



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, CORNWALLS MEADOW,
BUCKINGHAM. MK18 1RP

Telephone/Fax: (01280) 816 426

Email: office@buckingham-tc.gov.uk
www.buckingham-tc.gov.uk

Town Clerk: Mr. P. Hodson

ENVIRONMENT
COMMITTEE

Wednesday, 10 June 2020

Councillor,

You are summoned to a meeting of the **Environment Committee** of Buckingham Town Council which will be held on **Monday 15th June 2020** at 7pm online via Zoom, Meeting ID 871 2899 7691.

Residents are very welcome to ask questions or speak to Councillors at the start of the meeting in the usual way. Please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for the password to take part.

The meeting can be watched live on the Town Council's YouTube channel here:
<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSlfcZC9Q/>

Mr. P. Hodson
Town Clerk

Please note that the Environment Committee meeting will be preceded by a Public Session lasting for a maximum of 15 minutes, in accordance with Standing Order 3.f.

AGENDA

- 1. Election of Chair**
To elect a Chair of the Committee for 2020-2021
- 2. Election of Vice Chair**
To elect a Vice Chair of the Committee for 2020-2021
- 3. Apologies for Absence**
Members are asked to receive and accept apologies from members.
- 4. Declarations of Interest**
To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

Buckingham



Twinned with Mouvaux, France



Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't.

All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

- 5. Minutes**
To receive the minutes of the [Environment Committee meeting held on Monday 6th April 2020 and received at Full Council on the 11th May 2020](#) **Copy previously circulated**
- 6. Action Report**
To receive the report and note the updated information. **Appendix A**
- 7. Budgets**
To receive the latest figures **Appendix B**
To receive and discuss a revised budget forecast for 2020/21 **E/12/20**
- 8. Covid 19 Update**
To receive and discuss a verbal update from the Estates Manager
- 9. Water Bottle Refill Station**
To receive and discuss a verbal update from the Estates Manager
- 10. Three dozen steps to health in our towns**
To receive and discuss a written report from Cllr. Harvey **Appendix C**
- 11. War Memorial**
To receive and discuss a written report from the Estates Manager **E/13/20**
- 12. Tingewick Triangle Development**
To receive and discuss a verbal report from the Town Clerk
- 13. Gazebo for Chandos Park Bowls Club**
To receive and discuss a request from the Bowls Club **E/14/20**
- 14. Public Toilets**
To receive and discuss a written report from the Estates Manager **E/15/20**
- 15. Town Centre Audit**
To receive a verbal report from the Estates Administrator **Appendix D**
- 16. Access Awareness**
- 17. News Releases**
- 18. Chair's Announcements**
- 19. Date of Next Meeting: Wednesday 29th July 2020 @ 7pm**

To

Cllr. G. Collins (Town Mayor)
Cllr. Mrs. M. Gateley (Vice Chair)
Cllr. J. Harvey
Cllr. A. Mahi
Cllr. Ms. R. Newell (Chair)
Cllr. Mrs. L. O'Donoghue

Cllr. A. Ralph
Cllr. M. Smith
Cllr. Mrs. C. Strain-Clark
Cllr. R. Stuchbury

No.	Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
1	Environment	92/15; 904/15;64 0/16; 309.4/17- 463; 206/18; 126/19	Sports Pitch Provision	Cllr. Stuchbury said he was disappointed the issue had not been progressed and asked for the historical correspondence and agreements to be reviewed by the Town Clerk.	Town Clerk	Town Clerk to update env Committee once he has meet with all parties	July
2	Environment	443/18; 566/18	Great River Ouse	That the Town Council will support the river warden scheme and the setting up of the Sub-catchment group.	Estates Manager	Ongoing; Council providing 3 month's funding	Ongoing
3	Environment	445/18	Refill Station	Installation of a water bottle refill station in Chandos Park	Town Clerk	Refill station to be installed in June 2020	June
4	Environment	451/18; 739/18; 280/19; 426/19; 895/19	Healthcare Public Meeting	Buckingham Town Council organise a public meeting to discuss residents' concerns and invite the Swan Practice and other interested parties to attend.	Town Clerk	Full Council agreed to ask the three parties to commit to taking part after May, at the Interim Council meeting, on 24th February 2020.	Ongoing to be revisited once business returns to normal
5	Environment	734/18; 286/19	Tingewick Road Triangle	Members discussed and AGREED that the Town Clerk would produce a report exploring options for the management of the Tingewick Triangle development once developed.	Town Clerk	Members discussed and AGREED the recommendations in a written report from the Town Clerk to continue with the preparation of a business plan for taking on the open spaces around the Tingewick Road site, and that the Council agrees to accept transfer of the open spaces, provided that a viable business case is received and agreed by the Council.	June
7	Environment	575/18 737/18; 429/19	Town Centre Audit	AGREED that once a list of participants has been identified, the town would be divided between those taking part. Those involved would be asked to complete their surveys during January and February 2020.	Town Clerk	Data assembled and reports are being filtered through to the appropriate authority.	Ongoing
8	Environment	884/18	Greenspaces Complaint Log	Members AGREED the report be brought back to Environment Committee in six months time in the same format.	Committee Clerk	Agenda for October 2020	October

No.	Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
9	Environment	886/18	Litter bin	Members received and discussed a resident's request to fund a new litter bin and dog waste bin along Tingewick Road. Councillors discussed and AGREED to fund a new litter bin and that the Town Clerk respond accordingly. Members further AGREED to delegate the exact size and location of the new bin to the Estates Manager.	Estates Manager	Location for new dog bin on Tingewick Road found to be agreed with AVDC/TfB	
10	Environment	303	News Releases	Members AGREED the following News Releases: Town Centre Audit and resulting (minor) highway repairs and Renovation of Buckingham's Milestone Markers.	Town Clerk	Town Centre Audit press release actioned. Milestone Markers to be issued once work is completed.	Ongoing
12	Environment	425/19	Bridges Bourton Park	Estates Manager proceed with obtaining costs for the repairs indicated in the survey to include obtaining detailed instruction from a structural engineer on how the repairs are to be carried out. As well as investigate what options there are for Bridge 2.	Estates Manager	structural engineer appointed and awaiting specification	
14	Environment	126/19	Cattle Pens Finger Post	Greenspaces Team to install the remaining finger post in the Cattle Pens	Estates Manager	Awaiting quotation from Groundworks	
15	Environment	126/19	TPO on Yew tree at Summer House Hill	Cllr. Ralph asked for the Estates Manager to investigate reported unauthorised tree works on a Yew tree bordering one of Western Avenue's residents' car parks.	Estates Manager	Circulated to Members	
17	Environment	128/19	Climate emergency	Cllr. Newell AGREED to work with the Estates Manager and Committee Clerk to assign target dates to each action.	Estates Manager		Ongoing to be revisited once business returns to normal

08/06/2020

Buckingham Town Council

Page 1

11:07

Detailed Income & Expenditure by Budget Heading 08/06/2020

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>201 ENVIRONMENT</u>						
3995 NI ENVIRONMENT	1,277	24,798	23,521		23,521	5.1%
3996 PENSION ERS ENVIRONMENT	3,860	46,384	42,524		42,524	8.3%
4004 WAGES & SALARIES ENVIRONMENT	16,064	199,640	183,576		183,576	8.0%
4068 COMMUNITY SERVICE	0	6,669	6,669		6,669	0.0%
4112 ENVIRONMENT EQUIPMENT	749	6,000	5,251		5,251	12.5%
ENVIRONMENT :- Indirect Expenditure	21,950	283,491	261,541	0	261,541	7.7%
Net Expenditure	(21,950)	(283,491)	(261,541)			
<u>202 ROUNDABOUTS</u>						
1051 ROUNDABOUT NO 1 ABBOT FIRE	2,234	2,180	(54)			102.5%
1052 ROUNDABOUT NO 2 ELLA	1,192	1,660	468			71.8%
1053 ROUNDABOUT NO 3 SEASONS INNS	1,955	1,908	(47)			102.5%
1054 ROUNDABOUT NO 4 R & B	2,492	2,372	(120)			105.1%
1056 ROUNDABOUT NO 6 THE VET CENTRE	2,655	2,603	(52)			102.0%
1057 ROUNDABOUT NO 7 RING ROAD	1,353	1,328	(25)			101.9%
ROUNDABOUTS :- Income	11,881	12,051	170			98.6%
4108 ROUNDABOUT	0	1,300	1,300		1,300	0.0%
ROUNDABOUTS :- Indirect Expenditure	0	1,300	1,300	0	1,300	0.0%
Net Income over Expenditure	11,881	10,751	(1,130)			
<u>203 MAINTENANCE</u>						
4082 ALLOTMENTS	0	2,000	2,000		2,000	0.0%
MAINTENANCE :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%
Net Expenditure	0	(2,000)	(2,000)			
<u>204 DEVOLVED SERVICES EXPENSES</u>						
1017 DEV SERVS NON CARRIAGEWAY INC	20,381	20,353	(28)			100.1%
DEVOLVED SERVICES EXPENSES :- Income	20,381	20,353	(28)			100.1%
4124 DEVOLVED NON-CARRIAGEWAY	0	9,000	9,000		9,000	0.0%
DEVOLVED SERVICES EXPENSES :- Indirect Expenditure	0	9,000	9,000	0	9,000	0.0%
Net Income over Expenditure	20,381	11,353	(9,028)			
<u>205 GROUNDS MAINTENANCE</u>						
4033 WASTE DISPOSAL	0	1,800	1,800		1,800	0.0%
4035 MACHINERY	0	1,500	1,500		1,500	0.0%

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4036 FUEL (MOWER)	155	2,300	2,145		2,145	6.7%
4037 SUNDRIES	831	1,480	649		649	56.1%
4063 VEHICLE HIRE AND RUNNING COSTS	1,150	13,500	12,350		12,350	8.5%
GROUNDS MAINTENANCE :- Indirect Expenditure	2,136	20,580	18,445	0	18,445	10.4%
Net Expenditure	(2,136)	(20,580)	(18,445)			
<u>248 DEPOT</u>						
4013 EQUIPMENT PURCHASE	205	2,500	2,295		2,295	8.2%
4055 ALARM	0	410	410		410	0.0%
4225 RATES	0	4,200	4,200		4,200	0.0%
4601 REPAIRS& MAINTENANCE FUND	0	800	800		800	0.0%
4602 ELECTRICITY	0	2,000	2,000		2,000	0.0%
4603 WATER	0	1,000	1,000		1,000	0.0%
DEPOT :- Indirect Expenditure	205	10,910	10,705	0	10,705	1.9%
Net Expenditure	(205)	(10,910)	(10,705)			
<u>249 PUBLIC TOILETS</u>						
1085 SHOP MOBILITY INCOME	0	100	100			0.0%
PUBLIC TOILETS :- Income	0	100	100			0.0%
4225 RATES	0	1,000	1,000		1,000	0.0%
4602 ELECTRICITY	0	1,026	1,026		1,026	0.0%
4603 WATER	0	2,565	2,565		2,565	0.0%
4608 SHOP MOBILITY	0	1,026	1,026		1,026	0.0%
4612 CONTRACTOR CHARGE	0	11,593	11,593	871	10,722	7.5%
4709 MAINTENANCE	0	513	513		513	0.0%
PUBLIC TOILETS :- Indirect Expenditure	0	17,723	17,723	871	16,852	4.9%
Net Income over Expenditure	0	(17,623)	(17,623)			
<u>250 LACE HILL</u>						
1026 LACE HILL COMMUNITY CENTRE	0	43,251	43,251			0.0%
1027 SOLAR INCOME	0	507	507			0.0%
LACE HILL :- Income	0	43,758	43,758			0.0%
4050 LACE HILL PLAYING FIELDS	0	500	500		500	0.0%
4118 SOLAR PANELS	0	715	715		715	0.0%
4158 LACE HILL GAS	128	4,000	3,872		3,872	3.2%
4159 LACE HILL ELECTRICITY	0	1,960	1,960		1,960	0.0%
4160 LACE HILL WATER	52	1,250	1,198		1,198	4.1%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4161 LACE HILL REPAIRS & MAINT	308	3,500	3,192		3,192	8.8%
4162 LACE HILL CONTRACTOR CHARGE	186	3,750	3,564		3,564	5.0%
4163 LACE HILL ALARM	0	513	513		513	0.0%
4164 LACE HILL EQUIPMENT PURCHASE	0	2,500	2,500		2,500	0.0%
4225 RATES	0	9,850	9,850		9,850	0.0%
LACE HILL :- Indirect Expenditure	674	28,538	27,864	0	27,864	2.4%
Net Income over Expenditure	(674)	15,220	15,894			
<u>251 CHANDOS PARK</u>						
1030 BOWLS INCOME	0	564	564			0.0%
1035 TENNIS COURT RENT	0	641	641			0.0%
CHANDOS PARK :- Income	0	1,205	1,205			0.0%
4601 REPAIRS& MAINTENANCE FUND	384	6,320	5,936	3,255	2,681	57.6%
4602 ELECTRICITY	0	513	513		513	0.0%
4603 WATER	0	1,539	1,539		1,539	0.0%
CHANDOS PARK :- Indirect Expenditure	384	8,372	7,988	3,255	4,733	43.5%
Net Income over Expenditure	(384)	(7,167)	(6,783)			
<u>252 BOURTON PARK</u>						
4601 REPAIRS& MAINTENANCE FUND	632	8,995	8,363	4,069	4,294	52.3%
4708 PLAY EQUIPMENT	0	13,966	13,966	13,966	0	100.0%
BOURTON PARK :- Indirect Expenditure	632	22,961	22,329	18,035	4,294	81.3%
Net Expenditure	(632)	(22,961)	(22,329)			
<u>253 CEMETERY</u>						
1041 BURIAL FEES	485	18,000	17,515			2.7%
CEMETERY :- Income	485	18,000	17,515			2.7%
4225 RATES	0	400	400		400	0.0%
4265 NEW CEM MAINTENANCE	0	5,050	5,050		5,050	0.0%
4601 REPAIRS& MAINTENANCE FUND	220	4,013	3,793	935	2,858	28.8%
4602 ELECTRICITY	33	450	417		417	7.4%
4617 MEMORIAL TESTING	0	2,052	2,052		2,052	0.0%
4619 NEW CEM REPAYMENTS	0	37,108	37,108		37,108	0.0%
4620 EXPENSES RE BURIAL DUTIES	187	6,669	6,482		6,482	2.8%
CEMETERY :- Indirect Expenditure	440	55,742	55,302	935	54,367	2.5%
Net Income over Expenditure	45	(37,742)	(37,787)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>254 CHANDOS PARK TOILETS</u>						
4612 CONTRACTOR CHARGE	0	16,638	16,638	3,300	13,338	19.8%
4709 MAINTENANCE	0	1,026	1,026		1,026	0.0%
CHANDOS PARK TOILETS :- Indirect Expenditure	0	17,664	17,664	3,300	14,364	18.7%
Net Expenditure	0	(17,664)	(17,664)			
<u>255 RAILWAY WALK & CASTLE HILL</u>						
4120 FRIENDS OF GROUPS	0	1,026	1,026		1,026	0.0%
4709 MAINTENANCE	0	513	513		513	0.0%
RAILWAY WALK & CASTLE HILL :- Indirect Expenditure	0	1,539	1,539	0	1,539	0.0%
Net Expenditure	0	(1,539)	(1,539)			
<u>256 STORAGE PREMISES</u>						
4066 GRENVILLE GARAGE RENT	100	667	567		567	15.0%
STORAGE PREMISES :- Indirect Expenditure	100	667	567	0	567	15.0%
Net Expenditure	(100)	(667)	(567)			
<u>258 CEMETERY LODGE</u>						
1061 CEMETERY LODGE RENTAL INCOME	0	10,804	10,804			0.0%
CEMETERY LODGE :- Income	0	10,804	10,804			0.0%
4034 PWLB REPAYMANTS INCL INTEREST	0	4,702	4,702		4,702	0.0%
4609 CEMETERY LODGE MAINT	285	3,500	3,215		3,215	8.1%
CEMETERY LODGE :- Indirect Expenditure	285	8,202	7,917	0	7,917	3.5%
Net Income over Expenditure	(285)	2,602	2,887			
<u>260 CCTV</u>						
4100 CCTV ONGOING COSTS	0	1,642	1,642		1,642	0.0%
CCTV :- Indirect Expenditure	0	1,642	1,642	0	1,642	0.0%
Net Expenditure	0	(1,642)	(1,642)			
<u>261 COMMUNITY CENTRE STRUCTURAL RE</u>						
4085 STRUCTURAL REPAIRS	1,721	2,000	279		279	86.0%
4091 CHAMBER WORKS	0	1,000	1,000		1,000	0.0%
COMMUNITY CENTRE STRUCTURAL RE :- Indirect Expenditure	1,721	3,000	1,279	0	1,279	57.4%
Net Expenditure	(1,721)	(3,000)	(1,279)			

Detailed Income & Expenditure by Budget Heading 08/06/2020

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>262</u> <u>PARKS GENERAL</u>						
4101 SEATS AND BINS	0	1,026	1,026		1,026	0.0%
4102 DOG BINS	0	4,500	4,500		4,500	0.0%
4106 PLAY AREA MAINTENANCE	0	5,013	5,013		5,013	0.0%
4122 TREE WORKS	0	11,796	11,796		11,796	0.0%
4270 BRIDGES	0	1,000	1,000		1,000	0.0%
4275 PLAY AREA REPLACEMENT FUND	0	1,000	1,000		1,000	0.0%
PARKS GENERAL :- Indirect Expenditure	<u>0</u>	<u>24,335</u>	<u>24,335</u>	<u>0</u>	<u>24,335</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>(24,335)</u>	<u>(24,335)</u>			
Grand Totals:- Income	32,747	106,271	73,524			30.8%
Expenditure	28,526	517,666	489,140	26,396	462,744	10.6%
Net Income over Expenditure	<u>4,221</u>	<u>(411,395)</u>	<u>(415,616)</u>			
Movement to/(from) Gen Reserve	<u>4,221</u>					

BUCKINGHAM TOWN COUNCIL

ENVIRONMENT COMMITTEE

MONDAY 15th June 2020

Contact Officer: Paul Hodson, Town Clerk

Revised Budget Forecast for 2020/21**1. Recommendation**

1.1. It is recommended that Members note the report

2. Summary

2.1. A budget exercise has been carried out to revise the budget forecast for 2020/21. The Covid 19 restrictions have impacted a number of Council services. For the Environment Committee, these include:

- Reduced income from the Lace Hill Sports and Community Centre (LHSSC)
- Reduced cost of salaries due to the delay in appointing a Green Spaces Apprentice
- Reduced cost of salaries due to the LHSSC Caretaker being furloughed
- Loss of income while the Cemetery Lodge was without tenants for 2.5 months
- Reduced cost while the Community Service workers are not available (likely to return in July)
- Additional costs of PPE due to Covid 19 measures

2.2. There is still much uncertainty about the next few months. But the current forecast is that overall the Environment budget will be **overspent** by £11,315.

3. Summary Revised Forecast for TCE

	Budget	Revised Forecast
Income	106,271	75,147
Expenditure	491,064	471,254
Net Expenditure	384,793	396,108

3.1. Forecast overspend

£11,315

4. Revised Budget Forecast for TCE

Please note that forecast changes are all marked in red.

Cost Centre	Cost Code		Budget	Revised Forecast
101		PERSONNEL COSTS		
	4000	WAGES & SALARIES ADMIN	144,908	144,908
	4003	APPRENTICESHIP	9,500	9,500
	4005	ERS NATIONAL INS	19,445	12,206
	4006	ERS PENSION CONT	35,368	35,368
	4007	STAFF TRAVEL	1,100	2,440
	4008	OCCUPATIONAL HEALTH	1,231	1,231
	4025	HR ADVICE	4,325	4,325
	4026	STAFF & RECRUITMENT	1,000	1,000
		Expenditure	216,877	210,978
102		OFFICE EXPENSES		
	1010	CHAMBER HIRE	1,400	600
	1012	PHOTOCOPIER USE	40	20
		Income	1,440	620
	4010	STATIONERY	2,400	2,100
	4011	POSTAGE	500	500
	4012	PHOTOCOPIER	1,796	1,500
	4013	EQUIPMENT PURCHASE	1,100	1,100
	4015	ADVERTISMENT	513	513
	4017	SUBSCRIPTIONS	4,200	4,200
	4018	TELEPHONE	5,130	5,130
	4019	HIRE OF HALL	257	257
	4021	HOSPITALITY	400	300
	4023	TRAINING	6,500	6,500
	4027	COMPUTER SOFTWARE	10,000	10,000
	4030	PAYROLL	1,300	1,500
	4032	PUBLICITY	6,500	6,500
	4038	COMPUTER EQUIP/MAINT	3,500	1,500
	4041	WEB SITE PROVISION & OPERATION	2,400	2,400

	4043	PROTECTIVE CLOTHING / UNIFORM	1,000	1,500
	4052	HEAT LIGHT POWER	821	821
	4055	ALARM	564	564
	4156	BUCKINGHAM CENTRE RENT	13,000	10,500
	4225	RATES	2,833	2,833
		Expenditure	64,714	60,218
103		COUNCILLORS		
	4020	MAYOR'S DUTIES	1,800	1,800
	4029	MAYOR'S CIVIC	1,550	1,550
	4044	COUNCILLORS MILEAGE / EXPS	616	616
	4045	COUNCILLORS ALLOWANCE	9,981	8,190
	4236	ELECTION COSTS	500	500
	4269	COUNCILLOR TRAINING	1,500	1,500
		Expenditure	15,947	14,156
104		LEGAL REQUIREMENTS		
	4014	AUDIT FEE	5,335	4,800
	4016	LEGAL COSTS	2,000	2,000
	4022	INSURANCE	16,500	16,500
		Expenditure	23,835	23,300
120		GRANTS (PREV 137)		
	4077	OLD GAOL FUNDING	3,000	3,000
	4081	CAB GRANT	5,346	5,346
	4086	YOUTH CENTRE GRANT	5,200	5,200
		Expenditure	13,546	13,546
125		COMMEMORATIVE ITEMS		
	4501	CIVIC AWARD	816	816
	4504	REMEMBERANCE WREATH	26	26
	4505	MAYORS SALVER	220	220
		Expenditure	1,062	1,062

130		ADMIN RESERVES		
	1176	PRECEPT	0	0
	1190	INTEREST RECEIVED	3,000	1,350
		Income	3,000	1,350
131		GRANTS		
	4084	COMMUNITY CENTRE CAPITAL	5,000	5,000
	4087	ANNUAL GRANTS	12,866	12,866
	4088	UNIVERSITY CIVIC PRIZES	0	0
		Expenditure	17,866	17,866
132		CONTINGENCIES		
	4500	CONTINGENCIES	8,500	8,500
		Expenditure	8,500	8,500
201		ENVIRONMENT		
	1081	SOLAR PANEL FIT RATE	0	0
	1082	SOLAR PANEL EXPORT RATE	0	0
		Income	0	0
	3995	NI ENVIRONMENT	24,798	15,000
	3996	PENSION ERS ENVIRONMENT	46,384	46,384
			199,640	194,000
	4004	WAGES & SALARIES ENVIRONMENT		
	4068	COMMUNITY SERVICE	6,669	5,000
	4101	SEATS AND BINS	0	0
	4112	ENVIRONMENT EQUIPMENT	6,000	6,000
	4118	SOLAR PANELS	0	0
			0	0
	4155	SOLAR PANEL LOAN REPAYMENT		
			0	0
	4252	SOLAR PANEL LOAN REPAYMENT		
		Expenditure	283,491	266,384
202		ROUNDBABOUTS		
			2,180	2,180
	1051	ROUNDBABOUT NO 1 ABBOT FIRE		
	1052	ROUNDBABOUT NO 2 ELLA	1,660	1,660

			1,908	1,908
	1053	ROUNDAABOUT NO 3 SEASONS INNS		
	1054	ROUNDAABOUT NO 4 R & B	2,372	2,372
	1056	ROUNDAABOUT NO 6 THE VET CENTRE	2,603	2,603
	1057	ROUNDAABOUT NO 7 RING ROAD	1,328	1,328
		Income	12,051	12,051
	4108	ROUNDAABOUT	1,300	1,300
		Expenditure	1,300	1,300
203		MAINTENANCE		
			0	0
	4063	VEHICLE HIRE AND RUNNING COSTS		
	4082	ALLOTMENTS	2,000	2,000
	4102	DOG BINS	0	0
		Expenditure	2,000	2,000
204		DEVOLVED SERVICES EXPENSES		
	1015	DEVOLVED OTHER INCOME	0	0
			20,353	20,353
	1017	DEV SERV NON CARRIAGEWAY INC		
	1019	DEVOLVED SERVICES INCOME	0	0
		Income	20,353	20,353
	4124	DEVOLVED NON-CARRIAGEWAY	9,000	8,000
	4127	DEVOLVED MINOR HIGHWAYS	0	0
		Expenditure	9,000	8,000
205		GROUNDS MAINTENANCE		
	4033	WASTE DISPOSAL	1,800	1,800
	4035	MACHINERY	1,500	1,500
	4036	FUEL (MOWER)	2,300	2,300
	4037	SUNDRIES	1,200	1,200
	4063	VEHICLE HIRE AND RUNNING COSTS	13,500	13,500

			20,300	20,300
		Expenditure		
248		DEPOT		
	4013	EQUIPMENT PURCHASE	2,500	4,000
	4055	ALARM	410	410
	4225	RATES	4,200	4,200
			800	800
	4601	REPAIRS& MAINTENANCE FUND		
	4602	ELECTRICITY	2,000	2,000
	4603	WATER	1,000	1,000
			10,910	12,410
		Expenditure		
249		PUBLIC TOILETS		
	1085	SHOP MOBILITY INCOME	100	40
		Income	100	40
	4225	RATES	1,000	1,000
	4602	ELECTRICITY	1,026	1,026
	4603	WATER	2,565	2,565
	4608	SHOP MOBILITY	1,026	1,026
	4612	CONTRACTOR CHARGE	10,722	10,722
	4709	MAINTENANCE	513	513
			16,852	16,852
		Expenditure		
250		LACE HILL		
			43,251	15,000
	1026	LACE HILL COMMUNITY CENTRE		
	1027	SOLAR INCOME	507	100
		Income	43,758	15,100
	4050	LACE HILL PLAYING FIELDS	500	200
	4118	SOLAR PANELS	715	150
	4158	LACE HILL GAS	4,000	4,000
	4159	LACE HILL ELECTRICITY	1,960	1,960
	4160	LACE HILL WATER	1,250	1,250
	4161	LACE HILL REPAIRS & MAINT	3,500	3,500
			3,750	3,750
	4162	LACE HILL CONTRACTOR CHARGE		
	4163	LACE HILL ALARM	513	513

			2,500	2,500
	4164	LACE HILL EQUIPMENT PURCHASE		
	4167	LACE HILL PLAY AREA	0	0
	4225	RATES	9,850	9,850
	4605	HORTICULTURAL CONTRACT	0	0
			28,538	27,673
		Expenditure		
251		CHANDOS PARK		
	1030	BOWLS INCOME	564	282
	1035	TENNIS COURT RENT	641	321
		Income	1,205	603
	4106	PLAY AREA MAINTENANCE	0	0
	4122	TREE WORKS	0	0
			3,065	3,065
	4601	REPAIRS& MAINTENANCE FUND		
	4602	ELECTRICITY	513	513
	4603	WATER	1,539	1,539
	4605	HORTICULTURAL CONTRACT	0	0
			5,117	5,117
		Expenditure		
252		BOURTON PARK		
	4106	PLAY AREA MAINTENANCE	0	0
	4122	TREE WORKS	0	0
			5,000	5,000
	4601	REPAIRS& MAINTENANCE FUND		
	4605	HORTICULTURAL CONTRACT	0	0
	4708	PLAY EQUIPMENT	0	0
			5,000	5,000
		Expenditure		
253		CEMETERY		
	1041	BURIAL FEES	18,000	18,000
		Income	18,000	18,000
	4225	RATES	400	400
	4265	NEW CEM MAINTENANCE	5,050	5,050
			3,078	3,078
	4601	REPAIRS& MAINTENANCE FUND		
	4602	ELECTRICITY	450	450
	4605	HORTICULTURAL CONTRACT	0	0

	4617	MEMORIAL TESTING	2,052	2,052
	4619	NEW CEM REPAYMENTS	37,108	37,108
	4620	EXPENSES RE BURIAL DUTIES	6,669	6,669
	4621	NEW CEMETERY PLANNING	0	0
		Expenditure	54,807	54,807
254		CHANDOS PARK TOILETS		
	4612	CONTRACTOR CHARGE	13,338	11,000
	4709	MAINTENANCE	1,026	1,026
		Expenditure	14,364	12,026
255		RAILWAY WALK & CASTLE HILL		
	4120	FRIENDS OF GROUPS	1,026	1,026
	4122	TREE WORKS	0	0
	4605	HORTICULTURAL CONTRACT	0	0
	4709	MAINTENANCE	513	513
		Expenditure	1,539	1,539
256		STORAGE PREMISES		
	4066	GRENVILLE GARAGE RENT	667	667
		Expenditure	667	667
257		KEN TAGG PLAYGROUND		
	4106	PLAY AREA MAINTENANCE	0	0
	4122	TREE WORKS	0	0
	4605	HORTICULTURAL CONTRACT	0	0
		Expenditure	0	0
258		CEMETERY LODGE		
	1061	CEMTERY LODGE RENTAL INCOME	10,804	9,000
		Income	10,804	9,000
	4034	PWLB REPAYMANTS INCL INTEREST	4,702	4,702

	4609	CEMETERY LODGE MAINT	3,500	3,500
			8,202	8,202
		Expenditure		
259		OTTERS BROOK		
	4106	PLAY AREA MAINTENANCE	0	0
	4122	TREE WORKS	0	0
	4605	HORTICULTURAL CONTRACT	0	0
			0	0
		Expenditure		
260		CCTV		
	4100	CCTV ONGOING COSTS	1,642	1,642
			1,642	1,642
		Expenditure		
261		COMMUNITY CENTRE STRUCTURAL RE		
	4085	STRUCTURAL REPAIRS	2,000	2,000
	4091	CHAMBER WORKS	1,000	1,000
			3,000	3,000
		Expenditure		
262		PARKS GENERAL		
	4101	SEATS AND BINS	1,026	1,026
	4102	DOG BINS	4,500	4,500
	4106	PLAY AREA MAINTENANCE	5,013	5,013
	4122	TREE WORKS	11,796	11,796
	4270	BRIDGES	1,000	1,000
			1,000	1,000
	4275	PLAY AREA REPLACEMENT FUND		
			24,335	24,335
		Expenditure		

Inter town step challenge

Paper referred from EDWG of 12th February 2020

~~Paper for EDWG 19/12/19~~

Prepared by Cllr Jon Harvey, BTC & Suzi Andrews, Public Health Practitioner, Buckinghamshire County Council

Introduction

At a previous meeting of the EDWG, it was agreed that I pursue more information concerning the idea of arranging a step challenge between neighbouring towns to encourage greater physical activity and tackle loneliness. Objectives which will add to the economic well-being of Buckingham. With link-making help from Cllr Charlie Clare, I have now had a chance to discuss the project with Suzi Andrews. Below are more details, much of it done by Suzi.

Recommendation

That Cllr Harvey & Ms Andrews continue discussions in the new year (involving others as appropriate) to bring back a more detailed plan for making the project happen to the next EDWG (26/2/19).

The Vision

To set up an initiative (supported by a suitable website/app) that would enable people from neighbouring towns to compete (with friendly civic rivalry) in a 'steps challenge'. The aim would be to encourage people to walk / exercise more than they have done previously - and for more people to do this.

Each town (no contacts have been made yet - but perhaps Brackley, Towcester, Banbury, Stony Stratford, Bicester, Winslow etc) would offer their citizens the chance to register teams (of four?) at the beginning of the challenge. And then throughout the Summer months - perhaps mid June to mid September- to set various challenges for the teams to inspire them to step up a gear. There would be a website where the (eg) "Roadwalkers of Brackley" or the "Dog Maniacs of Buckingham" can compare their step scores. The Mayors of all the towns involved can assemble together for events at the beginning to launch the initiative and at the end to celebrate achievements / winners whilst having some (healthy) food and drink! Categories of winners might include most improved group, group which walked the furthest, town which walked the furthest, funkiest name etc.

Below are some further details prepared by Suzi Andrews on possible IT support and the public health benefits.

Initiative to increase walking among residents via a community step challenge

Background

International evidence and the UK Chief Medical Officers' (CMOs) guidelines highlight the frequency and type of physical activity required to achieve general health benefits, particularly the benefit of 150 minutes physical activity of at least moderate intensity each week.

'Brisk' walking (at least 3 mph – when you can talk but not sing as you walk) is a moderate intensity physical activity and evidence-based intervention for promoting physical activity. It is already prevalent, has no skill, facility or equipment requirement and is more accessible and acceptable than other forms of physical activity. For currently inactive individuals, evidence shows the following health benefits could be achieved from 10 minutes of brisk walking per day for 7 days:

- increased physical fitness
- improved mood and quality of life
- increased body leanness and healthier weight
- **15% reduction in risk of early death**

An additional 10 minutes brisk walking per day is likely to be seen as achievable by the one in four adults in England who are currently classified as 'inactive' by virtue of doing less than 30 minutes physical activity per week. In addition walking interventions in people active but not achieving CMO's guidelines (low activity) have consistently achieved an additional 30 minutes of walking per week, lifting people out of the 'inactive' category at which the greatest risks to health persist.

Community step challenge considerations

1) Administration of the challenge

This is best done via an online system similar to the Workplace Challenge one that was popular a couple of years ago. Some examples of platforms I have found include:

Platform	Comments	Cost (based on 200 users for 3 months)
Sweatcoin	Evidence based – evaluated by University of Warwick who found that users of the app on average increased their daily step count by nearly 20% over 6-months	Awaiting cost
Virgin Pulse	Good evidence base, very expensive £60 per participant. Includes Bluetooth enabled tracker watch	£12,000
Paths for all step count challenge	You can create your own challenge or you can wait for their 8 week spring challenge to start. Costs = £30 per team (up to 5 people) but might also be an additional set up fee.	£1,200
Count it	American platform. Would need the pro package which costs \$3 per user per month	£1,500

World Walking	Price depends on number of participants. Set up fee is £625 then first 100 participants are free. Next 500 participants are charged at £5 per participant.	£1,125
Move Spring	American platform. Can run different challenges - Price depends on number of participants.	£1,400
Walker tracker	American platform. Looks good, syncs with lots of device. Turnkey program is most applicable.	£1,400

2) Evaluation of the challenge

Whatever we do, from a Public Health perspective we would want to evaluate the project. That would mean asking participants to fill in at least a pre and post questionnaire as well as analysing the number of steps taken. The questionnaire would likely include the following:

- **Physical activity levels**
 - o Possibly International Physical Activity Questionnaire IPAQ
 - o Possibly the Global Physical Activity Questionnaire
 - o Or sedentary behaviour questionnaire
<https://www.sedentarybehaviour.org/sedentary-behaviour-questionnaires/>
- **Wellbeing**
 - o Quality of Life questionnaire
 - o Short Warwick Edinburgh mental wellbeing scale

3) Promotion of other Public Health initiatives

We can take this as an opportunity to further promote the Simply Walk program and the walks on offer in and around Buckingham or an opportunity to create more walks/ get more walk leader volunteers.

See:

<https://www.buckscc.gov.uk/services/environment/exploring-the-countryside/simply-walk/>

We can also promote the Active Bucks website: www.activebucks.co.uk

If launching in the new year, we can link in with the national One You campaign in terms of New Year, New You it's time to move more:

<https://www.nhs.uk/oneyou/for-your-body/move-more/>

Materials for this are available to order on the PHE campaign resource centre:

<https://campaignresources.phe.gov.uk/resources>

BUCKINGHAM TOWN COUNCIL

ENVIRONMENT COMMITTEE

MONDAY 15th JUNE 2020

Contact Officer: Estates Manager

Re-locating of War Memorial at St Peters Church

1. Recommendations

- 1.1. It is recommended that the Town Council:
- 1.2. Prepares a detailed proposal to move the War Memorial from its current location onto the Green area at the Church.
- 1.3. Consults formally with all relevant parties, including the Church, the Diocese, the British Legion, Buckinghamshire Council's Historic Buildings Officer and particularly residents of Buckingham

2. Background

- 2.1. In recent years it has been noted that the area around the memorial has become very crowded on Remembrance Day. So to give more space for people to attend the remembrance day service is proposed that the memorial be moved. It was particularly noticeable that the numbers if anything increased in 2019, when it had been thought they might drop the year after the centenary, in 2018.
- 2.2. At initial discussion with representatives of St Peter and St Paul's Church and the British Legion both parties agreed that the idea has merit and should be investigated.
- 2.3. A key purpose of the war memorial is to provide the focus for the town's annual commemoration. As the town's population grows, the pressure of numbers is likely to increase. The only other option would be to restrict attendees; perhaps only to members of agreed organisations.
- 2.4. A particular concern in 2019 related to safeguarding; it is becoming challenging for leaders of groups of young people to fully monitor who is in their group with such a press of people.

3. Advice from the War Memorials Trust

- 3.1. The War Memorials Trust provides advice about the protection and conservation of war memorials in the UK. The Trust does not support the relocation of war memorials unless they are 'at risk'. Their [Relocation of war memorials](#) help sheet discusses this issue further.

- 3.2. The Trust have highlighted that Buckingham's memorial "is in a prominent position at the East end of the church, and can be viewed from Castle Street, which reflects its importance and the relationship between the memorial and the town." Moving it would lose this visual impact. I
- 3.3. The Trust cannot provide financial support for the relocation of war memorials unless they are at risk and it is a last resort to move them.
- 3.4. The memorial is owned by the Town Council. It is Grade II listed, (entry [1447878](#)), and Listed Building Consent would be required to relocate the memorial. Furthermore, Faculty permission from the diocese may also be required.

4. Information

- 4.1. An Initial budget cost has been obtained from a stone mason that has carried out this kind of work before of approximately £20,000.
- 4.2. Accurate costings of relocation the memorial with possible additional surrounds and the re-instatement of where the existing memorial is will have to be considered and then agreed at a future meeting.
- 4.3. Possible sources of funding will have to be investigated to establish if there are any grants available.
- 4.4. The Town Council will have to consult with other groups to ensure all parties are happy with the relocation plans including St Peters Church and the RBL.

BUCKINGHAM TOWN COUNCIL
ENVIRONMENT COMMITTEE
MONDAY 15TH JUNE 2020

Contact Officer: Estates Manager

Request for permission from Chandos Bowls Club for a Pergola

1. Recommendations

1.1. It is recommended that permission is given to Chandos Bowls Club to build a Pergola at the Club.

2. Background

2.1. We have received a request from the Chandos Bowls club to install a pergola to the side of the clubhouse.

3. Information

3.1. It is 3.0 m Square at the base and would be positioned behind the seat on the corner of the green, where the walk up to the dressing rooms on the play area side of the Clubhouse, this would sit on a slabbed base.



BUCKINGHAM TOWN COUNCIL

ENVIRONMENT COMMITTEE

MONDAY 15TH JUNE 2020

Contact Officer: Lee Phillips, Estates Manager

Re-opening of Public Toilets

1. Recommendations

- 1.1. It is recommended that the toilets in Cornwalls Meadow and the disabled toilet cubicle in Chandos Park are re-opened as soon as possible with additional safety measure put in place.
- 1.2. It is recommended that an additional daily clean is carried out on the toilets at the additional cost of £60 per week and the cost of additional signage of £120 be taken from 254/4612.

2. Background

- 2.1. Following the closure of the Town Council's public toilets due to COVID-19 it is now proposed to open single occupancy cubicles, in line with the gradual re-opening of shops in the Town centre.
- 2.2. Moreton Road toilets, which are managed by Buckinghamshire Council, remain open.

3. Information

- 3.1. Government guidance currently says that toilets can be opened if additional measures are put in place to ensure it is safe to do so. The Council's cleaning contractor has carried out a risk assessment for the safe cleaning and operation of the toilets, and has recommended that single occupancy cubicles be made available for use. No internal communal areas, other than access walkways will be made available as it is not possible to ensure social distancing is achievable. High visibility signage will be displayed prominently within each cubicle advising users to perform hand hygiene routines as per the government guidelines. High visibility signage on the external of the facility will be installed to designate a safe queuing system, to maintain social distancing.
- 3.2. It would not be possible to open the male and female toilets in Chandos Park and adhere to the current government guidance.

- 3.3. If agreed, it will be publicised that the toilets are re-opening through social media and a press release.
- 3.4. The Council will monitor the situation, and the toilets will be closed again if, in the judgement of the Estates Manager, it is not possible to maintain suitable safety standards and open the remaining toilets in Chandos Park if guidance allows.

Town Centre Audit Jan/Feb 2020

Appendix D

Section	Address/Location of problem	Description of problem	Photo Ref	Responsible Authority
A	Nelson Street (outside No.1)	Lowered ironwork together with cracking and broken asphalt	No photo	Unitary Report it - highways
A	Nelson Street (adjacent to Hill House)	Road surface break up in the area between roadway and paved area	No photo	Unitary Report it - highways
A	Nelson Street (adjacent to Hill House)	Dropped kerb setts by drain	No photo	Unitary Report it - highways
A	Hunter Street (opposite Manor Street)	Blocked soak-away outside Norton House	No photo	Unitary Report it - highways
A	Hunter Street (Yeomanry House)	Blocked drainage channel and ironworks on pavement, extending	No photo	Unitary Report it - highways
A	Hunter Street (outside Bridge Cottage)	Dropped ironwork and collapsed asphalt in road – where road narrows)	No photo	Unitary Report it - highways
A	Hunter Street (outside entrance to Sunley House)	Standing water in entranceway – suggests block drain locally	No photo	Anglian Water Operations Team on 03457 145 145.
A	Station Road (from Hunter street end up towards Chandos Road)	Asphalt pavement starting to granulate and fragment, plus potholes – c 300m length)	No photo	Unitary Report it - highways
A	Hunter Street/ Churchyard entrance	The entrance slope up from Hunter Street – loose setts	No photo	Unitary Report it - highways
A	Church Street (outside Holland House)	Missing kerb sett	No photo	Unitary Report it - highways
A	Church Street (outside Holland House)	Repair after street light removal done in asphalt and not paviers	No photo	Unitary Report it - highways
A	St. Rumbold's Lane	Pavement in distressed condition throughout	No photo	Unitary Report it - highways
A	Wells Street side United Church, No. 17 & Kimberley House	Pavement from made of asphalt breaking up	No photo	Unitary Report it - highways
A	Elm Street (Adjacent to No.1)	Drain Cover has broken asphalt	No photo	Unitary Report it - highways
A	Moreton Road (Opposite Bradfield Ave)	Blocked drains causing standing water)	No photo	Anglian Water Operations Team on 03457 145 145.
A	Bourton Road (opposite Badgers)	Blocked drains causing standing water	No photo	Anglian Water Operations Team on 03457 145 145.

Town Centre Audit Jan/Feb 2020

Appendix D

Section	Address/Location of problem	Description of problem	Photo Ref	Responsible Authority
D	13 High Street	Unightly planters and hole in wall	A1	Write letter to property owners
D	BCS High Street	Potholes outside entrance	A2	Unitary Report it - highways
B	Bridge Street	Weight limit sign not straight	B1	Unitary Report it - highways
B	Bridge Street past Candleford Court	Paving Stone Broken - trip hazard	B2	Unitary Report it - highways
B	Bridge Street - White Hart car Park	small pot hole	B3	Unitary Report it - highways
B	Bridge Street - opposite Domino	Kerb stone and paving slab damage	B4	Unitary Report it - highways
B	Bridge Street - zebra crossing	paving stones moves dangerously	B5	Unitary Report it - highways
B	West Street - next to Esquires Coffee shop	drop kerb and paving stone damage	B6	Unitary Report it - highways
B	West Street - opposite Hamilton House	Pavement uneven	B7	Unitary Report it - highways
B	West Street - next to Chandler Ray	Pavement uneven and damaged	B8	Unitary Report it - highways
B	School Lane - West Street end of the road.	Road sign worn and unreadable	B9	Unitary Report it - highways
B	School Lane - West Street end of the road.	Road sign dirty and damaged	B10	Unitary Report it - highways
B	School Lane - Nelson Street end of the road.	Road Sign bent and dirty	B11	Unitary Report it - highways
B	Tingewick Road - before bridge	pot hole in pavement	B12	Unitary Report it - highways
B	Tingewick Road - before Hunter Street	pot hole in pavement	B13	Unitary Report it - highways
B	Tingewick Road	Road sign covered by other signs	B14	Unitary Report it - highways
B	St Rumbold Lane	Road sign can not be seen from either side of Nelson Street	B15	Unitary Report it - highways
B	Well Street	Kerb stone missing	B16	Unitary Report it - highways
B	Castle Street - entrance to gym	paving stone and kerb stone replaced by cheap asphalt	B17	Unitary Report it - highways
C	Market Hill, Chantry Chapel	Proliferation of bins rats running about	C1	Unitary Environmental Health

Section	Address/Location of problem	Description of problem	Photo Ref	Responsible Authority
C	Market Hill, Angel's Boutique	Uneven pavement, sunken inspection cover	C2	Unitary Report it - highways
C	West Street, Looby Lu's	Raised BT Cover	C3	https://www.openreach.com/help-and-support/damage-health-and-safety
C	West Street, opposite Buckingham Fort	worn out pavement	C4	Unitary Report it - highways
C	West Street, outside old Surgery	Clattering inspection hatch	C5	Unitary Report it - highways
C	West Street, outside Corner house	Ropey pavement and missing kerb	C6	Unitary Report it - highways
C	West Street, Hamilton House	Poor pavement condition	C7	Unitary Report it - highways
C	Market Square, Outside TJ's	Poor pavement trip hazard	C8	Unitary Report it - highways
C	Market Square, Outside RSPCA	Drain rubbish hole	C9	Unitary Report it - highways
C	Market Square, outside Flats to Coffee#1	Shoddy repair	C10	Enforcement Planning Unitary
C	Bullring, Market Hill - outside Barclays Bank	Rubbish	C11	Litter picking Unitary
D	Cornwall's Meadow Car Park - crossing by toilet block	iron railing damaged	D.1	Unitary Report it tool
D	Cornwall's Meadow Car Park -	Various pots holes throughout car park	D.2	Unitary Report it tool
D	Cornwall's Meadow Car Park - by water board station	Fence broken	D.3	Unitary Report it tool
D	Cornwall Meadow Centre - by E.A.M.A.Y.L	water meter cover has lifted	D.4	Anglian Water Operations Team on 03457 145 145.
D	Cornwall Meadow Centre - by Red Chilli	Broken and uneven slabs	D.5	Unitary Report it - highways
D	Cornwall Meadow Centre - entrance by jewellers	uneven slabs	D.6	Unitary Report it - highways
D	Market Hill - from old Post Office to Verney Close	Broken slabs	D.7	Unitary Report it - highways
D	High Street - 13 High St Pub	Open gas meter cupboard	D.11	Write to Management Company
D	High Street - 13 High St Pub	Open and smashed electricity cupboard. Red lights are on.	D.12	Write to Management Company

Section	Address/Location of problem	Description of problem	Photo Ref	Responsible Authority
D	Verney Close	pot hole along the middle of the road and some other areas	No photo	Unitary Report it - highways
D	Entrance to Cecil's Yard	Potholes	A.3	Unitary Report it - highways
D	Stratford House, Stratford Road	Front Garden overgrown	A.4	Environmental Health??
D	Buildbase entrance	Potholes	A5	Unitary Report it - highways
D	14 & 17 Stratford Road	Broken meter covers	A6	Write to property owners
D	20 Stratford Road	Need more bollards along grass	A8	Unitary Report it - highways
D	ATC Stratford Road	Lots of litter inside the bottom of the fences	A10	Write to ATC suggesting litter pick
D	27 Stratford Road	Recycling bin not emptied, because the recycling is in a black sack instead of loose	A15	This will have been emptied by now.
D	16 Stratford Road	Pothole in pavement	A16	Unitary Report it - highways
D	Stratford Road	Grass opposite BCS, needs replanting	A17	Unitary Report it - highways
D	North End Square pavement/ parking interface	Need yellow hatched lines repainting to make it clear where parking spaces are, and to leave pedestrian access free	A18	Unitary Report it - highways
D	Cannon North End Square	Litter	A20	Unitary Report it - waste
D	Bus stop island,	uneven and mossy surface	No photo	Unitary Report it - highways
D	Ditto	Bricks missing	A22	Unitary Report it - highways
D	Roseberry Lodge Moreton Road	Fence falling over	A23	Letter to property owner
D	As above near seat	Uneven pavement	A24	Unitary Report it - highways
D	6 Moreton Road	Uneven pavement	A25	Unitary Report it - highways
D	Near entrance to Summer House Hill	Potholes in pavement	A26	Unitary Report it - highways
D	Near salvation army and the cottages	Potholes in pavement	A27	Unitary Report it - highways
D	Outside Old Gaol cell shop	Uneven pavement slabs	A28	Unitary Report it - highways
D	High Street entrance to Meadow Row	Dropped pavement	A29	Unitary Report it - highways
D	High Street Zebra crossing	Internally lit poles would make pedestrian for more visible at night	No photo	Unitary Report it - highways

Section	Address/Location of problem	Description of problem	Photo Ref	Responsible Authority
A	13 Church Street	Missing kerb stone	A1 Church St	Unitary Report it - highways
A	Nelson street Corner flats	broken brick wall	A2 Nelson St	Investigate and write to Management Company
A	Manor street	pavement impassable for wheelchairs due to parked cars	A3 Manor St	Consider social media post on considerate parking
A	Old Church Yard Footpath	2 proud kerb stones making wheelchair access difficult	A4 Old Church	Unitary Report it tool
A	South exit from old Church Yard to Hunter Street	paving bricks on slope loose, wobbly, bad camber at south end	A5 Church Yard	Unitary Report it tool
A	Entrance to University car park	collapse area next to corner	A6 to unit	UoB - letter to University
A	Riverside path south of floosh	broken surface due to tree roots	A7 Floosh	Unitary Report it - highways
A	Station road pavement	poor quality and damaged in several places	A8 Station Rd	Unitary Report it - highways
A	Entrance road off Station Road to Chandos road Building	collapsed surface	A9 Station to Chandos	Unitary Report it - highways
B	Church grounds at top of Church Street	Drain surrounds collapsed	B1 Church St	Unitary Report it - highways
B	Entrance to Villiers Hotel car park Castle Street	uneven damaged surface - a mess!	B2 Villiers	Villiers - letter to Hotel
B	Crossing west street at Esquires	pavement and dropped kerb badly eroded	B3 Esquires	Unitary Report it - highways
B	Crossing west street at Esquires	damaged road surface	B4 Esquires Road	Unitary Report it - highways
B	Crossing west street at Esquires	corner of road to post office worn down by traffic	B5 Esquires Post Office	Unitary Report it - highways
B	West Street opposite Hamilton house	damaged pavement	B6 Hamilton	Unitary Report it - highways
B	West Street opposite Hamilton house	damaged pavement	B7 Hamilton pavement	Unitary Report it - highways
B	West Street opposite Hamilton house	damaged pavement	B8 School Lane	Unitary Report it - highways
B	School Lane towards Nelson Street	edge of pavement collapsed (by cobblers)	B9 School Lane	Unitary Report it - highways
C	Path to skate park foot bridge	Poor surface	C1 Skate Park	Unitary Report it - highways

Section	Address/Location of problem	Description of problem	Photo Ref	Responsible Authority
C	far corner of skate park	muddy access	C2 Skate Park Corner	Unitary Report it - highways
C	far end of skate park	holes and lumps	C3 Skate holes	Unitary Report it - highways
C	candleford Court entrance	broken access labs	C4 Candleford	Unitary Report it - highways
C	Entrance to White Hart car park	Trip Hazard	C5 White Hart	Unitary Report it - highways
C	Three Cups	erosion by gutter	C6 Three Cups	Unitary Report it - highways
C	Door before the Three Cups	Trip Hazard	C7 Door Three Cups	Unitary Report it - highways
C	Bridge Street corner	Trip Hazard	C8 Bridge Street	Unitary Report it - highways
C	Market Square flats	erosion	C9 Market Square	Unitary Report it - highways
C	Buckingham Inns	broken pavement	C10 BINNS	Unitary Report it - highways
C	Boots	Trip Hazard	C11 Boots	Unitary Report it - highways
C	Market Hill crossing	Trip Hazard	C12 Market Hill	Unitary Report it - highways
C	Verney Close Entrance	broken surface	C13 Verney Close Entracne	Unitary Report it - highways
C	Verney Close road	generally eroded	C14 Verney Close Road	Unitary Report it - highways
C	Verney Close Library crossing	generally eroded	C15 Verney Close Library	Unitary Report it - highways
D	King' Head	Fair damage	D1 Kings Head	Unitary Report it - highways
D	Cattle Market	Trip Hazard	D2 Cattle Market	Unitary Report it - highways
D	Masonic house	Trip Hazard	D3 Masonic	Unitary Report it - highways
D	Entrance to hospital	holes and lumps	D4 Hospital	Unitary Report it - highways
D	North end	Trip Hazard	D5 North end	Unitary Report it - highways
D	North End	Loose paving slab	D6 North end	Unitary Report it - highways
D	North End path to High Street	pavement breaking up	D7 North end	Unitary Report it - highways
D	Cecil's Yard entrance	Trip Hazard	D8 Cecils Yard	Unitary Report it - highways
D	Car Sales entrance	road/pavement collapsed	D9 Car Sales	Unitary Report it - highways
D	Cornwall's Meadow	accessible slabs broken	D10 Cornwalls	Unitary Report it - highways
D	Cornwall's Meadow	pavement broken	D11 Cornwalls	Unitary Report it - highways
D	Cornwall's Meadow	Trip Hazard	D12 Cornwalls	Unitary Report it - highways

Section	Address/Location of problem	Description of problem	Photo Ref	Responsible Authority
D	Shopmobility	Trip Hazard	D13 Shopmobility	Unitary Report it - highways
D	Shopmobility	Trip Hazard	D14 Shopmobility	Unitary Report it - highways
D	End of Meadow walk	trip gap	D15 Meadow walk	Unitary Report it - highways
D	End of Meadow walk	collapsed pavement	D16 Meadow Walk	Unitary Report it - highways
D	High Street	collapsed wall by Old Goal	D17 High Street	Unitary Report it - highways
D	Old Post Office	Fair damage	D18 Old Post Office	Unitary Report it - highways
D	Old Post Office	Loose stones	D19 Old Post Office	Unitary Report it - highways