



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr P. Hodson

FULL COUNCIL

Wednesday, 07 July 2021

Councillors,

You are summoned to a meeting of the **Full Council** of Buckingham Town Council to be held on Monday 12th July 2021 at 7pm at Lace Hill Sports and Community Centre, Buckingham MK18 7RP

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. **Due to Covid restrictions limited places are available in the hall for members of the public, so do let us know in advance if you wish to attend.**

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

To receive and agree the minutes of the Full Council Meetings held on:

- Monday 17th May 2021 (Annual Statutory) [Copy previously circulated BTC/01/21](#)
- Monday 17th May 2021 [Copy previously circulated BTC/02/21](#)
- Monday 28th June 2021 [Copy previously circulated BTC/03/21](#)

4. Interim Minutes

To receive and agree the minutes of the Interim Council meetings held on:

- Monday 7th June 2021 [Copy previously circulated IM/01/21](#)
- Monday 28th June 2021 [Copy previously circulated IM/02/21](#)



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.

5. Planning Working Group

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

- Monday 24th May 2021
- Monday 7th June 2021
- Monday 28th June 2021

[Copy previously circulated PL/01/21](#)

[Copy previously circulated PL/02/21](#)

[Copy previously circulated PL/03/21](#)

6. Town Centre and Events Working Group

To receive the minutes and confirm the recommendations therein of the Town Centre and Events Working Group meetings held on:

Wednesday 2nd June 2021

[Copy previously circulated TCE/01/21](#)

Monday 21st June 2021

[Copy previously circulated TCE/02/21](#)

173/21 Summer Entertainment Programme

Members received and discussed a written report from the Town Centre Manager. Proposed by Cllr. O'Donoghue, seconded by Cllr. Mahi and unanimously **AGREED TO RECOMMEND** that the town centre entertainment is postponed until Saturday 24th July when it is hoped that that Covid 19 restrictions will be lifted. Those acts already booked will be offered alternative dates. It was **AGREED TO RECOMMEND** to extend the entertainment to the first Saturday of September 2021 and transfer any underspend to Music not in the Market.

7. Environment Working Group

To receive the minutes and confirm the recommendations therein of the Environment Working Group meeting held on Monday 14th June 2021

[Copy previously circulated E/01/21](#)

8. Resources Working Group

To receive the minutes and confirm the recommendations therein of the Resources Working Group meeting held on Monday 5th July 2021 (other than those listed for agreement later on the agenda)

[Copy previously circulated R/01/21](#)

211/21 Sustainable Purchasing and Procurement Policy

Members **AGREED** to **RECOMMEND** to Full Council to adopt a Sustainable Purchasing and Procurement Policy

[Appendix A](#)

212/21 Internal Audit Report and Acton Updates

Members received the Internal Audit Report and discussed the Auditor's observations. Members **AGREED** to **RECOMMEND** the report to Full Council.

[Appendix B](#)

9. Staffing (Confidential Matters) Working Group

To receive the minutes of the Staffing (Confidential Matters) Working Group held on Monday 5th June 2021

[Copy previously circulated SC/01/21](#)

10. To receive and question reports from Buckinghamshire Council Councillors

11. Action List

[Appendix C](#)

12. Climate Emergency Action Plan Quarterly Update

[Appendix D](#)

13. Covid 19 and Review of Future Meetings

To receive a written report from the Town Clerk

[BTC/26/21](#)

14. Neukirchen-Vluyn's 40th Anniversary of Becoming a Town

To receive and discuss a written report from the Town Clerk

[BTC/27/21](#)

15. Proposed Electoral Boundary Change

To receive the proposed change and any agree any response from the Town Council
https://www.bcereviews.org.uk/node/6488?postcode=MK181TL&fbclid=IwAR1H9Ix5I3IByHyZNRq5x4Vzxm_0EFbzHmjbtwpGIBFBdQuk3GY0s0Cjk

16. Review of Town Council Objectives and Business Plan

To receive and discuss a written report from the Town Clerk

[BTC/28/21](#)

17. Buckingham & Villages Community Board

19.1 To receive and discuss a written report from the Town Clerk

[BTC/29/21](#)

19.2 20mph Speed limits

[Appendix E](#)

[Appendix F](#)

19.3 To agree Town Council representatives for each of the Community Board Action-groups:

- Improving the Environment
- Transport and Highways
- Supporting Economic Recovery
- Youth

18. To receive correspondence and discuss whether to appeal the decision to vary the Premises Licence at the BP petrol station on Stratford Road to remove the current restriction on the sale of alcohol from 8am to 11pm to allow alcohol sales 24 hours a day. To agree who should represent the Council at the appeal.

[Appendix G](#)

19. Reports from Representatives on Outside Bodies

Members are asked to note the reports listed below:

19.1 Minutes of the Twinning Association 2nd June 2021

[Appendix H](#)

19.2 Aylesbury Vale Association of Local Councils (AVALC) – To receive a verbal report from Cllr. Harvey

20. Mayoral Engagements

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

Functions the Mayor has attended:

May 28: English Tourism Week: Old Gaol photo and tour with Greg Smith MP.

May 29: Opened the Lace Hill Snake.

June 14: Grants cheques given out outside Old Gaol.

June 24: Discussion with Mayor of Neukirchen-Vluyn and others about the Twinning via Zoom.

Functions the Deputy Mayor has attended:

June 26th: Armed Forces Day (online)

21. Chair's Announcements

22. Date of the next meeting:

Interim Council – Monday 13th September 2020

Full Council - Monday 4th October 2021

23. 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.

24. Confidential Minutes of the Resources Working Group meeting held on Monday 5th July 2021

To receive the confidential minutes and confirm the recommendations therein of the Resources Working Group Meeting held on Monday 21st June 2021

Copy previously circulated R/01/21

217/21 Cemetery Design

Proposed by Cllr. Stuchbury, seconded by Cllr. Harvey and unanimously **AGREED** to **RECOMMEND** that Full Council decides to agree to appoint the CDS Group to provide consultancy and project management services for the new cemetery and allotments. For the total cost of £167,460 (from budget 901/9002).

R/22/21

218/21 Eco Audits

Proposed by Cllr. Stuchbury, seconded by Cllr. Harvey and unanimously **AGREED** To **RECOMMEND** that Full Council decides to commission Ian Byrne to undertake an Eco Audit of Buckingham Town Council's building operations and emissions at a cost of £1,415 to be taken from 132 4500 Future Planning (Contingencies)..

R/23/21

219/21 Lace Hill Solar Panels

Members **AGREED** to **RECOMMEND** to Full Council that Greenway Solar be commissioned to install 55 Trina Solar Vertex S 380W all black split cell mono photovoltaic (solar) panels at the Lace Hill Sports and Community Centre at a cost of £22,047 using the ear-marked reserve created for the purpose, 901 9004.

R/24/21

220/21 Chamber ICT

Proposed by Cllr. Try and seconded by Cllr. Harvey to **AGREE** to **RECOMMEND** Option 4, ie that Option 4 the Logitech Meet Up system be purchased from Cloudy Group at a cost of £1,179 including installation and staff training.

If Option 4 is selected then it is recommended that a dedicated laptop costing no more than £500 be purchased to control the equipment, record and stream the footage and power Zoom in hybrid meetings.

It is recommended that if Option 4 is selected then a review takes place after the first round of meetings, to decide whether the system is sufficient, or to offer the purchased equipment for hirers of the Meeting Room at Lace Hill, and purchase a more expensive option as described in Option 5.

R/25/21

Buckingham Town Council Sustainable Purchasing and Procurement Policy

1. Summary

Buckingham Town Council's Climate Emergency Action Plan includes a commitment to Buy local, fair-trade, recycled, plastic free, repairable and sustainable products wherever possible/available (Action 20)

The Council recognises the impact that our contracts may have on the environment and that the Council can influence sustainable practices and policy in our area. This policy and procedure explains how the Council will aim to incorporate sustainable procurement into tendering procedures and contracts.

Sustainable Procurement is a process whereby organisations meet their needs for goods, services and works in a way that achieves value for money on a Whole Life Cost (WLC) basis. Sustainable procurement not only focuses on benefits to the organisation; but also to society and the economy, whilst minimising damage to the environment. It encompasses environmental sustainability, social value, ethics and equality.

Buckingham Town Council is committed to ensuring that sustainability is embedded throughout every level of the organisation and its operations.

A holistic approach is required when implementing a process to govern purchasing decisions. It is not enough just to consider what a product is made of and so the decision needs to be based on a lifecycle assessment.

2. General Approach

Although this will differ depending on the product being considered, the usual assessment considerations will be as follows:

SOURCING MATERIALS – IMPACT – Natural resource depletion, habitat damage

MANUFACTURE – IMPACT – Greenhouse gas emissions, Contamination of water supply, Effect on air quality

PACKAGING – IMPACT – Natural resource depletion, habitat damage, Greenhouse gas emission, increased landfill

TRANSPORT – IMPACT – Greenhouse gas emission, Effect on local air quality, Increase demand for petroleum

DISPOSAL – IMPACT – Habitat damage, visual intrusion, Increased burden on landfill

3. Questions to be considered

It would be impossible to completely eliminate all of the above impacts when selecting a product, but the aim is to try to make a purchase which removes as many as possible.

Making a purchasing decision can be broken down to several easy to follow steps and centre on the following principle:

Does the Council really need to buy the product at all? Does the Council have to buy new or does the product already exist within the organisation or local community? Could it be borrowed instead of bought?

If the product really does have to be bought, then the following steps will apply:

- I. Buy locally wherever possible. Local can either mean distributed from a local supplier or manufactured locally. A local distributor may have had the products they sell brought in from elsewhere but at least buying from them restricts the amount of miles that this product has travelled. Better still is a product made locally as this is likely to have less associated transport, be made using local ingredients and be sourced sustainably
- II. Check the credentials of the manufacturer or product. The Ethical Consumer website may be able to assist with this
- III. Check whether the manufacturer or product is associated with known environmental issues
- IV. Check whether the product requires certification. A number of sustainable products require certain standards or certification (such as FSC timber). If the product you are considering requires this, make sure that your purchasing choice does actually have the certification.
- V. Does the product require excessive transport in delivery? If it is not available locally, the closest option should be sought.
- VI. End of life options: can the product be recycled when it is no longer needed? If not try and find an alternative that can.

4. Fairtrade

Wherever possible, the Council will prefer Fairtrade products.

Financial Year 2020-21

Visit date:

7 May 2021

Year End Internal Audit Observations

Box G Salaries to employees and allowances to members were paid in accordance with this smaller authority's

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments by the Town Clerk
1	Signed copies of the Clerk and Deputy Clerk contracts of employment were not available.	<i>The Clerk & Deputy Clerk contracts provided as unsigned.</i>	The Council must ensure that Contracts of employment are signed and retained on file at the Councils offices. These should	High	The auditor checked unsigned copies of both contracts, and confirmed that the salaries paid are
2	The Council does not issue increment letters to staff confirming increase in salaries.	<i>9 November 2020 Resources Committee Meeting report reference RC/66/20 reviewed and approved the NJC 2.7% wage increase backdated to 1 April 2020. This was put to 23 November 2020 Full Council Meeting minute reference 809/20 for formal approval.</i> <i>It was noted that the Council does not issue Increment Letters when salaries are reviewed and scale points are increased.</i>	The Council should ensure that Increment Letters are issued when scale points increase are awarded.	High	Increments were made correctly in 2020. Increment letters have now been issued for 2021 range increases, and further letters will be issued when the inflationary increase is agreed nationally.

Visit date: 20 October 2020

Interim Internal Audit Observations

Box A					
No.	Audit Conclusion	Observation	Recommendation	Priority	Updated Town Clerk Comments
1	Council Minutes have not been signed in accordance with the Local Government Act 1972	<i>The Full Council meeting Minutes have not been signed due to COVID.</i>	The Council must ensure that Minutes are signed in accordance with the requirements of the Local Government Act 1972	Medium	Minutes were not signed during lockdown; All minutes now signed
Box D					
No.	Audit Conclusion	Observation	Recommendation	Priority	Town Clerk Comments
1	Council Minutes do not record the value of the precept to be raised	<i>The Council did not record the total value of the Precept in the 13 January 2020 Full Council meeting Minute reference 672/19 for approval (the Minutes does state a Band D value). The precept value of £903,930 was recorded in the Council Agenda Pack BTC/142/19).</i>	The Council should ensure that the value of the precept to be raised is formally stated in the Minutes of the meeting at which the precept was set.	High	This was done correctly for the 2021 Precept meeting.
2	The Council have not received the External Audit Report for 2019-20.	<i>It is understood that the Council has not received the External Auditor Report for 2019-20.</i>	Council to review the External Auditor Report when received and a copy to be provided to the auditor.	High	Now received; published for the Resources Committee to review on 4th January 2021, then be provided for Full Council on 25th January 2021.
Box E					
Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately account					

No.	Audit Conclusion	Observation	Recommendation	Priority	Town Clerk Comments
1	Fees and charges have not been subject to review and approval by Council during the year.	<p><i>The Council fees & charges include Markets, Cemetery, Hall Hire, Venue Hire of the Sports Centre. The Council also raise income through the 7 roundabouts whereby businesses can place their advertisements. The Council charges annually for these. There is no record of fees and charges for this additional income.</i></p> <p><i>Review of the Full Council meeting minutes the Council do not appear to review all fees and charges annually.</i></p>	The Council should establish a process for the regular review of fees and charges. The Council may wish to incorporate this into the annual budgeting process. The Council should also make available charges for businesses to advertise on the Council roundabouts.	Medium	<p>Fees and charges were proposed in a single report for the Resources Committee on 18th February 2021, following discussion by the Environment and TCE Committees beforehand, before being agreed by Full Council on 15th March 2021. Fees and charges will be included in each committee's budgeting process during autumn 2021.</p> <p>The Council has a list of companies wishing to advertise on the roundabouts.</p>
2	The Council raised a sales invoices to claim New Homes Bonus Grant without specific instructions confirming payment would be made against the project expenditure.	<p><i>Two sampled aged debtors of which one relates to a grant funding agreement with Aylesbury District Council (New Homes Bonus Grant) to fund Community Centre project . The Council raised a sales invoice in value of £43,271 although there is no specific written agreement that the District Council will pay this.</i></p> <p><i>The Council provided the supporting documentation for the project spend during the interim review along with the Grant application, the Community Centre Project Plan.</i></p> <p><i>The second aged debtor is with a company that advertise on one of the Council 7 roundabouts for the value of £2346 (incl VAT). The Sales invoice was raised 30 April 2020. It is understood that the Finance Officer will be sending out a reminder shortly.</i></p>	The Council to contact Buckinghamshire Council (Aylesbury District Council) requesting specific confirmation that the Grant will be paid against the Council expenditure for the Community Centre project.	High	This invoice has now been paid by Buckinghamshire Council.

Box F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.				
No.	Audit Conclusion	Observation	Recommendation	Priority	Town Clerk Comments
1	The Council did not include the cash floats of £50 on the Council accounts at year end.	<p><i>There are two cash floats of £25 on two of the Council sites. Petty cash float at the Council office is £250. Finance Officer verified petty cash in the tin £17.67 during the Interim Audit visit along with the supporting receipts. The opening balance was £92.17. The Council did not include the two £25 cash floats.</i></p> <p><i>Part 6.17.a) of the Council Financial Regulations state that the Petty Cash value is £300. This value includes the £50 cash float for the Council two sites.</i></p>	<p>The Council must include the cash floats on the Council accounting system.</p> <p>The Council to update part 6.17.a) of the Financial Regulations clearly separating petty cash and cash floats.</p>	Medium	The petty cash is entered via the control account. A cheque is raised for £300.00 and from the office petty cash tin £25.00 is provided to the TIC and £25.00 to LHSCC when required. This is recorded in the account via a journal - showing it leaving the petty cash control account and entering the LHSCC or TIC nominal ledger code. So it is recorded in the accounts. At year end LHSCC and TIC present their petty cash records to show what they have spent and what they spent it on for filing but because it has already been costed to LHSCC and TIC it is not entered again.

Box I	Periodic and year-end bank account reconciliations were properly carried out.				
No.	Audit Conclusion	Observation	Recommendation	Priority	Town Clerk Comments
1	Reviews of bank reconciliation have not been dated.	<p><i>The Chair of the Resource Committee initials the bank reconciliations but does not date these.</i></p>	When bank reconciliations have been subject to review the date of the review should be written on the supporting voucher.	Medium	The date will be written on future reconciliation reviews.

Committee	Minute No.	Action	Action Required	Owner	Update	Deadline
Full Council	384/19; 817/20	Photograph	Members discussed and AGREED arrangements for formal photographs of the 2019/20 Full Council and also the Council elected in May 2021	Town Clerk	To be arranged after July 2021	Jul-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 CIL.	Town Plan Officer and Town Clerk	Neighbourhood Development Plan Sub-Committee have met once and are meeting again in July.	Jul-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	Jul-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	Awaiting appointment of new office by Buckinghamshire Council.	Jul-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	Jul-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	To be arranged	Jul-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	Jul-21
Full Council	1158/20	Greenspaces @ Tingewick Road and Foundry Drive	That the Town Council take on the green spaces and play areas, provided that Barratts agree to make a suitable initial payment, and that the development of the green spaces is completed satisfactorily, in line with the agreed plan. Additionally, Members agreed, in principle, to take on the Foundry Drive play area as well, subject to further information from negotiation between the developer and Town Clerk.	Town Clerk	Negotiations ongoing	On-going
Interim	1224/20	Future Meetings	AGREED for the Town Clerk to respond to the call for evidence from the Ministry of Housing, Communities and Local Government on behalf of the Town Council, requesting that remote and hybrid meetings are allowed for in the future, and emphasising the benefits of the remote meetings held in the last year. I.e. that many more residents have watched Town Council meetings, and attendance at meetings by Town Councillors and guest speakers has been higher. Also, the response should register the Town Council's extreme anxiety and concern about the decision, in that it will force officers and councillors to meet in a situation that was against the government's current Covid guidance. Also, for the Town Clerk to write to Greg Smith MP expressing concern and asking for his views on the matter.	Town Clerk	Specific actions completed. On the agenda	On-going
Full Council	30/21	Code of Conduct	AGREED to accept the code of conduct subject to arranging a workshop to review the new LGA Code of Conduct and consider any changes following Buckinghamshire Council's adoption of the new LGA model.	Town Clerk	Awaiting confirmation from Buckinghamshire Council	On-going



**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 over-arching 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.	Number of visitors per year to webpage	TC&E and Environment Committee	Additional information added to the Town Council's website on local organisations that can help with residents' own climate action plans.

				Communication Strategy Group to discuss a newsletter article on 'communicating decarbonisation & leading the local conversation about tackling the climate crisis'
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 5th July. Agenda for Full

				Council 7 th July 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, there will be an event arranged for Autumn/Winter 2021.
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 Eco audit – July 2021.
11.	Minimise the climate impact from development and encourage a low carbon economy through our Neighbourhood Development Plan 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 	% 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	

	carbon planning questions' <ul style="list-style-type: none"> • Protecting against the needless destruction and/or removal of tree from our parish 			
12.	Install renewable energy generation on Council owned buildings	Installation of Photovoltaic Panels on all the Lace Hill Centre, The Community Centre and the new cemetery building (once constructed).	Full Council and Resources Committee	Agenda item Full Council 12 th July 2021
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 and within Town Council owned buildings.	One bin per event	TC&E /Environment	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. Recycling in all BTC offices now implemented.
14.	Work with and support litter picking initiatives around town including the increased promotion of River rinse.	One Town Council event per	TC&E Committee	Despite the pandemic a River Rinse still took

		year in addition to the two river rinses		place. During October 2020 the Town Council launched a 'Rubbish Campaign' to encourage residents to conduct individual litter picks, which was covered by national local council press. Litter Pick organised for 18 th July 2021 with Youth Club and new initiative #QuickLitterPick launched in Bourton Park
14	Investigate possibilities of rainwater harvesting for all new town council buildings and use the water for planters and hanging baskets	One per new build (owned by BTC)	Resources Committee	To be considered within the construction design stage of the new cemetery buildings. Resources 5/7/21 all Town Council owned buildings are considered for retrofitting rainwater harvesting for watering the town's planters and hanging baskets.
15.	Fit water saving devices in all town council owned toilets	One per toilet	Environment Committee	Not possible for Lace Hill and Cornwalls Meadow as the toilets are already low flush cisterns. Estates Manager is conducting audit of Chandos Park toilets to

				see if water saving devices would be appropriate. To promote Anglian Water's water saving advice and 'Keep it Clear' campaign. Also, to publicise information on the water quality impacts of foul water misconnections into surface water sewers
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. Most recently the #QuickLitterPick initiative and Litter poster competition with Bourton Meadow Primary School
19.	Request a carbon footprint of any Town Council investment and seek to reduce this by switching to investments supporting renewable energy projects and eco-enhancements.	Measure and publish low carbon emission certification	Resources Committee	To be considered at Resources Committee 26 th April 2021. Agenda item Full Council 12 th July 2021
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. Agenda item Full Council 12 th July 2021
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.

				Once the new cemetery is up and running there are plan to purchase other electric powered machinery, such as ride-on mowers.
25.	Refurbish and promote the town's benches to assist walkers to take short rests. Advertise Buckingham as a 'pedestrian friendly town' on the Council's <u>'Walks and Maps'</u> section of the website.	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.
26.	Work with Buckinghamshire Council to extend/ improve cycle/ walking network		Full Council	The Greenspaces Team have maintained walking and cycling routes across 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.
27.	Work with Buckinghamshire Council on increasing EV charge points on public land		Full Council	Initial contact has been made with electric vehicle Induction charging company (Char.gy) to identify potential solutions. Chandos Road -street parking is being considered for a pilot project. Buckinghamshire Council have agreed to install 8 charging points in Cornwall's Meadow and Western Avenue.
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
29.	Advise residents on steps to increase resilience	Increased number of residents signed up to the Flood	Environment & Resources Committee	

30.	Promote the community flood warden scheme	Warden Scheme Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	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.
31.	Protect and enhance native species and habitats. Promoting and supporting opportunities for environmental enhancement and regeneration	One environmental campaign per year	Environment Committee	Installation of wildflower 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	Number of	Full Council	The Town Council

	of more allotments for people to grow their own food.	allotment holders at the new Tingewick Road Allotment site		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 Plan for Parks	Environment Committee	The grass cutting plan will be reviewed by Environment Committee in March 2021.
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 during 2021.
37.	Plan a new eco-friendlier cemetery to include planting more trees and wildflowers.	Measure and publish plans and	Environment Committee	Proceeding with the tender process for the

		low carbon emission certification		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	Future agenda of	Planning	To be reviewed following

	<p>in Buckingham, including Chandos Park, Bourton Park and Heartlands as parkland.</p>	<p>Environment Committee 2019/20</p>	<p>Committee and Environment Committee</p>	<p>resolution of devolution discussions.</p>
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BUCKINGHAM TOWN COUNCIL

FULL COUNCIL

Monday 12th July 2021

Review of Town Council Objectives and Business Plan

Contact Officer: Paul Hodson, Town Clerk

1. Recommendations

- 1.1. That all Council, committee and sub-group meetings are held in the Council Chamber from 1st September 2021, unless government advice or legislation changes to prohibit this
- 1.2. That all Committees and sub-groups are restored to their full status from 1st September 2021, and that the additional powers delegated to the Town Clerk are revoked from that date.
- 1.3. That all meetings are held via Zoom to enable virtual participation by non-Councillors.
- 1.4. That all meetings are streamed via YouTube and saved for future viewing.

2. Background

- 2.1. The government has indicated the likely removal of most legal restrictions and guidance in England from 19 July. This will be confirmed on 12th July 2021.

3. Council Services

- 3.1. Council officers are preparing to ensure all services are fully running from the 19th July. This will include opening Shopmobility on Tuesdays again, as well as Saturdays, and allowing all bookings of the Council's venues.#
- 3.2. Office-based staff will be fully office-based from September. The summer period will be used to rearrange the office, move files back to the office and agree ongoing arrangements. Staff who have been able to work from home are being offered the opportunity to request some ongoing home working in the future. However, any requests will be subject to the business needs of the Council, and all staff will be required to be present in the office for some days each week. The details will be agreed over the summer, and subject to review.

4. Council meetings

- 4.1. The requirement for councillors to be physically present and for the public to be able to attend meetings in person will continue for the foreseeable future. The government's review into the possibility of allowing online participation in meetings is ongoing.

- 4.2. It is quite legal for meetings to be broadcast, and for non-councillors (ie members of the public, officers and representatives of other organisations) to address meetings virtually.

- 4.3. Arrangements are being made to provide equipment in the Council chamber to enable meetings to be broadcast. (As per the later agenda item). It is therefore proposed to move all meetings to be held in person in the Council chamber from 1st September, and to restore the full status of committee meetings, and stop meeting as working groups, from that date. This will free the Lace Hill Sports Hall to be used by the community, and end the need for complex sound equipment to be set up and put away for each meeting.

BUCKINGHAM TOWN COUNCIL

FULL COUNCIL

Monday 12th July 2021

Contact Officer: Paul Hodson, Town Clerk

Neukirchen-Vluyn's 40th Anniversary of Becoming a Town

1. Recommendations

- 1.1. It is recommended that the Town Council send its best wishes and congratulations to the Mayor and residents of Neukirchen-Vluyn, on the occasion of the 40th anniversary of becoming a town.

2. Background

- 2.1. Buckingham became formally twinned with the German town of Neukirchen-Vluyn when the then Mayor, Councillor Mark Cole, signed the formal agreement in Neukirchen-Vluyn in February 2020. The second half of the formal signing has been delayed by Covid restrictions in both countries. A small party from Neukirchen-Vluyn will visit Buckingham in October 2021 during the weekend of the second charter fair. It is hoped to hold the formal signing in spring 2022, and to combine this with a celebration of twenty years since the town twinned with Mouvaux in France. In the meantime, the Twinning association continue to hold a range of events and maintain connections with both towns.
- 2.2. September 2021 will see the 40th birthday of Neukirchen-Vluyn becoming a town. A celebratory weekend is being held to mark the occasion. It is proposed that the Council send its best wishes and congratulations to the Mayor and residents of Neukirchen-Vluyn, on this auspicious occasion.

BUCKINGHAM TOWN COUNCIL

FULL COUNCIL

Monday 12th July 2021

Review of Town Council Objectives and Business Plan

Contact Officer: Paul Hodson, Town Clerk

1. Recommendations

- 1.1. That all Council, committee and sub-group meetings are held in the Council Chamber from 1st September 2021, unless government advice or legislation changes to prohibit this
- 1.2. That all Committees and sub-groups are restored to their full status from 1st September 2021, and that the additional powers delegated to the Town Clerk are revoked from that date.
- 1.3. That all meetings are held via Zoom to enable virtual participation by non-Councillors.
- 1.4. That all meetings are streamed via YouTube and saved for future viewing.

2. Background

- 2.1. The Council agreed the current five year business plan during the last meeting before the election. (1154/20) this followed a review by each committee of the relevant sections.
- 2.2. The Council has not carried out a full review of the aim and objectives on which the plan is based since it was first created in 2015. The performance indicators set have become less relevant over time, and have not been reported against for several years.
- 2.3. The Council has taken on new services and has other projects under development which were not foreseen when the objectives were first agreed.
- 2.4. Other local changes, such as the creation of Buckinghamshire Council from the District and County Councils, the establishment of the Pontio group and changing legislation also impact on what the Council can and may wish to do in the future.

3. Proposed Approach

- 3.1. It is proposed to hold two workshops to review the Council's aim and Objectives. The first workshop would start with a blank sheet, and provide a facilitated, informal session for Councillors to decide what the objectives should set for the next five years. The second session would enable

Councillors to further explore those draft objectives in light of the wider context, the Council's current service provision, any relevant evidence and stakeholder information.

- 3.2. This would then lead to a recommendation to Full Council on the next steps.
- 3.3. Both sessions would be informal workshops, facilitated by the Town Clerk. Any recommendations would then for the Council to discuss and make decisions against in a Full Council meeting.
- 3.4. The sessions would be held in afternoons in September and October from 15:00, unless Councillors direct differently.
- 3.5. The workshops would be held in person, to allow the use of a range of methods for Councillors to view and discuss options.

BUCKINGHAM TOWN COUNCIL

FULL COUNCIL

Monday 12th July 2021

Buckingham & Villages Community Board

Contact Officer: Paul Hodson, Town Clerk

1. Recommendations

- 1.1. That Councillors agreed for the projects listed to be developed by officers and pursued by Councillors who attend Community Board sub-groups.
- 1.2. That the Council formally submits a request for the Community Board to fund and arrange the Feasibility Study to investigate 20mph speed limits in the town as described in Appendix F. The outcome of the study would be a costed scheme to implement measures that are allowable and appropriate.

2. Background

- 2.1. Buckinghamshire Council's Buckingham & Villages Community Board has a budget for 2022/22 of £434,687, which needs to be allocated (not necessarily spent) by the end of March 2022. Details are given in Appendix E.
- 2.2. There are a number of projects that the Town Council has discussed in the past and agreed to pursue which may be suitable for funding from the Board. These all require officer time to be spent submitting applications, but more importantly would require officer time to deliver. In some cases, while the Council has decided to promote a project, it is not clear who the most appropriate lead organisation would be, and precisely what the Council's role would be.
- 2.3. For clarity, a list of projects is given below. Councillors are asked to review the list, and agree for officers to develop proposals for each of the projects listed to be discussed with the relevant sub-group of the Board to establish what is likely to be supported and what is feasible in the time given:

3. Possible Projects

- 3.1. Feasibility study and then installation of a performance space in the Heartlands. This may be covered, and may involve some earthworks to make the most appropriate seating. The land is owned and managed by Buckinghamshire Council.
- 3.2. Installation of a BMX pump-track. This may be in the Heartlands if permission is provided, otherwise an alternative location would be needed.

- 3.3. Feasibility study and then installation of a kiosk and possibly public toilets on the edge of Bourton park.
- 3.4. Installation of a sculpture in one of the parks following public engagement as to the location and nature of the piece.
- 3.5. Review and design work for changes to the Town Centre, following discussion by the EDWG and Economic and Covid Recovery Sub-Group of the Community Board.
- 3.6. Digital notice board(s) for the town centre.
- 3.7. 20mph speed-limit feasibility study as per Appendix F.



Community Board
Buckingham and
Villages

Funding summary report
Buckingham and Villages Community Board
29 June 2021

This paper provides a summary of the funding applications received, considered and approved since the last Community Board meeting on 23 February 2021

Community Board Budget Overview

The table below details the current budget position for the Buckingham and Villages Community Board.

Financial Year	Budget	Allocated to date	Remaining budget
2020/21	£243,120	£36,633	£206,487
2021/22	£228,200	£0	£228,200
Total	£471,320	£36,633	£434,687

Funding Applications Status Summary

Funding applications that have been received by the Buckingham and Villages Community Board and their current status are detailed in the table.

Funding applications received				
Organisation	Project title and description	Requested Community Board Funding	Contributory funding	Recommendation
Thornborough Parish Council	Installation of a dropped curb and grasscrete with associated drainage on the verge to provide safe parking for the Pre School and other users of the Sir Harry Moore Sports Field and Pavilion.	£34,490.92	TBC	PID sent to Parish Council for review
East Claydon Parish Council	St. Mary's Road junction with Sandhill Road Feasibility Study to improve this junction visibility	£4,855.29	TBC	PID sent to Parish Council for review
Tingewick	Extension to the west	£64,926.51	TBC	PID sent to Parish

Appendix E

Parish Council	footway on the Water Stratford Road, Tingewick including footway improvements and 2 new tactile crossing points.			Council for review
Buckingham Town Council	Feasibility study for traffic calming in Buckingham as determined by the Town Council including schools, existing developments & residential care homes.	£10,359.78	TBC	PID sent to Town Council for review
Action4Youth	Mentoring Project	£7,000	Dependent on other Community Boards contribution	Application received. Ready to go to the Board for recommendation.
Twyford Parish Council	Twyford Park & Gym Equipment	£ 8,000	£53,328	Application received. Undertaking due diligence ahead of going to the Board for recommendation.
Maids Moreton Parish Council	Equipment for Maids Moreton Playground	TBC	TBC	Initial enquiry made. Awaiting application.
Canal Society	Wildlife Camera	£2,500	TBC	Initial enquiry made. Awaiting application.
Turweston Village Hall Committee	Refurbishment of Turweston Village Hall	£23,661	TBC	Initial enquiry made. Awaiting application.

Funding Allocations 2020/2021

Funding applications approved			
Organisation	Project title and description	Community Board Funding	Contributory funding
Community Area Priority Fund			
Buckingham Christmas Parade	Best Dressed Window - This is a local project that will take place in Buckingham Town centre, with the project aim to encourage people to shop locally.	£500	£0
Buckingham Town Council	#BuckingAllWrappedUp - The project will encourage people to visit Buckingham to shop and use the restaurants and cafes in the lead up to Christmas, particularly on the days when Buckinghamshire Council is providing free parking	£1,780	£0
Bernwode Community Bus	Bart Bus Shopping Trip Pilot - Bart is proposing to provide a Christmas special community bus pilot working with Buckingham retailers and surrounding parishes to run a set of shopping trips into the town with an aim to run 8 shopping trips to late December.	£240	£160.00
AVMKAASS	Support Service Crisis Counsellor - SAASS are looking for funding to set up a pilot crisis counselling service for 14 months, in response to increased need for support services due to Covid-19.	£2,139	£19,252.00
Buckingham Town Council	Benches & Signage - 8 new benches in the Town as well as a new path & 2 new signs	£7,499	£0
Maids Moreton Parish Council	Bramble Clearance	£2,700	£0
The Buckingham Society	Information Board- To erect an information	£2,200	£0

Appendix E

	board on the site of former Buckingham Railway		
The Canal Society	Equipment - Provide seeding and harvesting equipment	£3,500	£1,250.00
Community Board Crisis Schemes			
YC2 Buckingham & Winslow Young Carers	Activity Packs - Activity packs for young carers	£741	£0
Parish of the Claydons	Food provision	£2,000	£0
Claydon Community Café	Meals to families in need	£300	£0
Buckingham Rotary Club	Vaccine Transport Scheme	£3,000 (ring fenced)	£0
Bucks Business First	Business Start up Training	£3,000	£0
Various	Councillor Crisis Fund	£5,406	£0
Flood Crisis Funding			
Tingewick Parish Council	Flood Crisis Funding	£3148.73	£0
Men in Sheds	Flood Crisis Funding	£1,306.33	£0
Buckingham Sports Club	Flood Crisis Funding to replace equipment beyond repair in the flood	£1230	£0
Gawcott with Lenborough Parish Council	Flood Crisis Funding	£242.80	£0

Applications not progressed

- Community Board Crisis Funding - Vaccination Parking £3,000
- The CPR Group - "Little Lifesaver "packs £1,484
- Moreton Road Play Area Path £500
- Stowe Parish Council – LED Street Lightning £6,575



Buckingham & Villages Community Board

29th June 2021



Agenda

- 1 **Chairman's Welcome & Appointment of Vice-Chairman**
- 2 **Apologies for Absence**
- 3 **Declarations of Interest**
To disclose any Personal or Disclosable Pecuniary Interests.
- 4 **Minutes/Actions from Previous Meeting**
- 5 **Thames Valley Police Update**
- 6 **Review of 2020/21**
End of year review with the Chairman.
- 7 **Looking Forward to 2021/22**
 - Supporting Buckinghamshire priorities at a local level, key focus areas for 2021/22: Economic Recovery, Environment and Climate Change
 - Update on Action Groups
- 8 **Funding Update**
To be presented by the Marco Dias, Localism Manager.
- 9 **Community Matters & Pre Submitted Questions**
Opportunity for Residents and Members to raise issues
- 10 **Date of Next Meeting**
October TBC

Homelessness Update

- If you find someone rough sleeping you can contact StreetLink (with consent from the applicant) via <http://streetlink.org.uk> or phone 0300 500 0914, who will notify our dedicated Outreach workers.
- If you see anyone you believe to be under the age of 18 and or are concerned about the health or welfare of anyone that you see sleeping rough please call 999.

- During Office hours you can contact our housing team on the following numbers/online portal:
- Tel: 01296 585168
- Online self referral form: <https://hpa2.org/refer/AVDC>

- Out of Hours is via call handler service - 0800 999 7677

- The Housing Team would be happy to attend a Community Board or Action Group meeting to explore this matter further.



Stay Safe, Protect Bucks

Key message update for Community Boards

June/July 2021



- If you're meeting with family and friends, please continue to remember the rule of 6 or two households indoors, or up to 30 people outside
- Please continue to protect your loved ones – remember hands, face, space and fresh air to help stop the spread
- Regular testing will help us to control emerging variants. Rapid/ Lateral Flow Testing is only for people who are displaying no symptoms and can be done either at home or at a test centre
- If you have symptoms or if your LFT result is positive, you must self isolate immediately and arrange for a PCR test as soon as possible

COVID-19 vaccination update

Who can get the vaccine?

- All adults **aged 18 and over** can now get the COVID-19 vaccine. [Book online here](#) or call free 119
- Anyone **aged 18 - 39 will be offered an alternative vaccine to AstraZeneca**. Currently these vaccines are Pfizer or Moderna. Anyone in this age group should expect to wait between **8-12 weeks between doses**.
- If you are **aged 40 and over, or in an at risk group ([cohorts 1-9](#))**, you will receive the **AstraZeneca vaccine** and can expect an **8 week gap between doses** unless otherwise advised by a clinician.
- You will have the **same vaccine for both doses**.

How you can get the vaccine in Bucks?

- You can get a vaccine via your **GP, pharmacy** or at the **Mass Vaccination Centre** at Stoke Mandeville Stadium, Bowls Centre. You can find out more about where you can get a vaccine on the [council webpage](#). As you know there is a huge drive now across the country to get as many people vaccinated before the 19 July. Getting fully vaccinated with both doses is really important now as variants pose a risk. The latest data shows how being vaccinated can really help lower the risk of hospitalisation and serious illness or death if you do manage to contract the virus.
- Over the next month or so **some GPs are stopping vaccinating** as they return to normal practice work. This is because they were only ever due to vaccinate those most at risk in Phase 1 of the vaccine rollout.
- **Pharmacies are going to take over vaccination** in many of these areas.
- There are also a number of **drop-in clinics** popping up across the county. These allow eligible people to just **turn up without appointment** and get vaccinated with either their 1st or 2nd dose. [Bucks CCG updates webpage](#) is the best place to find out where clinics are planned and also for all other vaccine news



- Starting **Friday 2 July Health on the Move** vans will be rolling out 7 days a week across the Bucks, Oxon and Berks (BOB) region. They will be initially visiting key areas in the county where take up is low and to make it easier for people to access vaccines. Initially people will need to book a slot via the National Booking System, but we will swiftly be moving to a drop-in model once more established.
- **You can help us by sharing the links to the webpage where the weekly van schedule will eventually sit - it will be on the [CCG webpage](#)**
- The Health on the Move vans will offer other outreach health provision: Health Checks, flu vaccination etc. and the testing team will also be linking up to offer advice and support to people who come along for a vaccine.

Other vaccine news

- Finally, the new **Vaccine Voices** training is starting next week. This is a **90-minute online training session** for anyone keen to **share the benefits of vaccination within their communities**.
- We hope to get lots of different people to sign up and act as advocates across the county and with lots of support and advice in the form of a toolkit and the training session, we hope to really build up trust and an good ear at a ground level. Please email me for more info and details on how to share.

Thames Valley Police Update

- Over the past three months (90 days) there have been had 33 reports of Anti-Social Behaviour, 9 burglaries (8 dwellings 1 business) and 7 theft from motor vehicles (3 of these involved the theft of tools).
- This is an increase on the previous three months period, when there were 10 reports of ASB, 2 burglaries (1 dwelling 1 business) and 9 theft from motor vehicles.
- It is worth noting that we were in a stricter lockdown back then and the weather was significantly worse, which somewhat explains the increase in ASB numbers. It is also worth noting that in previous months ASB may have been recorded as a Covid breach.
- The Buckingham and Villages Neighbourhood team are going to focus on the following priorities over the next few months: Anti-Social Behaviour and Burglaries
- In relation to the ASB - officers will be (and have been) conducting plain clothed patrols (on top of uniformed patrols) of the parks in order to prevent anti-social behaviour (which often also incorporates drug use and low-level public order offences).



Community Boards

Who's involved?

- Buckinghamshire councillors
- Local businesses
- Health colleagues
- Voluntary & Charity Sector organisations
- Places of worship
- Parish councillors
- Thames Valley Police
- Community Associations
- Neighbourhood Watch
- Residents
- Schools

Key Contacts



Charlie Clare
(Chairman)



Warren Whyte
(Vice-Chair)



Sophia Comer
(Coordinator)

Population Stats

- The population is over **24,880**
- There are **4,975** young people
- There are **667** clinically extremely vulnerable people
- There are **4295** over 65's
- There are **1,027** Educational Establishments
- **9%** of children are living in poverty
- **2%** of households lack central heating
- The overall crime rate is lower than average
- **12%** of people have a limiting long-term illness
- **15%** of people have no qualifications
- **41%** of people aged 16-74 are in full time employment

Community Board Stats

- **4** Community Board meetings held in 2020/21
- **5** Local priorities/ working groups established
- **17** projects funded
- **16.2%** of budget allocated



Top 5 Successes

1. Supported local voluntary organisations in response to Covid by funding Foodbanks to ensure local residents were provided for during the pandemic
2. Responded to the flooding over the Christmas period and set up an emergency crisis fund for those who had been affected
3. Partially funded a project entitled “Sexual Assault and Abuse Support Service- Crisis Councillor” to enable victims of abuse to receive support in response to an increase in referrals following the Covid-19 lockdowns.
4. Built relationships in the community with key organisations such as local councils and VCS organisations to enable better partnership working in the Community Board
5. Contributed to cross-board initiatives such as the HS2/EWR Working Group

Community Board Priorities



Covid-19 Support and Economic Recovery



Road Safety & Cycleways



Green Space and Communities



Youth

Working Groups

The Board set up a working group to address each priority. An additional cross boarder working group was established with the other Community Boards areas in the north of the county to collaborate on issues relating to East West Rail and HS2.

“The Buckingham and Villages Community Board is here so that residents can help direct local funding to the projects you care about. We work with Parish and Town Councils, as well as local charities and most importantly – residents who care about where they live and want to help make a difference. I’m so excited about what we can achieve by working together to invest Buckinghamshire Council money into the projects we are excited about”

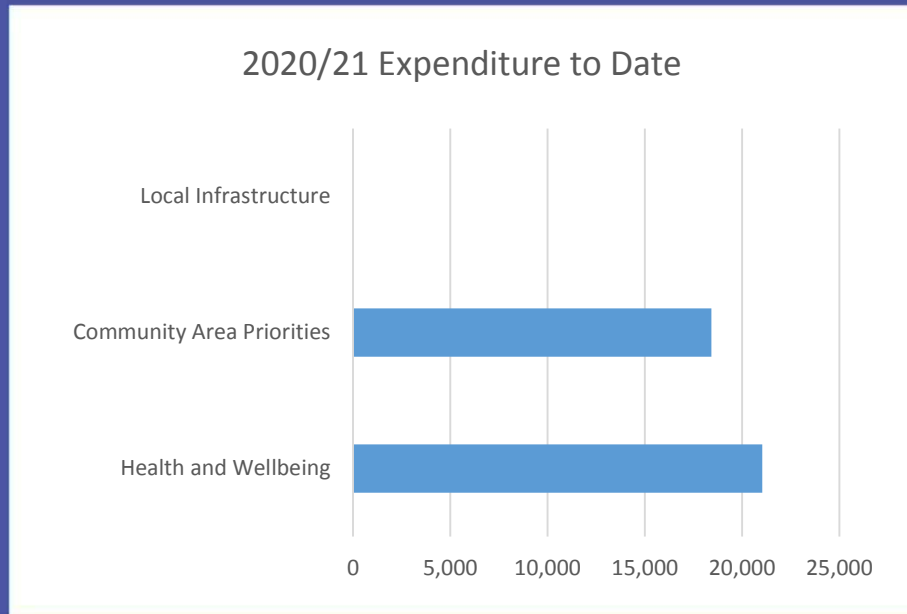
Ellr Charlie Clare



Next meeting:

Tuesday 29th June, 6:30pm – 8pm

Budget Breakdown



Total budget for
2020/2021
£243,120.00

Funding
allocated so far
£39,460.00

Project Summaries

SAASS are a local sexual abuse support service who will be setting up a pilot crisis counselling service for 14 months, in response to increased need for support services due to Covid-19. Their referral rates have increased significantly with new service users presenting more complex experiences and needs. Many are in crisis following a lockdown in which they experienced traumatic sexual assault and abuse events



Although the Christmas parade could not happen this year due to Covid restrictions, local businesses dressed their windows to bring some festive cheer to Buckingham High Street whilst abiding to current restrictions that were in place.

Get Involved

We welcome anyone to get involved, come along to our working groups, share ideas and get involved with shaping the work we do. It's all about being creative, understanding the needs in the area and developing projects that will make a real difference. Contact our Community Board Coordinator to find out more.



bvcb@buckinghamshire.gov.uk



Community Board [webpage](#)



Follow us on [Facebook](#)

2020/21 In Review

Highlights & Board Focus

Projects Funded

April- May 2020

- Cllr Crisis Fund launched in response to the first lockdown
- Supporting local VCS groups in supporting vulnerable residents during lockdown

June- July 2020

- **First meeting – 7th July 2020**

Councillor Crisis Fund - £5,406

**August-
September 2020**

- **Second meeting- 15th September 2020**
- Key topics included an update on a local initiatives from the Town Council, Buckingham Activity Group (BAG)



2020/21 In Review

**October-
November 2020**

Highlights & Board Focus

- **Third meeting- 10th November 2020**
- Key topics included an update on the newly purchased BART Bus.
- Community Crisis fund launched in response to the second lockdown to provide voluntary organisations with financial support

Projects Funded

Parish of the Claydons – Food provision £2,000

**December 2020-
January 2021**

- Flood Crisis Fund Set up quickly with £10,000 ring-fenced for the response

Buckingham Town Council - #BuckingAllWrappedUp £1,780
Bart Bus – Shopping Trip Pilot £240
Buckingham Christmas Parade - Best Dressed Window £500
AVMKSAASS - Support Service Crisis Counsellor
YC2 - Activity packs for young carers £741
Claydon Community Café – Hot meals to families in need £300

February- March 2021

- **Fourth meeting- 23rd February 2021**
- Key topics included Covid-19 Update and a joint Flooding Update provided by the Environmental Agency and Buckinghamshire Council Flood Team

Maids Moreton Parish Council – Bramble Clearance £2,700
The Buckingham Society – Information Board £2,200
Bucks Business First - Business Start up Training £3,000
Tingewick Parish Council – Flood Crisis Funding £3148.73
Gawcott with Lenborough Parish Council - Flood Crisis Funding £242.80
Men in Sheds - Flood Crisis Funding £1,306.33



Looking Forward to 2020/21

Budget

Total Amount carried forward from last year: £206,487

Budget for 2021/22 (including carry forward): **£434,687**

- All funds must be allocated by 31st March 2022
- Highways cap for 2021/22: £57,050
- The deadline for TfB applications for 2022/23 funding is 30th September 2021

Action Groups



Improving the Environment



Transport and Highways



Supporting Economic Recovery



Youth

TfB Participating Authorities Commissions

Contract TfB	Version 21-22 v0	Review Date March 2022
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PID - 1. Sign off Sheet

Transport for
Buckinghamshire

Scheme Title:	Various Locations - Buckingham (20 mph Speed Limit & Feasibility)
Reference:	BK&V 2122_04
Scheme Promotor:	Buckingham Town Council
Client / Funding	Community Board / Buckingham Town Council
Community Board:	Buckingham and Villages
Assessment completed by:	Shane Thomas, Assistant Engineer - Design Services
Date of Scheme Assessment:	07/06/2021

Stage	Revision	Date of Issue
Stage 2 Gateway		
Stage 3 Gateway		
Stage 4 Gateway		

TFB PID BUILD-UP CHECK & VERIFICATION	Documented through Aconex Workflow
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CLIENT APPROVAL			
Position	Name	Signed	Date

COST SUMMARY (all costs exclude VAT)	
Previous Costs	
ORDER TO BE RAISED	£ 10,359.78
Anticipated Future Costs (Indicative)	£ -
Anticipated Total Cost	£ 10,359.78

PAYMENT MECHANISM	Cost Reimbursable
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**TfB Participating Authorities Commissions
PID - 2. Scheme Assessment and Scope Form**



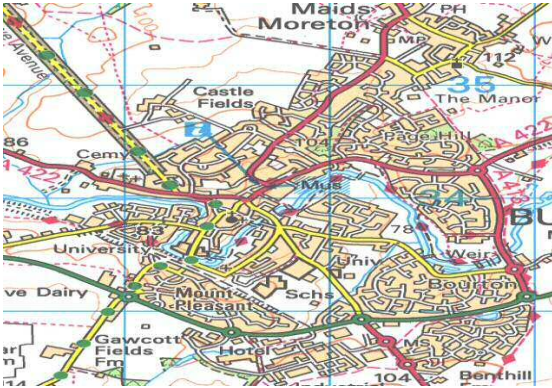
Transport for
Buckinghamshire



Scheme Title:	Various Locations - Buckingham (20 mph Speed Limit & Feasibility Study)
Reference:	BK&V 2122_04
Scheme Promotor:	Buckingham Town Council
Client / Funding	Community Board / Buckingham Town Council
Community Board:	Buckingham and Villages
Assessment completed by:	Shane Thomas, Assistant Engineer - Design Services
Date of Scheme Assessment:	14/05/2021

Scheme Description:	<p>Town Councillors and residents have discussed the need for additional traffic calming measures, particularly outside schools, several times in recent years, most recently on 5th October 2020.</p> <p>The Council agreed to request that the policy of having 20mph speed limits at specified points in the Buckingham area is implemented. This should be achieved by Buckingham Council carrying out a town wide review and implementing speed reductions as required following the necessary formal consultation with residents. This matter was previously discussed and a motion passed (minute 276/18) in August 2018. Since then traffic movements have intensified. Specifically, limits should be considered:</p> <ol style="list-style-type: none"> 1. Outside schools and other places vulnerable residents can be at risk 3. Within existing developments; Lace Hill, St. Rumbolds Field, Moreton Road 1 & 2, etc. <p>The DfT's study into the effectiveness of 20mph schemes as published in November 2018 and amended March 2019 makes clear that this is an evidenced solution that would be appropriate for Buckingham.</p>
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TfB Feedback

Scheme Appraisal: (including assumptions and constraints)	<ul style="list-style-type: none"> - Carry out feasibility study for traffic calming for specific places in Buckingham as determined by the Town Council this is to include: - schools, existing developments & residential care homes. - Carry out Speed Limit Assessment for various roads for 20 mph Speed Limits to see if it is viable to install restrictions - it is assumed there are 10 locations. - Existing housing developments within Buckingham - Lace Hill, St Rumbolds Field & Moreton Road. - 20 mph speed limits within new housing developments will have to be considered in the future, and not part of this PID. - We have accounted for 4 Schools in Buckingham: - Bourton Meadow School, Royal Latin, Buckingham School & Buckingham Primary School. - Outside 2 residential care homes: - Clarendon House and Hamilton House. 
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Scheme Deliverables / Scope:	<p>Scope includes:</p> <ul style="list-style-type: none"> - Scheme outline design - 10 Traffic Speed Surveys carried out by Asset Data Team. - TfB to carry out speed limit assessment in liaison with Thames Valley Police (TVP) - If a 20 mph speed limit is not appropriate at a location, we will include feasibility options for traffic calming, including indicative costings.
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Not in Scope:	<ul style="list-style-type: none"> -The feasibility study is only to carry out the study, not to implement any formal traffic calming measures or speed limits. - If this study recommends the implementation of a new speed limit or traffic calming measures a further preliminary design / detailed design would be required in addition to a statutory consultation/legal traffic regulation order.
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Key Risks:	If support is not obtained from TVP during the speed limit assessment stage then the scheme will not be progressed.
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Programme Constraints:	<ul style="list-style-type: none"> - None identified at this stage. - Once scheme is approved and order issued, TfB to carry out Project Initiation and provide outline programme including the key milestones for each stage of project. - The costs will be valid for a period of 3 months or in the case of Community Board schemes, the cost is valid for the completion of submission within Community Board Year.
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Change Control	Changes that have an impact on time, cost or quality shall be communicated through change control procedures to the Client for agreement as to what action is required.
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Design Specification	TfB will undertake any scheme to DfT or TfB policy and guidance appropriate and relevant to the scheme.
Quality Control	The Project Manager/Lead will be responsible for ensuring TfB's procedures are followed and documented.
Health and Safety	The project shall comply with the Health and Safety at Work Act 1974, CDM Regulations 2015 and Ringway Jacobs' Health and Safety Policy Ringway Jacobs will act as Principle Designer and Principal Contractor.
Order / Payment Method	For Community Board funded schemes, the budget estimate including indicative costs where known. The Commiunity Board Manager (Bucks Council) will be responsible for raising the purchase order to TfB for the whole value of the works including any contribution from third parties. TfB to invoice Community Board Manager for actual costs incurred.
Invoicing	TfB (RJ) will issue up to monthly interim invoices up to the agreed value, unless alternative arrangement has been agreed.
	All costs shown exclude VAT



Scheme Title:	Various Locations - Buckingham (20 mph Speed Limit & Feasibility Study)
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Scheme Promotor:	Buckingham Town Council
Client / Funding:	Community Board / Buckingham Town Council
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Assessment completed by:	Shane Thomas, Assistant Engineer - Design Services
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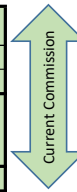
Costs highlighted in Grey are actual costs for work undertaken to date
Costs highlighted in green are proposed costs for current stage should form the basis of the works order.
Costs not highlighted are budget estimates for anticipated final cost only (indicative only)

Stage 1 Gateway, Project Brief

Undertaken by commissioning party - date of brief submitted to TfB Enter Date

Stage 2 Gateway, Feasibility / Preliminary Work / Consultation

Feasibility Stage (includes speed limit assessment & speed data collection at 10x locations)	£ 10,359.78
	£ -
RISK ALLOWANCE	
Risk 1	£ -
Risk 2	£ -
Stage 2 Gateway Cost	£ 10,359.78



Stage 3 Gateway, Detailed Design and Obtaining Quotations

Detailed Design and Obtaining Quotations	£ -
	£ -
RISK ALLOWANCE	
Risk 1	£ -
Risk 2	£ -
Risk 3	£ -
Risk 4	£ -
Stage 3 Gateway Cost	£ -



Stage 4 Gateway, Implementation

Fees		
Supervision and Completion	£ -	
	£ -	
	£ -	
	£ -	
Works		
	£ -	
	£ -	
	£ -	
	£ -	
	£ -	
Works Base Cost	£ -	
RISK ALLOWANCE (based upon known quantifiable risks)		
Risk 1	£ -	
Risk 2	£ -	
Implementation Risk Allowance	£ -	
CONTINGENCY (allowance for unknown uncertainties)		
Contingency Allowance:	10%	
Contingency Cost (% of Base Cost for Implementation)	£ -	
Stage 4 Gateway Costs	£ -	

Previous Costs	£ 10,359.78
ORDER TO BE RAISED	£ 10,359.78
Anticipated Future Costs (Indicative)	£ -
Anticipated Total Cost	£ 10,359.78

Notes:

1. Change control procedures will be used for current commission/order only.
2. Costs will be valid for 3 months after issue or in the case of Community Board schemes, valid within relevant Community Board financial year.
3. All costs include the RJ and BCC Management Fee and Overheads.
4. All costs above exclude VAT
5. All purchase orders must be raised to Ringway Jacobs Ltd, Victoria House, 101-105 Victoria Road, Chelmsford, Essex, CM1 1JR

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

Dear Councillors,

We write to ask Buckingham Town Council to appeal the decision made by the Buckinghamshire Council Licensing Sub-Committee dated 28 June 2021 to grant a variation to the premises licence to Buckingham Simply Food Connect, Stratford Road, Buckingham MK18 1NY.

We the undersigned urge Buckingham Town Council to appeal for the following reasons:

- Objectors were not treated fairly with regard to Article 6: the right to a fair hearing:
 - The date and time of the hearing was changed twice, the final change being made less than 5 working days before the hearing. As a result Buckingham Town Council's representative, Councillor Warren Whyte, was not able to be present throughout the whole hearing because of a conflict in schedule.
 - The application was amended by BP Oil Ltd on 25 May 2021, after the window for the submission of objections had closed. When informing objectors of this amendment, the Licensing Officer gave opportunity to withdraw submission but not to amend it.
- Buckingham Simply Food Connect continues to be in breach of licensing stipulations requiring them to prominently display a public notice asking customers to leave quietly. This has been a requirement since a license was first granted in 2005. This long-term disregard for the licensing conditions evidences the contempt shown for licensing controls.
- The Licensing Panel departed from the agreed Buckingham Terminal Hours Policy, which proscribes the granting of licenses after 1.30am
- The decision states that 'there is no evidence that the changes will lead to a substantial increase in traffic'. There is also no evidence that it will *not* lead to a substantial increase in traffic, and the business model of delivery-only off license sales *requires* a significant increase in traffic (from couriers, etc) to be profitable.
- There is current legal ambiguity about when age-verification must take place to prevent the sale of alcohol to minors, (either before/at the point of sale online, or at the point of delivery). Age-verification by couriers/delivery drivers at the point of delivery has been shown to be ineffective at preventing under-age sales of alcohol, as has requiring purchase with credit cards. Recent research points out that, 'There are no effective commonly applied methods of online age verification

in widespread use, even if more than one approach is combined' (<https://s3.eu-west-2.amazonaws.com/files.alcoholchange.org.uk/documents/Effective-age-gating-for-online-alcohol-sales-Final-Report.pdf?mtime=20200604115553&focal=none>)

There may be further objections and evidence presented at a later date.

We look forward to hearing from the Town Council regarding this important matter.

Yours faithfully,

Mr Alan Edmondson

[REDACTED]
[REDACTED]

Captain Xander Coleman

The Salvation Army
Buckingham Corps

[REDACTED]
[REDACTED]

Mrs Una Robinson

[REDACTED]
[REDACTED]

BUCKINGHAM TWINNING ASSOCIATION

Minutes of meeting on 2 June 2021

Present: Stéphanie Scrase (Chair), Christine Strain-Clark (Hon Pres), Lorna Joy (Vice Chair), Howard Mordue (Treasurer), Steve Haines, Jane Mordue (Secretary), Sue Watkins, Robert Winks (Newsletter editor)

1. Welcome, farewells and apologies for absence

Stéphanie Scrase had sent congratulations to Cllr Margaret Gateley on her election as Mayor of Buckingham

Members asked to convey warm thanks to former Cllrs Ruth Newell and Paul Hirons for their service. **SS**

Apologies: Stéphanie Lepelletier

2. Minutes of the meeting held 7 April 2021 were agreed.

3. Matters arising

Stéphanie had sent a condolence note to Ruth on the death of her husband, Robert, mentioning the kind support given by them both to the twinning since it began.

4. News from Mouvaux, Neukirchen Vluyn and Valmadrera

Noted the continuing discussions held with the above re plans, pandemic permitting.

Formal planning meetings had been held with Christian Berges and Günter Fischer for Neukirchen Vluyn; and with Annie Millecamps for Mouvaux. A further meeting with Annie planned for September. Beppe Castelnuevo, for Valmadrera, had participated in recent online Zoom meetings, with colleagues.

It was hoped to bring the two new Mayors of NV and B together by Zoom on 24 June.

Further details, see events below.

5. Events

5.1 Online programme:

These continued to be mostly well attended and enjoyed. More participants very welcome.

Agreed to adjust and standardise start times, to suit guests from other countries:

Week 1 Weds - vacant (or committee meeting)

Week 2 Weds 7 pm BST German conversation

Lorna Joy

Week 3 Weds 7 pm BST Social/English conversation

Steve Haines

Week 4i Weds 7 pm BST Italian conversation

Steve Haines

Week 4 ii Thurs 7 pm BST 'Rendez-vous' French conversation

Stéphanies Lepelletier & Scrase

5.2 Review

5.2.1 Salon des artistes numérique, Mouvaux, June

Welcomed the update on a successful digital exhibition organised by the Mairie of Mouvaux.

BAFA, via Clare Tebboth, had provided artworks and the exhibition can be viewed at:

<https://framevr.io/salon-des-artistes>

Nicolas Hadadi of the Mairie, sent the above link, and recommends muting yourself and switching off your own camera to get the best view.

5.3 Events – physical events all Covid restriction dependent

June

5.3.1 Meeting with Mayors of Neukirchen Vluyn and Buckingham

24 June, 5.30 p.m. (BST) 1830 Uhr (deutscher Zeit) and twinning representatives *by Zoom*

Stéphanie and Lorna reported on 2 meetings to plan future twinning events, including 2nd signing ceremony. It had been agreed to invite the two Mayors to the next planning meeting, to greet each other and be briefed on plans. Stéphanie had invited the Mayor of Buckingham, Cllr Margaret Gateley, who had accepted. Christian was in touch with Herr Bürgermeister Ralf Köpke, in NV.

July

5.3.2 **Celebrate Buckingham**

BTA stall, Bourton Park, Saturday 10 July

Welcomed this opportunity, being organised by Buckingham Town Council, to reconnect with people in Buckingham and raise the profile of the twinning. Agreed to have 2 tables, gazebo, display boards, laptop, membership forms, map, flags/bunting (including Italian as well as French and German), madeleines with mini flags, (don't forget gluten free), see through lanyards with logo on name card, bagatelle and name the ? Stéphanie Scrase proposed a sub committee to make it happen – agreed herself, Jane, Jo, Steve and Lorna.

5.3.3 **Boules competition**, Weds 14 July

Agreed most probably not to run this popular competition this year but could decide at a special meeting on say 22.6. depending on possible relaxation of Covid restrictions.

September

5.3.4 **40th birthday of Neukirchen-Vluyn** becoming a town – celebratory weekend, 11/12 September

This will only go ahead if Covid restrictions are able to be relaxed. If it does happen, it would now only comprise a number of small-scale events e.g. a music concert, stalls, art exhibition etc.

3 people each would be invited from Buckingham, Mouvaux and Ustron (Poland).

Members gave initial thought to who might represent Buckingham, with the Mayor. Further ideas welcome.

2 immediate suggestions for the concert were Rory Evans (v popular after last visit) to be approached after 21.6 and/or Udo Dözl BTA member, originally from neighbouring Moers. JM

October

5.3.5 **2nd Signing Ceremony for twinning between Neukirchen-Vluyn and Buckingham**, in Buckingham, suggested date 23/24 October.

Stephanie had written to our new Mayor (with copy to the Town Clerk) to say that a small delegation from NV was expected and NV has suggested the weekend of 23/24 October.

Buckingham Town Council would be requested to send an official invitation to the Mayor of Neukirchen-Vluyn as well as to the Mayor of Mouvaux.

Agreed it would also be nice to informally invite Valmadrera.

Noted it was the weekend of the Charter Fair. Suggestions for the weekend included a demonstration by the locally based Medical Detection Dogs Covid dog sniffers as they were the first in the world? JVT

And ask local historian Ed Grimsdale for historical links between Buckingham and Germany? JM

Consider arranging some local music/strolling players?

Arrangements to be discussed with the 2 Mayors at 24/6 meeting (see above). SS, LJ

December

5.3.6 **Mouvaux marché de Noël**, Fri-Sun 3-5 December

Stéphanie Scrase reported that Annie had confirmed that this would go ahead. She planned to go and several members volunteered. Further plans would be made in the early autumn.

5.3.7 **Buckingham Christmas Parade and Community Fayre**, Saturday 11 December

Agreed to book a table for our popular stall.

Future events – dates to be agreed

- Tea party, Buckingham, to celebrate the end of lockdown – in August?
- Visit to Valmadrera – as soon as lockdown relaxes
- School Exchange with Neukirchen-Vluyn, normally Buckingham to NV in December and NV to Buckingham in March. Christian Berges in touch with staff at The Royal Latin School. Unlikely to go ahead this year.
- 20th anniversary of Buckingham twinning with Mouvaux 2022- Annie Millecamps had reported that it was very likely that the Mayor of Mouvaux would invite a small delegation to Mouvaux, to be led by the Mayor of Buckingham. Date and details to be agreed.
- Online events to raise profile of twinning: eg quiz, news exchange, suggested by Annie Millecamps who was also keen to have a link between our websites and Facebook pages. SS, LJ

6. **Youth**
Links with schools – Bourton Meadow, no further news yet.
Prizes – Howard to check with RLS and Lorna to pursue Buckingham School HM, LJ
7. **Finance Report**
Treasurer Howard reported that the balance in the current account stands at £1803.72. Discussed future banking arrangements as Barclays is closing its Buckingham branch. Cash could be paid in via the Post Office.
8. **Membership report**
Membership Secretary Jo Veglio Taylor reported on good membership renewals as well as some new members including she was pleased to report, one family.

Lorna confirmed that the new membership form was on the website and that the aim was to have it so that those wishing to join could fill it in and forward online. This was warmly welcomed. LJ
9. **Communications and marketing**
 - 9.1 **Club Voice**
Stephanie to explore a replacement for Ruth Newell, and would thank her for her many years of submitting articles to the local paper, the Buckingham Advertiser. SS
 - 9.2 **Website**
Lorna reported that a change had been made to a new hosting company which ensured faster operation. Committee officers now had official mail addresses, to look more professional. There was also a mail address for the Zoom account so that any member (who had the password) could book a twinning Zoom meeting. She also hopes to put the newsletter on the website. LJ, SS
 - 9.3 **Newsletter**
Robert Winks is drafting next newsletter and was in touch with Frau Box at the Royal Latin School and with Mayor Margaret Gateley to feature them. RW
He was keen to feature articles of interest to younger members. Interview the new family?
 - 9.4 **Facebook**
Stéphanie Lepelletier continued to keep this lively with features and linguistic challenges.
 - 9.5 **Instagram**
Jo Veglio Taylor had kindly offered to take this on from Lorna. Steve Haines to mention to the Italians to post. JVT, SH
10. **Any Other Business**
11. **Date of next meeting** **Wednesday 7 July at 7.30 p.m. (by Zoom or in person? Tbc)**

JM/11.6.21