



Buckingham Town Council

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Town Clerk: Claire Molyneux

FULL COUNCIL

Wednesday, 12 March 2025

Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on Monday 17th March 2025 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 meeting of the Full Council meeting held on 4th November 2024. [Copy previously circulated](#)

4. Planning Committee

To receive the minutes of the Planning Committee meetings held on 6th January 2025 and 3rd February 2025. [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 18th November 2024 and the Extraordinary Town Centre and Events Committee meeting held on 2nd December 2024.

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

6. Environment Committee

To receive the minutes of the Environment Committee meeting held on 7th October 2024 and 25th November 2024.

[Copy previously circulated](#)
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7. Resources Committee

To receive the minutes of the Resources Committee meeting held on 9th December 2024 and 13th January 2025.

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

8. Licensing applications

To receive and discuss the [application paperwork for Verdetto Lounge](#).
 To receive and discuss the [application paperwork for Asda Esso Station](#).

9. New cemetery and allotments

To receive a report from the Town Clerk.

[BTC/150/24](#)

10. Motion: Cllr. Harvey

Recently Arriva reduced its timetable of X6 buses such that early morning and late night journeys between Buckingham and Aylesbury and Milton Keynes have been stopped. This is having a very negative impact on our hospital's ability to recruit and retain staff. No doubt other local services and businesses are similarly affected.

This is part of a wider concern of late night/early morning connections on the Stagecoach X5 as well - along with our ongoing efforts to persuade National Express to allow the 737 service between Stansted Airport/Luton Airport and Oxford to stop at Buckingham en route.

This Council resolves to write to all these companies urging them to consider the town's employees/employers, residents and visitors to the town and the whole local nighttime economy, when deciding timetables, and to invite them to meet with Town Council officers/members to discuss these matters further.

11. To receive and question reports from Buckinghamshire Council Councillors**12. Representatives on outside bodies**

12.1 To appoint Cllr. Draper as the representative on the Buckingham and River Ouzel Internal Drainage Board

12.2 To appoint a representative to the Buckingham Youth Centre.

13. Reports from representatives on outside bodies

To receive reports.

14. Climate Emergency Action Plan

To note that there have been no new updates to the Climate Emergency Action Plan.

15. Action list

To review and discuss the action report.

[Appendix A](#)

16. Mayoral engagements

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

Functions the Mayor has attended:

27/01/25 Holocaust Memorial Day event

Functions the Deputy Mayor has attended:

04/02/25 Buckingham Local Command Unit, Commander's Commendation Award Ceremony

20/02/25 Pancake races

22/02/25 Opening of Buckingham Ablaze

17. Chair's announcements - for information only**18. Date of the next meeting:**

Interim Council: Monday 14th April 2025

Annual Statutory Meeting: Monday 12th May 2025

Full Council: Monday 12th May 2025

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.

19. Payment endorsements

To note payment endorsement sheet 32.

[Appendix B](#)

20. Proposal to the Town Council

To receive a report from the Town Clerk.

[BTC/151/24](#)
[Appendix C](#)

21. Section 106

To receive a report from the Town Clerk.

[BTC/152/24](#)

To:

All Councillors

Buckingham Town Council**Full Council****Monday 17th March 2025**

Contact Officer: Estates Manager/ Town Clerk

New cemetery and allotments project payment schedule**1. Recommendations**

- 1.1. It is recommended that members note that Ground Control have been advised that the Council have agreed to proceed with their tender to construct the new cemetery and allotments at a cost of £990,370.52 and that detailed arrangements are being finalised.
- 1.2. It is recommended that members agree to authorise the Town Clerk to make payments as required to proceed in the construction of the new Cemetery and Allotments as explained below.

2. Background

- 2.1. For a project of this size and duration it is a requirement of the Procurement Act 2023 that a regular payment schedule is agreed as a part of the contract.
- 2.2. The Town Council's financial regulations states:
 12. *Payments under contracts for building or other construction works (Public Works Contracts)*
 - 12.1. *Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).*
 - 12.2. *Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.*
 - 12.3. *Any variation to a contract or addition to or omission from a contract must be approved by the Council and RFO to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.*
- 2.3. 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: 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.

3. Information

3.1. Below is the forecast payment schedule for the project:

PROPOSED CONTRACT SUM CASHFLOW FORECAST						
Projected Final Account:		£ 990,370.52				
Months On Site:		6				
Month	Val Nr	Builders Work		Gross Valuation £	Retention £	Net Valuation £
		Cumulative Figure	Monthly Figure			
Jun-25	1	79,883	79,883	79,883	-3,994 #	75,889
Jun-25	2	265,062	185,179	185,179	-9,259 #	175,920
Jul-25	3	502,118	237,056	237,056	-11,853 #	225,203
Aug-25	4	737,633	235,516	235,516	-11,776 #	223,740
Sep-25	5	918,190	180,557	180,557	-9,028 #	171,529
Oct-25	6	990,371	72,180	72,180	-3,609 #	68,571
Oct-26	12 Months Defects release of retention				49,519 *	49,519
TOTALS		£990,371	£990,371	£0		£990,371
# Retention at	5%					
~ Retention at	2.5% (following partial release at Practical Completion)					
* Final release of retention						

3.2. The exact payment amounts will vary from the amounts estimated above as it will depend on the works completed/materials purchased and approved by our quantity surveyor for each period. If our quantity surveyor is unhappy with the standard or quantity of the work, then the payment will be delayed until it is completed to a satisfactory standard. Equally, payments may be bought forward if the project runs ahead of the predicted schedule.

3.3. The dates above may also vary as the start date can not be confirmed until the initial repair work to the storm water drains is completed and the condition is approved by the planning authority.

Item	Costs
Contract Sum – Ground Control	£990,370.52
Additional Build Costs	
Water and Electric connection cost	£15,000.00
Tree Planting in phase one	£18,027.51
Concrete plinths for 1st lawned area	£6,000.00
Fees	
CDS and other professionals	£28,338.00
	£1,057,736.03
Contingency	
10%	£105,773.60
Admin reserve	£10,000
Total (rounded)	£1,173,510

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.	Events in progress	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 - Process underway	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>	the Estates manager has completed a snagging meeting - some issues have been identified for rectification.	Ongoing

Minute No.	Action	Action Required	Update	Deadline
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.	Working group was called but was inquorate.	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.		
361/24 4/11/24	Action list	Due to a likely change in requirements, Members AGREED that the Town Clerk should contact the Lord Lieutenancy to consult on inviting the King to Buckingham.		
720	Motion - Cllr. Stuchbury	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. 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	Will be completed at the appropriate time. Cemetery update on agenda	On agenda
103/24	BNDP	AGREED that we aspire to Project Plan A with funding authority to the Town Clerk.	Submitted	
104/24	Moreton Road P3	A confidential motion was AGREED.	Negotiations underway. Long term project	
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.	Buckinghamshire Council have received the letter and there is evidence that they are actioning.	

Minute No.	Action	Action Required	Update	Deadline
255/24 16/09/24	Motion: Cllr. Stuchbury	In addition to the planned response to the Ministry of Housing, Communities and Local Government consultation on the draft National Planning Policy Framework scheduled to close <u>on 24 September</u> , Buckingham Town Council consider writing to our local Member of Parliament, once the results of the consultation are published, expressing our firm opinion on: <ul style="list-style-type: none"> •The restoration of the 5-year housing land supply and the concept of tilted balance •Any increase in mandatory housing targets, increased density in urban areas, and introduction of deadlines for local plans. •What effect there may be on Buckingham residents and our essential infrastructure such as roads, sewage, GP surgeries and schools. 	Awaits publication	
314/24 14/10/24	Motion: Cllr. Osibogun	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. 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.	Letter to planning completed. Meeting delayed due to section 19 investigation.	
425/24 2/12/24	Planning application	Members AGREED that Buckingham Town Council will call in application 24/03426/AOP.	Completed	
426/24 2/12/24	BNDP	The Town Clerk to circulate the amended document to Members (CLH3).	Completed and submitted	
458/24 16/12/24	Motion: Cllr. Stuchbury - Flooding	... we write to Buckinghamshire Council, Milton Keynes Council, the Environment Agency, the Parliamentary Under-Secretary of State (Minister for Water and Flooding), seeking all documentation available from the original scheme, including proposals and construction plans.... Motion Passed.	Awaiting one final response from the Under-Secretary of State	
465/24 16/12/24	Motion: Cllr. Stuchbury	On 9 th December 2020 Buckinghamshire Council agreed to look at the provision of social housing and key worker housing across Buckinghamshire. This called on Cabinet to instruct officers to commission a report, detailing both current and future possible affordable housing delivery models, including local authority owned social housing. It is Proposed that Buckingham Town Council ask Buckinghamshire Council for the potential timeline of when this report will be delivered... Motion Passed	Awaiting response.	
469/24 16/12/24	Representatives on outside bodies	Members AGREED that Buckingham Town Council apply to become a co-opted member of the Buckingham and River Ouzel Internal Drainage Board.	On agenda.	