



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Claire Molyneux

FULL COUNCIL

Wednesday, 05 July 2023

Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on Monday 10th July 2023 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/UC89BUTwVpjAOEIdSlfcZC9Q/>.

Claire Molyneux
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. Planning Committee

To receive the minutes of the Planning Committee meeting held on 15th May 2023.

[Copy previously circulated](#)

4. Resources Committee

To receive the minutes of the Resources Committee meeting held on 15th May 2023.

[Copy previously circulated](#)



Twinned with Mouvaux, France;



Neurkirchen-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. Major application

19/A0148/DIS Land off Osier Way East of Gawcott Road and South of Buckingham Ring Road Application for approval of details subject to condition 8 (design code) of planning approval ref 19/00148/AOP
Vistry Wates (Buckingham) LLP

To receive a report from the Planning Clerk.

[BTC/36/23](#)

6. Planning Appeal

To receive a letter from the Directorate for Planning, Growth and Sustainability in relation to planning application 20/00510/APP Land West of Moreton Road and Castlemilk Buckingham.

[Appendix A](#)

To receive a report from the Planning Clerk.

[BTC/37/23](#)

7. Motion: Cllr. Cole

That this Council, recognising the increased time-sensitive workload on Planning Committee members and staff, no longer holds Planning Committee meetings on the same night as Interim Council or other Committees. Taking into account the afternoon planning briefing, those involved in Planning are now regularly meeting for 4.5 hours when Interim and Planning take place on the same day, frequently reaching the 22.00 deadline. This is putting an intolerable strain on members and staff, many of whom have other work, and I propose that Planning Committees, like Resources, Environment and Town Centre & Events, should be stand-alone.

To receive a report from the Town Clerk.

[BTC/38/23](#)

8. Motion: Cllr. Stuchbury

Considering the impact of the recent heavy rain, causing pressure on the drainage system and capacity, in the recent flooding the drains and sewers were overwhelmed in several places. The existing planning system prohibits imposing planning conditions based on Grampian conditions on water companies by planning authorities.

We propose that the Council write to the Secretary of State, seeking an understanding about whether new legislation will be introduced to give powers to local authorities to impose planning conditions in advance of agreement to ensure additional capacity is created, funded in partnership with the water company and the developer.

In support of the proposal from the planning committee that Anglian Water be invited to attend a meeting to discuss sewage infrastructure and planning. If this is arranged, at that point it would seem logical to invite senior planning officers to that meeting to take part in discussions, to ensure all parties fully understand the issues and possible solutions. Noting that we are writing our Neighbourhood Development Plan, the Vale of Aylesbury Plan and Buckinghamshire Council's work on the Local Plan.

Additional information supplied by Cllr. Stuchbury: response to a question about Sewage Infrastructure/Capacity with planned development from Buckinghamshire Council. [Appendix B](#)

9. Update on Boundary Review and Town Council Boundaries

To receive a report from the Compliance and Projects Manager.

[BTC/39/23](#)

10. Licensing application for 14 Hillcrest Way

To receive and discuss the application paperwork.

[Appendix C](#)

11. Civility and respect

Referred from Resources Committee 124/23.1:

11.1 Resources Committee agreed to recommend to Full Council that Buckingham Town Council agree to sign the joint NALC/SLCC Civility and Respect Pledge and the "Councillor-Officer protocol" once all requirements are met.

11.2 Resources Committee agreed to recommend to Full Council that a future Full Council

agenda item be requested to consider writing to the local MP asking that they back Early Day Motion 611 and have it discussed in parliament or that councillors write as individuals.

To receive an additional report from the Deputy Town Clerk.
Recommended councillor officer protocol.

[BTC/40/23](#)
[Appendix D](#)

To note the report originally presented to Resources on 26th June 2023, by the Compliance and Projects Officer and Deputy Town Clerk.

[R/35/23](#)

12. Climate Emergency Action Plan

To review the Climate Emergency Action Plan.

[Appendix E](#)

13. Town and Parish survey

To review and agree the proposed response to Buckinghamshire Council's Town and Parish Survey.

[Appendix F](#)

14. Consultation on the relocation of Furze Down School's sixth form

14.1. Furze Down Sixth Form consultation document.

14.2. Furze Down Sixth Form proposal presentation slides.

[Appendix G](#)
[Appendix H](#)

15. To receive and question reports from Buckinghamshire Council Councillors

16. Action list

To review and discuss the Action Report.

[Appendix I](#)

17. Reports from representatives on outside bodies

Members are asked to note any verbal updates provided by representatives on outside bodies.

18. Mayoral engagements

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

Functions the Mayor has attended:

24.05.23 Bourton Park Junior Play Area opening
28.05.23 Music in the Market
01.06.23 Raising of the Pride Flag
03.06.23 Buckingham Country Show
17.06.23 Celebrate Buckingham Day
01.07.23 Music and Beer Festival

Functions the Deputy Mayor has attended:

24.06.23 Swan Trail launch

19. Chair's announcements

20. Date of the next meeting:

Full Council: Monday 11th September 2023

Interim Council: Monday 9th October 2023

To:

All Councillors

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.

21. Payment endorsements

Members to note the completed payments list.

[Appendix J](#)

Buckingham Town Council
Full Council
Monday 10th JULY 2023

Contact Officer: Mrs. K. McElligott, Planning Clerk

Agenda 5 19/A0198/DIS : LAND AT OSIER WAY, DESIGN CODE REVISION B

Background

The Design Code is a requirement of Condition 8 of the approval of application

19/00148/AOP Outline Planning Application (with all matters other than means of access reserved) for a residential development of up to 420 dwellings (including affordable housing), and associated infrastructure including provision of open space (including formal playspace); car parking; new pedestrian and cycle linkages; landscaping and drainage works (to include SuDS attenuation) and two new accesses off Osier Way and one new access off Gawcott Road. Includes demolition of the existing pigsty.
Wates Developments Ltd.:

8. Prior to or at the same time as the submission of the first Reserved Matters application for the development, excluding reserved matters for strategic infrastructure, a Design Code for the development shall be submitted in writing to the Local Planning Authority and approved in writing before the submission of the 2nd phase Reserved Matters application or any subsequent phase of the Reserved Matters. The Design Code shall demonstrate how the objectives of the Design and Access Statement will be met and shall take account of the Public Open Space and GI Strategy [plan no. 2662-LA-05] and the Illustrative Masterplan [plan no. 2492-C-1005-A].
- The Design Code shall include the following:
- a) principles for determining the quality, colour and texture of external materials and facing finishes for roofing and walls of buildings and structures including opportunities for using recycled construction materials
 - b) principles of built-form strategies to include density and massing, street grain and permeability, street enclosure and active frontages, type and form of buildings including relationship to plot and landmarks and vistas
 - c) principles of hard and soft landscaping including the inclusion of important trees and hedgerows and also including boundary treatments and refuse storage
 - d) principles for determining the design of structures (including street lighting, lighting and boundary treatments, street furniture and play equipment)
 - e) principles for determining the design of the public realm, areas of public open space, areas for play (including LEAPs, NEAPs, and MUGAs), and other areas of green infrastructure such as retained woodlands;
 - g) principles for conservation of flora and fauna interests and encouragement of biodiversity
 - h) principles of a hierarchy of streets and spaces
 - i) principles for the alignment, width and surface materials (quality, colour and texture) proposed for all footways, cycleways, bridleways, roads and vehicular accesses to and within the site (where relevant) and individual properties
 - j) principles for on-street and off-street residential vehicular parking and/or turning/manoeuvring areas
 - k) principles of cycle parking and storage
 - l) integration of strategic utility requirements, landscaping and highway design

The details to be submitted in the reserved matters applications for each phase of the development shall be in accordance with the principles established in the approved Design Code.

Reason: To ensure a satisfactory appearance to the development and to comply with policies DHE1, I1 and I3 of the Buckingham Neighbourhood Development Plan, policies BE2, NE1, NE8, C3, T8 and I1 of the Vale of Aylesbury Local Plan and the National Planning Policy Framework.

The original version of the Design Code was considered and **OPPOSED** at the 15th August 2022 Planning Committee meeting, Members commenting:

Members were not impressed by the lack of actual content in the 110 page document and asked for a more definitive approach before the Reserved Matters applications were submitted.

In particular, they would like:

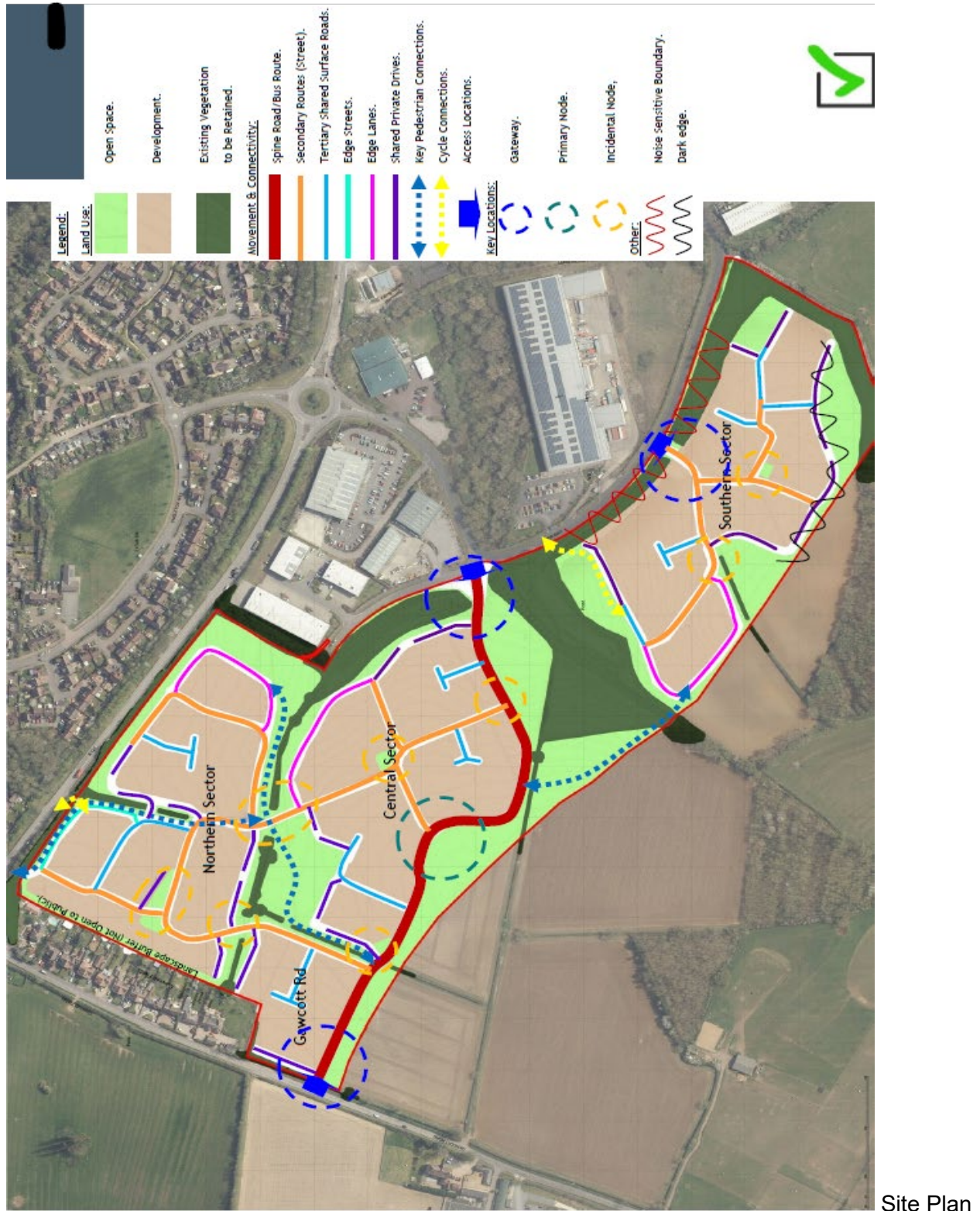
- *No shared surface streets – experience on other estates shows the disadvantages.*
- *No block paving, ditto.*
- *Some of the designated ‘private drives’, which are as long as the ‘streets’ in some cases, to be moved into the ‘tertiary’ class.*
- *Confirmation of whether all the above such streets would be adopted by Buckinghamshire Council or left to the management company to maintain (document says ‘offered to BC for adoption’).*
- *Some sale dwellings to be suitable for disabled residents.*
- *The following Neighbourhood Plan policies to be acknowledged: DHE6 – Provision of good quality private outdoor space (for all dwelling types); I1 – Disabled access requirement for new pedestrian routes; I2 – Renewable energy generation (solar panels); I3 – Rainwater collection and re-use.*
- *Wiring for EV charging connection to be standard for all dwellings and in parking courts.*
- *Broadband connection as standard before occupation.*
- *To state their support for Mr. Roger Newall’s detailed analysis as submitted.*

Revision A was received on 6th April 2023 as an additional supporting document among the 61 Amended Plans for the Phase 1 application 22/02689/ADP (and added to the document list for 19/A0198/DIS on 18th April), considered and **OPPOSED** at the 24th April 2023 Interim Council meeting, Members commenting:

Members noted that the Design Code still made no reference to the Buckingham Vision & Design SPD. As a Design Code it failed to be prescriptive or adequately descriptive, and until it was agreed, no decisions should be taken on the Phase applications. Vague references to ‘sweeping curves’ found in Buckingham and a few photographs taken in the old town – none of them of distinctive characteristics like curved corners, use of stonework or patterned brickwork – do not constitute design guidance and use of a standard house pattern book negates placemaking.

- *Members continue to oppose shared-surface streets and blockwork surface treatments, even with the caveat “the surface finish should be in blockwork, unless rules of adoption constrain this”. They would like assurance from the LPA that all streets will be adopted by Buckinghamshire Council so that the heavy cost of maintenance does not fall on residents via a management company. Alternatively, the practice agreed in Essex of the developer being liable for maintenance for the lifetime of the road could be followed.*
- *The Design Code should be prescriptive in matters of materials to be used, both in colour and quality. Different colour renders can be used for key buildings such as those on corners for the better navigation of the estate for strangers, and the uniform black for doors, all rainwater goods and other accessories, was also criticised.*
- *The Design Code should establish rules for tenure blindness – none of the Affordable Housing has a garage, for example – and all plots should have EV charging points, even those with allocated parking distant from the house. This is stated as a must on p40, but is not reflected in the amended drawings for 22/02689/ADP.*
- *The Design Code should reiterate Waste & Recycling’s standards for haul distances for both residents and operatives; a roadway built to adoptable standards would reduce the need for bin collection points.*
- *The Design Code should reiterate the cluster formation rules for Affordable Housing; although changed slightly, there is still a group of 26 contiguous properties west and north of the spine road (Plots 9-24, 30-33 & 40-45).*

- The Design Code should consider adequate lighting for streets and paths, with special reference to minimising light pollution
- The Design Code should include grey water recycling, solar panels, and possibly heat pumps as measures to combat climate change and reduce power requirements.
- The Design Code should include good broadband connection as part of the standard utilities to be provided before occupation.



Design Code Revision B

This revision is better than the last, in the sense that it is more prescriptive: the word **must** occurs 122 times in the 40 (of 48) pages with text, as in (p8):

Key Locations across the site, *Gateways*, *Primary Node* and *Incidental Nodes* **must** work hard to reflect the more recognisable and identifiably Buckingham vernacular. The remainder of the site may contrast sympathetically but **must** retain an essence of the above mentioned Buckingham vernacular. This is best done through material choice, window proportion and detailing. Landscape **must** play a vitally important role throughout the site. A strong landscape character **must** be notable in those areas outside of the Key Locations too - in order to promote a strong landscape character throughout the development.

and is emphasised by the large green ticks in boxes against the adjacent sketches, or red crosses for unacceptable interpretations. It would help enormously, though, if there was a proper description of 'Buckingham vernacular' rather than a few pencil sketches and a page of photos illustrating 'enhanced detailing' without any labelling of the particular detail illustrated or the building pictured. All have been lifted from Google Streetview and date variously from 2015 onwards. There is no mention of the Vision & Design SPD, curved corner buildings or the steeper pitch of roofs, and the only mention of chimneys is in the panel below. There is also no note of anything more decorative in brickwork than a string course, even though the checkerboard patterning of the cottage beside Masonic House is illustrated (because Masonic House has quoining).














Design Element:	Key Location:		
	Gateways:	Primary Node:	Incidental Spaces:
Stronger Buckingham Character (See Condition Coding for more Info):			
Chimneys:			
Enhanced Detailing:			
Higher Quality Materials:			
Richer Landscape Setting (See Condition Coding for more Info):			

Table 1.3: Key Location Mandatory uplift in Design Elements.

(p.6)

There is a notable lack of numbers – such as what 'Higher', 'Medium' and 'Lower' Density (p10) actually mean in dwellings-per-hectare, the width of various streets in the hierarchy (p13→) or the dimensions of parking bays. However, "Street trees within a verge on the development side of the Spine Road (Bus Route) must be delivered at a minimum ratio of 1 tree every 40m." Such precision should apply to all the Code as statements such as (p.4) "Designers **must** meet the objectives set out below. Any deviation will require justification." presumably imply that the final design of both layout and individual house plans is to be carried out by another individual or company, not the producers of the Design Code (Woods Hardwick), and therefore the Code must specify *in detail* the parameters the Designer is expected to work to. Close examination of some of the sketches reveals dimensions of the lesser streets, but the best offered for the spine road is (p.13) "The Spine Road, which **must** be designed as a Bus Route,

will connect the Gawcott Road access to the western-most Osier Way access and **must** meander along the illustrative alignment as best as possible.” which is altogether too vague. Shared Surface Streets are still blockwork “unless rules of adoption constrain this”.

This makes the submission of the Phase 1 application (first in July 2022, with extensive amended documents and plans in April 2023) with drawings of the layout, street hierarchy, house plans, materials etc. – and a Design Code Compliance Statement – premature to say the least.

A page (24) of ‘External Facing Materials’ – again illustrated by Google Streetview photos dated from 2018 onwards and unlabelled – gives a brief explanation of why no details of bricks are included (supply problems) but does not include even a note of the required colour. However the roofing materials, as can be seen by the panel on p.25, are detailed as higher and lesser quality types by name for slate (or slate effect) and for plain tiles. There are three pictures of brickwork, one of render and two of tiles in the corner of the page; it is impossible to tell whether these are from a catalogue or taken in Buckingham – at least the bricks are roughly the right colour, although I have not personally noticed the use of very white pointing between red brickwork in town. Five colours of render are also illustrated (white, cream, yellow, grey and pale pink).

‘Accessories’ – downpipes and gutters, meter boxes, garage and front doors, bargeboards and fascias - will be black, except at the Gawcott Road end where white will be permitted. Meter boxes will be to the side of the property where possible, mounted on the wall. There is no indication of siting if this is not possible (Lace Hill’s are at ground level, often in the front plant bed).

There are no drawings of acceptable styles for doors, including patio doors, or for windows and skylights, and whether dormers should be entirely within the roof slope or cut through the eaves. Nor is there text or tables describing window sizes for different rooms, colour, materials or glazing (and some houses in a later phase will be on the bypass boundary, so triple glazing might well be specified).

Verges and front gardens are extensively described (‘verdant’ individual shrubs, low hedging and shingle), and traffic calming is largely by build-out (a drawing shows a 2m build-out into a 5.5m wide street); some of these are intended to contain trees (with shrubs or shingle underneath). Other street trees are proposed (p16) “A Landscape Feature, where designed appropriately with considered overlooking, **must** be explored to offer a green oasis within the street scene. This space **must** offer a more significant degree of verdant under-storey planting and **must** offer a more significant tree than a typical street tree. This space **must** be conveyed to a Man[agement]. Co[mpany]. “ No clues as to what a ‘significant’ tree might be. As all trees **must** be of Extra Heavy Standard (p.18) there could be problems with watering, root spread and maintenance. There is no detail or explanation of Extra Heavy Standard, but the British Standard (BS3936-1) gives it as girth at approx. 1m above ground 14-16cm, and a height of approx. 4m. The Highways officer has made a response to Revision B pointing out nothing he said in his previous comments has been addressed, including the compliance of street-side vegetation with adoptable standards.

Rear boundaries visible to passers-by will be 1.8m brick walls; fences may be allowed for small gaps between houses or at the rear of driveway parking bays. Front boundaries are mainly low hedging.

Cycle sheds will be of wood (a generic wooden shed is illustrated) but again no size limits are stated or where they should be placed in the rear garden for maximum security.

Parking will be on-plot so far as possible with some parallel kerbside bays (no more than four together with a bay-size plant bed separating these from the next set). Rear parking courts will

be few in number and small in size (no further details) and “**must** only [be] used for sound urban design reasons/objectives” (also unspecified). Furthermore:

“Boundaries within rear courts **must** follow the following codes;

1. All boundaries save for the entrance **must** have a 1m min. deep landscape strip planted with robust thorny planting (for anti-climb).
2. Those properties that use the court and have boundaries onto it **must** offer ground floor passive surveillance via the use of 1.5m high close boarded fence with 0.3m high trellis on top.
3. Where rear parking courts are necessary, they **must** have active surveillance via a FOG (Flat over Garage) and/or Maisonette(s).”

The accompanying sketch does not help explain this:

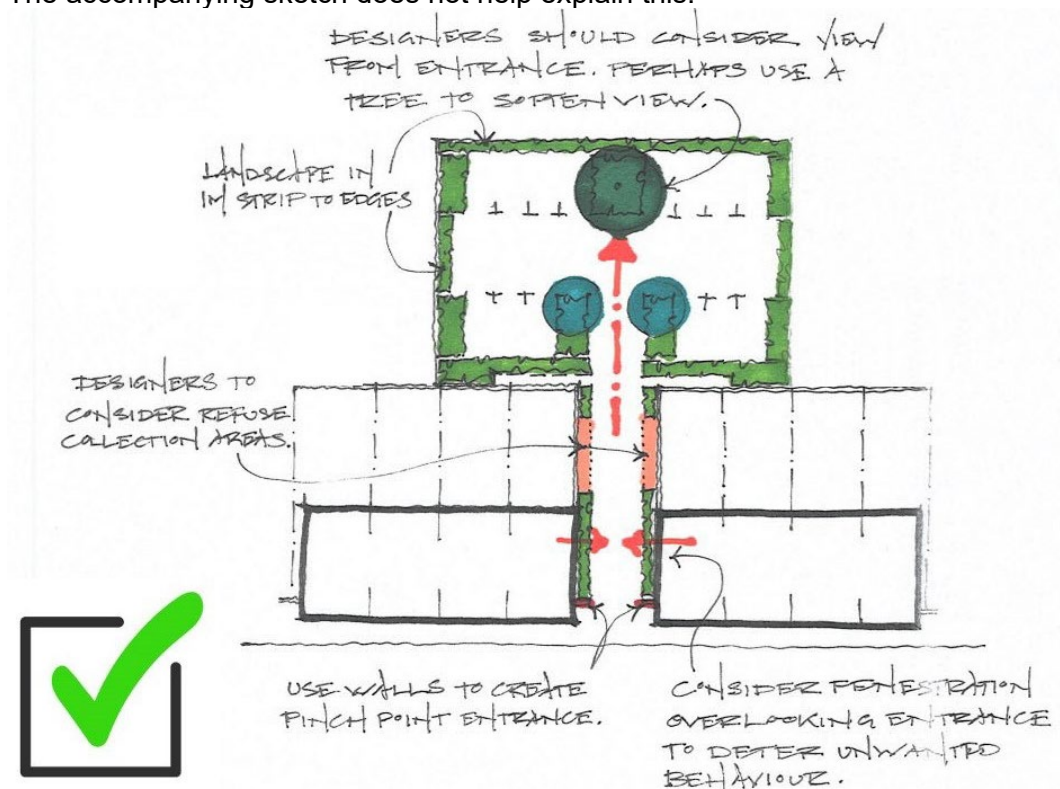


Fig. 2.20, p.26

‘Refuse storage and collection’ starts with “Designers should consider the storage and collection of waste as an intrinsic part of the design process to avoid unwanted and untidy scenes on collection day.” One would have expected a note explaining that each dwelling needs space for at least two wheelie bins, and their dimensions. This section then indicates that residents will keep their bins in the back gardens and bring them out to the kerb on bin days, unless they live in a terrace house, flat, or on a shared private drive, when they will have to take their bins to a collection point. “These spaces should be designed as fit for purpose and not simply *left-over* space. See figure 9.1.” It should be pointed out that figure numbers do not extend beyond Fig.3.15 in Revision B; reference to Revision A shows that 9.1 is now Fig 2.20, above, where the bins are shown housed in the entrance way to a parking court; most of the collection points are roadside at the limit of the (presumably) tarmac surface or where there is space to turn. Calculations from drawings submitted for Phase 1 showed haul distances to some collection points well over the recommended 25m maximum, but no guidelines are included in the document to assist the Designer.

Public Open Space and Play Areas: four play areas are proposed, - the text on p31 says 3 LEAPs and 1 NEAP, whereas the drawing on p.32 (below) shows a NEAP (for older children) in

Phase 1 and 2 NEAPs and a LEAP (toddlers and small children) on the far side of the woodland area for Phases 2-5. I would expect the text to be correct, as small children are not expected to walk as far to play as older children. P.31 also includes these paragraphs:

“Logs **must** not be included unless there is a clear timely program of replacement as they will decay over a relatively short period of time compared to the boulders, mounds and play equipment..”

and “Timber play equipment or that with a natural appearance should be used, this is especially important for the NEAP which is located on the periphery of the development adjacent to the countryside edge.”

There is a photograph of a sandy play area with boulders, and an interesting water feature, but there is no indication what areas each should occupy or of equipment types or suppliers regarded as acceptable.

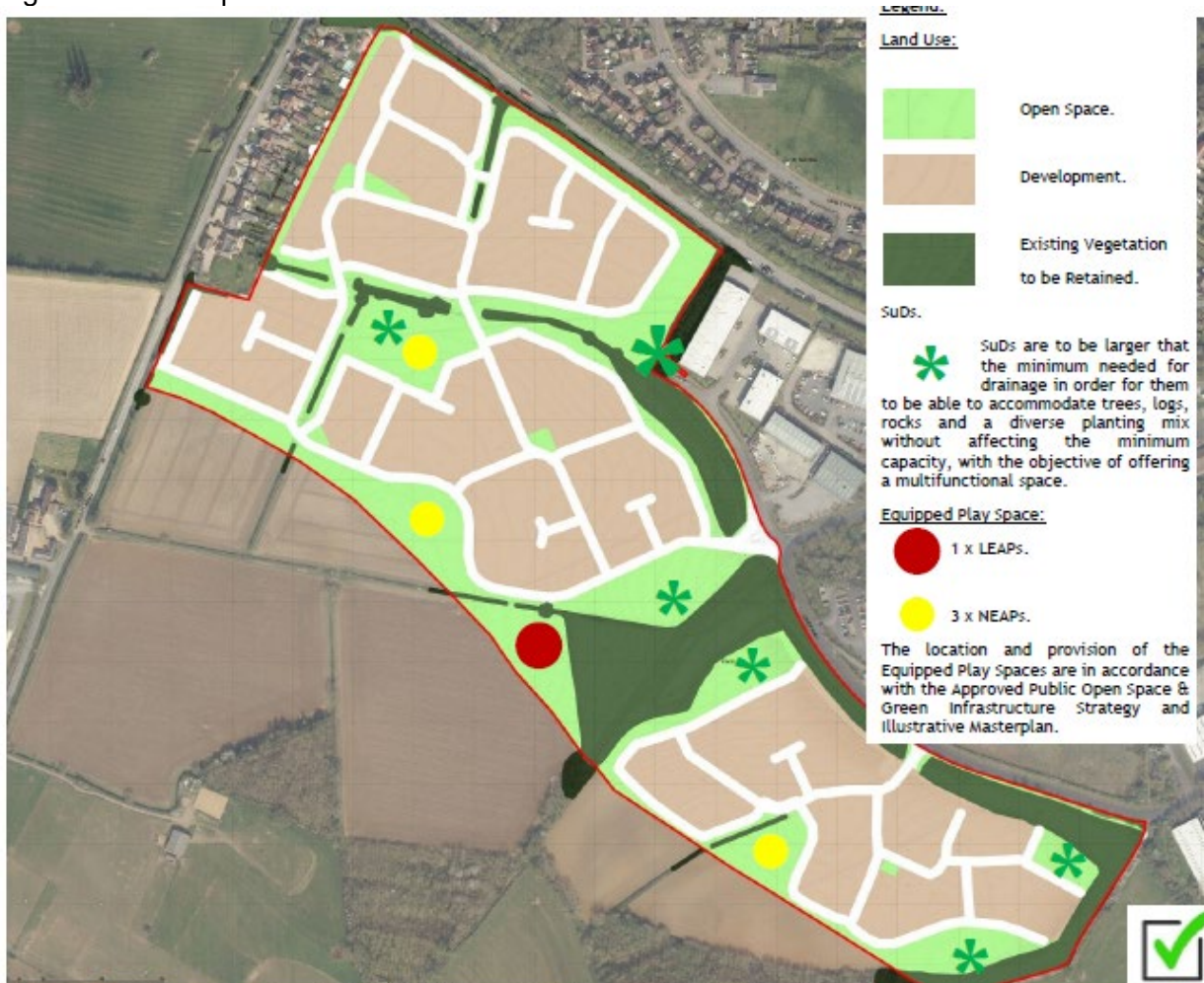


Figure 2.24: Play Spaces & other (SuDs) GI Parameter Plan.

The asterisks are attenuation ponds to alleviate stormwater flooding, and the drawing label states “ SuDs are to be larger than the minimum needed for drainage in order for them to be able to accommodate trees, logs, rocks and a diverse planting mix without affecting the minimum capacity, with the objective of offering a multifunctional space.”

Apart from the street lighting (which must be to adoptable standards), all the other ‘structures’ – benches, bins, signposts, etc. – are shown as wooden, though noted that they will require a program of replacement because they will decay faster than other more robust materials. Apart from the benches (standard park bench illustrated) I do not see the point of this paragraph:

“The design of seating, litter bins and signage **must** be considered as part of the movement network through the Open Spaces and located at points that encourage people to stay for a period of time.”

And this unconscious (but apposite) error raised a smile: “However, more imaginative structures will be welcomed if they offer a multi-functional use and/or offer an interest or artistic flare, such

as benches carved from fallen trees etc.” and was illustrated with this lovely (undoubtedly a one-off, but unlabelled anyway) example.



The existing woodland which is relatively recent and of a uniform age will be managed, and some older trees thinned and new ones planted to give a better age range for long-term viability. Native species will be used, especially those with flowers and edible nuts/fruits. The margins will be cut in a manner to encourage flowers and fruits. Specific measures will be put in place to benefit the resident dormice.

Please refer to the map on page 3 of this report for locations:

Central and Gawcott Road Gateways

Main entrances to the estate (ie each end of the Spine Road) will have gateway features such as distinctive tree planting, brick piers and estate fencing:



The Phase 1 entrance will be more modest and is not illustrated.

The “Central Sector Node” is described as where the meandering Primary Route [*Spine Road/Bus Route*] connects to the secondary route [*side road*] linking the Central Sector to the Northern Sector. “It is also likely that a Bus Stop will be located in this area along with one of the proposed LEAPs. As a result, this space is a convergence of routes and accommodates some of the popular facilities, hence its importance within the scheme.”

It is probably as well that the ‘some of’ is not fully described as there are no other facilities, and if no bus company offers to provide a service, then the ‘facilities’ will amount to the four play areas only.

The Central Node and the Central/Northern Sector Incidental Spaces have nearly identical lyrical illustrations (the latter below) but little in the way of instructions to the Designer apart from

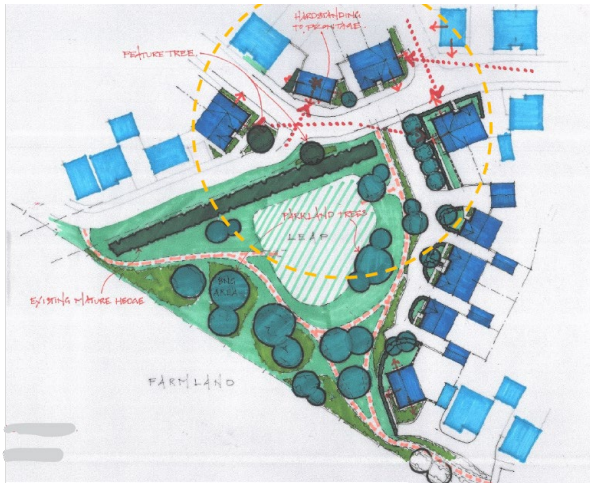
the need for a footpath route through it. It should have an area specified, the width and material specification for the footpath, any amenities apart from the LEAP, and a species list of trees and other planting.



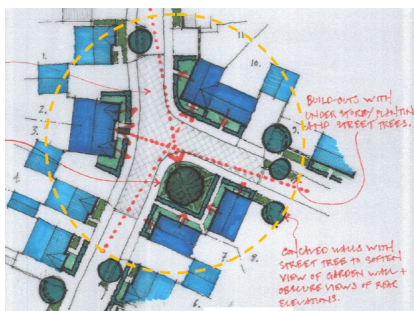
The lesser of the two incidental spaces is the green corridor on the left of the Secondary Route and leads to the back fences of Gawcott Road.

The Southern Sector Incidental Spaces 1 & 2; Space 1 includes the LEAP, Space 2 is little more than a small green at a road junction, with a tree.

Space 1 text, in its entirety, says nothing of use to the future Designer: "The existing hedgerow to be retained along with the BNG and LEAP area in this locale present a complex space to design. Therefore, it is important to create a collection of dwellings and landscape features around the junctions and entrance into the open space that is thoughtfully considered to terminate vistas, enclose space and provide a landscaped entrance to the open space."



Space 1



Space 2 merits a drawing to show how tiny it is, and the text reads “This, along with all other Incidental Spaces, **must** be formed around openings in built form that frames or terminates a modest area of amenity space. This spaces act as way-finders and/or sense of arrival within the development and should strive to offer added value into the scheme by way of material, appearance, relief by composition and landscape.”

Once again, no clues as to the material, or any distinctive architectural or landscape feature are included. It is certainly a modest size, and its function as a wayfinder is debatable, given the number of trees (unless a distinctive specimen, perhaps not ‘verdant’ but with red or golden leaves is proposed) and a sense of arrival in the remotest part of the estate cut off from the rest by a wide belt of woodland is just pretentious.

I support Mr. Newall’s recommendation of the Design Code for Radstone Fields in Brackley as a shining example of what is required of a Design Code.

KM
30/6/23



Directorate For Planning, Growth And Sustainability

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01296 585679
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26th June 2023
Appeal Ref: 23/00047/CIPA
Case Ref: 20/00510/APP
Pl. Ref: APP/J0405/V/23/3322305

Dear Sir/Madam,

TOWN & COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 78

Site Address: Land West Of Moreton Road And Castlemilk Buckingham Buckinghamshire

Proposal: Erection of 130 dwellings, associated access and parking, landscaping and amenity space and the change of land from agriculture to use as sports pitches/recreational open space and informal open space.

Appeal by: Bellway Homes LTD And Avenue Farms LTD

Application Ref: 20/00510/APP **Appeal Ref:** 23/00047/CIPA

Planning Inspectorate Ref: APP/J0405/V/23/3322305

I am writing to notify you that an appeal has been lodged with the Secretary of State against the Council's decision in respect of the above site.

The **start date** for this appeal is 14 June 2023.

The appeal will be determined on the basis of an inquiry to be conducted by an Inspector appointed by the Secretary of State. The procedure to be followed is set out in the Town and Country Planning Appeals (Determination by Inspectors) (Inquiry Procedure) (England) Rules 2000, as amended. You can view documents relating to the Appeal at <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/> This will include the Council's Statement of Case which will be available to view online 6 weeks after the start date.

If you made any comments on the planning application, a copy will be forwarded to the Planning Inspectorate.

If you wish to add any further comments, please send 3 copies to the Planning Inspectorate **within six weeks** of the **appeal start date**, quoting the Planning Inspectorate reference number (above). You can do so online at: <https://www.gov.uk/planning-inspectorate> If you do not have access to the internet, you can send your comments to: Initial Appeals, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN

Any comments made will be forwarded to all parties involved in the appeal. **Please do not send your comments to us.**

When made, the decision will be published online at <https://www.gov.uk/planning-inspectorate>

Yours faithfully,

Appeals Officer
PCCON6

Monday 10th JULY 2023

The Education Contribution is to be used for: the expansion of facilities at Maids

Moreton/Buckingham primary schools, Buckingham Secondary School and the Vale Special School Federation or such other education project within the relevant catchment area in accordance with regulation 123(3) of the **Community Infrastructure Levy** * Regulations 2010 as identified by the Council and notified to the Owner necessary to accommodate the Development

* Adoption of **CIL** is due to be discussed by the Cabinet on 11th July 2023

The Highways Contribution is for

- Bus stop infrastructure, including a new hard paved area at the northbound bus stop along Moreton Road to the south of the rugby club access, and dropped kerbs / tactile paving;
- Provision of bus shelters and Real Time Passenger Information (RTPI) systems at the southbound bus stops on Moreton Road (towards Buckingham Town Centre);
- Combined pedestrian and cycle crossing over Moreton Road close to the existing bus stops at the southern end of Phase 1. This could take the form of a Zebra, or a controlled Toucan crossing;
- Dropped kerbs / tactile paving at all crossing points along Moreton Road to facilitate safe access to bus stops;
- A new footway to provide a link between the bus stop adjacent to Bradfield Avenue, and the combined pedestrian and cycle crossing;
- A new footway linking Phase 2 to the northbound bus stop adjacent to the rugby club car park;
- A cycle route from the southern end of the existing 'off road' route that currently serves Phase 1, southwards along Moreton Road to the existing mini-roundabout junction at the 'Old Gaol'. This could be in the form of either an 'on road' advisory or signed route;
- Blue cycle direction signs;
- Cycle storage (Sheffield stands) at selected locations within the town centre;
- A pedestrian refuge on Moreton Road within the vicinity of the 'Old Gaol' roundabout;
- The implementation of the Travel Plan and £1,000 per annum for 5 years for the monitoring of the Travel Plan (£5,000 in total from this site);
- The introduction of lane markings on the Moreton Road approach to the Market Hill / Moreton Road / High Street (Old Gaol) Roundabout to identify two separate approach lanes; and
- A financial contribution towards the design and provision of a left-turn filter slip at the A422 Stratford Road / A413 Roundabout and towards the Buckingham Transport Strategy measures listed in Policy T3.

The Open Space Land is for

- i. Public Open Space; and
- ii. Amenity Land; and
- iii. Combined LEAP & NEAP; and
- iv. BMX Pump Track
- v. Sports Pitches

which together are to be provided and laid out as open space for public use in accordance with the Planning Permission and the provisions set out in the Fourth Schedule of this Deed.

The Sport & Leisure Contribution is for

- the provision of an arts and cultural venue in Buckingham
- and/or improvements, modernisation and refurbishment to Stratford Fields football ground
- and/or Buckingham Rugby club's changing facilities and clubhouse
- and/or Buckingham Town Cricket Club and Maids Moreton Playing Field cricket facilities
- and/or Buckingham West End Bowls Club clubhouse, changing facilities and toilet facilities
- and/or Moreton Road open space and equipped play provision

Actions

All the documents, drawings, responses and correspondence will be supplied to the Planning Inspectorate by Buckinghamshire Council. We do not need to duplicate these. If Members wish to make any additional comments, including comments on the s106, they must be sent by 26th

July. A final draft s106 *agreed by all parties* must be submitted no later than 10 days before the inquiry opens. The Town Council is an interested party as the playgrounds and open spaces are to be offered to the Town Council and ownership transferred (if the Town Council declines the offer a management company will be appointed).

The sittings will commence at 10.00am on 17th October 2023, and are projected to last 6 days. However, the inspector will hold a management conference via Teams on 31st July to which we can nominate a single person to represent the Town Council. The name and email address of the nominee must be submitted by Monday 24th July.

The decision is to be expected on or before 13th December 2023

KM
4/7/23

BUCKINGHAM TOWN COUNCIL
FULL COUNCIL
MONDAY 10th July 2023
PLANNING COMMITTEE MOTION

Contact Officer: Town Clerk

1. Recommendations

1.1. It is recommended that the Planning meeting that follows Interim Council is restricted to essential business only.

2. Background

2.1. This is being discussed following the motion raised by Cllr. Cole:

That this Council, recognising the increased time-sensitive workload on Planning Committee members and staff, no longer holds Planning Committee meetings on the same night as Interim Council or other Committees. Taking into account the afternoon planning briefing, those involved in Planning are now regularly meeting for 4.5 hours when Interim and Planning take place on the same day, frequently reaching the 22.00 deadline. This is putting an intolerable strain on members and staff, many of whom have other work, and I propose that Planning Committees, like Resources, Environment and Town Centre & Events, should be stand-alone.

2.2. This year there are 14 Planning meetings, 7 Resources meetings and 6 TC&E and Environment meetings.

3. Research

We reviewed the minutes of 9 meetings at 7 similarly sized or larger town councils, who, on average, discussed at each committee:

- **28** planning applications
- **7** other agenda items
- Average meeting length **51** minutes

Using the last 9 Buckingham Town Council planning meetings to create an average, the committee typically discusses at each meeting:

- **11** planning applications
- **16** other agenda items
- Average meeting length **1hr 45** minutes.

The results of this research show the clear difference that reducing the number of other agenda items to be discussed can have on overall meeting length. Despite other councils having an average of 35 total agenda items, while Buckingham has a total average of 27, the average meeting lengths of other Councils is less than half the Planning Committees current average.

4. Options

- 4.1. Do not hold Interim meetings.
- 4.2. That Planning meetings which follow Interim meetings are shortened to consider only essential items and applications.
- 4.3. That those Planning meetings which are scheduled to take place after Interim are moved to the Tuesday of that week.
- 4.4. That Resources be moved to take place after Interim and Planning takes the Resources slot.
- 3.5. That the meeting schedule be rewritten to an eight-week cycle.
- 4.5. That the current blank Monday slots are filled by Planning.

5. Do not hold Interim meetings.

- 5.1. This option is not recommended as this meeting is needed and used. The Town Clerk does her best to keep these agendas as short as possible and generally they are dominated by planning matters.

6. That Planning meetings which follow Interim meetings are shortened to consider only essential items and applications.

- 6.1. This would be officers preferred solution. Just as Interim agendas are kept as short as possible, the following Planning meeting would only consider essential business.

7. That those Planning meetings which are scheduled to take place after Interim are moved to the Tuesday of that week.

- 7.1. This is the next preferred option. Tuesday is the only day of the week that staff are available to both attend the meeting and plan the agenda. However, this option will require additional resources to manage which may have some budgetary implications.

8. That Resources be moved to take place after Interim and Planning takes the Resources slot.

8.1. This is not recommended as Resources is a busy committee with considerable business to conduct especially at certain times of the year. There are also only seven Resources meetings against the 14 of Planning.

8.2. The same applies to TC&E and Environment with the added complication that the cycle would need to be completely rewritten in order to space the Planning meetings evenly apart.

9. That the meeting schedule be rewritten to an eight-week cycle.

9.1. This is not recommended as there are already large gaps between some committees. For instance, Environment has a meeting at the end of July and then there isn't another one until October. This would be likely to increase the number of extraordinary meetings which adds to the pressure on staff and councillors.

9.2. Councillors and officers have planned around the current meeting calendar and rewriting it part way through the year will cause considerable disruption and reduce councillor attendance.

10. That the current blank Mondays are filled by Planning.

10.1. This is not recommended. The blank week is used by the office to catch up with actions and take annual leave in a period when the impact on the Council is lower. It is also used by Members on multiple committees as a free week to go on holiday or other personal matters.

Written question from Councillor Robin Stuchbury to Councillor Peter Strachan, Cabinet Member for Planning and Regeneration and Councillor Gareth Williams, Deputy Leader and Cabinet Member for Climate Change and Environment

Sewage Infrastructure/Capacity with planned development

“Could the Cabinet Members please provide an explanation about the arrangements in place to check on the adequacy of sewage infrastructure/capacity, and on any likely sewage discharge and other impacts on local rivers and streams (e.g. River Ouse, Buckingham), when granting planning permissions for developments? Related to this, what can the Council do, e.g. by liaising with local water companies such as Anglian Water, relating to the output outflows of sewage from developments?”

Minutes:

Question from Councillor Robin Stuchbury to Councillor Peter Strachan, Cabinet Member for Planning and Regeneration and Councillor Gareth Williams, Deputy Leader and Cabinet Member for Climate Change and Environment

“Could the Cabinet Members please provide an explanation about the arrangements in place to check on the adequacy of sewage infrastructure/capacity, and on any likely sewage discharge and other impacts on local rivers and streams (e.g. River Ouse, Buckingham), when granting planning permissions for developments? Related to this, what can the Council do, e.g. by liaising with local water companies such as Anglian Water, relating to the output outflows of sewage from developments?”

RESPONSE from Councillors Strachan and Williams

I'd like to thank Cllr Stuchbury for raising this question as it affords me the opportunity to clarify the role of the planning authority when it comes to sewage infrastructure capacity.

Development's that require a Planning Application:

Developers are required to demonstrate in their planning application submissions that there is adequate infrastructure capacity both on and off site to serve the development and that it would not lead to adverse amenity impacts for existing or future users. Developers are therefore strongly advised to liaise with the relevant water company ahead of any planning application being made.

All water companies have a legal obligation under S94 of the Water Industry Act 1991 to provide developers with the right to connect to a public sewer **regardless** of capacity issues.

Furthermore Section 91(1) of the Act in effect makes it impossible for water companies to object or for the council to refuse the grant of planning permission for development on the grounds that no improvement works are planned for a particular area.

If there is a lack of capacity, then the planning authority in consultation with the sewerage undertaker can take steps to ensure that there is no commencement and/or occupation of development until the capacity of the existing sewerage systems is demonstrated to be sufficient to accommodate the proposed development. This may be by imposition of a Grampian condition, which restricts development until certain specified events have taken place. We are however reliant on the specialist advice of the relevant sewerage undertaker and if they raise no objections at the planning application, then as Planning Authority we cannot justify imposing such a Grampian condition.

Ultimately the water companies have a statutory duty under section 94 of the Water Industry Act to plan and implement any works that are necessary to ensure the network of sewers continue to operate satisfactorily once they have received notification that a developer intends to exercise their right to connection.

VALP Planning Policy:

Policy I5 in VALP looks to ensure wastewater collection and treatment has sufficient capacity and there are a number of allocations with requirements to provide a foul water strategy:

We are reliant on the specialist advice of the relevant sewerage undertaker, as a consultee in the planning process, in determining the adequacy of the existing network including available capacity and the timing of any necessary improvements required to serve the development.

Building Regulations.

Drainage subject to Building Regulations, where the Council is providing the Building Control service is well controlled. The design capacity for foul and surface water drainage for new buildings and new building work is set out under Part 'H' of the Building Regulations. Buckinghamshire Council receives around 4,000 applications for Building Regulations approval and inspects all drainage to ensure compliance with Building Regulations. Many of these projects do not require planning permission but do require Building Regulation approval (Building Control). This is how the Council ensures that there is no misconnection of surface water drainage or foul drainage from buildings. Building Regulations control design capacity up to the point of connection with the Public Sewer, which is the responsibility of the water companies.

Buckingham Town Council**Full Council****Monday 10th July 2023**

Contact Officer: Steve Beech, Compliance and Projects Manager

Update on Boundary Review and Town Council Boundaries**1. Recommendations**

- 1.1. It is recommended that Members request that officers submit an Expression of Interest to Buckinghamshire Council for a review of Buckingham Town Council Wards as the deadline is imminent.
- 1.2. It is recommended that Members choose an option below, and should members be minded to request a change in boundaries, instruct officers to prepare and present a case to Buckinghamshire Council.

2. Background

- 2.1. This is being discussed because the review into Buckinghamshire Council wards by the Boundary Commission is now complete and awaiting presentation to the Standards Committee in parliament. The primary recommendation is that the number of shire councillors should decrease from 147 to 97. Some wards will be represented by 3 councillors, some by 2, and some by one. Each will, on average, represent 4568 electors. There will be 3 for the Buckingham area.
- 2.2. Whilst the county review was underway, there was a moratorium on reviews of town and parish council wards. Following completion of the county review, the moratorium has now ended, and parishes may submit expressions of interest in amending ward boundaries. This must be followed up by 4 August with the rationale for the requested change stating the benefits that will result.
- 2.3. The relevant process to review such changes is via a community governance review (CGR). Buckinghamshire Council undertakes these, and the Standards and General Purposes Committee has responsibility for overseeing the consideration of CGR requests. Buckingham Town Council are required to submit a case to Buckinghamshire Council explaining the reasoning and benefits of any change.
- 2.4. Consideration should be given to such things as community identity and interests in the area, and whether any particular ties or linkages might be broken by the drawing of particular ward boundaries.
- 2.5. This is likely to be the last opportunity to effect change before the May 2025 elections.

2.6. Electorate as at January 2023:

Ward	Councillors	Electorate	Average
Buckingham South (BS)	8	5525	691
Buckingham North (BN)	7	4745	678
Fisher's Field (FF)	1	132	132
Highlands and Watchcroft (H&W)	1	350	350

3. Options

3.1. Table of options for consideration:

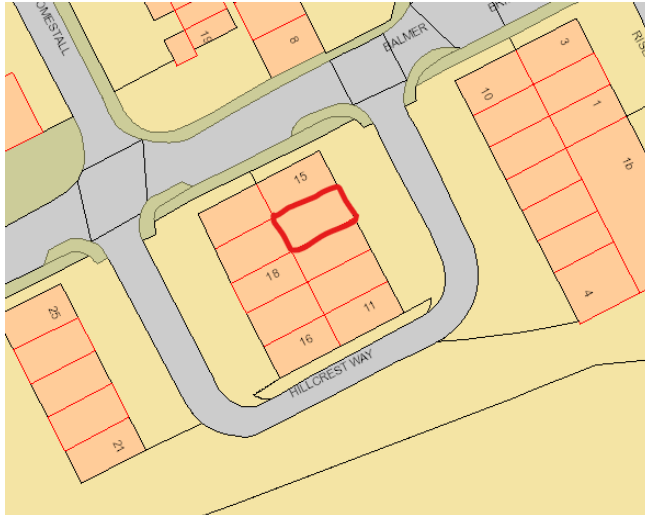
Option number	Ward boundary change and number of Councillors for each ward	Initial potential benefits or issues identified
1	Remains unchanged, 4 wards: Buckingham South - 8 Buckingham North - 7 Fisher's Field - 1 Highlands & Watchcroft - 1	Long-standing and current arrangement. Residents and councillors are used to the existing arrangement and any changes may lead to confusion.
2	Reduce to 2 wards, adding H&W to BN add FF to BS: Buckingham South - 9 Buckingham North - 8	Reduces administration costs by reducing number of wards, for example polling stations, by-elections, etc. Keeps river as easy to understand boundary. May affect community identity of smaller wards.
3	Maintain 4 wards but redefine boundaries to even out the number of members per ward: Buckingham South is split in two wards of 5 and 4. Buckingham North is split in two wards of 4 and 4. New ward names would be required.	More evenly spreads the representation of the electorate across councillors but reduces number of councillors representing elector in their ward. Likely to be able to draw boundaries along whole estates and continue this as the town continues to grow rather than have them divided in places. May affect community identity of wards. Some electors may lose their preferred councillor.
4	Alternative option proposed by council: For example, request more or fewer councillors; merge with or absorb another parish, or part thereof; reduce to no wards; or any other combination.	Should none of the above options reflect the wishes of the Council, Council may wish to propose and approve another option. Officers would then evaluate relevant benefits to be submitted with the proposal.

Licence Application

Licence Type	Application Reference	Application Status
Premises Licence	PR202306-323197	Under Consultation

Address

14 HILLCREST WAY, BUCKINGHAM, MK18 1HJ



Date Received

09/06/2023

Consultation Period Ends

19/07/2023

Licence Type

Premises Licence

Business Licence Number

LC202306-122220

Description of Premises

We are producers of non-alcoholic drinks. We wish to extend our range to include drink flavours that are between 1.2-2.7% ABV. We wish to make the drinks available to trade, wholesale, and online retail customers. When we do have visitors to our premises, we wish to be able to offer them samples which will be served as part of a brewery tour. We will also provide drinks for off-supplies to be consumed away from the premises, as we do not have any seating areas.

Prevention of public nuisance objective

The normal working hours of the brewery are 9 am-5 pm. Visitors are scheduled for after 10 am. There may be occasions when we run a private, small group (6-8 people) invitation-only sampling session in the evening (before 10 pm). There are no immediate residential neighbours, and all industrial neighbours keep regular business hours. As we only provide samples and are not selling volumes of high-ABV alcohol to be consumed on the premises, it is highly unlikely that there will be a disturbance to our neighbours. However, we will remind our visitors as they leave to respect our neighbours.

We have bins on-site for proper disposal of waste to prevent littering.

Public safety objective

As well as briefing visitors on our standard health and safety regulations, we will advise our visitors to be responsible when consuming alcohol and will limit the consumption and possession of alcoholic drinks, which will be restricted to our premises.

We have CCTV fitted in the premises, which can monitor anti-social behaviour or injury to visitors.

The maximum capacity within the property is 12, but given the equipment on the premises, we would not host more than 6-8 visitors at a time.

Prevention of crime/disorder objective

The entrance door to the property is not accessible to the public, requiring manual opening through a doorbell or knocking. We have CCTV in place to monitor break-ins or disorders. Alcohol will only be provided as a sample or sold for off-supplies consumption to those of legal age, with ID being required for visitors appearing under 25. We will display the regulatory alcohol signage.

We will monitor the behaviour of visitors tasting samples and not serve alcoholic drinks to individuals who appear to be inebriated. This scenario is only likely if the visitors have been drinking before visiting us, as we are only providing samples, and the ABV is 2.7% or less. Our premise is not visible from any public road, and we will not have any external signage advertising the availability of alcoholic drinks. Kombucha is generally known to be non-alcoholic, so we do not expect to get many passers-by. However, no drinks are left on display, either inside or out.

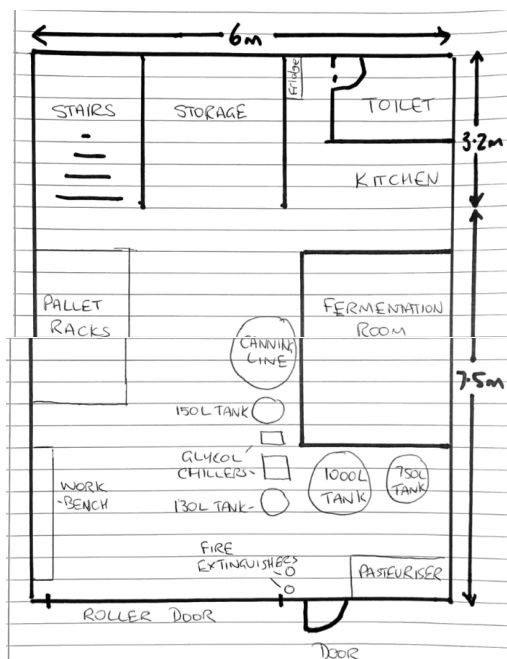
Protecting children from harm objective

Children under the age of 18 will be required to have adult supervision and will be required to follow the premise's safety procedures. Regarding alcohol consumption, we will monitor that only people of legal drinking age purchase/consume alcohol within the premises and only those with a personal licence, designated or approved authority will serve or sell alcohol, and only to those over the age of 18.

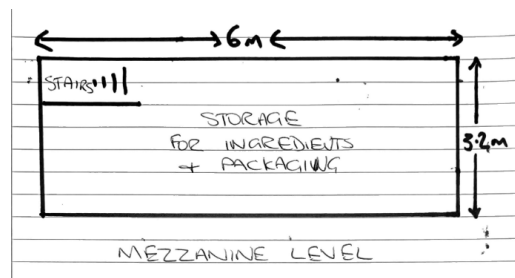
General licensing objectives

The primary function at the premises is to brew Kombucha for sale to wholesale, trade, and online retail fulfilment. We occasionally wish to offer samples of our alcoholic drink on the premises, which may lead to off-supplies for consumption away from the premises. The serving and selling of alcohol will only be undertaken by the personal licence holder, designated supervisor, or premises workers trained in serving or selling alcoholic drinks and only to those over the age of 18. We will comply with the regulations of Challenge 25, requiring suitable identification for visitors that appear under the age of 25. Our alcoholic drinks will have a percentage of less than 2.7% ABV. We will manage alcohol sales and prevent anti-social behaviour by refusing sales to visitors who appear intoxicated.

Premises plan - Ground floor



- Mezzanine floor



BUCKINGHAM TOWN COUNCIL**FULL COUNCIL****MONDAY 10th July 2023**

Contact Officers: Compliance and Projects Manager, Deputy Town Clerk

Additional Report: Civility and Respect Pledge**1. Recommendations**

- 1.1. It is recommended that Buckingham Town Council agree to sign the joint NALC/SLCC Civility and Respect Pledge once all requirements are met.
- 1.2. It is recommended that Buckingham Town Council agree the Councillor-Officer protocol.
- 1.3. It is recommended that a future Full Council agenda item consider writing to our MP asking that they back Early Day Motion 611 and have it discussed in parliament or alternatively that councillors consider writing as individuals.

2. Background

- 2.1. The Civility and Respect pledge is a nationwide initiative to encourage civility and respect in all council interactions. This initiative is a collaboration between the NALC (Councillor led) and the SLCC (Clerk led). As BTC already has a strong Code of Conduct and high standards other than considering supporting Early Day Motion 611 there are very few changes that would need to be made in order to sign the pledge.
- 2.2. The Early Day Motion 611 was put forward to Government by Dr Julian Lewis, MP for New Forest East, and calls on the government to re-visit its response to the Committee on Standards in Public Life report.
- 2.3. At the Resources Committee meeting on 26th June 2023, members debated whether to recommend to Full Council that Buckingham Town Council sign the Civility and Respect Pledge. Members voted to recommend the report recommendations to Full Council, with a caveat that the recommendations be debated at Full Council.
- 2.4. For clarity, the original report has been updated with the table lay out changed, and re-presented to Full Council through this report, to answer some of the questions asked by members of the Resources Committee during this discussion.

- 2.5. The pledge does not replace the Code of Conduct but allows town and parish councils, as a group, to show that they value high standards of behaviour and intend to work together to create a positive culture.
- 2.6. The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), created the Civility and Respect pledge as a joint project towards this aim. To date 1,270 Councils have signed the pledge, including Councils local to Buckingham such as Aylesbury, Leighton-Linslade, Stantonbury, Campbell Park, Bletchley and Fenny Stratford, Brackley, Fimere and Thornborough.
- 2.7. If the council signs the civility and respect pledge it will be demonstrating that the council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role. Like the Local Council Award Scheme, signing the pledge demonstrates that the Council is committed to best practice in all areas, and not to just achieving minimum standards.
- 2.8. The civility and respect pledge project also brings together a number of resources, recommended policies that could be considered by the Council, and training opportunities. An overview and more information can be seen online: www.nalc.gov.uk/our-work/civility-and-respect-project

3. Signing the Pledge

- 3.1. Signing is a simple process, which requires councils to register and agree to the following statements.
- 3.2. The statements have been annotated with notes from Officers about any additional steps the Council would have to take before it can agree that it meets each statement.
- 3.3. Where it is noted that there may be changes to a particular policy to fully comply with the statement, the policy would not be changed without following the usual process for review and ratification by Full Council or the appropriate committee.

Statement	Tick to agree	Notes from BTC Officers about each statement
Our council has agreed that it will treat all councillors, the clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.		BTC already has high standards and relevant policies in place (contained in the Council Handbook). Agreeing the Model Councillor-Officer protocol is the only required action.

Our council has put in place a training programme for councillors and staff.		Training Policy last agreed 14 th November 2022.
Our council has signed up to Code of Conduct for councillors.		BTC has a full code of conduct in place which was last agreed 22 nd May 2023
Our council has good governance arrangements in place including staff contracts, and a dignity at work policy.		Dignity at work is covered in Appendix 5 Health and Wellbeing at Work policy in the Staff Handbook. All staff have contracts and our policies are regularly reviewed to ensure we maintain best practice.
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.		We have a contract with ELAS/Citation in place for such matters.
Our council will commit to calling out bullying and harassment when it happens.		Signing this pledge makes this commitment.
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme.		Separate project being reviewed by Compliance and Projects Manager to gain a Local Council Award Scheme accreditation. The Town Clerk recently attended training on this.
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.		In order to fulfil this an agenda item the Council could pass a full council resolution to write to the local MP asking that they back Early Day Motion 611 and have it discussed in parliament. Alternatively, councillors could consider writing to their MP as individuals. A report would accompany any agenda item to discuss this.

3.4. If the Council agrees to sign, it will not do this until the statements are met. The Town Clerk will report completion to Full Council.

3.5. After signing, a certificate would be received by email, and Buckingham Town Council will be listed alongside others a national map, showing the councils that have signed up.

MODEL COUNCILLOR-OFFICER PROTOCOL

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INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority."

At the heart of this relationship is the importance of mutual respect. councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

[Councillors of the executive,] Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In

turn, officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer.
- Relationships between councillors and officers.
- Where/who a councillor or an officer should go to if they have concerns.
- Who is responsible for making decisions.

BACKGROUND

This Protocol is intended to assist councillors and officers in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship.

ROLES OF COUNCILLORS AND OFFICERS

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership.
- To monitor and review council performance in implementing policies and delivering services.
- To represent the council externally; and
- To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day-to-day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice.
- to act within the policies, practices, processes, and conventions established by the council.
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines.
- to treat them fairly and with respect, dignity, and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality.
- to recognise that officers do not work under the instruction of individual councillors or groups.
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures.
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority.
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly.
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols, and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties.
- do not ask officers to undertake work, or act in a way which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner.
- do not ask officers to exceed their authority where that authority is given.

Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy.
- treat all councillors, partners, and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol.
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy.

- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly.
- to act within the policies, practices, processes and conventions established by the council.

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view, they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private

- take up the concern with the Town Clerk

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Town Clerk is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Town Clerk, unless it is agreed by the Town Clerk that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Town Clerk's staff without the express approval of the Town Clerk.

COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

CORRESPONDENCE

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy

the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of “silent copies” should not be employed. Acknowledging that the “BCC” system of e-mailing is used, it should be made clear at the foot of any e-mails if another councillor has received an e-mail by adding “CC councillor X.”

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked “confidential”. In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

IF THINGS GO WRONG

Procedure for officers:

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, this Council has adopted a formal grievance policy.

The principal council’s monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work-related performance or line management issues. In the first instance, the Town Clerk shall consider how to proceed in accordance with the grievance and disciplinary policies. The council should delegate authority to a small group of councillors to deal with personnel matters in accordance with the terms of reference of the Staffing (Confidential Matters) Committee.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors’ Code of Conduct the matter must be referred to the principal council’s monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of an officer or another employee, the matter should be reported to the Town Clerk who will consider how to proceed in accordance with the grievance policy.

BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 26th June 2023

Contact Officers: Compliance and Projects Manager, Deputy Town Clerk

Civility and Respect Pledge

1. Recommendations

- 1.1. It is RECOMMENDED that the Resources Committee recommend to Full Council that Buckingham Town Council agree, to sign the joint NALC/SLCC Civility and Respect Pledge and the “Councillor-Officer protocol” once all requirements are met.
- 1.2. It is RECOMMENDED that the Resources Committee recommend to Full Council that a future Full Council agenda item be requested to consider writing to the local MP asking that they back Early Day Motion 611 and have it discussed in parliament or that councillors write as individuals.

2. Background

- 2.1. The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector. To that end, they have created a civility and respect pledge for local councils.
- 2.2. NALC, the SLCC and OVW define civility and respect as: *civility means politeness and courtesy in behaviour, speech, and in the written word. Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.*
- 2.3. If the council signs the civility and respect pledge it will be demonstrating that the council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
- 2.4. The civility and respect pledge project also brings together a number of resources, recommended policies, and training opportunities. An overview can be seen online: www.nalc.gov.uk/our-work/civility-and-respect-project

3. Signing the Pledge

3.1. Signing is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, the clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role. The accompanying "Councillor-Officer protocol" forms part of this pledge.	
Our council has put in place a training programme for councillors and staff. Training Policy last agreed 14th November 2022.	
Our council has signed up to Code of Conduct for councillors. This was last agreed 22nd May 2023	
Our council has good governance arrangements in place including staff contracts, and a dignity at work policy. Dignity at work is covered in Appendix 5 Health and Wellbeing at Work policy in the Staff Handbook. Last agreed January 2022, currently under review by officers before returning to committee. This review will include ensuring all relevant parts of the recommended Civility and Respect Dignity at Work Policy are included.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise. We have a contract with ELAS/Citation in place for such matters.	
Our council will commit to calling out bullying and harassment when it and when it happens. Signing this pledge makes this commitment.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme. Separate project being reviewed by Compliance and Projects Manager to gain a Local Council Award Scheme accreditation. The Town Clerk recently attended training on this.	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate. In order to fulfil this an agenda item is required to pass a full council resolution to write to the local MP asking that they back Early Day Motion 611 and have it discussed in parliament or councillors could write to their MP as individuals. A report would accompany that agenda item.	

3.2. Once the council has signed, a certificate will be received by email, and Buckingham Town Council will be listed alongside others a national map, showing the councils that have signed up. 1176 Councils have so far signed the pledge.



Buckingham Town Council Climate Emergency Action Plan

At Full Council on the 15th July 2019 Members AGREED:

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

Local Councils that have declared a climate emergency tend to do so to provide leadership and help educate their communities about both the threat of and solutions to the climate crisis. This should then act to harness “people power” to make that change possible at all levels, especially driving higher levels of government to act and ultimately force them to pull the economic and legislative levers needed to reverse global warming and restore a safe climate.

This action plan sets locally determined actions with measures to deliver the objectives both within the Council and across the town. The actions are measurable with targets that hold the Council to account. This Climate Emergency Action Plan is an over-arching pledge that identifies the following priority areas of change:

Objectives

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

Buckingham Town Council's Climate Emergency Action Plan

Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.				
	Action	Measure	Responsibility	Update
1.	Creation of a Climate Emergency webpage to enable discussion, idea sharing and extend public awareness of the issues.	Number of visitors per year	Resources Committee	Creation of a link to the section on the climate emergency on the council's website should be promoted by a permanent banner at the top of the home page and the website pages relating to the environment should be more interactive to encourage more public involvement.
2.	Information can be made available to maximise public awareness and access to information	Number of contacts made	Resources Committee	Annual public information displays at Annual Town Meeting, Spring Green Fair and Celebrate Buckingham.
3.	Encourage practical action by local people through proactive communication campaigns.	Number of visitors per year to webpage	TC&E and Environment Committee	<p>Monthly social media content planning sessions allow for a regular programme of environmental campaigns and initiatives.</p> <p>The office has engaged with local schools to discuss our Action Plan and how they can get involved in community climate action.</p> <p>As a way of generating further engagement, competitions and awards for innovative approaches to tackle the climate emergency should be promoted by the council.</p>
4.	Consultation on the Buckingham Neighbourhood Plan refresh		Planning Committee	Consultation rolled out 2022/2023



	will enable detailed consultation on the proposed changes.			
5.	Encourage the formation of Local Climate Action Groups.	One formed	Climate Champions	A Community Climate café hosted it's first meeting on 22 nd April 2023 @ 10am in Buckingham Library and attended Celebrate Buckingham to consult on the public's climate priorities.
6.	Host a public meeting on the issue.	One per year	Climate Champions	It is suggested that the Town Council host an information stall on climate change at every public event in Buckingham, as deemed appropriate. Feedback from each event is to be reviewed in line with the objectives of the Climate Emergency Action Plan's objectives.
Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat				
	Action	Measure	Responsibility	Updates
7.	Implement an Energy Audit of all Council buildings, operations and vehicles	Actions implemented	Resources Committee	Eco Audit is currently taking place in house across a number of stages.
8.	Change BTC energy provider to renewable/ green tariffs	Moved to green tariffs by 2022/23	Environment Committee	Solar Panels installed October 2021 at Lace Hill.
9.	Offset carbon emissions by planting more trees (whenever possible)	One tree planting project per year	Environment Committee	Over the last five years the Town Council have planted 1553 new trees in the parish of Buckingham. Plans are in place to plant an additional 3718 new trees at Buckingham's new Cemetery and other greenspaces across the town.



10.	Investigate the environmental impact of Town Council events	Publication of Environmental Impact Assessment for each relevant event	Town Centre & Event Committee	Introduced an Environmental Impact Assessment for Town Council led events with over 400 participants/attendees, as part of the existing Events Management Plan. A summary of which, is reviewed by TC&E Committee.
11.	Minimise the climate impact from development and encourage a low carbon economy through our Neighbourhood Development Plan by: <ul style="list-style-type: none"> • Encourage a sustainable pattern of development supported by a low carbon transport infrastructure • Promote sustainable design in and in the overall town by interrogating every planning application (large or small) with our developing set of 'zero carbon planning questions' • Protecting against the needless destruction and/or removal of tree from our parish 	% of new builds in the parish to be low carbon properties	Planning Committee	To be considered through consultation on the Buckingham Neighbourhood Plan refresh. Consultation to be rolled out in 2022/2023 Draft design guide prepared which takes account of this.
		% of new builds in the parish to be low carbon properties	Planning Committee	



12.	Install renewable energy generation on Council owned buildings	Installation of Photovoltaic Panels on all the Lace Hill Centre, The Community Centre and the new cemetery building (once constructed).	Full Council and Resources Committee	Greenway Solar Panels commissioned and installed 55 Trina Solar Vertex S 380W all black split cell mono photovoltaic (solar) panels at the Lace Hill Sports and Community Centre.
Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water				
	Action	Measure	Responsibility	Update
13.	Provide recycling facilities at all Town Council Events and within Town Council owned buildings.	One mixed recycling bin per event	TC&E /Environment	Recycling bins are now being provided at all Town Council events. Noting the success of recycling Biffa bins at Music in the Market & Bandjam. Recycling in all BTC offices (including Lace Hill Centre's public areas) now implemented.
14.	Work with and support litter picking initiatives around town including the increased promotion of annual River rinse events.	One Town Council event per year in addition to the two annual river rinses.	TC&E Committee	Community Litter Picking kits are housed at the Town Council's depot and Buckingham Library for community use. The equipment is in regular use by community groups, including weekly litter picks by pupils at Furze Down School.
14	Investigate possibilities of rainwater harvesting for all new town council buildings and use the water for	One per new build (owned by BTC)	Resources Committee	To be considered within the construction design stage of the new cemetery buildings.



	planters and hanging baskets			
15.	Promote the installation of the water bottle refill station in Chandos Park and the national refill initiative	Number of interactions through Social Media	Environment Committee and Resources Committee	<u>Water bottle refill</u> station installed and positively received.
16.	Actions implemented to eliminate the use of single-use plastics within Council offices/buildings.	No purchases of single use plastics	Resources Committee	The Council no longer purchases single use plastic items for events and for use within its offices. This is written within the town Council's Sustainable Purchasing Policy and within its Traders' Booking Form. The plastic-free message was promoted as part of the 'Rubbish Campaign' and launch of the water bottle refill station in Chandos Park.
17.	Implement waste education and promotional campaigns.	Number of interactions through social media and with groups including schools	Resources Committee	The last two Local Democracy Week events have focused on Climate Change and the office met with both senior schools to further discuss how they can get involve in Climate Community Action. The Office Apprentice ran a Recycling Mosaics competition with the Buckingham School to create artworks for display in the Tourist Information Centre. 2023 - launch of the Eco Cookbook.
18.	Request a carbon footprint of any Town Council investment and seek to reduce this by switching to investments supporting renewable energy projects and eco-enhancements.	Measure and publish low carbon emission certification	Resources Committee	To be considered within the forthcoming Eco Audit.
19.	Buy local, fair-trade, recycled, plastic free, repairable and sustainable products wherever possible/available.	Consideration of a procurement strategy	Resources Committee	Wherever possible sustainable materials will always be sourced from local providers. July 2021: Full Council adopted a <u>Sustainable Purchasing and Procurement Policy</u>



20.	Ask grant applicants to consider the impact on the environment of their project and any steps they can take to mitigate them. Members to consider these responses when allocating grant funds.		Resources Committee	From 2021/21 each applicant must state how their organisation is working to reduce the environmental impact of their project.
Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.				
	Action	Measure	Responsibility	Updates
21.	Explore more bike parking facilities around the town, including local schools and businesses.	5 more racks by 2021	Planning Committee	All new development housing has either a shed big enough to house a bike, or (for flats) a room for cycle parking, generally at the rate of 1 per flat.
22.	Consider holding an event that promotes cycling around the town	To be considered on a future agenda of TC&E	Town Centre & Events Committee	Cycling and walking trails are promoted through the Tourist information Centre and will be publicised at the Spring Green Fair. The Spring Green Fair will have a stand from Dr Bike, offering cycle repairs and second hand bike sales.
23.	Replace BTC owned vehicles and green spaces equipment with suitable electric models when existing petrol, and diesel vehicles come to the end of their usable life, resulting in full replacement with electric vehicles by 2030.	Replace each vehicle at the appropriate point in its lifecycle.	Environment Committee	One Electric van, leased Summer 2020. Aim for full replacement of all vehicles with electric alternatives by 2030. Once the new cemetery is up and running there are plan to purchase other electric powered machinery, such as ride-on mowers.
24.	Refurbish and promote the town's benches to assist	Replace each bench at the	Environment Committee	Walking trails regularly promoted via <u>Buxplore</u> along with healthy outdoor activities. Greenspaces team have



	walkers to take short rests. Advertise Buckingham as a 'pedestrian friendly town' on the Council's 'Walks and Maps' section of the website.	appropriate point in its lifecycle.		refurbished or repaired a number of park benches throughout the town and will be installing five additional picnic benches in Bourton and Chandos Park.
25.	Work with Buckinghamshire Council to extend/ improve cycle/ walking network		Full Council	The Greenspaces Team have maintained walking and cycling routes across BTC land holdings and under agreement with others. The Town Council have provided feedback to Buckinghamshire Council to support the introduction of a cycle scheme between Gawcott and Buckingham via the Emergency Active Travel fund.
26.	Work with Buckinghamshire Council on increasing EV charge points on public land		Full Council	Buckinghamshire Council have agreed to install 8 charging points in Cornwall's Meadow and Western Avenue.
Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.				
	Action	Measure	Responsibility	Updates
27.	Finalise Flood Plans with local partners	Number of contacts established	Environment & Resources Committee	Meetings have been held between Buckinghamshire Council and the Town Council to discuss how to ensure a coordinated response to future flood plans. Flooding advice has been added to the town council website. All properties at risk will be written to each year with details of the Council's plan and sources of support.
28.	Advise residents on steps to increase resilience	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	



29.	Promote the community flood warden scheme	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	
30.	Protect and enhance native species and habitats. Promoting and supporting opportunities for environmental enhancement and regeneration	One environmental campaign per year	Environment Committee	Installation of <u>wildflower boards</u> in Bourton Park to promote the planting of native wildflower species (April 2021). Thousands of native <u>Woodland bulbs</u> were planted around Bourton Park in September 2020. Six new bird boxes are installed in Bourton Park by volunteer, Michael Hunt. Providing nesting sites for small birds and monitoring biodiversity in our parks.
31.	Support local food production including the provision of more allotments for people to grow their own food.	Number of allotment holders at the new Tingewick Road Allotment site	Full Council	The Town Council continues to signpost new applicants to the Allotment society and <u>Edible Woodland</u> and is working with Buckinghamshire Council on potential sites for community gardening sites in 2022. Creation of edible planters/troughs outside the community centre and cattle pens. The new system of planting should require less watering and tolerant the hotter summers caused by climate change. Once the plants have established, the planters will be advertised as a community herb garden, encouraging residents/visitors to help themselves.
32.	Seek adequate garden space or community spaces for growing food in all future development.	One community space per new development	Full Council and Planning Committee	To be reviewed within the refresh of the NDP.
33.	Purchase (where possible) locally produced and fair-trade food for the Council's use and civic events.	All BTC events	Town Centre & Events Committee	Incorporated within planning for all Town Council events. Referencing the Town Council's Sustainable Procurement Strategy



34.	Review of grass verges and hedges to identify areas to be trimmed less and later in the year to support more wildflowers and insects	To be considered within Greenspaces Strategy and Management Plan for Parks	Environment Committee	<p>The grass cutting plan is reviewed annually by Environment Committee in March. The paddocks and sections of the bypass are cut later in the year to support and promote biodiversity.</p> <p>Three large sections of the Bypass are planted with wildflower seed, and many rare wildflowers and orchids have been spotted growing within our unmown sections of the grass verge.</p> <p>If patches of wildflower are identified within the cemetery or roadside verges, they are avoided by the mowers and left to go to seed. E.g., Bee Orchids on the Gawcott roundabout.</p>
35.	Each year allocate a section of land to be planted with wildflowers.	One per year	Environment Committee	<p>The Town Council has planted the equivalent of 16 tennis courts of wildflowers since 2017.</p> <p>Wildflowers were distributed at 2023's Spring Green Fair and Celebrate Buckingham.</p>
36.	Plan a new eco-friendlier cemetery to include planting more trees and wildflowers.	Measure and publish plans and low carbon emission certification	Environment Committee	<p>To enable this, a sustainable design approach is to be taken in all aspects of the new cemetery. In particular; to reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat as well as recycling materials and ongoing resources e.g. water.</p>
37.	Work with the Tree Wardens, in promotion of the Tree Charter.	5 new Tree Wardens signed up per year.	Environment Committee	<p>Tree Wardens are regularly contact by the Planning Clerk for input into Tree Applications and several Wardens took part in March 2023's Tiny Forest tree planting event in Bourton Park.</p>
38.	Look to legally protect the future of the riverside parks in Buckingham, including Chandos Park, Bourton Park and Heartlands as parkland.	Future agenda of Environment Committee 2019/20	Planning Committee and Environment Committee	<p>To be reviewed following resolution of devolution discussions.</p>



Buckinghamshire Parish and Town Council survey

Open date: 22 May 2023

Close date: 16 July 2023

Name: Senior Policy Officer, Policy & Partnerships Team

Email: policyteam@buckinghamshire.gov.uk

Overview

As part of our commitment to work together to serve the people of Buckinghamshire, we want to better understand what is currently working well, and not so well, for parish and town councils, 3 years since the launch of Buckinghamshire Council.

We recognise that parish and town councils are independent democratically elected bodies who work within their own financial constraints and represent communities at a truly local level.

We understand that parish and town councils are a key connection between us, as the unitary council and their community, and can help improve services and foster greater community empowerment.

We have adopted a Town and Parish Charter for Buckinghamshire to articulate and demonstrate our commitment to work together to serve the people of Buckinghamshire and have developed an action plan to help embed the charter, and its aims across the council. To help us ensure that its delivery is monitored, and any arising issues addressed, it is important for us to hear from town and parish councils.

Please submit one joint response per parish or town council.

Related documents and links

Before you respond to this activity, please have a look at the Town and Parish Charter.

How to have your say

You can tell us your views in one of the following ways:

- complete the online survey at yourvoicebucks.citizenspace.com/corporate-services/00696e19
- complete, and return, a printed version of the survey below

If you have any questions about this activity, please email us at policyteam@buckinghamshire.gov.uk.

Please tell us your views by midnight on Sunday 16 July 2023.

What happens next

We will review all your feedback to understand what is important to you.

We will look further into issues raised. Where appropriate, we will create action plans for areas of improvement.

Your feedback will inform the development of the Town and Parish Strategic Engagement Framework the review of the Town and Parish Charter and action plan.

Privacy

We will use the information you provide here only for this activity. We will store the information securely in line with data protection laws and will not share or publish any personal details. For more information about data and privacy, please see our [Privacy Policy](#).

If you have questions about data and privacy, please email us on dataprotection@buckinghamshire.gov.uk. Or write to our Data Protection Officer at Buckinghamshire Council, The Gateway, Gatehouse Road, Aylesbury, HP19 8FF.

Buckinghamshire Town and Parish Council survey – Printed survey

Communication and Engagement

1. Three BMKALC Parish Liaison Meetings have been held during the past year. How often does a representative from your council attend these Parish Liaison Meetings?

- ☒ Always
☐ Most of the time
☐ Sometimes
☐ Never

2. How helpful and relevant does your council find the Parish Liaison Meetings?

Please tick (✓) one for each option / statement

	Extremely	Very	Somewhat	Not very	Not at all	Not applicable
Helpful	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please give us a specific example to help us understand your answer:

Generally, we find the meetings helpful and relevant, however at the last meeting they ran out of time. Written questions were not addressed at the meeting and we were told these would be answered by email. A more structured meeting with time slots to include Q&A would be useful.

3. Fifteen Town and Parish Newsletters have been sent out during the past year. How helpful and relevant does your council find our Town and Parish Newsletters?

Please tick (✓) one for each option / statement

	Extremely	Very	Somewhat	Not very	Not at all	Not applicable
Helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please give us a specific example to help us understand your answer:

The summary of information on the newsletters is generally helpful, however sometimes not enough notice is given on them for activities that we may like to take part in. For example, 3rd July newsletter mentions an anti-social behaviour drop in on 5th July. This is not enough notice to attend.

4. Two Clerk's Forums have been held in each area of the county (north, central and south) during the past year. How often does your clerk attend the Clerk's Forum?

- ☒ Always
☐ Most of the time
☐ Sometimes
☐ Never

5. How helpful and relevant does your council find the Clerk's Forums?

Please tick (✓) one for each option / statement

	Extremely	Very	Somewhat	Not very	Not at all	Not applicable
Helpful	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please give us a specific example to help us understand your answer:

It is extremely useful to talk to other Clerks as we have many shared issues. These meetings help foster good relations and the ability to learn best practice from each other.

6. In October 2022 we sent out an updated list of key contacts within Buckinghamshire Council. When your council has a query, how easy is it to find the right person to speak to?

- ☐ Extremely easy
- ☐ Very easy
- ☐ Somewhat easy
- ☐ Not very easy
- ☒ Not at all easy

7. How often do we respond quickly when your council asks for help?

- ☐ Always
- ☐ Most of the time
- ☒ Sometimes
- ☐ Never

8. How easy is it to respond to Buckinghamshire Council consultation and engagement activities that impact your council?

- ☐ Extremely easy
- ☒ Very easy
- ☐ Somewhat easy
- ☐ Not very easy
- ☐ Not at all easy

Please give us a specific example to help us understand your answer:

Where we have an existing relationship with officers it is easy to contact them and they deal with queries in a helpful manner. Where we do not have a named contact and email address, it can be very difficult to find someone who will respond to a query. General departmental mailboxes, including planning & highways (when FixMyStreet was not appropriate), regularly do not respond to queries at all. There is an extreme reluctance from BC officers to give out any direct contact details or take personal ownership of any issues.

High staff turnover in some departments mean it is difficult to build relationships with key members of staff. When staff notify us that they are leaving, they often don't know who will replace them.

Although it's physically very easy for us to respond to consultations this is a difficult survey to answer as councillors and officers may have different views about these interactions with Buckinghamshire's services and officers.

Finance**9. How straightforward does your council find the parish precept setting process?**

- ☐ Extremely straightforward
- ☒ Very straightforward
- ☐ Somewhat straightforward
- ☐ Not very straightforward
- ☐ Not at all straightforward

Please give us a specific example to help us understand your answer:

The process is straightforward and as expected. However, there were errors and last minute changes this year which were unhelpful.

10. Does your council agree or disagree with the following statements on the information we provide about the precept setting process?

Please tick (✓) one option per statement

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	I don't know
Relevant information is provided	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to date information is provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easy to understand information is provided	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Community Boards

11. How engaged is your council with your community board?

- ☐ Extremely engaged
☒ Very engaged
☐ Somewhat engaged
☐ Not very engaged
☐ Not at all engaged

12. Is your council involved in one or more community board action groups?

- ☒ Yes
☐ No

13. Has your council made any requests for items to be added to your community board meeting agenda?

- ☐ Yes
☒ No

14. If 'Yes', how often were your council's requests accepted?

- ☐ Always accepted
- ☐ Mostly accepted
- ☐ Sometimes accepted
- ☐ Never accepted

15.If not 'Always accepted', what were the reasons given for the community board declining the request(s)?**16. What works well between your council and community board?**

The Council has had numerous funding requests approved and this process is straightforward. The contact officer is very helpful and answers questions prior to and after applications.

There are joint projects in progress including the Banking Hub project which involved the Council and Community Board working as a team to ensure that the town was perceived as a priority for a new banking hub. This was effective.

17.What could work better between your council and community board?

More information about how funding decisions will be made and prioritised would be useful.

Highways Services**Roads****20. What is most important about how we deliver services for roads?**

Please rank the following in order of importance (where 1 is the most important).

	Please tick (✓) one option per column					
	1	2	3	4	5	6
Being kept informed about fixing issues that your council has reported	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Getting repairs right first time	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowing about upcoming works in the area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Quality of work	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timely responses to your council's enquiries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Something else (please tell us below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If 'Something else', please tell us here:

Please tell us why you have ranked the statements in this order:

The format for this question makes it difficult to answer as high quality work reduces the likelihood of ongoing disruption, however advanced notice is also important for forward planning. Timely responses are important when dealing with emergencies, but less important for routine issues.

21. How do you rate the quality of work delivered on roads in your council area?

Please tick (✓) one option

Excellent	Very good	Good	Acceptable	Poor	Very poor	Inadequate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>

Please give us a specific example to help us understand your answer:

Main concerns are very deep potholes being left for too long, for example failed manhole London/Road Tesco roundabout 3 months without full repair. Temporary repair has failed. New policy of filling nearby potholes when already on site, is excellent but we aren't seeing this on the ground yet. Recent examples: Castle Street and High Street potholes weren't repaired at the same time (both now repaired). Two recent road surface issues on Stratford Rd weren't repaired at the same time.

Lighting

22. What is most important about how we deliver services for lighting?

Please rank the following in order of importance (where 1 is the most important).

Please tick (✓) one option per column

	1	2	3	4	5	6
Being kept informed about fixing issues that your council has reported	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Getting repairs right first time	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowing about upcoming works in the area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Quality of work	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timely responses to your council's enquiries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Something else (please tell us below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If 'Something else', please tell us here:

Please tell us why you have ranked the statements in this order:

The format for this question makes it difficult to answer as high quality work reduces the likelihood of ongoing disruption, however advanced notice is also important for forward planning. Timely responses are important when dealing with emergencies, but less important for routine issues.

23. How do you rate the quality of work delivered on lighting in your council area?

Please tick (✓) one option

Excellent	Very good	Good	Acceptable	Poor	Very poor	Inadequate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>

Please give us a specific example to help us understand your answer:

Chris Nichols walk has had an ongoing issue for several years with street lighting failure whenever it floods causing all the lights on this path to fail; this has not been remedied. Bourton Park cycle path lights were also not working throughout the entire winter. Long delays for repairs are frustrating for residents. Tingewick Road does not have streetlights along the road and foot path linking the new housing estate. This should have been dealt with at the planning stage but was not.

Drainage / Gullies

24. What is most important about how we deliver services for drainage / gullies?

Please rank the following in order of importance (where 1 is the most important).

Please tick (✓) one option per column

	1	2	3	4	5	6
Being kept informed about fixing issues that your council has reported	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Getting repairs right first time	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowing about upcoming works in the area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Quality of work	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timely responses to your council's enquiries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Something else (please tell us below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If 'Something else', please tell us here:

Please tell us why you have ranked the statements in this order:

The format for this question makes it difficult to answer as high quality work reduces the likelihood of ongoing disruption, however advanced notice is also important for forward planning. Timely responses are important when dealing with emergencies, but less important for routine issues.

25. How do you rate the quality of work delivered on drainage / gullies in your council area?

Please tick (✓) one option

Excellent	Very good	Good	Acceptable	Poor	Very poor	Inadequate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

Please give us a specific example to help us understand your answer:

Constantly reporting the same blocked drains. Houses flooded with sewage in Buckingham on 12th June 2023 during flash flooding due to blocked drains and gullies. Gullies in key places, for example the dip on London Road, which is a major transport route for the town, are not cleared regularly enough and cause issues annually.

Highways information

20. Does your council agree or disagree with the following statements on the information we provide about Highways services?

Please tick (✓) one option per statement

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	I don't know
Relevant information is provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Information is easy for your council to find	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Up to date information is provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Easy to understand information is provided	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If your council has any comments on the information we provide about Highways service, please tell us here:

Include any other information your council would find helpful.

We can't answer how quickly or how often relevant information is passed on to us as we don't know when it's received by Buckinghamshire.

Transport, Environment & Climate Change Select Committee - Statutory Undertakers

The Transport, Environment & Climate Change (TECC) Select Committee is currently carrying out an in-depth review into Statutory Undertakers.

Statutory Undertakers are companies that carry out work on Buckinghamshire's Highways to provide utilities (water, gas, electric, fibre broadband etc).

As a council we have limited ability to stop these works and cannot just refuse permits; ultimately many of these works are about providing important improvements and upgrades to the water, gas, electricity and broadband networks we all rely on.

However, we do have a dedicated team that co-ordinates these works and examines the wider impact of sites that are close together, and will refuse a works permit if there is a request that has too significant an impact e.g. shutting off the water supply to a school during the week.

21. What is most important about the work Statutory Undertakers carry out?

Please rank the following in order of importance (where 1 is the most important).

	Please tick (✓) one option per column			
	1	2	3	4
Advanced notice of works	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Traffic management and diversion routes	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Works being completed as soon as possible to minimise disruption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Reinstatement and clear-up of works	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

22. What has been your council's experience of work carried out by Statutory Undertakers in your area?

Please tick (✓) one option

Excellent	Very good	Good	Acceptable	Poor	Very poor	Inadequate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please give us a specific example to help us understand your answer:

Cable firms in particular have been poor locally although it does depend on the specific crew or provider. Some statutory undertakers have left a lot of mess and others have not. Gas and electricity crews currently working on Page Hill to deal with emergency repairs are very helpful.

23. What are the top 3 improvements your council would like to see with work carried out by Statutory Undertakers?

- 1) Multiple crews working at the same time (and same trenches) in the same area where possible.
- 2) To be kept informed about planned and completed inspections following work undertaken by contractors.
- 3) Improved signage.

Service Delivery

24. Four Parish Planning Forums have been held during the past year. How often does a representative from your council attend the quarterly Parish Planning Forums?

- ☒ Always
☐ Most of the time
☐ Sometimes
☐ Never

25. How helpful and relevant does your council find the Parish Planning Forums?

Please tick (✓) one for each option / statement

	Extremely	Very	Somewhat	Not very	Not at all	Not applicable
Helpful	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please give us a specific example to help us understand your answer:

We would prefer there to be a number of Parish Planning Forums focusing on different areas of the county. Currently, most PPF agenda items focus predominantly south of the County, which is interesting, but not specifically relevant to the Aylesbury Vale area.

26. How satisfied is your council with the following services provided by Buckinghamshire Council?

Please tick (✓) one for each option / statement

	Extremely	Very	Somewhat	Not very	Not at all	Not applicable
i) Planning services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please give us a specific example to help us understand your answer:

Delays in communication to the Town Council, for example the Moreton Road Phase III call-in letter indicates that it took two weeks from the start date to the Town Council being informed.

	Extremely	Very	Somewhat	Not very	Not at all	Not applicable
ii) Refuse & Recycling services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please give us a specific example to help us understand your answer:

Lead contact excellent, easy to report any issues and problems are resolved quickly. The town has a good working relationship with the waste team who offer helpful advice and are willing to get involved in community events.

	Extremely	Very	Somewhat	Not very	Not at all	Not applicable
iii) Off street car parks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please give us a specific example to help us understand your answer:

Problem with the ticket machines in Cornwall's Meadow Car Park on a regular basis.

	Extremely	Very	Somewhat	Not very	Not at all	Not applicable
iv) Parks, play areas and open spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please give us a specific example to help us understand your answer:

We have a good relationship with officers and receive timely responses.

27. Does your council feel that you are able to influence issues relating to each of the following?

	Always	Most of the time	Sometimes	Never	Not applicable
Planning applications / issues	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refuse & Recycling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environment & Climate Change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Litter & Fly-tipping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please give us a specific example to help us understand your answers:

other comments

Please use the following questions to consider **other important topics** for your parish or town council and to provide feedback that you have not already covered.

28. What does your council think Buckinghamshire Council does well?

Refuse and recycling, parks and green spaces and an excellent team of street cleaners.

29. What does your council think Buckinghamshire Council could be better at?

Repairing pavements that present hazards to residents.
Planned maintenance of assets, street work etc rather than reactive repairs.
Customer services phone line – can be held for a long time when the switchboard is called and they could be better informed about common questions.
Improved bus service within the town and to the surrounding area, at times when people need them for work or school, as a truly sustainable alternative to car use.

Council contact details

Please provide the following details:

Name of parish or town council (required):

Your role (required):

End of survey

Thank you for taking the time to complete this survey.

Please return your completed survey by midnight on **Sunday 16 July 2023.**

Consultation on a proposal to move Furze Down School sixth form to the short breaks day service building in Buckingham

Background

A key priority within Buckinghamshire's SEND and Inclusion Strategy 2021-23 (https://buckinghamshire.gov-uk.s3.amazonaws.com/documents/GD000712_SEND_Education_Sufficiency_Strategy_v5_web.pdf) is to ensure there are sufficient educational placements for pupils with Special Educational Needs and Disabilities (SEND).

One of the key areas of the Strategy sought to provide additional SEND places so that the Council can meet its statutory duty.

In parallel to this Adult Social Care has reviewed the use of their day services building in Buckingham and found that it is underused with significant additional space and capacity which could be made available for wider use.

Proposal

As part of the SEND Strategy and the Adult Social Care review of the use of Buckingham Day Services building, Buckinghamshire Council officers have been exploring the possibility of the two services working together using surplus space in the Buckingham Short Breaks Day Service to provide space for Children's SEND Provision.

As a result of these discussions a proposal is being considered to relocate the sixth form pupils from Furze Down School in Winslow to the building currently used by Buckingham Short Breaks Day Service.

This proposal would in turn free up capacity on the Furze Down school site in Winslow to accommodate 26 additional children aged 4 to 16 years old.

We appreciate that this proposal may raise a number of questions, we have therefore prepared the attached Question & Answer document which we hope may answer some questions.

In addition, we will be hosting two events to find out more about the proposals:

Tuesday 4 July 2023:

Presentation for parents / carers – Tuesday 4 July 2023, 4pm to 6pm at Furze Down School, Verney Road, Winslow, Buckinghamshire, MK18 3BL

Furze Down School can supervise current pupils if their parents / carers want to attend this presentation – please let the school know if you need to use this supervision by emailing: office@furzedownschool.org.uk

Wednesday 5 July 2023:

Drop-in session for parents / carers / short break service users and residents – Wednesday 5 July 2023, 4pm to 6pm at Buckingham Opportunities Centre, Well Street, Buckingham, MK18 1EN

Decision making process

Subject to the outcome of this consultation process, officers will review the feedback and a decision will then be taken as to whether to formally publish a Statutory Notice to take forward this proposal.

The proposed timetable below, which may be subject to change, sets this timeline and next steps out:

Date	Action
26 June 2023 – 6 August 2023	Initial consultation Stage 6 weeks
4 July 2023	Public Meeting at School for parents / carers 4 to 6pm
5 July 2023	Drop-in session at Day Opps Centre 4 to 6pm for parents / carers, service users and local residents
Aug	Review of consultation responses
June / July 2023	Works specification drawn up for capital works to separate building
11 Sept 2023 to 8 October 2023	Subject to the outcome of the initial consultation stage. Commence a 4 week statutory consultation on the proposal
Oct / Nov 2023	Review consultation responses
Oct 2023	Works submitted for tender
Dec 2023	Leader / Cabinet Member decision
Dec 2023	Adults decanted from building / alternative provision put in place
Dec 2023	Contractor appointed
8 Jan 2024	Works commence on site
24 May 2024	Works complete
May to Sept 2024	Furze Down set up period
3 June 2024	Adults moved back into building
September 2024	FD Sixth Form provision commences operation from the Centre

Questions and answers

Is there sufficient space for two services to operate from the same site?

Yes. On average 3 to 6 adults currently use the site for accessing adult social care day services in Buckingham with much of the space not being fully used or needed.

It has been assessed that the same quality service provision for adults can be provided within a smaller area with no compromise on the Most the safety, effectiveness and quality of the current provision.

How will safeguarding be addressed?

In order to do this, the building will be divided to release approximately 70% of the current footprint for the use of Furze Down's sixth form.

It is proposed that each service would have its own separate entrance and secure areas to ensure safeguarding can be maintained for all users of the site.

Users will have their own external areas and there will be no areas of the site that will be shared. In the event of a fire alarm staff will ensure that all users of the site are closely supervised and escorted.

Are you proposing to stop providing Adult Services from the site?

No, there is no proposal to cease providing Adult Services from the site and services will continue from the site.

The number of people needing adult social care support is increasing, how will you ensure that there is sufficient adult social care support for Buckingham and the surrounding villages to meet future needs?

Adult Social Care are confident that there would be sufficient space at Buckingham Short Breaks Service to meet any increase in demands in the future.

Where will existing users go whilst the building works are being undertaken?

Adult social care will continue to offer day services for all existing adults accessing Buckingham Day Service whilst the building works take place.

Staff from Adult Social Care will meet with existing service users of Buckingham Short Breaks Day Service to discuss and agree what alternative services can be accessed during the building works.

The alternative offer will be tailored to meet the individual needs of the person. This might be an offer of support within the Buckingham locality or alternatively support at an alternative day service site.

Will any staff be made redundant / put at risk as a result of this proposal?

No, there will be no staff redundancies as part of this proposal.

How will Furze Down School pupils travel to and from the centre?

Pupils who live locally and can travel independently will use public transport and / or will walk to the centre. Pupils who do not live locally or are unable to travel independently will travel by local authority transport to and from Furze Down School in Winslow.

They will make the onward journey, supervised by Furze Down School staff, to and from the centre either by school minibuss or public transport.

The school would cover costs for the school minibuss. If pupils travelled by public transport, they would use a bus pass or pay to travel.

What are the benefits of this proposal?

Furze Down School, working alongside Adult Social Care in Buckingham Short Breaks Day Service, would be mutually beneficial for several reasons:

- Pupils who have attended Furze Down may benefit from some elements of this provision experiencing their own tailored Better Lives Outcomes Programme as part of developing and promoting their independence, such as key skills and independence programmes at home and in the community.
- Adult Social Care and Furze Down School, would also be able to develop an integrated supported employment and learning / Internship provision beyond Post 16. This would provide young adults with SEND a sense of purpose, community and belonging into their preparation for adulthood and would be underpinned by Better Lives Principles.
- Moving sixth Form pupils onto a site in Buckingham would provide a sense of moving on. Buckingham is a larger town and currently has better transport links than Winslow. Being based in Buckingham would provide Young People with SEND more opportunities to develop independent travel skills. They would also have more opportunities to independently access Work Related activities.
- Currently over a third of Furze Down Post 16 pupils end up moving onto provision outside of Buckinghamshire. This is a mixture of day provision and residential provision. Day provision involves pupils travelling either to Northamptonshire, Oxfordshire or Milton Keynes. This travel rarely supports the development of independent travel skills. Residential provision results in pupils being educated outside their community this can lead to difficulties with reintegration back into their home community once a young person reaches 25. Shared occupancy with Adult Social Care would enable staff at Furze Down to liaise with adult social care providing seamless 16-25 pathways that prepare young people for adulthood. The development of these pathways would enable more young people to be supported within their community.

- The Centre in Buckingham could also support the school to forge links between mainstream settings in relation to Satellite Provision. It could also provide space to develop an Outreach Offer.
- Outreach: Furze Down have a large multi-professional team and with the right funding, they could grow this further to support sufficiency issues in relation to the delivery of Speech and Language Therapy, Occupational Therapy and Mental Health and Wellbeing. The School would be interested in piloting new ways of working with schools within the Buckingham and Winslow Liaison group. The Centre in Buckingham could provide a base to provide high quality SEND training for mainstream colleagues. This offer could be led by Furze Down teachers, Therapists and other Allied Health professionals.
- There are future plans for a partnership between Furze Down School and Buckinghamshire Adult Learning to provide supported internships for young people from 18-25 years old. Supported internships will enable young people with an Education, Health & Care Plan (EHCP) attending Furze Down School to achieve sustainable, paid employment by equipping them with the skills, knowledge and behaviours they need for work through learning in the workplace.

How will this proposal allow Furze Down to expand provision on the Winslow site?

Moving Furze Down's sixth form pupils to Buckingham would enable the School to expand the number of pupils aged 4 to 16 that they could accommodate on the Winslow site by 26 pupils.

The School is currently having to use specialist teaching areas such as science as general teaching spaces so the proposal would enable these space to revert back to specialist rooms.

Have your say

We want to hear your views on this proposal.

The views of parents, pupils and the wider community will be considered by the Governing Board and Buckinghamshire Council when determining whether to publish a Statutory Notice stating the intent to expand Furze Down School and to relocate the Furze Down Sixth form to the Short Breaks Day Service site in Buckingham.

You can complete this survey online at yourvoicebucks.citizenspace.com

- 1. Do you agree with the proposal to move Furze Down School sixth form to the short breaks day service building in Buckingham?**

Please tick (✓) one option

- ☐ Yes
☐ No
☐ I don't know

Please tell us the reasons for your answer:

- 2. Do you understand why the proposal to move Furze Down School sixth form to the short breaks day service building in Buckingham has been made?**

Please tick (✓) one option

- ☐ Yes
☐ No
☐ I don't know

If 'No' or 'I don't know', please tell us why:

- 3. If you think there is anything we haven't considered when developing the proposal to move Furze Down School sixth form, please tell us here:**

4. If you have any other comments about the proposal to move Furze Down School sixth form, please tell us here:

About you

We will use the information you provide here only for the purpose of this activity. We will store the information securely in line with data protection laws and will not share or publish any personal details.

5. Which of the following describe you?

Please tick (✓) all that apply

- ☐ I am a parent or carer of a student at Furze Down School
- ☐ I work at Furze Down School
- ☐ I am a Governor for Furze Down School
- ☐ I am a student at Furze Down School
- ☐ I am a service user at the Buckingham short breaks day service
- ☐ I work at the Buckingham short breaks day service
- ☐ I live near Furze Down School
- ☐ I live near the Buckingham short breaks day service
- ☐ I work at another local school in the area
- ☐ I represent or own a business in Buckinghamshire
- ☐ I represent a community or voluntary group in Buckinghamshire
- ☐ I am an elected representative in Buckinghamshire
- ☐ I represent a Parish / Town Council or Town Committee in Buckinghamshire
- ☐ I work for Buckinghamshire Council
- ☐ Other (please give details below):

6. How did you find out about this consultation?

Please tick (✓) all that apply

- ☐ Letter from school
- ☐ School staff briefing
- ☐ Drop-in session at the short breaks day service in Buckingham
- ☐ Local media (newspaper, radio or TV)
- ☐ Buckinghamshire Council website or Your Voice Bucks website
- ☐ Buckinghamshire Council newsletter
- ☐ From Buckinghamshire Council staff
- ☐ Through working at Buckinghamshire Council
- ☐ Word of mouth
- ☐ Local Community Board
- ☐ Local Councillor
- ☐ Local Parish / Town Council or Town Committee
- ☐ Other (please give details below):

7. Are you responding as an individual or on behalf of an organisation (e.g. a business or a voluntary group)?

Please tick (✓) one option

- ☐ As an individual (go to question 9)
- ☐ On behalf of an organisation

On behalf of an organisation**8. Please provide the following details:**

Name of organisation:

Your job title:

End of survey if responding on behalf of an organisation

More about you

We want to hear from as many people as possible to understand the views and needs across Buckinghamshire. The following questions help us see if the communities we serve have had the opportunity to be heard through this activity.

All questions are optional. You can skip any questions you do not wish to answer, or you can skip all the questions.

9. What is your postcode?

We want to understand the views of people living in different areas. You don't have to provide your postcode, but it helps us plan and make considered decisions.

10. What is your age?

Why we ask this: We want to understand the experiences and views of different age groups.

Please tick (✓) one option

- ☐ Under 16
- ☐ 16 to 24
- ☐ 25 to 34
- ☐ 35 to 44
- ☐ 45 to 54
- ☐ 55 to 64
- ☐ 65 to 74
- ☐ 75 to 84
- ☐ Over 85
- ☐ Prefer not to say

11. Are you:

Why we ask this: We want to understand the experiences and views of different sexes.

Please tick (✓) one option

- ☐ Female
- ☐ Male
- ☐ Prefer not to say

12. Do you consider yourself to have a disability / disabilities, impairment(s) or long term health condition(s)?

Why we ask this: We want to understand the experiences and views of disabled people, people with impairments and people with long-term health conditions.

Please tick (✓) all that apply

- ☐ Disability / disabilities
- ☐ Impairment(s)
- ☐ Long term health condition(s)
- ☐ No
- ☐ Prefer not to say

13. How would you describe your ethnicity?

Why we ask this: We want to understand the experiences and views of different ethnicities.

Please tick (✓) one option

- ☐ Asian - British
- ☐ Asian - Bangladeshi
- ☐ Asian - Chinese
- ☐ Asian - Indian
- ☐ Asian - Pakistani
- ☐ Any other Asian background - Please give details below
- ☐ Black - African
- ☐ Black - British
- ☐ Black - Caribbean
- ☐ Any other Black, African or Caribbean background - Please give details below
- ☐ Mixed or multiple ethnic groups - White and Asian
- ☐ Mixed or multiple ethnic groups - White and Black African
- ☐ Mixed or multiple ethnic groups - White and Black British
- ☐ Mixed or multiple ethnic groups - White and Black Caribbean
- ☐ Mixed or multiple ethnic groups - Mixed or Multiple Ethnic backgrounds British
- ☐ Any other Mixed or Multiple ethnic background - Please give details below
- ☐ White - English, Welsh, Scottish, Northern Irish or British
- ☐ White - Irish
- ☐ White - Gypsy or English traveller
- ☐ White - Irish Traveller

More answer options on the next page

- ☐ White - European
- ☐ Any other White background - Please give details below
- ☐ Other ethnic group - Arab
- ☐ Other ethnic group - Arab British
- ☐ Other ethnic group - Please give details below
- ☐ Prefer not to say

Please give other details here:

End of the survey

Thank you for taking the time to complete this survey.

Your comments are important as we do not simply take account of the numbers of people expressing a particular view when considering representations made on proposals.

Please return your completed survey by midnight on Sunday 6 August. You can:

- Email it to FurzeDownandBuckinghamConsultation@buckinghamshire.gov.uk
- Post it to The School Commissioning Team, Buckinghamshire Council, 1st Floor, Walton Street Office, Aylesbury, Bucks, HP20 1UZ
- complete this survey online at: yourvoicebucks.citizenspace.com



Proposal to relocate Furze Down Sixth Form to Buckinghamshire Short Breaks Centre, Buckingham



Introductions

Overview

- As part of the SEND Sufficiency Strategy, officers within Children's Services have held discussions with officers within Adult Social Care to explore the possibility of using some surplus space within the Buckingham Short Breaks Centre to provide space for Children's SEND Provision.
- A proposal is being explored to relocate the sixth form from Furze Down School in Winslow to the Buckingham Short Breaks Centre.
- Current capacity in the building is underused by Adult Social Care - on a daily basis there are between 3 and 6 people using the service.
- Adult social care operations could be effectively carried out from a third of the building with some minor alterations.
- The building could be separated to release approximately 70% of the footprint for the use of Furze Down's sixth form. It is proposed that each party would have its own separate entrance to maintain safeguarding for all users.

What are the benefits of this proposal?

Furze Down School, working alongside Adult Social Care in Buckingham Short Breaks Day Service, would be mutually beneficial for several reasons:

- Pupils who have attended Furze Down may benefit from some elements of this provision experiencing their own tailored Better Lives Outcomes Programme as part of developing and promoting their independence.
- Adult Social Care and Furze Down School, would also be able to develop an integrated supported employment and learning/Internship provision beyond Post 16.
- Moving sixth Form pupils onto a site in Buckingham would provide a sense of moving on; promote independent travel skills; and, provide opportunities to independently access work related activities.

What are the benefits of this proposal?

- Currently over a third of Furze Down Post 16 pupils end up moving onto provision outside of Buckinghamshire.
- Shared occupancy would enable liaison with adult social care providing seamless 16-25 pathways that prepare young people for adulthood. The development of these pathways would enable more young people to be supported within their community.
- The Centre in Buckingham could also support the school to forge links between mainstream settings in relation to Satellite Provision. It could also provide space to develop an Outreach Offer
- There are future plans for a partnership between Furze Down School and Buckinghamshire Adult Learning to provide supported internships for young people from 18-25 years old. Supported internships enable young people to achieve sustainable, paid employment by equipping them with the skills, knowledge and behaviours they need for work through learning in the workplace
- Moving Furze Down's sixth form pupils to Buckingham would enable the School to expand the number of pupils aged 4-16 that they could accommodate on the Winslow site by 26 pupils. The School is currently having to use specialist teaching areas such as science as general teaching spaces so the proposal would enable these space to revert back to specialist rooms.

Key considerations for the existing Short Break Day Service

- There is no proposal to cease providing Adult Services from the site.
- Adult social care will continue to offer day services for all existing adults accessing Buckingham Day Service whilst the building works take place. Staff from Adult Social Care will meet with individual service users of Buckingham Short Breaks Day Service to discuss what alternative services can be accessed during the building works.
- Each service would have its own separate entrance and secure areas to ensure safeguarding can be maintained for all users of the site.

Timeline

Date	Action
26 th June 2023 – 6 th August 2023	Initial Consultation Stage 6 weeks
4 th July 2023	Public Meeting at School for Parents 4-6pm
5 th July 2023	Drop-in session at Day Opps Centre 4-6pm for parents/carers/service users and local residents
Aug	Review of consultation responses
June/July 2023	Works specification drawn up for capital works to separate building
11 th Sept 2023 to 8 th October 2023	Subject to the outcome of the initial consultation stage. Commence a 4 week statutory consultation
Oct/Nov 2023	Review consultation responses
Oct 2023	Works submitted for tender
Dec 2023	Leader/Cabinet Member decision
Dec 2023	Adults decanted from building/alternative provision put in place
Dec 2023	Contractor appointed
8 th Jan 2024	Works commence on site
24 th May 2024	Works complete
May - Sept 2024	Furze Down set up period
3 rd June 2024	Adults moved back into building
September 2024	FD Sixth Form provision commences operation from the Centre



Thank you

Any Questions?



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.	On agenda	May-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	Ongoing
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. With NHDP	Ongoing
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	Letter sent to Cllr Whyte.	Ongoing
844/21 & 309/22 & 447/22	Code of Conduct process	<p>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.</p> <p>309/22 The Town Clerk will chase up the lack of response.</p>	Town Clerk has circulated BC's response.	Ongoing
260/22.2 & 447/22	Moreton Road Phase III	Letter to be sent to Mr. Greg. Smith MP, to ask him to liaise with the Secretary of State on the feasibility of a call-in of this application on the grounds described by Cllr. Cole; the resulting response to be circulated to the Full Council at the next suitable meeting, and the call-in decision to be ratified accordingly.	Called in by MP. On agenda.	

Minute No.	Action	Action Required	Update	Deadline
395	Consultation on future development - Motion by Cllr. Stuchbury.	That Buckingham Town Council seeks an early meeting with the appropriate Buckinghamshire Council officers to obtain the maximum amount of information relating to future development plans for Buckingham. Key areas include, but are not limited to, housing numbers, highways development infrastructure and education provision as they relate to the revised Buckingham Neighbourhood Plan. Any such plan needs to be drafted in a robust and legal manner, thus recognising and being capable of informing future decisions by Buckingham Town Council.	With NHDP.	Ongoing
454/22	St. Rumbold's Field green spaces	It is recommended that members agree that the adoption is dependent on: a) The completion of all required elements to a sufficient standard, including footpaths, street furniture, planting as per the agreed plans (to be confirmed by BTC officers following legal advice). b) The public right of way crossing St. Rumbold's Park is completed and open to the public and access to Gawcott Road is resolved. c) Means of vehicular access to St. Rumbold's Park is provided from either Penda Road or Oswald Way. It is recommended that Members agree to take specialist legal advice with the costs to come from the commuted sum. It is recommended that Members agree to allow the Town Clerk to negotiate on the Town Council's behalf but not to accept a commuted sum. AGREED unanimously.	Discussions ongoing.	Ongoing
557	Motion - Cllr. Gateley - Civic Service	The Lord Lieutenant of Buckinghamshire, Countess Howe, has requested that the County Civic Service, to be held during the afternoon of Sunday May 7 to celebrate the Coronation of HM King Charles III, should be held at Buckingham Parish Church. This represents a great honour for our town. I therefore propose that Buckingham Town Council supports this plan, and that we work alongside the Lieutenancy and Buckingham Parish Church to plan and deliver this historic event. Cllr. Stuchbury Proposed an amendment: that we should write, at the appropriate time, to King Charles and invite him to visit Buckingham. Seconded by Cllr. Mahi and unanimously AGREED .	Town Clerk in conversations with the Lieutenancy	Ongoing

Minute No.	Action	Action Required	Update	Deadline
720	Motion - Cllr. Stuchbury	<p>Motion: It is proposed that Buckingham Town Council includes within its local neighbourhood plan, draft policies to cover a health provision contribution in any S106, CIL, SIL or similar agreement in all future developments.</p> <p>Considering the historical experience in respect of contributions from developments within the parish of Buckingham not being forthcoming, we would expect any property development site in Buckingham of X houses to include a contribution to Buckingham Primary care (including dental and community services), thus mitigating the additional burden imposed on primary healthcare by the additional residents created by any such developments.</p> <p>It is envisaged the addition of this policy to the Buckingham neighbourhood development plan, would allow a close collaborative working arrangement with Buckinghamshire Council, NHS England and the relevant parts of the NHS that work locally and regionally, to ensure this takes place</p> <p>.Importantly, it should be the case that such funds can be accrued, avoiding a piecemeal scenario, so necessary finance is available and in place, to meet the community's health needs and provision in the future.</p>	Moved to NHP	ongoing
PS 24/4/23	Access For All	The Chairman of Buckingham Access for All, Mr. Russell, informed Members of the closure of the group. He requested that the funds held with Buckingham Town Council and the balance in the group account is donated to a local charity.	Research ongoing.	
14/23	Licensing - Loungers	Cllr. Cole Proposed that we ask the licensing authority to restrict the license to 24:00 every night. AGREED	Loungers have agreed the restriction and the licence is due to be approved.	Completed
18/23.4	Recording attendance at meetings	Cllr. Schaefer confirmed Cllr. Cole's comment that the names of Councillors who are present and those that are absent should be recorded in the minutes (SO t ii).	Ongoing	From May 23

Minute No.	Action	Action Required	Update	Deadline
18/23.4	Standing Orders	<p>Members agreed to remove Point 3y – the sentence starting ‘Additional data...’</p> <p>Point 3z – Remove this and replace with a sentence to show that Members not physically present should not be allowed to partake in confidential meetings. Cllr. O'Donoghue Seconded. The Town Clerk suggested replacing 3z with: There will be no virtual attendance during a confidential session.</p> <p>SO 3g amendment ‘a member of the public shall not speak for more than 3 minutes’. Cllr. Gateley suggested adding the same wording as 3f: ‘unless directed by the chair of the meeting’ be added to section 3g. Seconded by Cllr. Stuchbury. Members unanimously AGREED.</p> <p>Cllr. Harvey noted that in SO 14d the penultimate line should read ‘them’, not ‘him’</p> <p>Cllr. Schaefer Proposed that 18d vii remains in the Standing Orders. Cllr. Ahmed Seconded. Members unanimously AGREED.</p>	completed	
18/23.8	Asset List	Cllr. Mahi said that he cannot locate the Mayor's Consort chain value on the Asset List. The Town Clerk will check why it has not been included.	Ongoing - Review of register underway.	
91/23	PSPO	To complain to Buckinghamshire Council about the imposition of an altered Public Spaces Protection Order covering the Town without following s61 of the Anti-social Behaviour, Crime and Policing Act, and without considering the formal objection of the Town Council.	In progress.	From July 23