

Dear Member

You are hereby summoned to attend a meeting of the Environment & Property Committee which will be held in the Council Chambers, Town Council Offices, Buckingham on **Monday 21st March 2005 at 7 pm.**

The public are invited to attend

Signed Ms P. J. Heath, Town Clerk

There will be a public session of no more than 15 minutes held at the start of the meeting

AGENDA

1. To receive apologies for absence
 2. Declaration of interest for items on the agenda
 3. To receive the minutes of the last meeting held on 31st January 2005
 4. To receive Action reports and Updates
 - 4.1 (84.1/2005) War Memorial
 - 4.2 (84.4/2004) Seat by Community Centre
 - 4.3 (84.5/2004) Update on footpath inspection – Cllr Isham/Cllr Desorgher
 - 4.4 (84.7/2004) Update on location of trees – Cllr Stuchbury/Cllr Stevens/Cllr Desorgher
 - 4.5 (89/2005) Verney Close
 5. To receive a presentation from Jason West, Buckingham Community Wildlife Project Officer
 6. To receive a report, if required, on Cemetery Lodge refurbishment
 - 6.1 To receive a letter from Mrs Hill re Cemetery Lodge tenancy
 7. To discuss, make recommendation, and agree policy on the maintenance and operation of the Cemetery
 - 7.1 Memorial – application for amendment or new memorials – agree the procedure as attached
 - 7.2 Software for burial records – to discuss and agree purchase of a suitable package
 - 7.3 To receive confirmation of the training course agreed minute no 90.2 booked for 10/11th May
 - 7.4 To discuss whether the Committee wish to send a representative to the CBA Seminar on 12/13th May
 8. To receive report from the Play and Leisure Group, discuss the recommendations included, and confirm the action plan. (report dated 2nd February sent with Full Council agenda)
 - 8.1 To agree Annual Inspection of play equipment by NFPA
 - 8.2 To discuss if the Committee wish to send a representative to seminar “Improving the standards of play” Old Windsor 28th April 2005 – leaflet attached
 - 8.3 To receive a request to install chain nets in the Basketball hoops in Bourton Park.
 - 8.4 To receive the weekly inspection reports, ratify any action taken and authorise additional actions
 9. To receive information on the tenders for the Horticultural Contract and ratify the awarding of the contract. (please note some of this item’s discussion may be held under 1(2) Public Bodies(Admission to Meetings)Act 1960)
 10. To discuss whether the Committee wish to send a representative to EX2005 (external works 2005) exhibition at the NEC Birmingham 19th -21st April 2005. – leaflet attached
 11. To discuss the extension to Town Council’s Offices (please note some of this items discussion may be held under 1(2) Public Bodies(Admission to Meetings)Act 1960)
 12. To discuss and agree footpath improvement programme for 2005/2006 in line with PPP work approval form attached for Bourton Park/Chandos Park
 13. To receive a report on the meeting with the Bowls Club dated 15/02/05 (representatives invited to attend)
 14. To receive letter from Mr Mackey re the vegetation on Gawcott Hill roundabout
 15. To receive a report on the allotment meeting held on 9th March 2005; discuss and make recommendation.
 16. To receive the Town Audit and agree any action required
 17. To review current budget
 18. Chairman’s Items for Information
- The following item will be held under section 1 (2) Public Bodies (Admission to Meetings) Act 1960 due to the sensitive and confidential nature of the business to discuss.
- 18 To discuss the records and paperwork received from AVDC and agree a procedure for the input of information so far received and the compiling of additional information required.

To Councillors

P. Collins	Mrs P. Desorgher	D.R. Isham	G. Loftus
H. Mordue (Chairman)	Ms. R. Newell	Mrs H. Saul	
Mrs C. Strain-Clark	R. Stuchbury (Mayor)		

Members are reminded that they must declare a prejudicial or personal interest as soon as it becomes apparent in the course of the meeting.