



# BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,  
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Wednesday, 26 September 2018

Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on **Monday 1<sup>st</sup> October 2018** at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

  
Ms. N. Villa  
Interim 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.

*Please be advised that the Buckingham Areas Rural Transport Community bus will be parked outside of the Buckingham Community Centre from 6.30pm should any interested parties wish to view the vehicle. .*

## 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. **Town Clerk & Responsible Finance Officer**  
To confirm the appointment of Mr. Paul Hodson as Town Clerk and Responsible Finance Officer
4. **Minutes**  
To receive the minutes and confirm the recommendations therein of the Full Council Meeting held on Monday 13<sup>th</sup> August 2018. **Copy previously circulated BTC/06/18**
5. **Planning Committee**  
To receive the minutes and confirm the recommendations therein of the Planning Committee meetings held on:
  - Monday 20<sup>th</sup> August 2018 **Copy previously circulated PL/05/18**
  - Monday 10<sup>th</sup> September 2018 **Copy previously circulated PL/06/18**
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 Tuesday 28<sup>th</sup> August 2018 **Copy previously circulated TCE/03/18**



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.

- 7. Environment Committee**  
To receive the minutes and confirm the recommendations therein of the Environment Committee meeting held on Monday 3<sup>rd</sup> September 2018 **Copy previously circulated E/03/18**
- 8. Resources Committee**  
To receive the minutes and confirm the recommendations therein of the Resources Committee meeting held on Monday 17<sup>th</sup> September 2018. **Copy previously circulated R/03/18**
- 9. To receive and question reports from District and County Councillors**
- 10. Buckingham Area Rural Transport (BART)**  
To receive a presentation from Mr Ashley Waite, BART Project Manager
- 11. MAJOR PLANNING APPLICATION – ADDITIONAL PLANS**  
17/04668/ADP  
Land north of A421 Tingewick Road [actually Land north of A421 and both sides of Tingewick Road] Approval of the details of the external appearance of the buildings, the landscaping of the site, layout and scale for each phase or part of the development together with discharge of conditions 2 (phasing) and 6 (design code)  
BDW North Thames  
Planning Clerk's report to follow. **BTC/35/18**
- 12. Photovoltaic Panels**  
To receive an updated Business Case from the Interim Town Clerk **(Report to follow)**
- 13. Paperless Agenda report**  
To receive a report from the Paperless System Review Working Group **BTC/33/18**
- 14. (Full Council 274/18): Councillor Training**  
To receive a summary of what training and development Members of the Council's Committees feel is necessary. **BTC/34/18**
- 15. Motion – Cllr. Ralph**  
This motion is for the Council to be associated with and to endorse the petition being run by the Advertiser Newspaper asking for answers from Bucks Healthcare Trust as to the future of the beds in the Buckingham Community Hospital. I understand that historically, the Town Council's stance was to keep our hospital open, but as some time has passed since this issue was first raised I think we should reaffirm our commitment and endorse the petition to show how strongly we feel.
- 16. Lace Hill Health Hub Development Focus Group**  
To receive a verbal update from Cllr Try *(minute 281.3/18)*
- 17. Action List** **Appendix A**
- 18. Mayoral Engagements**  
To receive a list of events attended by the Mayor and Deputy Mayor.

Functions the Mayor has attended:

Tue 21 Aug 2018	University journalism students interviewing
Wed 22 Aug 2018	UoB Duck Race
Wed 22 Aug 2018	UoB Words & Music
Wed 5 Sep 2018	Death Cafe Buckingham Library
Wed 5 Sep 2018	Present Jo Cox Book to Buckingham Library
Wed 5 Sep 2018	Celebrating 100 years of Votes for Women: Public Lecture
Sat 8 Sep 2018	Heartlands Green Flag raising
Sat 8 Sep 2018	Good Endings Fair
Sun 9 Sep 2018	Dog Show
Tue 11 Sep 2018	AVTUG

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Thu 13 Sep 2018	Queens Award for Community Care North Bucks
Fri 14 Sep 2018	Present at RAF flag hoisting
Wed 19 Sep 2018	Aren't we worthy - celebrating women at Stowe
Wed 19 Sep 2018	Town Entfest meeting
Mon 24 Sep 2018	Royal Latin School - Presentation of Jo Cox Book
Wed 26 Sep 2018	Buckingham Youth Club AGM
Fri 28 Sep 2018	General Charities Meeting
Mon 1 Oct 2018	Bart Bus

Functions the Deputy Mayor has attended:

Weds 5th Sept 2018	AVDC Parishes Forum, Aylesbury
Thurs 13 Sept 2018	University of Buckingham Tour
Weds 19th Sept 2018	2019 Entfest Meeting, Buckingham
Thurs 27th Sept 2018	Zinc Official Opening, Buckingham
Sat 29th Sept 2018	Sounding the Retreat, Stowe School

### 19. Chair's Announcements

20. Date of the next meeting: Interim Council – Monday 29<sup>th</sup> October 2018  
Full Council - Monday 19<sup>th</sup> November 2018

**BUCKINGHAM TOWN COUNCIL**  
**FULL COUNCIL**  
**MONDAY 1<sup>ST</sup> OCTOBER 2018**

**Contact Officer: Mrs. K. McElligott**

**MAJOR PLANNING APPLICATION**

17/04668/ADP

Land north of A421 Tingewick Road [*actually Land north of A421 and both sides of Tingewick Road*]

Approval of the details of the external appearance of the buildings, the landscaping of the site, layout and scale for each phase or part of the development together with discharge of conditions 2 (phasing) and 6 (design code) *BDW North Thames*

Amended and Additional Plans and documents:

- Design Code (Rev.F)
- Site Location Plan (Rev. A) & Site Layout (Rev. U)
- Accommodation Schedule (Rev. U)
- Phasing Plan
- Affordable Housing Plan (Rev. E)
- Street Hierarchy (Rev. A)
- Public Open Space Plan (Rev. E)
- Parking Strategy Plan (Rev.D)
- Building Heights (Rev. D)
- Materials Plan (Rev. D)
- Enclosure Details (Rev. A)
- Refuse Strategy Plan
- Refuse Wagon Tracking Diagrams (Area 1 & Area 2; both Rev. C)
- Written Scheme of Investigation for a Programme of Archaeological Mitigation (includes method statements and CVs of Personnel)
- Response from AVDC Parks & Recreation
- Response from AVDC Ecologist

1. Design Code

Large sections of this are unchanged and some parts of the text are unchanged but have new illustrations. The entire Landscape and Open Spaces section has been moved to appear after Street Hierarchy instead of before for no apparent reason.

In detail:

Buckingham Character Analysis:

**P.10** acknowledges and quotes from the Buckingham Vision & Design Statement, and adds new photos.

**P.15** adds a new page of photos headed "Villages" noting relevant design features such as chimneys and dormers, and the use of render to give legibility in the street scene.

**(P.19)** Regulating Plan – the following descriptive title and paragraph added

**B. PRINCIPLES OF BUILT-FORM STRATEGIES TO INCLUDE DENSITY AND MASSING, STREET GRAIN AND PERMEABILITY, STREET ENCLOSURE AND ACTIVE FRONTAGES, TYPE AND FORM OF BUILDINGS INCLUDING RELATIONSHIP TO PLOT AND LANDMARKS AND VISTAS;**

5.4 Whilst the majority of the design elements will be distinct within each character area, there are some elements that will be applied more generally across the development, they include:

**DESIGN PRINCIPLES**

- BRICK PATTERN**
  - Predominantly stretcher bond
  - Contrasting brick pattern to eaves/other detailing including: English cross bond and Flemish bond
- WINDOW COLOURS**
  - Predominantly white windows throughout, with occasional light grey/green to add interest on landmark/ key corner buildings

The following four Character Areas have had illustrative photos changed, a Materials Palette added, the Key Spaces/Landmark Buildings/Key Corners "Layout Principles" table box expanded and sections through the site showing changes in levels added. All 'Landmark Buildings' will have chimneys and contrast finishes, such as render, and 'Key Corners' chimneys and two prominent frontages, with bay windows where possible.

**P.39** onwards – layout example plans have been added to the various categories in the Street Hierarchy. **Secondary Streets:** "In places they have a narrower carriageway width than the primary access corridor. They provide choice in terms of routes for drivers, pedestrians and cyclists. There are opportunities for on-street parking **to add activity to the street scene** and provide efficient and convenient parking locations for visitors and residents. *[My emphasis]*

**Shared Surface Streets** are still marked as block paving ("They will include a single surface material in a variety of colours/textures and include reduced kerb heights, which would still provide a means for visually impaired people to navigate by."), and **Green Lanes** ("Where these routes merge with shared surface roads they adopt a similar 'shared surface' style.").

**p.44** Section H (Footpaths and Cycleways). Three sample layouts have been added – The Focal Space [A&B below], Lower Density Area [C&D below], and Higher Density Area [E&F below], - together with the following details:

**SURFACE MATERIALS**

- A. Tarmac to be applied to all key routes including focal spaces due to high traffic volumes refuse vehicles and bus manoeuvring
- B. Block paving to footpaths in focal spaces
- C. Block paving to Green Lanes where appropriate
- D. Large front gardens provide opportunities for planting to soften the streetscape
- E. Block paving to shared surface streets
- F. Tree planting should be used to break up runs of frontage parking where possible.

**P.45** Section I (Parking) Layout diagrams have been added for all 8 types of parking, and Layout Guid[e]lines added:

- All garages required to meet the parking provision must be a minimum internal measurement of 3mx6m.
- Crucially the width of the opening needs to be wide enough for a large vehicle to be able to pass through. All garages have a minimum opening of 2.4m wide.
- All parking spaces to be a minimum of 2.5m x 5m.

**P.48** The Landscaping Plan has had the layer showing housing removed, but the labelling appears not to have changed. This makes the street trees show up better, but may be just an error. The key has been rearranged and the Planting Strategy panel removed.

**P.51** (Enclosure details) the 8 sections have been grouped as follows

ENCLOSURE DETAIL TYPOLOGY TABLE

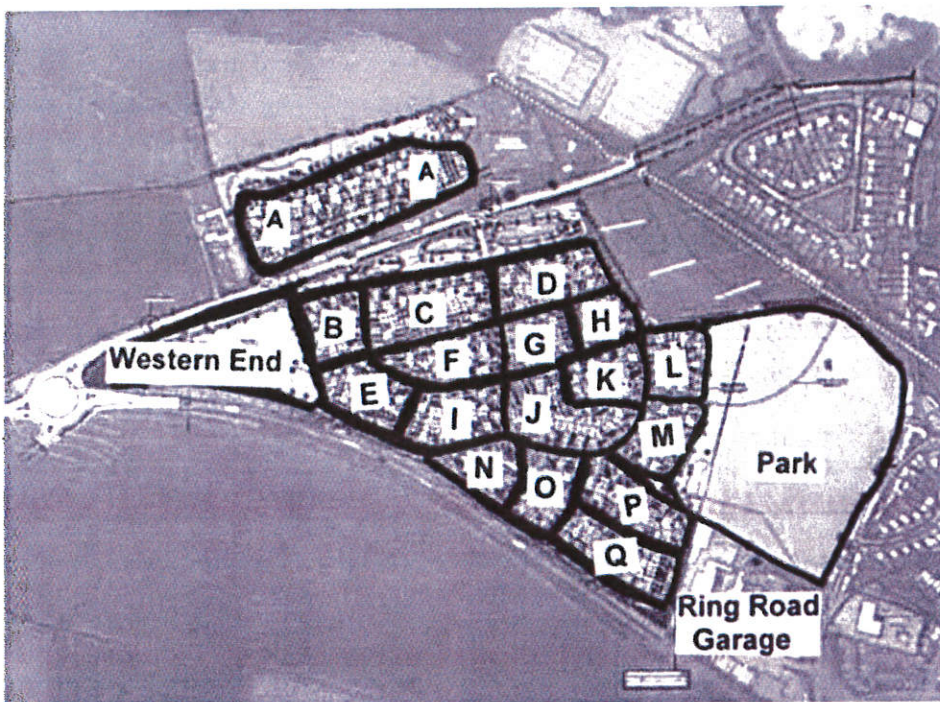
			CA1 NORTH OF THREWICK ROAD	CA2 VIEW CORRIDORS	CA3 ST. RUMBOLDS PARK	CA4 FAMILY HOUSING
DEFINING PRIVATE SPACES	1	1.8M HIGH BRICK WALL	✓	✓	✓	✓
	2	1.8M HIGH CLOSE FENCE	✓	✓	✓	✓
	3	1.8M HIGH LARCH LAP FENCE	✓	✓	✓	✓
DEFINING PUBLIC SPACES	4	1.1M HIGH BLACK PARKLAND RAILINGS	✗	✓	✗	✗
	5	1.1M HIGH BLACK METAL RAILINGS	✗	✓	✗	✗
	6	0.45M HIGH TIMBER KNEE RAIL	✓	✗	✓	✓
	7	1.2M HIGH TIMBER POST & RAIL STYLE FENCE	✗	✗	✓	✗
DEFINING PUBLIC & PRIVATE SPACES	8	FORMAL HEDGEROW	✓	✓	✓	✓

**Pp.52-53** (NEAP and MUGA). The MUGA is shown right down the far (roundabout) end of the green space and the NEAP close to it but probably viewable from the houses, and unfenced. Note that this does not match the Site Layout or the Public Open Space Plan, which show the NEAP in the narrow end and a football pitch on the area between it and the houses. The sketch and equipment vignettes are unchanged. **Pp.54-55** (LEAP 1 & LEAP 2). The sketches are unchanged (both have fence and gates, and the fence has hedging outside it) but some of the equipment vignettes (including benches and bins) have been changed. The slide is now steel. The Green Spaces Manager considers ground-level trampolines to be dangerous (damage to legs and ankles), and the pit beneath gathers litter (and hence wasps and flies), rainwater and leaves.

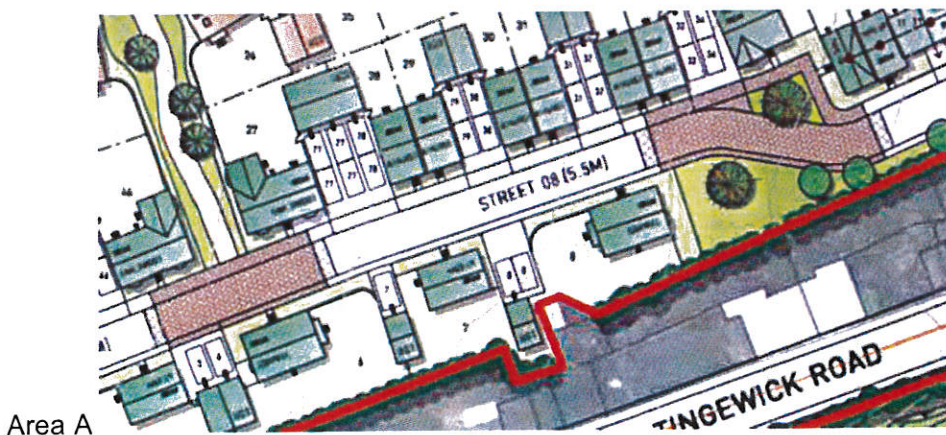
2. Site Location Plan and Site Layout

I cannot discern any difference in the red line plan at all. It gives no indication of why a Revision A has been necessary.

Site Layout areas marked up for your reference:



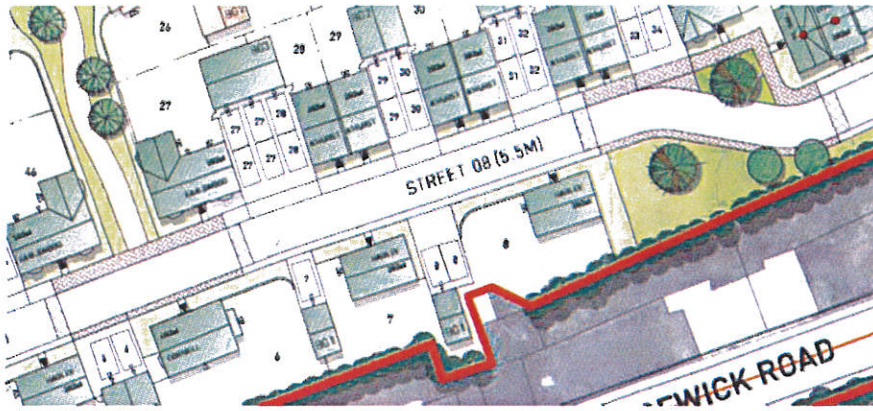
Block paving at the principal junctions has been replaced by asphalt:



Area A

↑ Rev. S (August)

↓ Rev. U (September)

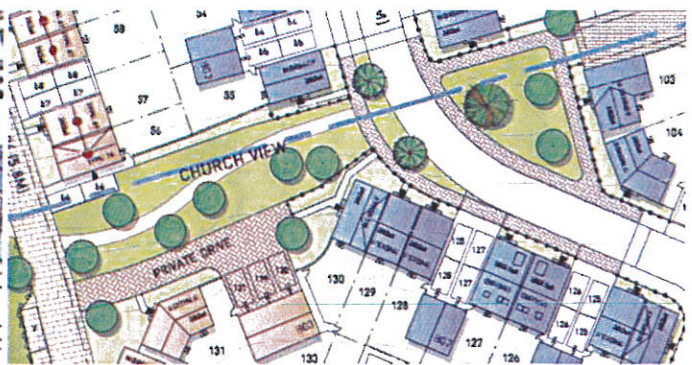
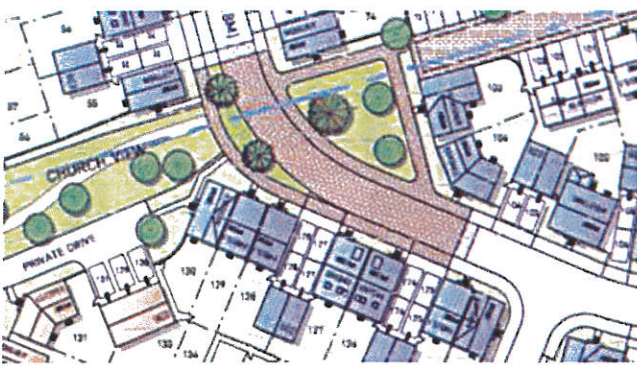


The following sites are included for completeness (so I have a record to contrast future amendments with).

Area B/E

↓ Rev. S (August)

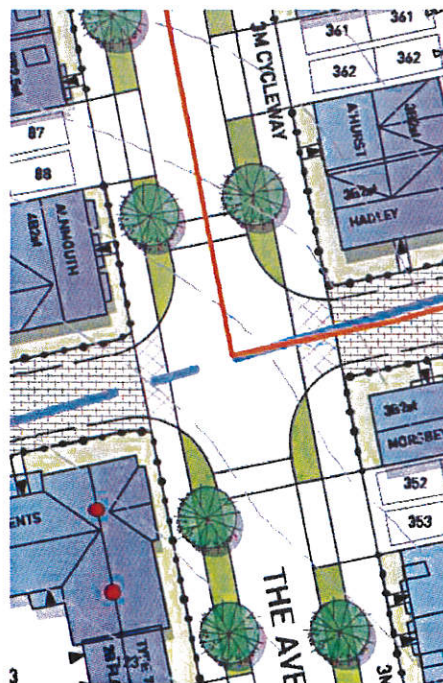
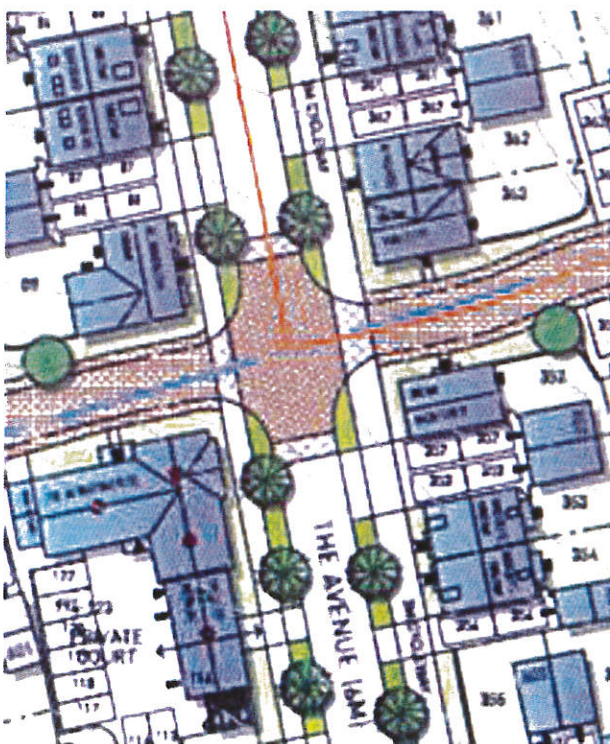
↓ Rev. U (September)



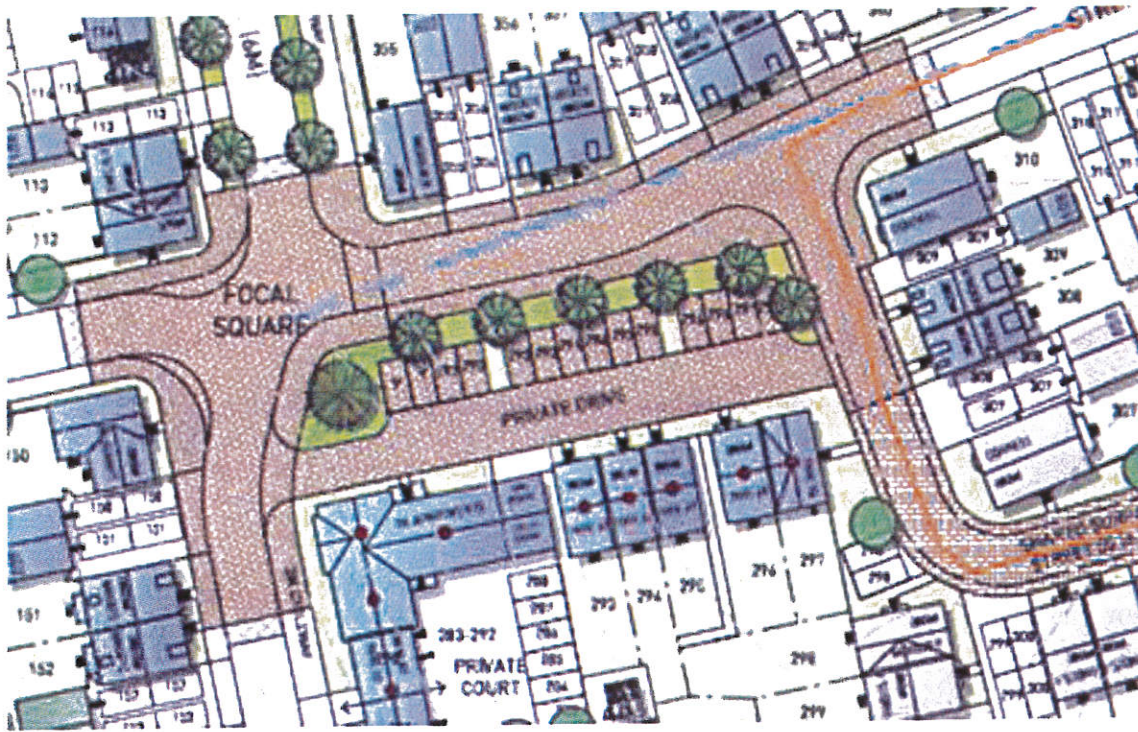
Crossroads C/D/F/G

↓ Rev. S (August)

↓ Rev. U (September)

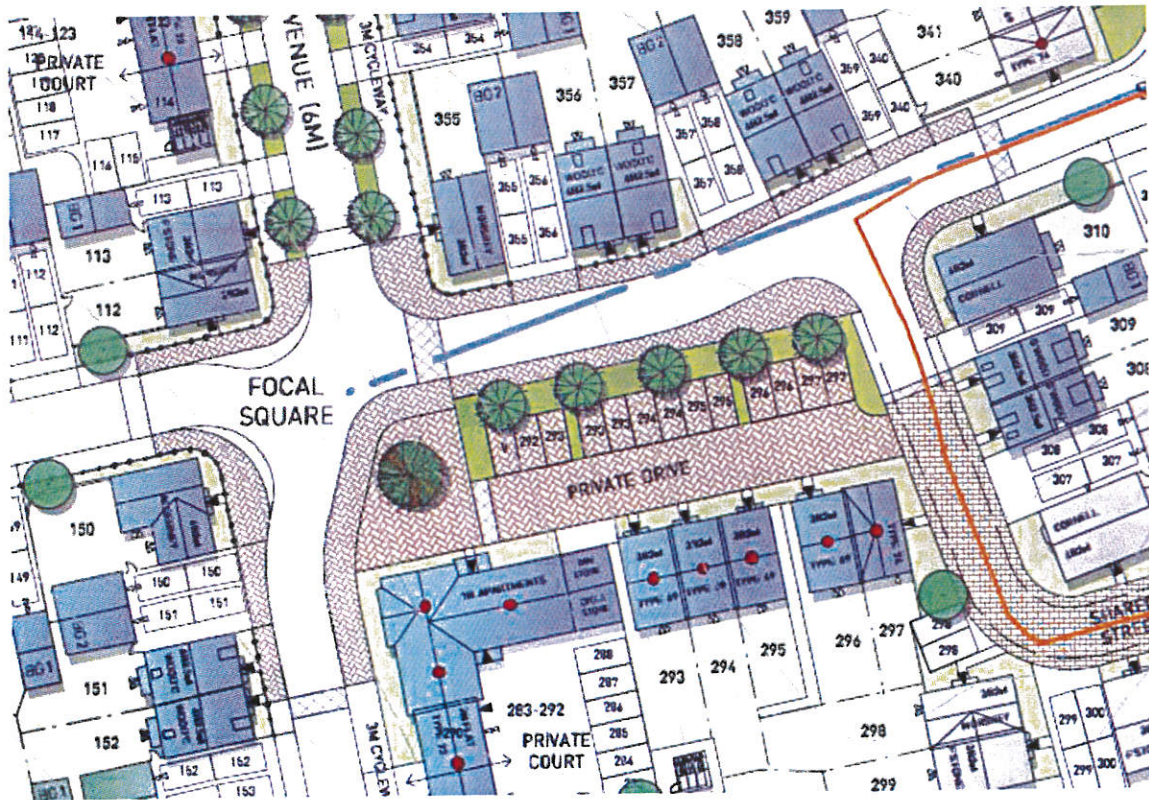


Focal Square F/G/I/J and Street 02



↑ Rev. S (August)

↓ Rev. U (September)





Junction J/M/P

↓ Rev. S (August)

↓ Rev. U (September)

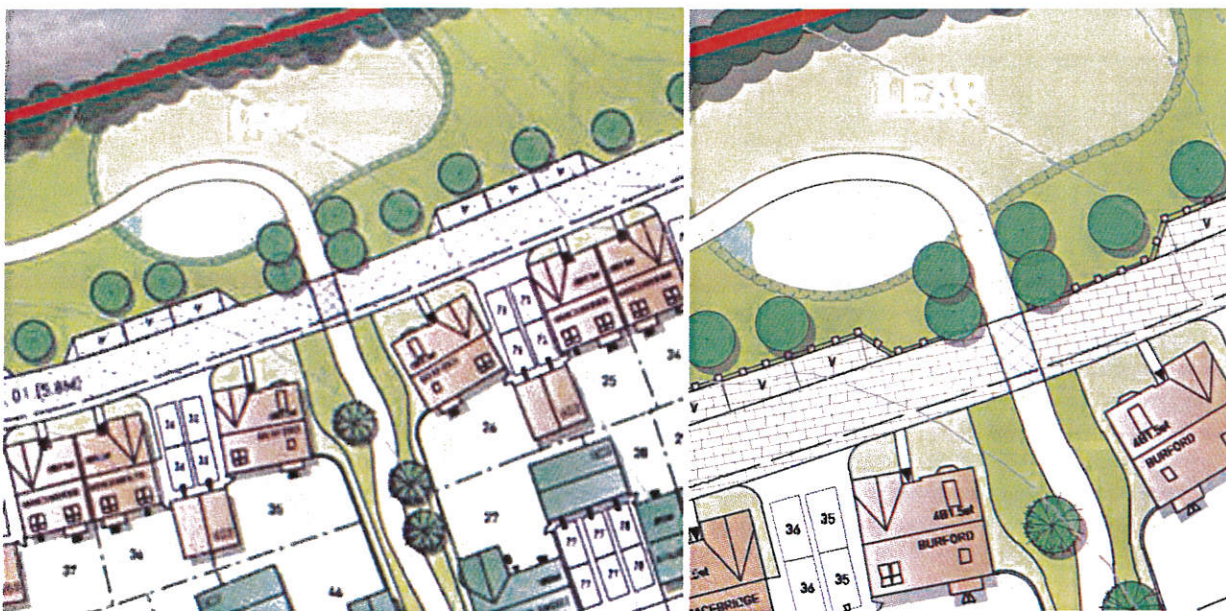


Green Lanes were marked by speckling, but are now marked as some type of block paving (not on the key, and not the same hatching as the Shared Surface Streets). The Green Lanes form most of the perimeter roads.

(Area A example)

↓ Rev. S (August)

↓ Rev. U (September)



### 3. House types

The AVDC Housing Officer has been asking for a tenure split table, and this has been supplied: the difference from the previous list (which had no Shared Ownership figures) is shown in the Change columns. There are now 134 Affordable dwellings which is a better reflection of 35% than the previous 133.

However, her other request for more small Sale houses has not been addressed. Instead there are 3 more 5-bed houses.

size	Sale	Change	Affordable	Change	Shared Ownership	Change	Total	Previous total
5 bed houses	32	+3					32	29
4 bed houses	110	-3	2	=			112	115
3 bed houses	97	-1	42	-9	18	+18	157	149
2 bed houses	9	=	31	-30	15	+15	55	70
2 bed flat			7	+6	1	+1	8	1
1 bed flat			18	=			18	18
Totals	248 (from 249)				134 (from 133)		382	382

#### 4. Phasing Plan

The Phase boundaries are unchanged, but the housing numbers per phase have been brought into line with the reduced housing total:

Phase 1 – southern site, north-east corner & centre	– 77 Private + 47 Affordable = 124
Phase 2 – northern site and western edge of southern	– 81 Private + 52 Affordable = 133
Phase 3 – southern site, eastern side & southeast corner	– 90 Private + 35 Affordable = 125
Totals	248                      134                      382

#### 5. Affordable Housing Plan

All in the same areas as before; the Shared Ownership Housing (25% of the total) has been marked with blue, the rest remains red.

#### 6. Street Hierarchy

Drawing now matches up with the Hierarchy illustration in the previous revision of the Design Code. All the perimeter roads on the southern site, and the field-side road on the northern site are Green Lanes, the central section of the bus loop has been demoted from Avenue to Primary, the road along the line of the existing bridleway is now 'Avenue' from the bypass to the Park, which upgrades about 40% of the loop east and south of the Focal Square from Primary to Avenue.  
Otherwise no change.

#### 7. Public Open Spaces Plan

As the Site Layout, shows the western end as having a NEAP and football field.

#### 8. Parking Strategy Plan

Almost all the Visitor parking bays are on the perimeter roads and the public spaces on the Focal Square area have disappeared. Numbers of parking spaces, both garages and open spaces, are reduced but this may be catching up with the reduction in house numbers. There are now 212 garages 6m x 3m; 17 garages not 6m x 3m (presumably smaller?), 683 domestic parking bays, 75 visitor parking bays, and (new) 9 spaces in 'car barns' which I take to be a carport with drive parking in front of it. Some of them are doubles. All are for Sale housing which no longer has a garage, and all for housing in the south east quarter.

#### 9. Building Heights Plan

Single 2½ storey houses have been introduced among the 2 storey houses along the road frontages. Otherwise much the same as previously.

10. Materials Plan

Materials Palette for walls has been extended and the roof tile colours changed. The street scenes will be much more varied than previously without long runs of identical finishes.

The original list was “Stock red brick” (subsequently defined as “Forterra Kimbolton Red Multi”), “Stock orange/red brick” (subsequently defined as “Forterra Clumber Red”), and “Red brick” (subsequently defined as “Forterra Arden Special Reserve”); the new list is Red Brick, Burnt Red Brick, Red/Orange Brick, Red/Pink Brick and Recon Stone with finishes White/Cream Render and White Painted Brick. The roof tiles, previously described as Grey, Red/Brown and Red plain tiles are now listed as Grey, Red and Brown plain tiles.

Feature Materials, previously “Render to feature gables/elevations”, “Contrasting Red Brick to Cills/Headers/Eaves”, “Recon Stone Cills” and “Tile Hanging to First floor – same as Roof Tile” is now “Render to feature gables/elevations”, “Brick Plinth”, Recon Stone Cills and Brick Headers”, “Contrasting Red Brick Banding” and “Recon Stone Cills & Headers”

11. Enclosure Details

A photo of a timber bollards has been added to the drawings of fences and rails.

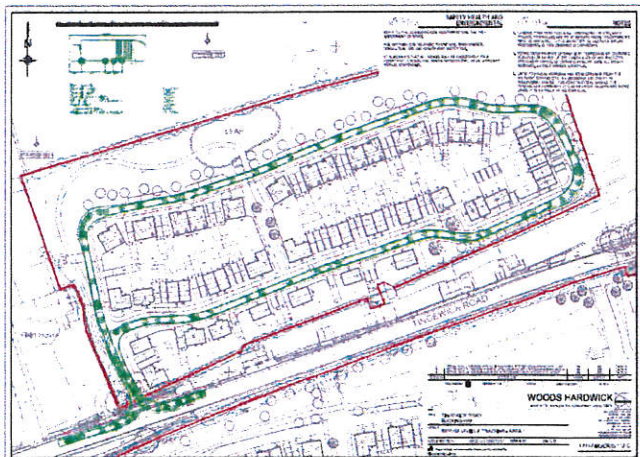
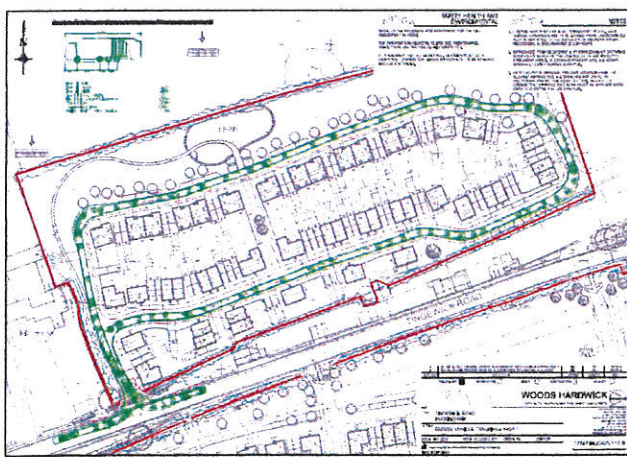
12. Refuse Strategy Plan & Tracking Diagrams

Comparison of the last version with the current shows no change north of the Tingewick Road, but several extensions of cover south of the road. The Strategy Plan shows that roads not covered have bin collection points within 25m of the run end (maximum permitted haul distance for binmen) and one house’s collection point is just within the 30m residential maximum (the one nearest S Rumbold’s Well).

However, the matter discussed at the August meeting of the several properties (mainly mid-terrace, and Affordable) with very long paths to the rear gate has not been addressed. This could lead to bins being left out on the frontage (or brought through the house?).

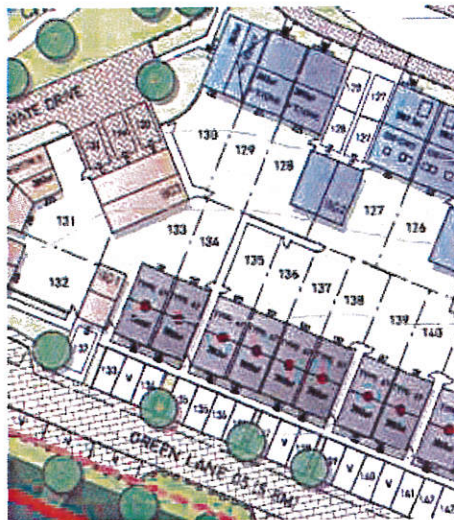
Refuse Tracking Area 1 (May 2018)

(September 2018)



Refuse Tracking Area 2 (May 2018)

(September 2018)



Typical long rear access

Other documents added since mid-August:

13. Archaeological Mitigation

This is just a piece of required documentation and no comment is necessary. Doubtless the BCC Archaeologist will make response on its suitability etc.

14. Parks & Recreation

Mr Houston has responded (his 4<sup>th</sup> comment; 29/8/18 in its entirety):

“The latest submitted documents fail to address any of my previous comments dated 05/07/2018, making the application currently unacceptable in recreation terms.”

15. Ecology

Mr. Sharp’s second comments (4/9/18):

A dormouse survey update must be provided, and if present a Protected Species licence obtained. The remaining pages reiterate his previous comments on the vagueness of the wording and include relevant paragraphs quoted from the NPPF.

KM

27/9/18

**BUCKINGHAM TOWN COUNCIL**  
**FULL COUNCIL**  
**Monday 1<sup>st</sup> October 2018**

**Committee Chair: Cllr. Smith**  
**Contact Officer: Committee Clerk**

### **Paperless System Review**

#### **Background**

Since January 2017, Paperless Champions have been receiving all papers (agendas, reports and minutes) electronically. In addition, Cllr. Isham receives papers electronically prior to the meeting, and has a hard copy provided at Committee. As an estimate the project saves the Council £1411 per annum. However, this will increase slightly as our newly Co-opted Member Cllr. Ralph has joined the scheme.

Members held a review meeting on Tuesday 29<sup>th</sup> August 2018 to see if Members were happy to proceed with the current format.

#### **Information**

The following key issues were raised:

- (a) If Buckingham Town Council needed to provide tablets to all or some Councillors, they cost £180.00 each (as quoted by previous Deputy Town Clerk in report R/50/16 in Jan 2017), or £3,060.00 if they had to be provided to all 17 Councillors;
- (b) The Council would need to ensure Councillors who do not have access to a tablet or computer are not disadvantaged or forced to incur personal costs for moving to an electronic method;
- (c) If a majority of Councillors decided to go ahead with the paperless system, given (b) above, the Council would probably need to provide some electronic tablets for them;
- (d) There may be a training need (which would need costing) for new users of electronic devices (and perhaps this may be of benefit to existing users);
- (e) There would be a potential ongoing cost (every four years) to update equipment (As operating systems become slow etc.) and would personal tablets come under this?;
- (f) All the above would have precept implications.

#### **Cost and Estimated Savings**

It is difficult to put a precise figure on the cost of issuing paper agendas. Although the printing of agendas and accompanying appendices, reports and plans form by far the main portion of the Town Council's paper and printer usage. The largest benefit is the redistribution of officer time.

The below figures are estimated savings from only 5 members of the Paperless systems:

#### Estimated savings January 2017-January 2018

Paper and printing **£180**

Printing (toners and running the machine) **£500**

Greenspaces Team Officer time **£450**

Committee Clerk Officer time **£450**

**Total £1,580**

The cost of purchasing tablets would be approximately £765.00 per year (£3060 over four years) against approximate savings of £1580 per year in materials and officer time (£6320 over four years)

### **RECOMMENDATION**

- 1) That all Councillors are invited to adopt to receive all meeting papers electronically from the 20th May 2019 (Note – this includes non-committee members)
  
- 2) That the following options are available to Councillors, and that additional Councillors are encouraged to sign up to options c) or d):
  - a. To receive all papers in hard-copy, delivered to their home address **or**
  - b. To receive all papers in hard-copy, collected from the reception area of Buckingham Library **or**
  - c. To receive all papers electronically and receive a hard-copy indented Agenda (with wide margin to facilitate notes) at the meeting **or**
  - d. To receive all papers electronically and receive a hard-copy of the full Agenda pack at the meeting

**BUCKINGHAM TOWN COUNCIL**  
**FULL COUNCIL**  
**MONDAY 1<sup>st</sup> October 2018**

**Councillor: Cllr. Harvey**  
**Contact Officer: Town Clerk**

**Background**

At Full Council on the 13<sup>th</sup> August 2018 Members AGREED:

*274/18 Motion – Cllr. Harvey* “For the Council and its officers, it is vital that all skills are refreshed on a regular basis. Whilst the Council Officers have had relevant training & development in recent times, very few councillors have, and some none at all over many years. As we move into a period of significant change with unitarisation looming and a new Town Clerk (among other matters), we resolve to ask every committee to consider what collective training & development its committee members need and report back to Full Council over the coming weeks”

**Information**

The following training and development needs were identified by Committees:

Planning 297/18

Proposed by Cllr. Harvey, seconded by Cllr. Hirons and AGREED for the Planning Clerk to investigate training available on Neighbourhood Development Plans, Planning Law and Town and Parish Council Standing Orders. ACTION PLANNING CLERK

Town Centre & Events 317/18

Proposed by Cllr. Harvey, seconded by Cllr. O’Donoghue and unanimously AGREED for the Events Coordinator to explore available options for training in Town Centre Management or Town Centre Development. ACTION EVENTS COORDINATOR

Environment 339/18

Proposed by Cllr. Harvey, seconded by Cllr. Smith and AGREED for the Estates Manager to research options for a short training session on the structure of the health services including adult social care. ACTION ESTATES MANAGER

Resources 365/18

Proposed by Cllr. Smith, seconded by Cllr. Harvey and unanimously AGREED for the Town Clerk to identify and report back on training courses in personnel matters and local authority finance, which Members agreed to avail themselves of as opportunities arose. ACTION TOWN CLERK

**Recommendation**

To agree Committee recommendations.

Action Item	Minute No.	Action Required	Action Taken	Result
A	405/17	Sign posting to Cornwall Meadow Toilets	AGREED to install two additional finger post signs directing people to the toilets.	Signs awaiting installation
B	712/15	Community Land Trust	Proceed with interest and advertising for local interest	Longterm