



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr. C. P. Wayman

21 July 2015

Councillor,

You are summoned to an Interim meeting of Buckingham Town Council to be held on **Monday 27th July 2015 at 7pm** in the Council Chamber, Cornwalls Meadow, Buckingham.

Mr. C. P. Wayman
Town Clerk

Please note that the Full Council will be preceded by a Public Session in accordance with Standing Order 1.3, which will last for a maximum of 15 minutes.

AGENDA

1. **Apologies for Absence**
Members are asked to receive apologies from members.
2. **Declarations of Interest**
To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.
3. **Hallam**
To receive representatives to give a presentation on Site G **Appendix A**
4. **Buckingham Neighbourhood Plan**
To discuss and agree promotional material for the Referendum on September 17th (leaflets and/or a banner are suggested)
5. **Public Toilets**
To discuss and agree whether to take on the Shop mobility building and the way forward
6. **Red Cross Centre**
To receive and discuss a report from the Town Clerk **BTC/18/15**
7. **Community Centre**
To discuss a report and agree a price to repair the roof **BTC/19/15**
8. **Town Action Commission**
To appoint a chair and two deputies of the commission
Cllr Harvey's paper is attached for Members information **Appendix B**

Buckingham



Twinned with Mouvaux, France



9. Chair's Announcements

10. Date of next Meetings:

Full Council
Interim Council

Monday 17th August 2015
Monday 14th September 2015

To: All Councillors

Land at Tingewick Road

Technical Note : Response to Buckingham Town Council

26th May 2015

1 Introduction

Brookbanks Consulting Limited (BCL) is appointed by Hallam Land Management to provide technical support in the promotion of land located on Tingewick Road in Buckingham.

The site has been identified as a suitable location for a residential development. The planning application for the site has been submitted to support the residential element together with a proposed cemetery site (Ref: 15/01218/AOP & 15/01242/AOP).

The purpose of this note is to respond to requests from Buckingham Town Council following the submission of the planning applications.

2 Traffic Assignment – Bath Lane

Town Council Query: Peak hour traffic using Bath Lane

BCL has produced a Transport Assessment (TA) which reviews the potential impact of the development on all the transport networks, including walking, cycling, public transport and local road network. The approach and methodology to be adopted within the TA was discussed and agreed by the Highway Authority, Buckinghamshire County Council (BCC).

This included agreement on the methodology to identify the number of trips that are likely to be generated and how these trips were then assigned to the road network. The full details are provided within the TA, with the following paragraphs outlining the general approach that has been agreed.

To identify the likely trips that are to be generated by the development, the nationally accepted TRICS database was reviewed. This provides typical trip rates, per dwelling, on the number of trips that are likely to be generated. These trip rates were discussed with BCC and were agreed. This identified the total number of trips that are likely to be generated by the development.

To distribute the development generated trips, as agreed by BCC, the methodology included reviewing Census travel to work statistics. The review of the census statistics indicated the most likely destination of the development trips which could then be assigned to the road network. The resultant traffic flows are presented in Appendix F of the TA.

The distribution of development trips are illustrated on Figure 6 within Appendix F. Based on the methodology agreed with by BCC, Figure 6 demonstrates that the trips along Bath Lane will not increase at all due to the development.

There is limited footway provision along Bath Lane with only short sections provided. This reflects the nature and status of the road in the wider road hierarchy. Bath Lane is not a significant road link, as observed by the existing traffic levels. Figure 4 in Appendix F predicts the 2019 future traffic levels, a two way flow of 40 and 52 in the morning and evening peak respectively. This demonstrates that the traffic flow along Bath Lane is less than one vehicle per minute. This level of traffic is not considered to be significant.

Furthermore, the TA has assessed the accident history along Bath Lane, with no accidents reported in the last five years.

Therefore, it is concluded that the development will not have any effect on the Bath Lane environs.

3 Site Access Strategy

Town Council Query: Justification on access strategy

To determine the access strategy for any development, a logical step by step approach is taken. This is outlined briefly below:

- **Step One:** Consider the number of points necessary
- **Step Two:** Review road alignment horizontally
- **Step Three:** Review Road alignment vertically

Step One: The development will deliver housing on two areas, to the north and south of Tingewick Road. The northern parcel identified as 'Area 1' on the Parameters Plan will deliver circa 50 units and is located to the rear of the existing properties and is accessed from a single point. The southern parcel which will deliver the remaining units is accessed from two points.

At the time of submitting the planning application, the access strategy was carefully considered. In the first instance, it is important to consider the number of access points required. It is typical that a housing plot delivering only 50 units would only require a single point of access. Land parcel delivering in excess of 300 typically requires at least two points of access, justified through the need to deliver safe access in case of emergency. Therefore, the development requires three points in total.

Step Two: In considering horizontally, it is important to consider junction spacing and visibility

To deliver a safe access strategy, it is important that there is sufficient separation between access points to minimise the interaction to reduce conflict turning movements. It is typical that a separation of 70m is acceptable. As demonstrated by the locations currently identified of the junctions, this level of separation can be achieved. The frontage to the south is such that there is flexibility to the junctions into the southern parcel.

The junction visibility considers the ability of motorists exiting the development to have clear and unobstructed sight lines along Tingewick Road in order for a vehicle pull out in a safe manner. The distance required to the left and right and defined by highway design criteria. A review of the proposed locations indicates that the appropriate visibility splays can be provided.

The overall location of the site access points has considered the Tingewick Road environs in relation to the existing properties. The site access points have been located to minimise the impact on the existing properties, whilst taking into account junction design guidance. The location of the site access points has been offset from the existing properties to minimise headlight glare. Furthermore, the access points minimise the interaction with existing driveways, which reduces the potential conflicts, ensuring a safe means of access can be delivered.

Step Three: As indicated earlier, it is important that unobstructed views can be delivered. Road furniture, buildings and walls / fences could potentially block the visibility splays. The vertical alignment needs to be considered if there is a rise / peak in the road that would block the view towards on coming vehicles. The alignment along Tingewick Road has been reviewed, this indicates that although there may be undulations, these are insufficient to hinder or block visibility.

Summary: The access strategy has considered the relevant design criteria and has minimised the impact on existing residential properties. Therefore, it is considered that the access points as, currently identified will provide a safe means of access into the development and are located in the optimum position.

4 Off-Site Junction Impacts

Town Council Query: impact at junction between West Street and Bridge Street

As identified above, the assessment of the impacts on the local road network has followed the methodology as discussed and agreed by BCC. This included a review of the mini-roundabout junction between West Street and Bridge Street.

The details of the junction assessment are included within the TA. A review of this junction indicates that it is possible to deliver minor improvements in order to mitigate the minor impacts on this junction, as demonstrated by the plan attached to this note (Ref: 10136-HL-10).

The inclusion of the intervention mitigates the impact of the development.

5 On Site Layout

Town Council Query: Query in relation to the on site network

In relation to the on site road network, the TA identifies that a road hierarchy will be established. This will be based on the purpose of that link to ensure appropriate geometric principles are provided. The internal design will have full regard to Manual for Streets, which provides over-arching design guidance for residential developments.

At this stage, the on site network is conceptual and will be subject to a reserved matters application which will, at that stage, consider the on site network in detail.

The road hierarchy identified in the TA consists of:

Primary route: A main road through the site will connect to the external access points. The design speed for the internal road is based on a speed limit of 30mph, although the aspiration of the development is to achieve lower speeds through careful design of the streetscape. It is envisaged that pedestrian and cycle movements will be catered for through on carriageway provision and footways.

Secondary Route: Secondary routes are designed to penetrate the individual development blocks and cater for vehicles at the reduced speeds, which will be reflected in the design and appearance of these roads.

Tertiary Route: These will be designed to penetrate individual housing clusters and will be designed to encourage lower vehicle speeds and could incorporate shared spaces between motor vehicles, pedestrians and cyclists.



Denotes area of carriageway widening

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Scale at A3	1:500	Rev.	-
Drawing No.	10136-HL-10		

Market Square Roundabout
Proposed Alterations

Tingewick Road
Buckingham

Hollam Land Management

Rev	Revision Details	Drawn	Checked	Approved	Date
					02-07-14

Issue Status	Approved	Date
FOR COMMENT		

Drawn	LW	Checked	AE	Date
				JUL 14

BUCKINGHAM TOWN COUNCIL

FULL COUNCIL

MONDAY 27th JULY 2015

Agenda Item no. 6

**Contact Officer: Mr Christopher Wayman
01280 816426**

Business Case for Buckinghamshire County Council to transfer the ownership of the "Red Cross Centre", Verney Close Buckingham to Buckingham Town Council

Summary

Buckingham Town Council is the Local Council covering the area of Buckingham. The Town Council would like to take over the ownership of the building formerly known as the Red Cross Centre in Buckingham. This will be to provide a permanent home for the Town Council as it continues to expand through pursuing the Government's localism agenda and through taking on more devolved services.

Buckingham Town Council

There has been a Town or Borough Council covering Buckingham since at least 1836. In 1974 the Council was formed in its current state. Since the Millennium the Town Council has expanded and grown. As a result it now looks after the Cemetery, 6 buildings, 2 large parks, 5 play areas and the Railway Walk. In addition the Town Council runs an extensive events programme and uses a range of statutory powers. Over the last year the Town Council has taken on the devolved grass cutting offer from the County Council. The Town Council has a track record in progressing large scale projects and working with a range of partners to secure successful results, be this from working with Buckingham Enterprise Agency for the employment of young people to the installation of new play areas and footpaths.

Leadership

While the Town Council makes the overall policy decisions the contact for this project will be Christopher Wayman – Town Clerk. Christopher will take the leadership role on behalf of the Town Council and will be the first point of contact and liaison with the County Council. Reports and major decisions if needed will be made back to either the Full Council or Resources Committee meetings depending on the timescales involved.

Objectives

The site is the perfect opportunity to create an active area in the centre of the town. The Town Council have identified the site and the project as fulfilling part of the Town Council's Strategic Plan, namely Critical Success Factor 3 – Established greater active engagement with local Partners and Public. This will be fulfilled by:

- Creating a permanent home for the Town Council which is suitable for the Town Council's expansion

Currently the Town Council leases a 3rd floor open plan office above the public library which has 6 years left on its lease and does not provide any further space for necessary expansion of the workforce.

- Increased engagement and public interactivity

The Town Council is currently restricted on public accessibility as the Buckingham Centre is not open on a Monday and since July is not open before 10am. Any additional cuts in library hours would further restrict the hours the Town Council is available to receive visitors. New areas could be incorporated to provide information and access to Buckinghamshire County Council and Aylesbury Vale District Council services. Due to the fact that the Town Council is situated on the 3rd floor it makes it more difficult for those to access with mobility problems.

- Increased democracy

The Town Council Chamber where the Town Council currently meets is too small to accommodate an expansion of the number of Councillors. The Local Government Boundary Commission advocated in the lead up to the 2015 elections that Buckingham should have an additional Councillor due to the increasing size of the town. However, this was not feasible as the room and current chamber table are not large enough to facilitate an additional Councillor. The Red Cross Centre has a suitable space where the Town Council can host its meetings and would look to purchase a new seating arrangement which will be more open and inclusive to members of the public attending proceedings.

- Better partnership working

The new space will mean a better suited work area for the Town Council staff. However, in the short to medium term there will be more space than the Town Council requires. This allows for better partnership working; a number of groups and charities are being approached to see if they would like to enter into a partnership agreement with the Town Council to occupy other sections of the building. Potential projects include space for a Community Land Trust who would focus on accommodating local people in affordable housing, use by the job club or as an incubation hub for start up community groups and businesses.

Site Maintenance

The Town Council would be responsible for the ongoing maintenance of the site. The Town Clerk would be the person responsible for the overall supervision of the site, aided by the Green Spaces Manager. Initially a tidying up of the site would be needed with weeds trimmed and then treated to prevent them growing back. By working with the Community Service provider we would ensure that the area to the rear would be cleared, treated and

brought into a state where it could easily be maintained. The existing planters at the front of the building would be repaired and brought back into temporary use and would be replaced at the end of their expected lifetime. In the summer of 2016 hanging baskets would be placed on the existing brackets making the front of the building alive with colour.

General repairs to the outside of the building would need to be assessed further and then put into a schedule. However, these would include: renovating the greenhouse, looking at replacing or repairing the fencing around the building, clearing the moss off the roof, re-painting the barge boards and looking at the corrugated plastic roof to see if it requires removal or replacement.

Internally a large number of changes would be needed to convert the area into suitable accommodation. The Town Council would secure funding to undertake these works either through the Town Council's reserve or by an application to an outside funding source. However, having been unable to view the interior the extent of work required is unclear. It is assumed that the two shower rooms, the laundry room and the hairdressing rooms would need a total re-vamp to turn them into appropriate accommodation. Elsewhere there may need to be alterations to the kitchen and some (or all) of the windows will need to be replaced including a remodelling of the reception. The building may need to be internally re-wired to provide suitable electricity access points and work would need to be undertaken into telephone and broadband trunking to enable access to all work areas.

An alarm system appears to already be fitted and it is assumed that the building contains fire fighting equipment; however, this would require review due to the different usage of the building. Cleaning would be undertaken by existing Town Council staff.

Finance

Due to the previous nature of the building there will need to be a large investment from the Town Council to convert the building into suitable premises. However, the Town Council is an appropriate partner to bring the building back into use due to its financial solvency and ability to raise funds. The Town Council has large reserves with an earmarked capital reserve of £100,000 which could be used to convert the building into use. In addition the Town Council also has to keep suitable general reserves in place to ensure it is solvent.

It is difficult to predict the financial costs associated with the project as currently there has been no internal viewing and no indication from the County Council on what costs may be associated with the transfer to the Town Council. It is also assumed that there has been an asbestos survey carried out by the County Council which has found no problems in relation to impacting the work needing to be carried out.

Regarding ongoing costs there would be an increase cost to the Town Council, however this is relatively small and can be accommodated with cost savings or increased income.

Ongoing cost breakdown:

Item	Current Expenditure	Expected expenditure
Rent	£5,750	£0
Business rates	£2,380	£16,000**
Alarm/fire extinguishers	£350	£500
Electricity/Gas/Water	£1,400	£2,000
Telephone/broadband	£3,350	£3,350
General Maintenance	£0	£2,000
Property insurance	£0	£100
Rental Income*	(£1,100)	(£550)
Total	£12,130	£23,400

*Currently the Town Council obtains income from renting out the Town Council Chamber to groups. It is assumed that the chamber would be transferred to the Community Centre to manage. The Town Council could still rent out the new chamber room however; due to caretaking issues this would be restricted to office hours

** Rates are assumed at office rate for the entire building. Confirmation would be required

Risk Assessment

Risk	Mitigation	Likelihood	Severity	Overall Risk
Town Council cannot afford cost of refurbishment	Possible funding application to New Homes Bonus to cover costs, substantial reserves or an application to take out a Public Works Loan to cover the costs	1	4	4
Inability of the Town Council to manage the asset suitably	Town Council has a good track record recently in upgrading its assets and running to a high standard	1	2	2
Asset not used in public interest, taken over by an unrepresentative or unaccountable minority, access to the asset is not inclusive	The Town Council has local people at its heart and would hold control over usage of the site being the new owner and therefore would be able to control rentals	1	1	1
Town Council is not able to invest in the asset to	Ongoing maintenance budget commitment Town Council is able to	1	3	3

meet its longer term liabilities for upgrading and cyclical maintenance	increase its precept to cover an ongoing increase in costs.			
Lack of partnership with community organisations over the additional space	Although groups have not officially been approached it is felt from anecdotal evidence that groups would be interested in the use of the rooms and that partner organisations can be found.	2	2	4
Unexpected damage/repair needed to the building following transfer	Buildings insurance Ongoing maintenance commitment from the Town Council	2	3	6
Change in political will of either Council	The Town Council has just started a new 4 year term The County Council has less than two years before the next election However, terms of the proposals may alter the political will	2	3	6

Timeline

27 th July 2015	Town Council agrees outline business case
Early August 2015	Meeting with Buckinghamshire County Council. Agree for the Town Council to rent the centre on a Monday nights for Council meetings
September 2015	Obtain further prices and information
October 2015	Revised business plan
November 2015	Confirmation from BCC that it agrees for the transfer to go ahead
December 2015 – March 2016	Go out to tender on alterations needed to the buildings
April 2016	Buckingham Town Council to serve notice on the Buckingham Centre lease
April 2016 – June 2016	Work undertaken on the Red Cross Centre
July 2016	Buckingham Town Council to occupy the Red Cross Centre either with lease in place or under heads of term agreement.

BUCKINGHAM TOWN COUNCIL

FULL COUNCIL

MONDAY 27 JULY 2015

Agenda Item no. 7

**Contact Officer: Mr Christopher Wayman
01280 816426**

Background

Buckingham Town Council has taken over the responsibility for the up keep of the whole community centre under the revised lease with the Management committee of the community Hall. There has been a leak in the roof for the past couple of months. It is felt that this will become an increasing problem if it not dealt with before the autumn and winter weather starts.

Information

A roofer was contacted by the Community Centre to look at the problem of the leak which highlighted a larger problem, the lead work around the area needs replaced as does a number of rows of tiles and some further repair work in the area.

3 roofers where approached for a price:

Aypex Roofing

Greg Baughan

Richard Bradshaw

The prices were as follows:

Company A – did not quote

Company B - £3,760

Company C - £3,300

Company B has previously done work on the community centre and is the preferred choice of the representative of the community centre.

Proposal for the Town Council to design, convene and run the **first**

Town Action Commission

Introduction

Many of the challenges faced by the Town Council in moving forward on our ambitions for the town¹, is that much of the action necessary lies outside our direct control. However, we can exercise *local leadership* and far greater influence by bringing together partner agencies and the public in a collaborative search for actions that will make a positive difference to our Town. This document is about one such way to do this.

We are all acquainted with the idea of a select or scrutiny committee - both at national and local levels. A group of politicians chooses a subject in which to inquire, a range of experts and stakeholders are invited to present their ideas and be quizzed/interrogated by the panel of politicians and then a report is compiled to recommend ways forward. There are elements of this, that I want us to weave into the idea of a Town Action Commission (TAC).

However, I think we can add something more while making it proportionate to the resources we have and the issues in question. One of the downsides of the parliamentary select committees is that they can often appear to be quite confrontational. This makes for good TV of course and with the backing of the state, changes can be driven forward. But we need something different. I think we need something more collaborative and engaging.

The extra ingredient is to make a TAC something more like a 'whole system' approach. By this I mean an inquiry process that focuses on harnessing *creativity* (finding new & elegant solutions to old problems), *commitment* (by engaging people to take action without being forced to) and *complexity* (recognising that there are many angles which need to be woven together).

What follows is my proposal for a process that blends select committee interrogation with whole system inquiry & resolution.

The vision

I am imagining the TAC happening on one particular day. The morning will be spent in 'select committee mode' where a range of people will be invited to present their ideas and be questioned by a mixed panel of town councillors and members of the public. Following a DIY lunch (perhaps the TC can stump up some tea/coffee/biscuits) the afternoon will be spent in creative conversations,

¹Our 3 year objectives 1) The Completion of a successful Neighbourhood Plan and ensuring that the plan is being used appropriately to judge planning permissions within the town 2) Improved community Spirit 3) Established greater active engagement with local Partners and Public 4) Promoted and improved economic activity within the town 5) Maintained, improved and expanded our green and open spaces (including allotments and cemetery) 6) Maintained Quality Council Status 7) Developed an effective resources plan (to include an income generation plan, adequate staffing to achieve our ambitions and good value council processes) 8) Make Buckingham an even more attractive town/parish (including improved infrastructure)

considering the ideas discussed in the morning and formulating a collective plan of action / recommendations.

Finally a short report (not a long turgid bureaucratic book!) will be published as a record of the discussions and the agreements made to take actions forward. Some measures will be agreed to monitor progress which will be monitored by the council.

The plan

My suggestion is we focus the first TAC on “**How can we make Buckingham Town Centre more parent/child friendly**”. I have other ideas for future TACs but this one seems like a good place to start: it is relatively discrete, it is of high interest to cross section of people, it is likely to engage other agencies and (I think...) there are some ‘doable’ actions which could be taken forwards.

Here are the stages we need to embark upon:

1. Town Council agrees to sponsor this initiative and sign off on the first subject
2. TC appoints a councillor to chair the TAC and two deputy chairs
3. These three councillors meet with Town Clerk or other officer to plan the detail of what next
4. At least two members of the public are recruited to join in and form the TAC inquiry group
5. This group designs and prepares for the TAC day:
 - o Clarifies the purpose & scope of the day
 - o Designs the process / agenda of the day
 - o Decides who needs to be invited and how to involve others
 - o Identifies the key questions & matters to be explored
 - o Organises the logistics of the day, including how it will be reported on
6. The TAC day happens!
7. The short TAC report is produced and presented to the appropriate Town Council meeting for discussion and sign-off.
8. The report is disseminated - especially to partner agencies who need to take action

Conclusion

The Resources Committee of the Town Council is asked to discuss this paper, in the first instance, being the committee with the overview of the TC’s business plan. The Committee is asked to recommend this approach to the Town Council for approval.

Cllr Jon Harvey
18 May 2015