

**MINUTES OF THE ENVIRONMENT AND PROPERTY COMMITTEE HELD IN THE COUNCIL  
CHAMBERS ON MONDAY 21<sup>ST</sup> MARCH 2005 AT 7 PM**

**PRESENT**

Councillor P. Collins  
Mrs. P. Desorgher  
D. Isham  
H. Mordue (Chairman)  
Ms. R. Newell  
R. Stuchbury (Mayor)

Town Clerk Ms. P. J. Heath

In Attendance Mrs. P. Stevens

Guest Mr. J. West, Buckingham Wildlife Project Manager

**APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Councillors Mrs. H. Saul, Mrs. C. Strain-Clark and G. Loftus.

**98/2005 DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA**

There were no declarations of interest for items on the agenda.

**99/2005 MINUTES OF THE LAST MEETING**

Members received and accepted the minutes of the previous meeting held on 31<sup>st</sup> January 2005, which were ratified on 7<sup>th</sup> March 2005.

*Proposed by Cllr. Mordue, seconded by Cllr. Stuchbury, and **AGREED** to move item no 5, the presentation by Jason West, to be heard next.*

*Proposed by Cllr. Stuchbury, seconded by Cllr. Newell, and **AGREED** to suspend standing orders to enable Mr Jason West, Buckingham Community Wildlife Project Manager to address the meeting.*

**100/2005 PRESENTATION FROM JASON WEST, BUCKINGHAM COMMUNITY WILDLIFE PROJECT OFFICER**

Mr. West spoke of the work of the Buckingham Community Wildlife Project and his role as Project Manager. The Project has funding for 5 years from DEFRA with Buckingham Town Council contributing £1000 per year. The aim is to set up long term community led groups to manage and enhance environmental areas within the town. The first project has been centred on the Railway/Scenic Walk. Part of the project will be the generating of interest in the areas and improving the community use by increased awareness and information on the various sites.

*Proposed by Cllr. Stuchbury, seconded by Cllr. Newell, and **AGREED** to reinstate standing orders.*

## **101/2005 TO RECEIVE ACTION REPORTS AND UPDATES**

### 101.1 (84.1/2005) War Memorial

Members were informed that two of the pillars had been damaged; the Caretaker had been able to repair them. It was agreed to keep monitoring the damage to ensure that the pillars could be replaced as soon as the damage became significant.

### 101.2 (84.4/2004) Seat by Community Centre

The Clerk informed members that no response had been received from Budgens; it was noted that there are alterations being made in the management structure. It was agreed to defer this to the next meeting.

**ACTION THE CLERK**

### 101.3 (84.5/2004) Update on footpath inspection – Cllr. Isham/Cllr. Desorgher

As Cllr. Isham was not present it was agreed to defer this to the next meeting.

**ACTION CLLR. ISHAM**

### 101.4 (84.7/2004) Update on location of trees – Cllr. Stuchbury/Cllr. Stevens/Cllr. Desorgher

Cllr. Stuchbury reported that he had looked at the sites in Bourton Park and felt the best place to plant the trees would be along the current hedge line bordering on to Bourton Meadow School. Due to the length of time that has passed since the original offer of the trees was made the Clerk would check if there were any trees still available.

*Cllr Isham arrived.*

### 101.5 (89/2005) Verney Close

Members were informed that the sale document was still travelling between the solicitors of the Town Council and the legal department of the County Council; the £5000 for the purchase and initial work would be carried forward as committed monies.

**ACTION THE CLERK**

## **102/2005 REPORT, IF REQUIRED, ON CEMETERY LODGE REFURBISHMENT**

### 102.1 Funding

The request for approval had been sent to the Office of the Deputy Prime Minister in preparation for 1<sup>st</sup> April Approval; approval runs on a financial year.

### 102.2 To receive a letter from Mrs. Hill re Cemetery Lodge tenancy

Members noted the letter from Mrs. Hill asking if the Cemetery Lodge was available for rent either now or in the future. Members could not make a decision until the Lodge had been renovated but felt the conditions laid down by the Public Loans Board may prevent the Council from renting on the open market.

## **103/2005 POLICY ON THE MAINTENANCE AND OPERATION OF THE CEMETERY**

### 103.1 Memorial – application for amendment or new memorials – agree the procedure as attached

Copies of the current policy document had been circulated with the agenda; this was a new document compiled from the decisions of the Council already taken in respect of the Cemetery management. Members **AGREED** the document and asked for the following addition: No Photographs to be allowed on the monuments. Any future amendments to the policy document to be agreed by the Chairman, Vice Chairman and the Mayor, with a periodic review by the Committee for ratification. It was **AGREED** that at the next E & P meeting the Committee would formulate its policy on the length of "Right of Burial" 75 or 99 years; Memorial Testing and forms of installation; and the reuse of graves.

## **ACTION THE CLERK**

### 103.2 Software for burial records – to discuss and agree purchase of a suitable package

Members discussed the various software packages seen by the Chairman, the Clerk and Cllr. Isham. It was **AGREED** that in order for the amount of data required to be managed effectively a purpose designed software package was needed.

Proposed by Cllr. Stuchbury, seconded by Cllr. Mordue, and **RECOMMENDED** that the Committee allocates a budget of £2000 from the burials income for the purchase of the software package designed by RBS (the same company as produces the accounts package) and a stand alone computer capable of holding the memory intensive package, and pictures of memorials.

### 103.3 Training course agreed minute no 90.2 booked for 10/11<sup>th</sup> May

Members were informed that the training course agreed under minute no 90.2 in Wakefield had been full. The Clerk was now booked on the same course which will be run on 10<sup>th</sup>/11<sup>th</sup> May 2005 in Portsmouth.

### 103.4 CBA Seminar on 12/13<sup>th</sup> May

Members discussed the attendance of a Councillor at the CBA (Confederation of Burial Authorities, the commercial arm of the Institute of Cemetery and Crematoria Managers) on 12<sup>th</sup>-13<sup>th</sup> May. It was decided that it was too soon for Members to attend such a conference.

## **104/2005 REPORT FROM THE PLAY AND LEISURE GROUP**

### 104.1 Damaged equipment

Members were informed that a piece of play equipment had been vandalised on 10<sup>th</sup> March in Chandos Park.

Proposed by Cllr. Stuchbury, seconded by Cllr. Isham, and **AGREED** that a) the Council should write to the children who attempted to put out the fire and thank them b) the Clerk should establish the position concerning an insurance claim and c) the Clerk be given designated authority to repair the piece of equipment up to a cost of £1000 from account no. 4610.

### 104.2 Recommendations

Members discussed the notes and action plan from the play and leisure group meeting and **AGREED** to accept the recommendations no. 2 and 3 the inclusion into the working group of the Buckingham Community Plan Steering Group and Buckingham Society representatives.

104.3 Annual Inspection of play equipment by NFPA

Members **AGREED** that the Clerk could use NFPA to carry out the annual safety inspection in conjunction with neighbouring parish councils.

104.4 Seminar "Improving the standards of play" Old Windsor 28th April 2005

It was **AGREED** that Cllr. P. Desorgher would attend the above seminar on behalf of the Council.

104.5 To receive a request to install chain nets in the Basketball hoops in Bourton Park.

Members discussed the request from a member of the public for the basket ball hoops to be fitted with metal nets; this was **AGREED**.

104.6 Weekly inspection reports, ratify any action taken and authorise additional actions

Members noted the weekly inspection reports from the Caretaker. Members **AGREED** that the Clerk should seek details and costs to have all the safety surfaces cleaned.

Members **AGREED** to investigate the cost of installing bark chip pathways in the Ken Tagg Play Area; the Clerk was also requested to obtain costs for the hire or purchase of a wood chipper.

**ACTION THE CLERK**

**105/2005 TENDERS FOR THE HORTICULTURAL CONTRACT AND RATIFY THE AWARDING OF THE CONTRACT**

Members discussed the 4 tenders received for the Horticultural Document and the companies involved, particularly where known their work for other authorities.

Proposed by Cllr. Stuchbury, seconded by Cllr. Newell, and **AGREED** that the Horticultural contract for the 4 years, on the basis already agreed, be awarded to Complete Grounds Management.

**106/2005 EWx2005 (EXTERNAL WORKS 2005) EXHIBITION**

Cllr. Stevens, Cllr. Mordue and the Clerk agreed to attend the EWx2005 Exhibition on 19<sup>th</sup> April 2005 at the NEC Birmingham on behalf of the Council.

**107/2005 TO DISCUSS THE EXTENSION TO THE TOWN COUNCIL'S OFFICES**

Members were informed that a meeting had been set up with a local architect.

**108/2005 FOOTPATH IMPROVMENT PROGRAMME FOR 2005/2006 IN LINE WITH PPP WORK APPROVAL FORM ATTACHED**

The Clerk pointed out that the main footpath in Bourton Park which will need repair work over the next few years is a designated right of way and could meet the criteria for PPP funding. Members **AGREED** that Mr. J. Steggle should be asked to recommend which footpaths within the parish require work.

**ACTION THE CLERK**

### **109/2005 MEETING WITH THE BOWLS CLUB DATED 15/02/05**

Copies of the notes taken of the meeting with members of Chandos Park Bowls Club had been circulated prior to the meeting. The Chairman reported that the bowling green was being treated by Broughton Turf Management who reported that the necessary work had not been done by the previous contractors; they hope to be able to rescue the green to a reasonable playing surface.

Members discussed the implications of the Bowling Club cutting the green; it was **AGREED** to give the club a trial with Broughton Turf Management checking the calibre of the work for the forthcoming season. The Bowls Club would be asked to attend specified E&P meetings to report on the grass cutting. The Council would reserve the right to employ someone to cut the grass if the report from Broughton Turf Management indicated inadequacies in the cutting regime rechargeable to the Club.

It was proposed by Cllr. Stevens, seconded by Cllr. Stuchbury, and **RECOMMENDED** that the Council should purchase/lease a specific mower for the green that would be used by the Bowls Club using the unpaid back rent to fund the purchase.

The Clerk and Chairman would investigate the type, cost and options for the purchase/lease of the mower in time for the Council Meeting.

**ACTION THE CLERK**

### **110/2005 LETTER MR.MACKKEY - THE VEGETATION ON GAWCOTT HILL ROUNDABOUT**

A copy of Mr Mackey's letter and associated newspaper article had been circulated with the agenda. Members noted Mr Mackey's comments but felt that without the full details they could not comment on another authority's action as reported in the newspaper article. It was noted that the legal agreement with Bucks County Council was that all shrubbery should be no higher than 1 metre from the ground level of the roundabout; the road level is below that of the roundabout.

### **111/2005 ALLOTMENT MEETING HELD ON 9TH MARCH 2005**

Notes of the meeting held with representatives from the Bourton Road Allotment Association and the draft agreement had been circulated. Members agreed the amended wording as per the document attached.

Proposed by Cllr. Mordue, seconded by Cllr. Stuchbury, and **RECOMMENDED** that the Council should enter into a 12 year rolling agreement with Bourton Road Allotment Association as per the document attached.

### **112/2005 TOWN AUDIT AND AGREE ANY ACTION REQUIRED**

Members received the latest copy of the Town Audit, which had been circulated with the agenda.

It was noted that some of the work requested to be done in the car park had now been carried out.

The Clerk informed Members that the Old Cattle Market was to be resurfaced during the summer and AVDC had requested suitable dates from the Town Council.

Members felt the sooner the better although consideration should be given to the

Flea Market which would need to relocate while the work was been undertaken (the contractor estimates 2 weeks) and also that the Boules tournament would be taking place on 14<sup>th</sup> July. The Clerk was requested to pass on this information to AVDC and to inform the Chairman of Events.

**ACTION THE CLERK**

**113/2005 REVIEW CURRENT BUDGET**

Members noted the E& P budgets.

Proposed by Cllr. Stuchbury, seconded by Cllr. Isham, and **AGREED** to hire a wood chipper from the Meadway Account 4105 to assist in the formation of a path in the Ken Tagg Play Area.

Proposed by Cllr. Stuchbury, seconded by Cllr. Isham, and **AGREED** to use the 2004/2005 Riverside Walk budget to repair footpaths in Bourton Park.

It was **AGREED** to remove the damaged gate in Bourton Park.

**114/2005 CHAIRMAN'S ITEMS FOR INFORMATION**

114.1 Rotary Club Seat

Cllr. Stuchbury, informed members that the Rotary Club had accepted the Council's suggestion as to the location of their Centenary seat at Verney Close. At a recent dinner which he had attended the Rotary Club had asked if the Council would pay for the installation.

Proposed by Cllr. Stuchbury, seconded by Cllr. Isham, and **RECOMMENDED** that the Council pays for the installation of the Rotary Club's Centenary seat in Verney Close from the 2004/2005 Seats and Bins budget.

114.2 Railway Walk and Hunter Street

During the above discussion it was **AGREED** to replace the damaged seat on the Railway Walk with the one currently in the garage and also to request AVDC to clean and treat the seats in Hunter Street Church Yard; the Council is to offer to get this done with an invoice to AVDC.

The following item was held under section 1 (2) Public Bodies (Admission to Meetings) Act 1960 due to the sensitive and confidential nature of the business to discuss.

**115/2005 RECORDS AND PAPERWORK RECEIVED FROM AVDC AND AGREE A PROCEDURE FOR THE INPUT OF INFORMATION SO FAR RECEIVED AND THE COMPILING OF ADDITIONAL INFORMATION RECEIVED.**

-

-

Chairman .....H. Mordue Date...25th April 2005

**AGREEMENT BETWEEN BOURTON ROAD ALLOTMENT HOLDERS' SOCIETY AND  
BUCKINGHAM TOWN COUNCIL**

Notes

1. The Buckingham Town Council shall have the right to nominate at any one time a maximum of 10 plot-holders at the Bourton Road allotment site. The plots as shown on the attached map will be administered by Bourton Road Allotment Holders' Society. All notifications shall be in writing to the Secretary of the Society. {The allocation being in compliance with the Council's duty under the Small Holdings and Allotments Act 1908 s23 (1).}
2. In the event of the Buckingham Town Council being unable to nominate 10 plot-holders, the Bourton Road Allotment Holders' Society shall allocate vacant plots from its own waiting list.
3. If the number of plot-holders nominated by the Buckingham Town Council falls below 10, the Buckingham Town Council shall have the right to nominate plot-holders for plots next becoming vacant so as to bring the number of plots cultivated by Buckingham Town Council nominees up to 10.
4. Plot-holders nominated by the Buckingham Town Council shall be liable to such rents, charges and regulations as are from time to time determined by the Bourton Road Allotment Holders' Society. Such rents and charges as are due on the nominated plots shall be retained by the Bourton Road Allotment Holders' Society in lieu of all administration charges.
5. Both the Buckingham Town Council and the Bourton Road Allotment Holders' Society shall keep a list of nominated plot-holders and the Bourton Road Allotment Holders' Society shall, on 25<sup>th</sup> March each year, provide the Buckingham Town Council with a list of those nominees cultivating plots at the Bourton Road allotments site.
6. In return for the right of nominating plot-holders the Buckingham Town Council will, from time to time, make grants to the Bourton Road Allotment Holders' Society for the purpose of maintaining roadways, fencing, hedges and water supply etc. Such grants shall, be agreed on a 3 year programme of set amounts with the review of the forthcoming 3 years being agreed in year 2; the grant for financial years 2005/2006, 2006/2007 and 2007/2008 being £500 per year.
7. This agreement shall be operative for a period of twelve years from the date hereof or until the owners of the land take possession thereof, whichever period shall be the shorter. The Buckingham Town Council shall have the option of extending this agreement at the end of the twelve year period, or of giving six months notice of an intention to terminate that agreement during that period.

.....

Signed by

Signed by

On Behalf of Bourton Road Allotment Holders' Society on behalf of Buckingham Town Council

Date.....