



# BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,  
VERNEY CLOSE, BUCKINGHAM MK18 1JP

Telephone/Fax: (01280) 816 426

Email: [office@buckingham-tc.gov.uk](mailto:office@buckingham-tc.gov.uk)  
[www.buckingham-tc.gov.uk](http://www.buckingham-tc.gov.uk)

Town Clerk: Mr P. Hodson  
Think Mask, Think Lateral Flow Test

INTERIM  
FULL COUNCIL

Wednesday, 02 March 2022

Councillor,

You are summoned to an Interim meeting of the **Full Council** of Buckingham Town Council to be held on Monday 7<sup>th</sup> March 2022 at 7pm, in the Council Chamber, Cornwalls Meadow, Buckingham.

Please note that the meeting will be preceded by a Public Session in accordance with Standing Orders 3.e and 3.f, which will last for a maximum of 15 minutes. Members of the public can attend the meeting in person. The Council is trialling the use of video conferencing to enable the public and guests to address Council meetings virtually. If you would like to address the meeting in this way, please email [committeeclerk@buckingham-tc.gov.uk](mailto:committeeclerk@buckingham-tc.gov.uk) or call 01280 816426 for details.

The meeting can be watched live on the Town Council's YouTube channel here:  
<https://www.youtube.com/channel/UC89BUTwVpjAOEIIdSlfcZC9Q/>

*Paul Hodson*

## 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. Motion – Cllr. Willett

I propose that the information available to Buckingham Town Council in conjunction with a proposal to the community board for funding for 20mph zones be provided to the Council, and any necessary actions agreed. Also I would like to add any correspondence from the community board and the dates of the application to the



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.

community board to allow members a better understanding in light of Councillor Anthony Ralph's motion, to seek to bring 20 mile an hour limit to Buckingham.

Briefing Note from the Town Clerk Regarding 20mph limits

[IM/118/21](#)

#### **4. Motion – Cllr. Cole JP**

"Following a site meeting between with representatives of Buckingham Town Council, Buckinghamshire Council and Thames Valley Police, I propose that Buckingham Town Council calls for a 30mph limit over the whole length of Tingewick Road, from the A421 down into the town, for the safety of residents, and most particularly for children."

[Appendix A](#)

#### **5. Motion – Cllr. Cole JP**

I propose that the Town Council asks Buckinghamshire Council and Buckinghamshire CCG to provide assurances that for any future large developments in the town the CCG will ensure that they provide Buckinghamshire Council with evidence and justification for the inclusion of a health contribution from S106 agreements. The Council also asks Buckinghamshire Council to urgently put in place a process to ensure that health contributions are obtained for new developments in the town, so that the same requirements which are applied to large developments in the South of the county are also applied in the North in some form, until the current inequity whereby CIL is not applied in the North is resolved.

[Appendix B](#)

#### **6. Councillor Allowances**

To receive and discuss a written report from the Town Clerk

[IM/119/21](#)

#### **7. Pay Settlement**

To receive and discuss a written report from the Town Clerk

[IM/120/21](#)

#### **8. Town Centre Improvements Proposal**

To receive and discuss a written report from the Town Clerk

[IM/121/21](#)

#### **9. Chair's Announcements**

#### **10. Date of next Meetings:**

Full Council

Monday, 28<sup>th</sup> March 2022

Interim Council

Monday, 9<sup>th</sup> May 2022

To: All Councillors

**Buckingham Town Council**

**Full Council**

**Monday 7<sup>th</sup> March 2022**

Contact Officer: Paul Hodson, Town Clerk

**20mph Speed Limits**

**1. Recommendations**

- 1.1. It is recommended that Members note the report and consider any appropriate actions.

**2. Background**

- 2.1. The Council agreed the following motion on 5<sup>th</sup> October 2020:

Motion – Cllr. Stuchbury

*“I propose that Buckingham town council investigate the cost of the traffic regulation order and associated costs for lowering the speed limits in appropriate areas of the town to 20 miles per hour. To request that the Community Board provides the necessary funding to implement such a scheme, and that the Town Council considers whether a contribution for such a scheme should be added to the precept. I put this motion to the Council having listened to the discussions of Buckinghamshire Council’s Environment and Transport Select Committee where the Cabinet member suggested he had no finances to progress these matters but was personally supportive of the principle of the lowering of speed limits outside schools. The webcast of that meeting can be seen at this link:*

*[https://buckinghamshire.public-i.tv/core/portal/webcast\\_interactive/507039](https://buckinghamshire.public-i.tv/core/portal/webcast_interactive/507039)”*  
**(701.2/20)**

- 2.2. The Town Council then submitted a proposal for Community Board funding in November 2020 as follows:

- 2.3. *Town Councillors and residents have discussed the need for additional traffic calming measures, particularly outside schools, several times in recent years, most recently on 5<sup>th</sup> October 2020. The Council agreed to request that the policy of having 20mph speed limits at specified points in the Buckingham area is implemented. This should be achieved by Buckingham Council carrying out a town wide review and implementing speed reductions as required following the necessary formal consultation with residents. This matter was previously discussed and a motion passed (minute 276/18) in August 2018. Since then traffic movements have intensified. Specifically, limits should be considered: 1. Outside schools and other places vulnerable residents can be at risk 3. Within existing developments; Lace Hill, St. Rumbolds Field, Moreton Road 1 & 2, etc.*

*The DfT's study into the effectiveness of 20mph schemes as published in November 2018 and amended March 2019 makes clear that this is an evidenced solution that would be appropriate for Buckingham.*

2.4. The Town Council received a Project Initiation Document, proposing a scope of works and cost for a scheme, on 24th June 2021, which is attached.

2.5. The Town Council then submitted a bid to the Community Board for the scheme proposed to be carried out on 26th July 2021.

2.6. Regular requests for an update were then made to Buckinghamshire Council.

### **3. Community Board Response**

3.1. The Town Council received the following update from the Community Board Coordinator on 2nd March 2022:

*“As discussed, unfortunately, the Community Board has not been able to progress the Town Council’s application for funding for 20mph Speed Limit Study. The reason for this is because the project is to undertake Speed Limit Assessments and feasibility studies only and not to carry out implementation as outlined in the Project Initiation Document attached. Speed Limit Assessments must be funded in full by Town or Parish Councils. I have copied the relevant section below for you.*

*Scheme Deliverables / Scope: Scope includes:*

- *Scheme outline design - 10 Traffic Speed Surveys carried out by Asset Data Team.*
- *TfB to carry out speed limit assessment in liaison with Thames Valley Police (TVP)*
- *If a 20 mph speed limit is not appropriate at a location, we will include feasibility options for traffic calming, including indicative costings.*

*Not in Scope:*

- *The feasibility study is only to carry out the study, not to implement any formal traffic calming measures or speed limits.*
- *If this study recommends the implementation of a new speed limit or traffic calming measures a further preliminary design / detailed design would be required in addition to a statutory consultation/legal traffic regulation order.*

*Community Board funding for 20mph speed limit changes can only be obtained for implementation work once a Speed Limit Assessment has been carried out (funded by the Town or Parish Council) and is in support of a 20mph only speed limit (along with support from relevant members). I’ve included the link below for information:*

<https://www.buckinghamshire.gov.uk/parking-roads-and-transport/road-safety/managing-speed/change-a-speed-limit/>

*As discussed, the Town Council can undertake a Speed Limit Assessment by requesting this from TfB directly. If this is supported, then the Town Council can apply for funding from the Community Board.*

- 3.2. The Community Board Coordinator has advised that applications for 2022/23 are not yet open, and neither the budget or criteria are yet set for any funding that may be available.

#### **4. Conclusion**

- 4.1. It is unfortunate that it has taken 16 months for the Community Board to reach a decision on the Town Council's application. The Council's options are now to either directly fund the proposed feasibility studies at a cost of £10,359 or to withdraw the scheme. Councillors may wish to consider any other ways forward.

## TfB Participating Authorities Commissions

<b>Contract</b> TfB	<b>Version</b> 21-22 v0	<b>Review Date</b> March 2022
------------------------	----------------------------	----------------------------------

## PID - 1. Sign off Sheet



Transport for  
Buckinghamshire



<b>Scheme Title:</b>	Various Locations - Buckingham (20 mph Speed Limit & Feasibility)
<b>Reference:</b>	BK&V 2122_04
<b>Scheme Promotor:</b>	Buckingham Town Council
<b>Client / Funding</b>	Community Board / Buckingham Town Council
<b>Community Board:</b>	Buckingham and Villages
<b>Assessment completed by:</b>	Shane Thomas, Assistant Engineer - Design Services
<b>Date of Scheme Assessment:</b>	07/06/2021

Stage	Revision	Date of Issue
Stage 2 Gateway		
Stage 3 Gateway		
Stage 4 Gateway		

<b>TFB PID BUILD-UP CHECK &amp; VERIFICATION</b>	Documented through Aconex Workflow
--	------------------------------------

<b>CLIENT APPROVAL</b>			
Position	Name	Signed	Date

<b>COST SUMMARY</b> (all costs exclude VAT)	
Previous Costs	
<b>ORDER TO BE RAISED</b>	<b>£ 10,359.78</b>
Anticipated Future Costs (Indicative)	£ -
Anticipated Total Cost	<b>£ 10,359.78</b>

<b>PAYMENT MECHANISM</b>	Cost Reimbursable
--------------------------	-------------------

**TfB Participating Authorities Commissions**  
**PID - 2. Scheme Assessment and Scope Form**




Transport for  
Buckinghamshire



<b>Scheme Title:</b>	Various Locations - Buckingham (20 mph Speed Limit & Feasibility Study)
<b>Reference:</b>	BK&V 2122_04
<b>Scheme Promotor:</b>	Buckingham Town Council
<b>Client / Funding</b>	Community Board / Buckingham Town Council
<b>Community Board:</b>	Buckingham and Villages
<b>Assessment completed by:</b>	Shane Thomas, Assistant Engineer - Design Services
<b>Date of Scheme Assessment:</b>	14/05/2021

<b>Scheme Description:</b>	<p>Town Councillors and residents have discussed the need for additional traffic calming measures, particularly outside schools, several times in recent years, most recently on 5th October 2020.</p> <p>The Council agreed to request that the policy of having 20mph speed limits at specified points in the Buckingham area is implemented. This should be achieved by Buckingham Council carrying out a town wide review and implementing speed reductions as required following the necessary formal consultation with residents. This matter was previously discussed and a motion passed (minute 276/18) in August 2018. Since then traffic movements have intensified. Specifically, limits should be considered:</p> <ol style="list-style-type: none"> <li>1. Outside schools and other places vulnerable residents can be at risk</li> <li>3. Within existing developments; Lace Hill, St. Rumbolds Field, Moreton Road 1 &amp; 2, etc.</li> </ol> <p>The DfT's study into the effectiveness of 20mph schemes as published in November 2018 and amended March 2019 makes clear that this is an evidenced solution that would be appropriate for Buckingham.</p>
----------------------------	---

<b>TfB Feedback</b>	
<b>Scheme Appraisal:</b> (including assumptions and constraints)	<ul style="list-style-type: none"> <li>- Carry out feasibility study for traffic calming for specific places in Buckingham as determined by the Town Council this is to include: - schools, existing developments &amp; residential care homes.</li> <li>- Carry out Speed Limit Assessment for various roads for 20 mph Speed Limits to see if it is viable to install restrictions - it is assumed there are 10 locations.</li> <li>- Existing housing developments within Buckingham - Lace Hill, St Rumbolds Field &amp; Moreton Road.</li> <li>- 20 mph speed limits within new housing developments will have to be considered in the future, and not part of this PID.</li> <li>- We have accounted for 4 Schools in Buckingham: - Bourton Meadow School, Royal Latin, Buckingham School &amp; Buckingham Primary School.</li> <li>- Outside 2 residential care homes: - Clarendon House and Hamilton House.</li> </ul> 
<b>Scheme Deliverables / Scope:</b>	<p>Scope includes:</p> <ul style="list-style-type: none"> <li>- Scheme outline design</li> <li>- 10 Traffic Speed Surveys carried out by Asset Data Team.</li> <li>- TfB to carry out speed limit assessment in liaison with Thames Valley Police (TVP)</li> <li>- If a 20 mph speed limit is not appropriate at a location, we will include feasibility options for traffic calming, including indicative costings.</li> </ul>
<b>Not in Scope:</b>	<ul style="list-style-type: none"> <li>- The feasibility study is only to carry out the study, not to implement any formal traffic calming measures or speed limits.</li> <li>- If this study recommends the implementation of a new speed limit or traffic calming measures a further preliminary design / detailed design would be required in addition to a statutory consultation/legal traffic regulation order.</li> </ul>
<b>Key Risks:</b>	If support is not obtained from TVP during the speed limit assessment stage then the scheme will not be progressed.
<b>Programme Constraints:</b>	<ul style="list-style-type: none"> <li>- None identified at this stage.</li> <li>- Once scheme is approved and order issued, TfB to carry out Project Initiation and provide outline programme including the key milestones for each stage of project.</li> <li>- The costs will be valid for a period of 3 months or in the case of Community Board schemes, the cost is valid for the completion of submission within Community Board Year.</li> </ul>

<b>Change Control</b>	Changes that have an impact on time, cost or quality shall be communicated through change control procedures to the Client for agreement as to what action is required.
-----------------------	---

<b>Design Specification</b>	TfB will undertake any scheme to DfT or TfB policy and guidance appropriate and relevant to the scheme.
<b>Quality Control</b>	The Project Manager/Lead will be responsible for ensuring TfB's procedures are followed and documented.
<b>Health and Safety</b>	The project shall comply with the Health and Safety at Work Act 1974, CDM Regulations 2015 and Ringway Jacobs' Health and Safety Policy  Ringway Jacobs will act as Principle Designer and Principal Contractor.
<b>Order / Payment Method</b>	For Community Board funded schemes, the budget estimate including indicative costs where known. The Community Board Manager (Bucks Council) will be responsible for raising the purchase order to TfB for the whole value of the works including any contribution from third parties. TfB to invoice Community Board Manager for actual costs incurred.
<b>Invoicing</b>	TfB (RJ) will issue up to monthly interim invoices up to the agreed value, unless alternative arrangement has been agreed.
	All costs shown exclude VAT



**TfB Participating Authorities Commissions**  
**PID - 3. Cost Summary Sheet**



<b>Scheme Title:</b>	Various Locations - Buckingham (20 mph Speed Limit & Feasibility Study)
<b>Reference:</b>	BK&V 2122_04
<b>Scheme Promotor:</b>	Buckingham Town Council
<b>Client / Funding:</b>	Community Board / Buckingham Town Council
<b>Community Board:</b>	Buckingham and Villages
<b>Assessment completed by:</b>	Shane Thomas, Assistant Engineer - Design Services
<b>Date of Scheme Assessment:</b>	07/06/2021

Costs highlighted in Grey are actual costs for work undertaken to date

Costs highlighted in green are proposed costs for current stage should form the basis of the works order.

Costs not highlighted are budget estimates for anticipated final cost only (indicative only)

**Stage 1 Gateway, Project Brief**

Undertaken by commissioning party - date of brief submitted to TfB

Enter Date

**Stage 2 Gateway, Feasibility / Preliminary Work / Consultation**

Feasibility Stage (includes speed limit assessment & speed data collection at 10x locations)	£	10,359.78
	£	-
<b>RISK ALLOWANCE</b>		
Risk 1	£	-
Risk 2	£	-
<b>Stage 2 Gateway Cost</b>	£	10,359.78

Current Commission

**Stage 3 Gateway, Detailed Design and Obtaining Quotations**

Detailed Design and Obtaining Quotations	£	-
<b>RISK ALLOWANCE</b>		
Risk 1	£	-
Risk 2	£	-
Risk 3	£	-
Risk 4	£	-
<b>Stage 3 Gateway Cost</b>	£	-

Anticipated Future Costs

**Stage 4 Gateway, Implementation**

<b>Fees</b>	Supervision and Completion	£	-
		£	-

<b>Works</b>		£	-
		£	-
		£	-
		£	-
		£	-
<b>Works Base Cost</b>		£	-

<b>RISK ALLOWANCE (based upon known quantifiable risks)</b>		
Risk 1	£	-
Risk 2	£	-
<b>Implementation Risk Allowance</b>	£	-

<b>CONTINGENCY (allowance for unknown uncertainties)</b>		
Contingency Allowance:		10%
<b>Contingency Cost (% of Base Cost for Implementation)</b>	£	-

**Stage 4 Gateway Costs** £ -

Previous Costs	
<b>ORDER TO BE RAISED</b>	£ 10,359.78
Anticipated Future Costs (Indicative)	£ -
<b>Anticipated Total Cost</b>	£ 10,359.78

**Notes:**

1. Change control procedures will be used for current commission/order only.
2. Costs will be valid for 3 months after issue or in the case of Community Board schemes, valid within relevant Community Board financial year.
3. All costs include the RJ and BCC Management Fee and Overheads.
4. All costs above exclude VAT
5. All purchase orders must be raised to Ringway Jacobs Ltd, Victoria House, 101-105 Victoria Road, Chelmsford, Essex, CM1 1JR



### Tingewick Road 30mph Speed Limit meeting 15/02/2022

Following a call by Senior Parking Officer Ian Thomas to Buckinghamshire Councillors to take part in an Oct/Nov 2021 consultation about a proposed 30mph speed limit for Tingewick Road, Buckingham, there were 26 responses in favour and just one against, that being from Thames Valley Police

Buckingham Town Council questioned why we had not been involved in either that or a site meeting between Ian Butcher of BC Network Safety Team with TVP in January, as the instigators of this proposal, which was backed by a press release which resulted in a front-page headline in the *Buckingham Advertiser* and on the University's *Buckingham News* webcast.

Mr Thomas accordingly called a further site meeting on February 15<sup>th</sup>, which was attended by Neil Biggs from TVP Traffic Management, BC and BTC councillors and officers and Transport for Bucks. Mr Biggs had objected to the proposal of behalf of TVP, stating that the reduction of the current 50mph limit to 30mph does not meet current criteria.



*Site meeting on 15/02/2022*

His report stated that

- there were traffic islands at the entrance/exit points to both housing developments
- that the distance of the proposed extension (from the new A421 roundabout to the 30mph signs) was 725 metres. There had been only one slight collision reported in the five years 2016-2021, outside Field House Day Nursery

- that the majority of the carriageway was ‘very rural in its nature, with hedgerows on both sides’. He also noted that the new developments were not on the road, but set back
- and that accordingly the proposal did not meet criteria within Circular Roads 1/2013, in that if speeds were monitored ‘it is likely they would reflect a speed more in line with a 40mph limit’

It was noticeable that his report contained two photographs, both looking east - away from the existing housing and new developments, showing only hedgerows. I attach two photographs looking west from the same spot, which paint a totally different picture:



Councillors appraised him of the facts

- that BTC was pushing for controlled or zebra pedestrian crossings across Tingewick Road, for which a 50mph or 40mph limit would be too high

- that there were traffic islands at the entrance/exit points to both housing developments, narrowing the road to one vehicle either way
- that there were existing houses and a day nursery (where the aforementioned collision had taken place) on Tingewick Road
- that at the bottom traffic island, residents including children had no option but to cross the road at that point, as the pavement on the St Rumbold's Well side ended there
- that St Rumbold's Fields was a development in two parts, split by Tingewick Road, and that residents including children would need to cross the road from one to the other
- that the Osier Way development will encourage more pedestrians to use Tingewick Road
- that a 50mph or 40mph limit was too high, particularly with crossings, and would force residents to make more use their cars rather than risk crossing on foot
- that every other residential road within the bypass had a 30mph limit, and that London Road, Bourton Road, Stratford Road and Moreton Road all had open or hedged areas where developments did not border onto the highway
- that there had been a deliberate policy that where possible estates should be 'off-road'
- that Buckingham Town Council, BC ward members, the Community Board and residents all supported the 30mph limit

I propose therefore that Buckingham Town Council calls for a 30mph limit over the whole length of Tingewick Road, from the A421 down into the town, for the safety of residents, and most particularly for children.

**Cllr Mark Cole JP**

**Chairman Planning, BTC**

**March 7<sup>th</sup> 2022**



## S106 HEALTH PROVISIONS

Buckingham has found itself in a quandary regarding new housing developers contributing towards health provisions for new residents.

Section 106 agreements are, according to NPPF guidelines, *'agreements between a developer and a local planning authority about measures that the developer must take to reduce their impact on the community'*. In the Vale of Aylesbury these have traditionally been financial contributions towards sports and leisure, education, highways works and transport, but not health provisions, the presumption being that the NHS and local health trusts traditionally looked after patients which developments have added to local practices.

AVDC had not included health provisions in any s106 agreements in the last 10 years (and likely before that), nor are they included in the revised VALP, which Buckinghamshire Council as the new LPA uses as its guideline.

BC Planning & Environment Director Steve Bambrick states that any requests for financial contributions to health provisions must be supported by evidence and justification that is directly related to the development. He noted that the recently-approved 325-dwelling Winslow development failed to attract any s106 health provisions because the Buckinghamshire CCG failed to respond to the s106 consultation in October 2020.

By contrast, the CIL has a fixed charging schedule for health and other developer contributions. An obvious question to Buckinghamshire Council would be that if there is a fixed charge in the south of the county for CIL, why cannot the same be applied for s106 agreements in the north, without that justification?

A search of planning archives by Katharine reveals that since 2011 (the date of the last national census, which showed Buckingham's population as 12,043) the following major developments have been built, or are being built, in our parish:

<b>Moreton Road Phases I &amp; II</b>	<b>280 dwellings</b>
<b>Lace Hill</b>	<b>700</b>
<b>St Rumbold's Way</b>	<b>400</b>
<b>Land Off Osier Way</b>	<b>420</b>
<b>Moreton Road Phase III</b>	<b>130</b>
<b><u>Total</u></b>	<b><u>1930</u></b>



Buckingham's population in 2022 is circa 15,000 (we are still awaiting the 2021 census results), so taking 2.5 residents per dwelling as an average, that suggests 4825 new residents from major developments alone. Given that Swan Practice is the only NHS practice in the town, that will have been a 32% increase to patients with no health contribution from developers.

The latest development to be approved is for the 420 dwellings off Osier Way, for which the case officer's report noted that BUC046 had no site-specific requirement on health. It stated that in July 2019, Buckinghamshire Healthcare Trust requested a developer contribution of £795,650 to provide additional health care services for the estimated 1000 new patients, as the Trust's hospitals and community services were at full capacity.

The officer, however, decided that the information provided by the BHT was inadequate, and that the request (compliance with which "may take several months to work through") was outweighed by "potential delay and prejudice putting pressure on the council's ability to meet a five-year housing supply." It concluded that a contribution towards a funding gap for health facilities had not been fully justified.

It should be noted that the Community Infrastructure Levy (CIL) includes a health provision contribution by developers, as laid out in the National Planning Policy Framework:

3.10 Government guidance on the use of CIL says that it can be used 'to fund a wide range of infrastructure, including transport, flood defences, schools, hospitals, and other health and social care facilities. This definition allows the levy to be used to fund a very broad range of facilities such as play areas, open spaces, parks and green spaces, cultural and sports facilities, healthcare facilities, academies and free schools, district heating schemes and police stations and other community safety facilities.

This clearly recognises the need for funding of expanded health facilities to meet the needs of an increasing population. However, the Vale of Aylesbury (ie North Bucks) does not benefit from the Community Infrastructure Levy, as does the rest of Buckinghamshire.

Buckinghamshire Council has stated that until the Government White Paper on planning currently passing through Parliament is enacted, CIL will not be adopted in North Bucks, but s106 will continue. When the white paper becomes law, it is



likely that CIL will be replaced by a National Infrastructure Levy (NIL), but this could be some years down the line.

Logic dictates that the s106 process should do the same as CIL, and that it would be best practice for Buckinghamshire Council to write evidence-based health provisions into future s106 agreements, as well as for Buckingham Town Council to include it in the revised Neighbourhood Plan.

**Cllr Mark Cole JP**

**Chairman Planning, BTC**

**March 7<sup>th</sup> 2022**

Extract from the case officer's report to Strategic Sites RE Land Off Osier Way:

5.151. The delay and uncertainty over this matter must be weighed against the potential delay and potential prejudice to the delivery of an important housing allocation at Buckingham to meet the planned growth for this area. It can be seen from the section on housing land supply above that such delay will put further pressure on housing land supply and will create difficulties in relation to the Council's ability to meet a five-year supply. This undermines important objectives in the NPPF which seeks to ensure an adequate supply to meet objective needs. For these reasons it is considered that the BHT request is outweighed as a matter of judgement at this stage by the significant delay and prejudice that would result in determining this application if the issues above were first required to be resolved particularly since, at present, there is no guarantee that the methodology and contributions will be found to be CIL compliant. In addition, the provision of the, play spaces and other public spaces, with walking and cycling provision, encourages people to adopt a healthier lifestyle which is a net benefit in the round. On balance, the proposed development provides adequately for healthcare facilities in accordance with VALP policy and having regards to the CIL regulations

5.152. In the light of the above matters, it is concluded that a contribution towards a 'funding gap' for health facilities has not been fully justified.



**Buckingham Town Council**

**Full Council**

**Monday 7<sup>th</sup> March 2022**

Contact Officer: Paul Hodson, Town Clerk

**Councillor Allowances**

**1. Recommendations**

- 1.1. It is recommended that Members adopt the proposed scheme of allowances for 2021-22

**2. Background**

- 2.1. The Local Authorities (Members' Allowances) (England) Regulations 2003 allows town and parish councils to pay an annual allowance to councillors who have stood for election. The Regulations require that in setting the level of an allowance the Council should have regard to "the recommendations which have been made in respect of it by a parish remuneration panel".
- 2.2. The Independent Remuneration Panel for Buckinghamshire met on 9th January 2020 and made recommendations in respect of basic allowances and travel and subsistence rates for Town and Parish Councillors. The panel recommended that for parishes with an electorate between 10,001 and 15,000 the basic allowance be paid at 4.5% of that paid to Buckinghamshire Councillors. For 2021-2022 this is 4.5% of £13,240 being £595.80 per councillor. Buckingham's electorate is currently a little over 10,000.
- 2.3. The proposed travelling and subsistence allowances are consistent with both the recommendations of the Independent Remuneration Panel and are in line with HMRC's mileage allowance payments:  
[www.hmrc.gov.uk/rates/travel.htm](http://www.hmrc.gov.uk/rates/travel.htm).
- 2.4. The allowance for the Mayor's role, labelled as "Mayor's duties" in the Council's budget, is made under separate legislation, Section 15(5) of the Local Government Act, 1972. The proposed Mayoral allowance is in line with previous years.

**3. Budget**

- 3.1. The recommended amounts are in line with those provided for in the annual budget.

## **Proposed Scheme of Allowances 2021 - 2022**

### **1. Introduction**

- 1.1. The basic allowance recognises the time commitment of all councillors in attending meetings and dealing with resident's issues and covers incidental costs such as the cost of telephone calls, printing and photocopying, postage, and travel to Council meetings.

### **2. Basic Allowance**

- 2.1. Payments will be made by one BACS credit transfer towards the end of the financial year.
- 2.2. A basic allowance is payable to all members who put themselves forward for election, at the rate of 4.5% of the basic allowance paid to Buckinghamshire Councillors. For 2021-2022 this is 4.5% of £13,240 being £595.80 per councillor.
- 2.3. The Mayoral allowance for 2021 – 22 is £1,827.

### **3. Travelling and Subsistence Allowances**

- 3.1. Travelling will be paid to a member attending Conferences, Courses and Meetings outside the Parish as part of their councillor role. The following rates are set in accordance with those recognised by HMRC:

Mileage:

Cars	45p per mile
Motorcycles	24p per mile
Bicycles	20p per mile

Bus/Train Fares and Car Parking Fees:

Reimbursement of actual costs incurred

### **4. Adjustment of Allowances**

- 4.1. Basic and Mayoral allowances will be reviewed and any changes confirmed annually by the Council. Mileage rates and subsistence allowances will be reviewed annually or as necessary in accordance through the national employers and recognised trade unions under local government terms and conditions (Green Book) and adjusted accordingly.

### **5. Tax Position and State Benefits**

- 5.1. The Local Government Information Unit can provide guidance on how the payments received as a Councillor can affect a person's rights to social security benefits and their income tax liability.

**Buckingham Town Council**

**Full Council**

**Monday 7<sup>th</sup> March 2022**

Contact Officer: Paul Hodson, Town Clerk

**Pay Settlement**

**1. Recommendations**

- 1.1. It is recommended that Members agree to pay staff at the new rates outlined, including the provision of back dated increase payments from 1<sup>st</sup> April 2021.

**2. Background**

- 1.1. All Town Council Staff contracts stipulate that salaries are set in line with the National Joint Council for Local Government Services (NJC) pay scales. National agreement has been reached and the new pay scales have been published for 2021/22. This provides for all staff to receive a 1.75% pay rise, backdated to April 2021. The Council had budgeted for a 2% pay rise, so this is within the budget set.



**Buckingham Town Council**

**Full Council**

**Monday 7<sup>th</sup> March 2022**

Contact Officer: Paul Hodson, Town Clerk

**Town Centre Improvements**

**1. Recommendations**

- 1.1. It is recommended that Members support the use of Community Board funding to develop the proposed scheme for Town Centre improvements, providing the Town Council are fully consulted during the development of options for the Town Centre.

**2. Background**

- 2.1. The Community Board regularly receives bids from organisations in the area. Decisions are made by the Buckinghamshire Councillors who sit on the Board. However the Board always consults its representatives from other organisations for a view before making decisions. The Town Council's representative on the Board is Councillor Lisa O'Donoghue. An application for Board funding has been submitted for a £50,000 scheme to "enhance the Town Centre space making it more desirable for local businesses and customers."
- 2.2. Given the size of the scheme and its impact on Buckingham town centre, Councillors are asked to provide a view to support Councillor O'Donoghue in responding with the Council's position. A response is required by Tuesday 8<sup>th</sup> March 2022.
- 2.3. It is a very positive sign that the Community Board has obtained support from Buckinghamshire Council's Local Economic Growth Team to help scope and support the proposed scheme. Supporting this use of Community Board funding would not imply support of specific aspects of a future scheme, as a detailed consultation would be part of the proposed project.
- 2.4. The employment of external consultants by Buckinghamshire Council to carry out a detailed review of options and consultation would be a helpful approach, given all the conversations Town Councillors have been involved about the town centre in recent years, which have resulted in little physical change so far.
- 2.5. It may be that if this scheme does not go ahead the town would have to wait some years before another opportunity of this scale arises.

This is one of 11 schemes that have been submitted for Community Board funding at this time. The Community Board Coordinator has advised that, "The remaining budget amounts to **£63,699**. The funding applications currently under consideration in the table above amount to **£92,047.97**. If the Community Board agrees all the projects listed above, then in principle, we need to agree to allocate the difference of **£28,348.97** from next year's budget."



## Buckingham and Villages Community Board Funding Recommendation Report - 2021/22

Organisation Name	Buckingham and Villages Community Board
Project Name	Buckingham Town Centre Improvements
Application Ref	N/A
Priority Theme	Environment, Economic Recovery, Highways, General
Total Cost of project	Estimated cost of £50,000
Amount of Contributory Funding	£0
Amount being applied for	£50,000

### Project Summary

#### Background

The Economic Recovery Action Group, chaired by Cllr Whyte, identified a number of improvements that would enhance Buckingham Town Centre and contribute to the overall look and feel of the town. These projects vary and cover a number of different services so would need to be coordinated to ensure that projects are planned and delivered in a collaborative and cost-effective way.

The below offers a summary of potential projects:

- Commission a study to review a long-term ambition to improve the town centre public realm
- Reformat Old Town Hall area with new loading bay times and more pedestrian friendly
- Improve setting for Old Gaol and create a more pedestrian friendly area
- Reformat junction with planting and more pavement space and potential new loading bay
- New path on desire line and improve planting
- Improve entrance to Cornwalls Meadow and new digital information/advertising post
- Reconfigure the Old Gaol space to enable more events and new digital information/advertising
- Improve Bristle Hill parking and pedestrian areas
- New riverside boardwalk and improved connection to the town centre and improved tree planting
- Improvements to road format of Town Centre entrance (no detail provided as yet)
- Implement pedestrianised areas and other TRO's to identify ways to encourage visitors to town centre (no detail provided as yet)

- Active Travel Routes (cycling/walking)
  - Buckingham to Silverstone
  - Wider routes

In addition to the above, there are further opportunities for revitalisation of the High Street area and the local economy. The Place vision for Buckingham will need to incorporate current aspirations for projects that will enhance the vitality of Buckingham. Some of these projects are largely Public realm related, providing greater accessibility and convenience, while encouraging more people to shop local.

In order to ascertain the local support, viability of the initial projects and explore developments to the public realm it is recommended that a single deliverable plan is explored. A number of proposals have been considered including:

- Planning and delivering projects individually one by one over a longer period of time
- Bringing the elements together as one larger project through an internal service
- Outsourcing this project to a third-party to deliver both a place-based vision piece as well as the multitude of highways, transport and amenities projects.

It was established through meetings with Heads of Service and local Members that there is no capacity internally for any one officer or service area to take ownership and lead on developing the Town Centre plan. It is not within the remit of the role of Community Board Coordinator to co-ordinate and deliver a Town Centre Plan or secure the funding, outside of the community board, required to implement any plan. As such Buckingham Community Board will be seeking to utilise an external consultant, with the relevant design and stakeholder engagement skills to deliver the work required. The procurement process will be supported by the Local Economic Growth Team. Using a Consultancy will help identify the USP of this particular area which will help inform the Council's support for high street revitalisation and reimagining work – it will help define the offer and attract investment back into the High Street.

### **Buckingham current projects**

The Place vision for Buckingham will need to incorporate current aspirations for projects that will enhance the vitality of Buckingham. Some of these projects are largely Public realm related, providing greater accessibility and convenience, while encouraging more people to shop local.

Considerations:

The Place vision should be developed by considering:

- current socioeconomic data for Buckingham and villages
- impact of Covid 19 on High Street businesses and residents
- shopping habits of residents as changed over the last 5 years
- aspirations of residents for their community and Place
- opportunities for growth, innovation and adaptation to structural sectoral changes

### **Deliverables/ Outputs**

- Consultation and engagement events and activities to evidence local support

- An actionable Town Centre Plan with consideration to financial implications
- Business cases as required for any projects to secure funding from a number of different sources
- Release of S106 funds for future implementation

#### **Intended Benefits**

- Enhancement of public spaces to improve the overall look and feel of the town centre to benefit not only people living and working in the area but also to entice more visitors and increase tourism in the area
- Strengthening the local economy through better access to services, businesses, parking and local amenities
- Improving the environment by ensuring that road layouts reduce idling, heavy traffic and encourage use of more sustainable transport options in the Town Centre; as well as ensuring that the environment is considered in all aspects of new design work.
- Community cohesion by creating a thriving town centre that entices local residents, business and local groups to come together for events, to meet socially and grow their enterprises.

#### **In Scope**

- Local comms and engagement to ensure buy in from organisations such as the Town Council.
- Public consultation such as workshops to gather views from residents and businesses.
- Stakeholder management to ensure that internal partners are involved and have the opportunity to share valuable feedback.
- Collaboration with key internal and external partners to ensure that plans fit with any existing works/ planned works and aligns with Council policies / procedures etc and follows any relevant governance processes.
- Workshops and internal visioning sessions to ensure buy-in from Heads of Service and Members and that consideration of existing plans is included in Town Centre plan
- Attendance at Buckinghamshire Council Internal meetings and Community Board meetings to answer any questions and provide updates to stakeholders (both internal and external) and Members.
- Project planning including regular reporting to ensure that the Community Board and Economic Recovery can monitor progress
- Consideration to financial viability to ensure that any plans are achievable/ deliverable through either Buckinghamshire Council funds or third-party funders
- Production, publication and circulation of completed plan
- Developing and submitting applications/ business cases for funding such as S106
- Working closely with Buckingham Town Council, using the 2008 Buckingham Town Council Plan as a base which can be built on, to align with new ideas and ambitions for the Town Centre

- **Out of Scope** Implementation- discussions with Transport Strategy have indicated that S106 funding may be available to implement solutions. Community Board funding may also be available. Both would require a decision once final project scope and costs are known.

#### **Timescales**

- Funding process: 6-8 weeks
- Procurement process: 2 months
- Governance process: 2 months
- Place / Vision Piece: 3 months

#### **Estimated Timetable**

February 2022 – Secure Community Board Funding in principle

February-2022 – Start procurement process

April 2022 – Appoint consultant. Discovery

May 2022 – Wider consultation and engagement

September 2022 – Town Centre Plan produced and published

October 2022 onward - project planning, financial planning, bid writing, governance processes

#### **Key Stakeholders**

Residents

Local Businesses

VCS Groups

Schools/ University

Police

Fire Service

Health

Town and Parish Councils

Councillors

Local MP

Transport for Buckinghamshire / Highways

Parking Services

Property and Assets

Economic Development

Transport Strategy

Neighbourhood Services

Parks Team

Community Safety

Consultations

Communications

Consultant

Community Boards

How does the project align with the corporate priorities of Buckinghamshire Council?

**Supporting Economic Recovery**

The key aim of this project is to enhance the Town Centre space making it more desirable for local businesses and customers.

Shabnam Ali, Head of Local Economic Growth is supportive the project, having been part of initial conversations and development. The service have offered to procure a consultant to deliver the work and will provide Officer resource to support this.

Joan Hancox, Head of Transport Strategy, was approached in relation to the future deliverables of the project and a summary of her comments has been included below:

‘Generally, we are supportive of measures which will improve the public realm and encourage more walking and cycling. However, for many residents, they still need to travel through the town centre and so the key routes through the town centre still need to be protected. We’d also wish to ensure that there is sufficient loading space for delivery vehicles and that loading times are not onerously restricted. I imagine that parking in Buckingham is also at a premium, so again it would be good to have an understanding of how much parking would be lost or how this might be replaced. There is insufficient detail on some of these proposals for us to provide specific feedback at this stage’.

Joan has also provided commentary against each initial proposal which can be found appended to the draft recommendation report, which highlights opportunities to access S106 monies.

The Community Board will liaise with Transport Strategy as the project evolves and once final scopes are known to further gain support and understanding of available funding.

How does the project address the Community Board’s priorities?

**Covid Support and Economic Recovery**

The key aim of this project is to enhance the Town Centre space making it more desirable for local businesses and customers

**Green Space and Communities**

One of the intended benefits to this project is to improve the local environment and bring communities together.

**Road Safety and Cycle ways**

This plan will include improvements to the town centre for road users and pedestrians by making the town easier to access, safer to travel and examining parking arrangements.

Breakdown of costs and contributory funding

Consultancy work is estimated to cost £50,000- which will deliver both the Place Piece and coordinate projects arising from this. Procurement will be made using Pro Contacts, coordinated by Economic Development Officers. Soft market testing will be used to further estimate cost, final costs will only be known once the procurement process has been completed.

The Community Board request that if the final cost is under £50,000 any remaining budget will be ring-fenced for implementation costs. Resource will be required from both Local Economic Growth and the Community Board Coordinator to ensure that this project is managed within timescales, within budget and is carried out in line with the Community Board and the Council's priorities. Regular reporting and monitoring will be carried out to minimise risks and guarantee that the project is successful.

#### Community Board Coordinator comments

This application has been fully assessed in line with the Community Board funding criteria and is recommended as a project which is suitable to receive funding from the Buckingham and Villages Community Board's budget.

Community Board members are welcome to give feedback on this application by emailing [bvcb@buckinghamshire.gov.uk](mailto:bvcb@buckinghamshire.gov.uk) by Tuesday 8 March 2022. Your feedback, along with this report, will be considered and enable a decision to be made.

*"I propose that Buckingham town council investigate the cost of the traffic regulation order and associated costs for lowering the speed limits in appropriate areas of the town to 20 miles per hour. To request that the Community Board provides the necessary funding to implement such a scheme, and that the Town Council considers whether a contribution for such a scheme should be added to the precept. I put this motion to the Council having listened to the discussions of Buckinghamshire Council's Environment and Transport Select Committee where the Cabinet member suggested he had no finances to progress these matters but was personally supportive of the principle of the lowering of speed limits outside schools. The webcast of that meeting can be seen at this link:*

*[https://buckinghamshire.public-i.tv/core/portal/webcast\\_interactive/507039](https://buckinghamshire.public-i.tv/core/portal/webcast_interactive/507039)*  
(701.2/20)

2.6. The Town Council then submitted a proposal for Community Board funding in November 2020 as follows:

*2.7. Town Councillors and residents have discussed the need for additional traffic calming measures, particularly outside schools, several times in recent years, most recently on 5th October 2020. The Council agreed to request that the policy of having 20mph speed limits at specified points in the Buckingham area is implemented. This should be achieved by Buckingham Council carrying out a town wide review and implementing speed reductions as required following the necessary formal consultation with residents. This matter was previously discussed and a motion passed (minute 276/18) in August 2018. Since then traffic movements have intensified. Specifically, limits should be considered: 1. Outside schools and other places vulnerable residents can be at risk 3. Within existing developments; Lace Hill, St. Rumbolds Field, Moreton Road 1 & 2, etc. The DfT's study into the effectiveness of 20mph schemes as published in November 2018 and amended March 2019 makes clear that this is an evidenced solution that would be appropriate for Buckingham.*

2.8. The Town Council received a Project Initiation Document, proposing a scope of works and cost for a scheme, on 24th June 2021, which is attached.

2.9. The Town Council then submitted a bid to the Community Board for the scheme proposed to be carried out on 26th July 2021.

2.10. Regular requests for an update were then made to Buckinghamshire Council.

### **3. Community Board Response**

3.1. The Town Council received the following update from the Community Board Coordinator on 2nd March 2022:

*“As discussed, unfortunately, the Community Board has not been able to progress the Town Council’s application for funding for 20mph Speed Limit Study. The reason for this is because the project is to undertake Speed Limit Assessments and feasibility studies only and not to carry out implementation as outlined in the Project Initiation Document attached. Speed Limit Assessments must be funded in full by Town or Parish Councils. I have copied the relevant section below for you.*

*Scheme Deliverables / Scope: Scope includes:*

- *Scheme outline design - 10 Traffic Speed Surveys carried out by Asset Data Team.*
- *TfB to carry out speed limit assessment in liaison with Thames Valley Police (TVP)*
- *If a 20 mph speed limit is not appropriate at a location, we will include feasibility options for traffic calming, including indicative costings.*

*Not in Scope:*

- *The feasibility study is only to carry out the study, not to implement any formal traffic calming measures or speed limits.*
- *If this study recommends the implementation of a new speed limit or traffic calming measures a further preliminary design / detailed design would be required in addition to a statutory consultation/legal traffic regulation order.*

*Community Board funding for 20mph speed limit changes can only be obtained for implementation work once a Speed Limit Assessment has been carried out (funded by the Town or Parish Council) and is in support of a 20mph only speed limit (along with support from relevant members). I've included the link below for information:*

<https://www.buckinghamshire.gov.uk/parking-roads-and-transport/road-safety/managing-speed/change-a-speed-limit/>

*As discussed, the Town Council can undertake a Speed Limit Assessment by requesting this from TfB directly. If this is supported, then the Town Council can apply for funding from the Community Board.*

- 3.2. The Community Board Coordinator has advised that applications for 2022/23 are not yet open, and neither the budget or criteria are yet set for any funding that may be available.

#### **4. Conclusion**

- 4.1. It is unfortunate that it has taken 16 months for the Community Board to reach a decision on the Town Council's application. The Council's options are now to either directly fund the proposed feasibility studies at a cost of £10,359 or to withdraw the scheme. Councillors may wish to consider any other ways forward.