Valley Police ran a public consultation from 4 January to 31 January to seek the public's views on the future of the force's front counter provision. We have been considering these views since consultation closed. The consultation sought views on a proposed reduction in the number of front counters from 16 to 11, which would save approximately £1.4m. The survey was publicised through a media release, Thames Valley Alert, and through posters in Front counter locations. The updates were also published in the form of social media posts on the force's Twitter and Facebook accounts. The total social media reach of the posts issued was in excess of 163,000 people. We are pleased that 70 people took the time to respond to our consultation, which was available digitally and via paper copy. While there was some negative feedback received, we also had a number of people contact us who could understand why we were making the proposal.

Of the 70 individuals who took part 51% stated Front Counters was their preferred method of contacting the police however 71% stated they had not visited a Front Counter in the previous 12 months. Three responses were received from those who specified Bicester as their local Front Counter.

Since December 2019, there has been an increase of 56% in people contacting us through our website. The public can make a crime report on our website, update reports, report road traffic collisions, sightings of missing people, antisocial behaviour or breaches of Covid-19 legislation among many other functions. There is also a wealth of advice including crime prevention tips available on our website. We want to ensure we continue to operate in line with these changing public expectations and do so as effectively and efficiently as possible. As this involves people physically coming to police buildings less and less, it is right that we continue to adapt our digital, online and phone response accordingly.

We will continue to keep our communities updated of our decision and further information will be available on our website shortly. It is important to note that changes to front counter provision does not affect police officer numbers, nor the number of police bases we have, and so the public will not experience any difference in police visibility in our communities. The local neighbourhood team will remain based from Bicester Police Station, as will our emergency response officers. Roads Policing officers will also remain based nearby at Howes Lane. No changes are proposed to the Neighbourhood and response teams based in Buckingham, which are in addition to response teams based at Aylesbury.

Yours sincerely,

Anthony Stansfeld

Police and Crime Commissioner for Thames Valley

**BUCKINGHAM TOWN COUNCIL
FULL COUNCIL**

MONDAY 15th March 2021

Contact Officer: Paul Hodson, Town Clerk

Elections and Purdah

1. Recommendation

1.1. It is recommended that Members note the report.

2. Key Election Dates

Monday 22 March	Publication of Notice of Election (local elections)
Thursday 8 April, 4pm	Deadline for receipt of nomination papers (including withdrawals) and notification of appointment of election agent
Friday 9 April, 4pm	Names of candidates standing for election published
Monday 19 April	Deadline for registering to vote
Thursday 6 May	Polling Day 7am – 10pm
Friday 7 May	Buckinghamshire Council Election Count
Friday 7 May/ Saturday 8 May (10am)	Town & Parish Council Counts will take place at the conclusion of the principal election count. *
Monday 10 May	Serving Councillors retire. Newly elected Councillors begin their role
Monday 10 May (7pm)	Informal Town Council meeting to discuss Mayor and Deputy Mayor roles
Monday 10 May (following informal meeting)	First induction session for new councillors

*NB Provisional Date & Time

3. Purdah

- 3.1. The *Code of Recommended Practice on Local Authority Publicity*¹ places specific duties on unitary, county and district councils and London boroughs. Town and parish councils are included in the 1986 Local Government Act on which the Code is based, but many of the amendments which place much stricter restrictions on principal authorities do not apply. However, town and parish councils are included in and encouraged to follow the Code as best practice.
- 3.2. At all times, and not just in a pre-election period, there is in law (applicable to town and parish councils) an absolute prohibition of political publicity. The Council is under a duty not to publish any material which, in whole or in part, appears designed to affect support for a political party.² The words “publicity” and “publish” refer to any communication in whatever form addressed to the public at large or to a section of it. The content and style of the material, the time and circumstances of its publication and its likely effect on those to whom it is directed will be relevant factors in determining whether material falls within the prohibition.
- 3.3. The pre-election “purdah” period is the time from the date the notice of the election is published until polling day. This will be from 22nd March to 6th May.
- 3.4. In almost all respects, it will be “business as usual” for the Council during the purdah period, and the publicity that this necessarily creates. The Code does not prohibit the publication of information on politically sensitive or controversial issues but it does provide guidance on publicity at sensitive times such as during the purdah period, in the following terms:
- 3.5. *“The period between the notice of an election and the election itself should preclude proactive publicity in all its forms of candidates and other politicians involved directly in the election. Publicity should not deal with controversial issues or report views, proposals or recommendations in such a way that identifies them with individual members or groups of members. However, it is acceptable for the authority to respond in appropriate circumstances to events and legitimate service enquiries provided that their answers are factual and not party political. Members holding key political and or civic positions should be able to comment in an emergency or where there is a genuine need for a level response to an important event outside the authority’s control. Proactive events arranged in this period should not involve members likely to be standing for election”.*³

¹ “Code of Recommended Practice on Local Authority Publicity” published by the Department for Communities and Local Government in March 2011 (Communities and Local Government Circular 01/2011)

² Section 2(1) of the Local Government Act 1986

³ Paragraph 33 of the Code of Recommended Practice on Local Authority Publicity

- 3.6. **The issue which the Code seeks to address is that of the Council, as a corporate body, influencing, through its own publicity, support for any particular candidate or political party.** The *Code of Recommended Practice on Local Authority Publicity* does not restrict robust political debate within Member meetings which continue during the pre-election period. Neither does it restrict what Members say or do in their individual capacities, for example responding to media enquiries made directly to them about Council business, or undertaking constituency work in their wards (although of course, during the pre-election period Members must still comply with the Council's Code of Conduct).



**Buckingham Town Council
Climate Emergency Action Plan Update
March 2021**

At Full Council on the 15th July 2019 Members AGREED:

“That Buckingham Town Council declares a climate emergency and commits to encourage Buckingham to become carbon neutral. This will help to raise the profile of this vital issue and secure external support and funding. It is also proposed that Buckingham Town Council also signs up to the Covenant of Mayors to track our progress and link with towns around the world who are cutting emissions. Our aim is to make the Town Council carbon neutral by 2030 and encouraging the town’s population, organisation and businesses to work with us in that aim.”

and for

Local Councils that have declared a climate emergency tend to do so to provide leadership and help educate their communities about both the threat of and solutions to the climate crisis. This should then act to harness “people power” to make that change possible at all levels, especially driving higher levels of government to act and ultimately force them to pull the economic and legislative levers needed to reverse global warming and restore a safe climate.

This action plan sets locally determined actions with measures to deliver the objectives both within the Council and across the town. The actions are measurable with targets that hold the Council to account. This Climate Emergency Action Plan is an overarching pledge that identifies the following priority areas of change:

Objectives

- a) Energy - to reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat.
- b) Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.
- c) Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.
- d) Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water
- e) Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.

Buckingham Town Council Climate Emergency Action Plan

Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.				
	Action	Measure	Responsibility	Update
1.	Creation of a Climate Emergency webpage to enable discussion, idea sharing and extend public awareness of the issues.	Number of visitors per year	Resources Committee	Page created on the Town Council's website and has generated 124 page visits during the last year and, 114 unique page visits. Social media content planning sessions allow for a regular programme of environmental campaigns and initiatives.
2.	Information can be made available in Buckingham library and on notice boards to maximise public awareness and access to information	Number of contacts made	Resources Committee	It is hoped we can arrange something with the Buckingham library, once business return to normal – Autumn 2021.
3.	Encourage practical action by local people through proactive communication campaigns. Consider creation of an impartial local guide that provides information on accredited local energy assessors and renewable energy installers for solar panels, batteries, EV chargers and heat pumps etc.	Number of downloads/copies requested. X per year	TC&E and Environment Committee	To be created following first public meeting (date to be confirmed).

4.	Consultation on the Buckingham Neighbourhood Plan refresh will enable detailed consultation on the proposed changes.		Planning Committee	Consultation to be rolled out in Spring/Summer 2021.
5.	Encourage the formation of Local Climate Action Groups.	One formed	Resources Committee	To be created following first public meeting (date to be confirmed).
6.	Host a public meeting on the issue.	One per year	Resources Committee	Delayed by lockdown. In consultation with the Town Council's Climate Champions on a suitable way forward.
Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat				
	Action	Measure	Responsibility	Updates
7.	Implement an Energy Audit of all Council buildings, operations and vehicles	Actions implemented	Resources Committee	Carbon footprint Audit providers to be investigated and options to be presented to Resources Committee on the 26 th April 2021.
8.	Change BTC energy provider to renewable/ green tariffs	Moved to green tariffs by 2020/21	Environment Committee	Delayed conducting a thorough review until we have the solar panels in place, at least at Lace Hill, as then we may be able to get deals that also

				cover buyback from the panels.
9.	Offset carbon emissions by planting more trees (whenever possible)	One tree planting project per year	Environment Committee	2020 Tree planting sessions: 12 th March and 7 th November. Tree Planting sessions for Spring 2021 have been postponed due to Covid-19 restrictions, plans are in place for an Autumn/Winter event.
10.	Investigate options for carbon offsetting Town Council event e.g. Bonfire & Fireworks	Publication of carbon offsetting certification for each relevant event	Town Centre & Event Committee	To be investigated as part of the carbon footprint audit – April 2021.
11.	Minimise the climate impact from development and encourage a low carbon economy through our planning system by: <ul style="list-style-type: none"> • Encourage a sustainable pattern of development supported by a low carbon transport infrastructure • Promote sustainable design in and in the overall town by interrogating every planning application (large or small) with our developing set of 'zero carbon planning questions' 	% of new builds in the parish to be low carbon properties	Planning Committee	To be considered through consultation on the Buckingham Neighbourhood Plan refresh. Consultation to be rolled out in Spring/Summer 2021. Draft design guide prepared which takes account of this.
		% of new builds in the parish to be low carbon properties	Planning Committee	
12.	Install renewable energy generation on Council owned buildings	Installation of Photovoltaic Panels on all the Lace Hill Centre, The Community	Full Council and Resources Committee	Quotes are currently being sought for Lace Hill. The Community Centre panels will then be pursued once the

		Centre and the new cemetery building (once constructed).		current vaccination programme is ended. The new cemetery design will take account of solar and other reusable energy.
Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water				
	Action	Measure	Responsibility	Update
13.	Provide recycling facilities at all Town Council Events.	One bin per event	TC&E Committee	Recycling bins are now being provided at all Town Council events. In particular, noting the success of recycling Biffa bins at Music in the Market & Bandjam.
14.	Work with and support litter picking initiatives around town including the increased promotion of River rinse.	One Town Council event per year in addition to the two river rinses	TC&E Committee	Despite the pandemic a River Rinse still took place. During October the Town Council launched a ‘Rubbish Campaign’ to encourage residents to conduct individual litter picks, which was covered by national local council press.
	Investigate possibilities of rainwater harvesting for all new town council buildings and use the water for	One per new build (owned by BTC)	Resources Committee	To be considered within the construction design

	planters and hanging baskets			stage of the new cemetery buildings.
15.	Fit water saving devices in all town council owned toilets	One per toilet	Environment Committee	Report to be produced for March 2021 Environment committee.
16.	Promote the installation of the water bottle refill station in Chandos Park and the national refill initiative	Number of interactions through Social Media	Environment Committee and Resources Committee	COMPLETE Water bottle refill station installed and positively received.
17.	Actions implemented to eliminate the use of single-use plastics within Council offices/buildings and continue to promote Plastic-free Buckingham	No purchases of single use plastics	Resources Committee	The Council no longer purchases single use plastic items for events and for use within its offices. The plastic-free message was promoted as part of the 'Rubbish Campaign' and launch of the water bottle refill station in Chandos Park.
18.	Implement waste education and promotional campaigns	Number of interactions through social media and with groups including schools	Resources Committee	Officers have been continuing to promote what the Council is doing to address climate change. Social media content planning sessions allow for a regular programme of environmental campaigns and initiatives.
19.	Request a carbon footprint of any Town Council investment and seek to reduce this by switching to investments supporting renewable energy projects and	Measure and publish low carbon emission	Resources Committee	To be considered at Resources Committee 26 th April 2021

	eco-enhancements.	certification		
20.	Buy local, fair-trade, recycled, plastic free, repairable and sustainable products wherever possible/available.	Consideration of a procurement strategy	Resources Committee	Wherever possible sustainable materials will always be sourced. The most recent example being the 7 new recycled plastic litter bins for the Brackley Road cemetery.
21.	Ask grant applicants to consider the impact on the environment of their project and any steps they can take to mitigate them. Members to consider these responses when allocating grant funds.		Resources Committee	From 2021/21 each applicant must state how their organisation is working to reduce the environmental impact of their project.
Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.				
	Action	Measure	Responsibility	Updates
22.	Explore more bike parking facilities around the town, including local schools and businesses.	5 more racks by 2021	Planning Committee	Approved applications for: RLS 13 + 6 at the Sports Hall and McDonalds 4 double-sided bike racks. All new development housing has either a shed big enough to house a bike, or (for flats) a room for cycle parking,

				generally at the rate of 1 per flat: St Rumbolds Fields 398 houses & flats Hamilton site 33 flats + 17 houses.
23.	Consider holding an event that promotes cycling around the town	To be considered on a future agenda of TC&E 2019/20	Town Centre & Events Committee	To be considered at TC&E once business returns to normal and social distancing rules allow for more public events.
24.	Replace BTC owned vehicles and green spaces equipment with suitable electric models when existing petrol, and diesel vehicles come to the end of their usable life, resulting in full replacement with electric vehicles by 2030.	Replace each vehicle at the appropriate point in its lifecycle.	Environment Committee	Electric vans (total - two Renault Kangoo) leased in Winter 2019 and Summer 2020. Aim for full replacement of all vehicles with electric alternatives by 2030.
25.	Refurbish and promote the town's benches to assist walkers to take short rests. Advertise with signs 'pedestrian friendly town'	Replace each bench at the appropriate point in its lifecycle.	Environment Committee	Walking trails regularly promoted via Buxplore along with healthy outdoor activities. Greenspaces team have refurbished or repaired a number of park benches throughout the town and funding has been approved for another 8 benches/picnic tables via the Buckingham & Villages Community Board. Environment

				Committee Members to discuss whether is it still desirable to pursue signage for a 'pedestrian friendly town'.
26.	Work with Buckinghamshire Council to extend/ improve cycle/ walking network		Full Council	<p>The Greenspaces Team have maintained walking and cycling routes across</p> <p>BTC land holdings and under agreement with others. The Town Council have provided feedback to Buckinghamshire Council to support the introduction of a cycle scheme between Gawcott and Buckingham via the Emergency Active Travel fund.</p>
27.	Work with Buckinghamshire Council on increasing EV charge points on public land		Full Council	<p>Initial contact has been made with electric vehicle charging companies to identify potential solutions. Suitable locations and best-fit products are to be identified.</p>

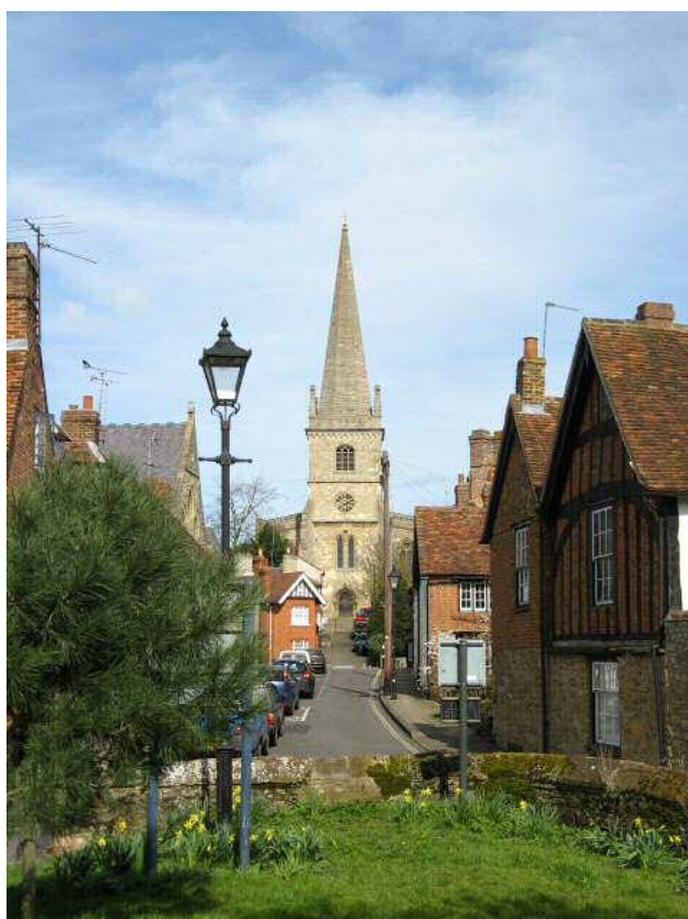
Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.				
	Action	Measure	Responsibility	Updates
28.	Finalise Flood Plans with local partners	Number of contacts established	Environment & Resources Committee	Additional properties have been added to the list of vulnerable addresses. A number of volunteers have come forward and investigation is underway to determine the appropriate policies, procedures, insurance and training for volunteer flood wardens. Initial meetings have been held between Buckinghamshire Council and the Town Council to discuss how to ensure a coordinated response to future flood plans. Flooding advice has been added to the town council website. All properties at risk will be written to each year with details of the Council's plan and sources of support.
29.	Advise residents on steps to increase resilience	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	
30.	Promote the community flood warden scheme	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	
31.	Protect and enhance native species and habitats.	One	Environment	Installation of wildflower

	Promoting and supporting opportunities for environmental enhancement and regeneration	environmental campaign per year	Committee	boards in Bourton Park to promote the planting of native wildflower species (April 2021). Thousands of native Woodland bulbs were planted around Bourton Park in September 2020. Further wildflower planting is planned for 2021.
32.	Support local food production including the provision of more allotments for people to grow their own food.	Number of allotment holders at the new Tingewick Road Allotment site	Full Council	The Town Council continues to signpost new applicants to the Allotment society and is working with Buckinghamshire Council on potential sites for community gardening sites. Plans for the new site will be developed during 2021.
33.	Seek adequate garden space or community spaces for growing food in all future development.	One community space per new development	Full Council and Planning Committee	To be reviewed within the refresh of the NDP
34.	Purchase (where possible) locally produced and fair-trade food for the Council's use and civic events.	All BTC events	Town Centre & Events Committee	Incorporated within planning for all Town Council events.
35.	Review of grass verges and hedges to identify areas to be trimmed less and later in the year to support more wildflowers and insects	To be considered within Greenspaces Strategy and Management	Environment Committee	The grass cutting plan will be reviewed by Environment Committee in March 2021.

		Plan for Parks		
36.	Each year allocate a section of land to be planted with wildflowers.	One per year	Environment Committee	A new section of wildflowers was planted in 2020 in Bourton Park, on the car park side of the river. Plans are in place to 're-wild' sections of verge along the bypass with wildflowers and grasses.
37.	Plan a new eco-friendlier cemetery to include planting more trees and wildflowers.	Measure and publish plans and low carbon emission certification	Environment Committee	Proceeding with the tender process for the first phase of the planning and design of the new cemetery. To enable this a sustainable design approach is to be taken in all aspects of the new cemetery. In particular; to reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat as well as recycling materials and ongoing resources e.g. water.
38.	Work with the Tree Wardens, in promotion of the Tree Charter.	5 new Tree Wardens signed up per year.	Environment Committee	Following promotion through our website and social media we've have signed up 8 new Tree

				Wardens during 2020/21. A meeting of the Tree Wardens took place on the 26 th November 2020 and Wardens were tasked with completing Tree Planting Surveys for their local area. Plans are in place to arrange more events once business returns to normal.
39.	Look to legally protect the future of the riverside parks in Buckingham, including Chandos Park, Bourton Park and Heartlands as parkland.	Future agenda of Environment Committee 2019/20	Planning Committee and Environment Committee	To be reviewed following resolution of devolution discussions.

Buckingham Town Council Business Plan 2021 - 2025



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1. Introduction

This Business Plan is the Town Council's blueprint for how it will work in a co-ordinated way in the best interests of all who live or work in the town or who use the Council's services. The Plan sets out the Council's values, vision and key objectives, along with actions for the next 12 months.

The Plan sets out the mission, objectives and key priorities of what an organisation wants to achieve, either directly or by trying to increase its influence on the relevant delivery body, such as the District or County Council. It is the Council's action plan for the next five years. The Plan will help drive and determine the direction and content of all other internal strategies and resources of the Council.

This Business Plan sets out for Members, staff, and the community we serve, our mission, purpose and priorities for the next four years.

2. Why has Buckingham Town Council decided to produce a Business Plan?

2.1. Role of the Business Plan

This Business Plan will help ensure that Buckingham Town Council can take a planned and consistent approach to:

- The design and delivery of services
- The prioritisation and allocation of resources
- The achievement of real value for money

Having an agreed strategy provides a framework for the Town Council to work within, enabling it to operate in a consistent and co-ordinated way. The Business Plan will allow the Council to become more confident and proactive in its decision making.

Later in the Plan we have identified:

- The core objectives of the Council over the next five years.
- The key processes and actions associated with each of the Council's priorities, including actions to be taken in the next 12 months.

Budget

Each year the Council sets a budget for the coming financial year and a five-year budget. This Business Plan should be read in conjunction with the budgets, which allocate resources for the Council's priorities to be achieved.

2.2. How we ensured Community Involvement

In determining the aims of the Council the Business Plan has:

- Recognised national and local priorities

- Taken account of the views of local communities

Buckingham Town Council has developed a comprehensive Neighbourhood Development Plan which involved a series of public consultation periods and events allowing residents to provide their input. The issues and public opinions highlighted during those consultation events have been used to help form and prioritise the Council's key aims and strategic points.

3. Monitoring the Business Plan

The Plan will help drive and determine the direction and content of all other internal strategies and resources of the Council. The detailed content of the Plan will be regularly reviewed and updated in light of external and internal pressures and opportunities. Internal pressure may arise from plans to improve service quality and the availability of resources, while external pressure may come from partnership work, other strategic plans, and government legislation.

4. The Local Picture

The town of Buckingham, with a population of roughly 15,000, is situated in the North of Buckinghamshire close to the borders of Northamptonshire and Oxfordshire and 13 miles from Milton Keynes. Buckingham is a classic country market town, still retaining some of its medieval past, in an attractive setting.

The centre of Buckingham is predominantly Georgian or earlier in building style, with infill during the Victorian period as well as some peripheral development. This is preserved by the Conservation Area status conferred in 1971 and amended in 2005. In total there are more than 200 listed buildings in the town.

Buckingham has a variety of restaurants and pubs, typical of a small market town. It has a number of local shops, both national and independent. Market days are Tuesday and Saturday which take over Market Hill and the former high street and cattle pens area. Buckingham is twinned with Mouvaux, France and Neukirchen-Vluyn in Germany.

The town is sited on the River Great Ouse which provides a focal point for the town's green spaces and parks. The town features a large area of open leisure facilities, including Chandos Park and Bourton Park and the old railway line, which form the basis for the development of various walks.

Buckingham benefits from high levels of sporting activity. As well as its large green parks, which include children's playing parks, the town has two Multi Use Games Areas, tennis courts, two bowling green clubs, a skate park, football fields and the Swan Pool leisure centre. There are a large number of clubs making use of these facilities providing opportunities for residents of all ages in a variety of sports.

Buckingham has a high percentage (72%) of owner-occupiers, with the remaining housing consisting of 11% social housing and 15% private rentals. The town has four residential estates to the east of the town, with a good mixture of stock and style. The most recent development, Lace Hill, started in 2012. Western residential, to the south of the river, provides a good mixture of styles with

significant areas of green space and sporting facilities. The North Western arc of the town includes a mixture of housing stock and a range of open spaces, including Stowe Avenue. A large industrial park lies to the south of the town housing a mix of manufacturing businesses and service providers. Several businesses have relocated here from the town centre in recent years.

Buckingham has four primary schools. In addition, there is the Royal Latin, a selective Grammar school; and the Buckingham School, both of which cater for students between 11—18 years old.

The town has a number of places to worship, including St Peter & St Paul's Church of England; St. Bernardine's Roman Catholic Church; Well Street United Church; the Salvation Army Citadel, the Evangelical Church (Meets in Bourton Meadow School) and Jehovah's Witnesses.

Buckingham University, an independent university is located within the town. The university opened in 1976 and has gradually grown, with 1,300 students currently on campus (2,000 students in total) The university is a major employer within the town, as well as adding to the town's economy.

5. Meeting Future Demands

The town has considerable potential for development and enhancement, but it will be necessary to tackle such issues that may arise as a result of development. The Town Council has developed a Neighbourhood Development Plan for Buckingham, which was made following overwhelming support from residents in a referendum in 2015. A Neighbourhood Plan is a new type of planning document and is part of the Government's new approach to planning, which aims to give local people more say about what goes on in their area. This is set out in the 'Localism Act' that came into force in April 2012.

The Plan provides a vision for the town's future and sets out clear planning policies to realise this vision. The Plan can be viewed at: <https://www.buckingham-tc.gov.uk/your-town-council/council-plans/>.

6. Aim and Core Objectives

6.1. Aim

The Town Council's aim is to improve the quality of life for the residents of Buckingham.

6.2. Core Objectives

A working group consisting of Council Members and officers addressed how the Council will achieve this and as such Members agreed Buckingham Town Council needs to work towards achieving eight Core Objectives over the next five years. These were reviewed in 2019 and the ninth objective was then added;

1. To ensure the current Neighbourhood Plan is being used appropriately to judge planning permissions within the town, and to carry out a full refresh of the Neighbourhood Plan to ensure the Town has the best possible Plan in place once the Vale of Aylesbury Plan is agreed.
2. Improved community Spirit
3. Established greater active engagement with local Partners and Public
4. Promoted and improved economic activity within the town
5. Maintained, improved and expanded our green and open spaces (including allotments and cemetery)
6. Maintained Quality Council Status
7. Developed an effective resources plan (to include an income generation plan, adequate staffing to achieve our ambitions and good value council processes)
8. Make Buckingham an even more attractive town/parish (including improved infrastructure)
9. To take on additional devolved services and assets where this supports the Council's other Core Objectives

Each of these objectives contains specific projects and activities that the Council is already doing, or must begin to achieve the set objective.

6.3.Key Processes

The successful achievement of the Council's core objectives is dependent on the Council and its Officers performing certain key projects, process and activities exceptionally well, in order for us to be confident that we are well placed to be achieving the objectives set out above.

The Council has highlighted the below six processes as being crucially important;

- Developing Capability of Council Staff
- Liaising with, and influencing, other key bodies
- Long term and tactical planning
- Knowledge Management
- Developing Policy
- Community Engagement

The Council has reviewed threats and opportunities for each of the Key Processes and has developed action points for each. This includes consideration during the setting of precept.

6.4.Performance Indicators

It is important that the Council measures its progress and creates an avenue to adapt its workings to ensure the plan is a success. The Council has created measurable Performance Indicators for each of its eight objectives. The Resources Committee will review the Council's progress against these indicators on a regular basis. A report will be issued to the Resources Committee every 14 weeks, ensuring the Council is actively pursuing its objectives, adapting and taking action to meet its targets when necessary.

7. Buckingham

7.1.Context

Buckinghamshire is made up of two tiers of local government, each with differing areas of responsibilities. For Buckingham, these are Buckingham Town Council and Buckinghamshire Council. The Town Council is and will remain the first and most local tier of government for residents of Buckingham Parish.

The new Buckinghamshire Council is responsible for services within Buckingham including parking, housing, planning, street cleaning, education, highways, libraries, rights of way, health and social care.

Buckingham Town Council has four electoral wards and seventeen elected councillors who are usually elected every four years. The Town Mayor and Deputy Town Mayor are elected by councillors at the Annual Statutory Meeting in May.

7.2. Committees

The Council has four standing committees, each with its own remit:

Resources

The Resources Committee is authorised by the Full Council to take responsibility for the preparation of the Council's annual precept, implementation of the annual grants system, review of the longer term strategy of the Council, the review of any personnel requirements, communications, and the monitoring and scrutinising of the budget. In addition, the Committee takes responsibility for the regular review of Standing Orders, Policies and Terms of Reference. The Committee also oversees the Council's communications, including press, social media, the website and the newsletter.

Environment

The Environment Committee is authorised to take responsibility for the protection and improvement of the town and its environs. The Committee makes recommendations to the Full Council regarding any land or property held or leased, and any proposed purchases or sales.

The Committee reviews work required to footpaths, pavements, cycle-ways, roads, waterways, horticultural and arboriculture works, street furniture (seats, planters, waste bins), play areas, and play equipment.

The Committee engages with other public services - acting as the consultee, making representations, participating in and supporting as required all matters relating to community care, social care and health services policing, crime and ASB reduction.

Planning

This committee reviews every planning application, considers tree applications, oversees the Neighbourhood Plan and takes part in various district and regional consultations where they may impact on Buckingham.

The Town Council is a statutory consultee, and reviews all planning applications and advises Buckinghamshire Council should they not meet local requirements and aspirations. However, it

should be noted that the Planning Authority (Buckinghamshire Council) makes the final decision on all planning applications, and does not always agree with the Town Council's comments.

The Committee undertakes all powers and duties of the Council in respect of Neighbourhood Planning and Development under the Localism Act.

Town Centre and Events

The Town Centre & Events Committee remit is to make the town centre a pleasant place to come to, and to put on events for residents and visitors. All events are aimed to strengthen our community, young and old; and contribute to making Buckingham an especially vibrant town. Many events are run in partnership with local groups and organisations.

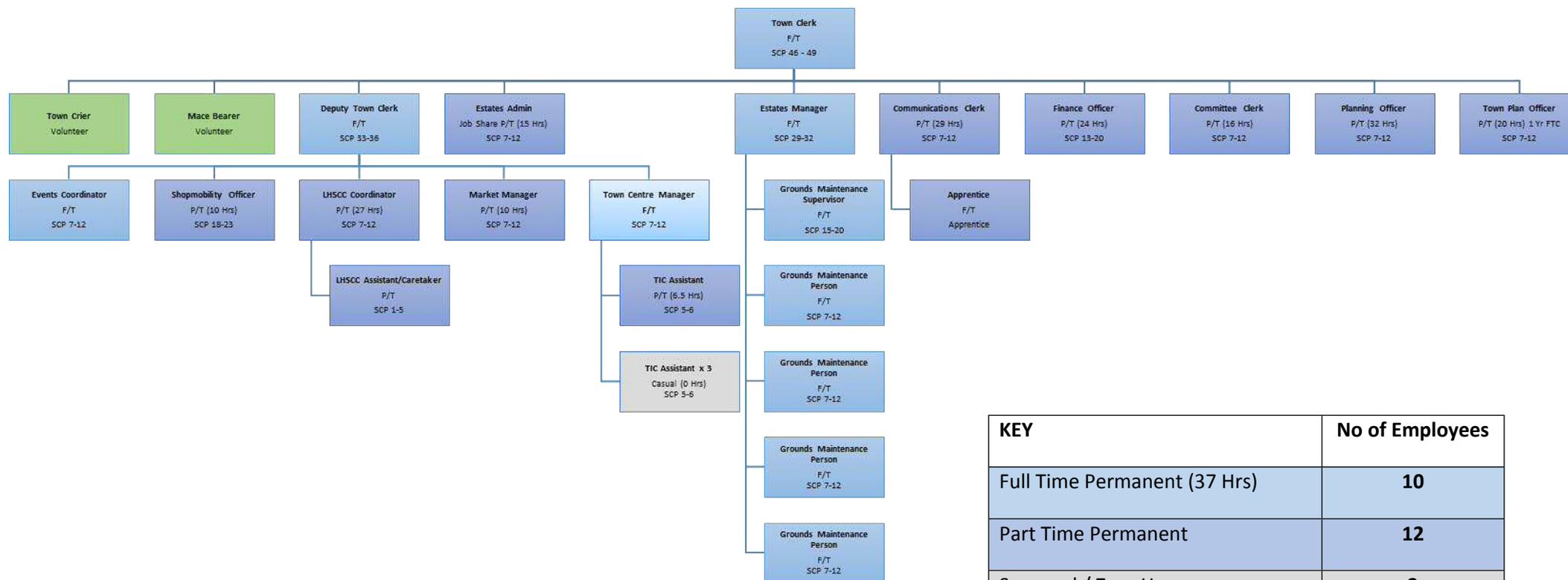
The Committee also takes responsibility for the running of the markets, floral displays, youth projects and the promotion of the town through appropriate media.

7.3. Management Structure

The administration of the Town Council is carried out by the Town Clerk who is appointed by the Town Council. The Town Clerk is required to carry out all the functions required by law as the Town Council's proper officer and to issue all statutory notifications. The Town Clerk is also the Responsible Finance Officer.

The Town Council is supported by a team of 25 members of staff as detailed in the following management structure diagram:

Appendix D



KEY	No of Employees
Full Time Permanent (37 Hrs)	10
Part Time Permanent	12
Seasonal / Zero Hours	3
Volunteer	2

Notes:

Number of paid posts – 25

Number of Employees – 24 (1 job share)

Full Time Equivalent Posts – 15.5

SCP = Spinal Column Point (Local Government Pay Scale)

7.4. Council Assets and Areas of Responsibility

Assets

- Bourton Park
- Brackley Road Cemetery
- Bridge Street, Overn Crescent & Wittmills Oak)
- Buckingham Community Centre (managed by the Community Association Trust)
- Chandos Park (Not including Nichols Walk)
- Chandos Park Public Toilets
- Cornwalls Meadow Public Toilets
- Council Chamber
- Council depot
- Lace Hill Sports and Community Centre
- Lace Hill sports pitches
- Markets (Street & Flea)
- Public Play Areas (Excluding Ottersbrook,
- Railways and Circular Walks
- Shopmobility Service

Areas of Responsibility

- Annual events programme including fringe week
- Burial Authority
- Bus Shelter Stratford Road
- Christmas Lights and Cattle Pens Pea Lights
- Grounds Maintenance
- Managing the Lace Hill Sports and Community Centre
- Planters and Hanging Baskets
- Providing Tourist Information Centre in the Old Gaol
- Provision of Litter & Dog Bins (emptied by a contractor)
- Provision of Salt bins (Not refilling)
- Shopmobility Service
- Urban transport services including grass verge cutting (devolved from the highway authority)

8. Action Plan for 2021

The following Action Plan summarises what the Council plans to achieve during 2021, to further the Core Objectives. These actions are in addition to the Council continuing to manage its assets and deliver day to day services.

Item	Core Objective	Action(s)	Responsibility	Deadline
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Appendix D

Item	Core Objective	Action(s)	Responsibility	Deadline
1. Purchase land for new cemetery and allotments	5	Appoint cemetery designer	Town Clerk	April
		Agree overall design	Environment Committee	September
		Borrow funds from Public Works Loan Board	Town Clerk / Full Council	December
		Purchase Land	Town Clerk / Full Council	May
2. Install solar panels on Lace Hill and Buckingham community centres	7	Tender for Work at Lace Hill	Deputy Town Clerk	April
		Appoint Contractor	Resources Committee	May
		Oversee completion	Deputy Town Clerk	December
		Tender for Work at Buckingham Community Centre	Deputy Town Clerk	August
		Appoint Contractor	Resources Committee	September
		Oversee completion	Deputy Town Clerk	March
3. Develop draft revised Neighbourhood Plan	1	Carry out stakeholder consultation	Town Plan Officer	June
		Review draft Plan in light of the New Vale Plan, once this is agreed	Town Plan Officer	July
		Complete draft revised Plan	Town Plan Officer	September

Appendix D

Item	Core Objective	Action(s)	Responsibility	Deadline
4. Agree new devolved services package with new Buckinghamshire Council	3,5,7,8 & 9	Agree package of services, assets and finance with Buckinghamshire Council	Town Clerk / Full Council	June
		Agree draft contracts for signing in 2022	Town Clerk / Full Council / solicitor	September
5. Implement four year community grants	2,3 & 7	Seek applications	Communications Clerk	September / October
		Decide on grants	Resources	February
		Sign agreements	Town Clerk	March
6. Implement Town Council's Tourism Strategy	2,3 & 8	As detailed in the Strategy	Deputy Town Clerk	March and ongoing
7. Complete twinning with Neukirchen-Vluyn	2	Arrange English signing later in the year	Town Clerk / Mayor	December
8. Implement Climate Change Action Plan	5, 7, 8	As detailed in the Strategy	Town Clerk	Ongoing
9. Uphold the Neighbourhood Plan	1	Review all planning applications to ensure compliance with the BNDP, and oppose all those which do not uphold it	Planning Committee and Planning Clerk	Ongoing
10. Review the Vision and Design Statement	1	Review the V&D Statement in line with current planning guidance as part of the preparation of the revised Buckingham Neighbourhood Plan.	Planning Committee and Town Plan Officer	April

Appendix D

Item	Core Objective	Action(s)	Responsibility	Deadline
		Hold a celebration event marking 20 years of the Buckingham Design Guide. “	Town Clerk	2022
11. Work with the new Buckinghamshire Council to ensure effective ongoing Planning processes	1	Attend all training and briefing sessions available	All Councillors and relevant officers	2021
		Maintain communications with Planning officers	Town Clerk	Ongoing

12. Your Views Matter

12.1. *Reviewing Our Business Plan*

The Business Plan will be a regular item on the agenda for the Resources Committee to ensure the Council formally reviews its progress and objectives.

The Business Plan will be reviewed by Full Council in October each year to enable any changes to be considered during the Precept planning for the following year and the next year's Action Plan to be put in place.

Our Business Plan shall form one of the main ways the Council will inform the public about what we are doing to meet the needs of the community. We welcome any comments on our Business Plan and would appreciate views on its content and format. If you require any further information that would help you understand what we are trying to achieve, please let us know.

More information about the Council, including an electronic version of this Plan, is available on our website www.buckingham-tc.gov.uk .

12.2. *How to Contact us:*

Buckingham Town Council
The Buckingham Centre
Verney Close
Buckingham
MK18 1JP

Tel: 01825 762 774

office@buckingham-tc.gov.uk

www.buckingham-tc.gov.uk