



## Wing & Ivinghoe Community Board minutes

Minutes of the meeting of the Wing & Ivinghoe Community Board held on Tuesday 20 July 2021 via MS Teams, commencing at 7pm and concluding at 8:30pm.

### Members present

A Bond, D Blamires, P Brazier, P Cooper, C Poll and D Town

C Bamber (Ivinghoe), J Baylis, R Blacklock (Hardwick), P Brazier (Mentmore), M Cleland (Slapton), M Crutchfield (Pitstone), S Davidson, PC J Davies (TVP), D Finch, N Glover, K Groom, A Hill (Wing), T Hollett (Buckinghamshire Healthcare NHS Trust), R King (Slapton), B Knight, Louise, D Nicholls (Pitstone), K Parnell, P Pataky (Edlesborough), K Phillips, H Price (Wingrave), M Reilly, S Severn (Watermead), N Shardlow (Watermead), L Tring (Wing), E Turpin (Berks Bucks and Oxon Wildlife Trust), M Waters, J Wilkinson (Edlesborough)

### Agenda Item

#### 1 **Chairman's Welcome**

The Chairman and Community Board Coordinator welcomed everyone to the meeting and gave an overview of the online meeting procedure rules and general housekeeping.

#### 2 **Apologies**

Apologies were heard from Joanna Rose, Jan Walmsley and Trish Owen.

#### 3 **Declarations of Interest**

There were none.

#### 4 **Petition – Westfield Road**

Attendees noted the Officer's response to the Westfield Road Speed Limit Petition submitted by Mr Keith Phillips.

#### 5 **Police Update**

PC James Davies gave an update on the work of Thames Valley Police (TVP) in the Community Board Area. He clarified that the priorities for the Wing neighbourhood team centred around burglary prevention, tackling illegal drug use and rural crime prevention in relation to agricultural dwellings and wildlife. This team consisted of one Police Officer and four Police Community Support Officers (PCSOs), making coverage across the area difficult at all times, however valuable partnerships had been established with local neighbourhood watch groups to help support and police local communities as effectively as possible. Efforts to deploy resources locally had

been complicated by recent protests in neighbouring areas which had required the use of neighbourhood officers to maintain sufficient emergency response provision elsewhere as was legally required of TVP.

PC Davies expressed his hope that communication with those who provided intelligence or information leading to Police action would improve in order to foster continued community trust in TVP as an effective organisation. The Wing team had seen success in the prevention of Hare Coursing locally and were anticipating a rise in the number of anti-social behaviour reports as the weather improved and the school summer holidays began.

The TVP Aylesbury Vale Facebook Page was identified as a good source for daily news and updates on the work of the local neighbourhood teams.

TVP were continuing to work closely with Bedfordshire Police regarding rural crime originating from Travellers Sites along the eastern border of Buckinghamshire. PC Davies confirmed for Councillor Cooper that he was happy to be involved in future meetings concerning disruption caused by a particular Traveller's site in Bedfordshire, though stressed that this was not under the jurisdiction of TVP, and that where planning matters were concerned, this was not something in which they could have extensive involvement.

PC Davies confirmed that TVP unfortunately did not have the resources to monitor speeding on every road, but were prioritising fatal and serious injury hotspots as a means to save lives. If residents or local community speedwatch groups could provide reliable, consistent data on speeding offences taking place in areas not currently being monitored by TVP, they were encouraged to get in touch as soon as possible. PC Davies explained that processing speedwatch data was halted during the peaks of the pandemic to protect the health of those assessing the data, but had now started up again.

Members thanked PC Davies for his time and updates. Anyone wanting to get in touch with TVP could use the contact information below:

How to contact the Police:

- 999 – risk to life, crime in progress.
- 101 – where a crime has already occurred, or it is non urgent in nature.
- [greatbrickhillwingivinghoeNHPT@thamesvalley.pnn.police.uk](mailto:greatbrickhillwingivinghoeNHPT@thamesvalley.pnn.police.uk) – email address for the local team, again for non-urgent issues as it can take a few days to respond.
- Report | Thames Valley Police – online reporting form for a number of different issues, including crime reporting and traffic collisions.

## **6 Voting on Current Projects**

Katrina Kelly updated members on the procedure for considering Community Board funding applications. The Communities Team had set priority areas and action plans based on those decided upon by Members over the previous Municipal Year. These

included the Corporate Priorities of Economic Recovery and Environment. Following the Local Elections, applications for Community Board funding for new projects was open, and anyone with ideas for a project was encouraged to contact Katrina to discuss, or attend an Action Group meeting. Applications for Community Board funding would formally begin once an online form had been completed. This could be found on the 'Apply for Community Board funding' section of the Wing and Ivinghoe Community Board website. Projects that had been discussed but not finalised prior to the local elections would continue to be considered. Katrina would send a list of these applications to Members following the meeting.

Katrina confirmed that consultation and decision making throughout the application process would be conducted primarily through email correspondence or at meetings of the relevant Action Group in order to encourage input from Members throughout the process and maintain a record of comments before decisions were made. The full details of the funding applications process shared in Katrina's presentation would be appended to the Minutes of the meeting for the benefit and convenience of Members.

## **7 Communications 21/22**

Katrina Kelly gave a brief presentation informing Members how the Communications Strategy for the Wing and Ivinghoe Community Board had changed for the Municipal year, and inviting them to submit their feedback and suggestions to refine this further.

The Community Board Facebook page was now supplemented with a more engaging Facebook group, allowing residents to discuss and share localised initiatives and ideas, which was not possible on the more county-focused Facebook page. Members were encouraged to share the group with their friends to widen participation as much as possible.

Members were reminded of the E-Newsletter which had been discussed at the end of the previous Community Board meeting and informed attendees that this would begin as a quarterly newsletter. Members were invited to give feedback on the frequency of this medium for communications moving forward.

Katrina also informed Members that as social restrictions eased, it would be possible to physically attend community events in local parishes to promote the work of the Community Board. Anyone with an event that would benefit from the Community Board's attendance, or promotion by the Community Board was encouraged to contact Katrina to discuss this.

Finally, Members were encouraged to network and communicate individually and to raise awareness of the Community Board independently. The Community Board could be contacted at [wingandivinghoeceb@buckinghamshire.gov.uk](mailto:wingandivinghoeceb@buckinghamshire.gov.uk) should anyone want to contact Katrina to discuss interesting community initiatives elsewhere that might work well within the Community Board area.

Katrina would explore the promotion of the Community Board through local radio stations and newspapers. The Community Board Handbook would also be distributed to Parishes in due course.

## **8 Funding for 21/22**

Katrina gave a breakdown of the Community Board's budget for 2021/22. The budget had been allocated based on the population density, levels of deprivation and the amount of new housing in the Community Board area.

For 2021/22 the Wing and Ivinghoe Community Board budget stood at £273,356 including £80,228 carried over from the previous financial year. The Board hoped to spend 15% of the budget each on the Corporate Priorities of Economic Recovery and the Environment, with 25% to be spent on highways-related projects. 10% of the budget would be reserved for small grants and a 5% participatory budget was also set aside.

The deadline for new highways projects to be considered for the 2022/23 budget was Thursday 30th September, 2021. Members were encouraged to attend the meeting of the Transport Action Group on Tuesday 27th July where this would be discussed further. An invitation would be circulated to Members following the meeting.

Katrina confirmed that invitations would normally be circulated two weeks before the Action Group meeting date, but that this was an exceptional circumstance owing to Peter Brazier's availability to host the meeting. If Members expressed a particularly strong interest in an Action Group and communicated this to Katrina, it was suggested that meeting dates could be communicated well in advance in the quarterly E-Newsletter to Members.

Councillor Cooper confirmed that the next Health and Wellbeing Action Group meeting would be held at 7pm on Tuesday 10th August, 2021.

Councillor Chris Poll suggested 2nd August, 2021 to Members as a prospective meeting date for the Environment Action Group.

## **9 Verges – Highways and Environment Discussion**

Rosie Tunnard from Transport for Buckinghamshire (TfB), updated Members on the Wilder Road Verges project. The initiative had been supported by the Buckinghamshire and Milton Keynes Natural Environment Partnership, Butterfly Conservation and the Chiltern Conservation Board and aimed to improve wildflower density on road verges, whilst lowering soil fertility, and reduce cutting on verges.

Members were informed that TfB currently undertook three junction and visibility splay cuts as well as a meter's wave cut on all rural grass verges. It was hoped that on a pilot scheme of ten sites, removing the cut grass would have a positive impact on encouraging the growth of natural wildflowers. Initial results had been positive, though it was stressed that most benefits would not be noticeable at these trial sites

for a period of between 18 months and 3 years. The resulting height of the grass remained safe for wildlife in the meantime, and would maintain good visibility for drivers.

Rosie informed Members that Community Boards and Parish/Town Councils were welcome to discuss further wider verges pilot schemes in their areas with TfB, and trials had begun in more urban environments including Flackwell Heath and Amersham Town.

A site already existed in the Community Board area and was located on the junction between the A413 and the Weedon Road.

It was confirmed for Members that serious thought would be put into determining the location of future sites for the projects, and that this would be assessed against the need for driver visibility on sharp bends. It was also raised that longer grass often obscured animals at the side of the roads which may increase the amount of roadkill, and that where this grass was cut, debris from cars may damage the mowing equipment.

TfB would not be providing wildflower seeds to Parish Councils at present but it was hoped that Community Boards could do so where sufficient interest existed locally. Katrina Kelly suggested that this could be examined at a future Environment Action Group meeting.

Rosie informed Councillor Poll that TfB wanted to ensure that weeds did not take hold on the verge soil and that appropriate, native wildflowers from reputable wildflower seed sellers were used in the project.

Ed Turpin (Berks Bucks and Oxon Wildlife Trust) expressed his enthusiasm for the project and informed Members that he would consider ways to promote wider public engagement with similar projects should the Community Board wish to do so, as well as source points of contact for ecological support in the future.

Rosie would discuss with her team the viability of involving local litter picking volunteer groups to help in preparing the verges on identified sites as they were selected. Their decision would be communicated back to Katrina and the Board in due course.

Members thanked Rosie for her update. Katrina would pass on any questions that had not been answered at the meeting due to time constraints and would provide written responses.

## **10 Sub Groups and how to join – Discussion on topics and focus**

Katrina briefly gave an overview of the four Community Board Action Groups and their Chairmen. These were as follows:

- **Economic Recovery** – Chaired by Councillor Derek Town (next meeting date

TBC)

- **Health and Wellbeing** – Chaired by Councillor Peter Cooper (next meeting 10th August 7pm)
- **Transport and Highways** – Chaired by Peter Brazier (next meeting 27th July, time TBC)
- **Environment** – Chaired by Councillor Chris Poll (next meeting 2nd August, time TBC)

Anyone with an interest in attending a meeting or joining one of the Action Groups was encouraged to contact Katrina at [wingandivinghoecb@buckinghamshire.gov.uk](mailto:wingandivinghoecb@buckinghamshire.gov.uk)



# Voting and Funding on Projects

Wing and Ivinghoe Community Board



# Community Board Fund

- The Community Board Fund is available to support local projects that will:
  - improve outcomes for residents
  - address area priorities and local need determined by each Community Board
  - support the delivery of Buckinghamshire Council's Corporate Plan
- As a delegated budget, the Community Board role is to make recommendations for funding allocations to the Cabinet Member for Communities.
- Funding allocations must operate in accordance with the policies and decisions of the council. This means:
  - The budget must be used for the benefit of the community area concerned
  - That the money cannot be used to 'override' decisions taken by the Council – for example 'topping up' service budgets.
- Applications for Community Board funding can be made at any time throughout the year April to February. The Community Board fund will be closed to applications during March, as Boards will need to allocate budgets by 31<sup>st</sup> March in line with the Council's financial procedures. Allocated funds can be reserved into the following financial year to enable projects to be completed.

# Funding Allocations

Alongside taking action on local priorities, Boards address council priorities at a local level.

Key areas of focus will be advised annually by the Cabinet Member for Communities

For 2021/22 there are 2 council areas of focus:

- Improving the Environment
- Supporting Economic Recovery

Each Community Board will make funding allocations for 2021/22 based on the following:

- 15% (min) to be spent on projects to improve the environment
- 15% (min) to be spent on projects supporting economic recovery
- Up to 25% (max) to be spent on transport projects
- Allocation to small grants of up to 10% total budget
- Allocation of up to 5% total budget for participatory budgeting exercises
- Each Community Board has an allocated budget

# Funding Criteria

There will be one set of criteria for Community Boards, similar to the general fund criteria last year. In summary:

Community Boards can consider grant applications up to £25,000 (more in exceptional cases). Contributory funding (or contributions in kind) will be encouraged for applications over £3,000.

## **Organisations must:**

- Be 'not for profit', with formal and relevant documents (i.e. constitution, health and safety policy, etc.)

## **Applications must:**

- Be for specific time limited and one-off projects.
- Show how the funding will be used to address one or more of Buckinghamshire Council's priorities and Community Board priorities
- Provide details of the project, including how it is sustainable, meets value for money, etc.

# Funding Criteria

## Applications must not:

- Be used to fund the statutory responsibilities of Buckinghamshire Council
- Be for political or religious purposes
- Be for the benefit of a single individual
- Fund activity that has already taken place
- Fund activities which are the responsibility of another body (i.e. Health, activities funded by Parish precept, etc.)
- Fund core, ongoing, updating or maintenance costs of organisations
- Come from a commercial organisation to increase profit making activities.

## Applications could be:

- Used to enhance existing council or community projects where they are addressing key areas of focus and can evidence additional local impact/ outcomes

# Community Board Funding Process

1

Community Board sets priority areas and develops action plan. Funding opportunities promoted and applications invited. Applicant contacts Community Board Coordinator to discuss the project and application. Or action group discuss and invite proposals for projects. Community Board Coordinator discusses potential applications with Community Board Chairs and local members.

The Initial Idea



2

Applications completed using online form. Community Board Coordinator consults relevant service area and assesses application against criteria. Localities service carry out relevant checks and recommendation for consideration by Community Board and Funding panel. Coordinator writes a recommendation report for the members of the Community Board.

Application & Assessment



3

Funding applications and project ideas shared with the Community Board. The Board will determine if it meets the Board priorities. Views will be sought electronically. Boards may also wish to discuss applications in more detail in action groups or meetings. Board members will be asked for their views on the project to go ahead for a funding recommendation.

Discussion & Recommendation



# Community Board Funding Process

4

Funding recommendations submitted to monthly panel for approval. Monthly analysis of all projects to understand spend, themes, discussion of complex and cross board applications. Opportunity to identify collaboration or external funding opportunities. Community Boards will provide Funding Update including spend, available budget, and funding applications at the next formal meeting.

Approvals &  
Reporting



5

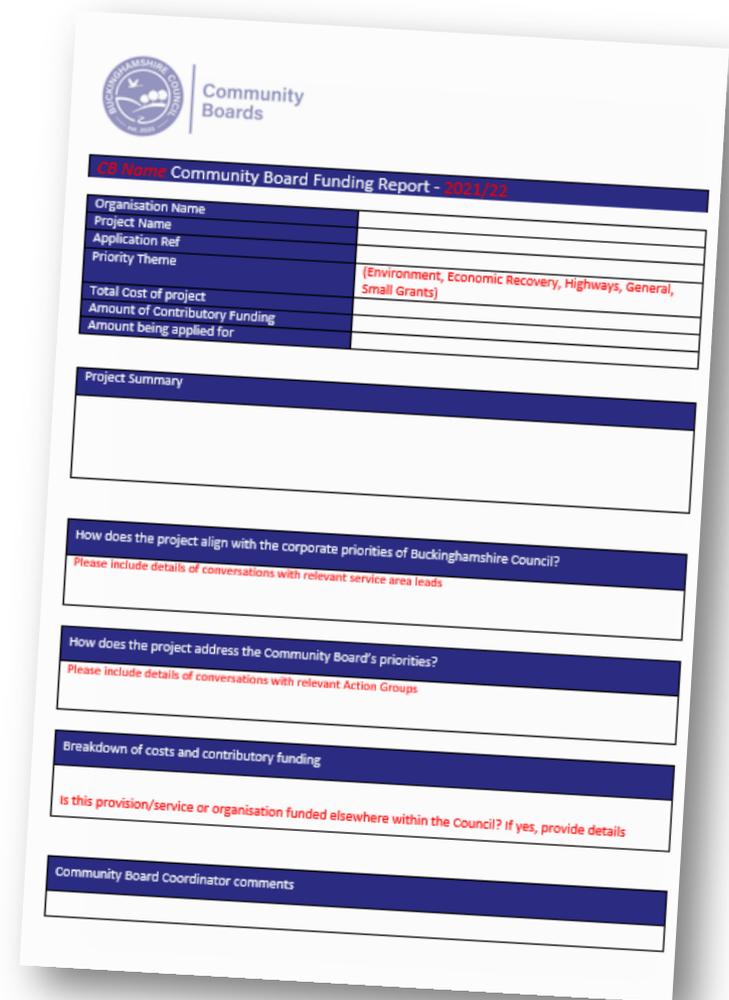
Once the grant has been awarded Community Board and Coordinator will keep in regular contact, as detailed in the terms and conditions / grant agreement, to ensure the project is meeting its original goals and the Community Board and council priorities. Project updates will be provided to the Community Board and action groups as part of the monitoring process.

Implementation,  
Review & Monitoring

# Communications and reporting

- Funding criteria, how to apply and the funding process, will be available on our website
- All applications must complete an online application form before they are formally considered
- The Community Board fund will open from next week and will be promoted to all Boards
- Funding updates must be provided at every Community Board meeting to ensure transparency
- Community Board Funding recommendation report template

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The image shows a template for a 'Community Board Funding Report - 2021/22'. It features the Buckinghamshire Council logo and 'Community Boards' branding. The form is divided into several sections with blue headers and white content areas:

- CB Name:** Community Board Funding Report - 2021/22
- Table:** A table with 2 columns. The first column has headers: Organisation Name, Project Name, Application Ref, Priority Theme, Total Cost of project, Amount of Contributory Funding, and Amount being applied for. The second column has a red note: (Environment, Economic Recovery, Highways, General, Small Grants).
- Project Summary:** A large white box for text.
- How does the project align with the corporate priorities of Buckinghamshire Council?** (Please include details of conversations with relevant service area leads)
- How does the project address the Community Board's priorities?** (Please include details of conversations with relevant Action Groups)
- Breakdown of costs and contributory funding**  
Is this provision/service or organisation funded elsewhere within the Council? If yes, provide details
- Community Board Coordinator comments**

# Feedback, Questions & Comments



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# Communications Reflect and Revive

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Wing and Ivinghoe Community Board

Minute Item 7



# Community engagement

- Community Boards are a place for community conversations on local issues
- Engaging with the public is a key part of the Board activity
- The boards and the projects and issues they are working on will be open and accessible to all
- Involving people across the whole community, making use of their skills and knowledge to make real change
- Using innovative and audience specific tools to engage on different topics, priorities and projects
- The Boards are also a great way for the council to engage with the community on local consultations and service changes and key to ensuring the council hear local views

Focus groups   Online forums   Social media Polls

# Socials were great for last year's Covid messages but what can we do next?! – Get thinking whilst we power through this presentation...

Wing and Ivinghoe Community Board is sharing a COVID-19 update.  
Published by Katrina Kelly · 5 January ·

BE AWARE - TEXT SCAM OFFERING COVID-19 VACCINE  
A dangerous, fake NHS text has been circulating, telling people they are eligible to apply for the COVID-19 vaccine.  
@WhichUK has some useful advice to avoid being caught out:  
<http://whi.ch/VaccineScam>

CONVERSATION.WHICH.CO.UK  
Scam alert: fake NHS COVID-19 vaccine text – Which? Conversation

58 People reached    4 Engagements    – Distribution score    **Boost post**

Like    Comment    Share

Comment as Wing and Ivinghoe Community Board

Wing and Ivinghoe Community Board is sharing a COVID-19 update.  
Published by Katrina Kelly · 5 January ·

Yesterday's announcement sees the UK return to lockdown status.  
If you are in need of support during these tough times, please visit:

# Social Media Changes

20/21	21/22
Facebook Page	Facebook Group
Countywide initiatives	Local, drilled down
141 Page Likes in first 4 months	Already 55 group members so far... keep sharing
Restrictions on comments meant difficult to have conversations	No restrictions on comments to aid collaboration but monitoring will be essential
Not widely shared due to restrictions	Parishes and Community groups involved to share group and it's good news stories

# E – Newsletter – But how often?



Dear Community Board member



Welcome to our May to June newsletter.

It's been a busy time leading up to our June Community Board meeting so we have lots to update you on in this bumper edition! There are plenty of opportunities to get involved too!

If you want to know about the Community Board then the areas we cover are on the map to the left. To find out more and how you can get involved [visit our web page](#).

If you would like to get in touch with us to do with any of the articles below, please email us at [hadwadcb@buckinghamshire.gov.uk](mailto:hadwadcb@buckinghamshire.gov.uk)

## What's coming up

- Meet our new Chair and Vice Chair
- Want some action? - join our Action Groups!
- The Waddesdon Wednesday Club needs you!
- Looking after volunteers mental health - free training resources to help volunteers with their own mental wellbeing
- Grow to Give - find out how you can become a part of this growing movement!
- Met Office - handy tips to avoid scams
- Home to School Transport is changing - find out about the changes.
- Check out our Zero Waste map!

## June funding update

Our Community Board members agreed to fund the following project this month. Bucks Culture Weekend is a four day programme of creative and cultural activities themed to stories taking place between 22nd and 25th July 2021. Buckinghamshire Cultural will be contributing towards supporting cultural organisations to put on events and the Haddenham and Waddesdon Community Board agreed to top up grants for organisations applying to take part in our own area with an extra £5,000 to provide 20 grants of up to £250 each. Further information about the weekend can be found at [Get Involved in Open Weekend – Buckinghamshire Culture \(wordpress.com\)](#)

A number of funding requests are in circulation for our Community Board to agree to support. If you are not on our funding distribution group and would like to please email us.

## Useful contacts



## Zero Waste Map

Recycle for Buckinghamshire has collected all the places that help you reduce, reuse and recycle more waste. The Bucks Zero Waste Map shows Zero Waste Shops, Nappy Libraries, second-hand shops, Community Fridges, household recycling centres and over 100+ recycling drop off points. We will keep the Bucks Zero Waste Map up to date so if you know of another shop or recycling point then let us know by [emailing us](#). [Zero Waste Map | Buckinghamshire Recycles \(recycleforbuckinghamshire.co.uk\)](#)



# Outreach in your parishes

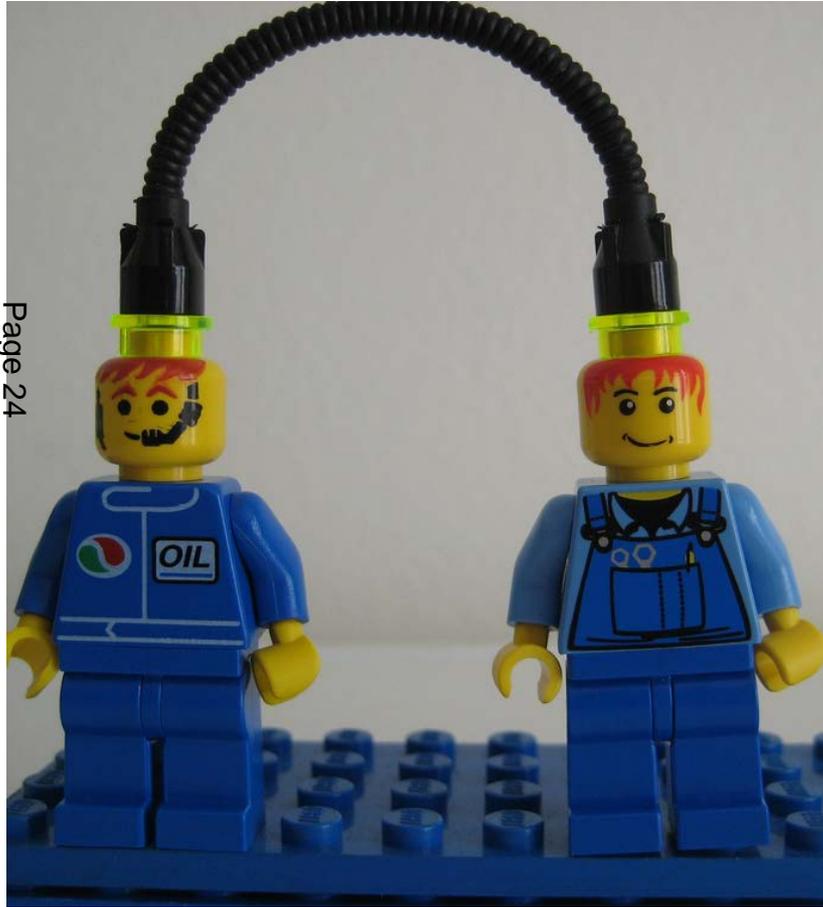


- Cautiously things are now opening up
- Fete's, fundraising events etc. may be something that crop up
- Opportunity now for Coordinator to be more present in the area
- Visits and collaboration

## Events

- If you have an event tell the coordinator and they will add to the social media calendar and could come along
- Events are a good opportunity to trial some project ideas and gain good feedback
- Play in the parishes may be a great way to find out what parents would like to see happen in the area with regard to our priorities
- Online events are still pulling in audiences so if you are

# In your own communications



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- We will make as much as we can available for you to share
- If you need to ask people to contact us use: [wingandivinghoecb@buckinghamshire.gov.uk](mailto:wingandivinghoecb@buckinghamshire.gov.uk) (in case the coordinator is unavailable, colleagues can access).
- If you feel that the coordinator or a member is best placed to relay information to a parish meeting or community meeting don't be afraid to ask. If we cannot attend then we may still be able to share comments/feedback or recommendations
- Use your communications and local responses to think of projects that we may be able to help you with
- Communicate with each other to share best practice across the wards as well as within them. For example: Something in Watermead could work in Pitstone and something in Marsworth could work in Cublington
- Keep learning from each other and sharing experiences of what has worked well

# Feedback, Questions & Comments



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# 21/22 Budget

Wing and Ivinghoe Community Board



# Some of our successes 20/21

Covid  
community  
briefings

Direct support  
to vulnerable  
families

Youth views  
and projects

Health and  
wellbeing  
initiatives

Encouraging  
support for  
local  
businesses

Supporting  
issues around  
antisocial  
behaviour

Dementia  
friendly  
communities

Encouraging  
green spaces  
and wildlife

Electric  
vehicle  
groups

Town centre  
development

Flooding  
emergency  
support

Community  
transport for  
vaccines





# Funding Allocations & Modelling 2021-22

The level of Community Board funding allocated to each area is based on:

- the population of the area
- deprivation
- new housing in each community board area

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2021/22 modelling

£2 million general fund	£1.9 million LIF formula derived from:
<ul style="list-style-type: none"><li>• A 50% base for each Community Board of £62,500</li><li>• A 50% top up based on the population for each board.</li></ul>	<ul style="list-style-type: none"><li>• 50% base for each community board of £59,375</li><li>• The remaining £950,000 is split based on:<ul style="list-style-type: none"><li>o 50% based on new homes in the community board area plus</li><li>o 50% based of the community board population in the 30% <u>most deprived</u> LSOAs (NHS data model demographics)</li></ul></li></ul>

# Community Boards ways of working and budgets

- Community Boards use local data and insight to understand local need and set local priority areas
- Priorities must also align with the council's strategic objectives
- Produce an action plan that sets out how they will address priorities
- Health & Wellbeing will continue to be a key area of focus that cuts across all community priority areas

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15% to be spent on projects to improve the environment

15% to be spent on supporting economic Recovery

Up to 25% max on transport projects



*Supporting Economic Recovery*



*Improving the Environment*

- Small grants - up to 10% total budget
- Participatory budgeting - up to 5% total budget

# Wing and Ivinghoe 21/22 Budget

Community Board	Carry forward from last year	2021/22 Budget	Overall Budget (including overspends)	Highways (25% cap of 2021/22 budget)	Environment (15% minimum total budget)	Economic Recovery (15% minimum total budget)	Small Grants Pot (10% cap total budget)	Participatory budget (5% cap total budget)
Wing and Ivinghoe	£80,228	£193,128	<b>£273,356</b>	£48,282	£41,003	£41,003	£27,336	£13,668

## A little more info

New highways applications –  
Please get to us by the end of  
September

Health and Wellbeing will cut  
into all priority areas



Wing & Ivinghoe  
Community Board

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