



# BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr P. Hodson

**FULL COUNCIL**

Wednesday, 13 November 2019  
Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on **Monday 18<sup>th</sup> November 2019** at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Mr P. Hodson  
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 and agree the minutes of the Full Council Meeting held on Monday 30<sup>th</sup> September 2019. **Copy previously circulated BTC/03/19**

### 4. Interim Minutes

To receive and agree the minutes of the Interim Council meeting held on Monday 28<sup>th</sup> October 2019. **Copy previously circulated IM/02/19**

### 5. Planning Committee

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

- Monday 7<sup>th</sup> October 2019 **Copy previously circulated PL/06/19**
- Monday 28<sup>th</sup> October 2019 **Copy previously circulated PL/09/19**

### 6. Town Centre and Events Committee

To receive the draft minutes of the Town Centre and Events Committee meetings held on Monday 14<sup>th</sup> October 2019. **Copy previously circulated TCE/03/19**

### 7. Environment Committee

To receive the draft minutes and confirm the recommendations therein of the Environment Committee meeting held on Monday 21<sup>st</sup> October 2019 **Copy previously circulated E/03/19**



Twinned with Mouvaux, France



Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't.  
All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

Proposed by Cllr. Smith, seconded by Cllr. Stuchbury and unanimously **AGREED** to **RECOMMEND** to Full Council that Members discuss and agree the following revised commitment:

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

#### 8. Resources Committee

To receive the draft minutes and confirm the recommendations therein of the Resources Committee meeting held on Monday 11<sup>th</sup> November 2019 **Copy previously circulated R/04/19 488/19** Mayor Making and the first Council meeting after the election in 2020

It was unanimously **AGREED** to **RECOMMEND** the following recommendations to Full Council:

- That Members agree to move the date of the 2020 Mayor's Reception from Friday 29<sup>th</sup> May 2020 to Friday 5<sup>th</sup> June 2020.
- It is recommended the Members agree to move the Annual Statutory Meeting (ASM) from Monday 11<sup>th</sup> May 2020 to the start of Full Council on Monday 18<sup>th</sup> May 2020.
- It is recommended the Members agree to move the date of the Planning Committee planned for Monday 18<sup>th</sup> May 2020 to Thursday 21<sup>st</sup> May 2020.
- It is recommended that Members review the Committee calendar for 2020 and recommend to Full Council to agree on the 18<sup>th</sup> November 2020.

#### 489/19 Online Ticket Sales

Members received a written report from the Administrator and **AGREED** to **RECOMMEND** the following recommendations to Full Council:

- It is recommended that members **AGREE** to develop an online sales and ticket sales platform for the Town Council website using Stripe online payment platform, as a cost of approximately £440 which is to be paid for from the Website Provision and Operation Budget 4041/102
- It is recommended the Town Centre and Events Committee are invited to discuss and agree the use of online ticket sales for appropriate events.

#### 9. Economic Development Working Group

To receive the draft minutes of the Economic Development Working Group meeting held on Wednesday 30<sup>th</sup> October 2019 **Copy previously circulated EDWG/04/19**

#### 10. Presentation from AccessAble

To receive a presentation from K. Dayton, Partnership Manager

#### 11. To receive and question reports from District and County Councillors

#### 12. Climate Change Action Plan

To receive a written report, agree the proposed objectives and comment on the draft Action Plan **BTC/106/19**

#### 13. Action List

**Appendix A**

#### 14. Section 106 Wish list

To receive and review the Council's Section 106 wish list

**BTC/107/19**

#### 15. Internal Audit Report 2019-20 (First Interim)

To receive the Internal Audit report for 2019/20

**Appendix B**

**16. Invitation to join the Rural Market Towns Group**

To discuss and agree a response

**17. Annual Town Meeting**

To receive a written report from the Committee Clerk and consider the recommendations

**BTC/108/19**

**18. Motion Cllr. Ralph**

Buckingham Town Council wishes to consider once again the policy of having 20mph speed limits at specified points in the Buckingham area. This should be achieved by Buckingham County Council carrying out a town wide review and implementing speed reductions as required. This matter was discussed and a motion passed (276/18) in August 2018. Since then traffic movements have intensified. In addition, the new County and Highways Authorities will shortly be in place and it will be necessary to press them to accept 20mph speed limits in Buckingham where requested and after consultation with Residents.

Key areas:-

1. Outside schools and other places vulnerable residents can be at risk
2. Within all proposed housing developments, at the onset of the development modelling and design stages and before planning agreement is reached. \*
3. Within existing developments; Lace Hill, St. Rumbolds Field, Moreton Road 1 & 2, etc. \*
4. The policy be incorporated into the Buckingham Neighbourhood Plan

\*costs involved could be met by S106

**19. Motion Cllr. Stuchbury**

That Standing Orders are amended to mirror other local authorities to specify that when an officer created report is provided the relevant officer is first asked to present the report before discussion by members, as we are going to be making more major decisions in the future.

**20. GDPR Training Feedback**

To receive a written report from Cllr. Harvey and consider the recommendations

**Appendix D**

**21. Unitary Council**

To receive a written report from the Town Clerk and make any relevant decisions regarding unitary discussions

**BTC/109/19**

**22. VALP Consultation Response**

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

**BTC/110/19**

**23. Update on the draft Budget for 2020/21 – 2024/25**

To receive a written report from the Town Clerk and agree the recommendations

**BTC/111/19**

**24. Community Land Trust**

To receive a verbal report from the Town Clerk

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

Members are asked to note the reports listed below:

**26. Mayoral Engagements**

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

Functions the Mayor has attended:

- |         |  |
|---------|--|
| Sept 30 | Bard Planning Meeting, Woolpack                            |
| Oct 01  | Bard of Buckingham selection, Woolpack, Buckingham         |
| Oct 08  | Bardic Council, Council Chamber (Mayoress)                 |
| Oct 11  | Local Democracy Council, Royal Latin School                |
| Oct 12  | Charter Fair opening, Buckingham                           |
| Oct 14  | BTC Town Centre & Environment Committee (ex-officio)       |
| Oct 15  | Pontio Group meeting, Vinson Centre                        |
| Oct 16  | University of Buckingham Law School Clinic, St Bernadine's |

Oct 22 Poppy Appeal Launch, Old Gaol  
Oct 22 Buckingham Girl Guides Forum, Youth Club  
Oct 28 Meeting USAAF/RAF Commanders RAF Croughton  
Oct 29 Lord-Lieutenant's SERFCA Awards, The Gateway, Aylesbury  
Oct 30 Town Clerk Appraisal  
Oct 30 EDWG, Vinson Centre  
Nov 02 Buckingham Fireworks Display, Bourton Park (Cancelled)  
Nov 04 Buckingham Almshouses Charity, Holy Trinity, Gawcott  
Nov 08 Royal Latin School Remembrance Festival  
Nov 10 Remembrance Sunday Parade  
Nov 14 Buckingham Trader of the Year Judging  
Nov 16 Bucks Magistrates AGM, Crown Court, Aylesbury

Functions the Deputy Mayor has attended:

Oct 22 Poppy Appeal Launch, Old Gaol  
Nov 10 Remembrance Sunday Parade

## **27. Chair's Announcements**

**28. Date of the next meeting:** Interim Council – Monday 16<sup>th</sup> December 2019  
Full Council (Precept) - Monday 13<sup>th</sup> January 2020  
Full Council - 27<sup>th</sup> January 2020

**BUCKINGHAM TOWN COUNCIL**

**FULL COUNCIL**

**MONDAY 18<sup>th</sup> November 2019**

Contact Officer: Nina Stockill, Committee Clerk

**Draft Climate Change Action Plan**

**1. Recommendations**

- 1.1. It is **RECOMMENDED** that Members discuss the draft Action Plan and agree the Council's overarching objectives:
- i) Energy - to reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat
  - ii) Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles and equipment
  - iii) Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water
  - iv) Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials
  - v) Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts;
- 1.2. That Members discuss, at future Committee meetings, the budgetary implications of any actions they wish to take forward.
- 1.3. That each Committee be presented with this report highlighting the amendments to the Action Plan and asked to consider how they can contribute to achieving this agenda.
- 1.4. That these plans once agreed are reviewed yearly by Full Council, with previously rejected suggestions reviewed and new suggestions added.

**2. Background**

- 2.1. At Full Council on the 15<sup>th</sup> July 2019 (min 209/19) Members **AGREED** Councillor Newell's motion: *"We call on Buckingham Town Council to support the need for a Climate Change Action Plan for Buckingham Town, so that we take the first step towards taking some concerted actions to reduce and move towards a Net Zero Carbon Footprint for the town. There are so many no-cost and low-cost options available that when combined with the funding available to community and other organisations we can start to play an increased role in combating climate change."*
- 2.2. Local Councils that have declared a climate emergency tend to do so to provide leadership and help educate their communities about both the threat of and solutions to the climate crisis. This should then act to harness "people power" to make that change possible at all levels, especially driving higher levels of

government to act and ultimately force them to pull the economic and legislative levers needed to reverse global warming and restore a safe climate.

2.3. A number of other towns and cities can provide a good model and can be used for inspiration and ideas. These include Frome, Totnes and Preston in the UK and Bologna in Italy. Other towns and cities have conducted an audit of good ideas, consulting with local residents and action groups to shape the proposals within their action plans. Buckingham Town Council needs to provide a carbon audit of all its assets and work procedures to see what improvements can be made and implemented.

2.4. This draft action plan sets locally determined actions with measures to deliver the objectives both within the Council and across the town. The actions are measurable with targets that hold the Council to account. For this reason the Plan is focussed on areas within the Town Council's control. This Climate Change Action Plan is an over-arching pledge that identifies the following priority areas of change:

### **3. Proposed Objectives**

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

## Buckingham Town Council Draft Climate Change Action Plan

Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.		
Action	Measure	Responsibility
Creation of a Climate Emergency webpage, Facebook page and hashtag to enable discussion, idea sharing and extend public awareness of the issues.	Number of visitors per year X per year	Resources Committee
Information can be made available in Buckingham library and on notice boards to maximise public awareness and access to information	Number of contacts made	Resources Committee
Encourage practical action by local people through proactive communication campaigns. Consider creation of an impartial local guide that provides information on accredited local energy assessors and renewable energy installers for solar panels, batteries, EV chargers and heat pumps etc.	Number of downloads/copies requested. X per year	TC&E and Environment Committee
Consultation on the Buckingham Neighbourhood Plan refresh will enable detailed consultation on the proposed changes.		Planning Committee
Encourage the formation of Local Climate Action Groups.	One formed	Resources Committee
Host a public meeting on the issue.	One per year	Resources Committee

**Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat**

<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>
Implement an Energy Audit of all Council buildings, operations and vehicles	Actions implemented	Resources Committee
Change BTC energy provider to renewable/ green tariffs	Moved to green tariffs by 2020/21	Environment Committee
Offset carbon emissions by planting more trees (whenever possible)	One tree planting project per year	Environment Committee
Investigate options for carbon offsetting Town Council event e.g. Bonfire & Fireworks	Publication of carbon Offsetting certification for each relevant event	Town Centre & Event Committee
Minimise the climate impact from development and encourage a low carbon economy through our planning system by: <ul style="list-style-type: none"> <li>• Encourage a sustainable pattern of development supported by a low carbon transport infrastructure</li> <li>• Promote sustainable design in buildings</li> </ul>	% of new builds in the parish to be low carbon properties	Planning Committee
	% of new builds in the parish to be low carbon properties	Planning Committee
Install renewable energy generation on Council owned buildings	Installation of Photovoltaic Panels on all the Lace Hill Centre, The Community Centre and the new cemetery building (once constructed).	Full Council and Resources Committee



**Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water**

<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>
Provide recycling facilities at all town Council Events.	One bin per event	TC&E Committee
Write to local supermarkets asking for a reverse plastic bottle vending machine in their car parks.	Contact with four large Supermarkets	Environment Committee
Work with and support litter picking initiatives around town including the increased promotion of River rinse.	One Town Council event per year in addition to the two river rinses	TC&E Committee
Investigate the installation of textile recycling banks at Lace Hill SCC car park.	One textile recycling bank	Environment Committee
Consider installing water butts for all new town council buildings and use the water for planters and hanging baskets	One per new build (owned by BTC)	Resources Committee
Fit water saving devices in all town council owned toilets	One per toilet	Environment Committee
Promote the installation of the water bottle refill station in Chandos Park and the national refill initiative	Number of interactions through Social Media	Environment Committee and Resources Committee
Actions implemented to eliminate the use of single-use plastics within Council offices/buildings and continue to promote Plastic-free Buckingham	No purchases of single use plastics	Resources Committee
Implement waste education and promotional campaigns	Number of interactions through social media and with groups including schools	Resources Committee

Request a carbon footprint of any Town Council investment and seek to reduce this by switching to investments supporting renewable energy projects and eco-enhancements.	Measure and publish low carbon emission certification	Resources Committee
Buy local, fair-trade, recycled, plastic free, repairable and sustainable products wherever possible/available.	Consideration of a procurement strategy	Resources Committee
Ask grant applicants to consider the impact on the environment of their project and any steps they can take to mitigate them. Members to consider these responses when allocating grant funds.		Resources Committee

**Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.**

<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>
Review of HGV restrictions in the town to ensure the largest number are implemented and enforced		Planning Committee
Explore more bike parking facilities around the town, including local schools and businesses.	5 more racks by 2021	Planning Committee
Consider holding an event that promotes cycling around the town	To be considered on a future agenda of TC&E 2019/20	Town Centre & Events Committee
Replace BTC owned vehicles and green spaces equipment with suitable electric models when existing petrol, and diesel vehicles come to the end of their usable life, resulting in full replacement with electric vehicles by 2030.	Replace each vehicle at the appropriate point in its lifecycle.	Environment Committee

Refurbish and promote the town's benches to assist walkers to take short rests. Advertise with signs 'pedestrian friendly town'	Replace each bench at the appropriate point in its lifecycle.	Environment Committee
Work with Buckinghamshire Council to extend/improve cycle/ walking network		Full Council
Work with Buckinghamshire Council on increasing EV charge points on public land		Full Council

**Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.**

<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>
Finalise Flood Plans with local partners	Number of contacts established	Environment & Resources Committee
Advise residents on steps to increase resilience	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee
Promote the community flood warden scheme	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee
Protect and enhance native species and habitats. Promoting and support opportunities for environmental enhancement and regeneration	One environmental campaign per year	Environment Committee
Support local food production including the provision of more allotments for people to grow their own food.	Number of allotment holders at the Tingewick Road Allotment site	Full Council
Seek adequate garden space or community spaces for growing food in all future development.	One community space per new development	Full Council an Planning Committee
Purchase (where possible) locally produced and fair-trade food for the Council's use and civic events.	All BTC events	Town Centre & Events Committee

Review of grass verges and hedges to identify areas to be trimmed less and later in the year to support more wildflowers and insects	To be considered within Greenspaces Strategy and Management Plan for Parks	Environment Committee
Each year allocate a section of land to be planted with wildflowers.	One per year	Environment Committee
Plan a new eco-friendlier cemetery to include planting more trees and wildflowers.	Measure and publish plans and low carbon emission certification	Environment Committee
Research new grasses that can be planted to absorb and trap more carbon in their roots and sow them in public spaces and new developments.	Future agenda of Environment Committee 2019/20	Environment Committee
Work with the Tree Wardens, in promotion of the Tree Charter, to register key trees on the Woodland Trust's inventory of Ancient Trees and consider any new TPOs	10 new trees registered	Environment Committee
Look to legally protect the future of the riverside parks in Buckingham, including Chandos Park, Bourton Park and Heartlands as parkland.	Future agenda of Environment Committee 2019/20	Planning Committee and Environment Committee
Ask grant applicants to consider the impact on the environment of their project and any steps they can take to mitigate them. Members to consider these responses when allocating grant funds.		Resources Committee

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
Full Council	712/15; 20/19	Community Land Trust	Proceed with interest and advertising for local interest	Town Clerk	Town Clerk to provide an update at FC on the 18 November 2019	18th November 2019
Full Council	503/18	Staff Handbook	To review the staff Handbook in a year's time.	Deputy Town Clerk	No changes have been made; the Handbook will be resubmitted to the Resources Committee on 6th January and then to Full Council on 27th Jan	27th January 2020
Full Council	687/18; 31/19	New Homes Bonus	Members received and AGREED that the Council agrees to the submission of a bid for New Homes Bonus funding to Aylesbury Vale District Council for works of the type described (to remove the old office next to the council chamber, refurbish the room, and carry out additional works to the Community Centre including the installation of air conditioning and solar panels), but that if the bid is successful no works progress until Full Council have agreed the final scope of works.	Town Clerk	Bid approved. Revised scope agreed by Resources on 23 September and recommended to Full Council to agree on	Tender documents issued on 12/11/2019
Full Council	22.2.4/19; 60/19; 200/19	Youth Council	AGREED to accept the report recommendation to: a) Sets up a working group of interested Town Councillors, along with officers, to plan the recruitment process and agree the initial meetings for the Youth Council b) Nominate up to 3 Town Councillors to support the reinvigoration of the Youth Council, and to be silent councillors.	Town Clerk	Councillors O-Donoghue, Harvey, Gately and Stuchbury have met, agreed the next steps, and will be meeting with representatives from schools and community groups in the next few months.	

Interim	448/19	Vision and Design guide	<ul style="list-style-type: none"> <li>• That Buckingham Town Council seeks confirmation of the Buckinghamshire Council's intent to adopt the Buckingham V&amp;D Statement as a Design Guide, replacing the current AVDC SPG.</li> <li>• That Buckingham Town Council, in conjunction with the Buckingham Society and other interested parties, hold a celebration event marking 20 years of the Buckingham Design Guide. "</li> </ul>	Town Clerk	Events to be organised by the new Town Council post-May 2020.	Jul-20
Full Council	384/19	Photograph	Members discussed and <b>AGREED</b> arrangements for formal photographs of the current Council and also the Council who will be elected in May 2020	Town Clerk	Arrangements in place	
Full Council	203/19	Managing Reserves	Members <b>AGREED</b> for the Town Clerk to report back on an Investment Strategy before any decisions were made.	Town Clerk		Jan-20
Full Council	379/19	Unitary	1. Submits the response to the Community Board Consultation outlined; 2. The Council submits the business case summarised below to Aylesbury Vale District Council and the shadow Unitary Council with a request to take on management of the green spaces in Buckingham which are currently managed by AVDC as soon as possible; 3. The Council holds an informal workshop in June 2020 and invites the new Unitary Councillors to attend to begin informal discussions about how best the two councils can work together for the benefit of residents.	Town Clerk	<ol style="list-style-type: none"> <li>1. Consultation has been submitted</li> <li>2. Bid Submitted</li> <li>3. To be arranged May 2020</li> </ol>	

Full Council	381/19	NDP	1. That the Council progress with plans for a full refresh of the Buckingham Neighbourhood Plan. This would work towards having clear options available for the new Council in May 2020. The target date would be the end of March, 2020 for these to be developed. 2. That representations as to the retention of the existing NDPs' policies in relation to affordable housing be made in the upcoming consultation period on VALP modifications. 3. That representations are made to the shadow Buckinghamshire Council regarding clarification of the future plans for implementing CIL.	Town Plan Officer and Town Clerk		
Interim	382/19	Section 106	Town Clerk AGREED to pursue AVDC for an update on the BMX Track proposal	Town Clerk	On Agenda for 18th November 2019	Nov-19
Interim	449/19	AVDC Planning Dept	"...I accordingly propose that this Council asks Cllr Angela Macpherson for an assurance that she will make improvements to AVDC Planning's performance a priority." The Town Clerk reported that the developers of the council's new cemetery were still waiting on an outstanding report from AVDC's Planning Department to finalise the planning permission and it was not clear as to why its taking so long. Members AGREED for the issue to be highlighted in the Town Clerk's letter to Cllr. Macpherson.	Town Clerk		Nov-19





## BUCKINGHAM TOWN COUNCIL

### S106 Wish-List

### FULL COUNCIL

18<sup>th</sup> November 2019

#### Agenda item: S106 wish-list

Contact Officer: Paul Hodson, Town Clerk

#### 1. Recommendation

1.1. It is **RECOMMENDED** that Full Council review and agree the revised wish-list.

#### 2. Background

2.1. AVDC have requested a revised S106 wish-list for Buckingham. The Town Council agreed a number of proposals for S106 projects that meet the District Council's Sport and Leisure Facility Provision Standards in 2017. Some of these have been progressed. Those which are eligible and have not been delivered are including in the proposed list below. Additional projects have been added from the Neighbourhood Plan and the new Management Plan for Bourton Park. The District Council's Sport and Leisure Facility Provision Standards are included with this report for information.

2.2. The revised wish-list was considered by Environment Committee on the 21<sup>st</sup> October 2019 (*min 428/19 refers*).

#### 3. Section 106 Culture and Sports Contributions: Project Suggestions

Agreed by the Town Council's Planning committee Planning 15 <sup>th</sup> May 2017 (PL/01/17)	Bandstand at the Heartlands Park
	BMX Track, at a location to be agreed, potentially as part of a new development. Town Councillors have repeatedly requested a BMX track in response to representations from local residents.
	New woodland populated with trees funded from each new housing development
	Bridge from Linden Village to Heartlands Park - completing the riverside circular walk
Actions from the Buckingham Neighbourhood Development Plan (based on extensive local consultation and	Objective 8 of the Neighbourhood Plan Includes the provision of Community Buildings. This includes <b>NDP 8.4 A Cultural Arts Venue</b> . <i>"The cultural arts centre will provide a facility for hosting performances and art. It will provide a public arts space available without the identified constraints of private ownership. Whilst facilities may exist</i>

agreed by local referendum)	<i>within the town, questions of access especially at the weekends and evenings and insurance coverage have constrained general public access.” A 3-400 seat flexible community venue is needed at a site to be agreed. This may be within an existing site, or a large new development could be asked to provide land as part of their S106 arrangements.</i>
Actions to Progress the Bourton Park Management Plan	<p>Feasibility Study to explore options for the creation of toilets and a kiosk on or next to Bourton Park</p> <p>Repair of timber bridges to make them more sustainable</p> <p>Upgrading of footpaths to be more sustainable, using environmentally friendly materials, to make the paths safe for the weekly park runs and suitable for wheelchair users.</p>

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# **Buckingham Town Council**

*Internal Audit Report 2019-20 (First Interim)*

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*Adrian Shepherd-Roberts*

*For and on behalf of  
Auditing Solutions Ltd*

## **Background**

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2019-20 financial year, during our first visit to the Council, which took place on 16<sup>th</sup> October 2019.

## **Internal Audit Approach**

In completing our review for the year to date, we have had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts/AGAR. Our programme of cover is designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's Annual Governance and Accountability Return, which requires independent assurance over a number of internal control objectives.

## **Overall Conclusion**

We have concluded that, on the basis of the programme of work we have undertaken for the year, the Council has maintained adequate and effective internal control arrangements.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

We are also pleased to record that, in the areas examined, no significant issues or concerns have been identified and that we consider the Clerk and his staff operate generally effective control procedures in each of the relevant areas.

# Detailed Report

## Maintenance of Accounting Records & Bank Reconciliations

The Council uses the Omega/ software to maintain its accounting records, with a single current bank account in place with Lloyds Bank.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently: -

- Agreed the opening trial balance detail in the financial software for 2019-20 with the closing detail contained in the 2018-19 Statement of Accounts;
- Ensured that the cost centre and nominal ledger income and expenditure coding structure is appropriate for purpose;
- Checked to ensure that the financial ledger remains “in balance” at the present date;
- Checked and agreed detail in the cashbook, examining one months’ transactions (September 2019) to supporting bank statements for the same month;
- Agreed the bank reconciliation detail at the month-end; and
- Noted, the back-up procedures for the Council’s PCs.

### *Conclusions*

*We are pleased to record that no issues have been identified from work completed. We will review the accounts again at our interim update visit ensuring that they remain in balance and reconciled accordingly.*

## Review of Corporate Governance

Our objective here is to ensure that the Council has a robust series of corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. Consequently:

- We note that the Standing Orders (SOs) and Financial Regulations (FRs) were reviewed, updated and adopted in May 2019; and
- We have commenced our examination of the Council’s minutes, examining those for the Full Council and its Standing Committee meetings held in 2019-20 with a view to identifying whether or not any issues exist that may have an adverse effect on the Council’s future financial stability, both in the short and longer term.

### *Conclusions*

*We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work in this area at future visits.*

## Review of Expenditure and VAT

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and approved budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- That members are provided with, and approve, the regular schedules of payments made;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

In order to confirm the effectiveness of the control and governance arrangements over payments, we have selected a sample of 22 individual payments processed to September 2019 including those individually in excess of £3,500 together with a more random selection of every 35<sup>th</sup> cashbook transaction irrespective of value. Our test sample totals £77,494 by value of all non-pay costs for the year to date.

Finally, in this area, we have examined the content of quarterly VAT reclaims to September 2019 submitted to HMRC with no issues arising.

### **Conclusions**

*We are pleased to report that no issues have been identified in this area warranting formal comment. We will undertake further work at future visits.*

## Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition: we have

- We have examined the Council's approach to the identification, recording and management of financial risks noting that the Council has a detailed set of risk assessment documentation in place, which was reviewed and approved by the Council for this financial year in May 2019;
- Reviewed the Council's insurance cover is with Zurich plc and we have examined the current year's policy schedule noting that Employer's and Public Liability stand at £10 million and £15 million respectively, with Fidelity Guarantee cover set at £1 million.

### *Conclusions*

*We are pleased to report that no issues have been identified in this area warranting formal comment.*

## **Precept Determination and Budgetary Control**

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

The Council will commence consideration of the 2020-21 budgetary requirements later this year and we shall consider the action taken and outcomes, together with the approved level of precept at a future visit.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

### *Conclusions*

*We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2020-21 later in the financial year. Consequently, we shall review this area further at a future visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.*

## **Review of Income**

The Council receives income in addition to the Precept, primarily from room and sports facility lettings at Lace Hill Community Centre and the Tourist Information Office, property rents, burial and associated fees, market rents, roundabout advertising and occasional grants & donations, together with expended VAT, which is recovered quarterly.

Our objective is to ensure that robust procedures are in place to ensure that all income due to the Council is identified and invoiced (where applicable) appropriately with recovery effected within a reasonable time span. We have: -

We have also reviewed the Sales Ledger, as at the 30<sup>th</sup> September 2019 and are pleased to report that no significant or long-standing debts are in existence of which the Council are unaware.

### *Conclusions*

*We have not undertaken a detailed review of the income generation areas at this first visit and will review these at our next visit.*

## Petty Cash Account

We are required, as part of the annual Internal Audit Certification process on the AGAR, to indicate the soundness of controls in this area of the Council's financial activities and note that there is a petty cash scheme with a total combined holding of £300.

We reviewed the Petty Cash for the Town Council at the first interim visit to ensuring that the system continued to operate effectively, also checking the physical cash held against the control record maintained.;

We have at this interim visit also checked the petty cash and till holdings at the Tourist Information Centre against the control records maintained.

We also checked a sample of the petrol account forecourt records to ensure that the correct delivery of fuel is registered and charged.

### *Conclusions*

*We are pleased to report that no issues have been identified in the areas reviewed. We will complete a check of cash retained at Lace Hill Community Centre at our interim update visit.*

## Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as last amended from 1<sup>st</sup> April 2018 with regard to employee contribution percentages. We have consequently, by reference to the September 2019 payroll detail:

- Ensured that the Council reviews and approves pay scales for staff annually, noting that the NJC award for 2019-20 has been implemented and that a full staffing review has been completed, the results of which were implemented from April 2019;
- Noted that the processing of the Council's monthly payroll is undertaken "in house" utilising bespoke Sage payroll software;
- Ensured that salary payments have been accurately processed for each employee agreeing gross pay for September 2019 to the Council's approved NJC pay scale spinal point and basic working hours;
- Ensured that Income tax and NI deductions from employees' and employer's NI contributions are calculated accurately for that same month;
- Similarly, ensured that superannuation deductions and employer's contributions have also been calculated appropriately, ensuring compliance with the employees' percentage scale of deductions applying from 1<sup>st</sup> April 2019; and
- Verified the accurate payment of net pay to individual staff members.



### *Conclusions*

*We are pleased to record that no issues have been identified in this area.*

## **Investments and Loans**

Our objectives here are to ensure that the Council is investing “surplus funds”, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions and that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records.

The Council has no funds placed in investments currently, all funds being held in the Lloyds current account. Council should consider some diversity in its investment of funds and also be mindful that there is a STATUTORY GUIDANCE ON LOCAL GOVERNMENT INVESTMENTS (3rd Edition) Issued under section 15(1)(a) of the Local Government Act 2003 and effective for financial years commencing on or after 1 April 2018 which highlights the requirement for Councils to undertake an investment strategy. This guidance applies to parish councils, providing their total investments exceed or are expected to exceed £100,000 at any time during the financial year. Where a parish council expects its total investments to be between £10,000 and £100,000, it is encouraged to adopt the principles in this guidance.

We note that the Council currently has one loan repayable to PWLB and we have checked the half-yearly repayment made to date in 2019-20 by reference to the PWLB repayment demand.

### *Conclusions*

*No issues have currently been identified in this area, however, Council should be mindful of the requirement to formulate an investment strategy. We will continue to undertake further work in this area at future visits.*





Dear Clerk and Councillors,

**Rural Services Network (RSN)** is seeking to establish a Rural/Market Towns Grouping to sit within its network. The towns approached we feel all serve as the centre or market place for the rural area surrounding them. We are approaching over 200 centres in seemingly diverse rural locations across England with the intention of setting up both a more comprehensive national rural network and a separate grouping.

All councils approached we hope are acting as key service and employment centres for their surrounding rural hinterland. The town (or large village in some cases) will have a population itself of between 3,000 and 30,000. *(The vagaries of whether or not the Councils approached have adopted s245 of the Local Government Act and put the name Town in their Council's title or whether they remain under the title 'Parish' is not important from our perspective.)* If you are one of the 200 rural centres we have selected we very much wish to work with you.

RSN is an organisation seeking to establish and present the rural view as well as evidencing and sharing best practice. We are concerned that, whilst treating other home countries differently, Government is often tempted to consider English issues through an urban looking glass and too frequently consider urban facing situations without giving any particular consideration to rural areas. We would like to change that and we think the right operational networks, such as the one proposed here, will very much assist. We attach diagrams showing how the new group would work as part of our extensive and growing network.

We feel at a time of material change, there needs to be some special consideration of rural matters and therefore our current call on Government is for a Rural Strategy  
<https://www.rsonline.org.uk/time-for-a-rural-strategy>

We also feel that Government needs to return to giving special attention to rural/ market towns as shopping habits change. It is absolutely vital to the national economy that 'market' towns remain buoyant and lively places and support their wider rural hinterlands.

We wish therefore to establish as part of our development as a Network, and as part of our current Call for a Rural Strategy from Government, a Rural/Market Towns Grouping that is representative of rural and towns and markets across the many rural areas of England. These are of course spread across very many diverse areas and are also spread across 200 Local Authorities. That statistic of 200 authorities has given us our starting point for this search so that a local council representing a town or large village in each of those authorities rural area is being approached. To establish successfully a Rural/Towns Group involving a rurally based centre serving each of those 200 differing hinterlands would constitute a really forceful message that rural areas are working together at a difficult time. This is why we are sending out this invitation at this time.

As you are acting as a council at the centre of one of those 200 rural areas we have selected, we wish to work with you. We hope to progress to an even wider ring of Rural/Market Towns over time however you are getting the first opportunity to be an inaugural member..... It is time for the local councils serving as centres of rural hinterlands to once again be properly acknowledged by government for the role they play nationally.

We have to charge a small fee as that is the only way we can operate as a Network but we hope this is low enough for it not to be too much of an issue. The fee will reflect your population size.



Towns with over 10,000 population - £150 per annum



Towns with over 5,000 population but with less than 10,000 people - £ 130 per annum



Towns with less than 5,000 population - £110 per annum

*(All subs incur VAT)*

The important question is can you make a difference by joining? We think that you can. Collectively we are sure we can get rural centres across England and their challenges given considerably more recognition.

At a time of material change we think it is vital that rural areas in England are provided with a national profile. As said we are calling on the Government to undertake and fund a Rural Strategy. There has been no exercise focusing on the rural aspects of England for many decades and given the current situation relating to rural areas it is really important a strategic approach is taken. We think the establishment of this Rural /Market Towns grouping is an important element in this national call. We attach our initial report in relation to this 'Call', 'Time for a Rural Strategy' which sets out why we think Government should develop a Rural Strategy which we hope your members will find helpful.

It is intended there will be 2 Meetings of the Group each year but we also seek to work remotely so attendance is not necessary to successful inputting. As we move forward it will be for the member local councils to set the agenda and the direction. The rural agenda and emphasis here is a very different one to other membership groups currently covering town and parish matters.

We need to know where we stand by the end of November on the approaches being made. Please could you let us know whether it's a yes or a no by responding to us before that date? To assist we will send this invitation by e mail and through the post.

We very much look forward to hearing from you.

Kindest Regards

David

David Inman  
Director  
Rural Services Network  
[www.rsnonline.org.uk](http://www.rsnonline.org.uk)  
01822 851370

# A RURAL/MARKET TOWNS GROUP- A FORMAL INVITE

We are a Special Interest Group of The Local Government Association representing Rural Areas across England. Our mission is to be the national champion for rural services, ensuring that people in rural areas have a strong voice. We have 127 Principle Authority members from across England. We also have a grouping of some 170 non- local authority service providers (the RSP) and we issue a Rural Bulletin weekly to around 23,000 rural contacts across England. We also issue a monthly Funding Digest of rural grant opportunities and Government consultations. The following links show our inter connection with Parliament and how we bring our members together. We show how a Rural Market Town Grouping could fit well into our network.

Our website is [www.rsnonline.org.uk](http://www.rsnonline.org.uk)

## What we do:

We aim to ensure rural issues are given a high profile, unfortunately we now find ourselves as the only organisation in England currently undertaking this vital work. Our network is the countries' largest rural network. We ourselves deliberately don't work from a grant or government funding base but from member subscription. We provide value for money to our members. This has allowed growth and continuity of operation together with the ability to make the rural case honestly and from within ourselves without fear of upsetting any external funding stream on which we may be dependent.

## What we have achieved to date:

The first general rural parliamentary groups in history

Better finance settlements for rural authorities

Continual Pressure on Government in relation to issues ranging from broadband to rural housing and vulnerability

The creation of Rural Crime, Rural Health and Rural Research organisations

## The facts:

There are many rural areas in England spun across 200 different local authorities. Only by working together can we present a cohesive approach to an urban facing government. It is easy for urban areas to gather support but more difficult for dispersed rural areas. We have to get rural messages across and backed if they are to properly be heard and acted upon.

## What we want from you:

The wider our membership the stronger the rural voice- it's a simple fact. We want to establish a Rural/Market Towns Group to allow towns a conduit into our services and policies and operation. We wish to see Rural Towns given the opportunity to establish the commonalities of their case and to be able to argue for it. We charge an annual subscription which is low and affordable but it's what it can give back that we wish to be judged upon.

## What we can give you back:

Formation of a dedicated Rural/Market Towns Group, offering some peer-to-peer networking and discussion opportunities (either face-to-face or online) and input into the national rural agenda.

(Representation on this Group can be by Council Clerk or Member)

Development of a representational role, for example responding to selected public policy consultations or meeting with interested Parliamentarians. There is no rural or market or small towns APPG

Development of good practice and learning material related to the key policy areas and delivery challenges and opportunities for rural/market towns

Provision of a dedicated quarterly newsletter highlighting relevant latest policy developments, showcasing interesting member practice and flagging relevant initiatives or funding opportunities (perhaps drawn from the Rural Funding Digest)

Where made possible by published material - provision of some benchmark statistics about rural/market towns

Management of occasional online surveys of the member rural/market towns, to gather comparative information about topics of particular interest to this grouping and to the RSN as a whole

Free RSN community membership for your local organisations

Entry onto a bulletin calendar of the major local rural/market town events

The ability to establish and present the collective voice of rural/market towns

The ability to say what your council think about English rural issues which affect their area as and when they arise

An expectation that those views will be taken forward

Full entitlement to attend, free of charge, any of the seven regional seminars and meetings based around specialist topics held around the country annually

Involvement in the English Rural Sounding Board system

Discounted rates at the National Rural Conference every September

**If you don't receive these currently you will also get:**

The weekly Rural Bulletin

The monthly RSN Funding Digest



## **Most Frequently Asked Questions about Rural Services Network and the Rural/Market Towns Group**

### **What is our mission statement? In other words, why are we here and why we are doing this?**

To put it simply, Rural Services Network (or RSN) seeks to improve the lives of people living in rural areas. The Defra definition of rural dwellers includes those living in market towns (below a population of 30,000) and other centres serving rural areas. We feel in England rural people get a poorer deal than other parts of the country due to more restrictive government funding, grants and services as well as a bigger emphasis being put on urban-centric areas. We at RSN seek to represent the rural case and amplify the rural voice on behalf of all our groupings to argue fairer funding for rural areas.

### **Is Rural Services Network a quango?**

Definitely not! RSN is an independent and completely non-political organisation that has been operating for more than 18 years. We get no government funding whatsoever nor do we want any because government funding can restrict the ability to argue a case that government may not wish to encourage. RSN is a voluntary organisation operating from an earned subscription pot. We are a Special Interest Group of the Local Government Association, and because we handle money, we are a legal entity – a not for profit company limited by guarantee.

### **Why should Town Councils join the Rural/Market Towns Group?**

RSN is the national champion for rural services and aims to provide a strong voice for rural communities. We want to focus on giving the town councils a voice in the national debate and enable them to have their voice heard. By coming together the rural towns will have a stronger voice on issues that matter to them.

### **Why is this initiative important for every rural resident?**

Rural areas and their intricate network of rural communities are capable of being a much more important part of the national economy and need to be appropriately recognised and supported in government thinking and actions. We want to help our rural communities to reach their potential, and we think that by working together, it provides all those in rural areas with a collective voice to raise issues.



### **What are the benefits of membership?**

Services provided to the group will include:

- Development of some good practice and learning material related to the key policy areas and delivery challenges or opportunities for rural/market towns;
- Receiving the Rural Bulletin, a weekly newsletter provided by the Rural Services Network highlighting rural news, issues affecting rural communities, and highlighting the work of the Rural Services Network;
- Provision of a dedicated newsletter highlighting relevant latest policy developments, showcasing interesting member practice and flagging relevant initiatives or funding opportunities;
- Occasional online surveys of the members of rural/market towns, to gather comparative information about topics of interest to this grouping;
- Engagement in Rural Strategy campaign to ensure feedback from Market Town Group is included within consultation.

### **How will this group work within the RSN?**

The Rural Services Network in partnership with local authorities, housing associations, health organisations and other organisations providing services in rural areas has already established several groups highlighting rural matters. We felt the time was right to establish a Rural/Market Towns Group to support these crucial rural areas. We believe that by working together on key rural issues with rural market towns and other rural organisations and service providers we can amplify the rural voice and persuade the Government to address rural concerns.

### **What is RSN intending to do?**

We seek to argue the rural and the market town case in order to persuade Government to provide special focus to rural areas and develop a cross governmental, properly funded Rural Strategy, which could serve as a national framework as far as is practicable with local delivery. We also want to establish a best practice role for the group allowing rural based information to be disseminated and shared between members.

We are seeking to establish a group to form a collective voice for Rural/Market Towns. We will hold a few meetings a year, but we appreciate that attending meetings can be costly and time consuming for all members. Hence why we are planning to start by collecting information from each council via online surveys to gain member views. This will allow us to establish consensus rural market town viewpoints with input from all our members whether they attend meetings or not. Going forward we would aim to work with all members to develop this group further, so that every council feels represented.





### **Will there be additional cost above the small subscription?**

No additional income other than the subscription will be requested.

### **Why have we contacted your parish/town council?**

Rural areas are all very different as England is a particularly diverse country. We have selected 200 places with seemingly varying rural characteristics to initially invite, with a view to ensuring input can be fairly claimed to be cross-national. We have largely so far generally avoided using neighbouring parishes/towns for that reason. However, having established such an initial operating platform we do plan to incrementally grow the grouping out from there and all rural parishes/towns will in time be involved.

### **Towns are often members of organisations like NALC and Market Operation Associations. Is there an overlap with other organisations?**

No, our role is very different. NALC deal with Local Council representation and Market Operation Associations deal with the operation of Markets. Their work is across rural and urban authorities. We work solely on rural issues – rural representation and the spread of rural best practice.

### **Has there been a Market Towns initiative before?**

Yes, there has, and some good work was done but it was for a time-limited period. It was grant and project based, and it included all English Towns. The essential difference is that this initiative is subscription based from the start to seek continuity and is solely rurally based. It seeks to find commonality of argument across rural town and their rural hinterland to mutual advantage.

Already recruitment for this group has started strongly. Many towns are enthusiastic about establishing this initiative as they believe that forming such a group is long overdue. We are aware that a collective grouping clearly cannot carry out local projects, but it can enhance the importance of these needs.



**BUCKINGHAM TOWN COUNCIL**

**FULL COUNCIL**

**18<sup>th</sup> November 2019**

**Annual Town Meeting (ATM)**

Contact Officer: Committee Clerk

**1. Recommendations**

- 1.1. It is recommended that Councillors note the report and discuss the following options for the format of the next Annual Town Meeting to be held on Wednesday 18<sup>th</sup> March 2020:
  - a) Continue with the same format as the last two years
  - b) Move back to a more formal setting with a top table and audience

**2. Background**

- 2.1. Buckingham Town Council held an online meeting between 4-8<sup>th</sup> March 2019 and then the Formal Town Meeting at Buckingham Community Centre on Wednesday 20<sup>th</sup> March 2019.
- 2.2. The purpose of the Annual Town Meetings was to reflect on the key successes and challenges of Buckingham Town Council and its partners (Thames Valley Police, Buckinghamshire County Council, Aylesbury District Council and Buckingham University and The Environment Agency) throughout the year.
- 2.3. The Town Council hosted a virtual ATM meeting on the Town Council's Facebook page and residents were invited, via a variety of media, to post questions or comment under discussion topics and Officers were encouraged to respond. The ATM of the 20<sup>th</sup> March was chaired by the Town Mayor and covered subjects raised by residents in advance, online, and in person.
- 2.4. In previous years the ATMs have not been well attended with over half the audience comprising Town Councillors and Officers from partnering authorities. Opening the discussion up to Facebook resulted in over 2,391 interactions and 10,800 views increasing the number of people viewing and following the Town Council's Facebook page and website. The meeting of the 20<sup>th</sup> March was heavily promoted online and via the usual media.
- 2.5. Feedback from both events was very positive and it is proposed that a similar format is used next year. Comments from the conclusion of the ATM included:  
*"It was very good to be given a space at the table for residents to come to us with any questions, concerns or comments."*  
*"A well organised Town Meeting. The format was very good and there were some interesting discussions."*

**3. Annual Town Meeting 20<sup>th</sup> March 2019**

- 3.1. The following topics were highlighted and discussed by the groups. We have included, where possible, some of the questions asked and additional information (italics).
- 3.1.1. **Embleton way public open space: Is this land owned by BTC or AVDC?** *The land is owned by AVDC*
- 3.1.2. **How secure from future development is this much valued Public Open Green Space?** *There is a covenant in a s106 Agreement that states the land can only be used as "Open space land"*
- 3.1.3. **I hear that this Public Open Green Space had been re-designated some time in 2016 possibly as Recreational Space – Is this true?** *Cllr. Macpherson stated that was not true.*
- 3.1.4. **I understand that The West End Bowls Club are looking to relocate and that BTC have been assisting where possible in this. It concerns me and many others, if true, that in their need to relocate that AVDC have pointed to this piece of land for consideration? Is this true and why?** *AVDC have not – Cllr. Irwin is clear that West End Bowls Club cannot consider this piece of land for their relocation.*
- 3.1.5. **Planning applications/consent in Buckingham seem to be decided by outside agencies and locals people have no voice.** *Although we are not the local planning authority – that is Aylesbury Vale District Council – Buckingham Town Council plays an active and sometimes adversarial role in planning matters both through the full Council and its Planning Committee. The Planning Committee's chief responsibilities are for developments of 10 houses or fewer – anything larger is the remit of the full Town Council – commenting on them both for suitability and sustainability; extensions and minor plans; work on listed buildings; advertising signage; tree applications; street naming; and matters for enforcement or rectification. Once approval has been given, we monitor the development and ensure that local planning rules and conditions are being adhered to; if not, we draw them to the attention of AVDC enforcement. We also monitor S106 agreements, the contribution which developers make to local infrastructure; and consider transport, footpath and street-lighting concerns.*
- 3.1.6. **What is happening about the restoration of our river following the pollution incidents last summer and how can I get involved?** *Following an initial Sub-Catchment Group meeting and a public awareness meeting regarding the Pollution incident held by the Environment Agency a Volunteer River Warden Scheme was proposed and a Project plan created. The Town Council have secured a £6,500 grant from the LAF to fund a part-time Coordinator to lead the River Warden scheme. The Environment Agency continue to monitor the health of the river and have recently released 8,000 Chub had been released into the river. It is hoped they will eat the baby American crayfish. Anyone interested in volunteering*

*in the River Warden Scheme can contact Environment Agency's Karen Paterson on [Karen.paterson@environment-agency.gov.uk](mailto:Karen.paterson@environment-agency.gov.uk)*

- 3.1.7. Unitary Council: Will the Town Council have more powers devolved as a result of unitary?** *On the 18<sup>th</sup> March 2019 Members agreed for the Town Council to write to the respective Leaders and Chief Officers of Aylesbury Vale District Council and Buckinghamshire County Council, asking for their support in ensuring that the following items receive early consideration by the Shadow Council, once formed, during 2019, as they need to be discussed and decisions made before April 2020:*
- *The need to provide a mechanism for the Shadow Council to negotiate with Buckingham Town Council and reach agreement in time for the Town Council to take on the management of green spaces which AVDC currently manages through an external contract in the town by April 2020.*
  - *The need for the County, District and Shadow Councils to work with Buckingham and other Town Councils during 2019 and early 2020 to ensure that new and refreshed Neighbourhood Plans received the promotion and support the Secretary of State intends*
  - *To emphasise that Buckingham Town Council wishes to be in the vanguard of local councils working with the Shadow Council to discuss taking on further devolved services, assets and powers*
  - *To offer the support of the Town Council in making plans for the successful implementation of the new unitary council in Buckingham”*
- 3.3.4 Will the Town Council take on management and responsibility for the AED units around town?** *At Environment Committee of the 8<sup>th</sup> April 2019 Members agreed to take on responsibility for maintaining and replacing the two AEDs (Automated External Defibrillators) which are attached to the Community Centre and the Lace Hill Sports and Community Centre beginning in April 2020. It was also proposed that Councillors agree not to take on the three remaining devices at The Bullring, Badgers Way and Tingewick Road.*
- 3.3.5 On street parking** – *Any on street parking that is considered dangerous or obstructive can be reported to the Police on the non-emergency number 111.*
- 3.3.6 School space planning** – *This is a responsibility of the County Council and individual Academies. Buckingham Town Council will comment on any consultations relevant to schools within the town*
- 3.3.7 Medical facility capacity** – *Buckingham Town Council has a representative on the Lace Hill Medical Centre Forum and any significant changes to the Planning application (17/02112/AOP) is discussed at either Planning Committee or Full Council.*
- 3.3.8 Cycle routes** - *In 2018 the first phase of the cycleway was installed though Bourton Park. This links into a longer route running from Lace Hill (which then has the option of continuing to Winslow) to the Town Centre. The cycleway has been popular and is in regular use by cyclists and pedestrians. The Town Council has been in communication with neighbouring Parish Councils to try and organise a community sweep/clean up of the paths.*

3.3.9 **Pot holes and Fix my Street** - *The maintenance of roads is the responsibility of the Highways Authority and our Planning Committee regularly report dangerous pot holes to the County Council. We strongly advocate the use of their reporting tool – link here: <https://www.bucksc.gov.uk/services/transport-and-roads/report-a-problem/report-a-pothole/>*

#### 4. Format of the Virtual Annual Town Meeting

4.1. The virtual ATM enabled the Town Council to engage with a wider audience than ever before and great a forum for residents to discuss local issues. The Town Council posed the following three questions for discussion:

Buckingham has many fantastic events throughout the year and we want to know how you feel about the events Buckingham Town Council held in 2018 including: The Pancake Race, Food Fair, May day Celebrations, Fringe Week, Good Ending Fair, Dog Show, River Rinse, Bonfire and Fireworks, Christmas Lights Switch on and Market, Pop up Ice Rink and Community Fair. Please complete our survey by following this link [[www.tinyurl.com/btc-events](http://www.tinyurl.com/btc-events)] or comment below on what events you felt went well, what you would change and what, additionally, you would like to see take place in Buckingham.

People Reached	Engagements (likes, shares etc.)
1355	213

Buckingham Town Council has voted to only increase the Council Tax raised by the Council on residents in 2019/20 by 10p per household.

The additional funding will be used to install new fencing round the Bourton Park play area and dog-proof gates for Lace Hill Park. The Council will begin to pay for the purchase and development of the new cemetery and allotment site. The Council provides additional services to those run by neighbouring councils, including the Tourist Information Centre, Shopmobility, Lace Hill Community Centre and the annual fireworks display.

In the future, if the Town Council raised council tax to fund new or better services, how would you want additional money to be spent?

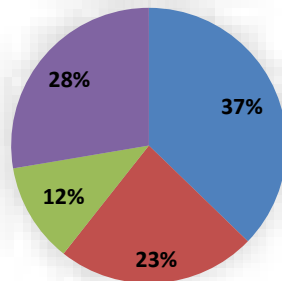
- a) Improvements to Buckingham's parks
- b) Funding towards the promotion of the town to attract potential businesses
- c) More public events in the Spring/Summer
- d) Other?

People Reached	Engagements (likes, shares etc.)
3583	405

Every few months Buckingham Town Council comments on Developer's plans to build in and around our beautiful town. We have stuck fast to our Neighbourhood Plan (BNDP) and resisted any development that does not conform to our Town's vision for the future. However, changing is coming and Buckingham will not be the same small Market Town in another 15 years' time. While we don't imagine the sprawling metropolis as pictured we do accept the town will inevitably have to grow.

The question is where, in Buckingham, would you like to see development and where could developer's money for local services (Section 106 funding) be invested?

**Where, in Buckingham, would you like to see development and where could developer's money for local services (Section 106 funding) be invested?**



- Want developers to invest in more sustainable transport links
- Want developer's funding spent on more town centre car parking
- Want developers to fund an additional cultural venue in Buckingham
- Want developers to invest in more doctors, schools and shops in Buckingham





**FULL COUNCIL**

**MONDAY 18<sup>th</sup> November 2019**

Cllr. Jon Harvey

**Feedback from BMKALC GDPR training for councillors: 7<sup>th</sup> November 2019**

**1. Recommendations**

- 1.1. It is recommended that this training should be compulsory for all incoming councillors in May next year.
- 1.2. It is recommended that the Town Clerk considers how we might review our data security in a proportionate but preventative way - and returns to the Council with an action plan
- 1.3. It is recommended that when the new councillors sign their 'Oath of Office' at the beginning of the new Council in May next year that we add to that document a contractual promise to return / destroy all TC related personal data held by the Councillor should they stop being one
- 1.4. It is recommended that we ask the Town Clerk to consider what we might do now with regard to any current councillors who will not be councillors after the next election and return with his thoughts.
- 1.5. It is recommended that we review our current policies on Privacy, Retention, Acceptable Use, Social Media, Subject Access Requests and Data Breaches - and refresh these over the coming year in the light of ever changing GDPR regulations.
- 1.6. It is recommended that we investigate using a service called 'Wave' (<http://wave.webaim.org/>) or something similar to verify whether there is any further work to be done.

**2. Background**

- 2.1. I attended this training and it was a very useful course. I highly recommend it for all councillors indeed if I would like to **RECOMMEND** that this training should be compulsory for all incoming councillors in May next year. I have deposited all the slides and other notes with the Town Clerk and can be accessed if you wish
- 2.2. I think we are most fortunate Town Clerk and the our previous one, have shown clear leadership and management action on making sure the Town Council is compliant with the regulations.
- 2.3. I was nonetheless left with a few matters that I think deserve review:
- 2.4. GDPR is all about protecting the information held about individuals - particularly their confidentiality. One of the key subjects for debate at the workshop was BYODs - Bring Your Own Devices. There is a great danger of data breaches from our phones/laptops/home computers etc. I **RECOMMEND** that the Town Clerk considers how we might review our data security in a proportionate but preventative way - and returns to the Council with an action plan.
- 2.5. As part of the plan, I would **RECOMMEND** that when the new councillors sign their 'Oath of Office' at the beginning of the new Council in May next year that we add to that document a contractual promise to return / destroy all TC

related personal data held by the Councillor should they stop being one. I would also **RECOMMEND** that we ask the Town Clerk to consider what we might do now with regard to any current councillors who will not be councillors after the next election and return with his thoughts.

**2.6.** I **RECOMMEND** that we review our current policies on Privacy, Retention, Acceptable Use, Social Media, Subject Access Requests and Data Breaches - and refresh these over the coming year in the light of ever changing GDPR regulations.

**2.7.** Louise has recently managed the transformation of our website to one that is compliant with new Accessibility Regulations (not GDPR as such but these were covered on the same course). I **RECOMMEND** that we investigate using a service called 'Wave' (<http://wave.webaim.org/>) or something similar to verify whether there is any further work to be done.

Jon Harvey

8/11/19

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**BUCKINGHAM TOWN COUNCIL  
UNITARY CONSIDERATIONS  
MONDAY 18<sup>th</sup> November 2019**

**Contact Officer: Mr Paul Hodson, Town Clerk**

**1. Recommendations**

1.1. It is recommended that:

- a) The Council submits an expression of interest to be a placed based pilot for taking on additional devolved assets and services from the new Shadow Council
- b) The Council holds a workshop for Town Councillors to discuss a draft pilot bid in January 2020
- c) The Council holds a workshop for Town Councillors and local partners to discuss the draft pilot bid in February 2020

**2. Community Board Consultation**

2.1. The Town Council submitted a response to the Community Board consultation following agreement at the last meeting. The outcome of the consultation has not yet been announced.

**3. Green Spaces in Buckingham currently managed by Aylesbury Vale.**

3.1. A request has been sent for the Town Council to take these on from April 2020. However, it is unlikely that this timescale will be agreed, noting the approach to devolution now agreed by the Shadow Council.

**4. Shadow Council's Approach to Devolution**

4.1. The Buckinghamshire Shadow Council Executive agreed its approach to devolution to Town and Parish Councils at its meeting on 12th November 2019.

4.2. Cllr. Stuchbury was present in his role as a member of the Shadow Council.

4.3. Full details of the papers discussed and the decision made can be read on the Shadow Council's website here: <https://shadow-buckinghamshire.moderngov.co.uk/ieDecisionDetails.aspx?ID=146> .

4.4. The aspects of particular interest to Buckingham Town Council are:  
Agreement to set up a three-year devolution programme with a phased roll out. In phase 1 will include:

- The existing legacy service devolution arrangements in place continuing for highways;
- Support given to local organisations, including town and parish councils, to take on community assets such as community centres, toilets, memorials; and
- Place-based pilots.

4.5. There will be an open invitation to local organisations with ambition, capacity, and interested in taking on a range of community assets and service devolution areas from Buckinghamshire Council to apply to become pilots. The timescale is tight:

Open invitation to local organisations to participate in place-based pilots.	December 2019
Confirmation of place-based pilots by the Leader of the Shadow Executive.	March 2019
Development of detailed implementation plan, staffing recruitment and resources to support devolution.	Jan-March 2020
Online Devolution Toolkit & Guidance Webpages Live. This includes publication of: <ul style="list-style-type: none"> <li>• Template forms</li> <li>• Initial community asset list (phase 1)</li> </ul>	March 2020
<b>Phase 1 Start:</b> Start date for expressions of interest in community assets & development of place-based pilot devolution transfer packages.	April 2020
Estimated earliest start date for transfers of devolution to place-based pilots & assets	April 2021
Place-based pilot evaluation	Nov 2021-Jan 2022
<b>Phase 2 Start:</b> Possible pilot extensions	March 2022
<b>Phase 3 Start:</b> Earliest start date for roll out of service packages to all	April 2022

4.6. It is likely that pilots would have more access to initial support and funding, and would be able to influence the design and scope of the programme more than councils taking part later in the scheme. Being a pilot would also enable Buckingham to take on assets and services desired at the earliest possible date.

4.7. This means that the Town council would need to submit interest in being a Pilot in December / January, but with detailed plans being worked up in January – March 2020 and a formal expression of interest being submitted in April 2020. This would be with the aim of services and assets being transferred from April 2021.

4.8. The Town Council has already agreed the services, assets and powers which would be of interest, and some costings for these have been drafted. It is proposed that to enable the Town Council to develop a proposal, the Council submits an initial expression of interest as soon as allowed, and then holds one workshop for Town Councillors to go through options for a bid, and then a second workshop for local partners, including District and County Councillors, to identify opportunities for shared approaches, to enable a final bid to be submitted in April 2020.

4.9. No agreement would be entered into with the new Buckinghamshire Council until Full Council had reviewed and agreed to endorse detailed proposals prepared.



**BUCKINGHAM TOWN COUNCIL**  
**FULL COUNCIL**  
**MONDAY 18<sup>th</sup> November 2019**

Contact Officer: Town Plan Officer – Sheena McMurtrie

**Proposed Buckingham Town Council Responses to VALP Main Modifications Consultation**

**1. Recommendations**

- 1.1. It is recommended that the proposed response is submitted by the Town Council in response to the consultation on VALP.

**2. Summary of Key Points**

- 2.1. AVDC has published Main Modifications to the Vale of Aylesbury Local Plan for consultation. The consultation is taking place over a six week period aspect of the Local Plan;
- 2.2. Removal of BUC051 – which is reserve site M in BNDP - the new modelling of traffic congestion is highly selective and does not consider whether similar unacceptable congestion would be created by other allocated sites that remain. This does not justify the removal of this site alone from VALP;
- 2.3. Western Relief Road which is part of the Buckingham Transport Strategy [BTS] has not been included in VALP, despite BTS remaining part of the evidence base for VALP.
- 2.4. Affordable Homes percentage may be retained in existing BNDP but not any future NDPs, even if there was sufficient evidence to support. Suggestion that future NDPs be included in this policy with the proviso that such a figure would need to be supported with robust evidence.
- 2.5. Request that additional evidence on (3), which was not heard at Public Hearings in July 2018, now be included in support.

**3. Proposed Comments by Modification**

<b>Modification Reference</b> Modification Number Page Reference/paragraph or policy reference	<b>Modification</b>	Proposed BTC Comment
MM007/p.27/paragraph 26 point 4	Development will be allocated in accordance with the settlement hierarchy taking a capacity-led approach. It is also an Aylesbury Garden Town first approach. Therefore the main focus of	Given the removal of 300 homes at BUC 051 and the Buckingham Transport Strategy further modelling indicating that other sites are not feasible (it will be argued that the modelling does not support the remaining sites

	<p>development will be in sustainable locations at Aylesbury Garden Town where the majority of development will be located. The remainder of housing will be then be located in the next most sustainable locations, the other strategic settlements, which are Buckingham, Haddenham, Winslow and Wendover, the north east of Aylesbury Vale adjacent to Milton Keynes, together with an appropriate level of development at the most sustainable settlements in the rural areas.</p>	<p>in VALP either) then this is no longer a valid statement as regards Buckingham.</p>
<p>MM010/34/S2</p>	<p>The primary focus of strategic levels of growth and investment will be at Aylesbury, and development at Buckingham, Winslow, Wendover and Haddenham supported by growth at other larger, medium and smaller villages. The strategy also allocates growth at a site adjacent to Milton Keynes which reflects its status as a strategic settlement immediately adjacent to Aylesbury Vale District. The spatial distribution will be as set out below.</p>	<p>Again previous point as to whether Buckingham should be included within the areas of growth/development, as this would not seem to be possible as a result of the new modelling undertaken under the Buckingham Transport Strategy. If development is not possible on the basis of the new evidence of the Buckingham Transport Strategy [see below] then if Buckingham remains named as an area of focus for development, then it leaves it open to speculative development in the future, especially if allocated sites are withdrawn. BUC051 is also an allocated site in the BNDP 2015 which carries the support of the residents of Buckingham. If there is concern as to viability of the sites due to BTS new modelling, then Buckingham needs to be withdrawn from the settlement designation to protect from speculative development brought forward on the basis of housing need [as stated in MM079 115/4.122] and</p>



		subsequent transport modelling. It is submitted that this does not demonstrate internal consistency within the approach of VALP post last minute removal of site BUC051.
MM010/34/S2 at paragraph b	b. Buckingham will accommodate growth of [2,359] 2,166 new homes. This, growth will enhance the town centre and its function as a market town, and will support sustainable economic growth in the north of the district.	Again on the basis of the updated modelling under Buckingham Transport Strategy, it is not demonstrated that other allocated sites in Buckingham will not cause the same traffic problems, therefore those sites should not be included either reducing the total by 550 [130 + 420] leaving the only growth that which has already been established in the VALP time period.
MM020 55/S8/3.75	<p>3.75 To support neighbourhood plans and clarify their relationship with the Local Plan the local planning authority will expect the following principles to be applied in the development of neighbourhood plans. Neighbourhood plans should:</p> <p>a. show how they are contributing towards the strategic policies of the Local Plan and be in general conformity with its strategic approach</p> <p>b. clearly set out how they will promote sustainable development at the same level or above that which would be delivered through the Local Plan, and have regard to information on local need for new homes, jobs and facilities, for their plan area.</p> <p>c. Identify development opportunities in accordance with table 2 and policy H2 of this plan</p>	<p>(i) paragraph a – the only legal requirement for NDPs stated here is whether they are in general conformity with the strategic policies of the Local Plan; it is questionable whether this needs to be reiterated as it is a legal requirement; the first part is an attempt to direct a NDP’s format, and again is probably unnecessary as a well made NDP would do this in order to conform with the legal requirement stated.</p> <p>(ii) paragraph b – these are obligations already placed by NPPF so again it is not clear why it should be repeated;</p> <p>(iii) paragraph c – it is stated that “Neighbourhood plans <b>should</b>” – identify development opportunities – this seeks to place a requirement on NDPs that does not exist in law – NDPs do not have to identify development opportunities. If it is meant as general guidance, suggested “may” for paragraph c replaces “should”. Paragraph c was</p>

		added at Modifications stage.
MM070 109/New Policy	<p>Buckingham, Haddenham and Winslow all have neighbourhood plans which have had a high level of community support, albeit the housing policies in the Haddenham neighbourhood plan have since been quashed. This Plan aims to reflect the need for housing delivery in the most sustainable locations whilst not undermining the aims of the neighbourhood plans, taking the quashed allocations, where possible, in the Haddenham neighbourhood plan as the community's preference for the location of development. This Plan allocates the reserve sites at Buckingham and Haddenham, and just one site beyond the neighbourhood plans's expectations/allocations, at Haddenham and Winslow, specifically north of Rosemary Lane at Haddenham (at least 315269 homes) and east of the B4033 at Winslow (585at least 315 ), and allocates two further sites at Buckingham, reflecting it being the second most sustainable settlement in the district, specifically Moreton Road at Buckingham (130 homes) and land off Osier Way, south of A421 and east of Gawcott Road (420 homes).</p>	<p>Given the evidence used to justify the removal of BUC051 and other potential future sites, then it is no longer possible to claim that Buckingham is the second most sustainable site, as there is little potential for future growth to sustain services, if sites cannot come forward due to traffic problems. The new evidence does not demonstrate sufficiently why these two sites will not impact on the traffic in Buckingham.</p> <p>BTC would also refer to previous representations to the original consultation as to the lack of popular support for these sites.</p>
MM076 114/DWHA001 paragraph d	d. Subject to detailed discussions and agreement with the Education Authority, a financial contribution towards existing secondary schools will be required or provision of a site for a new	Although "existing secondary schools" could be interpreted to include grammar schools, there should be clear provision for the Royal Latin School, (as the site will be in its

	secondary school if the need for an on site facility is proven; and a financial contribution to special needs education	catchment area for any suitably qualified secondary pupils), should a new secondary school be provided on site as this would seem to negate a financial contribution towards existing secondary schools, and thus with the increased number of houses on this site, there could be a significant number of suitably qualified pupils seeking a place at the local grammar school, but without any financial provision to the school.
MM079 115/4.122		Please see comments on MM070 109/New Policy above.
MM082 119/D-BUC043 paragraph I	I. A financial contribution will be needed towards funding appropriate elements of the Buckingham Transport Strategy	BTC believe that this will not be sufficient to alleviate the traffic problems. There is inconsistency within VALP in that Silverstone is stated to be a major employment site, but given the condition of the roads from Buckingham to Silverstone, it is possible that employees will attempt to access via the A43 – this would take traffic through the town, and a filter lane at the A422 roundabout would not assist. The BTS also does not explain how traffic using Mill Lane accessed through Maids Moreton will be alleviated or the road upgraded to cope with this or the new development at Maids Moreton. It should be dependent on further traffic modelling in the same manner as BUC051.
MM083 120/D-BUC051	Delete BUC051	Please see separate document
MM084 121/D-BUC046	Neighbourhood plan, made in October 2015. The land has no notation but is outside the settlement boundary. The neighbourhood plan is in early stages of review.	(i)Unclear as to the relevance of the neighbourhood development plan being in the early stages of review. This would seem to have no bearing and at worst, appears to assume

		<p>that settlement boundary might change to accommodate this development which is presumptuous.</p> <p>(ii) Site D-BUC043 is also outside of the settlement boundary in the BNDP – the site details above do not include this statement. This may be misleading to the effect that the proposed site lies within this boundary. Either this statement needs to be omitted here, or it should also be included as regards BUC043.</p>
	<p>d. The development must provide a satisfactory vehicular access to be agreed with Buckinghamshire County Council. The primary vehicular access should be off Gawcott Road and Osier Way. A transport assessment will be required to demonstrate access and impact are acceptable and achievable by all modes of transport</p>	<p>There is no explanation as to the addition of an access point on a road accessing the industrial estate and a retail park. Again BTC make the point that the additional traffic modelling used to exclude BUC051 was not run against this development; yet a potential site further along the same route to the west was ruled out. BTC assert that there needs to be further traffic modelling undertaken on all Buckingham sites before they are allocated.</p>
	<p>i. A financial contribution will be required towards funding appropriate elements of the Buckingham Transport Strategy</p>	<p>BTC believe that this will not be sufficient to alleviate the traffic problems. It is not clear how a proportionate financial contribution from this or from pooled contributions would finance the necessary improvements.</p>
MM097 134/4.154	<p>Sites allocated in this Plan or in a made Neighbourhood Plan or committed by planning permission will normally deliver the district's required level of growth in full. Proposals for development in other locations will be determined on the basis of the policies within</p>	<p>The BTC makes the following observations which demonstrate that policies as to allocations in villages within VALP have not been internally consistent and that D-MMO006 has been granted planning permission in contradiction to the policies set out in VALP.</p>

	<p>this Plan and made Neighbourhood plans. Exceptionally Additional larger scale development proposed in the medium villages on sites that are not allocated either in the Local Plan or neighbourhood plan will only be permitted in exceptional circumstances where it can be demonstrated through the council's monitoring of housing delivery that sites allocated are not being delivered coming forward at the rate anticipated. Proposals will need to be accompanied by evidence demonstrating how the site can be delivered in a timely manner, along with satisfying the each of the criteria set out in Policy D2 D4 above.</p>	<p>MM090 129/4.143 gives housing allocation figures for "larger villages" the largest number 118 for Steeple Claydon has now been withdrawn; other allocations are 22 &amp; 26 in number. MM096 134/4.153 "medium villages" [BTC maintains that Maids Moreton is incorrectly designated as a medium village by the criteria set out in VALP] gives 170 to Maids Moreton, whereas other "medium villages" the numbers range from 9-37.</p>
MM101 138/D-MMO 006	<p>A satisfactory new vehicular means of access to Foscode Road and Walnut Drive, including satisfactory visibility splays to Foscode Road, a scheme for parking, garaging, manoeuvring and a cycling and walking movement strategy needs to be proposed in a transport assessment and transport statement must be agreed by the Council setting out necessary highways improvements including triggers associated with the progress of the development</p>	<p>BTC notes that this site was dropped from the original VALP and then hastily reinserted. The original reason for omission was objections from Bucks CC over traffic. Concerns that were quickly overcome after discussions with developer, and which led to re-inclusion. Questions as to whether this led to unfairness to residents of Maids Moreton at the Public Hearings in July 2018 will no doubt be rehearsed by others. BTC maintains two points here:</p> <p>(i) That a traffic problem deemed so serious that it led to a withdrawal of this site from the draft Local Plan, was evidently easily remedied to allow its re-inclusion. Why might this not be the case as regards BUC051?</p> <p>(ii) this major development in an adjacent village with almost no services or</p>

		<p>amenities will inevitably impact on Buckingham; in addition traffic will access the A422 roundabout through the town centre via A413 – adding to what BTS recognises as a serious traffic problem and confirmed in ED214A&amp;B. BTC would suggest that this is further evidence of why much more extensive and less selective traffic modelling is now required via BTS for all allocated sites with a potential impact on Buckingham traffic.</p>
MM 115 166/H1	<p><a href="#">Residential developments of 11 or more dwellings gross or sites of 0.3ha or more will be required to provide a minimum of 25% affordable homes on site except where a different requirement already applies in a neighbourhood plan which has been made before the adoption of VALP.</a></p>	<p>BTC welcomes the acknowledgement inherent that the figure of 25% is too low for some areas, if not all. BTC hopes that this will prompt the inspector to consider the evidence which was not brought forward at the Public Hearings in July 2018 – about which there has been separate direct correspondence with the inspector.</p> <p>What is less acceptable is that AVDC have sought to put constraints on future NDPs. BTC can now only proceed with a new or refreshed NDP if it is prepared to lose the requirement of 35% affordable homes contained in the current Plan, which is saved here only in an existing Plan, even if there was appropriate evidence to support this.</p> <p>BTC asks that this is modified to include future NDPs where strong evidence exists that the NDP Area has need of a higher figure of affordable housing. There is no need to remind the inspector that NDPs must be tested at Independent Examination alongside the supporting</p>

		evidence; there would be no danger of a NDP lacking said evidence, and/or not being in general conformity with the strategic policies of the Local Plan being made. This is a restrictive saving clause and we suggest that it is modified as proposed.
MM152 177/H6a		BTC welcomes and supports the policy to deliver the required housing needs mix, and the recognition of the role of NDPs in delivering this.
MM170 179/H6c		BTC welcomes and supports the delivery of wheelchair accessibility to the maximum permitted by Central Government policy and provisions.
MM204 202/7.8	The growth aspirations in the VALP are likely to have an impact on transport requirements in Buckingham; any and may therefore necessitate a number of improvements in/around the town. The aim of the Buckingham Transport Strategy (BTS) is to consider these growth aspirations holistically and propose measures that address their impacts as a whole, rather than the impact of each individual development and support schemes contained in VALP.	Contradictory evidence is now presented. BTS takes a holistic approach, but ED 214A&B take a selective site based approach to justify a major modification which undermines the BTS. The conclusions drawn from ED214 A&B and ED 215A, expressed in ED 215B are flawed.
MM205 202 7.10	The BTS has been used as one of a series of evidence documents to support the infrastructure identified in VALP under Policy T3.	This evidence is contradictory. The BTS may represent as claimed a holistic approach, and further evidence such as ED214A&B a more detailed individualised approach, but there is no explanation of why the Western Relief Road has been dropped, and why lower scoring mitigation has been prioritised. References in site allocations MM006; BUC046 etc. to contributions

		to BTS infrastructure give no guidance/confused guidance as to priority of the possible mitigations.
MM206 203/T1	The Council will assist in delivering the pedestrian, cycle, public transportation and public realm improvements to deliver the Aylesbury Garden Town initiative as well as any <b>required</b> improvements to the transportation network in Buckingham and other areas of district as required to deliver sustainable, healthy and thriving communities.	References to Buckingham Transport Strategy have been deleted and presumably its proposals are no longer part of the T1. Therefore, what is the status of the BTS and references throughout VALP? This seems to present a confused picture, and how will “required” improvements be identified?
MM210 205 T3	The council will actively support key transport proposals including those identified in both the Aylesbury Transport Strategy and Buckingham Transport Strategy.	Key transport strategies from BTS are identified for medium term as A413 road improvements and the A422 left hand slip road. The cost of A413 improvements is “tbc” in T3 so there is no available evidence to suggest that this will be deliverable by developer contributions any more so than the Western Relief Road which has not been included in T3 schemes here – presumably on non deliverability grounds – otherwise it is the highest scoring mitigation in BTS. This is not consistent.
MM218 209/T7	Detailed requirements for provision of electric car charging points	BTC welcomes this detailed guidance on requirements to ensure provision of options for residents
MM243 252/C3	Detailed guidance as to greater efficiency in use of natural resources in all developments	BTC welcomes this detailed guidance.
MM2271 262/Policy T3	A financial contribution will be required subject to compliance with the CIL Regulations to provide or enhance community facilities or community infrastructure on developments of more than 10 homes and which	This addition would seem to exclude other forms of developer contributions. AVDC at present has not adopted CIL; there appear to be no plans to do so in the near future, and as this will then be a decision for the unitary council, it will be



	have maximum combined gross floorspace of more than 1,000 square metres (gross internal area)	substantially into the lifetime of this plan before such a provision could become operative. Suggest that this is amended to include other forms of developer contribution as it does not seem to be deliverable otherwise.
MM277 274 Glossary definition of town centres	Defined Town Centres – A locally designated area which defines the extent of a town centre. The defined town centres of Aylesbury Vale are located in Aylesbury, Buckingham, Winslow and Wendover respectively. The extent of the defined town centres are specified on the policies maps	Request that it is stated that Buckingham Town Centre is designated in Buckingham Neighbourhood Development Plan to ensure that the town centre definition is not fixed by VALP precluding revision by a future revision/new NDP [the potential for which is acknowledged elsewhere in VALP].
MM283 290 Policies Map	Wharf Yard site – allocated in BNDP [ <b>EE2 – Allocation of land for retail, office and mixed development</b> ] remove committed designation to allocation in NDP	To clarify that this NDP allocation is still covered by D5 in VALP” D5 Provision of employment land Employment development will generally be supported in sustainable locations: a. through allocations in this plan and appropriate allocations in neighbourhood plans”

#### 4. Detailed Response to the removal of BUC051 [BNDP Reserve Site M]

- 4.1. A more detailed response is given than can be comfortably fitted into the above table. For the benefit of councillors, the evidence base for the decision by AVDC is included below in bold. This is document ED 215 at [https://www.aylesburyvaledc.gov.uk/sites/default/files/page\\_downloads/ED215B%20AVDC%20Note%20on%20Buckingham%20VALP%20Allocations%20%28May%202019%29%20%20.pdf](https://www.aylesburyvaledc.gov.uk/sites/default/files/page_downloads/ED215B%20AVDC%20Note%20on%20Buckingham%20VALP%20Allocations%20%28May%202019%29%20%20.pdf)
- 4.2. **Note on Buckingham VALP Allocations (ED 215B)**
- 4.3. Submission VALP allocated three sites at Buckingham including site BUC051 - 300 houses on the western edge of the town south of the A422 Brackley Road.
- 4.4. The site BUC051 first came to the Council's attention as a Call for Site promoted in May 2014 for consideration in the VALP. However the allocation of BUC051 for around 300 homes derives from the Buckingham Neighbourhood Development Plan (BNDP) (Made Version October 2015) – identified as Site M in the BNDP. Policy HP1 of the BNDP allocates a total of five sites (Sites G – K) for 617 dwellings. Site M is confirmed in HP1 as a Reserve site of 300 dwellings that will only be required if one or more of the allocated sites (in the BNDP), with a total of 80 outstanding units is not brought forward before 2025. Notably only two sites G (400) and I (100) have more than 80 units in total, and the council is confident that both of these sites will be brought forward before 2025. It is therefore considered that it is highly unlikely that this reserved site will need to be brought forward and it is no longer considered appropriate to allocate this site in the Local Plan.
- 4.5. Debate at the Examination (17 July 2018 Day 5 Agenda Session 25) considered the dependency in full or part of the BUC051 site coming forward before the delivery of a Western Relief Road between the A421 Buckingham Bypass & the A422 Brackley Road to relieve traffic impact on Buckingham Town Centre which was an issue that had been raised by the county council immediately prior to the hearing session and they attended the hearing session to explain this.
- 4.6. The Inspector in his interim findings acknowledged this in para 49 of his Interim Findings where he states “during a hearing session it became apparent that BUC051 is dependent on a road proposal contained within the Buckingham Transport Strategy but nowhere mentioned in VALP”. However it was suggested by the Councils at the examination that part of the site might be able to proceed before the provision of the Western Relief Road, but this would depend on a more detailed assessment of traffic impacts on Buckingham town centre.
- 4.7. Accordingly, the Councils (AVDC & BCC) commissioned further detailed modelling work to fully understand the traffic impacts on Buckingham town centre and agree how much of Site BUC051 could come forward before mitigation in the form of a new link road between the A421 & A422 (Western Relief Road) was required.

- 4.8. That work is complete and the Highway Authority BCC has considered the outputs of the Buckingham Town Centre Modelling Report (May 2019) and concludes that: “In relation to Buckingham, our view is that the detailed town centre modelling shows that BUC051 would have an unacceptable impact on the town centre, even if the development was phased. The only mitigation to congestion in the town centre that we have been able to identify is the Western Relief Road, as set out in the Buckingham Transport Strategy.
- 4.9. However, it has been acknowledged that the scale of the proposed BUC051 allocation would be insufficient to provide funding for this mitigation measure. One option would be to increase the size of the allocation in order that the development was able to deliver the relief road. However, this would lead to a much larger allocation at Buckingham resulting in further modelling work being required to assess the potential impact on the A421. This suggestion does not take into account any site constraints such as flood risk. The second option would be to delete the BUC051 site from the draft VALP”.
- 4.10. Moreover, the Inspector in his interim findings paragraph 36 noted that “Whilst accepting that the Buckingham and Winslow Neighbourhood Plans seek to make those towns much more self-contained communities and recognising that all settlements must be allowed to grow to retain their vitality and viability, the contrast between the north of the district where the dominant settlement is not allowed to dominate the development strategy and the south of the district where the dominant settlement is encouraged to dominate the development strategy is startling. It is hard to escape the conclusion expressed by several representations that the spatial strategy in the north of the district would lead to increased lengths of commuting flows to and from Milton Keynes”.
- 4.11. The Inspector concludes in paragraph 37 that:- “This would be contrary to national policy expressed in paragraph 34 of the NPPF which advises that plans should ensure that developments which generate significant movement are located where the need to travel will be minimised. It is therefore unsound. A modification to the plan is required to redress the balance, by increasing allocations in close proximity to Milton Keynes. For reasons summarised earlier, I reach the conclusion that insufficient land has been identified for housing and that additional allocations need to be made. This inevitably means revisiting the decision which led to the spatial development strategy known as option 3 in the Sustainability Appraisal being selected for VALP and so gives rise to an opportunity to redress the balance of the chosen spatial development strategy in the north of the district”.

## 5. Conclusions

- 5.1. BUC051 is allocated within the Neighbourhood Plan as a reserve site –but there is no reason to believe that the need for the Reserve site will be triggered given the level of development that will occur through other sites allocated in the Neighbourhood Plan.
- 5.2. BUC051 is not critical to the spatial strategy of VALP or to the needs of Buckingham. Even without the 300 homes of BUC051, Buckingham would still

deliver 2,009 homes, 1,509 of which are commitments and completions as at March 2017. This level of development still generally reflects the character of Buckingham and is a sustainable level of development to support its role and function, consistent with the VALP strategy for settlement hierarchy and cohesive development at para 3.19.

- 5.3. Further detailed modelling work undertaken by the Council has identified unacceptable traffic impacts from this allocation on Buckingham Town Centre without significant mitigation in place – the Western Relief Road. The view of the Highway Authority is that the allocation should be deleted from VALP.
- 5.4. The Inspector identifies the need to redress the imbalance of the spatial strategy by increasing allocations in close proximity to Milton Keynes to minimise the need for travel in line with the NPPF. It is considered that the shortfall of 300 units can be made good as part of a larger allocation at Milton Keynes.

## 6. Proposed Modification

- 6.1. That BUC051 be deleted as an allocation at Buckingham because of unacceptable traffic impacts on Buckingham Town Centre and that the 300 dwellings be included in the increased allocations in close proximity to Milton Keynes.

### 6.2. Proposed Response of Buckingham Town Council to Main Modification 083

The removal of this site is based on flawed and incomplete evidence in the view of the Buckingham Town Council, which means that it is not soundly based on evidence. The implications of the removal of this site for VALP have not been reflected in the rest of the document and which makes the Plan unsound through lack of internal consistency.

### 6.3. AVDC's justification for removal of site:

- 6.3.1. In Paragraph 2 there appears to be an incorrect assumption made regarding other sites in the BNDP [Site references are those of the BNDP]. To quote ED 215B -“The reserved allocated site, Site M, will only be required if one or more of the allocated sites with a total of 80 outstanding units is not brought forward before 2025.” It is then stated that the council is confident that Sites G & I (having an allocation of 400 & 100 respectively) will be brought forward by then.
- 6.3.2. Site G (400) has indeed been brought forward and is under construction, along with site H (50) homes as part of the St Rumbold's Fields development.
- 6.3.3. It is noted elsewhere that Sites J (39) & K (28) are unlikely to be brought forward before 2023/2024 and there does not seem to be any immediate interest in developing these sites at present. If not brought forward by 2025 these sites could contribute to the shortfall of 100 houses which would trigger the release of the Reserve Site.
- 6.3.4. It is submitted that it is erroneous to assume that Site I will be brought forward by 2025. The site forms part of the Tingewick Road Industrial

Estate. Unit A is occupied, and Unit C has been recently renovated and is currently being marketed for let. BTC has been in contact with the letting agents who confirmed that their instructions from the owner were to let the premises. Given the renovation work, it is perhaps uncertain that the owner intends to sell the land for development in the near future.

- 6.3.5. There is a good possibility that the Reserve Site would have been triggered in 2025.
- 6.3.6. In paragraph 4, reference is made to the Inspector's Interim Findings (August, 2018) in particular paragraph 49 of that document.<sup>i</sup> The Inspector himself will be best placed to know his own meaning here, but it can be read to inquire as to why apparently necessary infrastructure to facilitate development is not included in VALP. This paragraph appears under the sub-heading *Infrastructure* and this site is one of a number so identified throughout the district cited therein. It is not abundantly clear that this was not simply pointing to the lack of completeness of the draft, rather than pointing out the potential non-viability of the site itself, although that appears to be the interpretation that AVDC has chosen to place upon it.
- 6.3.7. AVDC seeks to rely on the further modelling undertaken by BCC<sup>ii</sup> and the selection of the second option that produced, which was to remove the site from VALP<sup>iii</sup>. What was not then done was to consider properly where that would leave Buckingham as the second settlement during the Plan period. It is true to say that the BNDP has delivered significant housing through site allocations that are being developed as well as windfall, brownfield and infill numbers, facilitated by the BNDP's policies. The argument based on the available evidence set out in 2 below, demonstrates that it should not be Site M alone that is removed but the additional sites allocated by VALP. This leaves Buckingham with few options for sustainable growth unless a Western Link Road is part of the infrastructure, and that inability should be reflected in the whole of VALP with necessary modifications.
- 6.3.8. Again in paragraph 7 of ED215B, AVDC appears to be attributing its reasoning to the words of the Inspector in his Interim Findings. Paragraphs 36 & 37 are quoted.<sup>iv</sup> These paragraphs appear under the sub-heading *Spatial Development Strategy* and thus are not necessarily as aligned with paragraph 49 above, as AVDC seems to think. Again the Inspector will be best placed to know his own meaning, but the view of BTC is that this is a much wider discussion of policy in the context of a need for further housing allocation, and noting that the north of the Vale needed to provide housing for workers commuting to Milton Keynes, who would need to commute even further from the majority of housing allocation around Aylesbury. It is not necessarily apparent that it was a justification for removing housing allocations from Buckingham ( & Winslow and Steeple Claydon) and placing them in North East Aylesbury immediately adjacent to Milton Keynes. This is especially so when paragraph 35 of the Interim Findings is read – "Yet all three of the northern settlements lie within the Milton Keynes Travel to Work Area and the Milton Keynes Housing Market Area."<sup>v</sup> In

paragraph 36, there is an acknowledgement that Buckingham (& Winslow) are attempting to provide employment and services to ensure that they do not become dormitory towns for employment. In addition VALP itself denotes Silverstone as the major employment centre in the north of the Vale, but is placing a large amount of housing at a greater distance from that employment site.

6.3.9. BTC asserts that this interpretation by AVDC does not bear close scrutiny and thus does not justify the removal of site BUC051 in isolation from the rest of VALP as it seeks to do.

#### 6.4. Specific Evidence as to traffic congestion in Buckingham

6.4.1. The Buckingham Transport Strategy [BTS] is the main evidence document for transport infrastructure needs in Buckingham in the evidence base of VALP.<sup>vi</sup>

6.4.2. Although it is stated that further modelling etc. will be required, the BTS ranks in terms of priority the Western Link Road highest in terms of the goals of the BTS, primarily reduction of town centre congestion as a result of through traffic; and the left hand slip lane for A422/A413 roundabout the lowest.<sup>vii</sup>

6.4.3. In the BTS BUC051 is taken as a commitment and the additional development is at BUC025 [a site further west of BUC046 on the A422]; BUC043 [Moreton Road]; BUC046 [Osier Way]. It also assumes that Silverstone Park to the north is a future employment centre.

6.4.4. The additional modelling is supplied by ED 214A & ED 214B, the need for which is stated to have arisen out of a discussion at the Public Hearings in July 2018.

6.4.5. The conclusion is that a Western Link Road could not be supported by the level of development so far allocated. The first option suggested by BCC<sup>viii</sup> is to bring forward increased development, but that has been rejected by AVDC in favour of the second option, which is to remove BUC051 from VALP. Although not stated it could be assumed that with the time constraints on an already delayed Local Plan, this was the easiest & quickest option, but it was not the only option as appears to be suggested in ED 215B by AVDC. It is submitted that this is further evidence of the tendency identified by the Inspector in his Interim Findings to not place the same criteria to planning in the north of the Vale.

6.4.6. The problem is that the further modelling does not give the whole picture of the impact of all allocated development in Buckingham on the traffic congestion modelled to this level.

6.4.7. ED 214A by Jacobs considers the possibility of reducing the development at BUC051 to 125 homes, assuming that BUC043; BUC046 & MM006[DS2] remain as well as all development at original stated numbers [DS]:

6.5. "As requested by BCC, a Buckingham Town Centre Model was developed to assess the impacts of the proposed Local Plan developments on an already

congested Buckingham Town Centre, and also to assess if a reduced amount of development at BUC051 would be feasible without mitigation measures to remove traffic from the town centre. In this model, two roundabouts were included and assessed: Bridge Street/West Street/Market Square roundabout and Moreton Road/Stratford Road/Market Square roundabout.....

- 6.6. In summary, both town centre junctions are already operating over capacity in the 2033 DM and therefore the additional marginal impact at these junctions in the DS and DS2 scenarios is unacceptable, even with a reduced quantum of development in DS2. In both DS and DS2 scenarios, appropriate mitigation measures would need to be considered.”<sup>ix</sup>
- 6.7. The main focus is the two junctions: Bridge Street & West Street & Moreton Road/A422 Stratford Road. The conclusion being that even without development allocated, the junctions will be over capacity at the end of the Plan period.
- 6.8. So any further development will cause further congestion in the town centre – not just the addition of BUC051.
- 6.9. ED 214B runs modelling removing BUC025 and including BUC051 to the original Countywide modelling. This seemed to conclude that there was little difference.
- 6.10. What has been absent from the two new reports is any assessment of the impact of the other sites – MM06; BUC043 & BUC046.
- 6.11. BUC046 is a site on the A421 by-pass, it could be argued that traffic generated will use the A422 to either the A421 junction to Milton Keynes or continue to A413/422 roundabout. At this junction traffic heading towards Milton Keynes intuitively will not benefit from a left hand slip lane mitigation; traffic heading from Milton Keynes to BUC046 development may be assisted by it in that stated aim would be to avoid travelling through town centre. It seems unlikely that it would do so anyway unless to access town services.
- 6.12. Traffic from BUC046 heading to the major employment centre at Silverstone Park may still seek to access A413 from town centre or A43 from West Street.
- 6.13. BUC043 on the A413 Moreton Road. It is assumed that traffic heading to Milton Keynes will drive down to junction at A413/A422 [ignoring possible short cut down Addington Road to A422; or alternatively driving to Maids Moreton and accessing A422 via Mill Lane – this route already shows heavy use in the various models] and then proceed to A413/A422. There will still be traffic at this junction as the left hand slip lane encouraging traffic to use A413 to the west, will not assist in this direction of travel.
- 6.14. The reverse journey on return from Milton Keynes may be assisted by traffic using left hand slip lane, easing queues, and easing traffic entering town centre [though it is not apparent why traffic seeking to remain on A421 to the west would do so anyway. It will not assist traffic which wishes to remain on A422 to access A43 [though the left hand slip lane in conjunction with a Western Link Road further along would.] That is assuming vehicles have not used Mill Lane access to Maids Moreton.
- 6.15. It would appear intuitively that little is eased by mitigation measure.

- 6.16. MM06 would intuitively follow the same pattern as BUC043, except that it is much more likely that Mill Lane access to A422 would be used. The current levels of use of this road are clear on the modelling diagrams, although it is not the focus of the reports.
- 6.17. This mitigation scored the lowest of the possibilities in the BTS.
- 6.18. There is no evidence presented by AVDC as to why removing BUC051 prevents further traffic congestion as opposed to the removal of BUC046 & BUC043 as development sites. ED 214B suggests that removing BUC025 and replacing it with BUC051 has little impact. Therefore, it could be reasoned, albeit at a simple level, that BUC046, which is also sited on A421, could be removed. There has been no modelling done to prove or disprove this.
- 6.19. Given the findings as to the junctions, and given that MM006 & BUC043 will undoubtedly impact on one of these junctions substantially, it is surprising that no further modelling work evidence has been commissioned or brought forward by AVDC to justify the inclusion of these sites but the removal of BUC051.
- 6.20. BTC submits that there is insufficient holistic evidence to support the removal of BUC051 from VALP on the reasons given by AVDC.
- 6.21. As is stated above, there is no attempt to consider holistically the impact of this decision on the related policies within VALP as outlined above.

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<sup>i</sup> 49) In a number of instances, individual allocations provide an insight into what is proposed in these various external transport plans and strategies. Allocations AGT1, AGT2, AGT3, AGT4, AGT6 all refer to the provision of various link roads around Aylesbury, NLV001 requires various highway improvements and reservations connected with Milton Keynes and during a hearing session it became apparent that BUC051 is dependent on a road proposal contained within the Buckingham Transport Strategy but nowhere mentioned in VALP. It is not clear whether there remain other proposals, included in the various transport strategies but not shown in VALP, to which developments would need to comply or implement in accordance with policies T1, T2 and T3. Work needs to be done to identify specific proposals contained within the Buckinghamshire Local Transport Plan 4, the Aylesbury Transport Strategy and the Buckingham Transport Strategy and translate these into the plan as modifications in order to make it sound.

<sup>ii</sup> ED 214A & ED214B

<sup>iii</sup> ED215A

<sup>iv</sup> 36) Whilst accepting that the Buckingham and Winslow Neighbourhood Plans seek to make those towns much more self contained communities and recognising that all settlements must be allowed to grow to retain their vitality and viability, the contrast between the north of the district where the dominant settlement is not allowed to dominate the development strategy and the south of the district where the dominant settlement is encouraged to dominate the development strategy is startling. It is hard to escape the conclusion expressed by several representations that the spatial strategy in the north of the district would lead to increased lengths of commuting flows to and from Milton Keynes.

37) This would be contrary to national policy expressed in paragraph 34 of the NPPF which advises that plans should ensure that developments which generate significant movement are located where the need to travel will be minimised. It is therefore unsound. A modification to the plan is required to redress the balance, by increasing allocations in close proximity to Milton Keynes. For reasons summarised earlier, I reach the conclusion that insufficient land has been identified for housing and that additional allocations need to be made. This inevitably means revisiting the decision which led to the spatial development strategy known as option 3 in the Sustainability Appraisal being selected for VALP and so gives rise to an opportunity to redress the balance of the chosen spatial development strategy in the north of the district.



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<sup>v</sup> 35) What is surprising is that within the northern half of the district the roles of Buckingham, Winslow and Milton Keynes are relatively equal in the anticipated distribution of development. Milton Keynes, the dominant settlement, is not expected to dominate the development strategy. This contrasts with the south of the district where the strategy concentrates most development around the dominant settlement, Aylesbury. Yet all three of the northern settlements lie within the Milton Keynes Travel to Work Area and the Milton Keynes Housing Market Area. This is further supported when the preceding paragraph is also read: 34) Although I conclude that the 24-28% of development expected to occur in the northern half of the District is not necessarily disproportionately low or unsound, it is fair to observe that analysis of the housing trajectory shows that delivery in the north of the district peaks in 2023/4, then tails off, with no allocations expected to deliver towards the end of the plan period.

<sup>vi</sup> <https://www.buckscc.gov.uk/media/4511792/buckingham-transport-strategy-final-jan-17-1.pdf>

<sup>vii</sup> 4.4.2 of Buckingham Transport Strategy.

<sup>viii</sup> ED 215A

<sup>ix</sup> Section 4 at p. 22 ED214A



**BUCKINGHAM TOWN COUNCIL**  
**FULL COUNCIL**  
**MONDAY 18<sup>th</sup> November 2019**

Contact Officer: Paul Hodson, Town Clerk

**Update on the draft Budget for 2020/21 – 2024/25**

**1. Recommendations**

1.1. It is recommended that draft budget is provided to each Committee for the second round of discussion, using the approach described

**2. Background**

2.1. The Resources Committee agreed on 23<sup>rd</sup> September 2019, *“for the Council to plan to adopt a five-year budget and five-year business plan for 2020 -26, and that this be initially developed by each of the four committees reviewing the aspects relevant to their remit”*. (359/19)

2.2. A five-year budget has been prepared, to enable long-term planning. This has been reviewed for the first time by each of the four committees which hold budgets. Some changes have been made by the Planning, TC & E and Environment Committees which have been reflected in the revised budget provided to the Resources Committee on Monday 11<sup>th</sup> November.

**3. Overall Increase**

3.1. The draft budget has been prepared assuming RPI of 2.6%, in line with the rise reported in September 2019. For this reason, the draft budget is being prepared with a forecast precept rise to Council Tax payers of 2.6%. Whilst individual costs and contracts will always vary, and the Council will seek to ensure Value For Money on all costs, it is proposed to increase the overall budget by 2.6% to allow for likely increased costs over time.

**4. Staffing**

4.1. The Town Council pays staff using the National Joint Council for Local Government Services pay scale and agreed annual increases. The increase for 2020/21 has not yet been set. The unions have made an initial request for a 10% pay rise. It is unlikely that this will be agreed. The budget has been prepared with a forecast rise of 3% for salaries, in line with the increase being forecast by the new unitary council.

4.2. The Council has agreed for each Committee to report and budget for staffing under one heading. In this way, it is not possible to identify the salaries paid to any individuals. However, the Council's staffing structure, including the salary ranges of each post, are published.

## **5. Significant Changes**

5.1. The following significant changes to last year's budget have been included in the draft version:

- The Environment Committee raised a concern that the Council has not been budgeting to replace play equipment, but only to maintain the current equipment. A new budget line has now been added of "Play Area Replacement Fund". The Estates Manager has provided estimates of the years and costs when each play area will require replacing, and the budget being proposed would enable a reserve to be developed which would enable replacement of all the Council's play areas when required. A detailed breakdown will be provided to the next Environment Committee.
- The Resources and Environment salary budgets each include the cost of an apprentice
- The staff training budget has been reduced. The budget was too high for the team's needs. However, a new budget for Councillor Training has been added. In the past this was paid out of the office training budget. This split will increase transparency, and hopefully encourage new councillors to take up available training.
- The office rent budget (Buckingham Centre Rent) has been split to show the cost of rates for the office in separate line, to be consistent with the Council's other buildings
- The office rent budget has been increased to enable additional office space to be paid for should a viable proposal for this be provided and agreed by councillors.
- An office furniture budget has been added to allow furniture for the potential additional office space to be purchased
- A new budget has been added for maintenance costs of the bridges in Bourton Park.