

**MINUTES OF THE ENVIRONMENT AND PROPERTY COMMITTEE MEETING HELD ON  
MONDAY 10<sup>TH</sup> DECEMBER 2007 at 7pm**

<b><u>PRESENT</u></b>	Councillor	T. Bloomfield Mrs G. Collins P. Collins Mrs P. Desorgher P. Hirons D. Isham (Chairman) A. Mahi H. Mordue (Mayor) Ms. R. Newell M. Smith R. Stuchbury M. Try W. Whyte
	Town Clerk	Mrs P. Heath

**APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillor. G. Loftus.

**492/2007 DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA**

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

**493/2007 RECEIVE THE MINUTES OF THE PREVIOUS MEETING**

Members accepted the minutes of the last meeting held on 22<sup>nd</sup> October 2007, which were ratified at the Council meeting held on 26<sup>th</sup> November 2007.

**494/2007 RECEIVE ACTION REPORTS AND UPDATES ON ITEMS NOT ELSEWHERE ON THE AGENDA AS PER ATTACHED LIST**

Members noted the action items on the list.

**455.4 – Chandos Park Path**

The Town Clerk reported that no specification had been provided to enable the contractor to re-quote. Members noted Cllr. Whyte's report which had been received and accepted at the 3<sup>rd</sup> September meeting which detailed the questions the Committee needed to answer to enable a specification to be drawn up. The Chairman asked all Members to consider those questions so that a specification can be drawn up after the next meeting on 28<sup>th</sup> January.

**ACTION ALL COMMITTEE MEMBERS**

**487 – Bin at Badgers Way**

The Town Clerk reported to the Members on the communication with the owners of Badgers Way shop both directly and indirectly through the CAB. The Town Clerk explained the regime for emptying which is affected by the fortnightly refuse collection as opposed to the weekly collection in other parts of the town and the measures taken by AVDC to reduce the effect in respect of this bin.

It was **AGREED** that a ground base bin which is larger should be installed and also a dog bin at a location to be agreed by the Clerk and the Environmental Officer at AVDC.

**ACTION THE TOWN CLERK**

#### Signs – Beware Children playing

Members were reminded that the SID's machines were being passed over to the PCSO to control and once this had been completed they should be available to borrow again; these machines have to be manned. Costs to purchase lamppost illuminated signs had been circulated to all members. The Town Clerk would investigate the possibility of including the signs in the Local Committee local projects fund requests.

#### Signs – By Pass

Members noted the new signs on the by-pass which have appeared over the last week; these appear to be contra to the County Council's desire to simplify the signage as these are twice the size and contain more detailed information over several signs.

### **495/2007      REPORT ON CEMETERY LODGE AND THE OPERATION OF BRACKLEY ROAD CEMETERY.**

#### 495.1 – Cemetery Lodge

The Town Clerk explained that the snagging list compiled by Cllr. Stevens had been given to the office after the flooring had been done so some items could not be checked. The main external item related to the post box. No letterbox could be put in the original door - this had been noted by the Committee at the time the drawings and refurbishment work had been undertaken. Members discussed whether to provide an external letterbox or pay for permanent re-direction of the mail; no decision was made. The Chairman raised the following points – The main door did not appear to be varnished, there was mud on the path, and the lights had been left on in the chapel; no further details were provided.

In respect of the mud Members asked that the grounds/maintenance team clear the path and the contractor be asked to clean the vehicle before leaving the extension.

#### 495.2 Brackley Road Cemetery

The Town Clerk explained that an email had been received from Mr Webster in respect of the cemetery and that a Councillor had raised concerns expressed by a member of the public in respect of the digging of the graves. The Town Clerk confirmed that following the phone call a visit had been made to the cemetery both on the night before the funeral and on the morning of the funeral with the contractor. The graves had been dug and left as per the specification laid down by the Council with boards being used to protect the adjacent grave and the spoil being covered by matting. The side boards and cover boards were stored on adjacent clear land and not on a grave. The Specification had been based on a model from another cemetery; Mr Webster asked to see a copy.

## 496/2007      REPORTS ON CHANDOS PARK

### 496.1 Chandos Park Bowls club lease: response and update

Members discussed at length the position of the Council and the work to date to arrange a meeting with the Bowls Club. The Town Clerk confirmed that the Committee had requested the legal wording of the letter to the Bowls Club to be checked with a solicitor and that the indication had been for the Members to meet with the Bowls Club prior to the letter being sent to explain the position of the Council and the Club. It was **AGREED** that a date and time be set by the Chairman following the meeting [*Clerks note: meeting set for 23rd January 2008 at 6pm in the Council Chamber.*]

### 496.2 Installation of time locks on Chandos Park Toilets and receive a quotation provided by AVDC

Members discussed the quotation and the reason behind the request being that the locking up of the toilets 7 days a week for 365 days a year is binding on any personnel, impinging on their home and private life and was the one issue which was raised by the applicants for the Grounds/Maintenance person at recent interviews and was one of the reasons the part-timer employed in November left after 1 week.

Proposed by Cllr. Whyte, seconded by Cllr. Collins, and **AGREED** that the toilets should be closed at lighting up time in the winter, approximately 4pm, with a review before agreeing the summer locking up times.

### 496.3 note the letter from AVDC and the Town Clerk's response re the wooden fence at Chandos Park

The Town Clerk informed Members of the details of the correspondence between AVDC and the office concerning the wooden fence around Ford Meadow. Confirmation has been sent to the legal department at AVDC that the Council would not discuss the section of the fence that borders Chris Nicholls Walk and that they would discuss the maintenance of the section of the fence that borders Chandos Park subject to the fence being replaced.

## 497/2007      REPORTS ON BOURTON PARK

### 497.1 Quotation for phase 1 tree works as per the tree survey

Members were given details of the quotation from the Council's Contractor to undertake the work for year 1 of the Tree Survey. Following a discussion on the work needed and the training of the Grounds staff it was proposed by Cllr. Stuchbury, seconded by Cllr. Mordue, and **AGREED** to accept the quotations for the year 1 works; years 2, 3, and 4 to be split between work to be undertaken by the Grounds staff, once trained, and contractors.

## 498/2007      RECEIVE THE WEEKLY SAFETY REPORTS ON PLAY AREAS AND AGREE ACTION PROPOSED.

Members noted the weekly reports; the main areas of concern were discussed.

Fly Tipping in Bourton Park Car Park – AVDC officers have been contacted to try and assist in reducing the amount of tipping in the park.

Dog Bins – the contract is through AVDC to empty the bins twice weekly in summer and once a week in winter, it was agreed to monitor the bins to ensure they are being emptied regularly as they often appear overflowing.

It was agreed to change the heading of this item to just “Receive the weekly safety reports” as the item covers more than just the play areas.

#### **499/2007 DISCUSS THE BUCKINGHAM TOWN AUDIT AND ALLOCATE AREAS**

Members noted that no further work had been done on this project since the last Committee meeting; the Chairman would arrange a meeting of the working group.

**ACTION CLLR. ISHAM**

*Cllr. M. Try left the meeting*

#### **500/2007 RECEIVE A REPORT ON THE PARKS POLICY**

Cllr. Whyte reported that the Parks Policy Group had not yet completed their walk around the Council’s assets after which they will work to produce a report to the Committee on the current state of the areas, what work needs to be undertaken, and set down their thoughts on the long term maintenance.

#### **501/2007 RECEIVE REPORT ON THE WORK UNDER DEVOLVED SERVICES FROM BUCKS COUNTY COUNCIL**

Due to the change of staff there is not much to report on the current work under devolved services. The Ground staff was removing illegal signs when seen or the office became aware of them.

#### **502/2007 RECEIVE UPDATE ON THE REFURBISHMENT OF THE WAR MEMORIAL**

Members discussed the proposed plans for the War Memorial refurbishment based on the designs drawn up by Cllr. Whyte and circulated at the last Committee meeting. Members discussed the creation of a one way system around the Church which might reduce the damage caused by vehicles trying to turn around by the Memorial. It was **AGREED** the Town Clerk would investigate the granting of an order. Members **AGREED** that the account code should be re-named as Memorial Project to enable the budget requested money to be used for any memorial project and not just the War Memorial depending on the future discussions.

**ACTION TOWN CLERK**

#### **503/2007 QUOTATION FOR WORKS TO CHURCH HILL TREES BASED ON TREE SURVEY RESULTS.**

Members agreed the quotation received subject to the removal of the Copper Beeches from the proposed works. The Town Clerk advised that the Tree Survey had shown that work was needed to the trees.

**504/2007 REPORT ON THE CURRENT BUDGETS AND FUTURE BUDGET REQUIREMENTS**

Members noted the budget papers circulated with the agenda.

**505/2007 CHAIRMAN'S ITEMS FOR INFORMATION**

There were no Chairman's items for information.

Meeting closed at 9.45 pm.

CHAIRMAN...D.R.Isham..... DATE...7th January 2008