



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr P. Hodson

FULL COUNCIL

Wednesday, 13 July 2022

Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on Monday 18th July 2022, following the Informal Meeting of the Full Council 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. If you would like to address the meeting virtually, please email 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/UC89BUTwVpjAOEIdSIfcZC9Q/>

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Mr P. Hodson
Town Clerk

AGENDA

1. Apologies for absence

Members are asked to receive apologies for absence.

2. Declarations of interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

3. Minutes

To agree as a correct record the minutes of the meeting of the Full Council meeting held on 30th May 2022. [Copy previously circulated](#)

4. Annual Statutory Meeting

To agree as a correct record the minutes of the Annual Statutory Meeting held on 30th May 2022. [Copy previously circulated](#)



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 can send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

5. Extra Ordinary Full Council

To agree as a correct record the minutes of the Extra Ordinary Meeting of the Full Council held on 20th June 2022. [Copy previously circulated](#)

6. Interim Full Council

To agree as a correct record the minutes of the Interim Council meeting held on 27th June 2022.

[Copy previously circulated](#)

7. Planning Committee

To receive the minutes of the Planning Committee meetings held on 6th June 2022 and 27th June 2022.

[Copy previously circulated](#)

[Copy previously circulated](#)

8. Town Centre and Events Committee

To receive the minutes of the Town Centre and Events Committee meeting held on 13th June 2022.

[Copy previously circulated](#)

9. Environment Committee

To receive the minutes of the Environment Committee meeting held on 20th June 2022.

[Copy previously circulated](#)

10. Equality, Community Diversity, and Inclusion Working Group

To receive and note the minutes of the Equality, Community Diversity, and Inclusion Working Group meeting held on 28th June 2022.

[Copy previously circulated](#)

11. Proposed development - Bloor Homes

To receive and discuss proposed plans from Mr. Robert Webb of Webb Development.

12. Staffing update

To confirm the appointment of Ms. Claire Molyneux as Town Clerk from 25th July 2022, on the recommendation of the Recruitment Panel.

13. Handover of passwords

The new Town Clerk to hand the Mayor a sealed envelope with password and login details.

14. Linden Village update

To receive and discuss a written report from the Town Clerk.

[BTC/43/22](#)

15. Old Gaol Corner

To receive correspondence from the Old Gaol and consider whether to advocate on behalf of the proposed approach.

[Appendix A](#)

16. To receive and question reports from Buckinghamshire Council Councillors**17. Action list**

To review and discuss the Action Report.

[Appendix B](#)

18. Updates from Representatives on Outside Bodies

To receive verbal updates from Councillors.

19. Mayoral engagements

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

Functions the Mayor has attended:

02.06.22 Celebrate Buckingham Day

02.06.22 Jubilee Beacon Lighting

03.06.22 Music in the Market

05.06.22 Jubilee Civic Service

06.06.22 Raising of Pride Rainbow flag
09.06.22 Southeast Reserve Forces Briefing RAF Benson
10.06.22 Mayor-making
05.07.22 Thornton College event
14.07.22 Buckingham Society Lecture and Garden Party

Functions the Deputy Mayor has attended:

20. Chair's announcements

21. Date of the next meeting:

Interim Council: Monday 19th September 2022
Full Council: Monday 10th October 2022

COMMITTEE IN PRIVATE SESSION

Exclusion of Public and Press

RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

22. Neighbourhood Development Support Plan revision

Recommendation from the Planning Committee (Minute 127/22): To accept the terms offered by Homer O'Neil Consultants to advance work on the refresh of the Buckingham Neighbourhood Development Plan using ear-marked reserve fund and a grant from Locality ([PL/36/22 & Appendix](#)).

To:

All Councillors

Buckingham Town Council
Full Council
Monday 18th July 2022

Contact Officer: Paul Hodson, Town Clerk

Land on the South Side of Stratford Road in “Linden Village”

1. Recommendations

1.1. It is recommended that Members note the report.

2. Background

2.1. Land and Roadways on The South Side Of Stratford Road was advertised as being up for auction on 29th June 2022. The Town Council agreed to bid for the land, up to a pre-agreed limit, and then to set aside funds for initial maintenance works (**107/22**).

3. Outcome

3.1. The Council was not successful; the land was sold for significantly more than the Council's total unallocated spare reserves.

4. Statement

4.1. The Council has issued the following statement:

Buckingham Town Council is aware that land and roadways around Linden Village were sold by auction on 29th June 2022. At the request of residents, the Council investigated the details of the land being offered, and then sought to acquire the land itself. The Council did so with the sole aim of maintaining the public land for amenity use and ensuring the effective management of the public spaces for the benefit of residents for the long term. Unfortunately, the Council were not able to match the eventual sale price of £125,000 and could not provide a justification for such a high value for the land.

The Council looks forward to building a positive relationship with the new landowners.

Hi,

I have discussed the problem of glancing strikes to the south corner of the Old Gaol with Dave Roberts (Head of highways). We also think the lowered curb on the north side has caused problems with water damage to the building and contributed to damp in the casing where the military uniforms used to be housed. I have inserted a couple of images.



Dave has been very helpful with the short-term problem of getting a road closure and repair of the Grade II listed building. However, everyone accepts that it will keep happening unless something can be done with the traffic. We all know this has been discussed for many years already so there is no simple solution. From previous discussions between Alan Frost and Dave the possibility of a larger physical barrier has been excluded as it would narrow the road too much.

2 options have been suggested:

1. Altering the mini-roundabout
2. Changes to signage

I suggested a third – 3-way traffic lights.

This is what Dave wrote in an email in January 2021:

One potential way forward is for a feasibility study to be carried out to establish any potential improvement works that could be done to alleviate the pinch points both here and at the mini-roundabout at the other end of the High Street. However, the study itself as well as any subsequent improvement to the road layout will require budget of course. I doubt there is a simple solution without restricting the width of the existing road, which is a difficult option if we are to keep two-way traffic. Commissioning of such a study may be something that the local Community Board might consider.

In terms of freight vehicles, we are not aware of any increase in HGV traffic in recent months. As you are probably aware, there is a 7.5t environmental weight restriction on Market Hill with exceptions for loading and this is signposted on all approaches. Buckingham is on our priority locations as far as the Freight Strategy is concerned and our Freight Strategy Officer, Graham Hilary, has been working with the Town Council, the Buckingham Society and Councillor Warren Whyte on developing an approach for managing HGV movements through the town centre. At this point a paper on identified options has been prepared and

circulated to the project team for comment prior to progression through a wider audience to the Cabinet Member for Transport. The key points of this document are:

- To introduce a zonal environmental restriction bounded by the strategic routes around the town, the A413 and A421.
- This would carry an exception for local business but, we would look for additional signage on the ring road routes to identified industrial areas.
- We would wish to discourage access into the town centre on the A422 by utilising signage on the A43 junction directing traffic onto the more suitable A421.
- Use of the A413 Moreton Road as a route North from the Old Gaol would also be discouraged with a preference for use of the A422 – A5 and the A421 – A43 routes.

Dave explained that a feasibility study needs to be paid for. I have attached an example he has given me for the application. A more accurate estimate of the cost comes from the “Third Party Commissioning Work” department, and he is going to put me in touch with them. I raised the subject of more houses having had planning permission in Maids Moreton and the traffic issues that will produce at the mini-roundabout. He suggested that the developers may be a source of money for the road improvements.

I thought we could start a public campaign to highlight the issue and possibly raise some funds towards the feasibility study. What else can be done? Are there other sources of funding?

Best wishes – Jo

Chair Buckingham Old Gaol Trust

Joanne Thompson

TfB Participating Authorities Commissions

Contract TfB	Version 21-22 v1	Review Date March 2022
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PID - 1. Sign off Sheet



Scheme Title:	A422 & Buckingham Old Gaol Improvements
Reference:	tbc
Scheme Promotor:	CLlr Warren Whyte
Client / Funding	TfB
Community Board:	Buckingham
Assessment completed by:	Pete Smyth, Team Leader, Design Services, TfB
Date of Scheme Assessment:	03/09/2021

Stage	Revision	Date of Issue
Stage 2 Gateway	0	DRAFT
Stage 3 Gateway		
Stage 4 Gateway		

TfB PID BUILD-UP CHECK & VERIFICATION	Documented through Aconex Workflow
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CLIENT APPROVAL			
Position	Name	Signed	Date

COST SUMMARY (all costs exclude VAT)	
Previous Costs	£ -
ORDER TO BE RAISED	£ 5,947.05
Anticipated Future Costs (Indicative)	£ -
Anticipated Total Cost	£ 5,947.05

PAYMENT MECHANISM	Cost Reimbursable
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TfB Participating Authorities Commissions
PID - 2. Scheme Assessment and Scope Form



Transport for
Buckinghamshire



Scheme Title:	A422 & Buckingham Old Gaol Improvements
Reference:	tbc
Scheme Promotor:	Cllr Warren Whyte
Client / Funding	TfB
Community Board:	Buckingham
Assessment completed by:	Pete Smyth, Team Leader, Design Services, TfB
Date of Scheme Assessment:	03/09/2021

Scheme Description:	<p>Potential scheme has been identified through correspondence between Cllr Warren Whyte and Dave Roberts, Head of Highways. This correspondence has formed the basis of the brief.</p> <p>The key goal is to identify acceptable solution to prevent damage to the Old Gaol, a grade II listed building located on the corner of A422, High St and Moreton Road.</p> <p>Recent incidents has dislodged stonework of this building - simple solutions have not been previously implemented due to the extremely tight width constraints at this location.</p>
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TfB Feedback

Scheme Appraisal: (including assumptions and constraints)	<p>As an historic town characterised by very narrow roads and footpaths, with little scope for changes due to the close proximity of the, often listed, buildings, the options for improving the road network are highly limited. The existing arrangement was implemented a number of years ago in response to previous concerns over traffic and road safety. Areas of Market Hill and High Street were made one-way and pedestrian only on Market days. There are a number of roundabouts that were implemented to slow traffic and improve safety at these junctions. However, there are known safety concerns many of the town centre junctions that have very poor visibility as a result of the proximity of buildings and also the hilly topography.</p> <p>To fully investigate potential solutions, it is recommended a feasibility stage is undertaken to ensure the risks/implications of options are fully understood. Whilst this will seek to identify a specific option, it is also important to document and provide evidence why other options may not be appropriate, such as reducing lane widths further and maintaining 2-way flow.</p> <p>Due to the tight manoeuvre, already evident through the damage to Old Gaol, it is recommended that a topographical survey is undertaken to provide the most accurate layout when considering implications of further bollards or amendments to the mini-roundabout. This cost has been based upon a recent similar survey.</p> <p>It is noted that potential changes/improvements to the road layout will require budget from external sources, such as Community Board funding.</p> <p>Due to the potential variation in scope for the study, it is recommended that an initial meeting is held to agree scope prior to commencement - TfB would not want to consider full reviews of one-way systems if there is no budget to implement such schemes. TfB have included within this PID allowance for a meeting prior to commencement to agree the scope in more detail. As a result, TfB recommend that this study is commissioned on a cost reimbursable basis - therefore only costs incurred would be charged, if the scope/study were to be curtailed.</p>
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Initial autotrack movements have been undertaken using OS data supported by aerial images to provide the approximate layout of the junction - see image below. This initial check was undertaken using a single deck bus, rigid HGV and articulated HGV (articulated HGV left turn shown on image below). Whilst this demonstrated the manoeuvres were possible, they were very to the surrounding constraints. This is the key reason why a topographical survey is proposed at this location to agree a



Scheme Deliverables / Scope:	<p>Feasibility Study including:</p> <ol style="list-style-type: none"> 1. Topographical survey to provide accurate dimensions. 2. Review of vehicle swept paths for each turn/direction (vehicle swept paths - incl. rigid and articulated HGVs and single deck buses). 3. Review of position of mini-roundabout - seek to determine if potential minor changes within extents of existing carriageway are possible. 4. Consideration of protection measure such as kerbs, bollard (incl. 'half bell bollard') and signage - this will reduce the carriageway width further, but would prevent damage to the historic building. 5. Consideration of potential one-way options - note this is limited to a high level review and no modelling/traffic flow review is to be undertaken at this stage. 6. Liaison with key stakeholders following initial review and prior to submission of report to discuss potential options and agree priorities. 7. Feasibility report including high level drawings of potential options, budget estimate estimates of potential options and identification of key risks/opportunities.
Not in Scope:	<p>HGV Restrictions - not in scope: Consideration of HGV restrictions is not to be considered as part of the feasibility work. There is a 7.5t environmental weight restriction on Market Hill with exceptions for loading and this is signposted on all approaches. Buckingham is on Buckinghamshire Council's priority locations for Freight Strategy, Freight Strategy Officer, Graham Hilary, has been working with the Town Council, the Buckingham Society and Councillor Warren Whyte on developing an approach for managing HGV movements through the town centre.</p> <p>At this point a paper on identified options has been prepared and circulated to the project team for comment prior to progression through a wider audience to the Cabinet Member for Transport. The key points of this document are:</p> <ul style="list-style-type: none"> •To introduce a zonal environmental restriction bounded by the strategic routes around the town, the A413 and A421. •This would carry an exception for local business but, we would look for additional signage on the ring road routes to identified industrial areas. •We would wish to discourage access into the town centre on the A422 by utilising signage on the A43 junction directing traffic onto the more suitable A421. •Use of the A413 Moreton Road as a route North from the Old Gaol would also be discouraged with a preference for use of the A422 – A5 and the A421 – A43 routes. <p>Traffic Modelling No modelling is to be undertaken as part of this study, though pending on discussions and outcome, it may be recommended for further development of scheme.</p> <p>Trial Holes No trial holes are to be undertaken as part of the study, though these may be recommended to investigate further the position of foundations of the old Gaol if a scheme to install further street furniture is the preferred option.</p> <p>Underground Service Information No C2 search to identify underground service information. This is likely to be recommended pending the agreed preferred solution.</p> <p>Speed/traffic Data No further speed data is to be obtained as part of study.</p> <p>Road Safety Audit No safety audit to be undertaken. Potentially part of next stage pending preferred option selected.</p>
Key Risks:	<ul style="list-style-type: none"> - Stakeholder Liaison - ensure all parties/third parties are informed. - Working within conservation area and adjacent to listed building. - Providing safe passage of all vehicles on highway.
Programme Constraints:	<ul style="list-style-type: none"> - 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. - 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.
Change Control	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.
Design Specification	TfB will undertake any scheme to DfT or TfB policy and guidance appropriate and relevant to the scheme.
Quality Control	The Project Manager/Lead will be responsible for ensuring TfB's procedures are followed and documented.
Health and Safety	<p>The project shall comply with the Health and Safety at Work Act 1974, CDM Regulations 2015 and Ringway Jacobs' Health and Safety Policy</p> <p>Ringway Jacobs will act as Principle Designer and Principal Contractor.</p>
Order / Payment Method	<p>A budget estimate has been prepared and shown on the cost summary sheet. This value should form the basis of the purchase order. TfB will invoice up to this value for actual costs incurred. If during the course of delivery it is identified that the cost will change, then TfB will issue an Early Warning Notice/Compensation Event to agree any amendments to budget.</p> <p>Invoicing</p> <p>TfB (RJ) will issue up to monthly interim invoices up to the agreed value, unless alternative arrangement has been agreed.</p> <p>All costs shown exclude VAT</p>

TfB Participating Authorities Commissions
PID - 3. Cost Summary Sheet



Scheme Title:	A422 & Buckingham Old Gaol Improvements
Reference:	tbc
Scheme Promotor:	Cllr Warren Whyte
Client / Funding:	TfB
Community Board:	Buckingham
Assessment completed by:	Pete Smyth, Team Leader, Design Services, TfB
Date of Scheme Assessment:	03/09/2021

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 incl topo survey	£	5,947.05
RISK ALLOWANCE		
Stage 2 Gateway Cost	£	5,947.05

Current Commission

Stage 3 Gateway, Detailed Design and Obtaining Quotations

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

Stage 4 Gateway, Implementation

Fees	Supervision and Completion	TBC
	TTRO Costs	TBC
		£ -

Works	To be identified through feasibility stage	TBC
		£ -
		£ -
		£ -
		£ -
Works Base Cost		£ -

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

CONTINGENCY (allowance for unknown uncertainties)	
Contingency Allowance:	
Contingency Cost (% of Base Cost for Implementation)	£ -

Stage 4 Gateway Costs £ -

Anticipated Future Costs

Previous Costs

ORDER TO BE RAISED £ 5,947.05

Anticipated Future Costs (Indicative) £ -

Anticipated Total Cost £ 5,947.05

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

Minute No.	Action	Action Required	Update	Deadline
512/19	Climate Emergency Action Plan	The Climate Emergency Action Plan to be reviewed yearly by Full Council, with previously rejected suggestions reviewed and new suggestions added.	Currently reviewed within each Committee. Next annual review at Full Council	Mar-23
386.2/21	Public Health Meeting to discuss healthcare provision in Buckingham	Members AGREED to leave it on the action list and review it at an appropriate time.	Ongoing	
353	TVP Counter Closures	353/21 Motion – Cllr. M. Cole JP Proposed by Cllr. Cole and seconded by Cllr. Stuchbury that this Council, having been involved in the 2021 consultation about closing Thames Valley Police front desks as a cost-saving exercise, asks how TVP can justify wasting £14.4m of taxpayers' money in pulling out of the Equip IT venture being developed with Surrey and Sussex forces, in which it was the major partner. Prior to the May 2021 elections, TVP was also asking for an increase to its council tax precept to provide more officers. This waste of council taxpayers' money appears to be at odds with that, and we would ask the TV Police Commissioner to justify this profligacy. We would also ask what is the latest situation on counter closures, given that TVP itself noted 51%, a majority, of those taking part in the consultation were opposed to it. Members voted unanimously in favour of Cllr. Cole's motion and the Town Clerk was tasked with writing to the TV Police Commissioner. ACTION TOWN CLERK	PCC to attend on 7th November. Councillors need to provide advice beforehand regarding the subjects for discussion.	7th November 2022
631/21	Lack of response from Police and Crime Commissioner (353/21)	Cllr. Cole raised concerns about the lack of response from the Police and Crime Commissioner (353/21) to the letter from the Town Council, dated 27th September 2021. There has been no response to the request for answers regarding expenditure and county closure. Cllr. Cole requested that the Town Council write again, demanding an answer to the questions and deploring Thames Valley Police and Crime Commissioner's discourtesy towards Buckingham Town Council. Members AGREED for the Town Clerk to write and email Thames Valley Police and Crime Commissioner along with the Police and Crime Panel Chair and Buckinghamshire representative on the Crime Panel. ACTION TOWN CLERK	Complaint submitted and acknowledged; awaiting hearing date.	Ongoing

Minute No.	Action	Action Required	Update	Deadline
632/21	Two-part approach and arts and cultural centre funding	<p>1.1 It is recommended that from now onwards the Council takes a two-part approach to all large new developments, of providing a response to the planning applications, but also providing a S106 request in detail at the earliest possible stage, making it clear that this in no way detracts from any overall opposition to a development.</p> <p>1.2 The Council requests that the Sport and Leisure contributions for both Osier Way and Moreton Road requests are allocated towards the cost of providing an arts and cultural venue in Buckingham.</p> <p>Members agreed unanimously ACTION TOWN CLERK</p>	Requests submitted. Meetings with developers being sought.	Ongoing
750/21	Ukrainian refugees	The Town Clerk will liaise with Joanna Ford and will ensure that the website is updated with information.	Completed	
773/21	River pollution 2018	Members AGREED unanimously that Buckingham Town Council should write to the Environment Agency requesting a case number as soon as it is available and an approximate time before it will appear before a court. ACTION TOWN CLERK		Ongoing
776/21	Community Health Hubs	Cllr. Stuchbury proposed that the Mayor write to the Chief Executive of the Health Trust to request that Buckingham Town Council is part of future consultation regarding the Community Health Hubs. Cllr. Harvey seconded. Members unanimously AGREED. ACTION TOWN CLERK		Ongoing
844/21	Code of Conduct process	For the Town Clerk to write to the Hearings sub-committee of Buckinghamshire Council to ask them to consider altering their code of conduct investigation process such that all those who are impacted by a breach of the code, should have an opportunity to be consulted on the actions to be recommended. In this case this would have meant all the complainants and the Town Council (since our reputation has been damaged) being able to offer their ideas as to what would constitute proportionate actions.	Letter sent	
25/22.7	Inventory of land and assets	Cllr. Stuchbury noted that the value of the purchases exceeded the value of the building for Buckingham Community Centre. The Town Clerk explained that the current value is the correct figure but that, following the planned survey, this will be updated.	Ongoing; referred to Resources Committee	Oct-22
25/22.12	Equal Opportunities Policy	Cllr. Stuchbury suggested adding the right to join a Trade Union. Cllr. Gateley asked that we emphasise valuing diversity in our community. The Town Clerk will look into this.	Action Town Clerk	Complete
75/22	Land for sale	Members agreed to request that our solicitor writes to the agent to clarify if the land has been sold, making clear that Buckingham Town Council owns some of the land and asking if the owner would consider a discussion regarding interest in the land.	Action Town Clerk	Agenda