



**AYLESBURY**  
TOWN COUNCIL

**Minutes of the Meeting of the Policy Committee of Aylesbury Town Council held at  
the Town Hall, 5 Church Street, Aylesbury on Wednesday 6 July 2022  
at 7pm**

**Present:** Cllr S Bateman  
Cllr S Lambert  
Cllr R Lloyd (Chairman)  
Cllr S Morgan  
Cllr W Raja  
Cllr A Sherwell  
Cllr M Willis

**Officers in attendance:** Mr Keith Gray, JP (Town Clerk)  
Mrs J Priest (Deputy Town Clerk)

No members of the public were in attendance.

The Chairman, Cllr R Lloyd, called the meeting to order at 7pm.

**1. Apologies**

To note and agree apologies for absence.

**Resolved:** To unanimously receive and accept apologies for absence from, Cllr A Christensen (work commitment), Cllr T Dixon (illness), Cllr C Hendren (work commitment), Cllr D Summers (illness)

**2. Declarations of Interest & Dispensations Requested**

To declare and note any personal or prejudicial interests.

No declarations of Interest were made, and no dispensations were requested.

**3. Election of Vice-Chairman 2022/23**

To receive nominations and elect a Vice Chairman for the 2022/23 municipal year.

Nominations were sought. It was proposed by Cllr R Lloyd, seconded by Cllr S Lambert that Cllr T Dixon be elected Vice-Chairman. No further nominations were forthcoming.

**Resolved:** On being put to the vote it was unanimously agreed that Cllr T Dixon be duly elected to serve as Vice Chairman for the municipal year 2022/23.

#### **4. Minutes**

To receive, accept and sign the draft minutes of 11 May 2022.

**Resolved:** To unanimously receive, accept and sign the minutes of 11 May 2022 as a true record.

#### **5. Matters Arising**

To receive any matters arising from the Minutes.

No matters raised by the Town Clerk, Deputy Town Clerk or members.

#### **6. Committee Structure**

To agree committee responsibilities.

A report was provided to councillors in advance of the meeting outlining the reporting structure and responsibilities for each standing committee.

Cllr Lloyd introduced the item and advised when assets are being devolved from Buckinghamshire Council a full committee structure review would need to be undertaken.

**Resolved:** The committee unanimously agreed with the committee structure as outlined in the provided report.

#### **7. Community Liaison Officers**

a) The Town Clerk to give an overview on what is happening at the moment.

The Town Clerk provided an overview of the work the two newly appointed Community Liaison Officers undertake at present.

Emma El Badaoui, whose role is to work on specific projects, which would include environmental and local ward, resident projects as well as working in partnership where able to do so with Aylesbury Community Board, Aylesbury Garden Town and Aylesbury Gardenway project. Emma is also running the Annual Aylesbury in Bloom Garden competition.

The town council is aware that there appears to be no budgets from Bucks Council in relation to the Garden Town and Gardenway projects that were established by government funding and no further government funding appears to be available.

Diane Harrison, whose role involves driving footfall into the town centre and liaising with businesses. She has contacted all local businesses and feedback has been very positive as businesses feel listened to and they are receiving information not all businesses previously received such as promotion opportunities, theatre indicators, upcoming road closures etc.

Councillors were in support of the continued roles these two officers have established and agree the job structure, the town clerk explained.

- b) To discuss, understand and agree the role of the Community Liaison Officers, Environment and Town, including future decision making on projects, ward councillor involvement and budgets.

A discussion took place by councillors on what kind of work they would like the Community Liaison Officers to undertake and how they wish to be involved in the projects.

Cllrs asked if things such as provision of toilet facilities in the town centre could be looked into, taking on the management of Market Square and Kingsbury, engagement with businesses to give them an ear to listen to, making business part of the community, getting footfall figures from business when we have an event taking place in town to measure the impact of the events, take over the running of the weekly markets, developing an app for town centre businesses, exploring a town centre community hub.

A discussion took place on whether it would be appropriate for businesses to be charged a nominal membership fee, which can then be used to run events in the town centre to drive businesses and to ensure that businesses know that Aylesbury Town Council are involved with the work.

It was agreed not to charge businesses for being part of a business engagement group.

Cllr Lambert stated that he works for a non-profit organisation that gives free resources and mentoring to businesses, and he is happy to share information with the community liaison officer in order to support and provide this service to Aylesbury businesses, should they need assistance and support. This offer was felt to be positive and will be communicated to local businesses.

It was clarified that if any businesses from outside the town centre ask for assistance that the town council would seek to help and provide advice and support where able to do so as they do with town centre businesses.

For environment projects, members discussed the need for ward councillors to submit requests to the Community Liaison Officer (Environment), who will look at possible funding opportunities from Aylesbury Community Board (ACB) and the Council. ACB are offering micro grants of up to £1000, which require no match funding.

Cllr Lloyd suggested that a form is put together, which councillors have to complete if they have a project for their ward, which provides all required information of the project.

Councillors would like to see the Community Liaison Officer (Environment) work with schools about air pollution, the environment, possible working with LEAP

and linking cost of living crises with environment e.g., how to reduce energy costs, which is good for the environment and saves costs.

Cllr Raja proposed and Cllr S Morgan seconded that the two CLOs have a combined budget of £10,000 to come from the current Earmarked Reserves for Localism work, which can be spent under delegated powers to the Town Clerk and officers, reporting to the Committee on works and spends carried out.

**Resolved:** A budget of £10,000 to be made available from the Localism works, Earmarked Reserves, to the Community Liaison Officers which can be spent on relevant projects under delegated powers to the Town Clerk and officers. The Town Clerk to “sign-off” particular requests for this funding.

## 8. Local and National Campaigns to Drive Footfall into Aylesbury Town Centre

For a budget of £1,000 to cover prizes and props, to create monthly local and national campaigns to support town centre businesses, creating business awareness and driving footfall into the town centre across the year whilst increasing the time and money people spend in the town centre.

Councillors received a detailed report and outline of the proposed monthly local and national campaigns and associated costs involved.

Cllr R Lloyd proposed, Cllr M Willis seconded that a budget of £1,000 is made available from the Localism Earmarked reserves for the proposed monthly local and national campaigns to support town centre businesses and drive footfall.

**Resolved:** The committee unanimously agreed that a budget of £1,000 is made available from Localism Earmarked reserves for the proposed monthly local and national campaigns to support town centre businesses and drive footfall.

## 9. Recycling of used Coffee Grounds

At an initial cost of up to £1,000 to assist town centre cafes and restaurants with the recycling of coffee grounds and free distribution to the general public and allotments.

Councillors received a detailed Briefing Paper in advance of the meeting, outlining the project and associated costs.

Cllr S Morgan proposed, Cllr W Raja seconded that an initial £1,000 is made available from the Localism Earmarked Reserves to get the project of recycling used coffee grounds started.

**Resolved:** Councillors unanimously agreed to £1,000 being made available from Localism Earmarked Reserves for the project of recycling used coffee grounds.

## 10. Christmas Lights

The Town Clerk provided an update on the current discussions about the transfer of Christmas Lights from Buckinghamshire Council and the tenders received from two contractors.

The committee discussed, at length, the details of the legal agreement for the transfer of this work to the town council. They also considered the need for enhanced Christmas lighting for the town and the benefits this would bring to residents, businesses and visitors to Aylesbury.

Discussion also centred on funding, partnership working with Buckinghamshire Council as well as the need for correct infrastructure. It was agreed that there is always risk involved as we do not own the buildings or the infrastructure which supports the lighting but it still requires someone to install the lighting and work with the resources we have.

It was agreed that the town needed better lighting and that the town council was the organisation to provide that lighting. The Policy Committee supported the proposal which will be discussed and formally decided on at the full council meeting on 14 July 2022.

## 11. Corporate Risk Assessment

To receive, consider and agree the 2022/23 Corporate Risk Assessment document.

The corporate risk assessment was provided to members in advance of the meeting. The Town Clerk advised that the Finance committee had also received the corporate risk assessment in detail at its last meeting.

Cllr M Willis and Cllr S Lambert proposed that the Corporate Risk Assessment 2022/23 be accepted

**Resolved:** To unanimously agree the Corporate Risk Assessment 2022/23.

## 12. Date of Next Meeting

To note that the date of the next meeting will be Wednesday 5 October 2022 at 7pm at the Town Hall.

*There being no further business, the Chairman closed the meeting at 8:46pm*

Signed: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_