



Buckingham Town Council

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

office@buckingham-tc.gov.uk

Town Clerk: Claire Molyneux

Wednesday, 03 July 2024

Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on Monday 8th July 2024 at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Please note that the meeting will be preceded by a Public Session in accordance with Standing Orders 3.e and 3.f, which will last for a maximum of 15 minutes. Members of the public can attend the meeting in person. If you would like to address the meeting virtually, please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for details.

The meeting can be watched live on the Town Council's YouTube channel here:
<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSIfcZC9Q/>.

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 Annual Statutory Meeting and the meeting of the Full Council meeting held on 13th May 2024.

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

4. Interim minutes

To agree as a correct record the minutes of the Interim Council meeting held on 22nd April 2024.

[Copy previously circulated](#)

5. Planning Committee

To receive the minutes of the Planning Committee meetings held on 22nd April 2024 and 20th May 2024.

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



Twinned with Mouvaux, France; Neukirchen-Vluyn, Germany

Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't. All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk can send you a copy of any minutes, reports, or other information. To do this, send a request using the contact details set out above.

6. Town Centre and Events Committee

To receive the minutes of the Town Centre and Events Committee meeting held on 8th April 2024. [Copy previously circulated](#)

735/24.3 - Cllr. Stuchbury Proposed that the Committee makes a recommendation to Full Council to note how many free children's events, and activities for young children at other events, are organised by the Town Centre and Events Committee and how well attended they are. This should be considered when planning the Precept next year. Cllr. O'Donoghue Seconded and Members unanimously **AGREED**.

7. Environment Committee

To receive the minutes of the Environment Committee meeting held on 15th April 2024.

[Copy previously circulated](#)

8. Resources Committee

To receive the minutes of the Resources Committee meeting held on 4th March 2024.

[Copy previously circulated](#)

9. Bank signatories

To formally agree the bank signatories as Cllr. Schaefer, Cllr. Cole, Cllr. O'Donoghue, Cllr. Stuchbury and Cllr. Davies and agree the signing schedule.

[Appendix A](#)

10. Cemeteries update

To receive a report from the Town Clerk and Estates Manager.

[BTC/34/24](#)
[Appendix B](#)

11. Motion: Cllr. H Mordue

'That the land off March Edge on Linden Village is registered by Buckingham Town Council as common land with Buckinghamshire Council, under Section 15(1) application under the Commons Act 2006.'

To receive a report from the Town Clerk.

[BTC/35/24](#)

[Maintaining a Village Green.](#)

[Creating a Village Green.](#)

12. To receive and question reports from Buckinghamshire Council Councillors**13. Library Flex**

To receive a report from the Town Clerk.
Report from Buckinghamshire Council.

[BTC/36/24](#)
[Appendix C](#)

14. Action list

To review and discuss the action report.

[Appendix D](#)

15. Mayoral engagements

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

Functions the Mayor has attended:
22/06/24 Celebrate Buckingham Day

Functions the Deputy Mayor has attended:
26/05/24 Buckingham Live
22/06/24 Girl Guiding Association event

16. Chair's announcements**17. Date of the next meeting:**

Full Council: Monday 16th September 2024
Interim Council: Monday 14th October 2024

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. Members unanimously **AGREED**.

18. BNDP

To receive a report from the Town Clerk and Compliance and Projects Manager.
Confidential link circulated separately.

[BTC/37/24](#)**19. Payment endorsements**

To note payment endorsement sheet 7.

[Appendix E](#)**To:**

All Councillors

Buckingham Town Council
Full Council
Monday 8th July 2024

Contact Officer: Town Clerk and Estates Manager

Update on New Cemetery and Allotments

1. Recommendations

- 1.1. It is recommended that Members note the updates to the new cemetery project.
- 1.1. It is recommended to proceed with the work to be carried out in-house in the autumn/winter of 2024 detailed in section 3.5.
- 1.2. It is recommended that authorisation for a maximum of £12,000 of expenditure, be taken from the Ear Marked Reserve 326 – Cemetery Development for the purchase of materials, equipment and works outlined in section 3.5 below. This expenditure is expected and budgeted for.

2. Background

- 2.1. The land has been purchased and the loan is secured. However, BTC are awaiting the final reserved matter to be resolved before full planning permission can be granted. The initial draft program has been amended setting out the current timetable and is attached.

3. Planning permission and drainage.

- 3.1. All but one of the reserved matters have now been resolved. The outstanding issue is surface water drainage from the access road and roads within the site.
- 3.2. After the planning application was submitted, Highways stated that they have a new 'no private connection' policy and will not allow the road surface water to drain into the highways drainage system.
- 3.3. However, this is by far the best drainage solution as there are drains installed on the new roundabout and only very low amounts (no more than exists at the moment) of run-off are expected from the site. This is due in part to the mitigation that will be put in place including the attenuation pond. The only viable alternative is to connect to a private sewerage system which is over 500m from the site on the Tingewick Road. This would require the owner's permission and would cost in the region of £250k.

- 3.4. The Town Clerk wrote to the highways team responsible for drainage (on the 10/5/24) requesting if an exception could be made for the reasons above and due to this being in the public interest. The letter also noted that the new cemetery is a public facility and not a “private connection”.
- 3.5. Since the letter was sent BTC have answered several further questions and are currently awaiting an answer from Buckinghamshire Highways if agreement can be given agreement in principle, so the last reserved matter can be resolved, and planning permission can be granted.
- 3.6. A further extension to the planning application will be required if this matter has is not resolved, this will need to be applied for and is not guaranteed to be granted.
- 3.7. Without planning permission, the program has mostly had to be put on hold as until a decision has been made, it is not possible to go to tender for the access roads without knowing what drainage is required as the specification and costings may change.

4. Draft program and initial works

- 4.1. Please see table1. This is the draft program subject to the final detailed planning permission being granted in September.
- 4.2. Initial site work can be carried out in Autumn/Winter 2024 in house by the greenspaces team, which will save in the region of £6.5k in labour costs and push the project forward. The estimated costs of these initial site works are:

Setting out survey	Surveyor engaged to plot out of site boundary	£975
Post and Rail Fence	350m – timber, other materials and equipment hire	£7,000
Wildflower meadow	Seed, cultivation, surface drilling, rolling	£2,000
Trees	Equipment only (Grant options for the trees are currently being explored)	£200
Contingencies	In case of unexpected issues	£1,825
	Total:	£12,000

- 4.2.1. Setting out boundary and boundary fence, this is to ensure that the site is marked out accurately and secure. It was also a stipulation in the land

transfer agreement that the fencing is installed within 3 months of the purchase of the land.

4.2.2. Tree planting in Phase 2, 31 standard trees can be planted in the 2nd phase of the site, this would not be affected by any of the construction work. Applications for funding the of trees is being sought from various sources and will be planted in November/December 2024 by the greenspaces team and volunteers.

4.2.3. Wildflower meadow. The wildflower meadow in phase 2 will be sown in the autumn of 2024 (subject to ground and weather conditions). This will allow the meadow to establish faster and ideally by the time the project is completed.

4.3. To ensure that there will be usable burial spaces as soon as possible an area of burial space will be allocated at the start of construction. It will be sown with amenity grass so it will be established and usable for burials after completion.

5. The current cemetery

5.1. Currently there are 12 new plots available and around 6 extra new plots could be created by placing them in areas where there are gaps. If absolutely necessary, up to 12 further new plots could be created by taking out a section of hedge.

5.2. On average BTC complete 33 burials a year, however generally only 16-18 of these are new plots.

5.3. So far this year only two new plots have been required, this is unprecedentedly low and has removed the risk of running out of space, provided planning permission is granted in time to work to the attached timetable.

Table 1. - Buckingham Town Council Cemetery Project
Indicative Programme (High-Level)

ID	Task Name	Duration	Start	Finish	Half 2, 2023		Half 1, 2024				Half 2, 2024				Half 1, 2025				
					S	N	J	M	J	S	N	J	M	M	J	S			
0	Buckingham Town Council - Cemetery Project	85 wks	Mon 08/01/24	Fri 22/08/25															
1	BTC Post and Rail fence	2 wks	Mon 16/09/24	Mon 30/09/24															
2	BTC Wildflower Meadow	1 wk	Mon 16/09/24	Mon 23/09/24															
3	BTC Tree Planting	1 wk	Mon 11/11/24	Mon 18/11/24															
4	RIBA Stage 3	38 wks	Mon 08/01/24	Fri 27/09/24															
5	Planning Submission	0 wks	Mon 08/01/24	Mon 08/01/24															
6	Planning Period	35 wks	Mon 08/01/24	Fri 06/09/24															
7	Anticipated Planning Approval	0 wks	Mon 09/09/24	Mon 09/09/24															
8	RIBA Stage 4	62 wks	Mon 29/01/24	Fri 04/04/25															
9	Complete Coordinated Design Information & Tender Documentation	24 wks	Mon 03/06/24	Fri 15/11/24															
8	Confirm Tenderers	3 wks	Mon 18/11/24	Fri 06/12/24															
9	Tender Period	6 wks	Mon 09/12/24	Fri 17/01/25															
10	Tender Review Period	2 wks	Mon 20/01/25	Fri 31/01/25															
11	BTC Take Tender to Full Council		Mon 27/01/24																
12	Contract Award	5 days	Mon 03/02/25	Fri 07/02/25															
13	Mobilisation & Procurement Period	8 wks	Mon 10/02/25	Fri 04/04/25															
14	RIBA Stage 5	20 wks	Mon 07/04/25	Fri 22/08/25															
15	Construction Period	20 wks	Mon 07/04/25	Fri 22/08/25															
16	RIBA Stage 6	27.8 wks	Mon 10/02/25	Fri 22/08/25															
17	Client Preparation Period	2 wks	Mon 11/08/25	Fri 22/08/25															
18	Practical Completion	0 wks	Fri 22/08/25	Fri 22/08/25															

Project: Buckingham Town Council Date: 2

- Project Milestone
- CDS Task
- Buckingham Town Council Task

Please note - this programme is indicative based on current information.

Buckingham Town Council**Full Council****Monday 8th July 2024**

Contact Officer: Claire Molyneux, Town Clerk

Common land and green spaces**1. Recommendations**

1.1. It is recommended that Members note this report and the two linked DEFRA guidance documents when deciding on the above motion.

2. Background

2.1. This is a complicated specialist area of law and this report is only intended as a guide to the issues. Should Members require legal advice that would need to be obtained separately.

3. Common land

3.1. Common land is a term usually used to describe land for available for specific purposes by 'commoners' for instance certain residents may use the land for grazing or cutting wood. Most common land was registered under the Commons Registration Act 1965. A landowner can grant a new right of common. Usually, this right is attached to other land in the area. For instance, a landowner may grant the neighbouring five properties the right to graze livestock on the land. Should one of the neighbours move the right will transfer to the new property owner.

4. Town (and village) greens

4.1. Section 15 of the Commons Act 2006 can be used to register land as a town or village green (they are the same other than one is in a town and the other in a village).

4.2. The main requirement for applications to register a new town green under section 15 of the Commons Act 2006 is that:

"a significant number of the inhabitants of any locality, or of any neighbourhood within a locality, have indulged as of right in lawful sports and pastimes on the land for a period of at least 20 years."

4.3. Landowners can challenge the register of the green and they must be notified of the intention.

- 4.4. A green cannot be fully enclosed, and local people will have the right to use the land for recreation. However similar protections apply to land designated as open space through planning.

5. Maintenance of town and village greens

- 5.1. This below is a direct quote from the attached DEFRA guide (see section 10 Who is responsible for maintaining greens?).

*“The law makes no provision regarding the maintenance of privately owned greens. Therefore, unless it is specifically provided for by some other form of regulatory instrument or legal agreement (such as a scheme of regulation or inclosure award), **there is no obligation on a landowner, or any other party, to actively maintain a town or village green.**”*

*“A district council, unitary authority or National Park authority may make a scheme of regulation for a green under the Commons Act 1899. The effect of the scheme, if confirmed, is to place management of the green in the hands of the council or authority. **However, the owner of the green may veto a scheme before it is confirmed.** But if the owner is content to see the management of the green transferred to the local authority, or if there is no known owner, making a scheme may help resolve uncertainty over management.”*

6. Conditions of the existing Linden Village planning permission.

- 6.1. The conditions of the original planning application specified the following conditions at outline and detailed stages

- A minimum amount of undeveloped land as ‘open amenity areas’ was specified as 2 acres.
- An access margin of 30ft alongside the river was to be maintained and kept clear of obstruction and all development (the riverside corridor).

The s106 agreement says that:

- *“(8) the areas of open space shall be laid out as such by either turfing or grass seeding not later than the first planting season following completion of the development the details of which are hereby approved and shall remained undeveloped and by maintained as amenity open space for the benefit of the development as a whole.”*

The Approval Conditions (9/3/1978) state that:

- Condition 9 *“(ii) provide for areas of amenity open space through the development which shall be laid out and maintained as integral parts of the development. (iii) provide a site for community activities.”*

6.2. Therefore, it would appear that if the land was fully fenced this would prevent use of the land as amenity space and would be a breach of the planning conditions that could be reported to enforcement at the LPA.

6.3. The planning history of the site has born this out:

- **90/01434/AOP** An application in 1991 to build 28 houses was refused on the basis of loss of public open space which is part of the amenity area of the larger site. “Would seriously detract from the amenities available.” Including visual amenity.
- **02/03028/AOP** An application in 2004 to build 9 houses on part of the land was refused. Again, due to the loss of open spaces. The developer took the application to appeal in 2005, but it was refused again.
 - o In this case, policies in the AVDLP (previous VALP) were quoted extensively as evidence both by AVDC and the Planning Inspector at appeal – including policies related to quantity of outdoor play space required, sites adjoining watercourses, that only one of the 35 open green spaces in Linden Village was suitable for outdoor play use, at 0.4 hectares in size (compliant with NPFA guidance at the time).
 - o That by 2004 play standards the site required 3.7 hectares of outdoor play space, and the 1.6 hectares spread over 35 sites – despite being considerably more than the original 2 acre minimum was “grossly deficient”.
 - o The use of the land for more than 20 years for outdoor play and an amenity space by residents.
 - o That the land was originally planned for amenity use – that this was evidenced in multiple ways including by plans that it was originally to be transferred to the Council as a grassed area. Also, that the original developer had maintained it as a public space (until going into receivership).
 - o Visual amenity of views of the river from this point.
 - o The Planning Inspector noted that the site had originally been intended for a community centre which was never built, however, as the land was extensively used by locals considered that it was still a part of the overall community provision for the area.
 - o The offer by the developer to give the remaining open space to the council to keep and maintain as open green space was not considered a good enough reason to approve the loss of a section of March Edge.

7. Conclusion

7.1. Attempting to designate the land at Linden Village will be time consuming and there is no guarantee of success. The landowner will need to be notified of the attempt and this may prompt a reaction.

7.2. Registering the land as a green does not appear to automatically give either Council the right to maintain it. Or confer any power to force the landowner to maintain it.

7.3. The land at March Edge already has significant protection through planning law.

**Buckingham Town Council
Full Council
Monday 8th July 2024**

Contact Officer: Claire Molyneux, Town Clerk

Library Flex

1. Recommendations

- 1.1. It is recommended that a single meeting working group is established and delegated to write the Town Council's formal response to the consultation.
- 1.2. It is recommended that Members read the attached report from Buckinghamshire Council and consider responding to the consultation in an individual capacity.

2. Background

- 2.1. The proposed library flex project has implications for the residents of the Town and working of the Town Council office. It is therefore proposed that a single meeting working group be established to ensure a detailed response to the proposal.
- 2.2. Any Member not able to attend the working group will be free to submit comments to the group in advance of the meeting.
- 2.3. Members are reminded that they are also free to respond to the consultation as individuals.

Library Flex

A new delivery model for Buckinghamshire Libraries

A report setting out the proposal for Library Flex was considered and agreed at Cabinet on 18th June.

<https://buckinghamshire.moderngov.co.uk/ieListDocuments.aspx?CId=337&MId=18724&Ver=4>

A public consultation will be undertaken from 10th July to 12TH September to inform the design of a new delivery model for some of the larger libraries.

This paper has been submitted to the meeting of Buckingham Town Council in order to

- Set out some of the background to the transformation programme and consultation
- Allow an opportunity for the Town Council to comment on the new delivery model and submit a response as part of the consultation
- Seek the views of the Town Council in their capacity as tenant in the Buckingham Centre

Background

- The council budget was agreed in February, and it was confirmed that the library service would be required to save £555,000 over the next three years.
- The total budget for the library service in 2024/25 is £3,476,397, of which £3,106,384 are staff costs.
- Work has taken place to explore how new technologies and increased volunteering might be able to help us reduce staff costs as well as improve our service offer

Options

- **Option: Scaling up the Community Library Model**
We have looked at adopting the community library model in county libraries by increasing volunteer support and reducing staff. This model has worked well in smaller communities, but it isn't viable in terms of volunteer numbers required and would mean inconsistent and/or reduced services. This approach would not be resilient and would not deliver savings in time.
- **Option: Self operated technology**
Self-operated libraries (SOL) technology provides a way for library users to access and use library facilities without staff being present. The SOL software enables the automated control of doors, building alarms and lighting and allows customers to

enter the library by using their membership card. Customers would then be able to access a basic self-service offer of book issuing, computer hire, printing and Wi-Fi.

This is a tried and tested model already in place in 45 local authorities in England. This option would deliver the savings but might exclude some customers and be perceived as cold/unwelcoming.

Library Flex

- **Recommended Option: Library Flex**

We have developed a distinctive Bucks option to be called 'Library Flex' It will be called 'Library Flex' because it is based on 'flexing' our staff resources to ensure that staff are available at the times of greatest need and demand.

This approach combines the best of both options: introducing self-operated library technology to reduce staff numbers and deliver savings whilst using volunteer support and community activities to ensure a safe and welcoming space during unstaffed hours.

It is estimated that it will cost approx. £500,000 to introduce Library Flex at eight County Libraries and to re-model the interior of High Wycombe library. A reduction in staffed hours of between 25% - 30% would generate a saving in the region of £555,000. A staffed presence would remain in place for 70% - 75% of the existing opening hours.

The SOL technology will allow us to increase hours of access if required e.g. open earlier if there is a demand from commuters or later evening opening if needed by people studying for exams.

- **Scope**

County Libraries

Significant savings can only be realised by reducing staff costs and these are concentrated in our county libraries. It is proposed to introduce Library Flex in Amersham, Aylesbury, Beaconsfield, Buckingham, Chesham, Hazlemere, Marlow and Princes Risborough.

High Wycombe and Burnham

In High Wycombe and Burnham, the costs of internal alterations are prohibitive. There are opportunities to generate significant savings in HIW by re-modelling the space and reducing the number of floors in use. In Burnham we will look at volunteer recruitment and review opening hours.

- **Safety**

The priority is to retain a safe and welcoming environment by working with volunteers, Friends of libraries groups, local community organisations and other council services to make use of the library space when there are no staff on site

Extensive research has already taken place to learn from the experiences of other library services in managing safety and comprehensive measures will be in place including customer induction, CCTV and emergency contact buttons.

Public Consultation

A public consultation exercise will be undertaken from 10TH July until 12th September. A survey (online and paper copy) will be promoted to all residents and focus groups with partners and elderly and disabled groups will also take place.

Buckingham Town Council

The consultation will be promoted to all Parish and Town Councils. Buckinghamshire Town Council are invited to submit comments on the Library Flex model and the key consultation survey questions around access as set out below.

In addition, Buckinghamshire Libraries would greatly appreciate any additional information relating to Buckingham and surrounding communities in respect of access that might inform the design of Library Flex at Buckingham Library including information on local organisations and societies

Town Council offices

Buckinghamshire Town Council operate their own reception/ access arrangements independent of the library service when the library is closed on Monday and the introduction of Library Flex will increase the number of hours when staff are not available on the ground floor to signpost residents to Town Council offices. The introduction of Library Flex will allow customers to access the library space without enabling access to the rest of the centre and Town Council Offices.

The library service will be keen to hear of any concerns around access from the Town Council and we will be happy to consider any suggestions or adjustments to ensure that Town Council services are not disadvantaged by the implementation of Library Flex.

Buckingham library

1. What day(s) of the week would you prefer to use Buckingham library?

Please tick (✓) all that apply

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

- Sunday
 I don't know

2. What time(s) of the day would you prefer to access Buckingham library?

We want to understand potential demand for increasing our opening hours. Self-operated technology provides an opportunity to increase our opening hours in the future.

Please tick (✓) all that apply for each day of the week

	Early morning 8am to 10am	Late morning 10am to 12pm	Early afternoon 12pm to 2pm	Late afternoon 2pm to 4pm	Early evening 4pm to 6pm	Late evening 6pm to 8pm
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. What time(s) of the day do you think are a priority for staff to be available at Buckingham library? You can select up to three options in no particular order.

Most of the current opening hours will still be staffed. We want to understand when it's most important to you for staff to be available to help us make our decisions.

Please tick (✓) one option per column

	1	2	3
Early morning: 8am to 10am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Late morning: 10am to 12pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early afternoon: 12pm to 2pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Late afternoon: 2pm to 4pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early evening: 4pm to 6pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Late evening: 6pm to 8pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please tell us about the reasons for your answers:

Project Timeline

Jan –Aug 2024

- Best Practice- talk to other Local Authorities
- Supplier Engagement: understand requirements of SOL
- Visual site surveys (I.T, Fire safety, Alarms, Property –doors/lighting)
- CMT/ Cabinet business case submitted
- Project Support Officer recruited
- Public Consultation

Sept 2024- Dec 2024

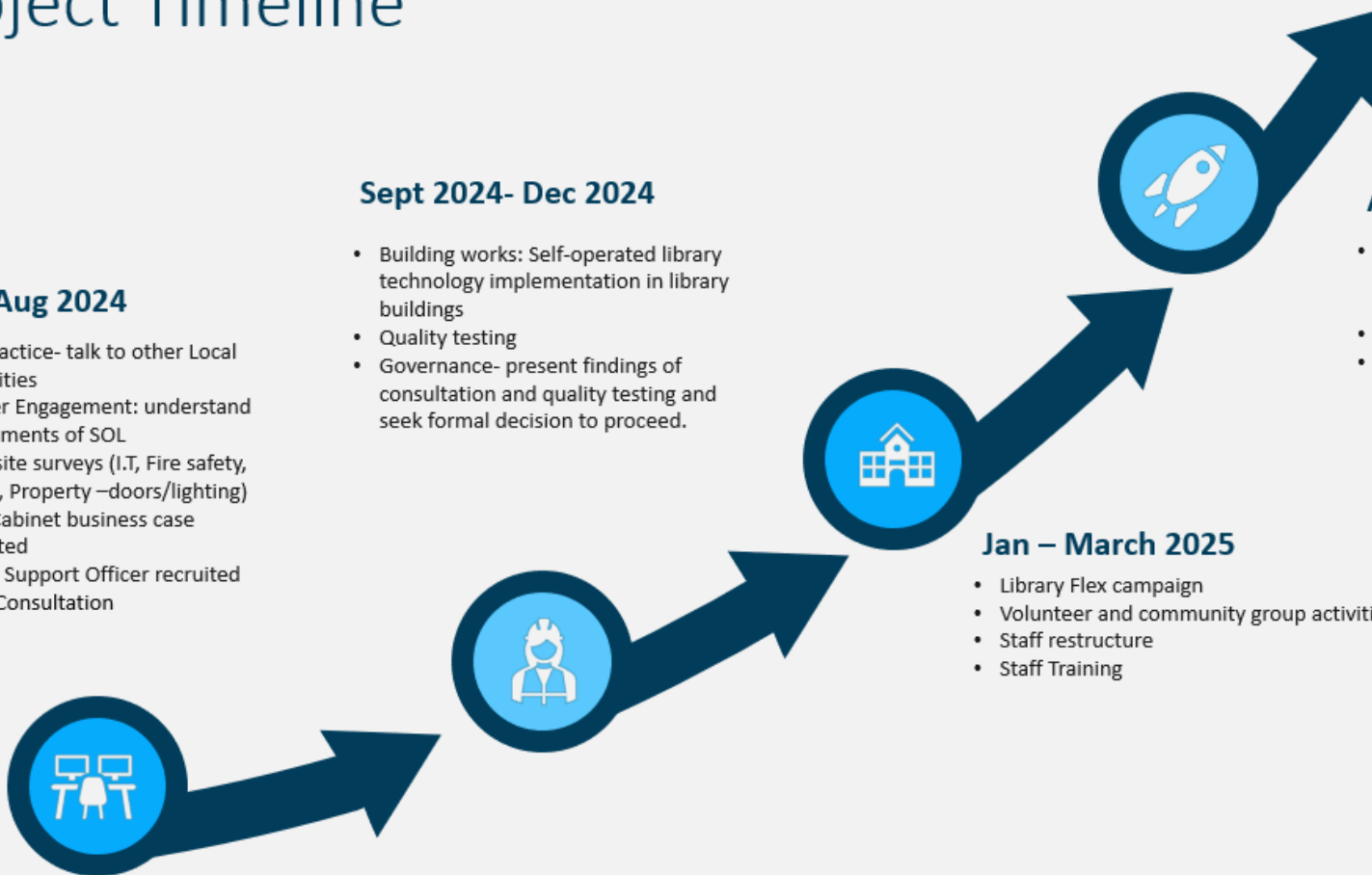
- Building works: Self-operated library technology implementation in library buildings
- Quality testing
- Governance- present findings of consultation and quality testing and seek formal decision to proceed.

Jan – March 2025

- Library Flex campaign
- Volunteer and community group activities
- Staff restructure
- Staff Training

April 2025

- Library Flex Implementation (people, building operational, policy and procedures)
- Realise MTFP Savings
- Continuous improvement



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	Open
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 BNDP	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 BNDP.	Ongoing
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>	With our legal team who are completing due diligence	Ongoing

Minute No.	Action	Action Required	Update	Deadline
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.	Councillor invitations sent. Date being arranged with the Lieutenancy.	Paused
258/23	Invitation to the King to visit Buckingham	Recommendations AGREED: It is recommended that Members agree to establish a single meeting working group to compose an invitation to King Charles. 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.		
720	Motion - Cllr. Stutchbury	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. 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. 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 .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.	Moved to BNDP	ongoing
379/23	Cemetery consultation and resolution	Cllr. Stutchbury Proposed that we ask Officers to write a summary of the main hurdles in reaching this conclusion. Seconded by Cllr. Willett. Members unanimously AGREED	Will be completed at the appropriate time	Ongoing
465/23		The Town Clerk suggested that a report is brought to the next meeting with three options which will show officer time requirements. Members unanimously AGREED.		
17/24.2.8	Terms of Reference	Cllr. Gateley Proposed that the Terms of Reference for the Town Centre and Events Committee be amended to show that the Committee 'may' include a representative of Buckingham University.	Completed.	
17/24.3	Committee Choices	A written amendment has been received: Cllr. Osibogun to be added to Resources Committee, Staffing (Confidential Matters) Committee and Communications Strategy Sub-Committee. Members unanimously AGREED.	Completed.	

Minute No.	Action	Action Required	Update	Deadline
17/24.4	Standing Orders	Cllr. H. Mordue Proposed that 3S should be amended to read that a request for a recorded vote shall be made before a vote is taken. Cllr. Schaefer Seconded and Members unanimously AGREED .	Completed.	
18/24	Motion: Cllr. Ralph	Motion passed - to write jointly, with Winslow Town Council, to Martin Tett regarding concerns over the deteriorating levels of service in planning issues.	On agenda	
23/24	Access for all funding	Members unanimously AGREED the recommendation to donate the remaining funds to a chosen charity and to write to thank them for their service to the community.	Ongoing	
100/24	Motion: Cllr. H. Mordue	Re. land off March Edge, Linden Village. AGREED that it would be prudent to note the motion, move it to the next Full Council meeting after Purdah, and ask the Town Clerk to prepare a report.	On agenda	
103/24	BNDP	AGREED that we aspire to Project Plan A with funding authority to the Town Clerk.	On agenda	
Conf	Morton Road P3	A confidential motion was AGREED	Negotiations underway. Meeting planned	