



# BUCKINGHAM TOWN COUNCIL

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Town Clerk: Anne L. Wilson BA (Hons) FILCM AIH



6<sup>th</sup> July 2009

Sir/Madam,

A meeting of the Environment and Property **Committee** of Buckingham Town Council will be held on **Monday 13<sup>th</sup> July 2009** at 7.00 pm in Room MB1, Masons Building, University of Buckingham, Hunter Street, Buckingham.

Anne Wilson  
Town Clerk

Please note that the Environment and Property Committee meeting will be preceded by Public Question Time lasting for a maximum of 15 minutes, in accordance with Standing Order 1.2.

## AGENDA

### 1. Election of Chairman for the Meeting

In the absence of the Chairman, Councillor Mike Smith and the Vice-Chairman Councillor D. Isham members are asked to elect a Chairman for this meeting.

### 2. Apologies for Absence

Members are asked to receive and accept apologies from members.

### 3. Declarations of Interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Parish Councils (Model Code of Conduct) Order 2001.

### 4. Minutes

To receive the minutes of the Environment and Property Committee meeting held on Tuesday 26<sup>th</sup> May 2009 and approved at Full Council on the 29<sup>th</sup> June 2009.

**Copy previously circulated**

### 5. Action Report

To receive the report and note the updated information.

**Copy attached Appendix A**

## 6. Town Audit

With reference to minute no: **59/09** members are asked to confirm who will be taking over the area of the Town Audit previously undertaken by Cllr. Mrs Stevens.

## PARKS AND PARKS POLICY

### 7. Parks Policy Group

Members are asked to receive and confirm the minutes of the Parks Policy Group held on:

- Thursday 4<sup>th</sup> June 2009 **Copy attached PP/01/09**
- Thursday 2<sup>nd</sup> July 2009 **Copy attached PP/02/09**

### 8. Chandos Park

- **Toilets**

It has brought to the attention of the Town Council that although the automated locking of the ladies and gentleman's toilets in Chandos Park is working well the disabled toilet that has to be opened by a radar key is being left open and the users of the park in the evenings are causing problems for the cleaners due to the condition the toilets are left in.

Councillor Bloomfield makes the following comments:

Before I was elected as a Councillor, for 12 months I locked the toilets nightly. On many occasions the disabled toilet was open. On speaking to some users it was a case that the door was not properly closed after use, I doubt if any persons have gained a radar key illegitimately. There is no reason during the day (and it has been minuted that the Chandos Park toilets are only open in daylight hours) why they should not operate on the same basis as the ladies and gents toilets.

Members are therefore asked to consider the way forward to resolve this problem.

- **Chandos Park Path**

Members will recall that the AVDC officer who attended the site visit in August 2008 denied having taken any notes, and that Councillor Whyte's proposal had to be resubmitted. Another officer was left to deal with it but, despite expediting matters, progress has been stalled. AVDC have now stated that they are not prepared to take any further action unless we agree to pay them a consultancy fee of £65.00 per hour.

Members are therefore asked to consider whether to accept this, whether to seek an outside consultant, or otherwise determine a way forward.

- **Club Sessions and Public Access to the Bowls Club and Tennis Club Facilities**

The Town Council has received a complaint and comments about the public access with regard to the use of the tennis courts in Chandos Park and also access to the bowls club.

The Chairman asked the Town Clerk to obtain information from both the clubs to inform members about club sessions and public access for members

**Information attached Appendix B**

- **Lamp posts in Chandos Park**

Members agreed to have new parts put in the lights in Chandos Park by Lightfoot Bros. of Aylesbury. However when the works were carried out it became apparent that three of lamp posts had faulty photocells on them (confirmed by the Deputy Town Clerk upon an evening inspection) and therefore need replacing. This is at a cost of £353.91 and members are asked to agree to this work being carried out.

## 9. **Bourton Park**

- **Bourton Park Junior Play Area**

Quotes, reports and suggestions for the replacement of the safety surfacing at Bourton Park Junior Play Area have been requested for but not all yet received.

- **Friends of Bourton and Heartlands BTCV Group**

Members are asked to consider the attached proposals and possible work programme for the Friends of Bourton and Heartland BTCV Group.

**Copy attached Appendix C**

## 10. **Grounds Maintenance Contract**

Councillor Smith and the Town Clerk have met with the Contract Manager of the Town Council Cemetery and Open Spaces contract. At the meeting lengthy discussion took place about the items and areas that should be covered in the contract with a view to reviewing and monitoring the contract more closely. They have arranged to meet on a six weekly basis, the next meeting being in late August and at that meeting will be the sub-contractor responsible for the grave digging and associated work. A full report will be brought to the next meeting of this committee.

## 11. **ALLOTMENTS**

- **Bourton Road Allotment Holders Society**

Further to Minute **693/2008 and 64/09** Members are asked to note that as of the date of this Agenda, no response had been received with regard to the possibility of purchasing the land and will continue to do so.

## 12. **CEMETERY**

- **Cemetery - Rules and Regulations**

Members are asked to confirm the attached revised draft document – areas amended and for confirmation is highlighted in green.

**Copy attached Appendix Di**

With reference to minute no.: **65/09** Members are asked to confirm the pricing structure as agreed under that minute: (amendments in green)

- a 5% increase on the current charges for residents for interments and that the charges be reviewed in detail at precept
- that the non-residents fees be increased as recommended

**Copy attached Appendix Dii**

With reference to minute no.: **65/09** Members are asked to discuss and agree the attached Draft Policy for defining “residents” and “non-residents”.

**Copy attached Appendix Diii**

With reference to minute no.: **65/09** Members are asked to note that the Government has decided that for the time being it is not legal to re-use older graves.

- **Update on the Cemetery**

Members are asked to note the update report with regard to the cemetery.

**Copy attached Appendix E (to follow)**

- **Memorial Safety**

Members are asked to note the attached letter updating members on the latest guidance from the Ministry of Justice with regard to Memorial Safety.

**Copy attached Appendix F**

- **Erection of a Bench**

Members are asked to consider the attached letter requesting a commemorative bench in the cemetery.

**Copy attached Appendix G**

### 13. **TREES**

- **Tree Survey**

Members are asked to consider the attached report with regard to having the trees surveyed in the Cemetery, Bourton Park, around St. Peter and St. Paul’s, Railway Walk and Chandos Parks.

**Copy attached TC/14/09**

### 14. **Buckingham Traders Association**

Buckingham Traders Association have approached the Town Council about placing five notice boards containing the town map around the town. They would like the map to go up in five sites – by the Old Gaol, Cornwalls Meadow, Western Road car park and two others to be decided. It is not clear who will pay for the proposed new notice boards, assuming that their siting can be identified and agreed by the Town Council.

### 15. **Buckingham County Council (BCC) Resilience Team**

Members are asked to consider the attached correspondence from BCC with regard to enhancing community resilience in the event of an emergency in the community.

**Copy attached Appendix H**

### 16. **Buckingham Flood Protection Grant**

DEFRA has at long last made the official announcement about the flood grants that have been awarded. Gary Dawson, Emergency Planning Officer at AVDC has confirmed that AVDC has received £325,000 to protect 57 houses. This was about half the number he had hoped for and he feels that it reflects some uncertainty (through lack of detailed modelling) about exactly how many houses suffer from in excess of 5% annual flood risk. He is making an application for top-up funding but this may be more forthcoming if AVDC and householders make a contribution.

**17. Local Safety Schemes**

Buckinghamshire County Council has written to the Councils and informed them that the A413 has been prioritised to be included in the Local Safety Scheme programme in our area in this financial year and that signing and lining improvements are proposed to be undertaken together with the removal of small amounts of vegetation.

**18. S106 Monies**

Members are asked to note the attached additional information with regard to S106 monies available to be spent in Buckingham.

**Copy attached Appendix I**

**19. Transfer of Public Open Space at Overn Crescent, Buckingham**

Members are asked to note the attached letter and map from AVDC with regard to the transfer of open space at Overn Crescent.

**Copy attached Appendix J**

**20. DEFRA Consultation on the Draft Flood and Water Management Bill**

Members are asked to consider the draft bill and respond if they feel appropriate. The full document can be found on the DEFRA website.

<http://www.defra.gov.uk/corporate/consult/flood-water-bill/index.htm>

**Copy attached Appendix K**

**21. BCTV Report**

Members are asked to consider the attached report from the BTCV.

**Copy attached Appendix L (to follow)**

**22. Environment and Property Committee Budgets**

Members are asked to note the attached budget information for codes relevant to the Environment and Property Committee.

**Copy attached Appendix M**

**23. Chairman's Announcements****24. Date of Next Meeting: Tuesday 1st September 2009****COMMITTEE IN PRIVATE SESSION****25. Exclusion of Public and Press**

In accordance with Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters. It is therefore **RECOMMENDED**, pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, that the public and press be excluded.

**26. CONFIDENTIAL MINUTES****27. CAR PARKING**