

Minutes of a meeting of the **Environment and Property Committee** of Buckingham Town Council held on **Monday 6th April 2009** in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham.

**Present:** Cllr. M. Smith – Chairman  
Cllr. T. Bloomfield  
Cllr. H. Cadd  
Cllr. P. Collins  
Cllr. Mrs P. Desorgher  
Cllr. P. Hirons  
Cllr. D. Isham  
Cllr. R. Lehmann  
Cllr. A. Mahi  
Cllr. Mrs R. Newell  
Cllr. Mrs P. Stevens  
Cllr. R. Stuchbury  
Cllr. M. Try  
Cllr. W. Whyte

**Also present:** Anne Wilson - Town Clerk  
Chris Wayman – Deputy Town Clerk  
Susan Le - BTCV

#### **682/2008 Apologies for Absence**

**RESOLVED** to note apologies from Councillor Loftus, Councillor Mordue and Councillor Mrs. Collins.

It was **RESOLVED** to take agenda item 16 at the end of the meeting under confidential items.

#### **683/2008 Declarations of Interest**

**RESOLVED** to note that no declarations of interest were received.

#### **684/2008 Minutes**

**RESOLVED** to receive the minutes of the Environment and Property Committee meeting held on the 16<sup>th</sup> February 2009 and approved at Full Council on the 23<sup>rd</sup> March.

#### **685/2008 Action Report**

**RESOLVED** that Members noted the attached Action Report.

Members noted the ongoing correspondence with AVDC over the land at Embleton Way. It was agreed that if any substantive movement was made on the subject it would be referred to Full Council.

It was **RESOLVED** to take Agenda Item 22 next.

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### **686/2008 BTCV - Report**

**RESOLVED** to note the report circulated at the meeting.

### **687/2008 Town Audit**

**RESOLVED** that Cllr. Hirons take over Cllr. Mrs Desorgher's Town Audit Area.

### **688/2008 Parks Policy Group**

**RESOLVED** that the Town Clerk circulate possible meeting dates to the group. Members discussed in detail the vision for the group; however, it was felt that it was too early in the process to give a full costing for the implementation of the policy.

### **689/2008 Chandos Park**

#### **Play Area**

**RESOLVED** to note the Play Area report from AVDC. Members discussed the cost implications of all the work suggested in the report.

*Cllr. Lehmann arrived*

Members discussed in detail the consultation with local residents and users the Town Council would undertake on the new play equipment project in Chandos Park. Councillors expressed a desire to have the work completed before the start of the school summer holidays.

#### **Lamp posts**

Following a suggestion from a Councillor, the Town Clerk explained that to replace the current lights with solar powered LED lights would cost approximately £3,000 per lamppost.

Following discussion it was **RESOLVED** to have the work undertaken by Company B at a cost of £1620.28 including removal and fitting. The cost to be taken under budget heading Chandos Park – Repairs and Maintenance 401/4601

#### **Bowls Club**

The Bowls Club have proposed to carry out the work to the drainage system for a cost of approximately £100.

**RESOLVED** to ask the Bowls Club to carry out the proposed work and to pay them £100 (or up to £250 if costs are higher than they had estimated).

#### **Play Around the Parishes**

**RESOLVED** to hold an event in Chandos Park in Buckingham and that in the case of bad weather, suggest to AVDC that they might use a hall at the Swan Leisure Centre or at the Youth Centre.

*Cllr. Try and Cllr. Mrs. Newell arrived at the meeting during the next item.*

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### **690/2008 Play Area Inspections**

The Town Clerk informed Members that the prices presented in the report to members were incorrect and informed them that RoSPA was £83 and Wicksteed was £65 for the annual inspection and the risk assessment.

**RESOLVED** that, given that they provide more detailed reports, to have RoSPA carry out an inspection and risk assessment on all of our play areas. The cost of these inspections would be split across the play area maintenance budgets of Chandos Park – 401/4106, Ken Tagg – 410/4106 and Bourton Park – 402/4106

**FURTHER RESOLVED** to send both outside maintenance staff on the RoSPA Outdoor Play Area Inspection and Maintenance Course on the 2nd June 2009 at a cost of £180.00 per person, with a view to taking the play equipment inspections back in house. The cost of which to be taken under budget heading Training and Conferences 102/4023.

### **691/2008 Bourton Park Junior Play Area**

The Town Clerk informed members that Monster would be out after the Easter school holidays to repaint the play equipment and to repair the swings following the annual inspections. This work would be free of charge as it fell within the guarantee period for the equipment.

However, Monster were not willing undertake the work on the safety surfacing as it had been damaged because of erosion to the sub-surface, and therefore fell outside the 5 year guarantee. It was **RESOLVED** that the Town Clerk look at the original quotation and ascertain what Monster had advised for the safety surfacing bed, in case it was possible to recover the repair costs.

### **692/2008 Safe Use of Pesticides PA1 and PA6 Course**

**RESOLVED** that Roy Calder attend the Safe Use of Pesticides PA1 and PA6 Course Pesticides on the 4th and 11th June at a cost of £450.00 and expressed concern that the maintenance staff had not attended one of these courses previously. The cost of which to be taken under budget heading Training and Conferences 102/4023.

The Town Council would look at obtaining a safe storage area for chemicals.

### **693/2008 Bourton Road Allotment Holders Society**

**RESOLVED** that the grant application be referred to the Finance and Administration Committee.

**RESOLVED** that the Town Council investigates the donation of the land to the Town Council, or the feasibility of a compulsory purchase order so that the land can stay as allotments.

### **CEMETERY**

#### **694/2008 General Maintenance Issues**

**RESOLVED** that:

- the Town Clerk draw up a new specification for the cemetery contract to include the many areas omitted in the current contract
- the Town Clerk discusses with CGM the outstanding works as per the contract
- a quote be obtained from CGM for the necessary works outside the contract

### **695/2008 Price Increases**

Members discussed in great detail the proposed price increases for the cemetery. Members expressed concern over the removal of double fees for non-residents.

**RESOLVED** to look at the legality of double charges for non residents of the town and put on hold a decision on whether the price for interments and memorials should increase until this information is available.

### **696/2008 Accreditation by BRAMM**

**RESOLVED** that:

- The Town Council apply to be a part of the BRAMM scheme.
- The Town Clerk issue copies of the NAMM standards and the ICCM Code of Safe Working Practice to the current burial contractors and ensure compliance.
- The Town Council adopts the draft disciplinary procedures for memorial masons working in Brackley Road Cemetery.
- The Town Clerk contacts local funeral directors and memorial masons and inform them that in 6 months time we will only allow BRAMM registered memorial masons to undertake work in the cemetery.

*Cllr. Lehmann left the meeting during the next item*

### **697/2008 Maintenance Needs**

Members discussed the issue of overgrown grass and shrubs in grave spaces, and noted that under the Local Authorities Cemeteries Order 1997 4 (1) the Town Council has a duty to “keep the cemetery in good order and repair”.

**RESOLVED** that:

- in line with The Local Authorities’ Cemeteries Order 1977 4 (1) shrub, tree, and grass overgrowth be cleared from graves.
- A notice detailing the above shall be put in the notice board at the Cemetery and giving one months notice for any objectors to contact the Town Council Office.
- Under 16 (1) (a) of The Local Authorities’ Cemeteries Order 1977 the Council level the graves recommended.
- Under Schedule 3 of The Local Authorities’ Cemeteries Order 1977 that notices be placed in the Buckingham & Winslow Advertiser advising residents that levelling will take place in the relevant sections and that a full list of graves can be found on the Town Council website or in the Town Council Offices.
- That a notice also be placed in the notice board at Brackley Road Cemetery.
- The Town Clerk will obtain quotes to carry out levelling of graves in the extension.

The cost for the advertisement in the newspaper would come from budget heading Burial Expenses under the Cemetery 403/4620

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### **698/2008 Institute of Cemetery and Cremation Management**

**RESOLVED** that the Deputy Town Clerk attend the ICCM Conference on the 7<sup>th</sup> and 8<sup>th</sup> May 2009.

The cost of which to be taken under budget heading Training and Conferences 102/4023.

### **699/2008 Kerbing in the Cemetery**

**RESOLVED** that the policy of no kerbing in the extension continue and that those that have installed kerbing be asked sympathetically to remove the kerbing and given a reasonable time to do so.

*Cllr. P. Collins left the meeting*

Members agreed that the Town Clerk draft a letter and circulate it to Councillors before sending it to families.

*Cllr. P. Collins returned to the meeting*

### **700/2008 Tree Survey**

**RESOLVED** that quotes be obtained to conduct a tree survey on the land the Town Council owns.

### **701/2008 Training Course**

**RESOLVED** that Councillors Mrs. Newell and Bloomfield attend the BTCV Tree Identification Course on Saturday 18th May 2009 as both are tree wardens. There would be no cost for their attendance.

### **702/2008 S106 Monies**

Members felt that the list of S106 monies which AVDC say are available is incomplete.

**RESOLVED** that:

- The Town Clerk contact NALC to confirm the good practice guidance with regard to the holding of S106 monies.
- Any S106 monies that are available for the area go initially to Chandos Park for the new play equipment.
- The Town Clerk contact AVDC and ask them for the current "wish list" so that it can be reviewed.

### **703/2008 BBO Food Group**

**RESOLVED** that this matter be discussed by the Events Committee

### **704/2008 Buckinghamshire County Council**

**RESOLVED** that members noted the responses from Buckinghamshire County Council with regard to the Buckingham Maintenance Budget.

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**705/2008 Lease of Town Council Vehicle**

**RESOLVED** that members noted the quotes obtained but asked that the Town Clerk obtain further quotes, to include Buckingham Ford, Vauxhall's, repairs and maintenance cover and provision for a replacement vehicle with delivery and collection.

**706/2008 Chairman's Announcements**

The Chairman read out a letter received from a resident of Moreton Road whose flowers on the verge outside their property had been mown by the AVDC contractor.

**RESOLVED** that the Town Clerk write to AVDC expressing the Council's concern about this matter and asking that their operatives are reminded not to mow over flowers.

**707/2008 COMMITTEE IN PRIVATE SESSION**

**Exclusion of Public and Press**

**RESOLVED** 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, **RESOLVED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

Signed ..... Date .....  
Chairman

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**COMMITTEE IN PRIVATE SESSION**

**BUCKINGHAM TOWN COUNCIL**

**ENVIRONMENT AND PROPERTY COMMITTEE MEETING**

**MONDAY 6TH APRIL 2009**

*Cllr. Bloomfield left the meeting*

**708/2008 Garden of Rest**

Cllr. Stuchbury declared an interest as one of the problems highlighted regarded a grave owned by a member of his family.

The Deputy Town Clerk gave some further background to the report and it was **RESOLVED** to carry out the following in regard to the points laid out in the report:

- ~~1.No action required.~~
- ~~2.Re-number the graves and re-issue deeds relating to E21 and E22 (to E20 and E21 respectively).~~
- ~~3.Carry out "rodding" (putting a rod into the ground to find out depth or if there is a burial in the place) in the area to see where the burial took place.~~
- ~~4.Re-issue deeds for the ashes plots as a result of the renumbering.~~
- ~~5.Re-issue the deed to Mr Stoptoe for the appropriate ashes plot.~~
- ~~6.The Town Clerk to write a sympathetic letter to Mr Conroy and explain that an administrative error has resulted in us having to re-issue him another ashes spot.~~

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