



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr P. Hodson

INTERIM
FULL COUNCIL

Wednesday, 17 February 2021

Councillor,

You are summoned to an **Interim meeting of Buckingham Town Council** to be held on Monday 22nd February 2021 at 7pm, via Zoom, Meeting ID 871 2899 7691.

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. 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/UC89BUTwVpjAOEIdSlfcZC9Q/>

Paul Hodson

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. Town Council Awards

To receive the notes of the meeting of the Town Council Awards Working Group held on 16th February 2021, and to agree the recommendations made

[Appendix A](#)

4. Buckingham Town and Parish Council Charter

To receive and discuss a written report from the Town Clerk

[IM/122/20](#)
[Appendix B](#)

5. Display Screen Equipment

To receive and discuss a written report from the Town Clerk

[IM/123/20](#)



Twinned with Mouvaux, France;  Neukirchen Vluyn, Germany 

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.

6. Chairman's Announcements

7. Date of next Meetings:

Full Council

Monday 15th March 2021

To: All Councillors

1 Notes from the Award Scheme Working Group Meeting held on Tuesday 16th February 2021 via Zoom.

Present: Cllr. J. Harvey
Cllr. M. Smith
Cllr. R. Newell

In Attendance: Mr. P. Hodson – Town Clerk
Ms. B. Dowden – Apprentice Office Administrator

1. Consideration of Current Award Scheme

The Town clerk outlined the various awards that are given during the year. These are the Sports and Art award, Friends of Buckingham and Honorary Freeman.

2 Regularity

It was suggested that awards do not have to be given each year; it is better to wait until suitable candidates are available than automatically find someone each year.

3 New Awards

It was **proposed** to keep the current awards the same but to recommend an additional three new awards:

- a) **Voluntary, Community and Social Enterprise (VCSE) Organisation of the Year** – For a local group which has made an impact to the civic and community life of Buckingham.
- b) **Natural Environment & Climate Champion** - A person, organisation or business who have actively tried to tackle climate change and or enhance the natural environment.
- c) **Mayor's Prize for Outstanding Young Person** – This would be a young person up to the age of 18 years' old who has made a positive impact on the civic and community life of Buckingham.

4 Changes to what is presented

It was proposed that the three new proposed award recipients receive a framed mountable certificate in recognition of their work and efforts. It was noted that salvers tend to tarnish and can be difficult to display. It was **RECOMMENDED** that the Council review alternatives to the current award memorabilia given. Alternatives may include a medal or gavel for the Mayor, Friends of Buckingham and or Honorary Freeman.

5 Process –

It was **proposed** that the Council should seek nominations for the Sports & Art, VCSE Organisation of the Year, Natural Environment & Climate Champion of the Year and Outstanding Young Person of the Year awards from the public. It was also **proposed** that a press release be issued between January and February each year to ask for nominations to the various awards before the upcoming awards.

6 Timescale

It was proposed to follow the current timescale except to move the informal meeting to the end of March or start of April before Easter.

7 Website

It was **proposed** that a page on the Council's website be made listing all the awards that are given, with a brief description of the criteria, and a list of previous recipients.

8 Recommendations

It was agreed to make the following recommendations to the Town Council:

8.1 That awards are only given when necessary instead of automatically being given every year.

8.2 To create the following new awards:

- a) **Voluntary, Community and Social Enterprise (VCSE) Organisation of the Year** – For a local group which has made an impact to the civic and community life of Buckingham.
- b) **Natural Environment & Climate Champion** - A person, organisation or business who have actively tried to tackle climate change and or enhance the natural environment.
- c) **Mayor's Prize for Outstanding Young Person** – This would be a young person up to the age of 18 years' old who has made a positive impact on the civic and community life of Buckingham.

- 8.3** That recipients of the new awards receive a framed certificate
- 8.4** That the Council reviews alternatives to the current items presented to award recipients
- 8.5** That the Council seek nominations for the Sports & Art, VCSE Organisation of the Year, Natural Environment & Climate Champion of the Year and Outstanding Young Person of the Year awards from the public.
- 8.6** That a press release be issued between January and February each year to ask for nominations to the various awards before the upcoming awards.
- 8.7** That a page on the Council's website be made listing all the awards that are given, with a brief description of the criteria, and a list of previous recipients

9 Future Meetings

It was agreed that no future meetings will be necessary:

The meeting ended at 15:03pm

BUCKINGHAM TOWN COUNCIL

FULL COUNCIL

Monday 22nd February 2021

Contact Officer: Paul Hodson, Town Clerk

Draft Buckinghamshire Town and Parish Council Charter

1. Recommendations

- 1.1. That the Town Council submits the proposed response to Buckinghamshire Council

2. Background

- 2.1. A draft Buckinghamshire Parish and Town Council Charter has been published by Buckinghamshire Council. The Town Council agreed to establish a working group to prepare a response to the draft Charter, for Interim Council to consider on Monday 22nd February 2021, during the meeting held on 25th January 2021. (1003/20) The Council agreed for the following four councillors to form the Working Group: Councillors Cole, Ralph, Smith and Gateley.
- 2.2. The draft Charter consultation deadline has been extended to 8 March 2021.
- 2.3. The draft Charter is attached as Appendix B.

3. Proposed Response by Buckingham Town Council

SUMMARY

Overall, the Town Council is encouraged by the intent of the Charter, and particularly the commitment to ongoing liaison, joint working and mutual respect.

Buckinghamshire Council undertakes to provide a summary of any document more than four pages long. The Town Council supports the shorter and clearer format submitted by Jon Harvey. This is an example of how this could be provided, with accompanying commitments in specific areas.

Failing this comprehensive change, the following points should be taken into account in the draft Charter:

GENERAL CHANGES

The document is too long, repetitive, and has not been proof-read effectively. Erroneous apostrophes and capitalisation, repetition and inconsistent use of terminology needs to be corrected. A more succinct redraft is required.

For example, the document is inconsistent in the capitalisation of town and parish councils. These terms should be lower case unless they are referring to a specific council. "The council" is repeatedly used; the document should always specify which council is being referred to. "The Buckinghamshire Council" needs to be corrected to "Buckinghamshire Council" throughout.

The apparent collaborative thrust of the document is somewhat diluted by the implicit impression given that Towns and Parishes are 'second-tier' (to quote the charter) and of a lesser importance in the project. It would be regrettable if the charter ends up being seen as a series of bromides designed to reassure Towns and Parishes without actually achieving its published aims.

Because of the aspirational quality of the Charter there is a danger that the generalised statements contained within it when coming into contact with the day-to-day activities of County, Town and Parish, will become very open to interpretation and to have differing emphasises applied to them.

The blue bubbles do not add anything to the charter; these should be removed. The charter is not a performance report, and examples may lose their relevance with time.

PART 1 – WELCOME

(a) Comments by Gareth Williams:

- (i) Para 3 - given the duration of the pandemic beyond last year, it may be appropriate to delete "of 2020" in line 2.
- (ii) Para 4 – would suggest re-wording from "...and large parishes" in line 2 to "...and large parishes, to parish meetings in our smaller rural villages. We are committed ...".

(b) Comments by BMKALC:

- (i) Para 2 – would suggest insertion of "fully" between "taken" and "into" in line 2, and "develop" in place of "continue with" in line 5.

- (ii) Para 3 – suggest replacing “an” with “a full” in line 2; and in line 4 inserting “that” between “ensuring” and “the” and replacing “still” with “fully”.

PART 2 – INTRODUCTION

- (i) Para 1 – the reference to “... a secondary tier of local councils ...” does not sit well with BMKALC’s reference to “... local councils, who are the first tier of government ...”, or with the wording in para 3 of this section (second sentence). It may therefore be preferable to replace “secondary” with “further” in line 1. Similarly, it would be more to replace “representatives” with “councillors” in line 3.
- (ii) Para 2 – for the avoidance of any ambiguity, insert “all” between “can” and “serve” in line 2.
- (iii) Para 3 – no comment.
- (iv) Para 4 – suggest inserting “elected councillors or” before “representative bodies” in line 4 (**Note** - *this assumes that parish meetings do not have elected councillors*).
- (v) Para 6 – would prefer to see “at least annually” (or some other defined timescale) in place of “regularly” in line 6.
- (vi) Para 8 – replace “to” with “shall” in line 3.

PART 3 – UNDERSTANDING TOWN & PARISH COUNCILS

(a) The role of local councils:

It is suggested to add a third paragraph indicating that not all town and parish councils in Buckinghamshire have responsibility for all the items listed in Para 2, whereas others have additions to that list.

(b) The role of the clerk:

- (i) Para 2 – add: “In the case of town and larger parish councils, the clerk may manage a range of staff who assist the clerk in carrying out the council’s work”, **plus** something about the professional qualifications that many clerks have,

(c) The role of elected town and parish councillors:

- (i) Para 1 – add at end “although they may receive a modest allowance to help defray costs”.

SECTION 4 - RESPECTING AND VALUING EACH OTHER

It has yet to be seen whether Buckinghamshire Council are living up to section 4. E.g. not allowing local councillors to use their “Councillor” title at Community Boards; the lack of time at Planning Committee for Councillors’ views to be adequately expressed; and the ongoing delays to the devolution pilots.

SECTION 5 - EFFECTIVE COMMUNICATION

Paragraph 1, line 2: a comma is needed after “this”: to read “To facilitate this, regular and effective... Otherwise it doesn’t make sense.

Paragraph 3: The key contacts list, dedicated phone line and Parish Liaison Officer are excellent measures. It would be helpful to specify how often the contact list will be updated and re-circulated. (The first version already needs revising)

There should be a statement as to how frequently the BMKALC Town and Parish Councils’ liaison forum will meet.

Community Boards and their sub-groups should be minuted with the minutes being public to ensure transparency, and that decisions as to projects supported and refused are made public.

SECTION 10 – SHARED COMMITMENTS

Each of the commitments here begins with a strong and admirable statement of Buckinghamshire Council’s position, and ends with a far weaker, “local councils in Buckinghamshire are encouraged to...”. This does need read like a shared charter at all. The commitments should be rewritten to be clear that each of the commitments are fully shared by all those signing up to the Charter. While smaller parish councils may not have lengthy policies in these areas, their commitments will be no less firm and significant.

11. Planning

Key to the ethos of the Charter, in terms of collaboration and communication, is that of planning. It is only by respecting properly constituted neighbourhood plans, allowing reasonable representation to present objections to planning applications, and the proactive enforcement of planning decisions once made, is success assured.

Second paragraph; the commitments given could be firmer, for example:

To do this the **C**ouncil will work closely with **T**own and **P**arish councils to:

- Ensure that there is **full** engagement at a local level;
- Enable town and parish councils to **promote** the views of the communities they represent;

Buckinghamshire Council will produce a Local Plan that will replace the current adopted local plans (**but not made neighbourhood plans**) on completion, in addition to the Minerals and Waste Local Plan.

Planning Applications

Language needs tightening:

Town and **P**arish councils are **statutory consultees** in the planning process. Buckinghamshire Council notifies **T**own and **P**arish councils **of applications received for their areas; they then** have **30 days** to submit any representations. These are very important in highlighting issues, particularly local issues **of which they have knowledge**, called material planning considerations, which need to be taken into account when applications are decided.

(‘of applications’ is missing, and ‘for’ not ‘in’ their areas plural; ‘they then’ not ‘whom’;

21 days is not long enough for councils which meet only monthly, and nor does it permit enough time for comments from residents and other interested parties)

Planning Committee

3 minutes shared is not adequate to enable effective representation; 60 or 90 seconds is not democratically adequate.

Training

The text should specify which service the officers providing training will represent.

MAKING IT HAPPEN

This charter is a statement of intent **of** the relationship of the new Council.

The commitment to review the Charter annually is welcomed. The Charter should specify how and by whom – i.e. will this take place during a liaison meeting? Will BMKALC and Buckinghamshire Council formally report on progress against the charter each year?

APPENDIX 1 - ENGAGEMENT AND REPRESENTATION IN HIGH WYCOMBE

The section on High Wycombe should be removed. The document is a “shared commitment between Buckinghamshire Council and the parish and town councils of Buckinghamshire”. The charter’s description does not mention charter trustees. Agreeing to the current version would imply that Buckingham Town Council endorses the current arrangement in High Wycombe; the Town Council doesn’t have a view on arrangements in other areas of the county. *All matters concerning High Wycombe should be left for its constituents to decide.*



Town and Parish Charter



Working together for the people of Buckinghamshire



A shared commitment between Buckinghamshire Council
and the parish and town councils of Buckinghamshire

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1. Welcome

Gareth Williams, Cabinet Member for Communities and Public Health, Buckinghamshire Council



Strong local working relationships is essential in supporting the council and our services to understand and respond to what matters to our local people and communities. Local councils are at the heart of their communities; their connections, relationships and local knowledge is invaluable in supporting the council with local service design and delivery and they will play a key role in the council's new approach to locality working through Community Boards.

The council is committed to working closely with local councils, understanding and complementing each other's roles for the benefit of our people. We share the goal to make our county, towns and villages, great places to live, work and bring up a family and know that there is strength and value in doing that together.

The tremendous community spirit and dedication we have seen across Buckinghamshire of people coming together to support our communities and the vulnerable during the pandemic of 2020 has been overwhelming and we want to continue to build on this for the future. Relationships have been built, local links strengthened and there are many great examples of collaborative working. This has demonstrated the huge impact we can have when we work together, and I look forward to seeing this develop and grow.

We have a diverse range of local councils across Buckinghamshire, from town councils and large parishes, to small parish meetings in our rural villages and are committed to a flexible and adaptable approach to working with you all.

Buckinghamshire and Milton Keynes Association of Local Councils (BMKALC)



Buckinghamshire & Milton Keynes Association of Local Councils

We are a membership organisation representing the majority of town and parish councils and parish

meetings across Buckinghamshire. We give advice on best practice as well as updating members on the changes to statutory law that affects them to keep them operating legally and not making ultra vires decisions.

By working in partnership with the unitary authority we ensure that the views of local councils, who are the first tier of government and closest to the residents, are taken into consideration by Buckinghamshire Council to establish good working relationships between all parties. As Buckinghamshire is a very diverse county with a range of local councils both large and small, it is important that we work together to continue with a flexible way forward to benefit all groups.

To this end we have worked closely with Buckinghamshire Council before and during the transition to a unitary authority to ensure an understanding of local council structure, statutory law as well as their processes and procedures. We will continue the close working relationship ensuring the views, concerns and suggestions for the way forward are still taken into account by Councillors and officers of Buckinghamshire Council as each level strives to improve the lives of their communities and residents.

DRAFT

2. Introduction

Buckinghamshire is a newly formed unitary council area (from April 2020), with a secondary tier of local councils known as town and parish councils governed by locally elected representatives.

Both the unitary and local councils want Buckinghamshire to be a great place to live, work and bring up a family and know that by working together we can serve our residents better and improve their lives.

All 171 town and parish councils play a valuable role in local life, are trusted within their communities and possess local knowledge and insight that can help the process of community planning and decision-making. The town and parish councils across Buckinghamshire are the first and most local tier of government in the county with powers and duties laid down in law, and the ability to shape the decisions that affect communities at a local level. The establishment of the new unitary council offers an exciting new beginning for Buckinghamshire, including the opportunity to strengthen and build upon existing relationships and partnership arrangements.

Local councils in Buckinghamshire range from town councils with tens of thousands of residents and budgets in the hundreds of thousands, to parish meetings with under 100 residents and in many cases no budget at all. One size does not fit all, and Buckinghamshire Council is committed to working with all town and parish councils, and their representative bodies, in the most effective way possible so that together we can improve services and outcomes for all our residents.

This charter has one simple aim - to provide a framework for us to work together to serve the people of Buckinghamshire. We have a common purpose to promote the wellbeing of Buckinghamshire, and we serve the same residents. This is the foundation of our charter.

This sets out the relationship between the new Buckinghamshire Council and the town and parish councils in Buckinghamshire, including how we will harness the opportunities presented by this exciting new beginning for Buckinghamshire to strengthen partnership working and improve services for our residents. It sets out the joint principles and respective roles, responsibilities and expectations, and it will be a live document which will be refreshed regularly in consultation with town and parish councils.

Diversity across the local council sector is recognised. Whilst the impact of these shared commitments on individual councils will vary according to scale, its principles are consistent and by signing up to this document councils agree to:

- work together to promote the best interests of the communities we serve;
- provide quality, value for money public services and;
- promote opportunities for greater public participation and involvement in public life

The charter is founded on mutual respect of all member councils and between the two tiers of local government as democratically accountable bodies. By working together Buckinghamshire Council and town and parish councils to strengthen relationships and work in partnership for the benefit of our local communities.

For this charter to work, it needs to be picked up, read, understood and referred to at all levels throughout our organisations. The charter and its principles will be disseminated throughout the unitary council and local councils as the basis for working together to achieve greater efficiencies and better outcomes for our local communities.

Town and parish councils represent most of Buckinghamshire except the unparished area of High Wycombe which is represented by the High Wycombe Town Committee and High Wycombe Community Board. Appendix 1 provides details of how the council will continue to engage with residents of the unparished area of High Wycombe through these forums.

The development of this charter was informed by feedback from town and parish councils, input from discussions with Buckinghamshire & Milton Keynes Association of Local Councils and discussions as part of the unitary programme.

For more information about the charter please contact localities@buckinghamshire.gov.uk

3. Understanding town and parish councils

There are 171 town and parish councils in Buckinghamshire ranging from town councils and larger parishes to small parish meetings.

The role of local councils

“Local councils work towards improving community well-being and providing better services. Their activities fall into three main categories: representing the local community; delivering services to meet local needs; striving to improve quality of life and community well-being.

Through an extensive range of discretionary powers local councils provide and maintain a variety of important and visible local services including allotments, bridleways, burial grounds, bus shelters, car parks, commons and open spaces, community transport schemes, community safety and crime reduction measures, events and festivals, footpaths, leisure and sports facilities, litter bins, public toilets, planning, street cleaning and lighting, tourism activities, traffic calming measures, village greens and youth projects.” (source NALC website <https://www.nalc.gov.uk/about-local-councils>)

The role of the clerk

Town and parish council clerks are the ‘engine’ of the council. The clerk is the principal executive and adviser for the council, and for the majority of smaller parish councils, clerks are responsible for the administration of its finances.

Clerks carry out the role of the Proper Officer of the Council and as such are under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk is totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. Alongside this, many clerks also hold the position of the Responsible Financial Officer and are therefore responsible for all financial records of the council and the careful administration of its finances.

The role of elected town and parish councillors

Town and parish councillors are elected representatives of their community. They are unpaid for this role.

Local councillors have three main areas of work:

- Decision-making: through attending meetings and committees with other elected members, councillors decide which activities to support, where money should be spent, what services should be delivered and what policies should be implemented.
- Monitoring: councillors make sure that their decisions lead to efficient and effective services by keeping an eye on how well things are working.

- Getting involved locally: as local representatives, councillors have responsibilities towards their constituents and local organisations. This often depends on what the councillor wants to achieve and how much time is available.

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4. Respecting and valuing each other

Successful partnership working at a local level can only be achieved if all parties - the unitary council and town and parish councils - understand and respect each other's roles and work to complement those roles in serving the community.

In general, officers, councillors and other partners involved in joint working value the helpfulness and professionalism of their colleagues. There is openness and a willingness to work together.

There is always room for improvement and through this charter we will recognise the impact of how we behave with each other and our commitment to building strong partnerships.

Buckinghamshire Council recognise that town and parish councils:

- Are a vital part of local democracy and represent communities at a truly local level.
- Serve their residents by addressing the most local needs and concerns of their communities
- Are a primary source of information about community aspirations and opinions and a key connection between the unitary council and their community
- Provide an opportunity to foster greater community empowerment, in particular through devolution and Community Boards

Town and parish councils recognise that Buckinghamshire Council:

- Represents the interests of local communities at a unitary county level
- Has strategic roles and responsibilities and has to work within government financial constraints
- Has to take into account community interests wider than the town or parish

We will:

- Work together to raise awareness and support a greater understanding of town and parish councils across the unitary council to strengthen working relationships.

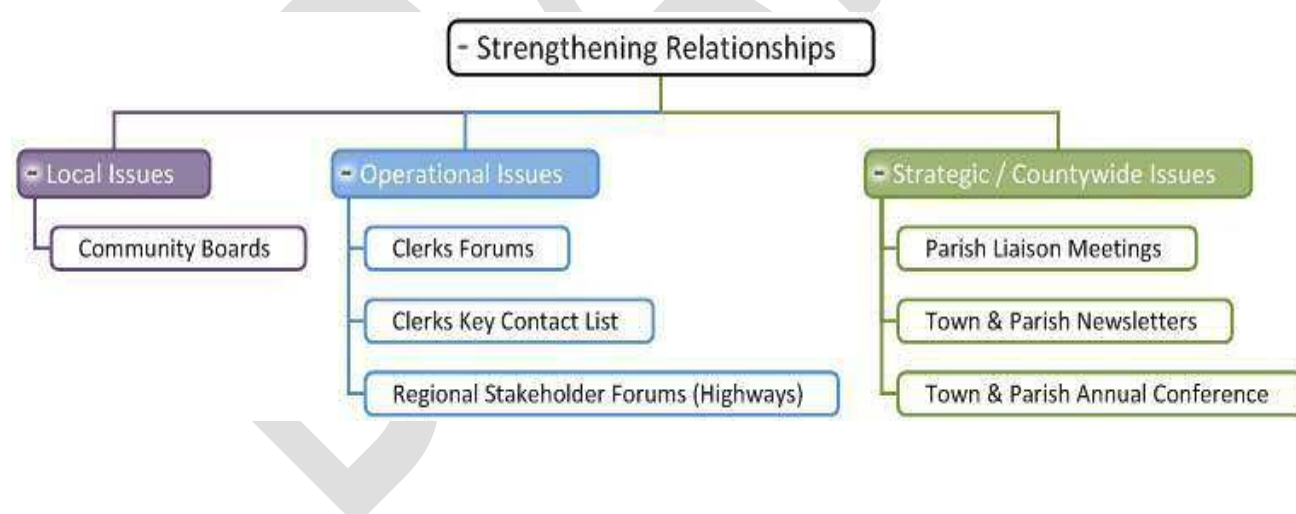
5. Effective communication

Working together effectively is founded on good relationships and regular opportunities for discussion, sharing and keeping one another updated. To facilitate this regular and effective communication channels are required.

As a democratically elected council, the first point of contact for town and parish councils will be their local Buckinghamshire Council councillors. Buckinghamshire Councillors are able to escalate and pursue local issues on behalf of local councils and residents, including through Community Boards if appropriate.

Operational day to day matters can be dealt with directly with council officers such as highways, playgrounds, waste and recycling. Parish clerks will be provided with key contacts in all services with which they need to interact as well as a dedicated phone line into the customer contact centre and dedicated parish liaison officers.

To ensure effective engagement at a strategic, regional and county-wide level, regular strategic forums and conferences will be held to enable discussions with services such as Highways.



There are several mechanisms in place to facilitate closer working relationships and the opportunity for regular dialogue.

• Community Boards

The Community Boards will be the key forum for the council to connect with local communities, groups and organisations. Community boards are a new way of working with our communities to explore issues that matter most to them and find creative solutions together with those who can make them happen. They will not replace the role or work of

town and parish councils but complement all public services, with specific projects and funding. The dedicated chair and coordinator will be the main council link for local issues.

Community boards are the local forum for addressing local issues and enabling local solutions by working together, including delivery of devolved budget and influencing local service design and delivery. Community boards will be tailored to their local area so each one will be different, with the common goal on bringing communities together to make a difference. They will use local data and intelligence, together with extensive engagement and listening to the people in their communities to prioritise areas of focus and explore issues that are of most importance.

Community Boards are open to all members of the community to attend and get involved. This includes Buckinghamshire Council officers, town and parish councils, public, partners, local community groups and organisations.

They are chaired by an appointed local Buckinghamshire Council councillor.

Councillors and clerks of town and parish councils are encouraged to take an active role in their community board, through attendance at meetings and involvement in the working groups and wider work of the boards.

- **BMKALC Town and parish councils' liaison forum**

The county-wide liaison forum supports two-way communications on strategic issues of common interest (e.g. service changes, budgets, etc.).

Town and parish councils (up to two representatives per local council, councillor or clerk) meet with Buckinghamshire Council senior officers on a quarterly basis. The forum is chaired by a BMKALC executive board representative with Buckinghamshire Council executive officers in attendance.

- **Clerks' Liaison Forum**

The Clerks' Liaison Forum is a quarterly forum for clerks and council staff to liaise on both practical and strategic issues. This forum is open to all clerks to meet with Buckinghamshire Council senior officers, chaired by Deputy Chief Executive, Buckinghamshire Council.

- **Town and Parish Councils' Conference**

The conference will be an annual event to share best practice and strategic updates, open to all local councillors and clerks involving a range of services from across Buckinghamshire Council, Buckinghamshire Council senior officers and councillors.

To support effective communication Buckinghamshire Council will:

- Provide Town and parish councils with a named officer for each Community Board area

- Provide a named officer with overall responsibility for strategic support and liaison with Town and Parish Councils
- Develop and maintain effective communication channels for Town and parish councils including:
 - A single priority telephone number for Town and parish councils to use when contacting Buckinghamshire Council
 - Newsletters with local updates for each community board area
 - Key contacts list for council service areas
- Ensure proactive and timely communication on key issues that will have an impact on Town and Parish Councils
- Ensure timely responses to information requests from Town and Parish Councils
- Advise Town & Parish Councils of changes to contact details
- Maintain a single database and website list of all town and parish councils
- Work in partnership with town and parish councils to enable the transfer of services and assets where this will benefit local communities, in accordance with the Council's agreed Service Devolution and Asset Transfer Policy

To support effective communication Town and parish councils will:

- Progress enquiries and resolve issues through the communication channels promoted
- Provide feedback to ensure that channels remain effective and fit for purpose
- Maintain relationships with named officers in Buckinghamshire Council to facilitate effective joint working and communications
- Ensure timely responses to information requests from Buckinghamshire Council
- Advise Buckinghamshire Council of changes to contact details so that a single list can be maintained.

Joint communication

The council and BMKALC joined forces to send weekly, and then fortnightly updates during the first 3 months of the COVID-19 pandemic. This proved to be a key channel to keep everyone up to date with changes during a difficult time that was welcomed by town and parish councils and has paved the way for regular communications going forward.

"It was extremely helpful and very valuable for our community – great job."

"It is by far the most informative, concise and best structured of all the Bucks communications and it is not being replaced by anything nearly as good in terms of communication flow. The lack of Covid does not mean that a lack of communication is ok. Indeed most of what has been interesting about this newsletter has been non-Covid content"

6. Local democracy and community leadership

Local democracy and community leadership is about ensuring elected representatives can fairly and effectively represent their wards and electors. It is important that the relationship between Buckinghamshire Councillors and Town and Parish councillors is open, and information is readily shared between these groups.

Buckinghamshire Council will:

- Assign the Cabinet Member for Communities and Public Health lead responsibility for relationships with Town and Parish Councils to champion town and parish councils
- Encourage Buckinghamshire councillors to attend Community Board meetings
- Encourage Buckinghamshire councillors to attend local town and parish council meetings, as appropriate and work constructively with town and parish councils
- Invite town and parish councils to attend local Community Board meetings and get involved
- Ensure that support is provided for the administration of Town and Parish Council elections, polls and referendums, as required
- Provide guidance on producing neighbourhood plans
- Provide guidance on producing local emergency plans
- Provide planning training to town and parish councils
- Provide the opportunity for strategic conversations with Cabinet Members on specific issues where appropriate

Town & Parish Councils will:

- Invite Buckinghamshire Council councillors to attend Town and Parish Council meetings
- Ensure agendas and papers are available in the public domain, as appropriate
- Attend Community Board meetings and get involved
- Produce neighbourhood plans, as required
- Produce local emergency plans, as required

Partnership working on flood defences in Aylesbury

In February 2014, over 80 properties flooded on the Willows estate to the west of Aylesbury. Working with residents, the former Buckinghamshire County Council and Aylesbury Vale District Council purchased temporary defences (a 700m long barrier and several pumps) on behalf of the residents, using Central Government Resilience funding. The defences are designed to protect the estate in the future against flood events like that in 2014.

Aylesbury Town Council (ATC) and Buckinghamshire Council (BC, previously BCC) agreed for the defences to be stored at and deployed from the Aylesbury Town Council depot. Buckinghamshire Council staff watch the weather forecast and water levels in the Stoke Brook alongside the Willows estate and take the decision with Aylesbury Town Council on when to use the defences. Aylesbury Town Council take responsibility to deploy the defences as required on site. There has been training with ATC and BC staff and residents to ensure the deployment is done safely and in accordance with the plan. The plan was put into action during Storm Alex in early October 2020 and internal property flooding on the estate was largely successfully avoided. The partnership between Buckinghamshire Council, Aylesbury Town Council and residents demonstrates excellent partnership working to manage this flooding issue.

7. Collaboration

Buckinghamshire Council and town and parish councils are both responsible for serving our communities, residents, visitors, and businesses. This means that Buckinghamshire Council and town and parish councils will need to work together (including delivery of services where appropriate) to deliver the best outcomes for Buckinghamshire. There are a number of examples of good collaboration already taking place, for example in highways devolution and Buckinghamshire's response to Covid - we want to build on this further.

Buckinghamshire Council will:

- Recognise the diversity and variety of Town and Parish Councils, and tailor approaches accordingly (i.e. one size does not fit all)
- Work in partnership with Town and Parish councils to enable the transfer of services and assets, in accordance with the Council's Service Devolution and Asset Transfer Policy
- Encourage and support the development of local solutions to local problems, for example through innovative projects
- Support Town and Parish councils to address local needs through the provision of advice and signposting

Town & Parish Councils will:

- Consider opportunities for the transfer of services and assets to benefit local communities
- Contribute to the work of Community Boards by participating and contributing ideas, supporting the development of ideas/projects, and considering match-funding, as appropriate
- Work with Buckinghamshire Council to address local needs, including through advice and signposting, as appropriate.

Co locating local services

The vision for Council Access Points was that they would be a place in a local area where residents can go to access information about a wide range of topics, a social space that they can enjoy, and a place where they can get support from different services.

Local Access Points are an integral part of the Buckinghamshire Council's Customer Service Strategy. They are particularly important to ensure that all residents across Buckinghamshire continue to have access to services more locally, without the need to travel long distances.

Local councils have offices often located in the heart of their communities. Iver Parish Council office was agreed as a County Council 'community hub pilot' and has now become a Council Access Point for the new unitary council. Parish council staff have been trained to be able to support residents that visit the access point with their queries. An iPad and printer were installed in the office to enable residents to access Buckinghamshire Council services online and complete transactions. The Iver office also has a direct dial line into the Buckinghamshire Council customer services team to be able to transfer residents directly or gain support for more difficult queries.

Iver Parish Council said they were "looking forward to supporting the new unitary council in this exciting new venture".

8. Consultation

Consultation provides opportunity to hear from businesses and residents on our proposed changes to policy, planning, and strategies. Effective and meaningful consultation is essential in empowering local communities and ensuring local voices are heard.

Buckinghamshire Council will:

- Ensure that Town and parish councils have their say on proposed changes to services, as consultees
- Ensure that information about all public consultations are communicated to town and parish councils in a timely manner with proportionate notice period for responses
- Prepare a summary report for any BC consultations that are more than four pages long
- Provide briefings to Town and parish councils on complex consultation issues
- Recognise Town and Parish Council's cycles of meetings, precept timelines, etc.
- Consult with Town and parish councils on planning issues, as appropriate

Town & Parish Councils will:

- Endeavour to take part in consultation exercises and respond within the given period
- Submit feedback on proposed changes through the most appropriate channel
- Cascade information on consultations to Town and Parish councillors and residents, as appropriate
- Submit local views on planning matters

Working with Town and Parish Councils on service design

As part of the Planning and Environment service review the council has gathered views of town and parish councils through engagement and briefing sessions. Theme led focus groups will take place as part of the service design stage to help develop ideas further.

The Planning and Environment Service have also delivered training sessions on how planning works in the new council.

9. Advice and Service Support

Residents, visitors and businesses benefit from well trained and skilled local government members and officers. We recognise the resourcing difference between the councils and therefore want to ensure we are able to provide opportunities for Town and Parish Council members and officers to receive relevant training and advice.

Buckinghamshire Council will:

- Promote a 'think local, think parish' approach in how the Council makes decisions. This means that members and officers will consider the impact of changes in service delivery/policy on town and parish councils, including consulting, where relevant.
- Develop, in partnership with Town and Parish Councils, guidance and training for councillors and staff on how best to work with local councils.
- Provide briefings on service changes where there is a significant impact for Town and Parish Councils
- Support BMKALC in providing training resources for Town and Parish Councils, as required. This may include specific training or briefing sessions on services where relevant (i.e. emergency planning, planning policy, etc.)

Town & Parish Councils will:

- Promote and support training and briefing opportunities to Town and Parish Council staff and councillors
- Work with BMKALC to support the delivery of training and identify training needs
- Feedback on training, advice and support, as appropriate
- Take advantage of training available from a wide range of sources including BMKALC and NALC to maintain and develop skills.

10. Shared Commitments

Equality of opportunity

Buckinghamshire Council embraces equality and diversity in all its work. The issue of equality is not the responsibility of one section or service area solely, it is owned by all Members and staff at all levels of the Council.

In Buckinghamshire we recognise the value difference can make and we are committed to serving the diverse needs of our communities. We are committed to treating everyone fairly, openly and honestly and the Council is striving to achieve equality for the diverse mix in our communities and our own workforce, recognising that people have different needs, cultures, experiences and expectations.

The Council recognises that valuing equality and diversity will lead to more sensitive services that are responsive to the needs of the communities, a workforce that is representative of the community, and a commitment to participation by all.

Local Councils in Buckinghamshire are encouraged to make the same commitments and to eliminating discrimination in all its forms, providing equality of opportunity to all the communities we serve.

Safeguarding

Safeguarding responsibilities encapsulate our duty to reduce accidental harm and to protect vulnerable adults and children and young people from abuse. This includes harassment and discrimination, neglect, emotional abuse, violence, sexual abuse and exploitation, and financial abuse. Safeguarding should ensure that all reasonable actions and approaches are taken to minimise the risk of accidents and harm, and to enable individuals to make appropriate choices and have opportunities to take part in day to day life.

Buckinghamshire Council responds to all concerns about the safety of a vulnerable adult, child, or young person. In doing so it takes appropriate actions to address the concerns and reduce risk by working to the agreed policies and procedures in full partnership with other local agencies. The Council considers safeguarding in a proactive manner to raise awareness of issues and take actions to minimise potential risks occurring.

Local Councils in Buckinghamshire are encouraged to think about safeguarding and to help to protect vulnerable adults, children and young people as part of our shared responsibilities to the people of Buckinghamshire.

Ethical Standards

All elected councillors of the unitary and town and parish councils in Buckinghamshire have a duty to adhere to the highest ethical standards and, when undertaking their role, to comply with their Council's adopted Code of Conduct.

Buckinghamshire Council is committed to promoting and maintaining high standards of conduct amongst elected councillors and have adopted a Code of Conduct setting out the behaviour we expect of our councillors as they carry out that role. The council recognises the importance of good governance in preserving the confidence of local communities and the benefit of learning from and adopting best practice to achieve this. The council responds to all concerns about the behaviour of councillors and takes appropriate action to address these concerns through the council's member complaints process.

Local councils in Buckinghamshire are encouraged to make the same commitment in promoting the highest ethical standards and behaviours amongst their councillors.

Buckinghamshire Council has a statutory duty to investigate complaints and concerns against town and parish councils and will do so fairly and expeditiously in accordance with the council's complaints procedure. The council will also share good practice and training with town and parish councils.

Review and operation of the charter

The charter will initially be reviewed after a twelve-month period and again after a further three years. However, changes in functions or legislation may dictate that it be updated as and when required. It will also be reviewed following any Local Government Elections. The Charter will be monitored and evaluated regularly, through liaison meetings with BMKALC, Liaison Forums, direct communications and further opportunities to raise issues of common interest or concern through Community Boards.

11. Planning

Buckinghamshire Council aims to create an outcome focused planning service that places customers at the heart of service delivery. All elements of service delivery will be continuously tested against an ambition for the service to be:

“Shaping and enhancing the County to secure the quality of life in Buckinghamshire now and the future.”

To do this the council will work closely with town and parish councils to:

- Ensure that there is engagement at a local level;
- Enable town and parish councils to share the views of the communities they represent;
- Recognise the importance of local knowledge held by town and parish councils; and
- Equip town and parishes with knowledge and skills to be able to contribute to the planning process.

Neighbourhood planning and local plans

Town and parish councils will be able to set policies for their own local areas by preparing Neighbourhood Plans. The Buckinghamshire Council recognises the importance of a plan led system and will support local councils in the production of these where possible.

The Buckinghamshire Council will produce a Local Plan that will replace the current adopted local plans on completion, in addition to the Minerals and Waste Local Plan.

Planning Applications

Town and parish councils are a statutory consultee in the planning process. Buckinghamshire Council notifies town and parish councils received in their area, whom have 21 days to submit any representations. These are very important in highlighting issues, particularly local issues that you have knowledge of, called material planning considerations, which need to be taken into account when applications are decided.

Town and parish councils should make comments using the Public Access section of the relevant part of the website (or Consultee Access where available). This ensures that comments are automatically and immediately published on the website. When commenting on applications, Town and Parish Councils are encouraged to also highlight any potential infrastructure issues in their local area that may be addressed through Section 106 negotiations with applicants.

Planning Committee

The power to determine applications rests with either a planning committee or more usually delegated to officers. In accordance with best practice over 96% of applications are usually determined under delegated authority. This allows Planning Committees to focus their resources more effectively on cases of local or strategic significance, which would benefit

from scrutiny. Where an application is referred to an area or strategic planning committee, town and parish councils will be given a dedicated speaking slot where they have made representation. The speaking slot for town and parish council's is 3 minutes shared. At the strategic planning committee, more time can be allocated, at the discretion of the chairman, to allow parish and town councils to participate fully.

Enforcement

The Buckinghamshire Council recognise that the Town and parish councils have an important role to play in the enforcement of planning control. The council are keen to use the parish and town councils as our 'eyes and ears'. Local knowledge when dealing with planning enforcement matters can often turn up important information and we are keen to tap into the local resource. We also see Town and Parish Councils assisting us in our monitoring of formal notice compliance.

Training

The Buckinghamshire Council will ensure that town and parish councils receive training to enable full participation in planning processes. Training sessions will be provided through BMKALC by officers of the service. In addition, the council will provide updates on the service at BMKALC meetings.

Newsletter

Buckinghamshire Council will provide quarterly planning updates to town and parish councils advising of changes in national and local planning policy, legislation and guidance.

Making it happen

This charter's implementation is the joint responsibility of Buckinghamshire Council and Town and Parish Councils.

This charter will be published and communicated widely to Buckinghamshire Council staff, members and all Town and Parish Councils.

Through their work in developing relationships with town and parish councils the Localities and Strategic Partnerships Service in Buckinghamshire Council will monitor and progress the implementation of the charter. Where there may be areas of concern raised these will be resolved collaboratively.

This charter is a statement of intent on the relationship of the new Council. It will be reviewed annually and will continue to develop over time.

Signed

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Buckinghamshire Council

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BMKALC

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Local Council in Buckinghamshire

Appendix 1 - Engagement and Representation in High Wycombe

The town of High Wycombe remains an unparished area and does not have a town or parish council. Buckinghamshire Council is fully committed to ensuring that residents and businesses in the town are engaged and supported.

Two of the ways in which the council supports residents in High Wycombe are through the High Wycombe Town Committee and the High Wycombe Community Board.

1. High Wycombe Town Committee

Role, Purpose and Membership

The High Wycombe Town Committee was established as a committee of the former Wycombe District Council (now adopted by the new Buckinghamshire Council) to act as an advisory body to the council, cabinet and other relevant committees on any issues affecting the unparished area of High Wycombe.

The membership of the High Wycombe Town Committee is restricted to Buckinghamshire Councillors* representing the wards of High Wycombe that cover the unparished area.

The High Wycombe Town Committee can consider any issue referred to it by the council, the cabinet, or other committees. It also considers any issues, which in the opinion of the Chairman, or at least 5 members of the committee, is of particular relevance / importance to the residents of High Wycombe town.

The committee must meet at least twice a year, but in practice often meets four or five times a year. Meetings are webcast and can be accessed through the Buckinghamshire Council website.

In the past year the committee has discussed topics such as the High Wycombe Market, Allotments, High Wycombe Transport Strategy, Community Infrastructure Levy (CIL) allocations and Climate Change Projects.

Special Expenses

One of the key functions of the committee is to make recommendations to the cabinet / full council as to which services should be deemed a Special Expense. The committee also recommends the amount required to be raised each year for Special Expense purposes and is consulted on any schemes or proposals that would alter these levels significantly. Special Expenses currently include: Public Halls and Community Centres, Cemeteries, Recreation Grounds, Allotments, Footway Lighting, War Memorials and grants to voluntary and community sector groups.

In addition to this the High Wycombe Town Committee monitors and reviews those services provided under Special Expenses and makes recommendations for changes or improvements to the Cabinet, appropriate Committee or Service Director.

Grants for Voluntary Sector Organisations

The High Wycombe Town Committee also runs two grants schemes for voluntary sector organisations operating within the town. The community facilities grants, awarded for one-off projects which must be for the improvement/upgrading of a community facility and community support grants, awarded for one-off projects, events or activities.

2. High Wycombe Community Board

Purpose and Style

The High Wycombe Community Board is an exciting new initiative, enabling local people to have a voice, helping them to work with the Council, local agencies and other community organisations to make a real difference within their communities.

The Community board will represent the voices of local people and is creative in how thoughts, ideas and suggestions are captured, enabling local residents and partners to work with Buckinghamshire councillors to identify need, priorities and creative solutions.

The community board has a dedicated coordinator who will champion the local area and help to drive forward an action plan of collaborative working through informal working groups and projects to improve outcomes for residents.

Membership, Meetings and Budgets

The membership of the High Wycombe Community Board includes councillors representing the unparished area of High Wycombe as well as statutory partners from police, fire & rescue and health, voluntary and community sector partners, residents and businesses.

The High Wycombe Community Board meets 'formally' around 5 times per year and has a budget of £312,000 which can be spent on local projects that address the agreed local priorities. The budget consists of three funding streams, community areas priorities fund, health and wellbeing fund and local infrastructure fund.

The High Wycombe Community Board is a public meeting which members of the public are encouraged to attend. Decisions are usually made by consensus although Buckinghamshire councillors may be asked to vote on specific issues such as budget allocation or when a consensus cannot be found.

**Please note this only refers to Buckinghamshire Councillors who were members of the former Wycombe District Council until formal elections to the Buckinghamshire Council take place in 2021.*

BUCKINGHAM TOWN COUNCIL
INTERIM FULL COUNCIL
MONDAY 22ND FEBRUARY 2021

Contact Officer: Paul Hodson, Town Clerk

Display Screen Stand

1. Recommendations

- 1.1. It is recommended that the Town Council purchases a stand for the second Chamber screen at a cost of £1,219 from budgets 901 9046 and 901 9051.

2. Background

- 2.1. The Council bought two interactive display screens for the Council Chamber during 2019. These have proved particularly helpful for planning discussions, where members are available to view plans at a high resolution during meetings.
- 2.2. During the refurbishment the fixed screen has been removed from the walls. One screen already has a stand, which has proved helpful in enabling it to be moved to suit each meeting. Neither screen has been fixed to the wall in the new layout. This is to ensure the room and the screens can be used as flexibly as possible. It is therefore proposed to purchase a second stand for one of the screens, to enable it to be moved to different parts of the room depending on the layout, numbers of people present and the use required of the screen.
- 2.3. The screen can only be used with the stand provided by the screen's manufacturer. This is the Product Prowise iPro Tilt Lift (Up/down/table). The stand would enable the screen's height and tilt to be adjusted. With the tilt function, the touchscreen can also be used as a touch table.
- 2.4. The screen could also be used for events such as the Annual Town Meeting and Mayor Making in the Community Centre.
- 2.5. The total cost to purchase the stand and pay for installation of the screen onto the stand would be £1,219.

The screens were purchased from ear-marked reserve 901 9046 *Planning Display Screen Equipment*. There is £629 remaining in this budget. It is proposed to use this, and to fund the remaining £590 by transferring that amount from budget 901 9051 *Office Development / Furniture Legal Costs*.