



Buckingham Town Council

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Town Clerk: Claire Molyneux

FULL COUNCIL

Wednesday, 30 October 2024

Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on Monday 4th November 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/UC89BUTwVpjAOEldSIfcZC9Q/>.

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 16th September 2024. [Copy previously circulated](#)

4. Planning Committee

To receive the minutes of the Planning Committee meetings held on 19th August 2024 and 23rd September 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.

5. Town Centre and Events Committee

To receive the minutes of the Town Centre and Events Committee meeting held on 22nd July 2024. [Copy previously circulated](#)

6. Environment Committee

To receive the minutes of the Environment Committee meeting held on 29th July 2024.

[Copy previously circulated](#)

304/24 – Recommendation to adopt a new Biodiversity Policy.

[Appendix A](#)

7. Resources Committee

To receive the minutes of the Resources Committee meeting held on 2nd September 2024.

[Copy previously circulated](#)

8. To receive presentations from the following candidates and to co-opt a Councillor to represent Buckingham North:

Mr. Tony Allen

Mr. Matthew Durant

Mr. Nicholas Jackson

[Appendix B](#)

[Appendix C](#)

[Appendix D](#)

9. Motion: Cllr. Harvey

"Given that the Shire Council has installed its new "local-economy-crushing" parking policy and charges only end at 1900, this Council resolves to start evening meetings at 1915 henceforth. The meeting 'guillotine' should still fall at 2200 as previous. And meeting chairs and members should still aim to finish business by 2100 if possible so that council staff are not unfairly affected by this change. This change will allow all members and staff, especially those that need to drive, not to have to pay these new parking charges."

10. Motion: Cllr. Harvey

As we approach Holocaust Memorial Day 2025, this Town Council reaffirms our commitment to taking action wherever we can by resisting & never colluding with any of the Ten Stages of Genocide as described on the Holocaust Memorial Day website (<https://www.hmd.org.uk/learn-about-the-holocaust-and-genocides/what-is-genocide/the-ten-stages-of-genocide/>).

We commit to:

- 1) Always respecting the differences between people.
- 2) Avoiding any form of symbolisation that differentiates people in hateful ways.
- 3) Being an inclusive service that proactively supports the Equalities legislation.
- 4) Using the language of humanity, never dehumanising anyone or any group.
- 5) Within the scope of our reach, doing what we can to disrupt plans by any agency to build support for genocide.
- 6) Using our communication channels to foster understanding, friendship, community, and mutual respect between all.
- 7) Being aware of, often subtle, ways in which fear and hate can be spread - and taking action to tackle these.
- 8) Watching for any forms of persecution, segregation, and other abuses of human rights by any agency - and speak out against these.
- 9) Taking what action, we can to stop or prevent genocidal massacres in the world including the use of our purchasing power.
- 10) Never ever stopping talking about, remembering, commemorating, and having regard to genocides, past & present.

11. Request from the Equality, Community Diversity, and Inclusion Working Group

The Working Group requests £15 from the contingencies budget to rent library space for a Black History Month display.

12. Motion: Cllr. Stuchbury

It is proposed that Buckingham Town Council reviews the historic AVDC decision to remove parking charges from the Western Avenue Car Park, including Buckingham Town Council minutes and discussions relating to this historic decision.

An officer's report will present the collated information at the next Interim Full Council meeting with a view to putting forward reasons, based upon the evidence found, to Buckinghamshire Council as to why they should consider removing their newly introduced parking charges at Western Avenue Car Park.

13. Cemetery tendering process

To receive a report from the Estates Manager.

[BTC/79/24](#)

14. Town Centre Regeneration funding

To receive a report from the Town Centre and External Services Manager.

[BTC/80/24](#)

15. The Old Gaol Roof

To receive a report from the Town Clerk.

[BTC/81/24](#)

16. Motion: Cllr. Harvey

This Council agrees to ask the Town Clerk to prepare a report for the next FC on the feasibility of creating a diverse working group (name to be decided - perhaps 'Vibrant Buckingham'), the focus of which would be coordinate the economic development of the Town through attracting shoppers, tourists, businesses etc to our place.

17. To receive and question reports from Buckinghamshire Council Councillors**18. Reports from representatives on outside bodies****19. Climate Emergency Action Plan**

To note there are no updates to the Climate Emergency Action Plan.

20. Action list

To review and discuss the action report.

[Appendix E](#)

21. Mayoral engagements

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

Functions the Mayor has attended:

02/10/24 Pontio meeting
 09/10/24 Royal Latin School Extraordinary People Award
 12/10/24 Re-opening of White Hart
 12/10/24 Opening Charter Fair
 15/10/24 Local Democracy Week event

Functions the Deputy Mayor has attended:

22/10/24 Lord Lieutenant's Cadet and Reservists Awards
 26/10/24 Autumn Leaves - Twinning Association concert with Lenborough Singers and CHORact from Neukirchen-Vluyn
 27/10/24 Mass to celebrate 50 years of St Bernadine's Church

22. Chair's announcements**23. Date of the next meeting:**

Interim Council: Monday 2nd December 2024
 Full Council: Monday 16th December 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.

24. Neighbourhood Plan update

To receive a report from the Compliance and Projects Manager.


[BTC/82/24](#)

25. Green spaces

To receive a verbal update from the Town Clerk.

To:

All Councillors

	<p>Buckingham Town Council</p> <p>Biodiversity Policy</p>	<p>Date Agreed:</p> <p>Minute Number:</p> <p>Prepared by: Estates Manager</p> <p>Version: 1</p>
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BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Buckingham Town Council (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. Several studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

The Full Council and any Committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions, and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- Consider the potential impact on biodiversity represented by planning applications.
- Manage its land and property using environmentally friendly practices that will promote biodiversity.

- Support local businesses and council operations in the adoption of low impact / nature.
- Encourage and support other organisations within the town to manage their areas of responsibility with biodiversity in mind.
- Support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning Applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats;
- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications;
- consider what each proposed development might make in terms of biodiversity net gain;
- include policies in support of biodiversity within the Neighbourhood Plan.

Land and property management.

The Council will:

- carry out a biodiversity audit of its landholdings;
- consider the conservation and promotion of local biodiversity regarding the management of its open spaces. This will include the consideration of beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's regulations for plant protection products;
- consider sourcing sustainable materials when procuring supplies for the Council's use;
- consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters;
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference;

- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox installation.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies and species conservation strategies and consider how it may become more involved in implementing the strategies' recommendations.

MONITORING

This policy was adopted by Full Council on **xx** (Minute **xx/24**) for biennial review by the Environment Committee or as required by legislation. A summary of how the policy has been implemented will be brought back to the Environment Committee annually, with reference to the original biodiversity audit.

BUCKINGHAM TOWN COUNCIL APPLICATION FOR CO-OPTION

Thank you for your interest in becoming a Town Councillor. Please provide the following information to assist the Council in making their decision.

Full name and title	Mr Tony Allen
Home address including postcode	[REDACTED]
Home telephone	
Mobile telephone	[REDACTED]
Email	[REDACTED]

About you:

Please provide the Council with some background information about yourself.

Note: answers in this section will be published and be available to the public.

Hazel my wife and I moved to Buckingham 9 years ago after many years in Winslow. Before that we lived in London. Since moving to Buckingham both of us have been actively involved with the local community. I have a passion for people's wellbeing and extol the benefits of exercise with regards to mental health and wellness. I have been actively involved with our local running club and parkrun and over the years led mental health walk and talks for men and Couch to 5K. I love our local nature and parks and encourage people to get out into our outdoor spaces as often as possible.

I have been a season ticket holder at MK Dons since the first game. I enjoy our local pubs and eateries and love how friendly and welcoming our town is. Recently I was made a friend of Buckingham something I am immensely proud of. I live in the ward the vacancy exists in.

I have 3 children and between them I have 4 grandchildren, and we are blessed they all live locally.

Reasons for applying:

Please provide the Council with your reasons for wanting to become a Town Councillor.

Note: answers in this section will be published and be available to the public.

I am passionate about our town and never regret our move here. I care about our community and wish to serve others in it beyond what I do presently. I love our open spaces, and I see them as important to the wellbeing of our community, i would like to ensure these spaces are protected and one way to do this is to ensure new building adds to the community rather than hinder it.

I would hope to be a voice for my community as far as the position allows should i be successful in my application. I would like to protect our environment and be a voice for living well and mental health.

BUCKINGHAM TOWN COUNCIL APPLICATION FOR CO-OPTION

Thank you for your interest in becoming a Town Councillor. Please provide the following information to assist the Council in making their decision.

Full name and title	Mr Matthew Durant
Home address including postcode	[REDACTED]
Home telephone	[REDACTED]
Mobile telephone	[REDACTED]
Email	[REDACTED]

About you:

Please provide the Council with some background information about yourself.

Note: answers in this section will be published and be available to the public.

My name is Matt, I am married with three young children. We live in Buckingham within walking distance of the town centre. We moved to the town in 2021. Having previously lived in Surrey and Wiltshire, my wife and I, with a young and expanding family, sought to put roots down in the town of Buckingham.

We would often drive through Buckingham and comment how picturesque the high street looked with the Old Gaol. We knew that we wanted to start a life in a town that captured quaint country living with the added benefits of good schools, transport links, a bustling town centre, job opportunities, and superb green spaces. We could not think of a better place to settle down and I would love to champion that as part of my role as councillor.

From a personal perspective, I feel I meet the criteria well; we live in the town, our eldest having recently started at a local school, we shop local, use most of the facilities in town, have tried all the restaurants, and know the parks like the back of our hands.

From a professional aspect, I am the Managing Director of a successful construction training business. This has given me decades of experience in managing teams, investing in property, people and machinery. As a result, I believe I am an excellent decision maker.

Over the years, my role has afforded me opportunities to participate in a variety of working groups; LEP (Local Enterprise Partnerships) and LSIP (Local Skills Improvement Plans). I believe these experiences leave me well placed to contribute towards local government – my passions being construction, infrastructure, education, and family. Furthermore, my commercial experience will be invaluable to the public sector, and my long-term commitment to Buckingham for the sake of my children and their futures will hold me to account for the improvements I wish to create.

Reasons for applying:

Please provide the Council with your reasons for wanting to become a Town Councillor.

Note: answers in this section will be published and be available to the public.

Firstly, I want to use my skillset for the good of the community. I would take pride in negotiating better deals with subcontractors for basic infrastructure, such as the re-surfacing of roads and general maintenance of parks and grounds. This would open the budget to mean more could be done for community with the available funds. My commercial experience has prepared me to deal with budgets, cost saving, and carefully considered investments. I would also enjoy using my industry knowledge to develop schemes that assist in alleviating traffic to and from the town.

The second reason I'd like to be a town councillor is to contribute to the already impressive education sector, the local schools being a passion of mine for my children and others around. Professionally, I have worked with a number of schools to raise awareness of construction as a career and would love to continue to foster engagement with employers for local schools to give children the best possible start. I would also like to devote time and raise awareness for school budgets, potentially reviewing their funding and looking for ways to increase efficiency, make the budget go further and improve facilities.

The third reason I'd like to be a town councillor is to allow me the opportunity to offer my humble opinion on planning issues, drawing on my knowledge of construction and major infrastructure projects to hold developers to account for housing estates, ensuring that projects are carefully considered rather than just creating as many houses as possible for maximum profit. Ensuring there are sufficient schools, shops, pharmacies, transport links is crucial to the development of any town.

Finally, the last reason I'd like to be a town councillor is so that I can make a lifelong commitment to developing the town whilst retaining its essence. The charm of Buckingham is hard to put into words, but many towns can be overdeveloped and lose their essential nature. The uniqueness of our buildings, the relationship to the river, the history in the schools and universities is something to be cherished and I believe having a councillor that is committed to the town will ensure that changes are implemented thoughtfully, and projects are seen through sustainably from beginning to end.

BUCKINGHAM TOWN COUNCIL APPLICATION FOR CO-OPTION

Thank you for your interest in becoming a Town Councillor. Please provide the following information to assist the Council in making their decision.

Full name and title	Mr Nicholas Jackson
Home address including postcode	[REDACTED]
Home telephone	[REDACTED]
Mobile telephone	[REDACTED]
Email	[REDACTED]

About you:

Please provide the Council with some background information about yourself.

Note: answers in this section will be published and be available to the public.

I am a senior finance leader, with a long commitment to public service having worked in and around central government for most of my career. I am motivated where I am able to make a difference in the ways that public services are delivered, especially to improve efficiency and effectiveness in meeting the needs of wider society.

I am a Fellow of the Chartered Institute of Management Accountants (CIMA). I served 13 years, as a senior co-opted volunteer, on CIMA's governing Council of 50 plus members, which included serving as its elected President in 2020-21. I was also Co-Chair of the Association of International Certified Professional Accountants (AICPA) which represents over 650,000 members and students globally.

My experience in central government was both as a civil servant and as a management consultant. Having trained as a teacher I started my civil service career working on policy development, corporate strategy and financial management. I moved into consultancy as I enjoyed defining and delivering projects; many of which were in the public sector.

I rejoined the civil service in 2009, as a senior civil servant at the Treasury. I then moved to the Ministry of Justice as Head of Financial Strategy & Planning, before joining the Board at Ofsted as CFO and Director of Corporate Services with a range of financial and governance responsibilities up until 2016.

Since then, I have worked with Oracle, a leading global technology company, as I could see the value that new technologies could bring to improve efficiency and service delivery. I now head up Business Development activities throughout Europe, the Middle East & Africa (EMEA), helping to position the benefits of technologies such as Cloud and AI with senior finance leaders who are looking to innovate and improve organisational performance.

I have some experience working with local government. This includes leading programmes in criminal justice (e.g. youth crime prevention, and improving the speed of cases from charge to disposal), and other projects with local authorities (e.g. Surrey County Council). Also, through my work with Oftsed, I liaised with school leaders and directors of children's services.

My engagement style is through effective collaboration, bringing together different perspectives towards meeting a common objective. This is important in supporting the work of the Council and engaging with people in the community.

Reasons for applying:

Please provide the Council with your reasons for wanting to become a Town Councillor.

Note: answers in this section will be published and be available to the public.

I see this as a great opportunity to give more to my local community – at a time when the town is facing significant challenges in relation to major expansion plans, increased demands on local services and ongoing financial limitations. I am planning to take early retirement at the end of this calendar year and am keen to use my time to engage more directly in support of my local community.

I am committed to Buckingham and the local area. My wife and I lived in Chackmore for 11 years and have recently moved to Maids Moreton. I am a member of the Buckingham Choral Society and Milton Keynes Art Gallery.

I would like to use the skills I have from my background in policy development and execution, financial management and communication. My professional roles have included making balanced decisions in relation to spending priorities and ensuring value for money for the taxpayer.

I am able to understand complexity and influence others. For example, my role as CIMA President (in effect Chair) required me to steer some difficult decisions through a sceptical governing Council, in relation to our joint venture with the AICPA.

I am a good listener and have a highly pragmatic approach to addressing the types of challenge often faced in determining local priorities, making funding decisions and holding accountability for service delivery.

Buckingham Town Council
Full Council
Monday 4th November 2024

Contact Officer: Estates Manager

Cemetery and Allotments Tender Process

1. Recommendations

- 1.1. It is recommended that Members agree to proceed with the tender process set out in the following report.
- 1.2. It is recommended that Members agree for tenders to be submitted electronically to a secure standalone email account and opened by the Town Clerk and the Mayor (as per Standing Order – 18, Financial controls and procurement section iv.)

2. Background

- 2.1. This is being discussed to provide a clear and structured outline of the tender process for establishing a new cemetery and allotment site. Adopting a transparent and structured approach will ensure that the council selects a suitable contractor in a fair and open manner which is compliant with the appropriate regulations.
- 2.2. Planning permission; our consultants are due to get determination on the reserved matters on 6th December.

3. Legal compliance

3.1. Standing order – 18, Financial controls and procurement, states:

d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services, or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services, or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date, and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised in a manner that is appropriate;
- iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer; or electronically via email;

v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

vi. The tendering firm's name and bid amount is to be disclosed to the Councillors in confidential session.

3.2. Public Contracts Regulations 2015 and Section 135 of the Local Government Act 1972. Although this contract will not be subject to the full requirements of the Public Contracts Regulations 2015 as it will fall below the public works contracts threshold of £5,372,609, it still needs to comply with the regulations in part as it will exceed £30,000; it must comply with Articles 109 to 114 of the 2015 Regulations (in addition to section 135 of the 1972 Act) which states the Council must:

3.2.1. advertise the contract opportunity on "Contracts Finder" and can advertise elsewhere. The information to be published on Contracts Finder shall include at least the following:

- The time by which any interested economic operator must respond if it wishes to be considered.
- How and to whom such an economic operator is to respond.
- Any other requirements for participating in the procurement.
- Where a council publishes information on "Contracts Finder" it must:
 - By means of the internet, offer unrestricted and full direct access free of charge to any relevant contract documents.
 - Specify in the information published on Contracts Finder the internet address at which those documents are accessible.

3.2.2. publish on "Contracts Finder" the contractor the contract was awarded to with the following details:

- The name of the contractor.
- The date on which the contract was entered into.
- The value of the contract.
- Whether the contractor is an SME (defined as an enterprise falling within the category of micro, small and medium-sized enterprises) or VCSE (defined as a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental, or cultural objectives).

3.2.3. Regulation 111 provides that councils cannot include a pre-qualification stage. A "pre-qualification stage" is defined as "a stage in the procurement process during which the contracting authority assesses the suitability of candidates to perform a public contract for the purpose of reducing the number of candidates to a smaller number who are to proceed to a later stage of the process."

3.2.4. Regulation 113 provides that councils must ensure that contracts contain suitable provisions stating that valid undisputed invoices will be paid by within 30 days. Public contracts must also contain a condition requiring contractors to include similar provisions in their contracts, and so on down the supply chain

4. The Tender Process

4.1. Key tasks carried out by the Full Council will be:

- The tender package will be brought to Full Council to be agreed before the tender is issued (meeting due to be 16th December 2024).
- Full Council to agree selected tender submission following a full evaluation of all the tenders and appoint the preferred Contractor (meeting due to be 24th February 2025).

4.2. A pre-tender estimate will be sought; this is the final estimate of the works in the completed tender documentation to ensure the proposed works are still within budget before issuing the tender.

4.3. Tender submissions will be received by a dedicated secure email address which will only be 'opened' on the date set in the tender documents. In the absence of the Town Clerk or the Mayor their deputies will act in their place.

4.4. Following the Tender submissions, the Town Council's appointed consultant will undertake a detailed analysis exercise to establish the 'most advantageous Tender.' A Tender Report will then be issued to Full Council; this will aim to recommend a single contractor for the works based on their Cost, Quality and Programme and brought to Full Council for agreement. The commercial assessment of the tenders is a key factor when considering contract award and recommendation. This is based on the contractor's priced works, overheads and profit, and preliminaries costs, combined to give an overall cost, which will then be reviewed by CS2 to ensure the contractors have included all of the works within their package.

The programme will also be reviewed at the tender stage to ensure that the best programme is highlighted to the Council at the contract award stage. Assurance of supply; the tenderer will include details of sub-contractors including their proximity to the site, and a statement on the assurance of the sub-contractors for the project duration.

Quality assurance; the contractor will be asked to include previous case studies of similar works; this will include other cemetery projects as well as ground works packages on a similar scale to the proposed development.

Each contractor will have to supply us with details of project size, duration, and cost, along with details of the project through photographs and testimonials from their previous clients.

Evaluation of Tenders

The following criteria will be used in the evaluation of the tenders:

Rank	Criteria	Evidence Required	Weighting
1	Commercial Assessment	Priced Tender Return demonstrating value for money and commercial terms.	40%
2	Programme	Demonstrated by programme of works, labour resource and material lead in times.	25%
3	Assurance of Supply	Demonstrated by the use of local labour and supply chain, utilisation of materials obtained from local source including any ways of working to expedite the programme whilst still ensuring high quality workmanship throughout.	20%
4	Quality Assurance	Demonstrated by the supply of Case Studies of previous cemetery experience	15%

Score	Description
5	Exceptional = The response demonstrates and fully addresses the Client's requirements and expectations. There are no errors, weaknesses or omissions and exceeds expectations in some or all respects.
4	Good = The information provided in the response fully meets expectations.
3	Satisfactory = The response is acceptable but with some minor reservations.
2	Poor = The response is missing key areas of information and failing to deal with the full scope of the requirement.
1	Very Poor = The response is seriously incomplete and largely not understanding of the requirements of the Project.
0	Unacceptable = Evidence is unacceptable or non-existent or there is a failure to address any issues.

4.5. The standard form of contract that will be used for the project will be the JCT Design and Build Contract which the consultant will create and manage. The benefits of using a design and build contract is that the project risks are allocated to the contractor and therefore reduces the chances of overspend due to unforeseen circumstances once the contractor is on site. There is a single point of communication and risk, with the contractor developing the design following on from the Stage 4 designs.



5. The Tender Program - Tingewick Road Cemetery - Rev B 29.10.24

Task Name	Duration	Start	Finish	Q4			Q1			Q2			Q3		
				Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1 RIBA Stage 3	51d	07/10/24	16/12/24	[Grey bar]											
2 Planning Submission New Information	5d	07/10/24	11/10/24	[Blue bar]											
3 Planning Period	46d	14/10/24	16/12/24	[Blue bar]											
4 Anticipated Approval	1d	16/12/24	16/12/24			[Blue bar]									
5 RIBA Stage 4	123d	10/10/24	31/03/25	[Grey bar]											
6 Tender Package Example & Methodology	1d	28/10/24	28/10/24	[Blue bar]											
7 Complete Co-ordinated Design	7d	10/10/24	18/10/24	[Blue bar]											
8 Confirm Tendering Proposed	17d	18/11/24	10/12/24		[Blue bar]										
9 Pre Tender Estimate	12d	25/11/24	10/12/24		[Blue bar]										
10 Preparation of Tender Package	21d	21/10/24	18/11/24	[Blue bar]											
11 Council Review of Tender Package	11d	25/11/24	09/12/24		[Blue bar]										
12 Issue Tender Package to Council for Meeting	1d	10/12/24	10/12/24			[Blue bar]									
13 Tender Issue	1d	06/01/25	06/01/25				[Blue bar]								
14 Tender Period	5w	07/01/25	10/02/25				[Blue bar]								
15 Tender Review Period	1w	11/02/25	17/02/25					[Blue bar]							
16 Issue Tender Report	1d	18/02/25	18/02/25					[Blue bar]							
17 Contract Award	1d	24/02/25	24/02/25						[Blue bar]						
18 Preparation of Contract Documents	1w	25/02/25	03/03/25						[Blue bar]						
19 Mobilisation and Procurement	4w	04/03/25	31/03/25						[Blue bar]						
20 RIBA Stage 5	120d	01/04/25	15/09/25	[Grey bar]											
21 Construction Period	24w	01/04/25	15/09/25	[Blue bar]											
22 RIBA Stage 6	11d	02/09/25	16/09/25	[Grey bar]											
23 Client Preparation Period	1d	02/09/25	02/09/25												[Blue bar]
24 Practical Completion	1d	16/09/25	16/09/25												[Blue bar]
25 Council Meetings	96d	04/11/24	17/03/25	[Grey bar]											
26 Full Council Meeting November 2024	1d	04/11/24	04/11/24	[Blue bar]											
27 Full Council Meeting December 2024	1d	16/12/24	16/12/24			[Blue bar]									
28 Full Council Meeting January 2025	1d	06/01/25	06/01/25				[Blue bar]								
29 Interim Council Meeting February 2025	1d	24/02/25	24/02/25					[Blue bar]							
30 Interim Council Meeting March 2025	1d	17/03/25	17/03/25						[Blue bar]						

Buckingham Town Council
Full Council
Monday 4th November 2024

Contact Officer: Town Centre and External Services Manager

Town Centre Regeneration Project Update

1. Recommendations

- 1.1. It is recommended that Members agree to delegate the next stage of the project to Town Centre & Events Committee.

2. Background

- 2.1. In partnership with Buckinghamshire Council's Buckingham & Villages Community Board, Buckingham Town Council commissioned a Buckingham Town Centre Study from High Street Taskforce Experts People & Places in 2023.
- 2.2. The study involved:
 - Analysing a broad range of data about Buckingham
 - Comparison in relation to other towns
 - Analysing the ways in which Buckingham town centre has changed in recent years
 - Officers working with the consultant to engage with the local community, ensuring as many individuals and businesses took part as possible, and providing additional local data
 - Business confidence survey
 - Consumer views survey
- 2.3. This work resulted in a draft report, which went to Full Council on 13th May and a stakeholder meeting took place via teams on 24th June which involved People & Places delivering a presentation of the results.
- 2.4. As well as the cost of the consultant fee to carry out the Town Centre Study, the planters outside Villiers Hotel were also included in this project. Going forward, the planters will be looked after and maintained by Villiers meaning no further cost to the Council.

3. Update

- 3.1. The remaining project fund of £11,171.53 is available, to be allocated toward identified priorities by March 2025. Some issues are either beyond the project's scope or are being addressed by the Community Board or Buckinghamshire Council.

3.2. The Town Centre Survey results were summarised into quick wins. These are:

- **Marketing and events:** To determine, develop and deliver marketing material targeted at residents amongst the 455,000 people living within a 25-minute catchment of the town.
- **Vacant units and business diversification:** As diversifying the mix of businesses and services mix was the top priority for customers, and second top priority for businesses (after travel to town), it was considered important to address this issue. Buckinghamshire Council's Regeneration officer has confirmed ongoing monitoring in this area.
- **Anti-social behaviour:** The Community Board will raise awareness of its new Youth Café project to provide activities for young people in the town as a way of averting anti-social activity.
- **Inputting into Neighbourhood Plan:** The Town Council supported by ONH Planning for Good, will confirm the schedule and opportunity for inputting proposed town centre policy and practice into the revised Neighbourhood Plan.
- **Travel and Transport:** Different aspects of improving town centre travel were the top priority for businesses and various issues were of concern to customers, including the operation of parking payment machines. The forthcoming consultation of the Local Walking and Cycling Infrastructure Plan, and scheduled Buckinghamshire Transport Plan, provide opportunities for stakeholder engagement. The Town Council will promote such opportunities for engagement and the Community Board will seek an update on various aspects of travel/transport from colleagues, and parking payment machines.
- **Sharing successes:** It was agreed that it is important to provide and update and communicate successes to stakeholders, from the opening of the Banking Hub to the other actions proposed above. It was suggested that the focus for this might be 'February Feedback' through communications channels used in original survey.
- **Longer-term Possibilities:** As well as further pursuing the issues and opportunities identified, there is value in bringing together a town partnership of councils, community groups and businesses to develop and deliver a longer-term plan in-line with survey findings and initial recommendations in the Buckingham Town Centre Study.

4. Next Steps

4.1. Allocating the remaining budget towards the most feasible issues identified above is essential. It is felt that Marketing and Events could be easily deliverable by officers. Given the alignment with the TC&E Committee's mandate, it is recommended that oversight of this project be transferred there.

Buckingham Town Council
Full Council
Monday 4th November 2024

Contact Officer: Claire Molyneux, Town Clerk

The Old Gaol Roof

1. Recommendations

- 1.1. It is recommended that Members note the update on the Old Gaol roof which is for information only at this time.

2. Background

- 2.1. The Chair of the Old Gaol has advised the Town Clerk that there is an issue with the glass roof over the exercise yard. The roof is now 25 years old and the glass is nearing the end of its working life.
- 2.2. The Old Gaol have been advised that no one should stand on the glass roof, therefore there is no access to the broken flagpole.
- 2.3. The Old Gaol are looking to secure a substantial heritage grant towards replacing the roof and in the future may ask the Town Council to write a letter in support of the application. They are currently seeking informal advice regarding planning and speaking to the Community Board regarding funding for architectural drawings.

Minute No.	Action	Action Required	Update	Deadline	Column 1
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	Nina
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	Claire
632/21	Two-part approach and arts and cultural centre funding	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. 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. Members agreed unanimously ACTION TOWN CLERK	Requests submitted. With BNDP	Ongoing	Claire
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 - Process underway	Ongoing	
454/22	St. Rumbold's Field green spaces	It is recommended that members agree that the adoption is dependent on: a) The completion of all required elements to a sufficient standard, including footpaths, street furniture, planting as per the agreed plans (to be confirmed by BTC officers following legal advice). b) The public right of way crossing St. Rumbold's Park is completed and open to the public and access to Gawcott Road is resolved. c) Means of vehicular access to St. Rumbold's Park is provided from either Penda Road or Oswald Way. It is recommended that Members agree to take specialist legal advice with the costs to come from the commuted sum. It is recommended that Members agree to allow the Town Clerk to negotiate on the Town Council's behalf but not to accept a commuted sum. AGREED unanimously.	With our legal team who are completeing due dilligence	Ongoing	
557	Motion - Cllr. Stutchbury	Cllr. Stuchbury - 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	Claire
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.			

Minute No.	Action	Action Required	Update	Deadline	Column 1
720	Motion - Cllr. Stuchbury	<p>Motion: It is proposed that Buckingham Town Council includes within its local neighbourhood plan, draft policies to cover a health provision contribution in any S106, CIL, SIL or similar agreement in all future developments.</p> <p>Considering the historical experience in respect of contributions from developments within the parish of Buckingham not being forthcoming, we would expect any property development site in Buckingham of X houses to include a contribution to Buckingham Primary care (including dental and community services), thus mitigating the additional burden imposed on primary healthcare by the additional residents created by any such developments.</p> <p>It is envisaged the addition of this policy to the Buckingham neighbourhood development plan, would allow a close collaborative working arrangement with Buckinghamshire Council, NHS England and the relevant parts of the NHS that work locally and regionally, to ensure this takes place</p> <p>.Importantly, it should be the case that such funds can be accrued, avoiding a piecemeal scenario, so necessary finance is available and in place, to meet the community's health needs and provision in the future.</p>	Moved to BNDP	ongoing	Louise and Sheena
379/23 465/23	Cemetery consultation and resolution	<p>Cllr. Stuchbury Proposed that we ask Officers to write a summary of the main hurdles in reaching this conclusion. Seconded by Cllr. Willett. Members unanimously AGREED</p> <p>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.</p>	Will be completed at the appropriate time. Cemetery update on agenda	Ongoing	Lee Claire
103/24	BNDP	AGREED that we aspire to Project Plan A with funding authority to the Town Clerk.	In progress		Claire
104/24	Moreton Road P3	A confidential motion was AGREED.	Negotiations underway. Long term project		Claire
145/24	Motion: Cllr. H. Mordue	Buckingham Town Council makes a formal request of Buckinghamshire Council to pursue a process whereby the land off March Edge is registered as common land under Section 15(1) application under the Commons Act 2006.	Update on agenda		Claire
147/24	Library Flex	Members AGREED the recommendation to form a single meeting working group to write the Town Council's formal response to the consultation.	Completed and response submitted.		Claire
313/24	Motion: Cllr. Harvey	"This Council requests that the Shire Council suspends parking charges on Remembrance Sunday to facilitate those attending to park easily, as in previous years. We hope that the Shire Council will do this to honour the fallen."	Letter sent - awaits response.		
314/24	Motion: Cllr. Stuchbury	<p>It is Proposed that this Town Council seeks an urgent meeting with Buckinghamshire Council Highways Team at senior level, to discuss both long-term and short-term strategies for addressing highway maintenance and flooding, in line with current legislation.</p> <p>Buckingham Town Council also calls for improved planning, in line with current legislation (casework article), regarding infrastructure and drainage, including sewage, before development is undertaken and seeks a meeting with Buckinghamshire Council Planning Team.</p>	Officer to officer conversation started. Letter to planning sent.		
315/24	New cemetery	It was agreed that all Councillors who were part of the Town Council from the start of the project are invited to the 'breaking ground photograph'.	Completed - photograph taken.		