



Buckingham Town Council

Town Council Office, Buckingham Centre,
Verney Close, Buckingham, MK18 1JP
01280 816426

office@buckingham-tc.gov.uk

Town Clerk: Claire Molyneux

FULL COUNCIL

Wednesday, 06 September 2023
Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on Monday 11th September 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. Minutes

To agree as a correct record the minutes of the meeting of the Full Council meeting held on 22nd May 2023 and 10th July 2023.

[Copy previously circulated](#)
[Copy previously circulated](#)

4. Interim minutes

To agree as a correct record the minutes of the Interim Council meeting held on 24th April 2023 and 19th June 2023.

[Copy previously circulated](#)
[Copy previously circulated](#)

5. Planning Committee

To receive the minutes of the Planning Committee meetings held on 19th June 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.

6. Town Centre and Events Committee

To receive the minutes of the Town Centre and Events Committee meeting held on 5th June 2023.

[Copy previously circulated](#)

7. Environment Committee

To receive the minutes of the Environment Committee meeting held on 12th June 2023.

[Copy previously circulated](#)

8. Resources Committee

To receive the minutes of the Resources Committee meeting held on 26th June 2023.

[Copy previously circulated](#)

9. To receive and question reports from Buckinghamshire Council Councillors**10. Set up single meeting task and finish group to invite the King.**

To receive a report from the Town Clerk.

[BTC/56/23](#)

11. Telephone box

To receive a report from the Town Clerk.

[BTC/57/23](#)

12. Banking and petty cash reconciliations.

To note that the Vice Chair of the Resources Committee has signed the Q1 banking and petty cash reconciliations as required by the Financial Regulations.

13. Support for Buckinghamshire Community Energy grant application

Agreed at Environment (191/23) to recommend to Full Council that it votes to support Buckinghamshire Community Energy's grant application to Buckingham and Villages Community Board.

[BTC/58/23](#)

14. BNDP Scenarios & Consultation

To receive a report on the progress with the BNDP and the upcoming scenarios consultation.

[BTC/59/23](#)

[Appendix A](#)

15. Motion Cllr. Cole

Noting that Buckinghamshire Council has already apologised for failing to notify Buckingham Town Council until late June that delegated alcohol and licensing permission was given on 31st May to Verdetto Lounge at 12/13 Market Hill, Buckingham, this Council believes that officers erred in making a comparison between this premises and the same group's Aylesbury premises.

Officers claimed that that the establishments were similar. They are not, they are totally different. The Aylesbury one (Rococo Lounge) with outside dining is in the pedestrianised entertainment district, outside the Aylesbury Conservation Area. The Buckingham one is in the Conservation Area, among town centre residential accommodation on a street used by traffic, and on two days a week by the charter markets. The pavement is unsuitable for outside dining. There is no indication that officers took note of Buckingham Neighbourhood Plan Policy EE4 which states that "the introduction of new non-retail uses (ie food & drink etc) will be restricted to 35% of the sum total of the primary retail frontages", into which Verdetto falls.

Given the above, I propose that this Council questions how licensing officers reached the decision not to send this to the Licensing Sub-Committee, which might be considered an abuse of process which could happen again with future applications, as it is would appear the officers responsible have little knowledge of Buckingham, and of its different characteristics to Aylesbury.

16. Motion Cllr. Harvey

In line with our environmental policy to reduce plastic waste and single use plastic wherever possible, this Council *seeks to work with the local British Legion (in line with the emerging national practice)* and all those who regularly lay (plastic) wreaths on the war memorial on Armistice Sunday, to explore options to use non-plastic alternatives this coming year. The Town Council will review what options are found by local organisations with an intention to steadily seek to reduce the use of plastic in forthcoming years to zero. This coming November, the Town Mayor will lay a memorial wreath constructed of less than 10% plastic in order to lead the way forward *but will donate to the Royal British Legion the cost of a wreath.*

17.1. Letter from the Royal British Legion in relation to the above motion.

[Appendix B](#)

17. Motion Cllr. Harvey

That the Town Clerk write to Buckinghamshire Council and request that the code of conduct process be amended to allow:
That those who have a reasonable claim to have been affected by a proven breach of the code of conduct should have a formal opportunity to contribute an impact statement to the committee before sanctions are decided by that committee.

18. ECDI Mission statement

Referred from Equality, Community Diversity and Inclusion Working Group meeting 11 July 2023. To consider adopting the Mission Statement as Buckingham Town Council's:

"At the Buckingham Equality, Community Diversity and Inclusion Working Group, our mission is to create an inclusive culture where all forms of diversity are truly valued in our town. We believe identifying ourselves as a visible and voluntary working group is vital amidst the daily challenges we face. We are committed to fostering an inclusive culture in the way we treat and perceive all differences as an integral part of our history, culture, and identity. Our aim is to create a Buckingham where everyone feels safe, supported and a deep sense of pride, passion and belonging."

19. External Auditor's report

Members are asked to note the External Audit.

[Appendix C](#)

20. New cemetery and allotments revised plan

To receive a report from the Town Clerk.

[BTC/60/23](#)

21. Future planning system

For members to note the link to the DLUHC Consultation. This is a very long consultation which closes on the 19th September. Members are invited to add their own comments.

[Nationally Significant Infrastructure Projects \(NSIPs\).](#)

22. Action list

To review and discuss the action report.

[Appendix D](#)

23. Reports from representatives on outside bodies

Members are asked to note the reports listed below:
Minutes of Buckingham Youth Clubs 14th June 2023.

[Appendix E](#)

24. Climate Emergency Action Plan

To review the Climate Emergency Action Plan.

[Appendix F](#)

25. Mayoral engagements

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

Functions the Mayor has attended:

13.07.23 Judging of the best allotments
20.07.23 Launch event for Buckinghamshire 24/7 Hate Crime Helpline in High Wycombe
01.09.23 Raising of flag for Merchant Navy Day
02.09.23 Official opening of new defibrillator in Overn Avenue
05.09.23 Specsavers anniversary

Functions the Deputy Mayor has attended:

30.07.23 Army Cadets visitors' day
27.08.23 Bandjam

26. Chair's announcements

27. Date of the next meeting:

Interim Council: Monday 9th October 2023
Full Council: Monday 30th October 2023

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.

28. St Rumbold's Fields.

To receive a confidential report from the Town Clerk.

[BTC/61/23](#)
[Appendix G](#)
[Appendix H](#)

To:

All Councillors

Buckingham Town Council
Full Council
Monday 11th September 2023

Contact Officer: Claire Molyneux, Town Clerk

Invitation to the King

1. Recommendations

- 1.1. It is recommended that Members agree to establish a single meeting working group to compose an invitation to King Charles.
- 1.2. It is recommended to invite an expert from the Lieutenancy to address the working group to offer advice and the latest guidance from the palace.

2. Background

- 2.1. 557/22 - Cllr. Stutchbury proposed - that we should write, at the appropriate time, to King Charles and invite him to visit Buckingham.
- 2.2. The Town Clerk has discussed this invitation with the Lieutenancy and received the following advice:
 - The Kings Diary is planned around a year in advance.
 - The invitation should be specific and targeted. The Lieutenancy are expecting an update around the palace's focuses soon. It is advised that an invitation be targeted to those areas.
 - Invitations that are most likely to succeed would fit in with an away day.
 - It is suggested that that a period is identified rather than a specific date. For example, Autumn 2024.

3. Working Group

- 3.1. It is therefore suggested that this invitation be treated like a bid and a working group be convened to discuss ideas and put together a polished invitation.
- 3.2. The Lieutenancy Officer has offered to attend the meeting to update Members with the latest guidance from the palace, to talk the group through best practice and offer practical help.

Buckingham Town Council
Full Council
Monday 11th September 2023

Contact Officer: Claire Molyneux, Town Clerk

Removal of telephone box

1. Recommendations

- 1.1. It is recommended that Members agree an option.

2. Background

- 2.1. We were informed by Development Control at Buckinghamshire Council on 16th August 2023 that the telephone box at 12-13 Market Hill, Buckingham, MK18 1JX will be removed.
- 2.2. Removal of a public call box which is the last at a site requires a 90 day consultation with the relevant public body (end date 14th November 2023). The local authority can only raise an objection based on specific criteria (data provided for the call box):
- Mobile coverage (there is good coverage in the area from all providers).
 - High frequency accident/suicide locations (no calls/patterns seen).
 - Usage (35 calls in 12 months)
 - Exceptional circumstances
- 2.3. The nearest telephone box is in Middle Claydon. This is a listed building, a 1935 K6 telephone box. There is no public transport to Middle Claydon.
- 2.4. Some residents do not have access to a mobile phone.

3. Options

- 3.1. Do not oppose the removal of the box.
- 3.2. Oppose due to exceptional circumstances, citing the distance to the nearest box (5.25 miles).

Buckingham Town Council
Full Council
Monday 11th September 2023

Contact Officer: Nina Stockill, Estates Admin

Request for support of grant application for an Energy Efficient Homes Fair

1. Recommendations

1.1. It is recommended that Members agree to support Buckinghamshire Community Energy's grant application to the Buckingham and Village Community Board to help with the cost of organising the Energy Efficient Homes Fair in Buckingham on the 5th November 2023 at Buckingham Community Centre.

2. Background

2.1. At Environment Committee on the 31st July 2023 (minute 191/23) Members received a report and presentation from Kirsty Shanahan of the Buckinghamshire Community Energy Group.

2.2. A copy of the original report is attached and an extract of Environment Committee's minutes are enclosed.

191/23 Request for support of grant application for the Energy Efficient Homes Fair

Members received a presentation from Kirsty Shanahan, Buckinghamshire Community Energy and considered whether to recommend that Full Council supports their application.

Members raised the following questions and Ms. Shanahan responded:

What is the projected budget for the event?

The overall budget is about £4000; this is the amount being applied for to cover staff costs, venue hire and marketing costs. Exhibitors will pay to attend. Tickets will cost £5. Accounts are not old enough and not fully sustainable at present.

How successful was the Princes Risborough Fair?

175 attendees. The ticket price was £8. Buckinghamshire Council funded some tickets. This was their first Fair, and the measure of success is anecdotal, but exhibitors' feedback was excellent; she recognises that marketing of the Fair could have been stronger.

Are you expecting people who sign up to stay all day?

The Fair will be 4 hours with numerous speakers; attendees can dip in and out.

Will people on benefits and/or in social housing receive relevant advice?

Income is irrelevant; all attendees will receive the same advice. Profiteering will not be the main focus.

Is Buckinghamshire Council attending the Fair?

It is hoped that Buckinghamshire Council Energy Doctors will be in attendance.

Are local Housing Associations attending the Fair?

Difficulties encountered in trying to contact the Associations. Ms. Shanahan agreed to contact Cllr. Stuchbury who will look at possible introductions.

What about the private rental sector?

Government legislation will come about to introduce minimum standards for energy efficiency.

Members thanked Ms. Shanahan for attending the meeting and answering Members' questions.

Cllr. Harvey Proposed, Cllr. Gateley Seconded and Members unanimously **AGREED** the recommendation with the inclusion of the considerations within the questions above.

Kirsty Shanahan

Buckinghamshire Community Energy (Reg. No. 8633)

Mob: 07905 147 649

Tel: 01296 613 564

Web: www.buckscommunityenergy.org



Buckingham Energy Efficient Homes Fair

Buckinghamshire Community Energy (BCE) is about to apply for a grant from the Buckingham and Villages Community Board to help with the cost of organising the Energy Efficient Homes Fair in Buckingham which is being organised at the Community Centre on the 5th November 2023.

The Fair aims to bring homeowners together with experts in home energy efficiency, including retrofit, solar panels, natural insulation, electric heating etc. and provide them with good, solid advice on what they can do, to start their journey to decarbonisation and reducing energy use at home.

We are seeking grant support from Community Board in order to pay BCE staff, marketing costs and venue hire etc. so that we can offer both exhibition space and entry tickets at a low cost to ensure good attendance and a wide range of useful companies and experts in this field. We would ideally also like to train up a couple of Energy Advisors to offer advice at future events including Energy Clinics in Welcoming Spaces and Warm Hubs this winter. These Advisors would be unrestricted and will be able to advise anyone, regardless of residential status and means.

The main reason for charging for entry tickets is because we can't guarantee grant funding will come before marketing the Fair and tickets, and we can't charge exhibitors too much for space because it is such a local Fair and they have to pay their staff to attend on a Sunday on top of their other costs – so we don't want to deter them either. So we're mitigating the risks so that the event can go ahead.

If we end up with surplus, as I have put in the application, we will run free Energy Clinics using that money – or use it to train Energy Advisors in the NEA Level 3 City & Guilds qualification, rather than just using Energy Champions to give very basic advice.

Before you think about how to respond to this grant application for the Energy Efficient Homes Fair (Buckingham), I would like you to answer the following three questions in your own mind:

1) Do residents of your area need and want energy efficiency advice and access to local tradesmen and installers who they can trust to work on their homes? Can they and do they already access personalised advice on how to make their homes warmer for less energy expenditure, and what to do to reduce carbon emissions, as we all need to do to avoid the ongoing impact of climate change across the planet as well as on our own gardens and our weekly supermarket shop?

2) Is anyone else already providing this level of energy efficiency advice to people in Buckinghamshire – to EVERYONE who wants it, regardless of income, domestic situation, age, ethnicity, gender, type of house, or eligibility for Government grants?

3) Will residents pay for this advice – or do they need some support to act: to find out more, learn what they can do, and do something to reduce their energy use at home, or get a warmer, healthier home?

Having thought about these questions...

If you think **no one in Buckinghamshire needs energy advice and energy efficiency is not important**, stop reading now, and block this grant application.

If you think that **this advice is already available to ALL residents** via the Council or the Government or the internet and **anyone can access it easily and will then act on it**, then don't support this application but DO start a campaign to share that advice with your residents – and let us know when you do so we can share your campaign.

If you think **residents should and will pay to access this advice and are just waiting to be offered the service**, then let us know and we will achieve these objectives by asking residents to pay for personal advice on making their home warmer through a home energy survey or retrofit assessment – once we have trained up or recruited some Energy Advisors and Retrofit Assessors.

But if you think it would be useful to residents to:

- have an event on their doorstep at which they can attend talks and ask questions about insulation, electric heating, ventilation, energy efficiency tips for heating systems and more
- meet and talk to experts one-to-one such as building surveyors and installers and get personalised advice as well as meet local, specialist tradespeople to do work for them

...then please support this application for the Energy Efficient Homes Fair in Buckingham.

Anyone who works in the voluntary sector knows that getting volunteers is extremely difficult at the moment. This grant application asks for funding to pay BCE's part-time staff to organise, promote and run this event, and for funding to cover marketing costs so that we can let people know this valuable information event is happening in their area. By funding people resource, we can guarantee that the event will happen – we are not reliant on busy people fitting it in around work and other responsibilities.

Our Princes Risborough Energy Efficient Homes Fair was extremely successful and incredibly useful for those who attended and we want the Buckingham one to be even better. With your help, we can do that.

What do we require from Buckingham Town Council?

On the Community Board website and application form, it says that organisations applying should have reached out to local Town/Parish Councillors, Bucks Councillors and the Community Board Manager – hence my approach.

We would seek Town Councillors support for the application when it is circulated and discussed at the Community Board Meeting or via email.

Thank you for reading this far – please don't hesitate to email or call me if you have any questions.

Buckingham Town Council
Full Council
Monday 11th September 2023

Contact Officer: Louise Stubbs, Deputy Town Clerk

**Buckingham Neighbourhood Development Plan (BNDP) working group update
and scenarios consultation.**

1. Recommendations

- 1.1. It is recommended that Members agree to running the BNDP scenario consultation between 30th September and 30th October 2023.

2. Background

- 2.1. The BNDP working group has been tasked with developing a new neighbourhood development plan for Buckingham. In order to achieve this, they have been working with consultants O'Neill Homer.
- 2.2. The BNDP working group is made up of Town Council members and other local interested individuals. Guest visits have taken place with local partners who had specific ideas about the future that they wished to discuss, including schools.
- 2.3. During January the BNDP working group split into 6 focus groups: design and heritage; eco concerns; business and economic development; transport; arts, leisure and culture; strategic aspirations. These focus groups evaluated the policies in the existing BNDP and whether they should be retained, deleted, changed or new policies added. The focus groups also gathered views about what key issues the town faced, and what possible solutions (in terms of infrastructure, facilities and environment improvements) to these problems could be.
- 2.4. These six groups were then merged into two task groups focused on environment and development. These task groups were responsible for gathering evidence that would support future BNDP policies.
- 2.5. Two workshop sessions were also held. One is focused on the design code, which is a legal document that will sit alongside the neighbourhood plan and will contain detailed policies about overall site design, environmental conditions and individual building design. The design code is being redrafted and written by BNDP working group member Roger Newell.
- 2.6. A second series of workshops has also taken place. These are focused on 'scenarios'.

3. Scenarios introduction and consultation

- 3.1. The 2015 BNDP was allocated housing and development sites using a top down approach. It used the Housing Needs figure from the local authority to decide the minimum number of housing sites that would meet this figure.
- 3.2. A 'scenarios' approach takes a bottom up approach. It looks at the facilities Buckingham has been identified as needing, including GP surgeries, western link road and/or transport infrastructure improvements, more school places, sixth form and a potential arts centre/theatre and then works out how much development, and where, would fulfil these needs.
- 3.3. The consultants also worked with the group to identify all of the potential sites for development in Buckingham. This included brownfield sites in Buckingham, and all sites within or adjoining Buckingham's parish boundary that had been submitted to Buckinghamshire Council Local Plan's 'call for sites'.
- 3.4. The next stage of the scenarios development was to group the sites into geographic areas (brownfield, south, east and west) and identify the spatial impact, positives and negatives of development in this area.
- 3.5. Positives might include new schools, active travel, infrastructure and other facilities. Negatives might include parking issues, poor active travel infrastructure, or development too small to trigger s106 investment that would build a particularly needed facility. Through this process a number of key issues were identified with a brownfield only approach. These draft assessments are attached in full as an appendix to this report.
- 3.6. Work on the positives and negatives prepared by the working group and consultants, including feedback on impacts to green infrastructure is expected between the date of this Full Council meeting and the finalisation of the consultation documents. Therefore, the attached documentation should be considered draft.
- 3.7. Please note that the BNDP working group decided to reduce the consultants original six scenarios down to four. They did this by retaining the canal area as a 'constant' in all designs (as it is already included in the 2015 BNDP) and excluding sites outside the parish boundary, except those where there is an existing agreement with a neighbouring parish (Gawcott).
- 3.8. The next stage of the scenario consultation process is to ask members of the public and partners, including delivery partners, what they think about the scenarios. This allows residents to have an active say and identify positive or negatives that have not already been identified by the consultants or group. This builds an evidence base for which sites should be included as permissible for development in the next BNDP. It also provides an evidence base for any sites that should not be included in either the BNDP or Local Plan. For example, hypothetically, it may be that Buckinghamshire Highways feels that there would not be enough development alongside a particular proposed road

to fund that essential infrastructure. This could then be used as evidence going forward to reject any speculative development in this area. Other partners including Buckinghamshire, Oxfordshire and Berkshire West Joint Health and Anglian Water would also be consulted.

3.9. It is important to note that as any site that has been put forward in the call for sites could be put forward for speculative development at any time, it is important to include every single site that was put forward to Buckinghamshire Council in the consultation process. However, in practice it is not likely that all sites within a particular scenario would be deemed suitable for development and therefore these scenarios are not finalised plans, but examples of possibilities for the future.

3.10. The proposed consultation will launch on the 30th September with an event at Buckingham Community Centre. The event will focus on education first, with those taking part guided through 9 stations that will explain the background before asking their views on particular scenarios. Both the education and feedback stages of the event will offer tactile, interactive options that allow attendees to take part in a collaborative way. It is to be emphasised that although this is a general consultation and there are no right or wrong answers, it will be very important to have clearly communicated why new development and improvements to facilities are intrinsically linked and the problems with a brownfield only approach for Buckingham in particular in order to understand the concept of the scenarios being presented.

3.11. Members volunteering to help with in-person consultation sessions will be briefed in advance and given Q&A sheets and guides.

3.12. Through the rest of the consultation period there will be in person (pop-up stalls) and online opportunities to take part. One school has also indicated that they would be interested in a workshop with older students. The aim will be to engage with as broad a group of residents and partners as possible.

4. Other work that will take place

4.1. Work on the design code will continue into the new year.

4.2. Work to gather evidence about specific policies that was begun by the task groups will continue into the new year. This includes waiting for the outcomes of specific studies. A Housing Needs Assessment (HNA) has already been commissioned and the results received from AECOM. A Strategic Environmental Assessment (SEA) has also been commissioned and will take place over the autumn.

4.3. Consultation with partners, including planned work over the autumn and winter to consult on the local need for a potential arts centre/theatre.

- 4.4. The HNA figure for Buckingham identified that the housing need for Buckingham until 2033 (end of the existing plan period finishes) has been met. A minimum HNA figure for 2033 – 2040 has been identified as 518 – 1184 homes. However, this is the minimum and does not include the need for the county as a whole that will be identified through the Local Plan process. As much of the south of the county is covered by the green belt around London, it is considered very likely that continued speculative development in Buckingham may be allowed by Buckinghamshire Council in order to meet the housing need around the county. The final figure in the Local Plan is therefore thought to have potential to be substantially higher.
- 4.5. The formal s14 consultation will not take place until spring 2024 at the earliest. The results of the SEA will also be consulted on at the same time, a legal requirement of the process.

5. Finance

- 5.1. The Locality fund has been reopened by the Department for Levelling Up, Housing and Communities. A second application will be made to Locality for an additional £8,000 towards the cost of the consultants contracted work with the town council for 2023-3024.
- 5.2. Evidence gathering studies are also available through Locality, and this has funded the HNA and SEA at no cost to the Council.
- 5.3. All other costs are to be paid for from budgets 601/4624 Neighbourhood Plan and 901/9049 EMR Neighbourhood Plan, with the project currently running to budget and on time.

Scenario Constant:**‘Using previously developed land and underused open space efficiently’.**

This is a ‘brownfield first’ response to growth before looking at ‘greenfield’ sites outside of the existing built-up area boundary. Uses redeveloped vacant, under-used or future redundant land within the defined town boundary only.

It is anticipated that this scenario will deliver up to approximately **650 new homes** across a dozen or more sites, not all of which have yet been made available for redevelopment. The derelict University land on Tingewick Road/Bath Lane and the Tingewick Road Industrial Park are the two largest of sites accommodating a third of that total number. This would increase the population of the town to **17,000 (+ 13%)**.

This will lead to a relatively small loss of some employment land but need not mean a net loss in the number of jobs in Buckingham. Development will need to be brought forward at higher densities especially on sites in and close to the town centre where there may be a shift from commercial uses to housing on the town centre fringes. It may need a lower maximum car parking standard as a result and providing space for electric charging for cars may prove difficult to provide.

The scenario is estimated to create a demand for up to **190 primary school places** and **130 secondary school places** and includes safeguarding land for a sixth form college at Verney Park. The land at Lace Hill is set aside for a health centre which is planned to include consolidating existing GP practices there. The capacity of existing GP facilities or those of the proposed health centre at Lace Hill is not considered to be enough to serve existing and/or new residents as the additional 2,000 population will require a **new surgery** (@ 1800/GP) in the town centre or on the western side of the town.

This is not a plausible scenario on its own as it will not address existing infrastructure issues and is likely to only make them worse. However, it features as a constant in all of the scenarios as national policy requires the consideration of development in this location before thinking about using ‘greenfield’ sites outside of the existing built-up area boundary to accommodate growth. Its positive and harmful effects therefore need to be considered. The extent of which these effects are realised will depend on which growth scenario is ultimately chosen.

Positive effects?	Harmful effects?
Less impact on the open countryside and wider landscape character	Higher density may lead to harm to the character and appearance of the local area and heritage assets
Majority of homes will be smaller than average and located to suit older downsizers and younger, first-time buyers and renters	Fewer, larger family sized housing and fewer ‘affordable homes’ given brownfield redevelopment economics and sites of < 10 homes being exempt from provision
Less car-dependant development as most schemes is within walking distance of the town centre or on existing active travel routes	Lower parking standards to achieve higher density might displace parking and create pressures in other parts of the town
Residential uses in the town centre increasing footfall and providing greater surveillance and vitality in creating a stronger day time and night time economy leading to low unit vacancy rates	Loss of an opportunity for planning gain e.g. affordable housing, new or improved infrastructure beyond what developer contributions could fund

Opportunity to improve the appearance of the town in some prominent locations	May result in more demolition – embodied carbon release – retention and re-use of existing buildings could lead to fewer dwellings
Opportunity to repurpose buildings and reimagine the town centre	May result in losing some underused open spaces
New sixth form at Verney could create new capacity for additional secondary pupils?	May result in continuing the trend of an older and aging demographic
	Can the existing primary school estate accommodate 190 new places? This scale of development alone would not normally trigger the need for a new school.
	Loss of general industrial land on various sites.
	Will increase traffic congestion within the town if not part of Scenario 2 or scenarios 4b/c or 5, which will deliver the A421/A422 western link road and a major step change investment in public transport services.

Scenario 1: 'Southern Extension'

Includes the Scenario Constant and expanding the town to the south of the A421. It is anticipated that the scenario will deliver up to approximately **3,250 new homes** across a number of sites. This would increase the population of the town to **22,500 (+50%)**.

The scenario is estimated to create a demand for up to **900 primary school places** and **650 secondary school places**, triggering the need for **2 x 420 place primary schools** (on site W and a 1FE or 2FE expansion at Site S?) and **expanded secondary school provision on the existing sites**. It may lead to new active travel opportunities – bus services especially – from edge locations to the town centre to benefit large parts of the town and could secure additional publicly accessible green space and/or community space. It is likely to lead to the loss of some employment land but could provide an opportunity to deliver a southern connecting distributor road which could also determine the final southern boundary to the town.

The capacity of existing GP facilities or those of the proposed health centre at Lace Hill is not considered to be enough to serve existing and/or new residents as the additional 7,500 population will require **3 x new GPs** (@ 1800/GP) and therefore a **new large surgery**.

Positive effects?	Harmful effects?
As per scenario constant	As per scenario constant plus loss of Site T industrial land and noting harmful traffic effects within the town as it will not deliver the A421/A422 western link road or a major step change investment in public transport services.
Good location for meeting some school place demand from Winslow	Greater car dependency without (or even with) investment in upgrading public transport, walking and cycling infrastructure
More affordable housing (as per NPPF definition)	Difficulties in creating walking and cycling access from the south through to the town centre
Broadens the mix of homes to provide family homes	Lack of existing community facilities to the south of the town
Enabling the provision of new primary schools (and other community facilities) to the south of the town to meet existing demand from post 2000 housing developments, and where there are issues crossing the A421	The highest flow of commuter trips from Buckingham are to MK and may increase to south (with the pull of Winslow station) – higher risk of encouraging a commuter town identity and the harmful effects of this
Easier access to Winslow station for new residents	Likely to lead to additional car parking requirements in the town centre
New southern distributor road to allow existing A421 to be downgraded to better connect Lace Hill and Gawcott Road housing with existing town - may also enable easier car access for commuting to MK.	Releasing carbon from the land and losing that land's ability to capture new carbon

	Will significantly increase demand on utilities infrastructure and household waste facilities, with challenges in timely provision of upgrades and finding land for new facilities.
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Scenario 2: 'Western Extension'

Includes the 'scenarios constant' and expanding the town to the west. It is anticipated that the scenario will deliver up to approximately **2,000** new homes across a number of sites. This would increase the population of the town to **20,000 (+ 33%)**.

The scenario is estimated to create a demand for up to **580 primary school places** and **420 secondary school places**, triggering the need for a **new 420 place primary school** (on site W?) and additional primary and **expanded secondary school provision on the existing sites**. It may lead to new active travel opportunities – bus services especially – from edge locations to the town centre to benefit large parts of the town and could secure additional publicly accessible green space. The main infrastructure improvement this scenario could deliver is the provision of a western link road connecting the A421 and A422 to direct through traffic around the town.

The capacity of existing GP facilities or those of the proposed health centre at Lace Hill is not considered will be enough to serve existing and/or new residents as the additional 5,000 population will require **2 x new GPs** (@ 1800/GP) and therefore a **new surgery**.

Positive effects?	Harmful effects?
As per scenario constant	As per scenario constant
New link road removes traffic problems from the centre of the town and improves future access to Silverstone economic growth point.	Greater car dependency without (or even with) investment in upgrading public transport, walking and cycling infrastructure, especially to the new rail station at Winslow
More affordable housing (as per NPPF definition)	Likely to lead to additional car parking requirements in the town centre
Broadens the mix of homes to provide family homes	Releasing carbon from the land and losing that land's ability to capture new carbon
New primary school on site W would improve local access from housing areas on the western side of the town and Gawcott Road housing.	Flood risk problems at Site M?
	Will significantly increase demand on utilities infrastructure and household waste facilities, with challenges in timely provision of upgrades and finding land for new facilities.

Scenario 3: ‘Western and Southern Extension’

Includes the ‘scenarios constant’ and expanding the town to the west and south of the A421. It is anticipated that the scenario will deliver up to approximately **4,250 new homes** across a number of sites. This would increase the population of the town **to 25,500 (+70%)**.

The scenario is estimated to create a demand for up to **1,300 primary school places** and **900 secondary school places**, triggering the need **for 3 x new 420 place primary schools** (on sites W, M and a 1FE or 2FE expansion at Site S?) and plus **a new secondary school** (on Site S to serve Lace Hill and Winslow as well?).

The capacity of existing GP facilities or those of the proposed health centre at Lace Hill is not considered to be enough to serve existing and/or new residents as the additional 10,000 population will require **4 x new GPs** (@ 1800/GP) and therefore a **new large surgery**. This scale of development is likely to trigger other infrastructure requirements as per Scenarios 1 and 2 with a key difference being that this scenario is likely to lead to an opportunity to establish link roads around the town.


Positive effects?	Harmful effects?
As per scenario constant and scenarios 1 and 2	As per scenario constant and scenarios 1 and 2
Should create enough value to invest in a step change in public transport services (a ‘multi-modal mobility hubs’, per the 2022 EEH report) and to contribute to connectivity to Winslow station and Silverstone Park.	

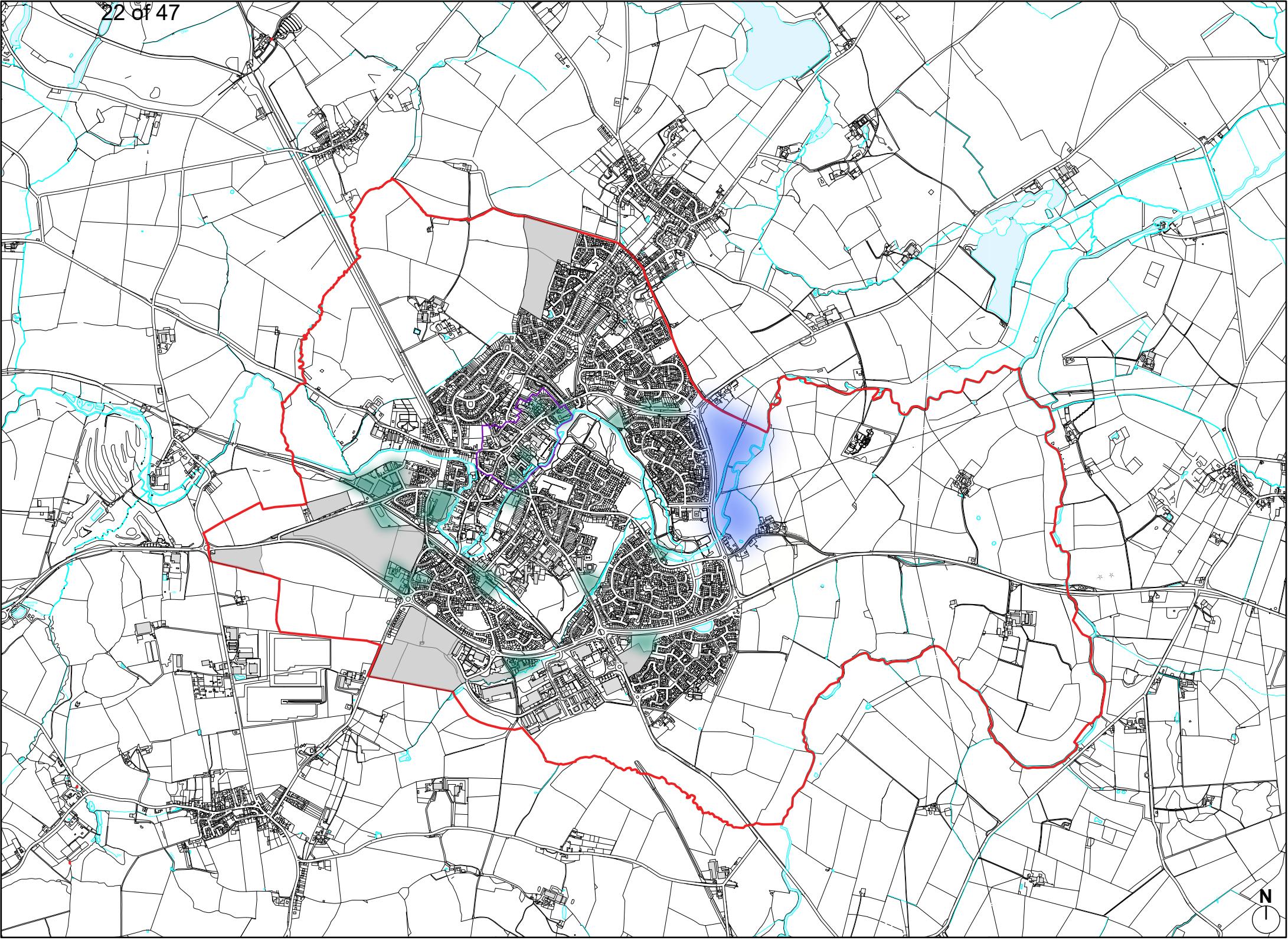
Scenario 4: 'Satellite Village'

A distinct proposal beyond the town's edge at White House Farm, Bourton comprising approximately **1,600 homes**, assuming the developable area of the site excludes the land in flood zone 3 and avoids an area known to have heritage (archaeology) interest. With the Scenario Constant, this would deliver approx. **2,200 homes** in total. The population of the town itself would increase to **17,000** with that Constant, but the population of the neighbourhood area would increase to **20,000 (+ 33%)** with the new village.

Given its scale and location from the town the proposal would need to accommodate a critical mass of village infrastructure – primary school, GP surgery, community centre, public open space, local shops – to be considered 'sustainable'. The proposition is distinct from the town boundary without having to consider additional 'greenfield' extensions. The town could therefore purely focus on the Scenario Constant sites within the town's existing built-up boundary.

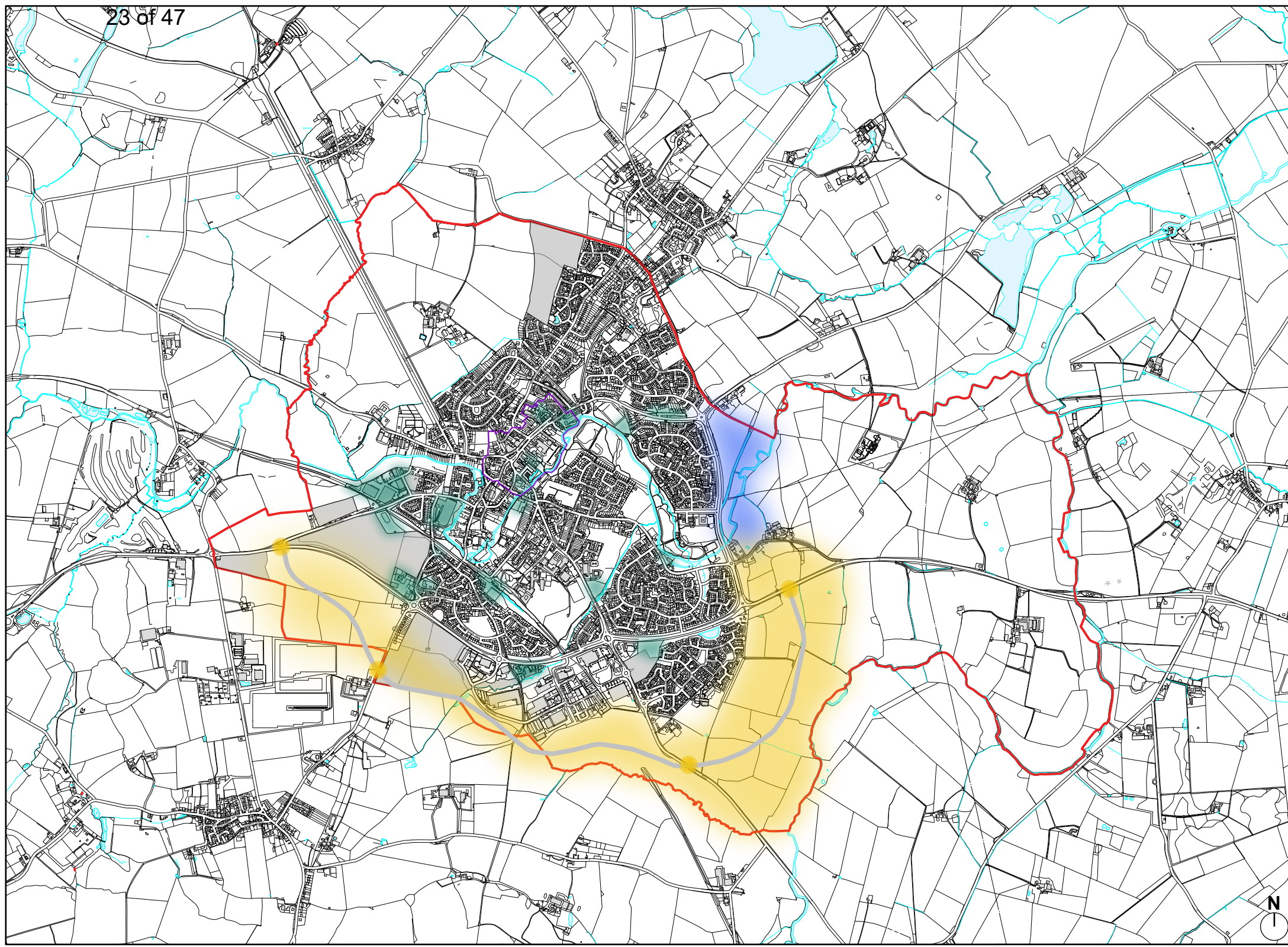
Positive effects?	Harmful effects?
More affordable housing (as per NPPF definition)	Will not lead to the infrastructure improvements the town of Buckingham needs, noting harmful traffic effects within the town as it will not deliver the A421/A422 western link road or a major step change investment in public transport services.
Broadens the mix of homes to provide family homes	Greater car dependency without (or even with) investment in upgrading public transport, walking and cycling infrastructure, as no access to employment, secondary school places etc.
Avoids growing the town outwards for a number of years.	Greater landscape effects in a Local Landscape Area
	Releasing carbon from the land and losing that land's ability to capture new carbon








- Key**
-  Neighbourhood development plan boundary
 -  Committed, completed or partially completed
 -  Town Centre Boundary
 -  Scenario Constant
 -  Canal Side

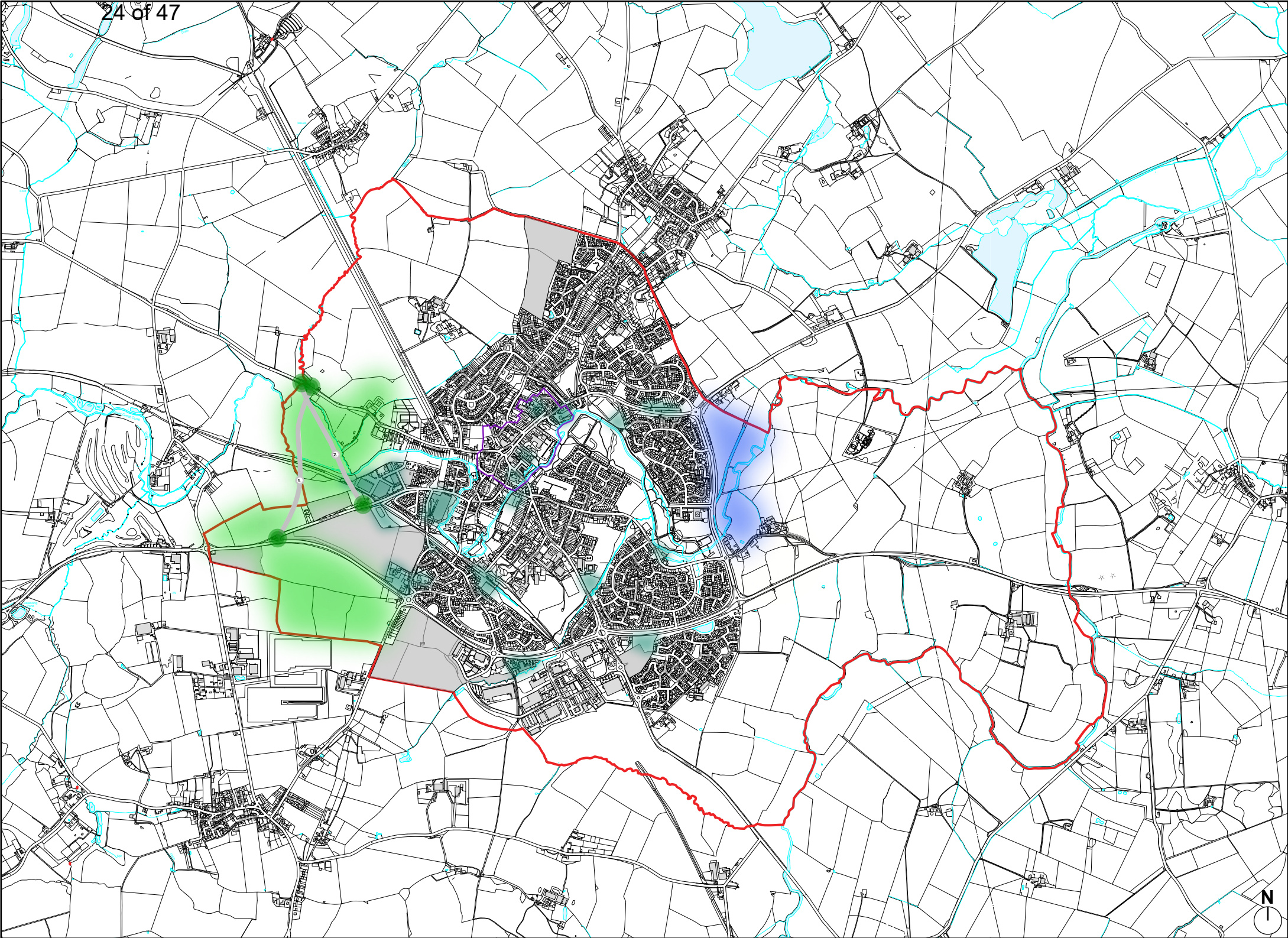


Key

-  Neighbourhood development plan boundary
-  Committed, completed or partially completed
-  Town Centre Boundary
-  Scenario Constant
-  Canal Side
-  Scenario 1: Southern Extension
-  Indicative Southern Link Road Options



- Key**
-  Neighbourhood development plan boundary
 -  Committed, completed or partially completed
 -  Town Centre Boundary
 -  Scenario Constant
 -  Canal Side
 -  Scenario 2: Western Extension
 -  Indicative Western Link Road Options



- Key**
-  Neighbourhood development plan boundary
 -  Committed, completed or partially completed
 -  Town Centre Boundary
 -  Scenario Constant
 -  Canal Side
 -  Scenario 3: Southern and Western Extension
 -  Indicative Southern Link Road Options
 -  Indicative Western Link Road Options

Key

-  Neighbourhood development plan boundary
-  Committed, completed or partially completed
-  Town Centre Boundary
-  Scenario Constant
-  Canal Side
-  Scenario 4: Satellite Village

To Buckingham Town Council.

You have asked about plastic free poppies and wreaths.

Poppies.

This year RBL has introduced plastic free poppies. I have enclosed some to the Town Clerk so that you can see the result. How durable they will be, how they are fixed, whether the military can wear them in their caps remains to be seen? So does the public's response.

They will be on sale this year along with existing stock of poppies from previous years' orders.

Wreaths.

I ordered these some time ago and they are in store in the RBL lock-up at the RLS. The order includes, as requested, a wreath with the insert of the Town Council logo. Each year I order some 50 wreaths for charities, schools, individuals and other organisations.

The wreaths delivered and in store are the ones you are familiar with from previous years. Currently there are no wreaths with paper poppies presumably because they would not survive the winter months of rain and wind at War Memorials.

If the Town Council decide to design their own wreath with a non-plastic backing and paper poppies to carry their logo, then I suggest that they gain permission from RBL Haig House to ensure that this does not infringe any copyright concerns with the poppy logo.

The Buckingham War Memorial.

We do regularly maintain the wreaths on display. They are fixed to wooden plinths made for us some years ago by "Men in sheds" so that wreaths are not blown over the car park area.

Our last tidying of the War Memorial was on Tuesday 29th Sept. Many of the wreaths were removed and recycled (as has been the case for some years) – we took them to Mr and Mrs John Rooney of March Edge who each year create a stunning display in their garden. Social media each year show photographs of their display.

During this meeting I am en route to France and send my apologies for not being present.

I hope the above is of some help and would be pleased to discuss this further, should you so wish.

And



Section 3 – External Auditor's Report and Certificate 2022/23

In respect of **BUCKINGHAM TOWN COUNCIL – BU0028**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

02/09/2023

Buckingham Town Council
Full Council
Monday 11th September 2023.

Contact Officers: Estates Manager, Town Clerk, Compliance and Projects Manager.

Revised New Cemetery and Allotments Plan

1. Recommendations

- 1.1 That Members agree the revised cemetery and allotments plan based on the costs projected in 4.1 as **recommended** by the Environment Committee on the 31st July.

2. Background

- 2.1 Following the public consultation for a new cemetery the survey showed that the public were in favour of having a new cemetery but not raising the precept by the 7.2% for the full cemetery including building.
- 2.2 It was agreed by Full Council on 24th January that the Environment Committee be asked to reevaluate the scope of the proposed works and consider the option to split the project into two phases – Phase 1 being the external works needed to have a functioning cemetery and allotments.
- 2.3 Phase 2 will provide the building which will house the maintenance depot and public toilets, this will be re-costed and implemented at a future date as/when the national financial situation has stabilised.
- 2.4. The Environment Committee have completed the above and they recommend the project proceed based on the projected costs in table 4.1.

3. Information

- 3.1 The new cemetery will provide 746 burial plots in the first stage and approximately 950 in the second phase. There will be 30 25m² allotment plots (full plots – often split into 2).
- 3.2 Services/Utilities – will need be laid to and within the site and include water and electricity but not sewerage at this stage.
- 3.3 Detailed planning will have to be applied for, most of this is now prepared and ready to submit, the space and services for the new building will be considered in the current plans, the new building will need to have a new planning application at a later stage.

3.4 The aspiration is to start work for Phase 1 in spring 2024 with an estimated 20-week construction time, with an aim the cemetery can be used for burials in winter 2024/spring 2025.

4. Budget Costs

4.1 The total forecasted project costs are:

Cemetery and Allotment costs		
Item	Description	Cost
1	Prelims	£96,000.00
2	Site clearance, preparation, topsoil and subsoil grading	£53,647.00
3	Installation of Drains	£102,378.00
4	Pathways	£51,644.40
5	Spine Road	£90,412.00
6	Access Road	£151,047.20
7	Access and car parking for Allotment area	£49,112.00
8	Car Parking for Cemetery area	£142,295.80
9	Road Management and Signage	£6,500.00
10	Detention Basin and formation of bunds	£62,543.50
11	Final Cultivations and Seeding	£17,614.25
12	Trees, planting, hedging	£35,506.00
13	Fencing and Gates	£41,075.00
14	Utilities and services	£121,100.00
15	Maintenance to Handover	£25,000.00
16	Completion - as built plans and quality surveys	£5,700.00
17	Professional Fees	£85,000.00
Estimated build total:		£1,136,575.15
10% contingency:		£113,657.52
Total Cost:		£1,250,232.67

4. Public Works Loan Board estimated costs.

5.1 The Public Works Loan proposed will be for a 50-year annuity loan, the interest rate will depend on the current gilt bond rate.

5.2 Gilts are government bonds and they are particularly sensitive to interest rate changes and world events.

5.3 Therefore, the PWLB interest rate is currently extremely volatile. It is updated twice a day and the final rate will not be known until the exact time the loan is drawn down.

5.4 At the time of presenting this report to the Environment Committee the cost of borrowing £1,250,250 is £3,612,236 or an annual repayment of £72,244.72. The current budget has £69,647 budgeted for (253 4619) - Cemeteries Development. Once development on the new cemetery has started, this budget will be used to pay for the PWLB. Therefore, (based on the figures above) in order to take the required loan it will be **necessary to increase the precept by £2,598**.

5.5 These figures are only correct at the time of calculation. It is possible that by the time any loan has been approved this figure may be substantially different. This is not something BTC has any control over.

5.6 There is a fee of £35p per £1000 of loan which is £437.50 on a loan of £1,250,250.

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.	Completed for this year.	May-24
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	To be chased.	Ongoing
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

Minute No.	Action	Action Required	Update	Deadline
454/22	St. Rumbold's Field green spaces	<p>It is recommended that members agree that the adoption is dependent on:</p> <p>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).</p> <p>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.</p> <p>c) Means of vehicular access to St. Rumbold's Park is provided from either Penda Road or Oswald Way.</p> <p>It is recommended that Members agree to take specialist legal advice with the costs to come from the commuted sum.</p> <p>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.</p>	Update on agenda	Ongoing
557	Motion - Cllr. Stutchbury	Cllr. Stutchbury - that we should write, at the appropriate time, to King Charles and invite him to visit Buckingham. Seconded by Cllr. Mahi and unanimously AGREED .	On agenda	Ongoing
720	Motion - Cllr. Stutchbury	<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.	
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.	Mar-24

Minute No.	Action	Action Required	Update	Deadline
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
140/23	Planning appeal	Cllr. Cole Proposed that we submit in writing our reasons against the application to the Planning Inspector. A member of the Planning Committee and the Planning Clerk should attend the enquiry	Ongoing - Preliminary meeting attended. Clerk preparing evidence.	
142/23	Motion: Cllr. Stuchbury	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.	In progress.	
143/23	Ward boundaries	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. Cllr. Harvey Proposed Option 2 with a rewording of 'return to' rather than 'reduce to'. Cllr. Davies Seconded. Members AGREED .	Completed	
148/23	Consultation on relocation of Furze Down School's sixth form	Members noted the consultation document and presentation slides. Members welcomed the relocation. Cllr. Harvey suggested raising the question of additional traffic in Well Street as part of the response. Cllr. Gateley Proposed responding positively to the consultation. Members unanimously AGREED .	Completed	
148/23		Cllr. Stuchbury Proposed that we write to Buckinghamshire Council, thanking them for the proposal and that we look forward to the opening. Cllr. Willett Seconded. Members unanimously AGREED .	Awaits announcement of the opening.	
150/23		Code of conduct: Cllr. Harvey Proposed that we should respond asking that the voice of the victim(s) should be heard in the process and taken into account to make it a more just process. Cllr. Cole Seconded. Members agreed to put this on the next agenda rather than voting on this at present.	On agenda	

Minutes of a meeting of the Buckingham Youth Clubs Ltd Management Committee held on-line on Wednesday 14 June 2023

Present: John Barnett, Margo Jackson, Patrick Fealey, Vicki Eves, Niall Brash, Terri Kidwell, Robin Stuchbury.

Apologies: Carrie Rushton, Ryan Willett.

Introduction

John welcomed all to the meeting. He said that Katie had left since the last meeting but would be invited to the AGM where we hoped to make a presentation to her. The AGM would still be on Wednesday 27 September at 7pm at the BYC and it would be the next meeting after this one.

Minutes of the previous meeting on 21 March 23.

These were agreed and there were no matters arising.

Youth Club Leader report

Vicki presented her Leader's written report. She mentioned that the Monday Club for new Year 9 pupils was planned to re-start on 11 September at 7pm. Marion Chambers, our new Deputy leader, would be running it. It would be dependent on sufficient young people attending. Our Friday Club for current year 7s was still thriving and those young people would transfer to Thursday in the next two weeks with Friday available for the Year 6 Pupils transitioning to Year 7. The planned Barbecue at the BYC on 30 June at 3.30pm would hopefully help capture sufficient year 6s. Margo, Robin, Niall and John would all attend. John said that Carrie also hoped to attend.

Vicki said the Year 7 group had decorated a Swan for display on the sculpture trail being organised for the Town. Youth Club members had been offered a free trip to Stowe for their hard work on this. We had hoped to have a stall at the forthcoming Buckingham Big Day in Bourton Park where we had run a stall at last year's event. We were on the reserve list.

Vicki was thanked for her work and that of her Staff.

Building Report

Terri presented her report as Building Manager. She had juggled the various hirers to fill available slots and had some new groups for the Summer. Terri had also continued to hire to parents for Childrens parties at weekends. U3A Pickleball, a dance fitness group and a private badminton group were among recent new hirers.

Terri reported water damage to the building due to recent rain which caused a lot of clean-up work and also there was structural damage caused in earlier weeks by defective guttering, since repaired. Other structural repair work was

awaited, funded by BC. The written report was agreed and Terri and her family were thanked for the work they have done on Building and garden and Equipment Repairs. Terri was also thanked for her good work in boosting hire revenue.

Terri then drew attention to the work needed in the Hall to replace worn out flooring. She had had two contractors along to quote and another had been recommended by Buckingham School with whom Terri would liaise. Funding of around £30k would be needed. John mentioned that he had been advised to approach the Community Board for a contribution. Patrick added that HS2 might be approached. John considered that BC should cover the remaining costs as it was part of the fabric of the building? Terri had contacted BC and met their surveyor recently.

(Patrick then left the meeting to attend another appointment)

Treasurer's Report

Running costs for the building had so far been covered, apart from one building repair, by hire revenue. We had not, however, paid Gas or Electric bills since October and whatever bills were ultimately agreed with BC would have to be met from Reserves. Robin would seek to help here due to inaction by BC Officers. At least Youth Club running costs would not reduce our reserves this year, thanks to a Community Board £10k grant earlier in the year and our other regular grants and income from the two Rotary events.

We were due a £5,300 grant from BTC (since received) and hopefully one from the Radcliffe family Trust (£2k since received). These would cover rest of year running costs apart from future Gas/Electric bills.

Niall was thanked for his hard work.

Other Business

Robin advised us to contact Martin Boileau about a forthcoming drama event. Margo said she could access Martin's number and would send it to Vicki.

The meeting then closed.



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 are 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 also 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 and vehicles.	Actions implemented	Resources Committee	Procuring clean energy wherever possible and reducing the amount of energy that must be procured. The Town Councils aims to achieve the best value in terms of pricing, but also maximising value from these contracts, including a review of the carbon footprint of the supply and environmental performance of the supplier.
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, utilising clean energy and reducing the amount of energy that must be procured.



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 	% 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	



	and/or removal of tree from our parish			
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 planters and hanging baskets	One per new build (owned by BTC)	Resources Committee	To be considered within the construction design stage of the new cemetery buildings.
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.
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 next review of the Investment Policy Strategy.



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.	Additional cycle racks with each development	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 2023 featured 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	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 plans to purchase other electric powered machinery, such as ride-on mowers.



	their usable life, aiming for full replacement with electric vehicles by 2030.			
24.	Refurbish and promote the town's benches to assist walkers to take short rests. Advertise Buckingham as a 'pedestrian friendly town' on the Council's 'Walks and Maps' section of the website.	Replace each bench at the appropriate point in its lifecycle.	Environment Committee	Walking trails regularly promoted via Buxplore along with healthy outdoor activities. Greenspaces team have 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
28.	Advise residents on steps to increase resilience	Increased number of residents	Environment & Resources Committee	



		signed up to the Flood Warden Scheme		at risk will be written to each year with details of the Council's plan and sources of support.
29.	Promote the community flood warden scheme	Increased number of residents signed up to the Flood Warden Scheme		
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 and a second bulb planting event is planned for Winter 2023. 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. Tiny Forest installed within Bourton Park 2023.
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 works with Buckinghamshire Council on potential sites for community gardening sites. 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	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. 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. 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.
35.	Each year allocate a section of land to be planted with wildflowers.	One per year	Environment Committee	The Town Council has planted the equivalent of 16 tennis courts of wildflowers since 2017. Wildflowers were distributed at 2023's Spring Green Fair and Celebrate Buckingham.
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	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.
37.	Work with the Tree Wardens, in promotion of the Tree Charter.	5 new Tree Wardens signed up per year.	Environment Committee	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.
38.	Look to legally protect the future of the riverside parks in Buckingham, including	Future agenda of Environment	Planning Committee and Environment Committee	To be reviewed following resolution of devolution discussions.

	Chandos Park, Bourton Park and Heartlands as parkland.	Committee 2019/20		
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