



BUCKINGHAM TOWN COUNCIL

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

Telephone/Fax: (01280) 816 426

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

Town Clerk: Mr C. P. Wayman

Tuesday, 02 May 2017

Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on **Monday 8th May 2017** at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Mr C. P. Wayman
Town Clerk

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

AGENDA

1. Apologies for Absence

Members are asked to receive apologies from members.

2. Declarations of Interest

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

3. Minutes

To receive the minutes and confirm the recommendations therein of the Full Council Meeting held on:

Monday 13th March 2017

Copy previously circulated BTC/11/16

Monday 27th March 2017 (Extraordinary)

Copy previously circulated BTC/12/16

4. Interim Minutes

To receive the minutes and confirm the recommendations therein of the Interim Council meeting held on Monday 10th April 2017.

Copy previously circulated IM/07/16

5. Planning Committee

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

• Monday 20th March 2017

Copy previously circulated PL/13/16

• Monday 10th April 2017

Copy previously circulated PL/14/16

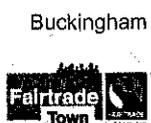
• Monday 24th April 2017

Copy previously circulated PL/15/16

6. Town Centre and Events Committee

To receive the minutes and confirm the recommendations therein of the Town Centre and Events Committee meetings held on Monday 27th March 2017.

Copy previously circulated TCE/07/16



Twinned with Mouvaux, France



7. Environment Committee

To receive the minutes and confirm the recommendations therein of the Environment Committee meeting held on Monday 3rd April 2017.

Copy previously circulated E/07/16

8. Resources Committee

To receive the minutes and confirm the recommendations therein of the Resources Committee meeting held on Tuesday 18th April 2017.

Copy previously circulated R/07/16

9. (S.O. 2.10.2) To review, amend or confirm the delegation arrangements to committees, sub-committees, employees and other local authorities.

Appendix A

10. (S.O. 2.10.3) To review, amend or confirm the terms of references for committees.

10.1 Environment

Appendix B

10.2 Resources

Appendix C

10.3 Planning

Appendix D

10.4 Town Centre & Events

Appendix E

11. (S.O. 2.10.4) Receipt of nominations to existing committees.

Members are asked to complete the attached form and bring it to the meeting.

Appendix F

12. To receive reports from District and County Councillors

13. Amended Plan

The following amended plan has been submitted by the developer for Members' comments, before submission to AVDC:

17/00746/APP

Former Railway Station site

Erection of new student accommodation building

University of Buckingham

To discuss and agree a response to the attached plan which addresses some of Member's concerns. The original response is appended for information, together with the covering email listing what has and has not been altered.

Appendix G

14. Action List

Appendix H

15. Correspondence

15.1 To receive a letter from Cllr. M. Shaw and agree representative(s)

Appendix I

16. Reports from Representatives on Outside Bodies

Members are asked to note the reports listed below:

16.1 Minutes of the Access for All meeting held on 10/4/2017

Appendix J

16.2 Minutes and Financial Statement for Buckingham & Gawcott Charitable Trust 22/10/2015

Appendix K

17. Mayoral Engagements

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

Functions the Mayor has attended:

13/03/2017 - Commonwealth Day, raise the flag.

17/03/2017 - University of Buckingham Graduation Ceremony

17/03/2017 - South Northamptonshire Council Civic Dinner

21/03/2017 - Judge Girl Guides Dinner menu

22/04/2017 - MK Dons, Buckingham Big Day

23/04/2017 - St. George's Day Scouts parade

28/04/2017 - Attend Funeral of Ex Town Crier -Mr Ian Price

02/05/2017 - Maypole Dancing

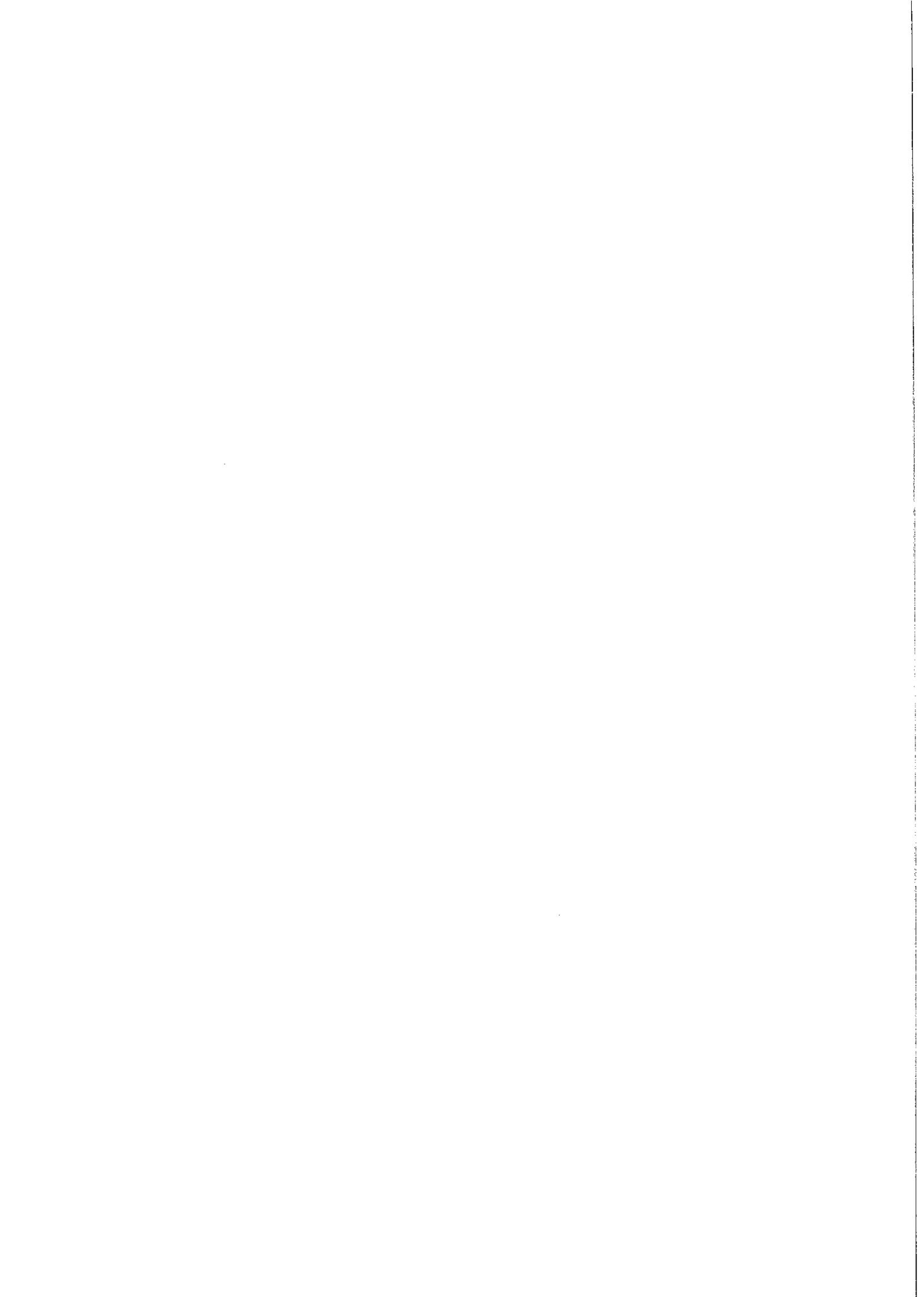
Functions the Deputy Mayor has attended:

None

18. News Releases

19. Chair's Announcements

20. Date of the next meeting: Interim Council – Monday 5th June 2017
Full Council - Monday 26th July 2017



	<p>Buckingham Town Council</p> <p>Scheme of Delegation</p>	<p>Date Agreed: 15/02/11 Reviewed May 2015 Minute Number: 778/10 Prepared by: Mr. C.P. Wayman Version: 1.0</p>
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1. Power to Delegate Functions

Under the Local Government Act 1972 s 101 (a) the Town Council has the power to arrange for the discharge of its functions by a committee, sub-committee or officer of the authority.

The Town Council does not have the power to delegate a decision to an individual Councillor.

2. Decisions of the Full Council:

The matters below are the sole responsibility of the Full Council:

- a) Approving the precept level of the Town Council;
- b) Authorising borrowing;
- c) Appointing representatives to outside bodies;
- d) Making, amending, revoking, re-enacting or adopting by-laws;
- e) Agreeing the Town Council's Statement of Accounts and Annual Governance Statement.

3. Committees and Sub-Committees

Procedures for delegation for the specific committees and sub-committees are specified under the Terms of Reference for each committee or sub-committee. Committees can arrange for the discharge of any of their delegated powers to a sub-committee.

4. Working Parties/Groups

Working Parties or Groups have no delegated powers; they are only able to recommend a course of action to the Council/Committee/Sub-Committee under which they are formed.

5. Town Council Staff

Under the Local Government Act 1972 the Town Council "shall appoint such officers as they think necessary for the proper discharge by the authority of such of their or another authority's functions as fall to be discharged by them".

Decisions can at any time be delegated to Town Council Staff.

The following have been delegated to Town Council Staff:

a) General Matters

- i) To sign on behalf of the Council any document to give effect to any decision of the Council;
- ii) To manage the Council's facilities, property and assets;
- iii) To act on behalf of the Council as a designated officer with respect to complying with legislation;

- iv) To instigate and authorise the repair and maintenance of Town Council equipment, property or assets so long as the Town Council's Financial Regulations are adhered to and the cost does not exceed the current budget;
- v) To purchase equipment and supplies to be used by Staff or contractors to repair or maintain Town Council equipment, property or assets;
- vi) To dispose of Town Council equipment or assets with an estimated worth of less than £500.

b) Urgent Matters

The Town Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The Town Clerk shall report the action to the appropriate committee as soon as practicable thereafter.



Buckingham Town Council

Terms of Reference

Date Agreed: 06/05/2014

Reviewed May 2015

Minute Number: 7/14

Prepared by:

Christopher Wayman

Version: 2.0

Name

1. The Committee shall be known as the **ENVIRONMENT COMMITTEE**.

Membership

2. Membership of the Committee is open to any Councillor who wishes to be a member
 - 2.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
3. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

Chairman

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

Conduct of the Meeting

7. All meetings of the Environment Committee shall be convened in accordance with the Town Council's standing orders and current legislation.
8. All business undertaken at the Environment Committee shall be done so in accordance with the Town Council's standing orders and current legislation

Area of Operations

9. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
 - Town Council Property (excluding Office Accommodation)
 - Open Spaces in the Town and surrounding area
 - Community Facilities in the Town and surrounding area
 - Community Services in the Town and surrounding area
10. In addition to the areas of operation above the Environment Committee has the following responsibilities:
 - 11.1) Overseeing the management, administration and provision of the following services:

- Outside services including, parks, cemetery, open spaces and property within these areas
 - Devolved Services
- 11.2) Making recommendations to the Council following any investigation or review of any matter relating to the protection and improvement of Buckingham Town environment
 - 11.3) Ensuring the proper maintenance of all street furniture owned by or supplied by the Council, and to recommend the purchase of additional or replacement street furniture where appropriate. In this context, "street furniture" includes waste bins, dog bins, seating and signage.
 - 11.4) Managing all aspects of upkeep and maintenance of Brackley Road Cemetery, Chandos Park, Bourton Park, the Ken Tagg play area, Railway Walk, the Circular Walk, Castle Hill, the green at Gawcott and any other land or property acquired by the Council
 - 11.5) Liaising with County and District Councils and other relevant agencies on the maintenance of items falling within their remit, including footpaths, pavements, cycle-ways, roads, waterways, horticultural and arboricultural works, play areas, play equipment and areas of open public space.
 - 11.6) Making recommendations to the Council following any investigation or review of any matter relating to the purchase, sale or disposal of land or property
 - 11.7) Obtaining such professional advice as deemed necessary to ensure the protection of the Council in respect of 11.6 above
 - 11.8) Analysing any compulsory purchase proposals and advising the Council accordingly
 - 11.9) Ensuring that any works carried out on the Council's behalf are completed as specified, or otherwise completed to a satisfactory standard
 - 11.10) Taking forward any other matters concerning land or property as required by the Council
 - 11.11) Making representations to the appropriate authority on matters relating to the provision and maintenance of externally controlled lands and buildings within the town providing leisure facilities for residents and visitors
 - 11.12) Making representation with regard to the external services that affect young people, the elderly, unemployed and impoverished citizens
 - 11.13) Public Services - acting as the consultee, making representations, participating in and supporting as required all matters relating to
 - community care, social care and health services
 - policing, crime and ASB
 - education

Further Information

11. The Committee has authority to proceed with all items within its budget, but must refer to full Council when non budgeted expenditure is anticipated.
12. The Committee shall appoint sub committees and working groups as and when it is deemed necessary and shall set out Terms of References for those bodies
13. The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit, and should make recommendations to Full Council regarding its own Terms of Reference.



Buckingham Town Council

Terms of Reference

Date Agreed: 6/05/2014

Minute Number: 7/14

Reviewed May 2015

Prepared by:

Christopher Wayman

Version: 2.0

Name

1. The Committee shall be known as the **RESOURCES COMMITTEE**.

Membership

2. Membership of the committee is open to any Councillor who wishes to be a member
 - 2.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
3. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

Chairman

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

Conduct of the Meeting

7. All meetings of the Resources Committee shall be convened in accordance with the Town Council's standing orders and current legislation.
8. All business undertaken at the Resources Committee shall be done so in accordance with the Town Council's standing orders and current legislation

Area of Operations

9. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
 - Strategy
 - Finance
 - Personnel
 - Policy
 - Grants
 - Civic Matters
 - Communications
 - Office Accommodation

Powers and responsibilities

10. In addition to the areas of operation above the Policy and Finance Committee has the following responsibilities:

Finance

- 10.1) to advise the Council on the budget proposals of all Committees and the level of the precept to be levied each year.
- 10.2) to review the long term financial strategy of the Council with a view to advising the Council on funding for significant projects
- 10.3) to be responsible for all aspects of the financial administration of the Council including:
- arrangements for preparation of the accounts
 - appointment of an independent Internal Auditor
 - preparation of, and compliance with, the Council's financial regulations
 - maintenance of adequate systems of internal control and internal audit throughout the year
 - control and monitoring of the approved budget throughout the year
 - considering and recommending to Council approval of annual financial reports, together with evidence of adequate systems of internal control and internal audit throughout the year, for presentation for External Audit
 - develop and keep under review the Council's Financial Plan and Investment Strategy
- 10.4) To undertake within the overall policies and approved budgets of the Council the following duties and functions:
- determine fees and charges for services provided by the Council
 - determine subscriptions to be paid by the Council
 - determine the need for and if necessary, recommend to Council the taking out of loans
- 10.5) to advise the Council on the level of allowances to be payable to Councillors
- 10.6) To make recommendations to Council in relation to internal policy development based on legislation
- 10.7) to review the long term financial strategy of the Council with a view to advising the Council on funding for significant projects
- 10.8) Ensure adequate insurance of all the Council's property and liabilities
- 10.9) Oversee the Community Grant process
- 10.10) Advise the Council on responses to be made to the structure of Local Government
- 10.11) Make representation to Aylesbury Vale District Council and Buckinghamshire County Council on their corporate plans and policies when they are likely to or do affect Buckingham

Personnel

- 10.12) to monitor all matters affecting the promotion, discipline and salary and conditions of service of all staff and office holders of the Council (unless stated elsewhere)
- 10.13) to meet as required to discuss and investigate any personnel requirements

- 10.14) to oversee Officer and Member training
- 10.15) to meet as required by the Council for staff reviews
- 10.16) to review and agree the policies and procedures regarding personnel

Civic Matters

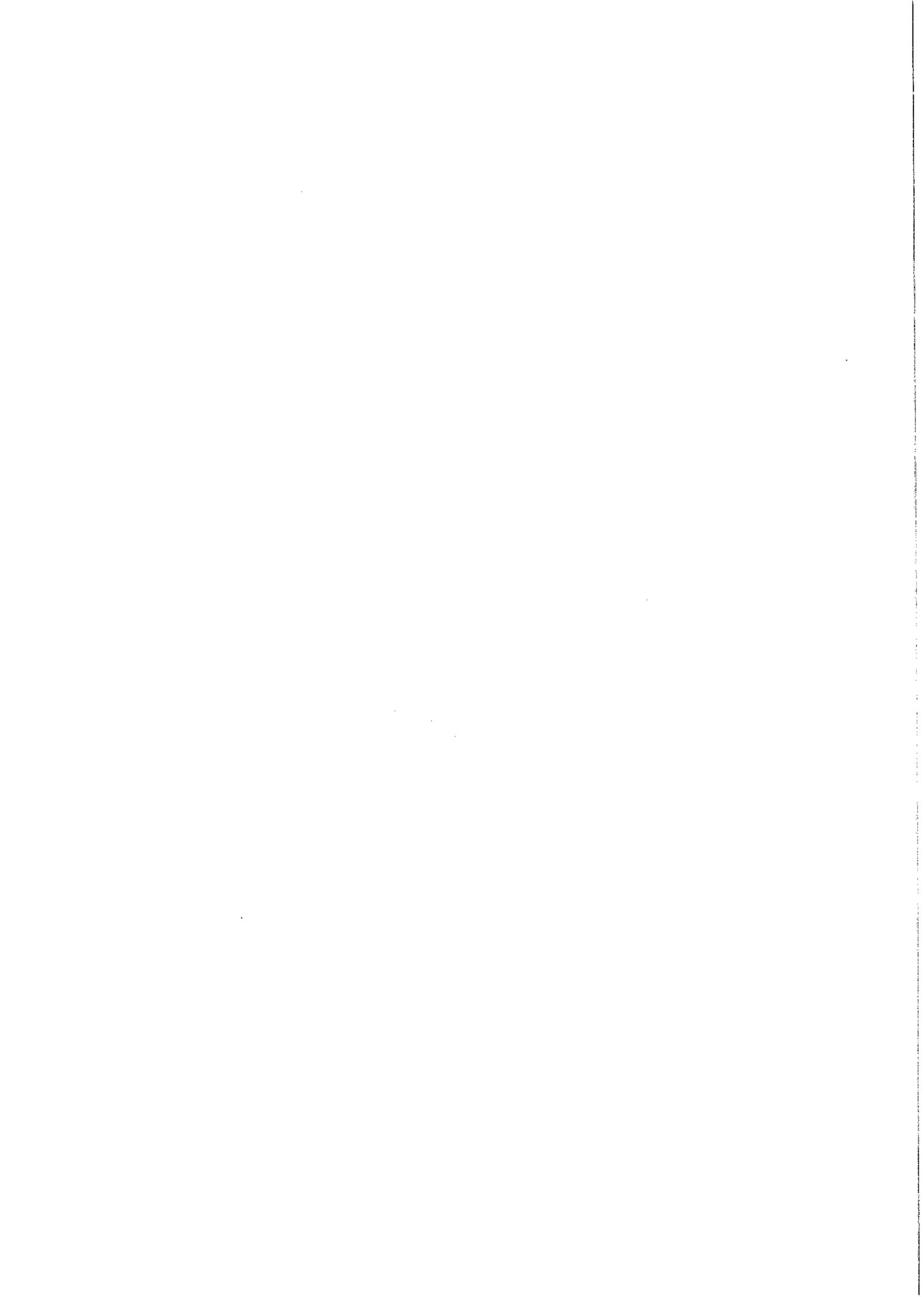
- 10.17) Oversee Civic matters including the town crier, mace bearer or any other civic positions.
- 10.18) Be responsible for all Civic Affairs including Civic protocols

General Purpose

- 10.19) to be responsible for advising the Council on Standing Orders in respect to the Conduct of Meetings, Code of Conduct for members and all similar documentation relating to the overall administration of the Council's affairs.
- 10.20) to consider, advise, delegate and make recommendation on any item of the Council's business and responsibilities not otherwise allocated to a committee
- 10.21) Oversee the ongoing development of ICT facilities for the Council including the Council's website
- 10.22) Oversee the production of the Newsletter
- 10.23) Oversee the production of the Annual Report
- 10.24) to provide and publish an annual report of the Council's finances both current & budgeted, and also reports from each of the Committee Chairman and the Mayor

Further Information

- 11. The Committee has authority to proceed with all items within its budget, but must refer to full Council when non budgeted expenditure is anticipated.
- 12. The Committee shall appoint sub committees and working groups to undertake work within its remit, as and when it is deemed necessary and shall set out Terms of References for those bodies.
- 13. The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit, and should make recommendations to Full Council regarding its own Terms of Reference.





Buckingham Town Council

Terms of Reference

Date Agreed: 09/05/2016

Minute Number:

Prepared by:

Christopher Wayman

Version: 3.0

Name

1. The Committee shall be known as the **PLANNING COMMITTEE**.
2. The Committee may be referred to as Planning.

Membership

3. Membership of the Committee is open to any Councillor who wishes to be a member
 - 3.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
4. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.
5. In the event of an inquorate meeting, the Chairman, Vice-Chairman and the Mayor may agree a response to a time-sensitive application, either by re-arranging the meeting or, should time not allow, agree a decision in line with Council Policy and planning history. Should one or all of the designated Councillors not be present or available then those present, numbering not less than three, shall agree a response.

Chairman

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

Conduct of the Meeting

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

Area of Operations

11. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
 - Reviewing Planning Applications (excluding those for more than 10 houses or for new multi-unit retail and multi-unit industrial developments)
 - Transport

- Forward planning
- Planning Enforcement

12. In addition to the areas of operation above the Planning and Development Committee has the following responsibilities:

- 12.1 to undertake all powers and duties of the Council in respect of the powers conferred on it from time to time under the Town and Country Planning Acts and the Orders and Regulations including development control and the Local Development Framework process and any other strategic plans for Aylesbury Vale
- 12.2 to undertake all powers and duties of the Council in respect of Neighbourhood Planning and Development under the Localism Act
- 12.3 to make representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with the relevant legislation which are for fewer than 10 housing units and for non-mixed development.
- 12.4 to consult with the committee and tree wardens by email in respect of all applications relating to trees and tree preservation orders, and convey collated comments to the AVDC Tree Officer.
- 12.5 to make suggestions in respect of street naming.
- 12.6 to make representations involving Listed Buildings and the Conservation Area in Buckingham
- 12.7 to act as the consultee and make representations as required in respect of all matters relating to roads and highways including, road signs, street furniture, street lighting, car parking, traffic management, footpaths, traffic regulations and bus services
- 12.8 Public Services – to act as the consultee, make representations, and support as required all matters relating to
 - housing strategy
 - public/community transport including Local Transport Plans
 - utility services (gas, electricity, telecommunications, water, sewerage, flooding, etc)
 - waste infrastructure
 - mineral extraction
 - planning policy changes

Further Information

13. The Committee has authority to proceed with all items within its budget, but must refer to Full Council when non budgeted expenditure is anticipated.
14. The Committee shall appoint sub committees and working groups as and when it is deemed necessary and shall set out Terms of References for those bodies
15. The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit, and should make recommendations to Full Council regarding its own Terms of Reference.



BUCKINGHAM TOWN COUNCIL TOWN CENTRE AND EVENTS COMMITTEE

TERMS OF REFERENCE

1. The Committee shall be known as the **TOWN CENTRE AND EVENTS COMMITTEE**
2. The Committee shall be responsible for and have authority for:

Markets

- 2.1) the day to day running of the Street, Flea, Farmers and Specialist Markets.
- 2.2) the promotion of environmentally friendly carrier bags.

Charter Fair

- 2.3) to organise and co-ordinate the Annual Charter Fair and set up contract.
- 2.4) to liaise with the Showmen's Guild and/or their representatives, the Police and the County Council.

Annual Events

- 2.5) to set up Road Closure Order.
- 2.6) to arrange and co-ordinate the Town Council's events being; May Day, Music Festivals, Teddy Bears Picnic, Buckingham Festival Fortnight, River Rinse, Remembrance Parade, Firework Display, Christmas Lights and Carols, Christmas Parade, Best Kept Town and Beautiful Buckingham and any other such events as agreed from time to time.
- 2.7) to organise and co-ordinate the Council's Christmas Lights display; set up and review contracts.
- 2.8) to arrange the purchase of hanging baskets and similar floral arrangements, tubs and planters.

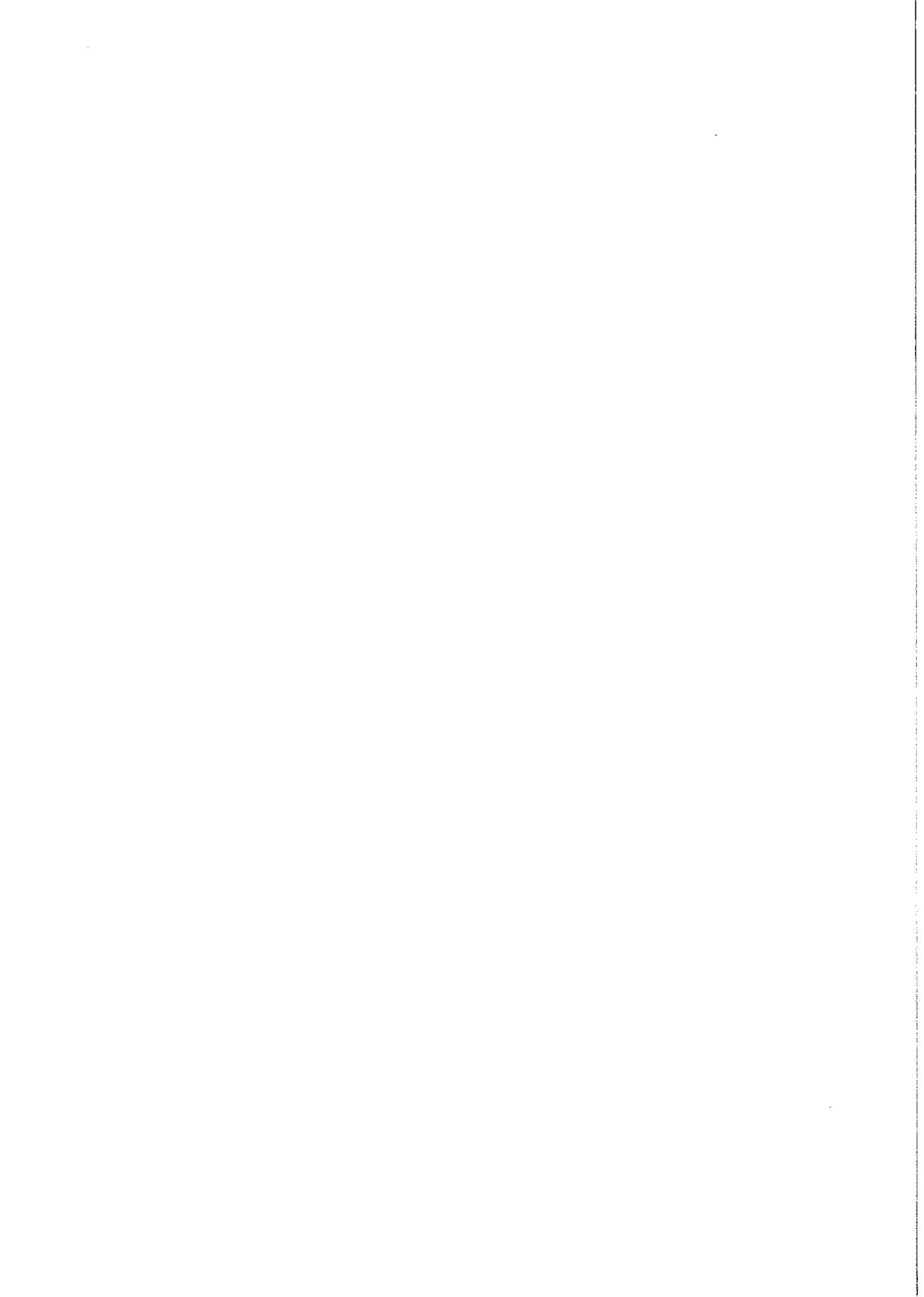
Promotion

- 2.9) to promote the Town through appropriate media and via the web site.
- 2.10) to work with the Town Centre Traders.
- 2.11) to support any other Council events in the Town Centre.

Youth Budget

- 2.12) to set up Youth Projects.

3. The committee has authority to proceed with all items within its budget, but must refer to Full Council when non budgeted expenditure is anticipated.
4. The Committee shall undertake reviews of Terms of Reference as and when appropriate.



MEMO

TO All Councillors
FROM Nina Stockill, Committee Clerk
DATE 26th April 2017
SUBJECT Committee Choices

Dear All

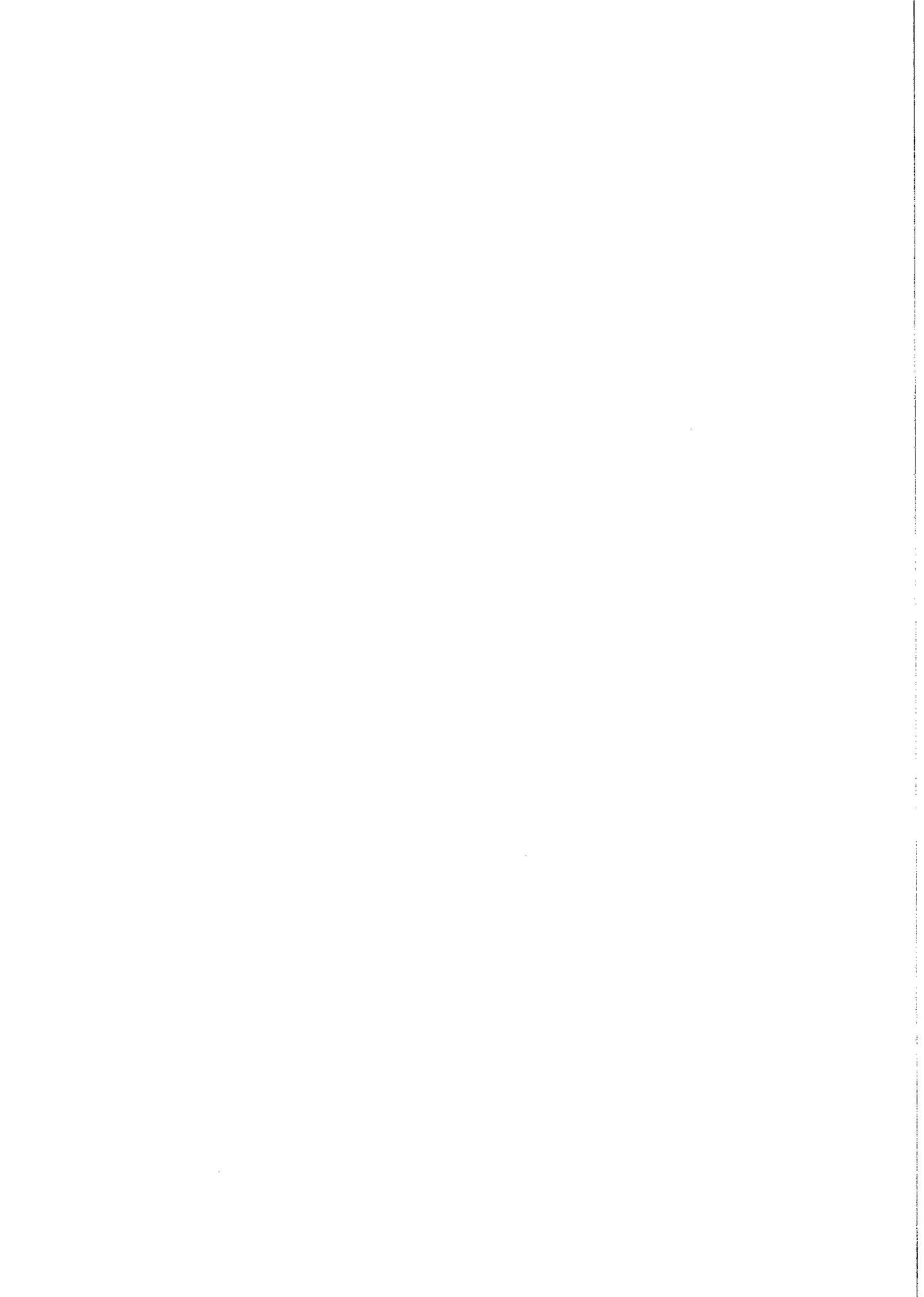
Please complete the following indicating which Committees you wish to serve on for 2017/18. Please return the form ahead of the Full Council meeting on the 8th May 2017.

Regards

Nina

Name:.....

FULL COUNCIL	x
PLANNING	
TREE SUB COMMITTEE	
TOWN CENTRE & EVENTS	
CHRISTMAS LIGHTS	
FRINGE GROUP	
RESOURCES	
PERSONNEL SUB COMMITTEE	
COMMUNICATIONS STRATEGY GROUP	
ENVIRONMENT	



Interim Council 10th April 2017
934/16 New Planning Application

17/00746/APP Former Railway Station Site, Station Road
Erection of a new student accommodation (C2) building including ground floor parking with associated landscaping and access

A briefing note from the Planning Clerk had accompanied the agenda.

Members noted that comments made at the public consultations had been acknowledged and the plans were now more acceptable, especially with respect to the view along Chandos Road.

It was felt that there should be six disabled parking spaces to match the six 'accessible' rooms, and the boardwalk landscaped area of the station should also be disabled-accessible; there only appeared to be step access.

The requirement to keep the trackbed itself clear of impediment to allow it to be used as an overflow channel for the pond and spring waters was noted.

Concern was expressed that the platform link between the Railway Walk and the Scenic Walk, and the new path between this and Chandos Road, were to be Permissive paths only; Members asked that these be made Rights of Way to maintain public access at all times.

Though the use of Ford Meadow as alternative parking during construction works was approved of, a query about whether there was sufficient hardstanding to accommodate 50 vehicles in addition to the garage's use was raised, and whether the use of the grassed areas could be guaranteed if they became waterlogged. A contribution from the applicants towards a Traffic Order to restrict parking along Station Road altogether was asked for, and also an assessment of the expected increase in traffic along Chandos Road and at the difficult Ford Street/London Road junction due to the relocated parking.

A long history of problems with the drainage from the site via the embankment along Station Road was referenced, with respect to the attenuation pond and outlet. It was recommended that the SuDS system outlined in Appendix 5 of the Flood & Drainage Statement be reviewed by the appropriate consultee with this in mind.

Cllr. Newell noted the loss of trees, especially the yews, on the south side of the railway track, and pointed out that the elevation drawings showed trees above the roofline of the building. She would like to see more retained.

Members discussed their response and decided to **SUPPORT subject to satisfactory answers to the above concerns** (9 for; 1 against; 1 abstention).

Dear Sirs,

Thank you for taking time to comment on the above application that has been submitted to Aylesbury Vale District Council on behalf of our client, the University of Buckingham. We are pleased to note that the Town Council consider that comments made at the public consultations had been acknowledged and the plans were felt to be more acceptable.

We note that the Town Council have raised a number of issues and support the scheme subject to satisfactory answers to those issues. The purpose of the e-mail therefore is to provide a response to those issues.

Attached to this e-mail is a draft revised ground floor plan that has been provided to address concerns detailed below:

1. Disabled Parking - There are no Local Authority standards for disabled parking for Student Accommodation proposals, therefore each application will be considered on its merits. In terms of Disabled parking, currently on site there are 51 car parking spaces including 1 disabled space, the submitted proposals provide for 57 spaces including 2 disabled spaces. Amendments have been made to the car parking layout as shown on the attached plan to provide a total of 58 spaces including 4 disabled spaces. It is considered that this overall increase in car parking spaces including 4 disabled spaces is an acceptable approach. Notwithstanding this approach, the University will monitor the demand for disabled spaces and can manage the car park and make amendments to the layout of the car park in the future should this be required.
2. Boardwalk to provide Disabled Access – The amended plan shows that the boardwalk has been extended to gradually ramp up to meet the circular walk and it will be fully accessible.
3. Permissive Path - Currently there is a Permissive Path across the site that connects the Buckingham Circular Walk and the Railway Walk, this is not a formal Public Right of Way although the University do not stop public access across the site. The proposals intend to make this path a more formal route through upgrading and re-landscaping a section of the dis-used railway track to form a dedicated path between Buckingham's Circular Walk and Railway Walk. It is the University's intention through these proposals to improve the current path and allow public access across the site albeit not through formally adopting it as a Public Right of Way. It is considered that the improvements are a major benefit of the proposals.
4. Ford Meadow- It is proposed to provide a temporary car park at Ford Meadow during the construction process and there are two further car parks at Mitre Court and Bishops Court that are also able to accommodate increased levels of demand for parking. We are happy for the District Council to control this process through condition.
5. Restricting Parking on Station Road – The application submission sets out within the Transport Assessment that restrictions are placed on Students utilising the on site car park, indeed it is the University's policy that students living in the accommodation will not be allowed to bring a car to University. This will be set out within their learning and tenancy agreements. Further to this, students will be prohibited from parking on the surrounding streets which will be enforced by increased patrols by the University. In addition to this, it is the intention that double yellow lines are introduced along the site frontage from the existing single yellow line on Chandos Road, around the corner and then along the southern side of Station Road through to a point 10m north of the pedestrian crossing.
6. Flooding – The University's Flood Risk and Drainage Consultants are in discussion with the County Council's SuDs Officer regarding the drainage strategy for the site.

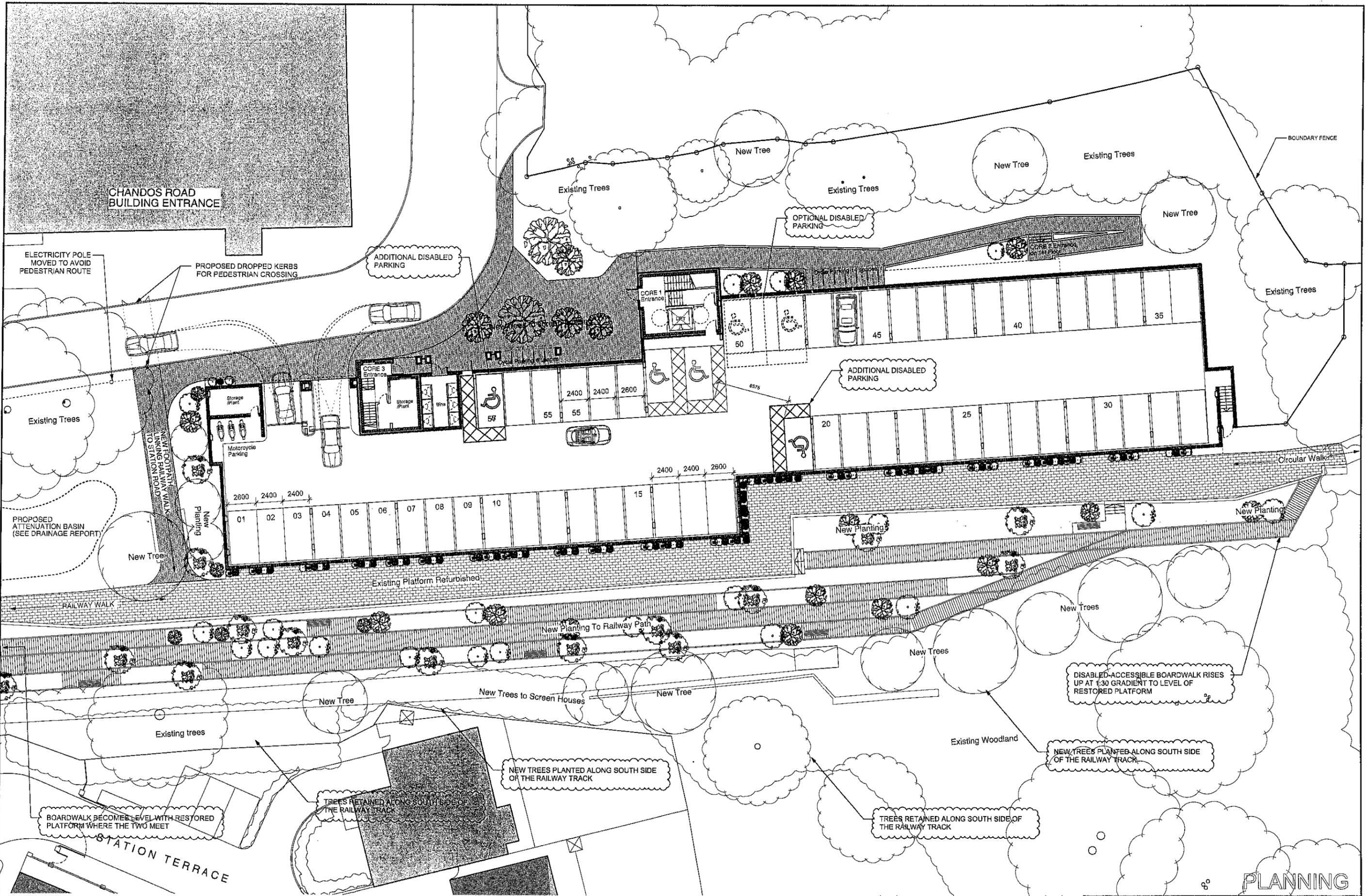
7. Loss of Trees – Notes have been added to the attached plan highlighting which trees are to be retained along the southern boundary along with new trees to be planted for clarification

We trust that this assists the Town Council in respect of their outstanding concerns in respect of the application and would be grateful for your feedback. If the changes on the attached plan meet with your approval, it is our intention to formally submit this amended ground floor plan as part of the planning application.

With Regards

Sara Jones MRTPI
Associate





Revised Parking Schedule	Disabled Parking Provision
Existing Spaces = 51	Non-disabled = 54
Proposed Spaces = 58	Disabled = 4
Difference + 7	TOTAL = 58

REV	DESCRIPTION	DATE	DRWN BY	CHKD BY
1	ADDITION OF BOARDWALK RAMP & EXTRA DISABLED PARKING SPACES	24/1/17	MT	HP
2	ISSUED FOR PLANNING APPROVAL	24/2/17	MT	HP

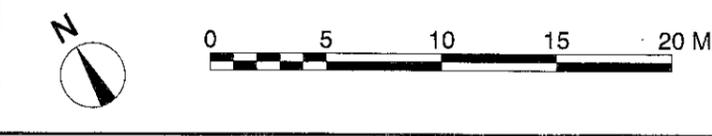
PLANNING

PROJECT: Station Road, Buckingham
 DRAWING: Proposed Ground Floor Plan

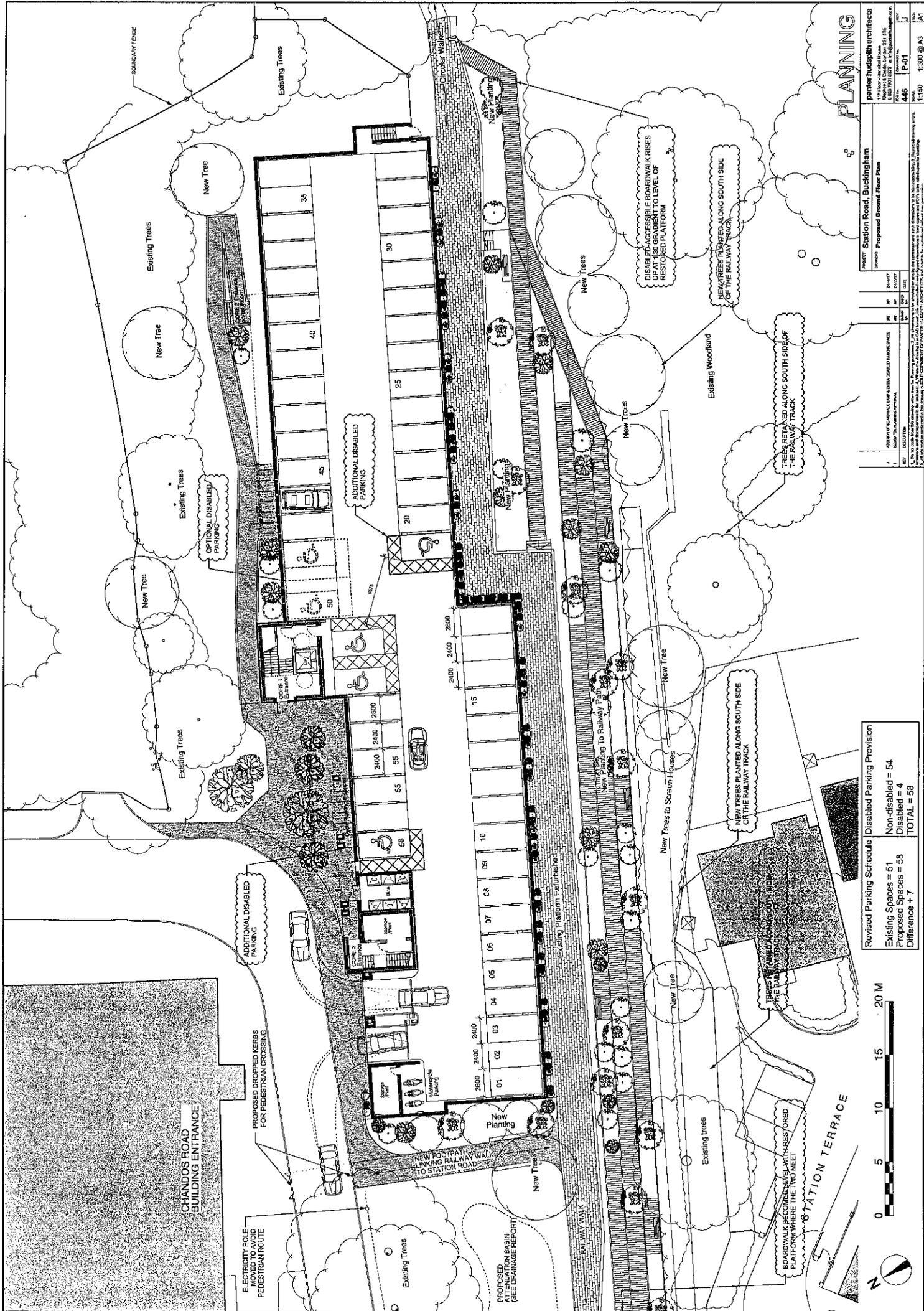
panter hudsphth architects
 11th Floor - Hannibal House
 Blaphard & Castle, London SE1 6TE
 t: 020 7701 0875 a: info@panterhudsphth.com

JOB No: 446
 DRAWING No: P-01
 REV: J

SCALE: 1:150 1:300 @ A3
 SIZE: A1



1. Do not scale from this drawing, either for Planning purposes. 2. All dimensions to be checked on site by the contractor and such dimensions to be his responsibility. 3. Report all drawing errors, omissions and discrepancies to the architect. 4. Where the drawing is in CAD format, it is understood that only formal dimensions in these copies and PDFs to be relied upon for checking. 5. All information contained in this drawing is SOLE COPYRIGHT OF PANTER-HUDSPH ARCHITECTS and is not to be reproduced without their permission.



PLANNING

PROJECT: Station Road, Buckingham
 DRAWING: Proposed Ground Floor Plan

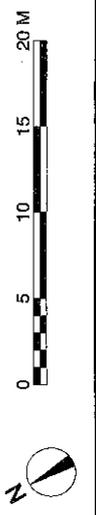
premier hudgesth architects
 1st Floor, 100 Station Road, Buckingham
 Bucks, MK18 1JH
 01295 244177
 www.premierhudgesth.com

DATE: 11/18
 SCALE: 1:500 @ A3
 SHEET: P-01
 OF: J

REF	DESCRIPTION	DATE	BY	CHKD
1	APPROVAL OF SUBMITTALS FROM A LOCAL AUTHORITY (MARCH 2018)	24/01/17	AM	24/01/17
2	REVISION TO LAYOUT (24/01/17)	24/01/17	AM	24/01/17

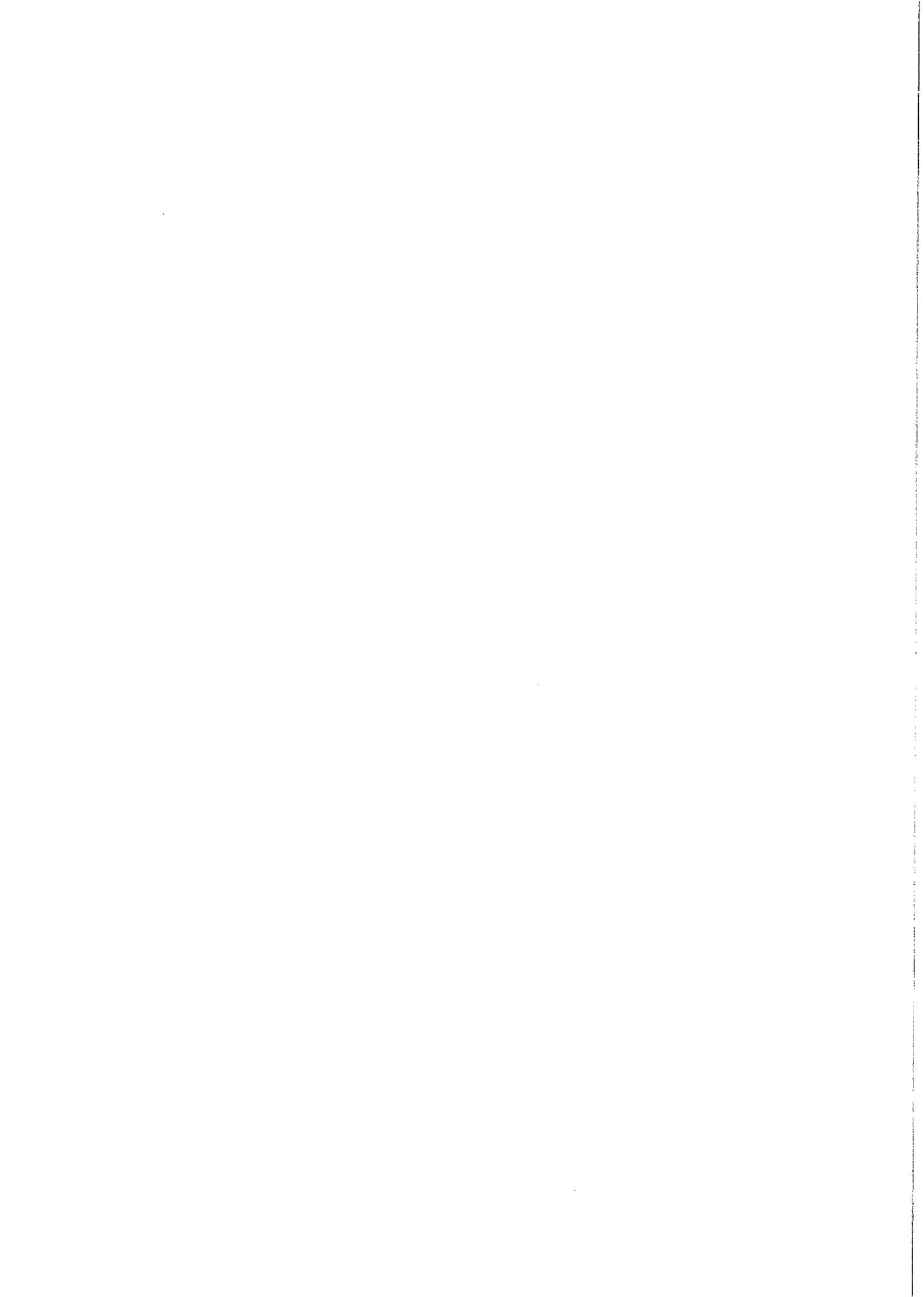
Revised Parking Schedules

Disabled Parking Provision	51
Existing Spaces	51
Proposed Spaces	58
Difference +	7
Non-disabled	54
Disabled	4
TOTAL	58



ACTION LIST
FULL COUNCIL, INTERIM COUNCIL & EXTRAORDINARY MEETINGS

Subject	Minute	Form	Response received	Social Value	Officer Effort	Urgency	Total
Toilets	220/14	DTC & TC to arrange for the construction	Work to begin in February 2017.	4	1	4	9
Community Centre Lease	393/14 716/15	Draw up funding Plan for Community Centre	Currently in the process of purchasing for £50,000	3	2	3	8
Cycling Signage	643/14	Work with BCC and other parishes – discuss with Canal Society and BCC cycling route	Work ongoing likely to start after the cycleway	3	2	3	8
Buckingham Partnership	191/15 710/15 444/16	Town Clerk to form an initial meeting with University	Met with university in an officers meeting	2	3	2	7
Community Land Trust	712/15	Proceed with membership and advertising for local interest		4	1	3	8
Moreton Rd toilets	837/15 303/16	Prepare report for costs of keeping facility open Town Clerk to investigate proposal with AVDC	Awaiting information from AVDC	3	2	1	5
Mayor Admin support	841/15	Report to Resources		1	3	1	5
Section 106	720/16	Every Committee to propose appropriate projects for the future use of 106 monies		4	3	4	11
The Bucks, Oxon, Berks West Sustainability Transformation Plan 2016	850/16	Facilitate a workshop between local GP surgeries, members of the community, Councillors and other local healthcare representatives		3	3	3	9



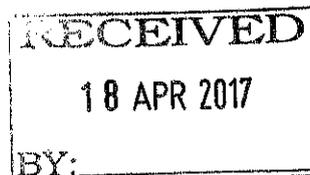
Cabinet Member
Transportation

Buckinghamshire County Council

County Hall, Walton Street
Aylesbury, Buckinghamshire HP20 1UA

Mark Shaw

Telephone 01296 382691
markshaw@buckscc.gov.uk
www.buckscc.gov.uk



Date: 12th April 2017
Ref: MS/TMS

Leader of the Town Council
Buckingham Town Council
The Buckingham Centre
Verney Close
Buckingham
Buckinghamshire.
MK18 1JP

Dear Leader,

I am writing following the letter you recently received from Martin Tett to offer your council the opportunity to work informally with the County Council to develop our proposals for devolving services and working locally with town and parish councils.

As you know, the County Council has submitted a business case to DCLG outlining the case for a single unitary authority and we are currently awaiting the outcome.

The business case we submitted to DCLG included a number of commitments relating to town and parish councils. We are keen to involve town and parish councils throughout the planning and implementation of these strands of work. We are proposing to establish a town and parish councillor consultative working party to help to develop the approach to community boards and the comprehensive devolution offer. I will chair the group with the support of Councillor Margaret Aston, Cabinet Member for Public Health and Community Engagement.

The suggested Terms of Reference for the group are:

1. To advise on the development of a potential town/parish devolution offer for a unitary council including:
 - a. a menu of possible service options and statutory powers
 - b. options for the transfer of assets
 - c. financial methodology
2. To advise on the development of a support package for town/parish councils
3. To advise on the role and terms of reference for community boards
4. To advise on the arrangements for consulting and engaging parish and town councils in the further development of the strategy





Access for All

Minutes of April 2017 meeting

10 April 2017
Council Chamber

Actions from the meeting:	
All members	<p>To continue to monitor the Buckingham DisabledGo website to check details, make corrections and add comments</p> <p>To report problems with roads and pavements to Transport for Bucks as they arise using the TfB website</p> <p>To continue to note and report the locations of A boards in the town which are causing problems for the disabled and buggy users (see attached emails relating to A boards reported by Joy)</p>
Chris and Peter	To visit the Looby-Lu Teashop.
Jenny	<p>To submit the Waitrose green token scheme application form</p> <p>To draft a letter to the National Trust re access at Stowe and the Chantry Chapel</p>
Mike	To obtain quotes from suitable suppliers for producing the DisabledGo window sticker

In attendance: Cllr Jenny Bates, Mary Buckingham, Joy Fuchter, Cllr Derrick Isham, Pat Knibbs, John Russell, John Squires, Cllr Chris and Peter Strain-Clark, , Pam Tonge

Apologies: Cllr Mike Smith, Ed Grimsdale, Clair Pudaruth, Cllr Ruth Newell, Cllr Warren Whyte, Graham White

1. **Welcome, introductions and apologies**

John Russell welcomed all to the meeting.

2. **Minutes of the Meeting** held on 13 March 2017 (previously circulated)

Agreed.

3. **Matters arising** if not elsewhere on the Agenda.

Potholes: There are concerns about the footpath from The Woolpack to the bridge. The road itself has been repaired but the potholes on the pavements were left unrepaired. Derrick pointed out that the work is done by contractors and they can only do the work they have been asked to do. He

suggested that these individual potholes on the pavement should be reported as well as others in the town.

Jardine's crossing: Warren has responded by email to the comments about the crossing. (See attached email)

A boards: Concerns raised by Joy were passed to Mike for investigation and follow-up. The emails with the concerns and Mike's reply are attached to these minutes.

John S said that he felt that the group was not talking about the right issues. For example it needs to pursue the issue of repairing the potholes in pavements. He thought this would have been better than spending money on street lamps. John R said that he could understand his frustration but it is up to members to ensure they report potholes on the BCC website. On a recent visit to Marlow he had experiences footpaths that disappeared and no dropped kerbs.

There was concern that access to the new Shopmobility/toilet building might not be adequate so it was suggested that John R should contact the Town Clerk and arrange to have a look at the plans. The town councillors present informed the group that the Planning Committee always looks at accessibility when commenting on new planning applications.

4. Acting Chairman's Report

John R reported that he had looked at various other venues such as Lace Hill Community Centre. He had concluded that the best venue for future meetings is the Council Chamber as it is accessible, quiet and much cheaper than other options. The Council Chamber has been booked for meetings for the remainder of the year.

5. Secretary's Report

Jenny has collected a leaflet and application form for the Waitrose green token scheme. With John R's agreement she will complete the application form and submit to Waitrose.

She also mentioned the Planning application for Costa Coffee who want to place tables and chairs in front of the old HSBC premises. She suggested that the group might want to comment on the application on the AVDC site and raise the possible impact on those in wheelchairs or mobility scooters or the less mobile as well as those with a sight impairment. It was suggested that Bucks Vision might also want to comment.

There has been a short delay with the work on the Shopmobility/toilet building due to an electrical cable being found that was not marked on maps.

6. DisabledGo Update

Nothing further to report since the last meeting.

7. Access for All leaflet

Pat has distributed the leaflet to the Bucks Vision group.

8. Website and other Publicity ideas

As Clair was not at the meeting it was agreed to defer discussion of a pop-up sign for Access for All until the next meeting.

9. Priority Dental Service (PDS)

Chris reported that she has registered at Buckingham House Dental Surgery and been for an appointment. She found access rather narrow and the surgery was so cramped that they had to remove the wheelchair. She was concerned that the dentists don't appear to be permanent and there seemed to be a general lack of interest in her concerns. She has contacted Healthwatch about the loss of the PDS in Buckingham. Jenny suggested that the group could consider sending a letter to the Advertiser about the loss of the service.

Joy said that she is a patient at Buckingham House and had not had problems with seeing the same dentist in the downstairs surgery. She has however had an appointment since the meeting and an email is attached to the minutes with her experiences and concerns. (see attached email)

10. Members' concerns

Accessibility: Chris reported that she hasn't yet been to Looby Lu but she has been to the Gelatteria Gazzeria and was impressed by the new disabled loo. She also reported on her recent visit to Stowe with her mother. They walked round to the coffee shop on the suggestion of staff but then found that the stair lift was out of order which staff had not informed them of. None of Stowe staff showed any concern and in fact were quite shirty when Chris suggested they should tell people that the stair lift was out of order. They had also been to the Cotswold shop where Costa Coffee is upstairs. They found the lift out of order and when they rang up a couple of days later, it had still not been repaired. In contrast, their visit to Boycott farm was fantastic. There is a disabled loo and parking, as well as downstairs seating and a generally pleasant atmosphere. It was agreed that we would write to the National Trust management to relay Chris' experiences and suggest that they ensure that their venues are accessible and also provide staff and volunteers with equality training. It was suggested that accessibility at the Chantry Chapel should also be raised as there is still no handrail even though staff are aware that visitors find it difficult to access the building.

Parking: Re parking on pavements, concerns were raised about a HMO on Well Street where cars are regularly parked across the end of pavement. It was suggested that this may be illegal and members should phone 101 when they experience this. Members have had similar experiences of cars parking outside the off licence, outside the Whale and by the Old Gaol where there are dropped kerbs and wondered if traffic wardens are aware that parking across dropped kerbs is illegal.

Dominos: As expected, problems have started with cars stopping outside Dominos. Recently a car coming up to the crossing stopped for Pam to use the crossing. However when she had crossed the road, the car had mounted the pavement directly outside Dominoes making it impossible for her to pass. When challenged, the driver said she was just popping in to get her lunch. Members were at a

loss as to what they could do as if the police were called, the offenders would have left by the time they arrived.

Verney Close surgery: There are concerns about accessibility for patients at the Verney Close surgery. Chris' mother, who is 98 years old, recently had an appointment and had to climb the stairs to get to it. There didn't appear to be any facilities for her to have her appointment downstairs despite her age and it being obvious that she would have difficulties going upstairs. John R told the group about his recent experiences in helping with the training of student doctors in dealing with patients.

11. **Next meeting** – Monday 8 May 2017, 2:00 – 3:30pm, Council Chamber (opposite Waitrose)

Please note that Christine and Peter Strain Clark have changed their email address to:

chris.strain.clark@gmail.com and peter.strain.clark@gmail.com

Email from Warren Whyte in response to the March meeting minutes in response to the comments about the crossing in the town centre

Just a quick clarification of the town centre crossing time. I attended with the engineer while this was done a few months back and the time was lengthened.

I look forward to receiving any suggestions on how best to alter the layout of this crossing, but unfortunately the council does not have funding for any civil engineering changes at this location at the moment and would have to be considered as and when funding was identified.

One option could be a raised crossing which would help reduce the steepness of slope either side and could reduce the trip hazard caused by the White House step.

Regards, Warren

Cllr Warren Whyte, Buckinghamshire County Council

Cabinet Member, Planning & Environment

Chairman, Buckingham Area Local Area Forum

@CllrWarrenWhyte

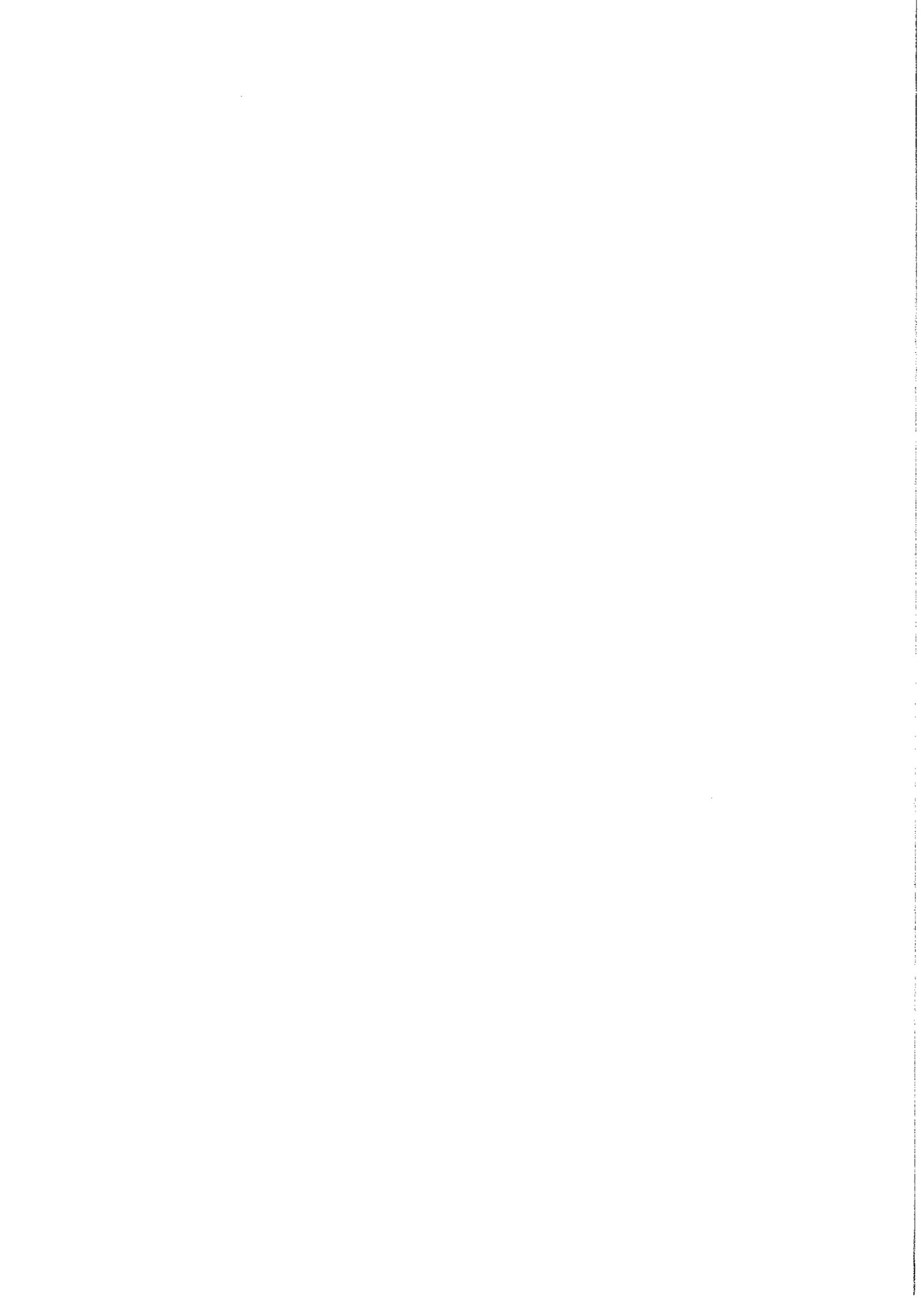
However in the short term we have other local practices with full access for a Motorised chair, in Stoney and further afield in Banbury.

If you have any further questions please drop me a line.

Regards

Phil

Phil Mulroney MRICS
Business Support Services Manager



BUCKINGHAM AND GAWCOTT CHARITABLE TRUST

MEETING OF THE BOARD OF TRUSTEES

MINUTES

At the fifty-ninth meeting of the Trustees held at Buckingham Town Council Chamber, Cornwalls Meadow, Buckingham Mk18 1RP at 7.25pm on Thursday 22nd October 2015

The Chairman welcomed new Trustees Mr. Bloomfield (for Buckingham Town Council) and the Town Mayor, Mr. Mahi.

Present: Mr. R. Stuchbury (Chairman), Mr. T. Bloomfield, Mr. D. Isham, Miss B. Martin, Mr. H. Mordue, Mr. A. Mahi (Town Mayor)
Mrs. K. McElligott (Clerk)

563 Apologies

Mr. P. Fealey, Mrs. N. Glover, Mr. T. Mills, Mr. W. Whyte.

564 Minutes

The Minutes of the fifty-eighth meeting, held on 12th March 2015, were agreed to be a true record and signed by the Chairman.

565 Election of Chairman for the year ending July 31st 2016

Proposed by Mr. Mordue, seconded by Mr. Bloomfield, and **AGREED** unanimously that Mr. Stuchbury be Chairman for 2015-2016.

566 Cheque signatories for the year ending July 31st 2016

It was **AGREED** that the current cheque signatories (any two of Mr. Stuchbury, Mr. Fealey and the Clerk) would continue.

It was further **AGREED** that the accounts for the year ending 31st July 2015 would be signed off by Mr. Stuchbury and Mr. Fealey.

567 Accounts for the year ending 31st July 2015

Trustees had been circulated details of the transactions over the year, together with a copy of the accounts and report, audited and agreed by Mrs. M. Cotterill, with the agenda.

There being no queries or concerns, the accounts were signed by Mr. Stuchbury and would be sent to Mr. Fealey for counter-signature.

The certificate recording the filing of the 2014 accounts was circulated with the agenda, for information.

568 Buckingham Borough Development Company

An update had been sought from KPMG but nothing had been received

The Services Company had been dissolved (confirmation circulated with the agenda) removing the impediment Mr. Hawes saw as preventing his agreement to and signature of the liquidation document.

The Chairman volunteered to contact Mr. Hawes personally at his residence. Trustees also suggested that the Clerk contact KPMG and offer that if they supplied the necessary documents the Chairman could take them with him for signature.

569 In light of any decision taken above, to consider the future of the Trust and disposition of its remaining funds.

Not applicable.

570 Financial situation at 21st October 2015

The following documents had been circulated with the agenda:

The current transaction calendar showing

Current account: £ 85.71

Deposit account £ 848.29

Bond account £4113.44 (bond value as at 31/7/15)

Total £5047.44 (approx. - bond value may have varied)

Commitments: £ 5.00 (room hire for this meeting)

£ 50.00 (audit fee for year-end 31/7/15)

Noted.

571 Information

The following were also circulated with the agenda for Trustees' information:

a) A list of the current Trustees with contact details

b) The updated attendance list

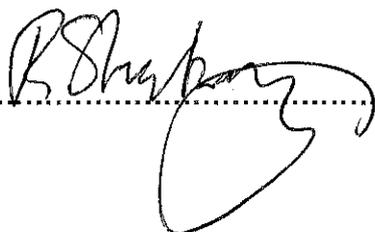
Noted

572 Date of the next meeting

Trustees agreed that a meeting could be arranged as and when required. In the meantime any correspondence would be circulated to all Trustees.

Meeting closed at 7.35pm.

Chairman



Date

15 MARCH 2017

BUCKINGHAM AND GAWCOTT CHARITABLE TRUST

TRUST № 1010071

FINANCIAL STATEMENTS

JULY 31ST 2016

BUCKINGHAM AND GAWCOTT CHARITABLE TRUST

Address: 5 de Clare Court
Buckingham
Bucks.
MK18 1XD

Trust Deed: Dated 21 July 1998 and 1st June 1999

Trustees:	T. Bloomfield	BTC
	P.J. Fealey	G-w-L PC
	Mrs. N. Glover	BCC
	D. R. Isham	BTC
	Miss B.C. Martin	G-w-L PC
	T. Mills	AVDC
	A. Mahi (Town Mayor)	BTC
	H. Mordue	AVDC
	R. Stuchbury (Chairman)	BTC
	W. Whyte	BCC

Clerk: Mrs. K. W. McElligott
5 de Clare Court
Buckingham
Bucks.
MK18 1XD

Bankers: National Westminster Bank plc.
22 Market Square
Aylesbury
Bucks.
HP20 1TR

Independent Examiner: Meryon Cotterill ACCA Reg.No 1042830
Bell Pitch Cottage
Whiteshill
Stroud
GL6 6BP

BUCKINGHAM AND GAWCOTT CHARITABLE TRUST

The Board has pleasure in presenting its Report and Accounts for the period ended 31.07.16.

CONSTITUTION

The Trust is a registered charity, numbered 1010071.

RESULTS

There was an excess of income over expenditure for the year of £439.

No taxation arises by virtue of the Trust's charitable status.

PRINCIPAL ACTIVITIES AND REVIEW OF BUSINESS

The principal activity of the Trust is to utilise its assets for the benefit of the inhabitants of Buckingham and Gawcott.

The Trust has made no new awards during the course of the year; it had been hoped that the winding-up of the Buckingham Borough Development Corporation (document signed 2000) would have been completed which might have generated some additional income but this matter remains unresolved.

BOARD OF MANAGEMENT

The Board Members, during the year to May 2016, were as follows:

T. Bloomfield
P.J. Fealey
Mrs. N. Glover
D. R. Isham
A. Mahi
Miss B.C. Martin
T. Mills
H. Mordue
R. Stuchbury
W. Whyte

In accordance with the Trust Deed, new trustees are appointed by:

Aylesbury Vale District Council	- two trustees
Buckinghamshire County Council	- two trustees
Buckingham Town Council	- four trustees
Gawcott-with-Lenborough Parish Council	- two trustees

**Mrs. K. W. McElligott
Clerk to the Trustees
5 de Clare Court
Buckingham
Bucks.
MK18 1XD**

October 2016

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BUCKINGHAM AND GAWCOTT CHARITABLE TRUST

I report on the accounts of the Trust for the year ended 31st July 2016, which are set out on pages 5-7.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Myn Cotterill ACCA registration number 1042830	Bell Pitch Cottage Whiteshill Stroud GL6 6BP
Signed: <i>Myn Cotterill</i>	Dated: <i>7th January 2017</i>

BUCKINGHAM AND GAWCOTT CHARITABLE TRUST

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD ENDED 31ST JULY 2016**

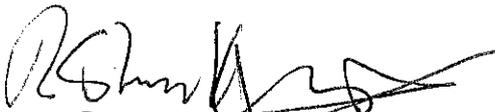
	2014/2015		2015/2016	
	£	£	£	£
Incoming Resources				
Gains on sales of investments	nil		nil	
Interest	172		<u>173</u>	
TOTAL INCOMING RESOURCES		172		173
Resources expended				
Direct Charitable expenditure – grants	nil		nil	
Other expenditure	<u>78</u>		<u>55</u>	
TOTAL RESOURCES EXPENDED		78		55
NET INCOME		94		118
OTHER RECOGNISED GAINS/(LOSSES)				
Unrealised gains/(losses)	157		321	
		251		439
Fund balances brought forward	4746		4997	
Fund balances carried forward		4997		5393

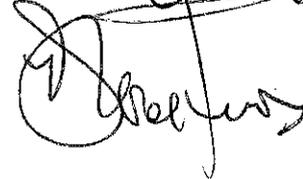
BUCKINGHAM AND GAWCOTT CHARITABLE TRUST

BALANCE SHEET AS AT 31ST JULY 2015

	NOTES	2014/2015		2015/2016	
		£	£	£	£
Current Assets					
Investments	2	4113		4434	
Cash at Bank: deposit a/c		805		978	
current a/c		86		31	
Debtors		43			
			4796		5443
 Current Liabilities					
Creditors	3	(50)		(50)	
 NET ASSETS			4997		5393
 FUNDS EMPLOYED					
Unrestricted Fund			4997		5393
 ACCUMULATED FUNDS			4997		5393

Signed: *15TH MARCH 2017*

Trustee 

Trustee 

BUCKINGHAM AND GAWCOTT CHARITABLE TRUST

NOTES TO THE ACCOUNTS – 31ST JULY 2016

1. ACCOUNTING POLICIES

a) Accounting Convention

The accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities.

b) Taxation

The Trust is a registered Charity and therefore not subject to taxation.

2. INVESTMENTS

Investments represent cash held in the Charities Official Investment Fund (COIF) – Deposit Account and Fixed Interest Account.

3. CREDITORS

There are no unpaid invoices or grants at 31st July 2016.

4. MEMBERS OF THE TRUST

No member of the Board of Management has received any emoluments in the period.

5. No liability falls on any member of the Trust. The Trust had 10 members at 31st July 2016.