



# BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,  
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Town Clerk: Mr C. P. Wayman

Wednesday, 07 March 2018

Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on **Monday 12<sup>th</sup> March 2018** 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 22<sup>nd</sup> January 2018

**Copy previously circulated BTC/10/17**

### 4. Interim Minutes

To receive the minutes and confirm the recommendations therein of the Interim Council meeting held on Monday 19<sup>th</sup> February 2018.

**Copy previously circulated IM/05/7**

### 5. Planning Committee

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

- Monday 15<sup>th</sup> January 2018

**Copy previously circulated PL/11/17**

Proposed by Cllr. Smith, seconded by Cllr. Harvey, and **RECOMMENDED** to the Full Council to discuss minute 615/17 regarding the restricting of Councillor's access to view plans to one preview meeting as this was not convenient for all the Councillors who wished to attend.

Proposed by Cllr. Cole, seconded by Cllr. Harvey and **AGREED** to **RECOMMEND** to Full Council to co-opt two members of the Buckingham Society onto the working group for the Neighbourhood Development Planning Group.



Twinned with Mouvaux, France

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

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

- Monday 29<sup>th</sup> January 2018
- Monday 19<sup>th</sup> February 2018

Copy previously circulated PL/12/17  
Copy previously circulated PL/13/17

Proposed by Cllr. Stuchbury, seconded by Cllr. Smith and **RECOMMENDED** to Full Council to proceed with the creation of a leaflet on the Buckingham Conservation Area.

- *To be distributed to all addresses in the conservation area.*
- *To encourage care of the buildings and appearance of the town centre/CA.*
- *To encourage reporting of damage and planning breaches, and engender pride of place.*
- *To encourage reporting of damage and planning breaches with respect to work to, and felling of, trees.*
- *To promote membership of Buckingham Society.*
- *To publicise the information in the Vision and Design Statement.*
- *To highlight characteristic architectural details.*
- *To contain a simplified map of the conservation area illustrated with interesting aspects of the V&D Statement and CA document.*

**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 5<sup>th</sup> February 2018.

Copy previously circulated TCE/06/17

**7. Environment Committee**

To receive the minutes and confirm the recommendations therein of the Environment Committee meeting held on Monday 12<sup>th</sup> February 2018.

Copy previously circulated E/06/17

**8. Resources Committee**

To receive the minutes and confirm the recommendations therein of the Resources Committee meeting held on Monday 26<sup>th</sup> February 2018.

Copy previously circulated R/06/17

**9. Development Proposal for new Town Council offices**

To receive a presentation from Mr. Nigel Morrison of Morrison Property Consultants Ltd

**10. To receive and question reports from District and County Councillors**

**11. Major Planning Application**

BTC/73/17

18/00216/APP Station House Tingewick Road, MK18 1ST  
Erection of 20 no. two bed flats  
West

**12. New Homes Bonus Project Grant round open for Expressions of Interest**

To receive and discuss email from AVDC

Appendix A

**13. Town and Gown Partnership**

To receive a discussion paper from the Town Mayor.

Appendix B

**14. Review of Local Government Ethical Standards: Stakeholder Consultation**

To receive and consider a response to the consultation.

Appendix C

**15. Buckinghamshire Minerals and Waste Local Plan**

To receive and consider a response to the consultation.

Appendix D

**16. Buckinghamshire's Draft Freight Strategy (2018-2036)**

To receive and consider a response to the consultation.

**Appendix E**

**17. Friends of Buckingham nomination**

To receive and consider a nomination from Mr. J. Rooney

**Appendix F**

**18. Action List**

**Appendix G**

**19. Reports from Representatives on Outside Bodies**

Members are asked to note the reports listed below

- |      |   |                   |
|------|---|-------------------|
| 19.1 | Buckingham Community Centre Committee January – November 2017       | <b>Appendix H</b> |
| 19.3 | Access for All 13 <sup>th</sup> November 2017                       | <b>Appendix I</b> |
| 19.3 | Buckingham Centre for the Arts (AGM) 28 <sup>th</sup> November 2017 | <b>Appendix J</b> |

**20. Motion – Proposed by Cllr. Mrs. R. Newell and seconded by Cllr. R. Stuchbury**

We call on Buckingham Town Council to do all it can to encourage the Town of Buckingham, residents and businesses to reduce the use of single use plastics in Buckingham to assist with the reduction of the problems of plastic waste, that is impacting on our Environment and Oceans.

**21. Royal wedding – event at Lace Hill Sports and Community Centre**

To receive a written report from the Lace Hill Sports and Community Coordinator

**BTC/74/17**

**22. Mayoral Engagements**

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

Functions the Mayor has attended:

- 23 Jan 2018 BACAB meeting
- 31 Jan 2018 SLCC Regional Training Seminar: presentation on Health Festival
- 9 Feb 2018 Meeting with Supt Tim Metcalfe & Police team
- 9 Feb 2018 Inspection of property managed by Buckingham Almshouses and Welfare Charity
- 9 Feb 2018 Winter Reception RAF Croughton
- 13 Feb 2018 Pancake race (rain stopped play) followed by Church Pancake Party
- 14 Feb 2018 Buckingham Charities Governance committee
- 15 Feb 2018 Story telling at Hamilton House Care Home
- 15 to 17 Feb 2018 The Town & Gown Road Trip with UoB Vice Chancellor
- 20 Feb 2018 UoB Medical School Academic centre opening at Milton Keynes Hospital
- 23 Feb 2018 BAFA 10th Birthday celebration
- 24 Feb 2018 Food Fair & Junior Bakeoff judging
- 10 Mar 2018 Fairtrade fortnight coffee morning / big brew
- 10 March 2018 Mad March Ceilidh hosted by Mayor of Brackley
- 12 Mar 2018 Commonwealth Day flag raising

Functions the Deputy Mayor has attended:

- |                      |  |
|----------------------|--|
| Jan 28 <sup>th</sup> | Vice-Chancellor's Reception (represented by Deputy Mayoress) |
| Feb 13 <sup>th</sup> | Pancake Races, Parish Church                                 |
| Feb 15 <sup>th</sup> | TV Police Vehicle Theft Briefing, Community Centre           |
| Feb 24 <sup>th</sup> | Buckingham Food Fare, Community Centre                       |
| Feb 25 <sup>th</sup> | Buckingham Literary Festival Launch, The Garage              |
| Mar 3 <sup>rd</sup>  | Paralympics Flame Launch, Aylesbury                          |

**23. Chair's Announcements**

**24. Date of the next meeting:**

Interim Council – Monday 9<sup>th</sup> April 2018  
Full Council – Tuesday 8<sup>th</sup> May 2018

**BUCKINGHAM TOWN COUNCIL  
FULL COUNCIL  
MONDAY 19<sup>TH</sup> FEBRUARY 2018**

Contact Officer: Mrs. K. McElligott

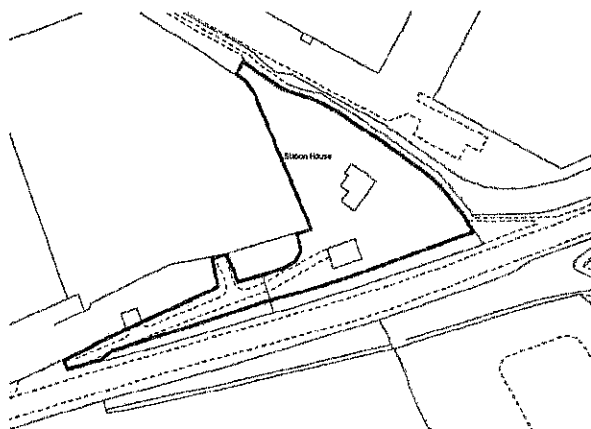
**MAJOR PLANNING APPLICATION**

18/00216/APP Station House, Tingewick Road  
Erection of 20 No two bed flats  
*West [Signature Homes ]*

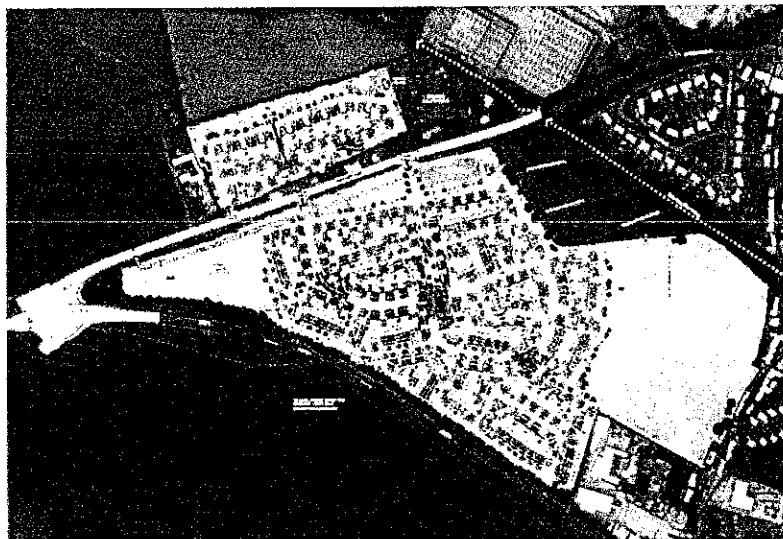
**Site**

*On the north side of Tingewick Road, a small (0.3ha) triangular area bounded by the old railway line, the allotments and the Tingewick Road. To the east of the old railway is the remaining part of Tingewick Industrial Park, to the west and south 17/04668/ADP (see foot of page for context). Access to the site is currently a sloping track almost parallel to the road, and the building area itself is fairly level and 4-5m below road level.*

**Site plan of this application:**



**Site plan of 17/04668/ADP (not to same scale):**

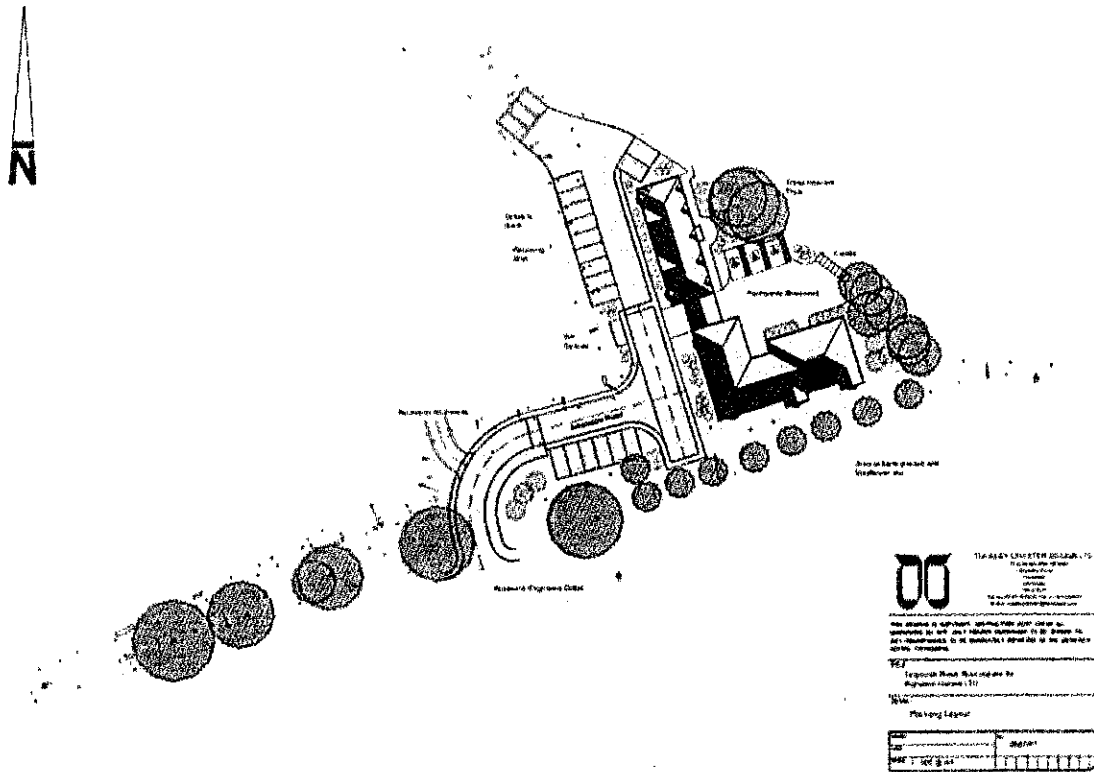


**Drawings & documents received**

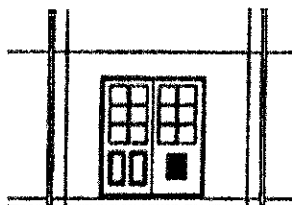
All the items listed in the Design and Access Statement have been supplied and will be available at the meeting.

**Proposal**

Demolish Station House and its garage and erect an L-shaped building comprised of two blocks linked by an arched access to a courtyard housing 20 flats, with car parking and some landscaping and new planting.



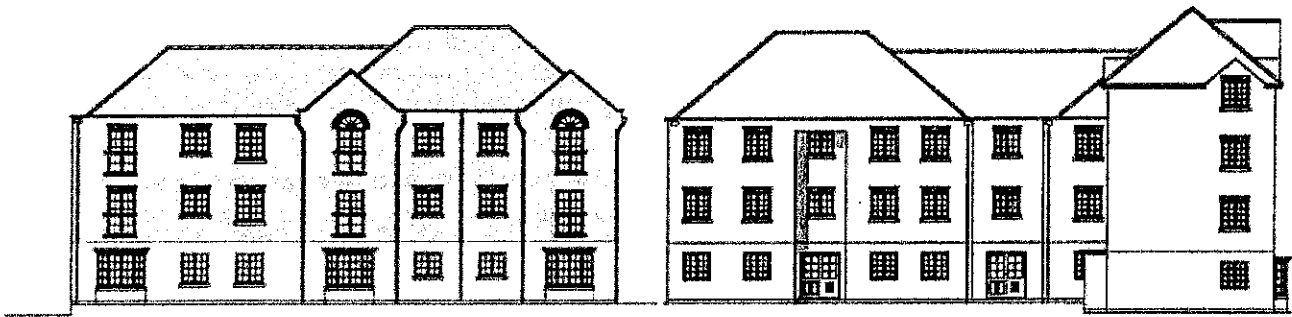
The northern block is four storeys high, the southern one three storeys, and the link has a single storey bridge. All flats have 1 large and 1 smaller bedroom and a bathroom; some also have a separate shower room; 11 have one living/dining/kitchen room, and 9 have separate kitchen and living/dining room (including the one that stretches over the courtyard arch). Pairs of flats on each floor are accessed from a stairwell which has an entrance lobby and door to the exterior from the courtyard. Exterior entrance doors are single width and open outwards. There appears to be a step at each doorway, and there are no lifts in the stairwells.



(Extract from drawing showing door from exterior to lobby and stairwell)

Tingewick Road frontage

and courtyard side



Western side (facing allotments)



Courtyard side of this part



There is no Affordable Housing proposed (BNDP Policy HP5 only applies to sites > 1ha or 25 dwellings) but AVDC's AH officer has commented "however should the applicant wish to offer affordable housing we would be more than willing to discuss this further."

### **Design & Access Statement**

Essentially an overview of the other documents and drawings submitted. Points of interest are noted under the relevant document below.

### **Roads and parking**

Access from the Tingewick Road will be via the existing track almost parallel with the road to a hammerhead turning area where the bin store is (the rectangle opposite the archway). This is to be built to adoptable standards, and there are 6 parking bays tucked into the verge below the Tingewick Road hedge, and a footpath along one side. Beyond the hammerhead to the north is a car park for a further 14 vehicles, and there are three disabled spaces in the courtyard together with cycle parking. These areas are to be block-paved and permeable.

AVDC Parking Guidelines indicate for community parking for 2-bed dwellings one space per dwelling plus one visitor space for every two dwellings. A total of 23 is thus 7 short, even if all three disabled bays are used by residents or visitors. It also makes no allowance for a couple having two cars. The reason given is that the town centre (and therefore public transport) is within walking distance.

Assuming the cycle parking is Sheffield stands (as outside Waitrose) the drawing shows 9 which can park 18 cycles – not 'in excess of one per dwelling' as per the transport statement (¶4.4.2, p20). The position against a public footpath is a security issue, though photos obtained from BCC show a low wooden paling fence along this side of the path – not high enough to be a substantial obstacle. Residents may opt to park cycles inside the entrance lobbies out of the weather. It is also possible that BCC might ask for an access onto the Jubilee Way from the site to promote walking and cycling.

It looks as though the access point on Tingewick Road is to be almost directly opposite Access A into the big site to the south.

The existing track also gives access to the New College allotment field.

### **Surface Water Drainage Strategy**

The site is in Flood Zone 1 and beyond river flooding. A 'bowl of water' on the site is considered to be generated by the site itself and not any other source, and will be dealt with by the plans for the building. However the same section (2.3, p3) says, against Groundwater

"The permeable nature of the limestone soils suggests a low risk of groundwater" in which case, why does this bowl not drain itself?

Station House is not connected to the public sewer (the nearest is in Westfields, there doesn't appear to be one for the Industrial Estate).

It is proposed that the hard areas (road and roof) will drain into a cellular soakaway system under the main car park.

The parking areas (including the 6 bays on the access road and the courtyard) are to be permeable block paving which will drain into the soil beneath and new land drains will convey this to the cellular tank.

Foul water will be taken to a Klargester commercial bio-digester situated to the north of the main car park. This will render it safe for disposal into the soakaway system.

There is no indication that the system will be offered for adoption.

### **Arboricultural Report**

There are no TPOs and the site is not in the Conservation Area.

The middle land is covered in scrub of no value, and there are mature trees and hedging along the Tingewick Road boundary and eastern boundary with the old railway. There are two groups of trees on the western boundary between the site and the allotments.

There are 6 groups altogether and 17 individual trees, all but three within a group (an ash, a goat willow and a walnut). The survey of all the trees and groups of trees is very detailed and the accompanying drawing clear, and contains not only the mapping but the proposed Root Protection Areas and shade area for each of the individual trees.

The group on the eastern boundary is mainly beech, has good amenity value, but will need regular maintenance. They say that this is not visible to the public, but it must be, if only to walkers on the Bernwood Jubilee Way (the old railway). The walnut grows close to the beech trees, and has grown asymmetric because of this, but is otherwise in good condition.

The Group (G1) that forms the hedgeline along the Tingewick Road is of good amenity value and will be retained, unless some removal is required by BCC to allow good vision for emerging vehicles. It is recommended that this be kept to a minimum to retain the visual continuity of the feature.

Group G4 will have to be felled to allow the building, but is dense scrub with ivy and bramble. No other trees of note will be affected.

### **Ecological Survey**

The existing buildings (and some of the trees) might house bats; a summer survey is recommended to look for evidence, so that a Natural England licence can be obtained to demolish if any signs are found. Bat boxes are to be installed.

There is evidence of a rabbit warren on the edge of the site, but no evidence of badgers. Holes will be provided in any fencing or boundary walls to allow wildlife transit.

Protective buffers will be installed round any bird nests before work and left until after the birds have fledged, and the terms of the Wildlife and Countryside Act are noted. New nesting opportunities will be provided in the form of 'swift bricks'.

Appropriate measures to protect amphibians and reptiles are also listed.

### **Transport Statement**

The proposal for the roundabout at the bypass junction is noted, as is the continuous footpath along that side of Tingewick Road into town (est. 10-15minutes walk), and the usefulness of the old railway line to get to Tesco. A vehicle count and speed summary carried out in December 2017 shows weekday averages of 172 eastbound and 94 westbound in the morning peak (08.00-09.00) and 198 eastbound and 73 westbound in the evening peak (17.00-18.00) and average speeds of 40-50mph.

The number of additional trips likely to be generated by the development is estimated as 8 two-way trips in peak hours.

The relevance of the inclusion of National Cycle Route 50, as ever, defeats me.

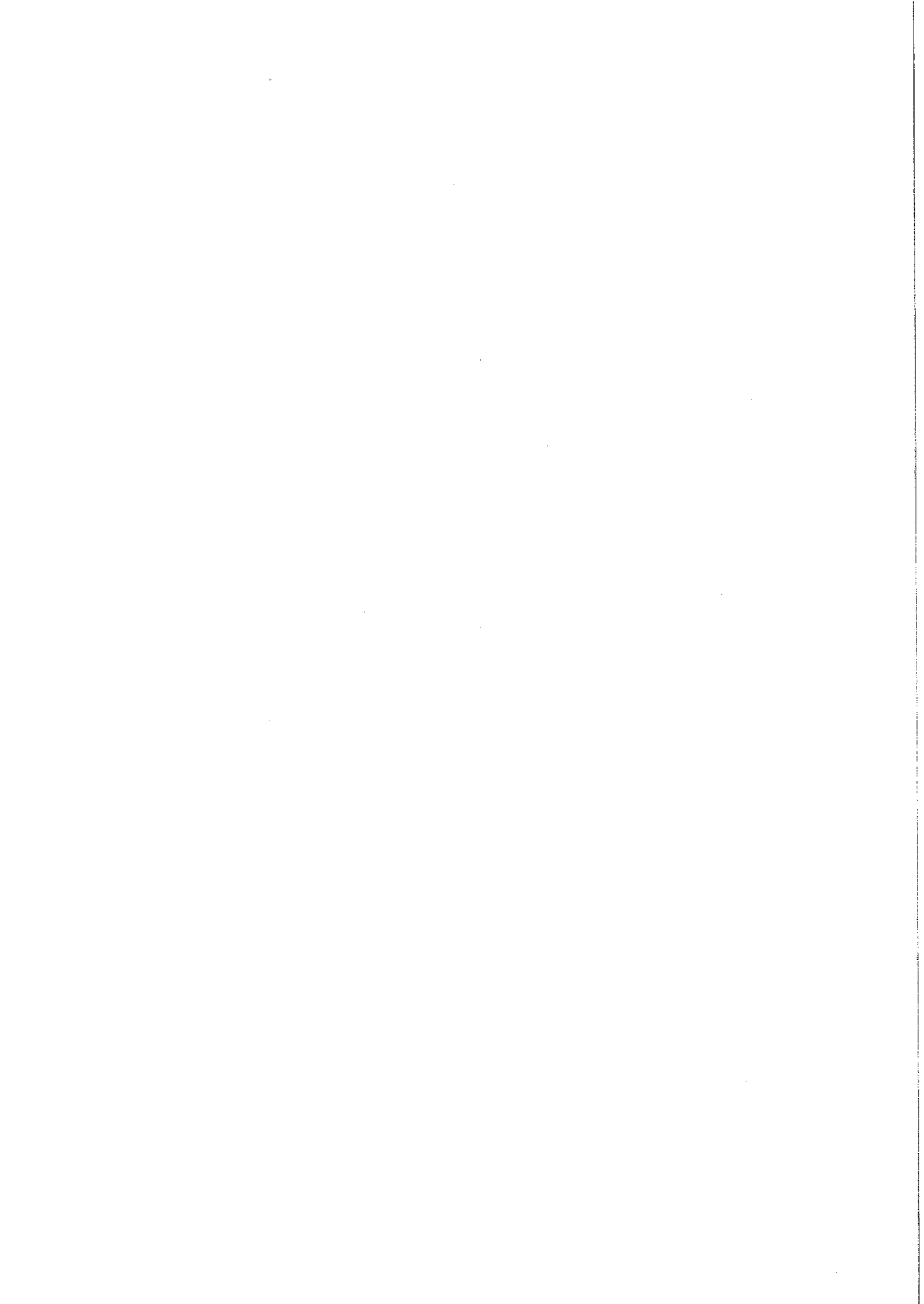
The nearest bus stops are given as Embleton Way (13 minutes walk), Moreton Road (13) and High Street (15). The first, while technically true, is less important, and the second is only useful to get to Maids Moreton, and for almost the same walking time a resident can get to the bus stand with a greater frequency and range of services. The X80 service, as stated (and also in the D&A Statement) does not provide "frequent weekday and weekend services to Aylesbury and Milton Keynes"; it provides one bus each way on schooldays from MK to Brackley (and the #80 one bus each way on schooldays from Maids Moreton to Brackley). It has clearly been confused with the #60/X60 buses, renamed the Max60/MaxX60 in their table. The X5 timings (04.35 – 00.46) are at Bedford – the earliest bus at Buckingham towards Oxford is 05.52 (06.47 on Sundays) and Cambridge 07.52 (and 08.50). The last bus towards Oxford is 21.17 (arrives at 22.15) and Bedford 23.22 (arr. Bedford 00.46). No bus goes further than Bedford after the 20.22.

### **Refuse collection**

Six 1100litre bins will be provided, three for refuse and three for recycling. (These are the commercial wheeled skip-type bins). There is a bin store opposite the archway between the buildings, and the road is wide enough for the lorry to get in and turn. Presumably residents will leave their food caddies at the kerbside.

KM





**Nina Stockill**

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**From:** Chris Wayman  
**Sent:** 19 February 2018 16:05  
**To:** Nina Stockill  
**Subject:** FW: Next New Homes Bonus Project Grant round open for Expressions of Interest

**Importance:** High

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**From:** Roffe, Jan [<mailto:JRoffe@aylesburyvaledc.gov.uk>]  
**Sent:** 12 February 2018 13:05  
**To:** Roffe, Jan  
**Subject:** Next New Homes Bonus Project Grant round open for Expressions of Interest  
**Importance:** High

Dear Parish Clerk

Please share this information with your parish council as soon as possible:

**New Home Bonus Project Grant round for 2018/19 now open to applications!**

The next round of NHB grant funding for 2018/19 is now to applications from parish and town councils, and will close on **Friday 27<sup>th</sup> July 2018**.

If your parish has a capital project that is needed *because* of growth or the *impact* of growth in a surrounding area, it may be eligible for a grant from the New Homes Bonus project grant scheme.

An online Expression of Interest **MUST** be completed in the first instance.

**New Homes Bonus Micro Grants of up to £1,000** are also available. These easily accessible grants are assessed on a monthly basis and are open to voluntary and community sector organisations as well as parish and town councils. Please note that micro grants do not require an expression of interest to be completed.

For further information on both schemes and to complete and EOI, please visit the AVDC website at:

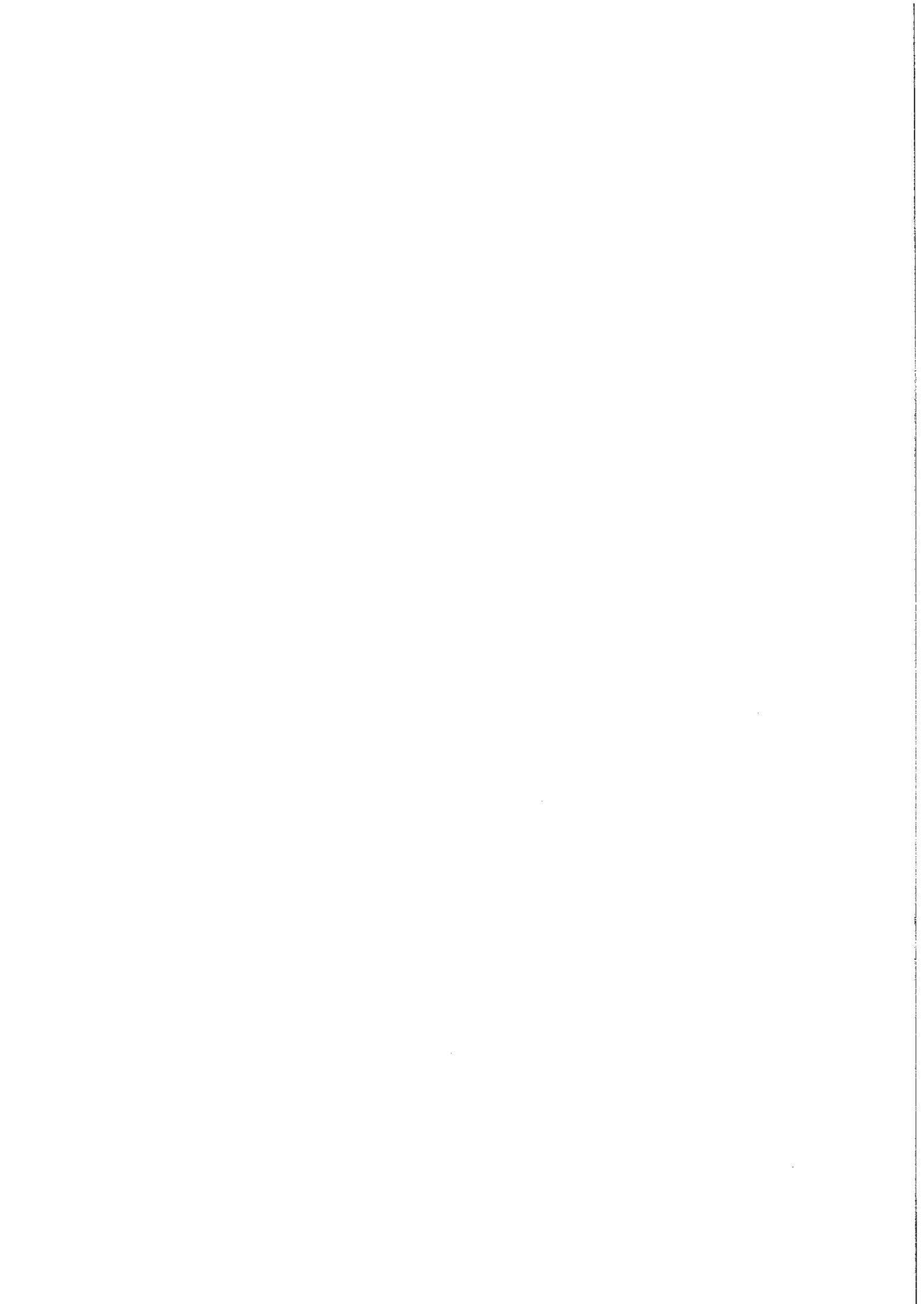
[www.aylesburyvaledc.gov.uk/newhomesbonus](http://www.aylesburyvaledc.gov.uk/newhomesbonus)

Kind regards

*Jan*

Jan Roffe  
Grants and Voluntary Sector Support Officer  
Aylesbury Vale District Council  
The Gateway  
Gatehouse Road  
Aylesbury  
Bucks  
HP19 8FF  
Direct line: 01296 585186

[www.aylesburyvaledc.gov.uk](http://www.aylesburyvaledc.gov.uk)



**BUCKINGHAM TOWN COUNCIL  
FULL COUNCIL MEETING  
MONDAY 12 MARCH 2018**

Written by the Mayor, Cllr Jon Harvey

**TOWN & GOWN PARTNERSHIP: DISCUSSION PAPER**

**The idea**

Buckingham has been growing fast over recent years and so has the University. The Town has grown by approximately a quarter in the last seven years (from 11000 to an estimated 13700 residents) and the University by about a half over a similar period (from 2000 to 3000 students). Both are likely to continue to expand significantly in the next five to ten years.

This growth poses potentially large challenges to the coherence and sense of community: both within the Town and University separately, and between the two as all use the same space. With this in mind, the Vice Chancellor, Sir Anthony Seldon and I embarked on a research road trip over a couple of days in the middle of February. We arranged and then met with Town Council and University representatives in Aberystwyth and Bangor.

We chose these two towns as they were both reasonably comparable to Buckingham (small town and relatively large university) but were much longer established (Bangor 1884 and Aberystwyth 1872) and would therefore have learning to share.

This report is my reflections on what I found out, what conclusions I came to and how I think we might take these ideas forward. Also included below is a statement from Sir Anthony about his reflections and ideas for going forward.

**Aberystwyth**

The University has about 10,000 students in a Town with a resident population of about 13,000. The university now mostly occupies a campus on a hill above the town. The students live in a combination of privately rented accommodation and university owned/leased properties (about 3800 units) and 98% of the students live in the town. (30% of the University of Buckingham - UoB - live in our town by comparison). Aber (as it is affectionately known) is the largest town for quite a wide radius.

Some examples of how the university and town work together:

- Arts centre with a large auditorium, gallery, dance studio and smaller performance spaces that is run by the University but with much local community involvement
- The University has run marketing courses for local businesses
- The Town Councillors are all invited to the graduation ceremonies
- The student contribution to the local regional economy is estimated at £260m
- Many local services are only viable due to student engagement

- About 2,200 university staff live as well as work in the town and many are actively involved in community affairs - school governing bodies etc
- *Menter Aberystwyth* is a regeneration partnership for Aberystwyth and its surrounding area and is jointly funded by the Aberystwyth Town Council and Aberystwyth University (<http://www.menter-aberystwyth.org.uk/en/>) and organises many of the events in the town
- The new VC is very community minded and has had several meetings with the Town Council
- The University employs a Director of Participation and Widening Social Inclusion. One notable success is how the University takes sixth formers from across Wales for a six week intensive summer school to help students who might otherwise not go to University to do so (at last count 82% of those attending went onto to higher education)
- There is student and academic involvement in some of the more deprived areas of Aber
- The University hosts a science week for the local schools
- The Students Union organises volunteering with the community
- Many (if not all?) the University's sports facilities are open to residents and there are joint teams - as well as the annual town and gown rugby match! The cafes in the University are open to all.
- The University has established a 'Common Ailments' scheme where students can get a sick note from a pharmacist to obtain assignment extensions as a way of relieving pressure on local GPs (whom they were going to before).
- There is joint working between town third sector and university on issues around domestic violence and sexual harassment
- ... and more that I was not able to note all down!

There are, of course, some problems which centre on excessive noise, periodic rubbish deposits (interacting with the local seagull population too!) and long time parked cars associated with some of the student population. Some of the residents complain that the university does not tell them enough.

The impression I was left with was of a Town and Gown that were enthusiastically working together with a great deal of heart and commitment to making the town a great place for all. There seemed to me that there is a recognition that this is an intensely symbiotic relationship that all parties recognised had to be actively sustained and managed.

## **Bangor**

This town has a resident population of about 14,000 and a student population of around 10,000 (with another 3,000 part time or overseas). It was recently calculated that the student pound is probably keeping around 70% of the businesses open on the high street. The students now more or less occupy several streets in the town centre as the resident population has moved out to the suburbs (often outside the parish boundary) on the strength of becoming buy to let landlords. Whereas there used to be difficulties with streets with a mix of students and ordinary residents, this problem has not largely gone as a consequence of this migration. It also has meant less council tax being collected as student properties are free of such tax. Unlike Aberystwyth, Bangor has several towns close by (Llandudno, Conwy, Caenarfon etc) and competes with them for tourism and commerce.

Some examples of how the university and town work together:

- With grants from several Welsh and European funds, the University has built a very impressive multifunctional arts, innovation and study centre on the side of the hill that bridges between the University and the Town. It is called Pontio (Welsh for 'bridge') and more details are here: <https://www.pontio.co.uk/Online/Default.asp> (We were fortunate to attend a concert in the centre on the evening we were in Bangor - an amazing fusion of Welsh and Chinese folk music to celebrate the Chinese New Year)
- There are a number of projects whereby the University supports local schools in deprived areas - both with volunteering and academic research.
- They have the 'Bangor University Liaison Group' (BULG) involving several stakeholders and which meets four times a year.
- They have a Widening Access Centre which has "the firm belief that we need to reach children at a young age in order to raise aspirations and open doors of opportunities to progress to higher and further education"  
(<https://www.bangor.ac.uk/widening-access/schools.php.en>)
- The Town Council and University have been working together on the Bangor Branding Partnership  
(<http://www.thebangorave.com/bangor-business-improvement-district-bid-unveil-new-branding/>) as part of the Business Improvement District.
- An initiative called the 'Bangor Image Group' recently took action to persuade local letting agents to remove most of their 'to let' signs as it gave a poor impression of the Town.
- The Vice Chancellor relayed how he once visited a school on their invitation to a concert and when he arrived the school seemed quite surprised. He inquired and they said it was the first time a VC had actually come along.

When we asked the Bangor group what they would say are the do's and don't's of town/gown integration. They said:

- Think what can go wrong and get in early to prevent such
- Make sure channels of communication are fully open
- Talk with planning and waste disposal about housing and rubbish matters - look for solutions
- Look for ways to build respect and affiliation between the university and the town.

I was left with the impression of a University focused on structural ways to build bridges with the town and a Town Council looking to respond positively.

## Reflections

I have been pondering on what I learnt from this trip. Here are my main thoughts:

- activities that bring together students & residents in relaxed circumstances are good - sporting / cultural / artistic / volunteering
- formal events are good too and often carry symbolic importance
- no one should underestimate the barriers based on lack of understanding on all sides
- outreach works well and we should be looking for possibilities for joint research projects and I think even the process of doing so is beneficial
- joint bodies are good so long as they are action / results focused

- housing issues are complex and need careful modeling and thinking about - each town is very different
- noise & rubbish can be real irritants and ways of sorting these quickly are very worthwhile as leaving matters to fester only fosters lack of respect and conflict
- the goal should be ensure that all civic institutions, third sector and the University are engaged but probably best to start small and build up to this.
- we need to make the most of the symbolism of joint projects and shared regalia as these can help to build shared respect, affection and reverence.

### **Statement from Sir Anthony Seldon**

*"The University is very lucky to be in such a historic, beautiful and friendly town. My determination is that we work with the Council and all elements of the town to create something which will enormously benefit and enrich both sides. Having a university should be a real economic, cultural and social benefit to a town, as well as a real source of pride and I think that the University needs to do a much better job in sharing and communicating with everyone. I'm enormously excited and grateful for the possibilities, and look forward to working with you all. I welcome very much the first step that the Mayor has outlined below".*

### **Recommendation**

There are a number of projects that could emerge from this but I think the first step should be to form a joint planning team with the terms of reference to work towards a developing a place where there is even greater mutual respect, reverence and affection between the University and its staff, the student body, the townsfolk, local businesses and the Town Council. My recommendation is we establish such a small focused body to be jointly chaired by the Mayor and VC with councillors, TC officers, students, university staff and local traders representation. Such a group can act as an action/results focused working party to make recommendations back to appropriate parts of the University and TC structures.

## **Review of Local Government Ethical Standards: Stakeholder Consultation**

The Committee on Standards in Public Life is undertaking a review of local government ethical standards.

Robust standards arrangements are needed to safeguard local democracy, maintain high standards of conduct, and to protect ethical practice in local government.

As part of this review, the Committee is holding a public stakeholder consultation. The consultation is open from 12:00 on Monday 29 January 2018 and closes at 17:00 on Friday 18 May 2018.

### **Terms of reference**

The terms of reference for the review are to:

1. Examine the structures, processes and practices in local government in England for:
  - a. Maintaining codes of conduct for local councillors;
  - b. Investigating alleged breaches fairly and with due process;
  - c. Enforcing codes and imposing sanctions for misconduct;
  - d. Declaring interests and managing conflicts of interest; and
  - e. Whistleblowing.
2. Assess whether the existing structures, processes and practices are conducive to high standards of conduct in local government;
3. Make any recommendations for how they can be improved; and
4. Note any evidence of intimidation of councillors, and make recommendations for any measures that could be put in place to prevent and address such intimidation.

The review will consider all levels of local government in England, including town and parish councils, principal authorities, combined authorities (including Metro Mayors) and the Greater London Authority (including the Mayor of London).

Local government ethical standards are a devolved issue. The Committee's remit does not enable it to consider ethical standards issues in devolved nations in the UK except with the agreement of the relevant devolved administrations. However, we welcome any evidence relating to local government ethical standards in the devolved nations of the UK, particularly examples of best practice, for comparative purposes.

Submissions will be published online alongside our final report, with any contact information (for example, email addresses) removed.

### **Consultation questions**

The Committee invites responses to the following consultation questions.

Please note that not all questions will be relevant to all respondents and that submissions do not need to respond to every question. Respondents may wish to give evidence about only one local authority, several local authorities, or local government in England as a whole.



Please do let us know whether your evidence is specific to one particular authority or is a more general comment on local government in England.

Whilst we understand submissions may be grounded in personal experience, please note that the review is not an opportunity to have specific grievances considered.

- a. Are the existing structures, processes and practices in place working to ensure high standards of conduct by local councillors? If not, please say why.
- b. What, if any, are the most significant gaps in the current ethical standards regime for local government?

#### *Codes of conduct*

- c. Are local authority adopted codes of conduct for councillors clear and easily understood? Do the codes cover an appropriate range of behaviours? What examples of good practice, including induction processes, exist?
- d. A local authority has a statutory duty to ensure that its adopted code of conduct for councillors is consistent with the Seven Principles of Public Life and that it includes appropriate provision (as decided by the local authority) for registering and declaring councillors' interests. Are these requirements appropriate as they stand? If not, please say why.

#### *Investigations and decisions on allegations*

- e. Are allegations of councillor misconduct investigated and decided fairly and with due process?
  - i. What processes do local authorities have in place for investigating and deciding upon allegations? Do these processes meet requirements for due process? Should any additional safeguards be put in place to ensure due process?
  - ii. Is the current requirement that the views of an Independent Person must be sought and taken into account before deciding on an allegation sufficient to ensure the objectivity and fairness of the decision process? Should this requirement be strengthened? If so, how?
  - iii. Monitoring Officers are often involved in the process of investigating and deciding upon code breaches. Could Monitoring Officers be subject to conflicts of interest or undue pressure when doing so? How could Monitoring Officers be protected from this risk?

#### *Sanctions*

- f. Are existing sanctions for councillor misconduct sufficient?
  - i. What sanctions do local authorities use when councillors are found to have breached the code of conduct? Are these sanctions sufficient to deter breaches and, where relevant, to enforce compliance?

- ii. Should local authorities be given the ability to use additional sanctions? If so, what should these be?

*Declaring interests and conflicts of interest*

- g. Are existing arrangements to declare councillors' interests and manage conflicts of interest satisfactory? If not please say why.
  - i. A local councillor is under a legal duty to register any pecuniary interests (or those of their spouse or partner), and cannot participate in discussion or votes that engage a disclosable pecuniary interest, nor take any further steps in relation to that matter, although local authorities can grant dispensations under certain circumstances. Are these statutory duties appropriate as they stand?
  - ii. What arrangements do local authorities have in place to declare councillors' interests, and manage conflicts of interest that go beyond the statutory requirements? Are these satisfactory? If not, please say why.

*Whistleblowing*

- h. What arrangements are in place for whistleblowing, by the public, councillors, and officials? Are these satisfactory?

*Improving standards*

- i. What steps could *local authorities* take to improve local government ethical standards?
- j. What steps could *central government* take to improve local government ethical standards?

*Intimidation of local councillors*

- k. What is the nature, scale, and extent of intimidation towards local councillors?
  - i. What measures could be put in place to prevent and address this intimidation?

**Who can respond?**

Anyone with an interest may make a submission. The Committee welcomes submissions from members of the public.

However, the consultation is aimed particularly at the following stakeholders, both individually and corporately:

- Local authorities and standards committees;
- Local authority members (for example, Parish Councillors, District Councillors);
- Local authority officials (for example, Monitoring Officers);
- Think tanks with an interest or expertise in local government;
- Academics with interest or expertise in local government; and
- Representative bodies or groups related to local government.

## How to make a submission

Submissions can be sent either in electronic format or in hard copy.

Submissions must:

- State clearly who the submission is from, i.e. whether from yourself or sent on behalf of an organisation;
- Include a brief introduction about yourself/your organisation and your reason for submitting evidence;
- Be in doc, docx, rtf, txt, ooxml or odt format, not PDF;
- Be concise – we recommend no more than 2,000 words in length; and
- Contain a contact email address if you are submitting by email.

Submissions should:

- Have numbered paragraphs; and
- Comprise a single document. If there are any annexes or appendices, these should be included in the same document.

It would be helpful if your submission included any factual information you have to offer from which the Committee might be able to draw conclusions, and any recommendations for action which you would like the Committee to consider.

The Committee may choose not to accept a submission as evidence, or not to publish a submission even if it is accepted as evidence. This may occur where a submission is very long or contains material which is inappropriate.

Submissions sent to the Committee after the deadline of 17:00 on Friday 18 May 2018 may not be considered.

Submissions can be sent:

1. Via email to: [public@public-standards.gov.uk](mailto:public@public-standards.gov.uk)
2. Via post to:  
Review of Local Government Ethical Standards  
Committee on Standards in Public Life  
GC:07  
1 Horse Guards Road  
London  
SW1A 2HQ

If you have any questions, please contact the Committee's Secretariat by email ([public@public-standards.gov.uk](mailto:public@public-standards.gov.uk)) or phone (0207 271 2948).

**From:** Minerals & Waste Policy, Mailbox [<mailto:mineralswastepolicy@buckscc.gov.uk>]  
**Sent:** 22 February 2018 16:58  
**To:** Minerals & Waste Policy, Mailbox  
**Subject:** Advance Notification - Buckinghamshire Minerals and Waste Local Plan Proposed Submission Consultation

Dear Consultee,

The Buckinghamshire Minerals and Waste Local Plan Proposed Submission Plan has been approved by the Full Council on 22<sup>nd</sup> February 2018. We will shortly be undertaking a public consultation of the Proposed Submission Plan which will run from **Monday 5th March** to **Thursday 19th April 2018**.

You will receive an e-mail with the details on where to view the Proposed Minerals and Waste Submission Plan and supporting evidence along with how to comment at the start of consultation.

If you need any help concerning this consultation and/or you wish to be contacted using different details please e-mail: [mineralswastepolicy@buckscc.gov.uk](mailto:mineralswastepolicy@buckscc.gov.uk) or call 01296 395000 and ask for the Strategic Planning Team .

Minerals and Waste policy team  
Buckinghamshire County Council

**Buckinghamshire County Council**

Visit our Web Site : <http://www.buckscc.gov.uk>

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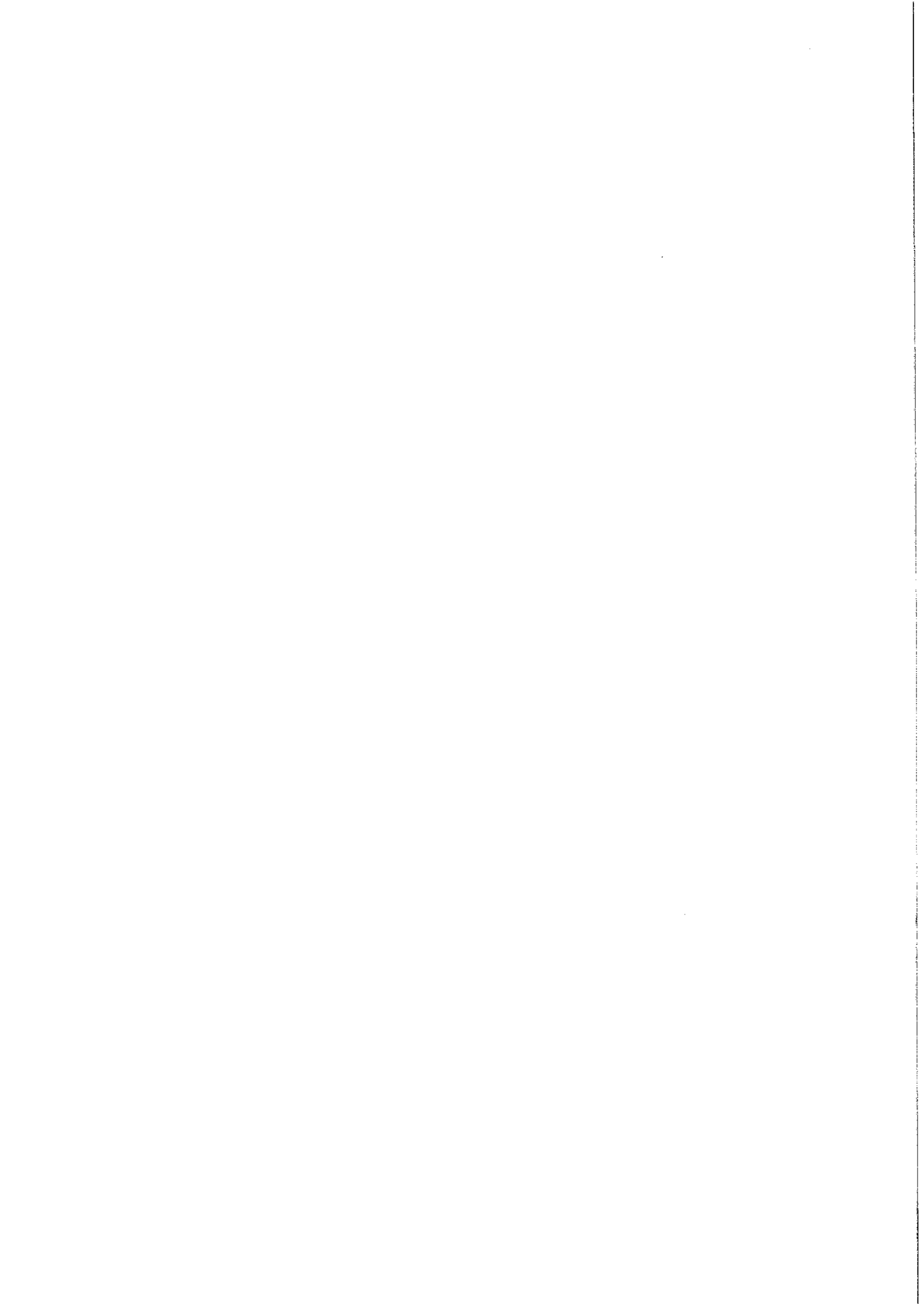
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**Katharine McElligott**

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**From:** Chris Wayman  
**Sent:** 27 February 2018 09:14  
**To:** Katharine McElligott  
**Subject:** FW: Have Your Say On Buckinghamshire's Draft Freight Strategy (2018-2036)

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**From:** McNicholls, Jannet [<mailto:jmcnicholls@buckscc.gov.uk>]  
**Sent:** 26 February 2018 17:56  
**To:** McNicholls, Jannet  
**Subject:** Have Your Say On Buckinghamshire's Draft Freight Strategy (2018-2036)



Please Find details below, re '***The Buckinghamshire's Draft Freight Strategy, (2018-2036).***

The '*Draft Freight Strategy*' is launched today by **Cllr Paul Irwin**, he thanks you in advance for your interest and participation.

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Today (Monday 26<sup>th</sup> February) I'm launching a six-week public consultation on Buckinghamshire's Draft Freight Strategy. I'm inviting you to take part and have your say through our short [survey](#).

Transporting freight plays a key role in servicing Buckinghamshire's industry and communities, and supports our growth and economic development. Freight offers our residents choice as consumers and businesses.

This Draft Freight Strategy analyses the impact freight is having in Buckinghamshire and looks ahead to the impact it might have in 2036. It sets out what can be done to harness the benefits of freight and manage its impact.

To support the Draft Freight Strategy we have developed 14 policies which demonstrate our commitments on how we intend to manage freight. The policies cover appropriate use of our road network, our environment, partnership working and considering freight in decision making. Within each policy we have identified ways we can put what we are proposing into action.

Achieving these commitments will require strong partnerships with central government, the district councils, communities and businesses. So we need to know what everybody thinks of our plans.

I urge you to have your say, and to share this through your networks. There's more information [here](#) where you'll also find a link to the consultation [survey](#).

If you have any questions about this consultation, please contact the Transport Strategy team by email at [transportstrategy@buckscc.gov.uk](mailto:transportstrategy@buckscc.gov.uk) or by telephone 01296 395000.

Kind Regards,

## **Cllr Paul Irwin**

Deputy Cabinet Member for Transportation

Chairman of the rights of way Committee and Parking Governance Board

Chairman of Waddesdon Local Area Forum, Cricket Club and the Bernwode Bus.

County, District and Parish Councillor

[Pirwin@buckscc.gov.uk](mailto:Pirwin@buckscc.gov.uk)

07904189357



Concerned about your elderly or frail neighbour over winter? For tips on how you can help make a difference, visit:

[www.buckscc.gov.uk/goodneighbour](http://www.buckscc.gov.uk/goodneighbour)

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# Introduction

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# Notes

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## 1. Introduction

Buckinghamshire County Council is responsible for producing the various transport strategies and policies for the County. Our role is to plan ahead for Buckinghamshire's transport future, mitigating against the impact of new development, rising car use and an aging population to ensure that we keep Buckinghamshire thriving and attractive. Our main vision is established in our [Local Transport Plan 4 \(/services/council-and-democracy/our-plans/local-transport-plan-4/\)](/services/council-and-democracy/our-plans/local-transport-plan-4/) which was adopted in 2016 (a copy of which can be found [here \(/media/1169/bcc-local-transport-plan-4.pdf\)](/media/1169/bcc-local-transport-plan-4.pdf)). We also produce the supporting strategies to LTP4 which are detailed in the following pages.

## 2. Aylesbury and Buckingham Transport Strategies

In order to support the planned growth for Aylesbury and Buckingham, two transport strategies have been developed: the Aylesbury Transport Strategy and the Buckingham Transport Strategy. These strategies have identified a range of measures which will help to manage the transport impacts of this growth. This work has been jointly developed by Buckinghamshire County Council and Aylesbury Vale District Council.

Links to both strategies can be found at the bottom of the page.



## **Aylesbury Transport Strategy**

The Aylesbury Transport Strategy sets out the improvements needed to support proposed growth in the town between 2016 – 2033.

The draft Vale of Aylesbury Local Plan identifies Aylesbury as playing a critical role in delivering growth for the district and the rest of Buckinghamshire. The town has also been recently awarded Government backing as a Garden Town and will be a focus for:

- 15,000 new market and affordable housing
- new investment in economic activity and regeneration
- new retail and employment development

The also addresses current issues on the transport network. It forms a key transport policy document for both BCC and Aylesbury Vale District Council (AVDC).

The main transport improvements identified in the Aylesbury Transport Strategy are:

- Implementing a series of link roads around the town to divert cross town and through town traffic
- Improving cycling and pedestrian links
- Improving transport links to the Aylesbury train stations
- Improving the local and regional bus network
- Upgrading the existing bus station
- Ensure accessibility for all within the town and to key destinations

## **Buckingham Transport Strategy**

The growth aspirations in the Vale of Aylesbury Local Plan (VALP) are likely to have an impact on transport requirements in Buckingham. The aim of the BTS is to consider growth aspirations holistically and propose measures that address their impacts as a whole, rather than the impact of each individual development. The Buckingham Transport Strategy also addresses existing transport issues in the town.

The main transport improvements identified in the BTS are:

- Western Link Road - Single carriageway between Stowe Ave and A421 with aim of reducing traffic (including HGV) movements through the town centre
- Route downgrade of West St/Brackley Rd
- Improving bus connections to Winslow
- Expanding or relocating the town centre bus stand
- Improving walking and cycling accessibility within the town and to other destinations such as Milton Keynes and Silverstone

## Downloads

- [Aylesbury Transport Strategy](#)  
([/media/4510649/aylesbury-transport-strategy-final-jan-17.pdf](#)) - PDF 12.2 Mb
- [Buckingham Transport Strategy](#)  
([/media/4510650/buckingham-transport-strategy-final-jan-17.pdf](#)) - PDF 11.1 Mb

## 3. Developer Travel Planning

A Travel Plan is a document designed to mitigate the transport impacts of a development on the highway network. Travel plans are required for most new commercial developments and for residential developments of 80 dwellings or more. A table of thresholds is provided in the guidelines described below.

Downloadable Guidelines for Travel Plans are provided at the bottom of this page.

Travel plans should include the following essential elements, which are explained in greater detail in the guidelines:

- A description of the development.
- A baseline survey of the residents/staff/visitors.
- A named travel plan coordinator.
- Realistic objectives appropriate to the site.
- A clear action plan of measures to encourage use of sustainable transport.

- A 'SMART' Target to reduce single occupancy car use by at least 10% within the first 5 years of occupation.
- Commitment to monitor and review the travel plan.

The guidelines include a detailed template to enable the developer to produce a robust and effective travel plan.

Developers should contact us as soon as possible to see what guidance and advice we can offer. This will help ensure the travel plan meets with Buckinghamshire's criteria.

The cost to a developer will be £1000 annually for support from us for 5 years - a breakdown of charges is provided in the guidelines. We provide a list of suggested initiatives for travel plan coordinators to implement and will also support the travel plan by providing regular newsletters and campaign resources.

For more information please email [travelplanning@buckscc.gov.uk](mailto:travelplanning@buckscc.gov.uk).  
(<mailto:travelchoice@buckscc.gov.uk>)

## **Downloads**

[Developer travel plan guidelines \(/media/4510664/developer-travel-plan-guidelines-01.pdf\)](/media/4510664/developer-travel-plan-guidelines-01.pdf) - PDF

## **4. Freight Strategy**

### **Freight**

Freight refers to goods moved by any mode of transport. This includes the Heavy Goods Vehicles (HGVs) and Light Goods Vehicles (LGVs) on our roads but could include barges, air and rail freight, buses, coaches and caravans. Under UK Vehicle Excise Duty rules, also known as vehicle tax, a Heavy Goods Vehicle is any truck weighing over 3,500 kilograms.

The transportation of goods by freight plays a key role in servicing Buckinghamshire's industry, communities and supporting our growth and economic development. Freight

offers our residents choice as consumers and businesses, keeping the county thriving and attractive. As Buckinghamshire grows, so does the volume of goods traffic.

Rises in online retail, new housing and other major physical projects proposed in and around Buckinghamshire requires a joined up approach to manage the associated freight movements. Schemes affecting freight movements in Buckinghamshire during and after their development include Western Rail Access to Heathrow, M4 Smart Motorway, HS2, East-West Rail and the Heathrow Expansion.

## **Draft Freight Strategy**

The management of freight is complex, requiring a mix of short term interventions and longer term commitments. It's important we have a strategy to help manage this

Buckinghamshire's statutory Local Transport Plan 4 committed to developing a new Freight Strategy; ensuring freight continues to help Buckinghamshire grow, thrive and develop. In response, we have developed a Draft Freight Strategy to help balance the need for efficient distribution of goods with the needs of our environment and communities.

To help inform the Draft Strategy, we ran a two week online survey last Summer and the 1092 responses we received about people's views about freight in their area has helped us create the draft document. We also attended LAF meetings, site visits with Parish Councils and meetings with industry organisations such as the Freight Transport Association.

Overall, feedback focused on three areas:

- HGVs using appropriate routes
- Businesses and freight operators knowing where recommended freight routes are
- Road safety and driver behaviour

## Consultation

We are now looking for your feedback on the Draft Freight Strategy to help us understand if we've got it right and hear your ideas for improving it. Please have your say by completing our online survey

(<https://www.surveymonkey.co.uk/r/DraftFreightStrategy2018>)

during the consultation period of February 26th to 9<sup>th</sup> April 2018.

Draft Freight Strategy - Paul Irwin - Video 1



## Next Steps

After the 6-week consultation, we will evaluate the responses and produce a consultation report that captures the feedback received and how we've used it to shape the final Freight Strategy. Please find below a copy of the Draft Freight Strategy and other related documents.

- [Draft Freight Strategy \(/media/4510662/draft-freight-strategy.pdf\)](/media/4510662/draft-freight-strategy.pdf) - PDF
- [Pre-consultation survey analysis 2017 \(/media/4510652/pre-consultation-survey-analysis-2017.pdf\)](/media/4510652/pre-consultation-survey-analysis-2017.pdf) - PDF

## Contact

If you have any questions about this consultation, please email [transportstrategy@buckscc.gov.uk](mailto:transportstrategy@buckscc.gov.uk) (<mailto:transportstrategy@buckscc.gov.uk>) or by telephone 01296 395000.

## 5. Improvement Line Review

Improvement lines are sections of land designated for future transport improvement purposes, the lines are there to ensure that plans for development incorporate transport infrastructure needed to support and improve the transport network.

The improvement lines take several forms including those improvement lines being protected for road widening schemes, bus lane schemes and lines that are laid down in areas of potential development to indicate that transport infrastructure is necessary to support the development.

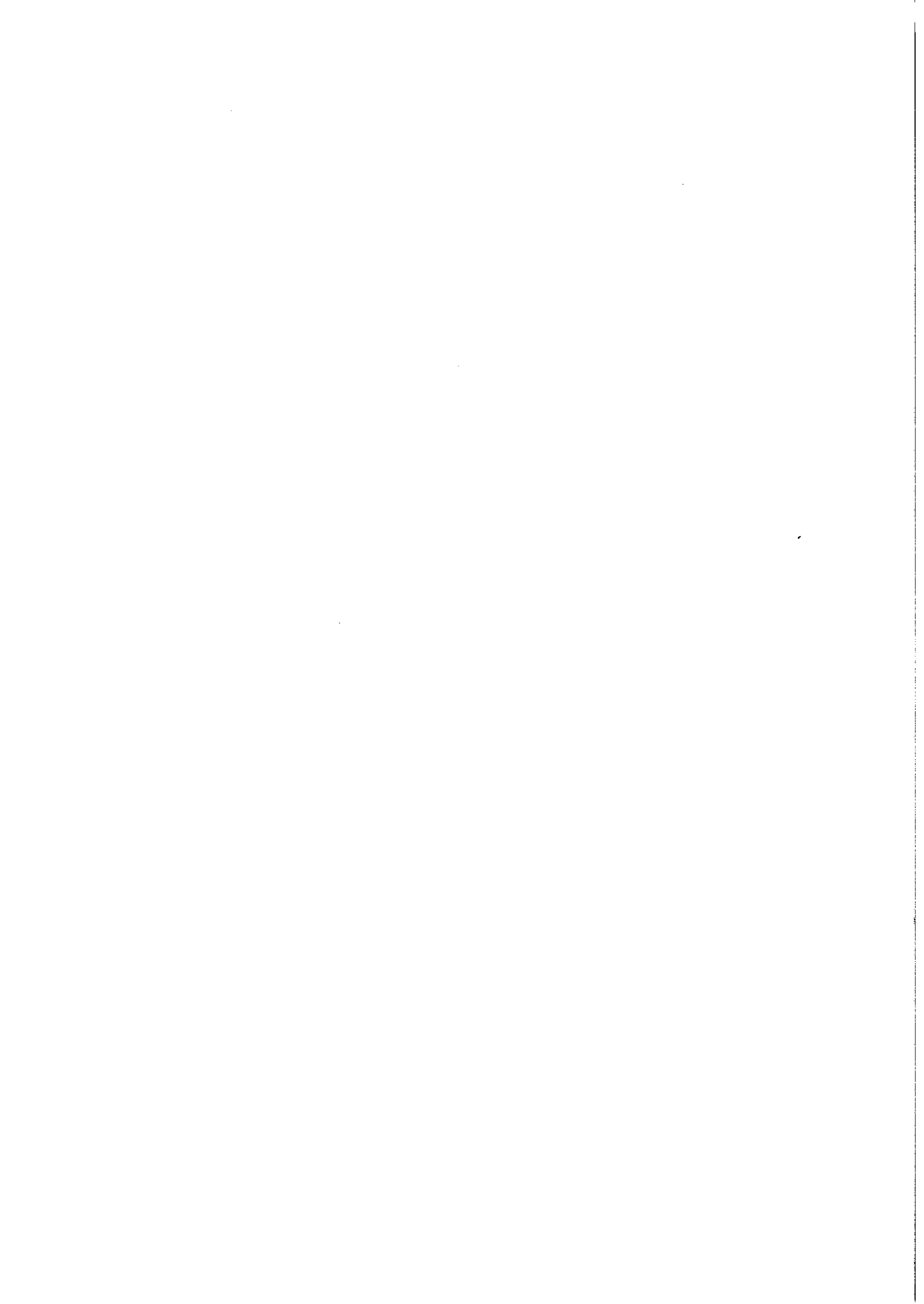
The Improvement Line Review (ILR) is a process carried out to consider current improvement lines and determine whether they are still required for future highway improvements. If the line is no longer required, it can be revoked.

The most recent ILR was carried out between Autumn 2006 and February 2007 to provide information for and support the preparation of District Council Local Development Frameworks. We hope to have another review of all improvement lines by 2019, so please check this page for updates.

For more information, please contact us at [transportstrategy@buckscc.gov.uk](mailto:transportstrategy@buckscc.gov.uk)  
(<mailto:transportstrategy@buckscc.gov.uk>)

## Downloads

- [Improvement Line review report \(/media/4510653/ilr\\_report.pdf\)](/media/4510653/ilr_report.pdf) - PDF
- [Improvement Line List \(/media/4510663/improvement-line-review-2018.pdf\)](/media/4510663/improvement-line-review-2018.pdf)- PDF



**From:** JOHN ROONEY  
**Sent:** 04 March 2018 21:30  
**To:** Chris Wayman  
**Subject:** friend of Buckingham nomination

Dear Sir

Following a conversation with town mayor Jon Harvey he has advised me to go down this route and make you aware of this nomination which he seemed fully supportive of

Therefore i would like to nominate Mr Neil Stafford to be made a friend of Buckingham which i understand takes place at the mayor making ceremony.

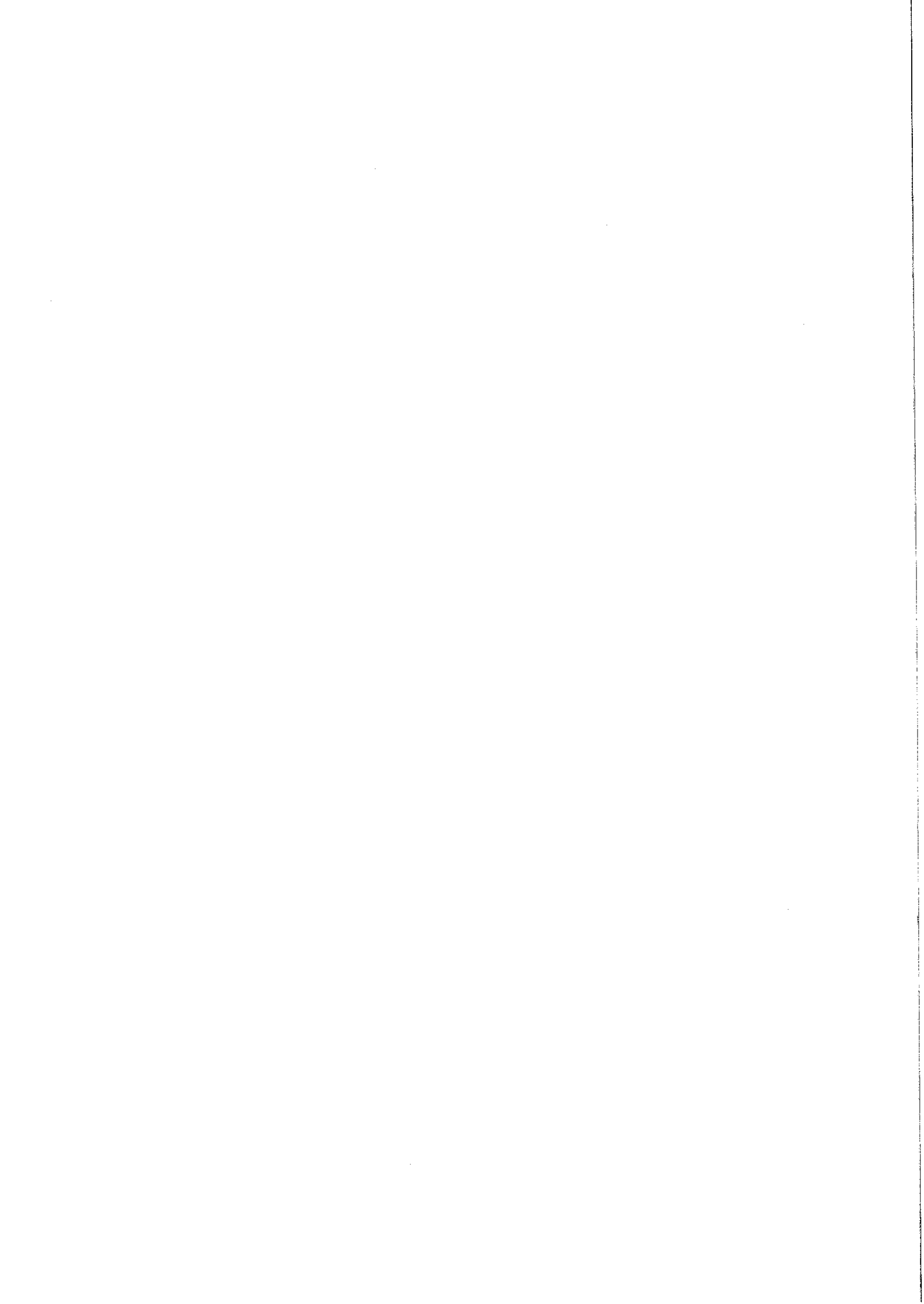
In February this year Neil has served as a fire fighter at Buckingham fire station for forty years this is an achievement in its own right and i think that Buckingham town council should recognise this in some way for his loyal service to protecting and assisting the people of Buckingham and surrounding areas,

If you would like more information my contact details are

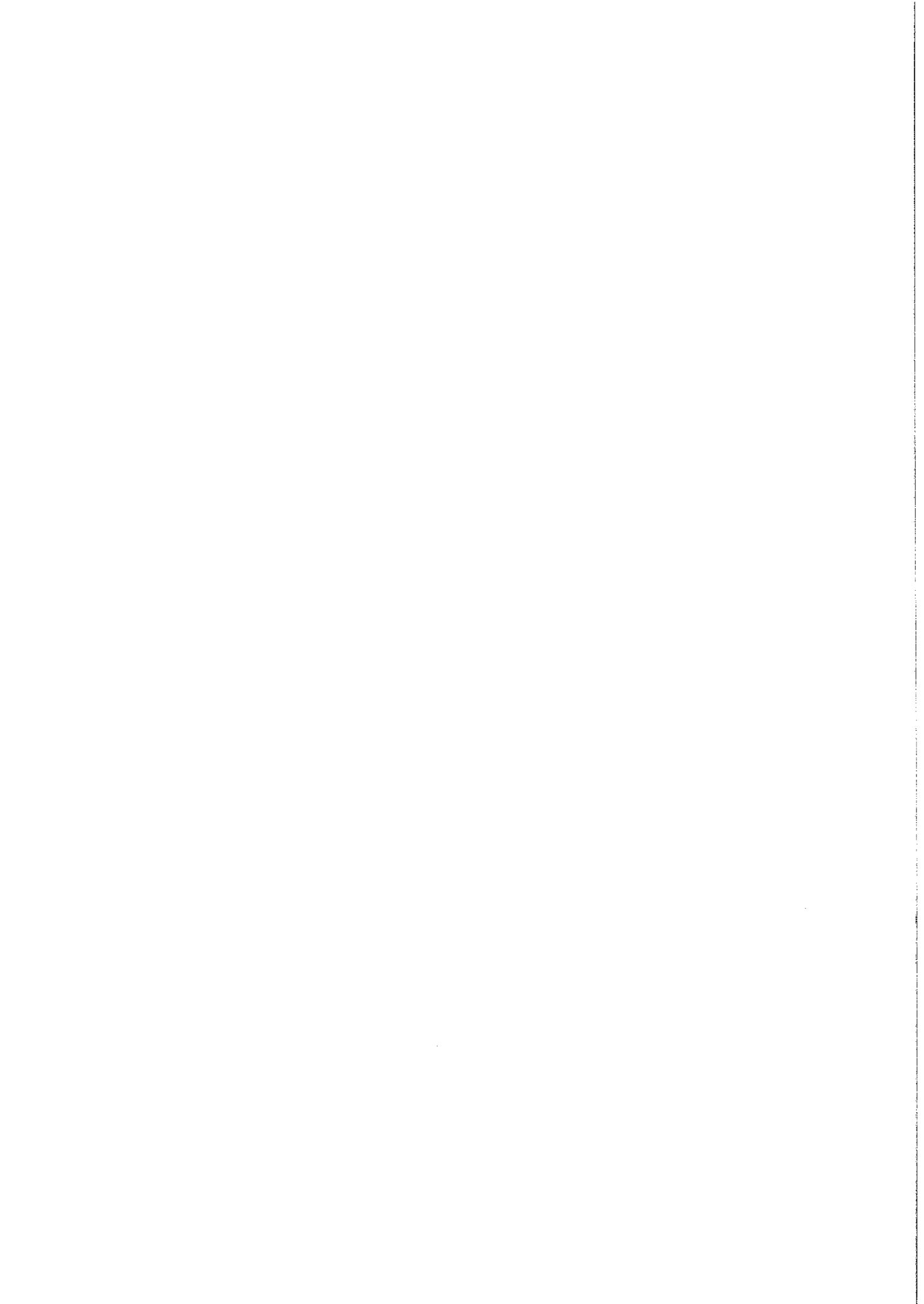
Yours Sincerly

John Rooney









**Buckingham Community Hall Association**  
**Minutes of the Management Committee Meeting held on 26<sup>th</sup> January 2017**

**Committee Members Present:** Derrick Isham, Geraldine Collins, Paddy Collins, Roger Tear, Mike Hall, Terry Bloomfield, Peter Burke, Martin Try, Building / Booking Manager Tim Scudamore.

**1. Apologies:** Ann Liverseidge.

**2. Minutes of 22<sup>nd</sup> September:** Agreed as a true record.

**3. Matters arising from said Minutes:** No matters arising.

**4. Correspondence:** Noting of note.

**5. Chairman's Report:** Nothing to report.

**6. Booking Manager's Report:** Booking slightly down. HMRC have decided not to continue after March. Alzheimers have cut down from 3 to 2 bookings per month. Yoga has moved to the small hall. However, there are a few potential hirers that could make up some of the losses.

**7. Treasurers Report:** Paddy echoed that the booking were down. We have had 2 recent grants from the Town Council, one to make up the 2016 loss, and another for the new dishwasher. It was stated that there had not been a rise in the hourly hire rate since 2011, and this may need to change in 2018. It was suggested that any rise would be on the large hall only, as there was now competition in the town the small hall, but none for the large hall. It was decided that crockery could be offered free of charge in some circumstances to secure a large hiring. It was decided that staff wages would increase by 10p per hour and this would be backdated to January 1st. Also, the booking managers hourly rate would increase by 50p.

**8. Building Maintenance Issues:** We will be applying for a WREN grant for new doors, and approximately 10% of the cost must come from a third party. The Town Council will be asked for this, but this cost will come out of our yearly (up to £5000) Town Council grant. Terry reported that we stand a good chance of getting this WREN as community centres and registered charities are top of the list. We will get a quote for all the main internal doors and fire doors, with sub-quotes for front doors and magnetic locks on hall doors..

**9. Items for Future Agenda:** None at present.

**10. Any Other Business:** We are having our 5 year electrical check next week and the emergency lights will be removed. We had a comment about mats being dangerous when they fold up at the edges but it was decided that this is not a concern,

**11. Date of next Meeting's:** 23rd March 2017 in the small hall. Anything cropping up before the next meeting will be dealt with by the Chairman.

**Buckingham Community Hall Association**  
**Minutes of the Management Committee Meeting held on 23<sup>rd</sup> March 2017**

**Committee Members Present:** Derrick Isham, Geraldine Collins, Ann Liverseidge, Roger Tear, Mike Hall, Martin Try, Yvonne Williams, Booking Manager Tim Scudamore.

- 1. Election of Officers:** Dealt with in the A.G.M., but Patrick Collins, Roger Tear, and Martin Try were re-elected to the committee.
- 2. Apologies:** Patrick Collins, Terry Bloomfield
- 3. Minutes of 26<sup>th</sup> January:** Agreed as a true record.
- 4. Matters arising from said Minutes:** Roger enquired as to whether the broken emergency lighting had been removed and was informed that it had actually been repaired and was now in fully working order.
- 5. Correspondence:** We have a letter from the company producing the town map on behalf of the council, asking whether we wanted to place an advert. The committee decided to decline this offer.
- 6. Chairman's Report:** Geraldine reported that things were still running smoothly and she thanked all the staff for their efforts. She hopes to improve wherever possible.
- 7. Booking Manager's Report:** There have been some new bookings, Kids Active for one hour a week and an all-day Antique Auction one a month. We also had an enquiry from Slimming World and are still waiting to hear back.
- 8. Treasurers Report:** (Given by Geraldine on behalf of Paddy). There will be a slight shortfall from losing some regular bookings, particularly HMRC who are stopping their service at the end of March. Hopefully this shortfall will be filled by new bookings. We are trying to keep costs to a minimum.
- 9. Staff Matters:** The committee discussed various staff matters.
- 10. Grant for new door throughout the building:** We have had three builders in to quote for 28 new doors (some single, some double) and widening the disabled toilet door. Separate quotes have also been requested for new front doors, moving the post outside the small hall fire door, and providing magnetic locks on the hall doors. Andy asked whether they would be fireproof doors and we are assuming that all the doors will be.
- 12. Items for Future Agendas:** Stage curtains are looking very scruffy.
- 12. Any Other Business:** We are still considering Ceroc's offer to build a cabinet to house the audio equipment. Martin suggested that we could get an off the shelf rack but that it might be expensive. Any cabinet must have wheels so we can easily store it in the cupboard. The committee decided that we need more details before proceeding. The committee agreed to buy some heavy duty shelving for the outside storage area. The hall floors may soon need re-sanding. Also, we need some new equipment to give a proper clean of the hall floors. Geraldine will look into this. Roger suggested that the equipment could be hired.
- 13. Date of next Meeting's:** 18<sup>th</sup> May in the Council Chamber. Anything cropping up before the next meeting will be dealt with by the Chairman.

**Buckingham Community Hall Association**  
**Minutes of the Management Committee Meeting held on 18<sup>th</sup> May 2017**

**Committee Members Present:** Derrick Isham, Geraldine Collins, Paddy Collins, Andy Mahi, Roger Tear, Mike Hall, Martin Try, , Booking Manager Tim Scudamore.

**1. Apologies:** Patrick Collins, Terry Bloomfield

**2. Minutes of 23<sup>rd</sup> March 2017:** Agreed as a true record.

**3. Matters arising from said Minutes:** None.

**4. Correspondence:** None.

**5. Chairman's Report:** Nothing to report.

**6. Booking Manager's Report:** The monthly antique auction has been cancelled after one booking due to low turnout. Pilates have extended their bookings to two hours per week (previously just one). New block booking from the Glee Choir. Had enquiry for childrens football in the small hall. Committee decided this was o.k. providing the children were pre-school and they used a foam ball.

**7. Treasurers Report:** Wage bill has reduced after Irene's retirement. Big expense coming up in the summer due replacement of electrical switchboard.

**8. Hall Hire Rates for 2018:** There has not been an increase in hiring rates for seven years. A 4% increase will be made from January 2018 for the large hall only, changing the rate from £49 to £51, and the all-accommodation rate from £65 to £67.

**9. Staff Matters:** We must check the date of the last Hepatitis B inoculation for all staff. This should be done every five years. We need to write letters to all staff regarding the new pension before our staging date of 1<sup>st</sup> August.

**10. Grant for new door throughout the building:** The quotes for the doors were higher than expected so we have not gone for a WREN grant in the current round. We will get more quotes, but with a reduced number of doors to be replaced, and try again in the next WREN round. It was suggested that a handrail be installed in the corridor to the disabled toilet, so users of mobility vehicles would not need to drive into the toilet. This would mean that we would not need to get the door frame widened, which was a major reason why the quotes were too high.

**11. Items for Future Agendas:** None.

**12. Any Other Business:** Derrick thanked Geraldine for organizing Irene's retirement buffet. He also reported that some of the chairs are looking very worn, so we will inspect all chairs and report back at the next committee meeting. We will look into hiring a wet and dry cleaner for the large hall for around £40 per day. Also, some of the timbers in the small hall need attention.

**13. Date of next Meeting's:** 27<sup>th</sup> July in the Community Centre. Anything cropping up before the next meeting will be dealt with by the Chairman.

**Buckingham Community Hall Association**  
**Minutes of the Management Committee Meeting held on 27<sup>th</sup> July 2017**

**Committee Members Present:** Derrick Isham, Geraldine Collins, Andy Mahi, Roger Tear, Mike Hall, Yvonne Williams, Booking Manager Tim Scudamore.

**1. Apologies:** Patrick Collins, Terry Bloomfield, Anne Liverseidge, Peter Burke

**2. Minutes of 18<sup>th</sup> May 2017:** Agreed as a true record.

**3. Matters arising from said Minutes:** None.

**4. Correspondence:** The application from Mrs. Ronan, who runs food company Afrik Food, to serve takeaway African cuisine from the kitchen on a Friday night was discussed at length. Gerladine had researched it and found that we would need to have our kitchen inspect by the council before this could go ahead. It was unclear exactly how it would work, and whether people would eat the food in the small hall. The committee decided that we require a more detailed application before it can be approved. Tim will write to Mrs. Ronan requesting this.

Pat Davis, who runs the Tea Dance on a Monday, wrote to us about high temperatures in the large hall and asked whether we could install fans. Apparently the Ceroc fans are available for others to use, so it was agreed that we will offer them these.

A letter from Transparent Energy offering us a new deal for gas and electricity from E.O.N. (our current supplier) was discussed but the committee decided that we will wait until later in the year and negotiate directly with E.O.N. about a new deal for 2018.

We had a letter from our insurance broker, Coughlans, asking us if we were interested in cyber insurance which would compensate us if we were a victim of computer hacking, but the committee decided that this was not necessary.

Finally, we had a phone call asking whether we would allow a Cat show. We were assured that the cats would be kept in cages and would only be taken out individually by the judges. The committee agreed that this would be o.k. but they must make sure that no animals go into the kitchen.

**5. Chairman's Report:** Geraldine reported that she held a staff meeting to discuss cleaning arrangement after Irene's retirement. Tara was now doing the morning cleaning on her own and we are monitoring this closely to ensure that is to a satisfactory standard.

**6. Treasurer's Report :** (Delivered by Geraldine on behalf of Paddy) Finances are currently o.k. The pension scheme was in place and letters have been sent to the staff asking whether they want to join. Tara will be automatically enrolled on 1<sup>st</sup> August but can opt out if she wants to. Charles has not been automatically enrolled because he is too old, and Tony has no because his earnings are not high enough, but he can opt in if he wants to. We are in the process of opening a bank account with Lloyds bank. We will then be able to pay wages directly into the employees' account under dual control (i.e. 2 stage/person authorisation).

**7. Booking Managers's Report:** Bookings are steady, although we will be losing the Glee Choir booking as they didn't get the required numbers. We already have a booking for summer 2019. Tim also reported that we have done a chair audit, and that there were a number of chairs with holes in the material, and another group with bent legs. It was decided that the ones with bent legs must be taken out of use as they might be dangerous, but we will use the seats and backs from there to repair some of the other chairs.

**8. Staff Matters:** We have discovered that the staff last had their Hepatitis B jabs in 2012 and are due another one this year. Charlie has never had one.

**9. Building Issues:** We are planning to get quotes for the new doors for the next round WREN. This will be scaled down from the last quotes as they were too expensive. Geraldine is going to look in to getting new stage curtains.

**11. Items for Future Agendas:** New Chairs, Air conditioning.

**12. Any Other Business:** None.

**13. Date of next Meeting's:** 28<sup>th</sup> September in the Community Centre. Anything cropping up before the next meeting will be dealt with by the Chairman.

Meeting closed at 8:35pm



**Buckingham Community Hall Association**  
**Minutes of the Management Committee Meeting held on 28<sup>th</sup> September 2017**

**Committee Members Present:** Andy Mahi, Yvonne Williams, Derrick Isham, Geraldine Collins, Patrick Collins, Roger Tear, Terry Bloomfield, Peter Burke, Booking Manager Tim Scudamore

**1. Apologies:** Anne Liverseidge, Martin Try, Mike Hall

**2. Minutes of 27<sup>th</sup> July 2017:** Agreed as a true record.

**3. Matters arising from said Minutes:** None.

**4. Correspondence:** A letter had been received from a company called XLN offering a very favorable broadband and telephone deal. The committee decided, however, to stay with our current supplier for broadband, Plusnet, as we do not want to change our email address. However, it was agreed that we could look at moving our telephone contract from BT to Plusnet as this would be cheaper. Also, we had a possible booking request from slimming world who have written to the committee to try to get a better deal than our standard rules allow. The committee decided that we should stick to our rules regarding hourly rates, but we could offer one hour free for setting up and clearing away.

**5. Chairman's Report:** Geraldine reported that the Macmillans event at the craft fair went well and raised over £130. However, some people had trouble finding the event and Geraldine suggested that we could look at getting a large banner to display outside for the craft fair.

**6. Treasurer's Report :** Paddy reported that we have had a large bill lately for the new electrical circuit board fitted by Gilberts. However, there was no immediate pressure to reduce costs. Paddy enquired as to the whereabouts of the electrical inspection record and Tim will chase Gilberts for this. A Pension scheme has now been set up for Tara and contributions are being made. We have a new bank account at Lloyds and we are now paying salaries direct into the employees' bank accounts. Tim is in the process of informing customers of the new bank details and changing our direct debits to suppliers. Paddy also reminded the committee of the large hall price increase in 2018 or £2 per hour.

**7. Booking Manager's Report:** Tim reported that the SMART rehabilitation service have now been absorbed into a new group calls One Recovery Bucks, and the Friday sessions in Buckingham had ended. We are hoping that the new group would make a regular booking here in the future. Pilates had cut their booking down to one hour (from two). There were currently no new regular bookings.

**8. Staff Matters:** Cleaning is still an ongoing problem since Irene left and there have been some comments about the standard of cleanliness in the toilets. It was agreed that Charlie should have the same terms as the others when he was covering for staff leave (i.e. minimum of 20 hours per week).

**9. Building Issues:** We need a sign on the toilet doors and main door informing the people that the toilets are not for public use, and directing them to the new toilets in the car park. We need to arrange for tea towels to be washed as these are no longer getting done since Iren retired, although we still have a good stock of new ones. Geraldine has suggested that we need a deep steam clean of the kitchen and she will look in to this. Charlie is going to touch up the paintwork on the radiators. The town council has arranged for some quotes to fit PV panels on the roof. The stage curtains are still looking scruffy, and Paddy has suggested hardboard fronts to the stage sections, possibly covered with fabric. There is possibly an underfloor leak in the gents toilet which Tim is investigating.

**11. Items for Future Agendas:** New Chairs, Air conditioning.

**12. Any Other Business:** Terry has ordered the Christmas Tree for delivery on 1<sup>st</sup> December. The Christmas Lunch is still a possibility.

**13. Date of next Meeting's:** 23<sup>rd</sup> November in the Community Centre at 7:00pm (half an hour earlier). Anything cropping up before the next meeting will be dealt with by the Chairman.

Meeting closed at 8:30pm

**Buckingham Community Hall Association**  
**Minutes of the Management Committee Meeting held on 23<sup>rd</sup> November 2017**

**Committee Members Present:** Geraldine Collins, Patrick Collins, Martin Try, Roger Tear, Peter Burke, Mike Hall, Anne Liverseidge, Andy Mahi, Derrick Isham, Booking Manager Tim Scudamore

1. **Apologies:** Terry Bloomfield
2. **Minutes of 28<sup>th</sup> September 2017:** Agreed as a true record.
3. **Matters arising from said Minutes:** Electrical Report now received from Gilberts.
4. **Correspondence:** Firstly, a letter had been received from Nigel Walton who attended the Spiritualist Church. He was concerned that Tara was on her own late at night, bearing in mind the recent trouble that we have been having from local youths. The committee decided that this wasn't a major issue. Secondly, a letter was received from Lori Clements, who had attended an event here and she commented about the cleanliness of the centre. Geraldine had followed this up, and the organisers of the event had no complaints.
5. **Chairman's Report:** Nothing to report.
6. **Treasurer's Report:** Paddy reported that receipts for 2017 were around £57,000. This was down on the previous year but costs were being kept under control. We may need to ask the town council for a grant of between one and two thousand pounds. We had a big expense during the year for electrical work. We are keeping the toilets locked now and this may reduce our water bill.
7. **Booking Manager's Report:** Tim reported that Slimming World had accepted the deal discussed at the last meeting and were starting at the community centre in December. Also, the Tea Dance has informed us that they were trying out the Lace Hill community centre and may not be back in 2018 if they liked it there.
8. **Staff Matters:** Geraldine reported on Tara's occupation health report.
9. **Building Issues:** We have had complaints about the radiators not coming on and this will be investigated. Martin asked whether the hirers were aware of the heating thermostats in the halls. Possibly, we could remove the thermostatic valves. Some lights are not working in the large hall and it is planned to fix these during the pantomime as we require the scaffolding. Derrick mentioned that the notices about the locked toilets had been removed, although this was not by us. The large door hinges need attention as the door wasn't quite closing properly. The gents toilet doors needed adjustment as they were noisy when slamming and this could be heard in the council chamber. We need new doors as soon as possible and Terry is looking into this. Also, the committee discussed the deep/steam cleaning that we had talked about at a previous meeting, and it was agreed that a steam cleaner would be purchased.
10. **Items for future agendas:** We need to discuss Staffing issues, Door replacements, and also the stage is looking a bit shabby. It was suggested that we could have fabric covered panels at the front of the stage.
11. **Any Other Business:** Tim mentioned that a hirer had asked if it was o.k. to park a fire engine in front of the community centre during a careers event and the committee agreed that this was o.k.
12. **Date of next Meeting's:** 25<sup>th</sup> January 2018 in the Council Chamber at 7:00pm. Anything cropping up before the next meeting will be dealt with by the Chairman

## Access for All

### Minutes of November 2017 meeting

13 November 2017 - Council Chamber

<b>Actions from the meeting:</b>	
<b>All members</b>	To continue to monitor the Buckingham DisabledGo website to check details, make corrections and add comments To report problems with roads and pavements to Transport for Bucks as they arise using the TfB website
<b>Jenny</b>	To re-send the information on the DisabledGo Work Experience Day

In attendance: Cllr Jenny Bates, Mary Buckingham, Pat Knibbs, Una Robinson, John Russell (Chair), Cllr Mike Smith, Cllr Christine Strain-Clark, Pam Tonge

Apologies: Joy Fuchter, Ed Grimsdale, Cllr Derrick Isham, Cllr Ruth Newell, John Squires, Graham White, Cllr Warren Whyte

**1. Welcome, introductions and apologies**

John Russell welcomed all to the meeting.

**2. Minutes of the Meeting held on 9 October 2017**

Agreed.

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

John has not yet had a reply from the National Trust about the Chantry Chapel.

**4. Acting Chairman's Report**

Nothing to report.

**5. Treasurer's Report**

There is currently £966.45 in the bank account.

**6. Secretary's Report**

Jenny reported that she attended the Healthwatch AGM which took place in Buckingham at which a representative from Action for Deafness was the guest speaker. Jenny spoke to her and asked if she would be able to assist when an Access Awareness Day takes place again with suggestions about how the problems of those who are hard of hearing can be highlighted.

**7. Adaptive community bus**

Christine explained that a Breathe Easy representative had spoken to her at a Network meeting about the adaptive community bus at Haddenham which can take two mobility scooters. Christine has spoken to Buckingham Town Council and discovered that the LAF are looking into a community

bus. The current plan is not for an adaptive bus but this could be considered. Graham White has agreed to raise this. Mike said that he has previously had experience with a bus with a ramp at the back but they are a lot more expensive. The main problems are administering the service, fuelling, taxing, testing etc. Una pointed out that safety belts are needed for wheelchairs. Mike said that seatbelts need to be anchored to floor. Chris pointed out that this would cut down on the space available in a community bus.

John R asked when will the bus would be used and how often. Chris said that the Haddenham bus is different to the Winslow bus. It is close to the MS Centre so a lot of people use it. It was agreed that Cllr Whyte should be contacted to ask for this idea to be included in his deliberations for a community bus.

#### **8. Access Day feedback**

It was agreed that the Access Day had been a very successful event and had received good coverage in the Advertiser. Ed was thanked for the work he had done to produce an overview of the feedback from the day.

Mike suggested that the next step should be to identify the key issues, which authority is responsible for that aspect and to write to either Buckinghamshire County Council or AVDC informing them of the issue and ask what they will do to rectify the matter. Jenny confirmed that a copy of the feedback has been circulated to all Buckingham town councillors and the town's district and county councillors. Ed suggested that we consider inviting TfB to attend a meeting.

Mike commented that experiences on the day have shown how unstable lightweight scooters are when used in Buckingham and suggested that people need to be made aware of this, perhaps by means of a recommendation on the DisabledGo and BTC websites. Another result of the day was that it showed how hard it is to push a wheelchair.

It was suggested that if the day is repeated, a larger meeting place would be better.

Una said that it can sometimes be difficult to go into shops because of lack of space. Mike felt that many shopkeepers have become a lot more understanding of people in wheelchairs. Staff at Esquires and Gazzeria were found to be very helpful. The door at Costa is difficult because it opens outward but Mike said that this is going to be changed. In general there were a lot of heavy doors. John said that he would also like doors to close more slowly after he has entered and is aware that this can be adjusted.

John mentioned that during a visit to London he had noticed that in some places there are sloping pavements instead of dropped kerbs. Also there are countdown lights at traffic lights. He felt that in general there is a lot of help for the disabled in London.

Una felt that seeing a number of people going around the town in wheelchairs has jogged people's memories and that on the whole people want to help.

#### **9. DisabledGo – Work Experience Day**

Jenny agreed to re-send the information about the programme for the day.

#### **10. Other Access issues**

Pam reported that vans park on the pavement outside The Garage restaurant about three times a week. Mike suggested that Pam needs to report this to the police.

Chris said that she had been sent a consultation document about access and the built environment. She agreed to circulate it to A4A members.

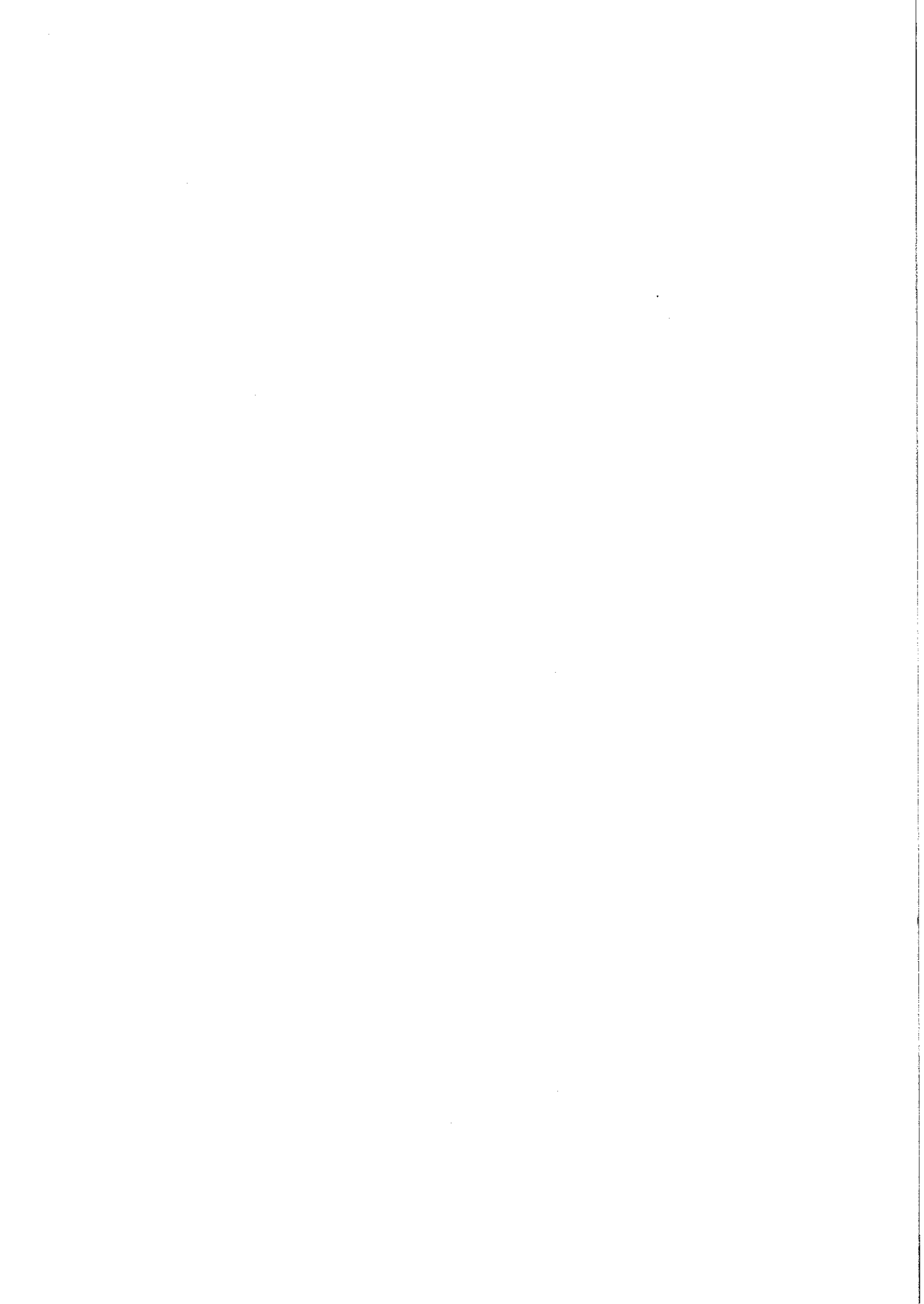
**11. Website and other publicity ideas**

It was suggested that a follow up article should be sent to the Advertiser.

Jenny will display information about Access for All and DisabledGo at the Community Fair on 9 December.

**12. Next meeting – Monday, 11 December 2017, 2:00 – 3:30pm, Council Chamber**

Please note there will not be a meeting in January 2018. The first meeting in 2018 will be on 12 February.



## BUCKINGHAM CENTRE FOR THE ARTS

Registered Charity No: 1075315      Registered Company No: 3739675

A CHARITABLE COMPANY LIMITED BY GUARANTEE  
Minutes of the Seventeenth Annual General Meeting of  
Members and Trustees held at 5.00pm on Tuesday 28<sup>th</sup> November 2017  
at Chandos Road University Buildings, Buckingham

Present: David McGahey (Chair), Carolyn Cumming, Colin Stocker,  
Christine Strain-Clarke (representing the Town Council), Ian Johnson (Tearle and Carver),  
Sarah Willis (Secretary),

- 1 **Apologies** were received from Warren Whyte, Gavin Love, Sir Anthony Seldon.
- 2 **Minutes of the sixteenth AGM held on November 2016** had been agreed to be a true record at 12<sup>th</sup> July 2017 meeting. Minutes of the meeting held 12<sup>th</sup> July 2017 meeting were approved.
- 3 **Matters Arising** There were no matters arising.
- 4 **Report of the Trustees**  
Sarah had emailed a short summary of the year. It was noted that she had incorrectly named the accountant; it will be changed to Ian Johnson.

Acceptance of the report was proposed by Colin Stocker and seconded by Christine Strain-Clarke

### 5 Report of the Auditors

The Annual Accounts to 31.3.17 were presented to the meeting by Ian Johnson.

The changes which had been made since the last JMC meeting were:

- i. p10 point 10 – The Community account has been changed to nil and £1360 moved to Debtors as the outstanding cheque has not yet been received from Barclays.
- ii. p12 Query on other donations - £325 of donations had been incorrectly allocated to Friends; now in Other Donations. It was proposed that this category should be renamed 'Donations and other grants'. Grants had been received from The Film Hub and Mustang. ACTION IJ

There has been a profit of £4650 over the year. Explained by increased ticket sales and reduced costs.

Carolyn asked if Tearle and Carver had yet raised an invoice; Ian will issue next week but he confirmed that this was accounted for in the 2016-2017 annual accounts. ACTION IJ



David asked Christine to thank the Town Council for their annual grant towards screening for children.

Ian Johnson will arrange for the accounts to be sent to the Charity Commission and Companies House.

ACTION IJ

Ian confirmed that it is not a problem for the change of name of a charity to take place during a financial year.

The adoption of the accounts was proposed by Carolyn Cumming, seconded by Christine Strain-Clarke and they were duly signed by David McGahey.

David thanked Ian for his continued good work on the accounts.

#### **6. Appointment of Trustees**

There are six trustees at present. Warren Whyte and Sir Anthony Seldon are due to retire in rotation. They have both indicated that they are happy to remain as Trustees.

The appointments were proposed by Christine Strain-Clarke and seconded by Carolyn Cumming.

#### **7. To Pass a Resolution to rename the Charity - The Film Place.**

This change will more accurately reflect the business of the Buckingham Centre for the Arts which over time has become solely focussed on supporting The Film Place.

Warren Whyte and Sir Anthony Seldon have endorsed this proposal by e-mail. (*Paper copies of emails filed with paper copy of these minutes*)

The resolution was proposed by David McGahey, seconded by Carolyn Cumming and passed unanimously.

David completed and signed the 'Written Special Resolution on Change of Name' form issued by Companies House. Carolyn will photocopy this for BCA records and then will post it to Companies House once Ian has submitted the accounts to Companies House and the Charity Commission.

ACTION IJ AND CC

The meeting reminisced about the work the BCA has carried out since its creation in 1999. Many people have been involved over the years with various art groups and projects in the town and, since 2005, The Film Place. The BCA can be proud of what it has achieved. Christine Strain-Clarke made the comment that this was 'the end of an era'.

#### **8. Annual Report by Carolyn Cumming on behalf of The Joint Management Committee, The Film Place**

This year's report is the Business Plan created by the JMC for maintaining and developing The Film Place.

Its reviewed aim of the newly named charity will be:

'To provide an independent community cinema benefitting the town of Buckingham and its environs. To screen a wide ranging choice of film, both popular and cultural, for the engagement of all ages and to advance education, skills, appreciation and understanding of the performing arts via film and digital technologies.'

Christine Strain-Clarke would like to see the word "accessible" included. The meeting suggested that 'accessible to all' could be added after 'the engagement of all ages'. Carolyn will take this back to the JMC. ACTION CC

Geoff Dalzell and Peter Hoare will stand as Trustees of the newly named charity as representatives of the JMC. Geoff is offering to be the Chair. The meeting felt that it would be useful to have a Trustee with financial background and Ian was asked to approach Andrew Carver, if this does not propose a conflict of interests. ACTION IJ

David asked if, as a long standing supporter of the charity, Christine Strain-Clarke would like to become a Trustee. Christine said she would be pleased to accept a role as a Trustee as she has had an interest in The Film Place since its inception and would like to continue to be involved even when she is not a Town Councillor. This would allow for continuity in responsibilities of the Charity. ACTION SW

Carolyn reported that she had written to Chris Wayman, Town Council, on 13<sup>th</sup> November 2017 to advise that circumstances have changed for the Film Place as they now use the University equipment for film screenings and will not need to use the funds generated to purchase new equipment. It was felt to be responsible and morally correct to inform the Town Council that, at present, the Town Council grant was not needed. Carolyn produced figures for the screening of children/family films over the past year which had shown minimal loss. It maybe that in the future an application may be necessary.

Christine Strain-Clarke reminded the meeting that the Town Council has been keen to be involved as they wish to promote these screenings as part of the youth project. She had not yet seen the letter at a Town Council meeting ; a copy was given to her. David said that the relationship with Buckingham Town Council has been fundamentally important and we would not be where we are without them. The new objectives confirm that The Film Place will continue to provide films for children.

Carolyn commented that the Duke of Edinburgh award students continue to be actively encouraged as part of youth involvement.

Over the next year, a formalised agreement will be signed between the JMC and the University of Buckingham. Gavin, Colin and JMC are in discussion.

David thought that the business plan was exciting document which sets the scene for an impressive future. The meeting agreed.

Acceptance of the report was proposed by David McGahey and seconded by Christine Strain-Clarke.

## **9. To Consider Any Other Business**

i. Resignation of Trustees

David McGahey will resign as chair and a trustee. He was thanked for his many years of excellent leadership.

Gavin Love will resign as a trustee. He was thanked for his long-term involvement with BCA and helping The Film Place in its early years. ACTION SW

Carolyn Cumming and Sarah Willis will resign as trustees once the new board is established.

Sarah will arrange a meeting in the New Year with the current and new trustees to appoint a new chairman and secretary. ACTION SW

- ii. Update on Problems with Barclays BCA Community Account 30820377. Keith Witchell has organised for the repayment of the monies and it is being processed by Barclays but it is a very slow process - it has been going on for a year. Sarah has tried to chase with the CMK contact but cannot get hold of him. Carolyn Cumming suggested a complaint to FSA if no result in the New Year. Ian will remind his reception staff to look out for the letter.
- iii. Sarah suggested that TFP pay for the AVDC licence fee for next year and she will forward the email from AVDC when it arrives. Carolyn will mention at the next JMC meeting. ACTION SAW/CC
- iv. Ian asked the date of next JMC meeting – 5<sup>th</sup> December 2017 to look at July-September 2017 figures.
- v. Sarah will arrange to store the old BCA files in the TFP shed.

**10. Date of Next BCA Meeting**

TBC.

**BUCKINGHAM TOWN COUNCIL**

**Contact Officer:** Sam Hoareau, Lace Hill Sports & Community Centre Coordinator

**Background:** The Lace Hill Sports & Community Centre Coordinator would like host a community event and screen the Royal Wedding on Saturday May 19<sup>th</sup> 2018. The screening will be made via a laptop and a projector onto the wall in the sports hall. Guests will be invited to bring a picnic of food and drink, including alcohol. Souvenirs like flags could be also given to guests on arrival. There could also be further entertainment in the committee room for children. This could make a fantastic indoor street party event - great for families!

The event proposal is being presented to Full Council for approval as there is insufficient time to apply for licence and adequately promote the event if the report were to wait until TC&E on the 26<sup>th</sup> March 2018.

**Information:** We would need to purchase a TV license for one month, costing £29.40 and apply for a temporary event notice costing £21. Pre-booked tickets would be used in order to comply with hall capacity and fire regulations. A small entrance/ticket fee could be charged to cover all costs.

**Recommendation:** To support the community event.