



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr P. Hodson

INTERIM
FULL COUNCIL

Wednesday, 17 June 2020

Councillor,

You are summoned to an Interim meeting of Buckingham Town Council to be held on **Monday 22nd June 2020 at 7pm** online via Zoom, Meeting ID 871 2899 7691.

Residents are very welcome to ask questions or speak to Councillors at the start of the meeting in the usual way. Please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for the password to take part.

The meeting can be watched live on the Town Council's YouTube channel here:
<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSifcZC9Q/>

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. Closing the High Street - Briefing Note

To receive a written report from the Deputy Town Clerk

IM/16/20

4. Motion – Cllr. M. Cole JP

'That Buckingham Town Council requests the temporary closure of the High Street to traffic between the Town Hall and the Old Gaol to facilitate the reopening of shops and other businesses following their enforced closure by the Covid-19 pandemic, until further notice. This is to permit the safety of queuing shoppers; pavement cafe, pub and restaurant users; and pedestrians, pushchair users and those with mobility issues, by allowing them to maintain social-distancing in a traffic-free environment. It is noted that Newport Pagnell has effected a similar scheme in closing its High Street from June 15th.'



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.

- 5. Department for Transport's Emergency Active Travel Fund**
To receive an outline proposal from Buckinghamshire Council and to discuss the Key Questions included **Appendix A**
- 6. Reports from Buckinghamshire Councillors at Full Council**
To receive and discuss a written report from the Town Clerk **IM/17/20**
- 7. Community Board Representation**
7.1 To receive and discuss a written report from the Town Clerk **IM/18/20**
7.2 Community Board Terms of Reference **Appendix B**
7.3 Community Buckingham and Villages Community Board Map **Appendix C**
- 8. Buckingham Street Market**
To receive and discuss a written report from the Deputy Town Clerk **IM/19/20**
- 9. Recording Online Meetings**
To receive and discuss a written report from the Town Clerk **IM/20/20**
- 10. Chairman's Announcements**
- 11. Date of next Meetings:**
Full Council Monday 13th July 2020
Interim Council Monday 14th September 2020

To: All Councillors

BUCKINGHAM TOWN COUNCIL
INTERIM FULL COUNCIL
MONDAY 22nd June 2020

Contact Officer: Claire Molyneux, Deputy Town Clerk

Closing the High Street - Briefing Note

1. Summary

1.1. Closing the High Street to traffic would enable pedestrians to move and queue more safely whilst adhering to lockdown restrictions. However, the impact on traffic would be substantial. The consequences would also include increased traffic along roads not designed for through traffic, reducing access to the Cornwalls Meadow Car Park, and increased tailbacks particularly during rush hour, which may put off visitors from shopping in the town centre. A number of businesses and residents would still need access, which would make the closure more complicated, and would mean some vehicles still using the closed area.

2. Advice from Buckinghamshire Council

2.1. The following advice has been received from Buckinghamshire Council:

“The High Street is also the main road through the town, there are numerous businesses and residences that require access which would be an issue as well as the parking in the area. These issues can normally be sorted for a day (such as during the Charter Market) but could be more problematic for longer periods.

At this time, we would recommend monitoring the situation as more businesses open to understand the need. TfB would also need to understand how the access issue would be dealt with it were to be considered further.”

3. The Charter Fair road closures.

3.1. Twice a year the Buckingham High Street is closed between the Town Hall and the Old Gaol. The road closure comes into force on a Friday and operates over the Saturday with the road fully open early Sunday morning. There are a number of measures that are put in place to allow this to happen.

3.2. Buses – The buses are diverted and do not travel along London Road.

3.3. Swan Surgery – Aside from a brief 20-30 minute period access to the surgery is managed as the fair is set up on the Friday. This is possible as the main rides are not fully opened until the Saturday morning. There are also a number of fairground staff on hand to safely facilitate this. The surgery is not open when the road closure is in full effect on a Saturday. Should a closure

of the High Street be in effect Monday to Friday there will be no vehicular access to the surgery.

- 3.4. BT depot – Access to the BT depot is maintained as above. Again disruption is minimised as the full closure is only over the Saturday.
- 3.5. Library – The library does not have any deliveries on a Saturday. Staff are aware they need to park elsewhere on fair days.
- 3.6. Deliveries – Access for deliveries (and cash collection) is available on Friday morning with limited access overnight. This is arranged and agreed in advance.
- 3.7. Post office sorting office – The sorting office is in constant use during the week. The Charter Fair is arranged to maintain that access. Any road closure would need to find a way to keep this entrance open throughout the week.
- 3.8. Home Appliances deliveries – As above
- 3.9. Buckingham Street Markets – There are no traders on the High Street on Charter Fair days so access does not need to be provided.
- 3.10. Access to Cornwalls Meadow Car Park – It is not possible to access the car park from the Bridge Street side; traffic must divert round the town.
- 3.11. Emergency access – Strict blue routes are enforced throughout the Charter Fair. Last year when an ambulance needed to access the Swan Surgery the fairground staff were able to quickly move obstructions. The surgery is regularly attended by emergency services and any road closure would have to guarantee unimpeded access.
- 3.12. Rush Hour traffic – The Charter Fairs only impact one rush hour which is the Friday evening rush hour. As it is only twice a year many residents make alternative arrangements and attempt to leave early etc.

4. Considerations for a full time road closure.

4.1 Many of the above issues are managed/negated by the fair only being fully operational on a Saturday daytime. A full time closure will require provision for safe access to the surgery, BT, post office and all the other businesses and residences in the affected area. Without vehicular access these businesses and services will not be able to function. Should they relocate to the outskirts, the town centre will lose the custom of their staff members.

4.2 There will need to be access for deliveries. This is slightly easier to manage for shops as deliveries could be permitted at specified times. However,

consideration needs to be given to how they can physically gain access. There will be problems with courier services such as Amazon, DPD etc. Food delivery services also operate out of the town centre so provision will need to be made for their drivers to have easy regular access to the takeaway venues.

4.3. Traffic build up will be an issue. Traffic will be forced to divert round the town causing tail backs at peak times. This could make Buckingham Town Centre a less attractive place to visit and shop. Increased traffic on residential streets will be unpopular with residents.

4.4. Parking – There will be a loss of available parking which is currently the case on market days and issues have been reported on Saturday mornings. It will be much harder for people coming into town from the London Road side to find parking as they will be forced to divert round the town, potentially into traffic queues. This again could make the town less desirable to visit. Loss of access to the surgery/ library car parks, Verney Close and other parking areas will also increase pressure on parking facilities. There will be an expectation from those residents and businesses that have parking facilities accessed from the High Street that they will be able to continue to get to them. It should be noted that a full closure would see the loss of the much used disabled spaces outside of Barclays which does not happen during the market.

5. How to manage the closure.

- 5.1. Due to the access requirements already discussed a permanent physical barrier would not be viable.
- 5.2. An easy to remove physical barrier will be removed and ignored. From past experience they end up in the river.
- 5.3. Cameras are an obvious solution but would require significant investment into the technology and staff to run the scheme. There would need to be a legal process to administer fines.
- 5.4. Automatic barriers would also require investment in infrastructure and a staff member to operate a manual override. They are notoriously temperamental and require regular servicing.
- 5.5. Manual barriers would be quick and easy to put in place but would require a fulltime staff presence.

6. Risks to be managed

- 6.1. Pedestrians do not realise that there is limited traffic. If vehicular access is maintained to the surgery, BT, Post Office etc. then there is a risk to pedestrians assuming that the road is closed.
- 6.2. Congestion in the areas of the town not used to/suitable for heavy traffic.

- 6.3. Increase in road rage and antisocial parking. If there is less available parking and/or it takes longer to get to, it will increase the risk of people parking in unsuitable places.
- 6.4. Decrease in visitors to the town due to real or perceived issues with parking, congestion, access, lack of buses.
- 6.5. Anger from residents directly impacted by increased traffic on their streets and congestion in their local area.
- 6.6. Vehicles ignore advance warnings of the road closure and then attempt to turn in a dangerous place.
- 6.7. There being a requirement for so much vehicle access that any benefits of the road closure are lost.

7. List of vehicles who could legitimately expect access into the closed road area.

1. BT staff both work vans and personal vehicles.
2. Patients and staff attending the Swan Surgery.
3. Post office delivery vans and staff parking.
4. Other delivery vans using the depot.
5. Delivery vans for the local businesses, library, and surgery.
6. Library staff and disabled users.
7. Town Council Staff.
8. Verney Centre Staff and disabled users.
9. Adult learning Staff and disabled users.
10. Those who access their private parking from Verney Close.
11. Those who access other private parking.
12. Maintenance Staff.
13. Emergency Services.
14. Cash collection
15. Market Traders
16. Couriers to both businesses and residential properties.
17. Bin collection and cleaning services.
18. If all the above have access, then there is an argument to allow buses in order to maintain services to the town centre.

DfT Emergency Active Travel Fund 2020 – Member Factsheet

The Fund

- Government has announced £250m Fund to implement temporary walking and cycling measures which support increased levels of walking and cycling and assist with social distancing. They are releasing an initial tranche of £45m and Buckinghamshire has an indicative allocation of £460,000.
- This is separate to the Government's 'Reopening High Streets Safely' programme.
- The first tranche of funding supports delivery of quick, temporary measures, including road closures segregated cycleways on arterial routes, new or widened footways, reduced parking, park & cycle/stride/scooter facilities, bus corridors and cycle counters. All interventions must use temporary materials. The Department for Transport (DfT) have stressed that anything that does not meaningfully alter the status quo on the road (e.g. 20mph zones in isolation) will not be funded.
- Schemes need to be implemented very quickly – with works starting on site within 4 weeks of receiving funding, and then complete within two months. The Council will need to demonstrate it has delivered bold and successful schemes to access a second tranche of funding for longer-term measures (provisional allocation £1.84m).
- The Council will also monitor feedback and usage of Tranche 1 measures to help inform our broader transport planning approach to the Green Recovery programme.

Buckinghamshire Council Process To Date

- Work to date has been led by a cross-portfolio Cabinet group including Nick Naylor, Clive Harriss, David Martin, Warren Whyte and Gareth Williams.
- A longlist of over 100 known strategic priorities and local proposals were assessed against the following criteria drawn from Government guidance: impact on 'status quo' on the road – prioritisation for active travel; level of public transport demand; impact on social distancing; complexity of delivery within 12 weeks maximum, and; connection with existing / emerging strategies.
- This process identified a shortlist of approximately 15 schemes to take forward to initial concept design. An outline of this programme was submitted to the DfT for approval on 5th June 2020.

Next Steps

- We await confirmation of our final funding allocation from DfT in response to the programme submitted on 5th June 2020.
- However, given the tight deadlines for implementation of schemes following award of funding, we are initiating concept design on the shortlist developed to date.
- Indicative costings for proposals show that only a limited number of shortlisted schemes will be able to be implemented. Further prioritisation will therefore be required once the final DfT funding allocation is confirmed and inclusion on the shortlist does not at this point guarantee any particular project will be implemented.

Emergency Active Travel Fund – Shortlisted Scheme Descriptions

<p>Scheme Name</p>	<p>Gawcott to Buckingham</p>
<p>Map</p>	<p>The map displays a proposed cycleway route (highlighted in red) connecting the area around Hartridge and Gawcott to Buckingham. The route starts near Hartridge, passes through Ring Road Garage, and continues through the University of Buckingham area, ending near Buckingham Athletic Football Club. Key landmarks and roads shown include the River Great Ouse, A421, A42, and various local businesses and schools.</p>
<p>Description</p>	<p>Reallocation of roadspace to create pop-up cycleway between Gawcott and Buckingham.</p> <ul style="list-style-type: none"> • Lane narrowings / signage along Buckingham Road

	<ul style="list-style-type: none"> ● Safe crossing facilities over A421 ● Point closures within Buckingham Town to create quiet streets (walking, cycling, bus and access only)
Reasons for Shortlisting	<ul style="list-style-type: none"> ● Top cycle commuting demand for northern Buckinghamshire ● Access to town centre ● Access to University
Key Questions	<ul style="list-style-type: none"> ➤ Do you support the proposed scheme? ➤ Can the scheme be improved by local considerations? (e.g. alternative routings, replacement measures) ➤ Do you support the principle of creating quiet streets in residential areas of Buckingham town? ➤ Would the proposal have merit if only delivered within Buckingham Town (i.e. up to A421)? ➤ How could this be used to support social distancing on Buckingham High Street (opportunities for walking and cycling prioritisation over through traffic?)

**BUCKINGHAM TOWN COUNCIL
INTERIM FULL COUNCIL
MONDAY 22nd June 2020**

Contact Officer: Paul Hodson, Town Clerk

Reports from Buckinghamshire Councillors at Full Council

1. Recommendation

1.1. It is recommended that the Council invites all Buckinghamshire Council councillors who were elected to represent a part of Buckingham to provide a report and answer questions at each meeting of Full Council.

2. Background

2.1. It has been the practice of the Council to invite each County and District Councillor who represented a part of Buckingham to provide a report and answer questions during Full Council meetings. With the town being served by two County Councillors and five District Councillors, this arrangement has worked well.

2.2. With the launch of the new Buckinghamshire Council without an election, each existing District and County Councillor automatically became a Buckinghamshire Council Councillor.

2.3. This led to the challenge of two sets of councillors within one council who were elected to represent a different set of wards.

2.4. The new Buckinghamshire Council has been established to be served by wards that are the same as the old Buckinghamshire County Council wards. Buckinghamshire Council have therefore provided an updated list of Buckinghamshire Councillors by ward. Where any part of a former District Councillor's ward overlapped into a new Unitary ward, that former District Councillor is shown within that ward. For example, the old Steeple Claydon Ward included Hillesden, which is in the Buckingham West BC Ward, so that previous District Councillor is now listed as covering Buckingham West. The new list for the two wards covering Buckingham is:

13	Buckingham East	W Whyte – CON (Buckingham East) (& former district council ward of Luffield Abbey) S Cole – CON (Buckingham North) Sir B Stanier – CON (Great Horwood) T Mills – CON (Buckingham North)
14	Buckingham West	C Clare – CON (Buckingham West) P Fealey – CON (Tingewick) H Mordue - CON (Buckingham South) R Stuchbury – LAB (Buckingham South) J Chilver – CON (Winslow) (Steeple Claydon) S Cole – CON (Buckingham North) A Macpherson – CON (Grendon Underwood) (Marsh Gibbon) T Mills – CON CON (Buckingham North)

2.5. There are now 12 Councillors listed as representing one or other of the Buckingham wards. This is the only way Buckinghamshire Council could have reasonably arranged the new councillors in the circumstances. However, it could have the unforeseen consequence of councillors who have not been elected by any of Buckingham's residents being able to provide reports and answer questions during Full Council meetings of Buckingham Town Council.

2.6. In reality, none of the councillors in question has asked to take part in a Buckingham Town Council meeting. However, it is proposed to formally agree that in the future the Town Council will invite councillors who have been elected to represent a section of Buckingham to provide reports and answer questions. I.e. those councillors whose previous District or County Council ward included a part of Buckingham, and who have already been invited to take part in Buckingham Town Council meetings under the previous system.

BUCKINGHAM TOWN COUNCIL
INTERIM FULL COUNCIL
MONDAY 22nd June 2020

Contact Officer: Paul Hodson, Town Clerk

Community Board Representation

1. Recommendation

1.1. It is recommended that the Council nominates a representative to the new Board and also a deputy.

2. Background

2.1. At the last meeting of Full Council, Members reviewed the Council's work with external bodies and arrangements for reporting back. Members agreed to discuss representation on the Community Board at the next Interim meeting of Full Council (19.6/20).

2.2. The Town Council was consulted during the planning for Community Boards, and provided a detailed response (**379/19**).

2.3. Following the announcement of the final plans for Community Boards, Full Council discussed the approach being taken in detail during the meeting held on 16th December 2019. In addition to deciding to write to the then shadow Buckinghamshire Council to raise concerns, the Council decided to adopt the recommendation that:

a) *the Town Council agrees to nominate a member to the new board, and also to nominate a deputy, to ensure that the Council is always represented*

2.4. but also agreed that:

a) *The Town Council reserves the right to withdraw participation in the Community Boards. (633/19)*

3. Buckingham and Villages Community Board

3.1. Lockdown has meant that the Buckingham and Villages Community Board has not yet met. It is likely that the first formal meeting will be in September or October. However, the Board's Chairman, Buckinghamshire Councillor Charlie Clare, is seeking to begin informal engagement before then.

3.2. Each Buckinghamshire Councillor is a member of their local Community Board. Where Buckinghamshire Council wards include two or more Community Board areas, each ward Councillor is a member of each relevant ward. This means that Buckingham Town Councillors who are also Buckinghamshire

Councillors are already members of the Buckingham and Villages Community Board.

- 3.3. Buckingham is with 25 other parishes, rather than the current 36 of the LAF, in the Board named "Buckingham and Villages". The Board includes at least part of four of the wards of the new Council.
- 3.4. There will be more money to bid for. In 2020/21 in our area this will consist of:
 - £86,955 to address "Community Area Priorities"
 - £29,540 for "Health and Wellbeing". This has already been used to support organisations responding to the Covid 19 crisis, including Buckingham's foodbanks and carers' organisations.
 - £139,374 Local Infrastructure Fund (funded by the Government's New Homes Bonus money). This fund is to support community infrastructure needs. It can be used to support the upgrading of existing and/or new physical and/or social infrastructure. The funding source is from central government's New Homes Bonus Scheme. There is uncertainty on the continuation of this funding stream from central government beyond 2020/21 and therefore this funding stream cannot be guaranteed indefinitely
- 3.5. Following the announcement of the Community Board structure, the Town Council wrote to Buckinghamshire Council requesting that changes were made, specifically asking for the Terms of Reference to be amended to stipulate that an indicative vote must be taken before formal votes, to ensure that the views of town and parish councillors are at least recorded prior to formal decisions. The reply is attached to this report.
- 3.6. It is proposed that the Town Council fully engages with the Community Board, to seek to ensure that the funding priorities set best reflect the needs of Buckingham's residents, to promote the Town Council's role in providing services for the town, and to build effective partnerships with Buckingham Council members and departments.

Leader of the Council

Martin Tett

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Cllr M Cole
Town Mayor
Buckingham Town Council
Buckingham Centre
Verney Close
Buckingham
MK18 1JP

20 January 2020

Dear Mark

BUCKINGHAMSHIRE UNITARY AUTHORITY: COMMUNITY BOARDS

Thank you for your letter of 19 December, my apologies for the delay in responding.

I would like to reiterate the Shadow Executive's commitment to localism and the importance that we place on the new Buckinghamshire Council working closely with local communities and partners. Community Boards will be just one of the ways in which we connect with communities. It is important to recognise the large commitment that is being made via:

- Five local planning committees, making local decisions, in local areas, on local matters.
- Council Access Points, enabling local residents to access information on over 80% of services, closer to where they live.
- Devolution to ambitious town and parish councils of services that they wish to deliver locally to residents.
- Community Boards, where unitary councillors will work on local issues with local partners.

Taken together, these exciting new proposals represent a major move towards greater locality working and delivering the commitment we made in our original business case for unitary.

Specifically, with regard to your concerns on Community Boards, I believe that these will, with the right commitment by all participants, offer the opportunity to really address



the issues that matter to each community. As I have said before, these issues may differ radically from area to area with possibly homelessness being a focus in one area, whilst anti-social behaviour or health inequalities may be top concerns in another. The scope is wide, but should however support overall Buckinghamshire Council objectives. The spirit will be one of collaborative working as, on so many issues, no one organisation will be able to solve complex problems. I anticipate that along with unitary councillors and town and parish councillors there will be key participation from the voluntary and community sector, the NHS, local police and other local groups may also be involved. Together they can help solve local issues and shape local places and services. This strengthens local democracy as it focuses on working collaboratively, to find solutions and take action.

With regard to voting, we have spent a long time looking at best practice elsewhere in the country and learning from others. Community Boards will, in practice, normally work by consensus decision-making by the local community. Where different views on a topic cannot be reconciled, then the Chairman is enabled to take an indicative vote of all parties. From experience elsewhere this is normally the decision that is confirmed, so I do not feel it is necessary to stipulate within the terms of reference at this time. Formally, because Buckinghamshire Council is devolving some £4 million of its money to Community Boards, the formal decision will rest with elected unitary councillors. Similarly, with regard to chairing the meeting, since this is again Buckinghamshire Council funding, for which its members are ultimately responsible, it seems entirely reasonable that a unitary councillor should chair these meetings.

We share your concerns that funding from the Local Infrastructure Fund is awarded to areas which are most impacted by development. This is why the Local Infrastructure Fund is allocated to Community Boards with regard to the number of proposed houses.

You are also concerned about the relative representation from towns and parishes of differing sizes. This was an issue where the option of weighting by population size was considered but, on balance, it was felt that this might lead to the impression of domination by a single large town or parish council and that this might, in turn, discourage other smaller councils from attending. We therefore went for equal representation from each local town and parish councils. However, we factored in that the representation by unitary councillors would largely redress the balance as there would, of course be greater representation from the larger wards. As I anticipate a very close working relationship between unitary councillors and their local town or parish councils, this will ensure that the voice of, say Buckingham, will be clearly heard.

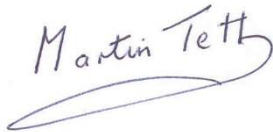
As you will see, town and parish councils are core partners and strong collaboration between them and unitary councillors is a top priority.

Since returning in the New Year I have met with Claire Hawkes, the new Director for Localities and Strategic Partners, and stressed the importance of the Community Boards now moving into their implementation phase and the need for good

connectivity with town and parish councils. Claire's service will work closely with all local partners to create these new and innovative boards and there is a need to see how they work in practice. Importantly, the terms of reference can also be reviewed once the Community Boards are fully operational and we have seen how they work in reality.

I have asked Claire to contact Buckingham Town Council to see how we can quickly move forward.

Yours sincerely



Martin Tett
Leader of the Council

c.c. **BMKALC**
AVALC
Greg Smith MP
Cllr Warren White BCC
Cllr Charlie Clare BCC
Cllr Simon Cole AVDC
Cllr Tim Mills AVDC



Community Board Terms of Reference

1. Aims & Objectives

- 1.1 The vision for community boards is to improve outcomes for residents through ensuring strong connections between Buckinghamshire Council with its diverse communities. The objectives below set out the different elements of the work of community boards, as well as updated to provide clarity on the legal status of community boards:
- a) *Local Issues*: Enabling Buckinghamshire Council councillors to make recommendations on local issues, alongside community organisations, such as town and parish councils.
 - b) *Influence*: Empowering Buckinghamshire Council Councillors and communities to influence service design and delivery on local issues.
 - c) *Partnership*: Facilitating communities to come together with Buckinghamshire Council Councillors and partners to find solutions to local issues.

2. Approach

- 2.1 To achieve these aims and objectives each community board will be expected to:
- Agree Community Area Priorities, based on evidence of local needs, and an action plan to address these with targets.
 - Agree a tailored communications & engagement plan for actively involving residents and community organisations.
 - Set-up action groups to support the delivery of the Community Action Plan.
 - Provide opportunities to ensure that the local community is able to respond to consultations and influence service commissioning decisions in a timely manner.
 - Provide opportunities to ensure good communications and information from Buckinghamshire Council, and partners, on local issues.
 - Make recommendations to Buckinghamshire Council on funding local projects.
 - Make recommendations to Buckinghamshire Council, and partners, on key local issues.
 - Produce an annual report with a self-assessment of success in relation to the aims and objectives for community boards, and action plan delivery.
 - Hold at least one annual community event to enable residents and community groups to set area priorities and address issues.

3. Remit

- 3.1 Community boards will be empowered to discuss any issues that are relevant to enable them to achieve their objectives.
- 3.2 Agenda items are expected to be of relevance and significance for the community board as a whole.
- 3.3 Operational issues will be encouraged to be dealt with outside of formal community board meetings through relevant channels. For example, written requests for potholes to be fixed should be made via 'fix my street', and/or flagged with the relevant councillor outside of formal meetings.
- 3.4 No service complaints or complaints about councillors will be considered. These will be considered under Buckinghamshire Council's complaints policy. All Buckinghamshire Council Councillors are bound by the Buckinghamshire Council code of conduct. Members are also bound by the other procedures and protocols applicable to members of the Buckinghamshire Council.
- 3.5 Planning matters that fall under the remit of the area planning committees of Buckinghamshire Council will be out of scope to avoid duplication.
- 3.6 Effective liaison between community boards and strategic committee business will be facilitated via liaison meetings for the community board chairmen. Common themes and issues will be discussed with the Cabinet Portfolio holder, senior officers and relevant scrutiny chairmen.
- 3.7 Community boards may consider petitions to Buckinghamshire Council they relate to a local issue and are best resolved locally. The handling of petitions will be in accordance with the Council's constitution and petitions protocol.

4. Legal Status

- 4.1 Community boards are informal meetings convened by Buckinghamshire Council.
- 4.2 They are advisory only with no decision-making powers. They are able to make recommendations.
- 4.3 Meetings will be conducted informally but where it is necessary for the Chairman to rule on any point then rulings will follow the procedures set out in the Buckinghamshire Council Constitution.

5. Community board membership & participation

- 5.1 The formal and core membership of each community board will comprise all Buckinghamshire Council councillors from the respective area.
- 5.2 No substitutes are permitted.

5.3 Standing invitations to attend meetings will be provided to the following key partners:

- All town and parish councils in the area (1 representative each)
- Thames Valley Police
- Primary Care Networks (1 representative from the lead PCN aligned)

5.4 Each community board chairman has the discretion to invite any additional attendees. For example this could include:

- Youth Council representative
- Key not-for-profit organisations
- Local businesses
- Other statutory bodies such as the Fire Service, Ambulance Service or CCG.

5.5 Regardless, of the above, all formal community board meetings will be open to the public to attend, and the public will be encouraged to attend and participate in these meetings and other events.

6. Community board decision-making

6.1 For community boards to be successful they will need to work in co-operation with the local community and it is envisaged that on the whole this will be by consensus.

6.2 Upon some occasions, a vote might be needed, for example in regard to a recommendation from the board on funding local projects.

6.3 Where a vote is required then this will be by a show of hands of formal board members present.

6.4 Prior to such a vote, the Chairman may upon his/her discretion take an indicative vote of representatives from local organisations, including town and parish councils, who are present. Each organisation, will have one indicative vote. This will enable Buckinghamshire Council councillors to have a clear understanding of the official views of local partners.

6.5 The Chairman will also normally ensure that the public have had the opportunity to express their views prior to a vote, in accordance with the provisions on public participation, as set out in the section below.

7. Chairmanship

7.1 The chairman of each community board will be appointed by the Cabinet Portfolio holder for localism.

7.2 The chairman of each community board must be a member of Buckinghamshire Council and the respective community board.

- 7.3 The vice-chairman shall be nominated by the relevant Community board Chairman and confirmed by the Cabinet portfolio holder for localism. They must be a member of Buckinghamshire Council and the respective community board.
- 7.4 The normal term of office shall be for two years.
- 7.5 The portfolio holder for Localism may rescind appointments within this period at any time.
- 7.6 The vice chairman will preside in the absence of the chairman and if neither is present, the community board will appoint a chairman from among its membership for that respective meeting.
- 7.7 The role of the Chairman will include:
- Providing leadership to ensure that the objectives of community boards are met.
 - Ensuring that the voices of residents are at the heart of the work of community boards.
 - Representing the community board at chairmen's liaison meetings and presenting the annual report of the community board to full council.
 - Attending mandatory annual training to support them to be effective in their key community leadership role.

8. Meeting Frequency

- 8.1 Each community board is expected to hold:
- At least five but no more than six formal community board meetings per year.
 - At least one annual resident's forum event to encourage participation in the area priority setting process.
 - Events locally to encourage resident participation in regard the area priorities agreed and as required in for example consultations and or participatory budgeting.

9. Public Participation

- 9.1 All normal community board meetings will be open to the public and press.
- 9.2 The format of community board meetings will be at the discretion of the chairman and designed to maximise public participation.
- 9.3 For example, the meetings may be structured to enable the standing item business of community board meetings to be conducted at the end of the meeting, with items of public interest to be placed at the start of the agenda to enable residents to have their say without staying for the whole meeting.
- 9.4 Members of the public will be able to ask questions and speak in regard to an agenda item, and considered under the relevant agenda item. The length of

time for speaking will be at the discretion of the chairman and normally limited to one issue per speaker, with an overall maximum public speaking slot of 10 minutes per agenda item.

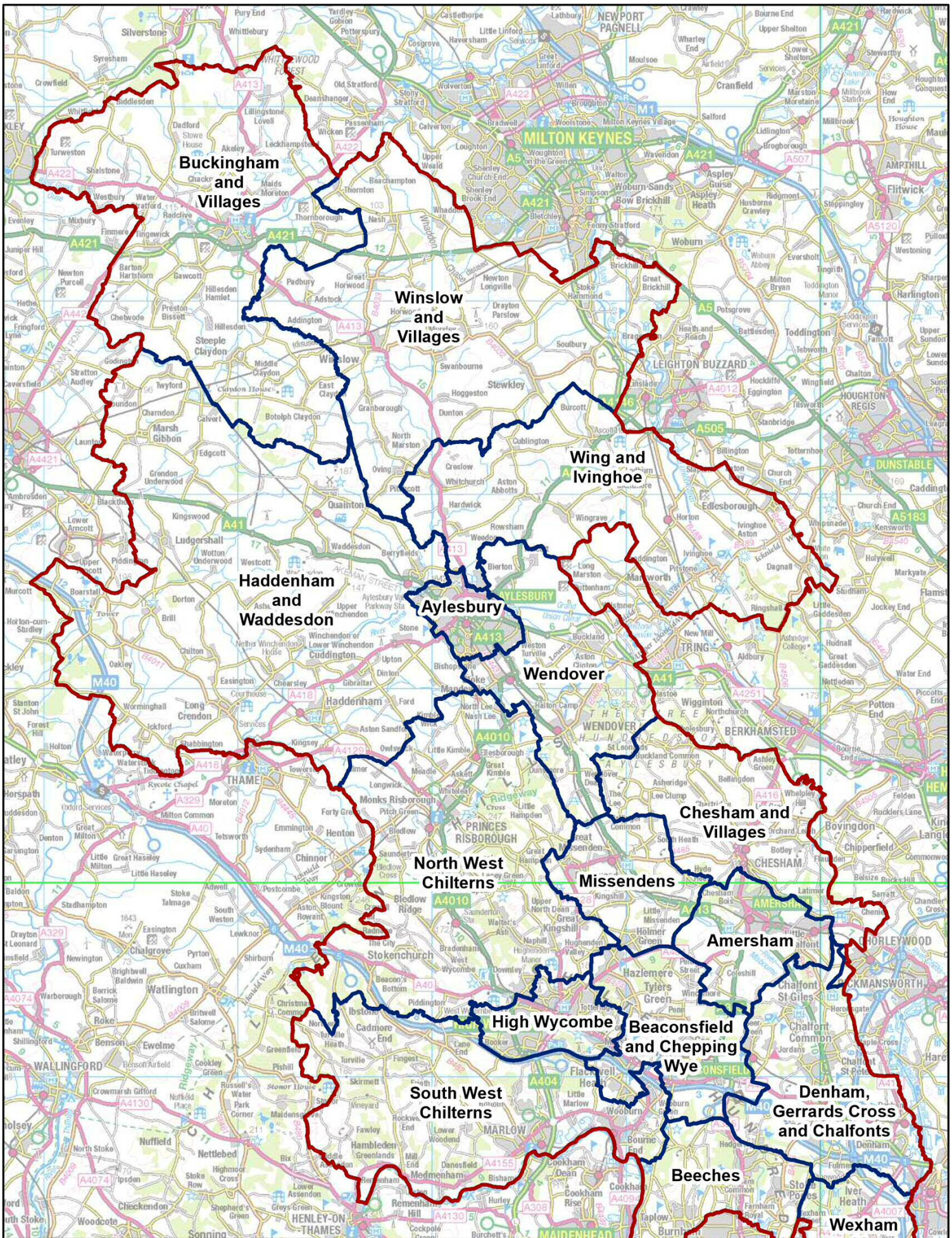
- 9.5 In addition, written questions to Chairmen are invited at any time from residents in regard to the work of community boards.
- 9.6 A published online response log will be made available and an updates provided at each community board meeting as a standing item. Responses will be provided within 20 working days.
- 9.7 Residents who have questions to individual councillors on specific local electoral division issues are encouraged to contact them directly.

10. Agendas

- 10.1 The Chairman will be responsible for the content of community board agendas. All members of the community board may submit agenda items which will be included at the discretion of the Chairman.
- 10.2 Community board agendas will be published online via Buckinghamshire Council's website giving normally at least five clear working days before the meeting.
- 10.3 An action log, rather than formal minutes, will be published on Buckinghamshire Council's website normally within 15 working days of the meeting.

11. Officer Support

- 11.1 Buckinghamshire Council will provide administrative, policy and project support for community boards.



- Buckinghamshire
- Potential board areas (16 areas post consultation)

**BUCKINGHAM TOWN COUNCIL
INTERIM FULL COUNCIL
MONDAY 22nd June 2020**

Contact Officer: Deputy Town Clerk, Claire Molyneux

Alcohol Sales on the Market

1. Recommendations

- 1.1. It is recommended that Buckingham Markets allow suitably licenced stall holders to sell sealed alcohol, subject to the individual approval of both the Markets Manager and the Deputy Town Clerk.

2. Background

- 2.1. At this time the selling of alcohol on the markets is banned.

“The selling of alcohol is prohibited on any Buckingham Market run or managed by Buckingham Town Council (Town Centre & Events Committee meeting of 4th February 2013 min no. 709.1/12).”

- 2.2. The ban only applies to the markets and alcohol is regularly sold at Town Council events such as the food fair.
- 2.3. There are a number of shops in the town selling a range of alcohol, for instance Tesco’s Express whose door opens into the middle of the market.
- 2.4. The Town Council have been working hard to attract new and modern stall holders to the market in order to broaden the range of shoppers. Offering stalls which attract different demographics is essential to the long term health of the markets.

3. Request from a Potential Stallholder

- 3.1. The Market Manager has been approached by a local farm who wish to sell their range of homemade seasonal fruit liqueurs and gins on the market. Much of their produce is grown and pressed on site. Conversations have also been had in the past with a local wine grower. However, due to the ban it has not been possible for them to attend the market.
- 3.2. Removing the ban would not equate to a ‘free for all’. Any stall holder wishing to sell alcohol would need to prove to both the Market Manager and the Deputy Town Clerk that their products will enhance the image of the market and will be sold responsibly and lawfully. All licences and paperwork will be regularly checked. All licencing law will be fully complied with. Where

there is any doubt or concern the stallholder will not be permitted to stand. The good reputation of the markets will take priority.

- 3.3. Interim Council are asked to agree this change to enable the proposed stallholder to join the market in the next two weeks. The Chairman of the Town Centre and Events Committee has been consulted and supports this matter being dealt with by Interim Council to enable a swift decision.

BUCKINGHAM TOWN COUNCIL
INTERIM FULL COUNCIL
MONDAY 22nd June 2020

Contact Officer: Paul Hodson, Town Clerk

Publishing Online Meetings

1. Recommendation

- 1.1. It is recommended that videos of Council meetings are made available to watch via YouTube after meetings have finished.

2. Background

- 2.1. Before the lockdown, the Resources Committee discussed whether or not to purchase equipment to record meetings to aid minute taking. On that occasion, “the Chair asked the opinion of the Committee Clerk who did not believe that a simple audio recording device would improve the process of minute taking at Council Committee meetings.” The motion was then withdrawn. (826/19) This discussion did not refer to video recording, or to making recordings available to the public.
- 2.2. Members of the public are legally able to record any Council meeting. This is reiterated by Standing Order 3.i Subject to standing order 3.L which states:
- 2.3. *a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later ...*

3. YouTube

- 3.1. At present, Town Council meetings are held via Zoom and also streamed live over YouTube. This enables the Zoom meeting to be restricted to those taking part – i.e. councillors, officers, and members of the public who wish to speak. This has reduced the risk of Council meetings being zoom-bombed by other people seeking to disrupt rather than take part.
- 3.2. It would be possible for the Council to make meetings which have been live streamed over YouTube available to be watched online after the event. The meetings are public, and it is always possible that someone watching is recording them without informing the Council. The Annual Statutory Meeting where the new Mayor was made has been made available this way. So far this has been viewed 227 times.

- 3.3. Enabling meetings to be viewed online after they have finished would increase the Council's transparency, and enable anyone with an interest in the Council's work and decisions to better understand how decisions have been reached.