



# BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, CORNWALLS MEADOW,  
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Town Clerk: Mr. C. P. Wayman

Tuesday, 09 February 2016

Councillor,

You are summoned to a meeting of the **Environment Committee** of Buckingham Town Council will be held on **Monday 15<sup>th</sup> February 2016** at 7pm in the Town Council Chamber, Cornwall's Meadow, Buckingham.

Mr. C. P. Wayman  
Town Clerk

Please note that the Environment Committee meeting will be preceded by Public Session lasting for a maximum of 15 minutes, in accordance with Standing Order 1.3.

## AGENDA

**1. Apologies for Absence**

Members are asked to receive and accept apologies from members.

**2. 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.

**3. Minutes**

To receive the minutes of the Environment Committee meeting held on 14<sup>th</sup> December 2015 approved at Full Council on the 25<sup>th</sup> January 2016.

**(E/05/15) Copy previously circulated**

**4. Action Report**

To receive the report and note the updated information.

**Appendix A**

**5. Budgets**

To receive the latest figures

**Appendix B**

**6. Lace Hill Community Centre**

To receive and review the following working documents and discuss any amendments

6.1 Draft Hire Agreement

**Appendix C**

6.2 Draft Conditions of hire

**Appendix D**

6.3 Draft Code of conduct

**Appendix E**

6.4 Councillor visit – to discuss and agree a date for Members to view the Community Centre

Buckingham



LOCAL COUNCIL  
AWARD SCHEME  
QUALITY GOLD

Twinned with Mouvaux, France



Members are reminded to declare any prejudicial interest as soon as it becomes apparent

7. **(633/15) Bus Shelters**  
Deferred from last meeting  
Cllr Harvey – To review the position of bus shelters in the wider town, and decide upon any action to take.
8. **Access Awareness**  
To receive a verbal update from Cllr Strain-Clark
9. **Gritting**
  - 9.1 To agree to a new bin on Westfields
  - 9.2 To receive correspondence via Tfb and discuss
10. **(631/15) Edible Buckingham**  
To receive a verbal update from Cllr Newell
11. **(632/15) Festival of Health**  
To receive a verbal report from Cllr Harvey
12. **BCWP**  
To receive the minutes of a meeting held on 14<sup>th</sup> December 2015
13. **News Releases**
14. **Chair's Announcements**
15. **Date of Next Meeting:** Monday 4<sup>th</sup> April 2016.

**Appendix F**

**Appendix G**

**To:**

Cllr. Ms. J Bates  
Cllr. T. Bloomfield  
Cllr. G. Collins  
Cllr. P. Collins  
Cllr. Mrs. G Gateley  
Cllr. J. Harvey  
Cllr. P. Hirons  
Cllr. D. Isham – Vice Chairman

Cllr. A. Mahi - Mayor  
Cllr. Ms. R. Newell – Chairman  
Cllr. Mrs. L. O'Donoghue  
Cllr. M. Smith  
Cllr. Mrs. C. Strain-Clark  
Cllr. R. Stuchbury

APPENDIX A

Minute No	Action Required	Action Taken	Result
215/11, 334/11 & 709/14	Discussion Paper – Renewable Energy	Report regarding fuel poverty – Solar panels for Community centre. Issue with testing of roof to be resolved	Awaiting permission from AVE
737.2 & 344/13	Cemetery Paths	Prices to be sought for a replacement of all paths, budgets to be set aside in earmarked reserves for the replacement footpath	Agreed - awaiting scheduling
741/11	Chandos Park lime trees	GSM to produce report regarding planting a replacement row of trees as one of the lime trees had to be removed	To be within Chandos Park Management Plan
481/12 & 498.3	BMX Track	Look into possibilities for new BMX track and if it could be included in the Neighbourhood plan	Sources of funding to be considered
878/13, 598/12, 199/14;830/14	Bourton Ponds Project	Public being consulted as to opinion of proposed plans, funding being sought,	On Hold
330/14	Ken Tagg Play Area	Replacement of play equipment	Installed - official opening 15/2/16
580/14	Purchase or rental of New Premises	investigate the purchasing or rental of suitable premises	Handover underway
705/14 & 326/10 & 218/13	Cemetery Burial Space	Report to be brought to committee regarding further provision	Update when available
708/14, 87/15	Bollards at Church	Parking issue on grass to side of Church	Ongoing
831/14 & 93/15	Chris Nicholls Walk	Seek information on ownership and possibility of taking over	Ongoing
90/15	Entrance signs for Bourton Park	get prices for entrance signage to areas of Bourton park and information boards	
92/15	Sports Pitch Provision	Sports provision questionnaire issued, follow up meetings arranged, project being investigated to provide 3G sports pitch.	Further information to be provided on future agenda
255/15	Green Flag Status	Areas to be addressed where the criteria is not currently met. With a view to put in an application for the Cemetery, Bourton and Chandos Parks.	Ongoing. Survey to be carried out.
839/14, 257/15	Table Tennis Table Bourton Park	Pricing being sought	Ongoing
261/15	Access Awareness	Consider suitable sites in Town centre for further benches	2 locations being considered
498.4	<del>Grounds Maintenance Contract</del>	<del>Receive tender submission results and agree preferred applicant.</del>	agreed
502/15	Access Awareness	Step from Church Street to Church is a problem for access to church due to high step	Investigate
630/15	Wild flower planting for bees – Bourton Park	Identify sites and costs	Ongoing

Items not started

ongoing items

completed items

08/02/2016

## Buckingham Town Council

14:07

## Detailed Income &amp; Expenditure by Budget Heading 01/02/2016

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Month No : 11

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b><u>EARMARKED RESERVES</u></b>							
901	<u>EARMARKED RESERVES</u>						
9001	INSURANCE	0	275	0	-275	-275	0.0 %
9006	NAG	78	97	1,598	1,501	330	1,171 26.7 %
9009	CAPITAL RESERVE	0	0	110,000	110,000	66,453	43,547 60.4 %
9011	WAR MEMORIAL	750	0	931	931	931	0.0 %
9012	CHRISTMAS LIGHTS	0	0	4,369	4,369	4,369	0.0 %
9013	YOUTH PROJECTS	0	0	3,270	3,270	3,270	0.0 %
9015	CHARTER FAIRS	0	0	11,140	11,140	11,140	0.0 %
9018	REPAIR OF FOOTPATHS	28,035	2,965	5,931	2,966	2,966	0 100.0 %
9019	MEMORIAL TESTING	2,663	0	2,874	2,874	2,874	0.0 %
9025	PLAY AREA REPLACEMENT	0	0	17,121	17,121	17,121	0.0 %
9026	TRIM TRAIL	4,810	0	0	0	0	0.0 %
9027	GREEN BUCKINGHAM GROUP	0	0	226	226	226	0.0 %
9029	CIRCULAR WALK MAINT	8,894	0	5,247	5,247	5,247	0.0 %
9030	TOURISM LEAFLETS	524	0	3,402	3,402	3,402	0.0 %
9031	YOUTH MUSIC EVENT	0	0	1,200	1,200	1,200	0.0 %
9032	BUCK NEIGHBOURHOOD DEV	10,242	1,088	18,601	17,513	17,513	5.9 %
9033	DESTINATION BUCKINGHAM	4,631	1,911	4,815	2,904	2,904	39.7 %
9034	RIVER AND POND MAINTENANCE	0	0	5,000	5,000	5,000	0.0 %
9035	PARKS DEVELOPMENT	14,315	11,355	32,129	20,774	20,774	0 100.0 %
9036	ELECTION COSTS	0	2,812	6,000	3,188	3,188	46.9 %
9037	JUBILEE BOOK	0	1,358	1,600	242	242	84.9 %
9038	NEW VEHICLE	0	15,180	28,995	13,815	13,815	0 100.0 %
9039	BARRIERS FOR EVENTS	0	560	3,168	2,608	2,608	17.7 %
9040	PARK RUN	-250	98	250	152	152	39.2 %
9041	MVAS	-1,177	1,818	1,177	-641	-641	154.5 %
9042	HOSTING OF TWINNING EVENT	0	0	2,000	2,000	2,000	0.0 %
9043	NEW BAGS AND LEAFLETS	0	0	1,532	1,532	1,532	0.0 %
9044	COMEDY NIGHT	0	0	2,057	2,057	2,057	0.0 %
9045	ACCESS FOR ALL	0	-500	0	500	500	0.0 %
	EARMARKED RESERVES :- Expenditure	<b>73,515</b>	<b>39,019</b>	<b>274,633</b>	<b>235,614</b>	<b>104,338</b>	<b>131,276 52.2 %</b>
1070	DESTINATION BUCKINGHAM	10,000	0	10,000	-10,000		0.0 %
	EARMARKED RESERVES :- Income	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>-10,000</b>		<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>63,515</b>	<b>39,019</b>	<b>264,633</b>	<b>225,614</b>		
	EARMARKED RESERVES :- Expenditure	<b>73,515</b>	<b>39,019</b>	<b>274,633</b>	<b>235,614</b>	<b>104,338</b>	<b>131,276 52.2 %</b>
	Income	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>-10,000</b>		<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>63,515</b>	<b>39,019</b>	<b>264,633</b>	<b>225,614</b>		

Month No : 11

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>ENVIRONMENT</b>							
<u>201 ENVIRONMENT</u>							
4068	COMMUNITY SERVICE	6,980	4,680	6,750	2,070	2,070	69.3 %
4069	GRIT / SALT BINS	0	0	1,800	1,800	900	900 50.0 %
4101	SEATS AND BINS	576	0	3,000	3,000	3,000	0.0 %
4112	ENVIRONMENT EQUIPMENT	5,800	4,515	6,000	1,485	338	1,147 80.9 %
4118	GREEN WASTE DISPOSAL	300	300	360	60	60	83.3 %
	ENVIRONMENT :- Expenditure	<b>13,656</b>	<b>9,495</b>	<b>17,910</b>	<b>8,415</b>	<b>1,238</b>	<b>7,177 59.9 %</b>
	<b>Net Expenditure over Income</b>	<b>13,656</b>	<b>9,495</b>	<b>17,910</b>	<b>8,415</b>		
<u>202 ROUNDABOUTS</u>							
4108	ROUNDABOUT	7,924	7,097	10,000	2,903	1,342	1,562 84.4 %
	ROUNDABOUTS :- Expenditure	<b>7,924</b>	<b>7,097</b>	<b>10,000</b>	<b>2,903</b>	<b>1,342</b>	<b>1,562 84.4 %</b>
1051	ROUNDABOUT NO 1 OPEN	1,982	2,014	2,032	-18		99.1 %
1052	ROUNDABOUT NO 2 ELLA	1,057	1,074	1,547	-473		69.4 %
1053	ROUNDABOUT NO 3	1,735	1,762	1,778	-16		99.1 %
1054	ROUNDABOUT NO 4 R & B	0	374	2,211	-1,837		16.9 %
1056	ROUNDABOUT NO 6 EUROLANE	2,367	2,405	2,426	-21		99.1 %
1057	ROUNDABOUT NO 7 RING ROAD	1,207	1,226	1,237	-11		99.1 %
	ROUNDABOUTS :- Income	<b>8,348</b>	<b>8,856</b>	<b>11,231</b>	<b>-2,375</b>		<b>78.9 %</b>
	<b>Net Expenditure over Income</b>	<b>-424</b>	<b>-1,759</b>	<b>-1,231</b>	<b>528</b>		
<u>203 MAINTENANCE</u>							
4063	VEHICLE HIRE AND RUNNING	3,880	3,822	6,000	2,178	2,178	63.7 %
4082	ALLOTMENTS	1,500	1,500	1,500	0	0	100.0 %
4102	DOG BINS	2,867	4,211	4,000	-211	-211	105.3 %
	MAINTENANCE :- Expenditure	<b>8,247</b>	<b>9,533</b>	<b>11,500</b>	<b>1,967</b>	<b>0</b>	<b>1,967 82.9 %</b>
	<b>Net Expenditure over Income</b>	<b>8,247</b>	<b>9,533</b>	<b>11,500</b>	<b>1,967</b>		
<u>204 DEVOLVED SERVICES EXPENSES</u>							
4124	DEVOLVED SERVICES	0	24,748	29,770	5,022	758	4,264 85.7 %
	DEVOLVED SERVICES EXPENSES :- Expenditure	<b>0</b>	<b>24,748</b>	<b>29,770</b>	<b>5,022</b>	<b>758</b>	<b>4,264 85.7 %</b>
1017	DEVOLVED SERVICES INCOME	17,750	39,992	32,000	7,992		125.0 %
	DEVOLVED SERVICES EXPENSES :- Income	<b>17,750</b>	<b>39,992</b>	<b>32,000</b>	<b>7,992</b>		<b>125.0 %</b>
	<b>Net Expenditure over Income</b>	<b>-17,750</b>	<b>-15,244</b>	<b>-2,230</b>	<b>13,014</b>		

Month No : 11

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>250</u> <u>PLAYING FIELDS</u>							
4050 MAINTENANCE OF FIELDS	0	7,454	7,500	46	840	-795	110.6 %
PLAYING FIELDS :- Expenditure	<u>0</u>	<u>7,454</u>	<u>7,500</u>	<u>46</u>	<u>840</u>	<u>-795</u>	<u>110.6 %</u>
<b>Net Expenditure over Income</b>	<u>0</u>	<u>7,454</u>	<u>7,500</u>	<u>46</u>			
<u>251</u> <u>CHANDOS PARK</u>							
4106 PLAY AREA MAINTENANCE	139	483	500	17		17	96.6 %
4601 REPAIRS& MAINTENANCE FUND	6,890	1,937	7,180	5,243		5,243	27.0 %
4602 ELECTRICITY	371	204	500	296		296	40.8 %
4603 WATER	2,313	1,284	1,500	216		216	85.6 %
4605 HORTICULTURAL CONTRACT	15,014	12,712	15,470	2,758	2,542	216	98.6 %
CHANDOS PARK :- Expenditure	<u>24,727</u>	<u>16,621</u>	<u>25,150</u>	<u>8,529</u>	<u>2,542</u>	<u>5,987</u>	<u>76.2 %</u>
1030 BOWLS INCOME	550	550	550	0			100.0 %
1035 TENNIS COURT RENT	625	625	750	-125			83.3 %
CHANDOS PARK :- Income	<u>1,175</u>	<u>1,175</u>	<u>1,300</u>	<u>-125</u>			<u>90.4 %</u>
<b>Net Expenditure over Income</b>	<u>23,552</u>	<u>15,446</u>	<u>23,850</u>	<u>8,404</u>			
<u>252</u> <u>BOURTON PARK</u>							
4106 PLAY AREA MAINTENANCE	359	640	500	-140		-140	127.9 %
4601 REPAIRS& MAINTENANCE FUND	9,614	5,372	12,000	6,628		6,628	44.8 %
4605 HORTICULTURAL CONTRACT	26,084	22,084	26,867	4,783	4,417	366	98.6 %
4708 PLAY EQUIPMENT	39,095	0	0	0		0	0.0 %
BOURTON PARK :- Expenditure	<u>75,151</u>	<u>28,096</u>	<u>39,367</u>	<u>11,271</u>	<u>4,417</u>	<u>6,855</u>	<u>82.6 %</u>
1078 NEW HOMES BONUS	38,513	0	0	0			0.0 %
BOURTON PARK :- Income	<u>38,513</u>	<u>0</u>	<u>0</u>	<u>0</u>			
<b>Net Expenditure over Income</b>	<u>36,638</u>	<u>28,096</u>	<u>39,367</u>	<u>11,271</u>			
<u>253</u> <u>CEMETERY</u>							
4225 RATES	2,251	960	1,300	340		340	73.8 %
4601 REPAIRS& MAINTENANCE FUND	2,725	1,258	4,760	3,502		3,502	26.4 %
4602 ELECTRICITY	295	622	400	-222		-222	155.6 %
4605 HORTICULTURAL CONTRACT	21,746	18,412	22,510	4,098	3,682	416	98.2 %
4620 EXPENSES RE BURIAL DUTIES	3,489	7,302	5,000	-2,302		-2,302	146.0 %
CEMETERY :- Expenditure	<u>30,506</u>	<u>28,554</u>	<u>33,970</u>	<u>5,416</u>	<u>3,682</u>	<u>1,734</u>	<u>94.9 %</u>
1041 BURIAL FEES	12,486	13,037	10,000	3,037			130.4 %
1045 CEMETERY WAR GRAVES COMM	60	0	60	-60			0.0 %
CEMETERY :- Income	<u>12,546</u>	<u>13,037</u>	<u>10,060</u>	<u>2,977</u>			<u>129.6 %</u>
<b>Net Expenditure over Income</b>	<u>17,960</u>	<u>15,517</u>	<u>23,910</u>	<u>8,393</u>			

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## Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>254</u>	<u>CHANDOS PARK TOILETS</u>							
4612	CONTRACTOR CHARGE	11,984	8,115	12,500	4,385		4,385	64.9 %
4709	MAINTENANCE	1,035	68	1,000	933		933	6.8 %
	CHANDOS PARK TOILETS :- Expenditure	<b>13,019</b>	<b>8,183</b>	<b>13,500</b>	<b>5,317</b>	<b>0</b>	<b>5,317</b>	<b>60.6 %</b>
	<b>Net Expenditure over Income</b>	<b>13,019</b>	<b>8,183</b>	<b>13,500</b>	<b>5,317</b>			
<u>255</u>	<u>RAILWAY WALK</u>							
4120	BTCV GRANT PAYMENT	434	437	2,000	1,563		1,563	21.9 %
4122	TREE WORKS	1,478	1,943	1,500	-443		-443	129.5 %
	RAILWAY WALK :- Expenditure	<b>1,913</b>	<b>2,380</b>	<b>3,500</b>	<b>1,120</b>	<b>0</b>	<b>1,120</b>	<b>68.0 %</b>
	<b>Net Expenditure over Income</b>	<b>1,913</b>	<b>2,380</b>	<b>3,500</b>	<b>1,120</b>			
<u>256</u>	<u>STORAGE PREMISES</u>							
4053	GRENVILLE	0	46	650	604		604	7.1 %
4073	COLLEGE FARM	3,250	3,250	3,250	0		0	100.0 %
	STORAGE PREMISES :- Expenditure	<b>3,250</b>	<b>3,296</b>	<b>3,900</b>	<b>604</b>	<b>0</b>	<b>604</b>	<b>84.5 %</b>
	<b>Net Expenditure over Income</b>	<b>3,250</b>	<b>3,296</b>	<b>3,900</b>	<b>604</b>			
<u>257</u>	<u>KEN TAGG PLAYGROUND</u>							
4106	PLAY AREA MAINTENANCE	231	65	500	435		435	13.0 %
4122	TREE WORKS	0	280	500	220		220	56.0 %
4123	PLAYGROUND REFURBISHMENT	0	798	40,000	39,202	29,456	9,746	75.6 %
4605	HORTICULTURAL CONTRACT	1,024	867	1,150	283	173	109	90.5 %
	KEN TAGG PLAYGROUND :- Expenditure	<b>1,255</b>	<b>2,010</b>	<b>42,150</b>	<b>40,140</b>	<b>29,629</b>	<b>10,510</b>	<b>75.1 %</b>
1079	GRANTS FOR PLAYGROUND	0	0	40,000	-40,000			0.0 %
	KEN TAGG PLAYGROUND :- Income	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>-40,000</b>			<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>1,255</b>	<b>2,010</b>	<b>2,150</b>	<b>140</b>			
<u>258</u>	<u>CEMETERY LODGE</u>							
4034	PWLB REPAYMANTS INCL	4,702	2,351	4,702	2,351		2,351	50.0 %
4225	RATES	-1,309	0	0	0		0	0.0 %
4609	CEMETERY LODGE MAINT	0	56	500	444		444	11.2 %
	CEMETERY LODGE :- Expenditure	<b>3,394</b>	<b>2,407</b>	<b>5,202</b>	<b>2,795</b>	<b>0</b>	<b>2,795</b>	<b>46.3 %</b>
1061	CEMETERY LODGE RENTAL	8,436	7,088	8,000	-912			88.6 %
	CEMETERY LODGE :- Income	<b>8,436</b>	<b>7,088</b>	<b>8,000</b>	<b>-912</b>			<b>88.6 %</b>
	<b>Net Expenditure over Income</b>	<b>-5,042</b>	<b>-4,681</b>	<b>-2,798</b>	<b>1,883</b>			

Month No : 11

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>259</u> <u>OTTERS BROOK</u>							
4106 PLAY AREA MAINTENANCE	70	134	500	366		366	26.8 %
4122 TREE WORKS	0	80	230	150		150	34.8 %
4605 HORTICULTURAL CONTRACT	3,262	2,762	3,360	598	552	46	98.6 %
OTTERS BROOK :- Expenditure	<u>3,332</u>	<u>2,976</u>	<u>4,090</u>	<u>1,114</u>	<u>552</u>	<u>562</u>	<u>86.3 %</u>
<b>Net Expenditure over Income</b>	<u>3,332</u>	<u>2,976</u>	<u>4,090</u>	<u>1,114</u>			
<u>260</u> <u>CCTV</u>							
4100 CCTV ONGOING COSTS	696	0	1,002	1,002		1,002	0.0 %
CCTV :- Expenditure	<u>696</u>	<u>0</u>	<u>1,002</u>	<u>1,002</u>	<u>0</u>	<u>1,002</u>	<u>0.0 %</u>
<b>Net Expenditure over Income</b>	<u>696</u>	<u>0</u>	<u>1,002</u>	<u>1,002</u>			
ENVIRONMENT :- Expenditure	<u>187,070</u>	<u>152,849</u>	<u>248,511</u>	<u>95,662</u>	<u>45,002</u>	<u>50,660</u>	<u>79.6 %</u>
Income	<u>86,768</u>	<u>70,148</u>	<u>102,591</u>	<u>-32,443</u>			<u>68.4 %</u>
<b>Net Expenditure over Income</b>	<u>100,302</u>	<u>82,701</u>	<u>145,920</u>	<u>63,219</u>			



# Lace Hill Community Centre

## Lace Hill Community Centre Hire Agreement

### Parties

- 1) Lace Hill Community Centre of Lace Hill, Buckingham MK18 acting by its management committee ("The Community Centre")
- 2) The person or organisation named in clause 1.2 ("Hirer")

### AGREED as follows:

In consideration of the hire fee described in clause 1.3, the Community Centre agrees to permit the Hirer to use the premises described in clause 1.4 for the purpose described in clause 1.5 for the period(s) described in clause 1.1. The answers to the questions and the details inserted in clauses 1 and 2 and their sub-clauses below are terms of this agreement. This hiring Agreement includes the annexed Standard Conditions of Hire and any SPECIAL CONDITIONS of Hire provided in the accompanying booking letter.

### 1.1 Date(s) required:

Day(s) / Month(s)

Duration of Hire (Hours)  From

### 1.2 Hirer:

- (a) Name
- (b) Organisation
- (c) Name of Organisation's
- (d) Address:
- (e) Contact Telephone numbers:
- (f) Contact e-mail address:

1.3 Hirer Fee:  Deposit:  Balance:

The Hirer shall pay a deposit at least one third of the cost of the booking. The balance of the booking fee is being payable on or before the conclusion of the event for which the premises are hired (the deposit having been paid when the agreement is signed).

Special Deposit  Balance:

This special deposit is to be paid upon the signing of this Hire Agreement and will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents nor complaints made to the Community Centre about noise or other disturbance during the period of the hiring as a result of the hiring.

### 1.4 Premises to be Hired

# Lace Hill Community Centre

Hall: Yes    Kitchen: Yes    Entrance Hall and Lavatories: Yes

## 1.5 Purpose/ description of hiring

Will this be a public event?      No                      Is this commercial use?              No

Is food (other than biscuits /cakes) to be provided for the event?              Yes/No

2. The Community Centre has a premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event:

Activity	The hall is licensed for	Times for which the activity is licensed	Indicate activities to take place at your event
a. The performance of plays	yes		
b. The exhibition of films	yes		
c. Indoor sporting events	yes		
d. The performance of live music	yes		
e. The playing of recorded music	yes		
f. The performance of dance			
g. Entertainments similar to those in a-f	Yes		
h. Making music	Yes		
i. Dancing	Yes		
j. Entertainment similar to those in a-f	Yes		
k. The provision of hot food/drink after 11pm	Yes		
l. The sale of alcohol	Yes		

2.1 Where a licensable activity will take place, the Hirer hereby acknowledges receipt of a copy of the conditions of the Premises Licence for the premises, in accordance with which the hiring must be undertaken, and agrees to comply with all obligations therein.

2.2 **Have you indicated at 2 (l) that alcohol will be available for sale at your event?**              **Yes/No**

If you answer yes to the above question, you will need to seek written permission from the management committee, complete a separate form detailing your requirements, and follow the procedure in clause 2.5 below.

2.3 The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers. Main Hall maximum capacity 100 people.

2.4 The hall has a licence with the performing Right Society for the performance of and from Phonographic Performance Licence (PPL)

2.5 In order to hold a licensable activity on the premises or on part of the premises not covered by the hall's Premises License, a Temporary Event Notice (TEN) will need to be given to the licensing authority.  
The Hirer shall obtain the written consent of the management committee on the form provided for this purpose before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENS which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the hall management committee and the local voluntary organisations.

3. The Hirer agrees with the Community Centre to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.

# Lace Hill Community Centre

4. It is hereby agreed that the Standard Conditions of Hire together with any Special Conditions of Hire and additional conditions imposed under the Premises Licence (2.1) shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Community Centre and the Hirer.
5. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

Dated:

SIGNED BY: \_\_\_\_\_ (name in Capitals) SHERRI HOLLAND  
A duly authorised representative on behalf of the Community Centre Management Committee:

SIGNED BY: \_\_\_\_\_ the person named at 1.2(a) above or at 1.2(c) above, duly authorised, on behalf of the organisation named at 1.2(b) above, where applicable:

### Standard conditions of hire

These standard conditions apply to all hiring of the Community Centre and a copy should be given to all hirers. If the Hirer is in any doubt as to the meaning of the following, the Hall secretary or Booking Clerk should immediately be consulted.

#### 1. Age

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

#### 2. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervisions of car parking arrangements so as to avoid obstruction of the highway. As directed by the Hall Secretary, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

#### 3. Use of premises

The Hirer shall not use the premises (including the car park) for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

#### 4. Insurance and indemnity

(a) The hirer shall be liable for:

- (i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises.
- (ii) all claims, losses, damages and costs made against or incurred by the Community Centre management committee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
- (iii) all claims, losses, damages and costs made against or incurred by the Community Centre management committee, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and

Subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the Community Centre management committee and the Community Centre's employees, volunteers, agents and invitees against such liabilities.

(b) The Community Centre shall take out adequate insurance to insure the liabilities described in sub-clauses (a) (ii) and (iii) above. The Community Centre shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of the Community Centre management committee and the Community Centre employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of liability and the monies received under the insurance policy.

(c) Where the Community Centre does not insure the liabilities described in sub-clauses (a) (ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Community Centre Secretary. Failure to produce such policy and evidence of cover will render the hiring void and enable the Community Centre Secretary to rehire the premises to another Hirer. The Community Centre is insured against any claims arising out of its own negligence.

#### 5. Gaming, betting and lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

#### 6. Music Copyright Licensing

The Hirer shall ensure that the Community Centre holds relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, the hirer holds a licence.

#### 7. Film

Children shall be restricted from viewing age-restricted films classified according to the recommendations of British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

#### 8. Childcare Act 2006

The Hirer shall ensure that any activities for children under eight years of age comply with the provision of the childcare Act 2006 and the safeguarding Vulnerable Groups Act 2006 and only fit and proper persons who have passed the appropriate Criminal Records Bureau checks should have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the Community Centre management committee with a copy of their CRB check adults are taking part in activities. The Hirer shall provide the Community Centre management committee with a copy of their CRB check and Child Protection Policy on request.

#### 9. Public safety compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the licensing Authority, and the hall's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The Hirer shall also comply with the hall's health and safety policy.

The Fire Service shall be called to any outbreak of fire, however slight, and details shall be given to the secretary of the management committee.

(a) The Hirer acknowledges that they have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuation the hall.
- The location and use of fire equipment. (Include diagram of location when handing over keys.)
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.

- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- Location of the first aid box.
- (b) In advance of any activity whether regulated entertainment or not the Hirer shall check the following items:
  - That all fire exits are unlocked and panic bolts in good working order.
  - That all escape routes are free of obstruction and can be safely used for instant free public exit
  - That any fire doors are not wedged open
  - That exit signs are illuminated
  - That there are no obvious fire hazards on the premises.
  - That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching notice).

#### **10 Noise**

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particular late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

#### **11 Drunk and disorderly behaviour and supply of illegal drugs**

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Act 2003.

#### **12 Health and Hygiene**

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the food Temperature Regulations. The premises are provided with a refrigerator but not with a thermometer.

#### **13 Electrical appliance safety**

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the Hirer must make use of it in the interest of public.

#### **14 Stored equipment**

The Community Centre accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed. The Community Centre may use its discretion in any of the following circumstances:

- (a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended.
- (b) Failure by the Hirer to dispose of any property brought on to the premises for the purpose of the hiring. This may result in the Community Centre Management committee disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

#### **16 Accidents and dangerous occurrences**

Any failure of equipment belonging to the Community Centre or brought in by the Hirer must also be reported as soon as possible. The Hirer must report all accidents involving injury to the public to a member of the Community Centre management committee as soon as possible and complete the relevant section in the Community Centre's accident book. Certain types of accident or injury must be reported on a special form to the incident Contact Centre. The Community Centre secretary will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

#### **17 Explosives and flammable substances**

The hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part of the premises and that
- (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.

#### **18 Heating**

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

#### **19 Animals**

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Community Centre. No animals whatsoever are to enter the kitchen at any time.

#### **20 Fly posting**

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the Community Centre's management committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

#### **21 Sale of goods**

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on manufacturers' Recommended Retail Prices

#### **22 Cancellation**

If the Hirer wishes to cancel the booking before the date of the event and the Community Centre is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the

# Lace Hill Community Centre

Community Centre. The Community Centre reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) The premises being required for use as a Polling Station for a parliamentary or Local Government election or by-election
- (b) The Community Centre management committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- (c) The premises becoming unfit for the use intended by the Hirer
- (d) An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Community Centre shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

## **23 End of hire**

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Community Centre hall shall be at liberty to make an additional charge.

## **24 No alterations**

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without prior written approval of the Community Centre Committee. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Community Centre remain in the premises at the end of the hiring. It will become the property of the Community Centre unless removed by the Hirer who must make good to the satisfaction of the Community Centre any damage caused to the premises by such removal.

## **25 No rights**

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

## **26 Commercial Hirers**

The Community Centre is bound to preserve and hereby reserves the right to terminate this Agreement by not less than 7 days notice in writing to the Hirer in the event of the hall being required on the same date/time for the fulfilment of its charitable purposes.

In the event of such termination by the Community Centre, the Community Centre shall refund to the Hirer all monies paid by the Hirer to the Community Centre. The Community Centre shall not however be liable to make any further payment to the Hirer in respect of expenses, costs or losses incurred directly or indirectly by the Hirer in relation to the termination.

## Lace Hill Community Use Lettings Policy

### The Purpose of the Policy

The purpose of this policy is to set out the basis under which Lace Hill Community Centre facilities may be used by third parties.

This policy has been drawn up by the Buckingham Town Council to provide instructions for the Community Centre Management on how such lettings should be managed.

### Policy Statement

The Lace Hill Community Centre is accessible for community use through controlled lettings under the management of Buckingham Town Council. For completeness on this matter this statement covers all facilities to be made available to the community, which extends beyond the sports facilities.

- The Lettings Tariff is defined by the Community Centre Management group and to be agreed by Buckingham Town Council. This is reviewed annually or more frequently should the need arise.
- On enquiry, all potential hirers will be given a copy of the booking form, terms and conditions of hire and the lettings tariff.

### Sporting Facilities

The site is able to offer the following facilities for community benefit:

#### External

- 1 Multi-use games area (MUGA) – 30 x 24m
- 2 Grass pitches – 90 x 50m

Buckingham Town Council would however wish to restrict the use of the pitch and grass area by the community during inclement weather to preserve the facilities to meet the demands of those who have a need for the pitches for league games

#### Internal

- Main Sports Hall – internal dimensions 18.3 x 10.37m
- Committee Room – internal dimensions 8.24 x 6.79m
- 2 Kitchens
- Changing facilities – 2 male and 2 female changing areas with toilets. Separate disabled, changing and toilet facility.

The community facilities have two car parks. The larger located on the Sports Centre side holding approximately xx spaces including xx disabled parking spaces. The other car park located on the Lace Hill Academy building side holding 55 spaces including 10 disabled spaces. This car park is only to be used for overflow or upon prior agreement between the hirer and Lace Hill Academy.

### Hours of Use

Hours of use for the facilities are expected to be as follows:

#### Sports facilities:

- Monday – Friday 9.30am to 10pm during term time / 9am – 10pm – school holidays
- Saturday & Sunday: 9am – 5pm

Access beyond the above times may be granted upon prior agreement with the Community Centre Management Group.

## Access

Access to the sports facilities will be gained through the Community Centre entrance under the management of the Community centre staff / Buckingham Town Council Staff.

## Management Responsibilities

At all times the facilities will be managed by Buckingham Town Council and users will be expected to abide by the Terms and Conditions of Letting. Buckingham Town Council reserve the right to terminate any letting where there is evidence that the organisation is in breach of any of the terms and conditions of hire or effects unnecessary damage to the facility.

## Calculation of the Lettings Tariff

Actual Tariffs will be subject to review by Buckingham Town Council and to be agreed by Town Councillors. Tariffs will be reviewed each year and set with due regard to charges for similar facilities within the local area.

## Definition of Letting Type

Junior Group – for use of the facilities by a junior club or an activity that caters for juniors (U18's)

Local Community Group – for use of the facilities by the local community. Those from the M9 postcode area who are non profit organisations

Adult Group – any use of the facilities by non local community adult groups (over 18's) or those using for commercial purposes

## Summary

The site has been designed with high regard for community access and availability. As such Buckingham Town Council are able offer commitment to both support and develop opportunities with the local community. Buckingham Town Council is committed to supporting and enriching the lives of those from the local community. As such letting of the facility is constantly reviewed to ensure that it meets the needs of the local community in terms of the cost, quality and variety of activity. The facilities will be managed by dedicated community centre staff under the management of Buckingham Town Council. The usage policy and lettings tariff is defined by the Community Centre Management Group and is subject to approval by Buckingham Councillors. These are both reviewed annually.

## Lettings Tariff

**2016/17**

### Sports Hall

**Prices are per Session**

	Weekday		Weekend Day		Weekend Evening
	Pay per Session	Block (10 weeks)*	Pay per session	Block (10 weeks)*	Pay per session
Adult Rate	£55	£450	£75	£550	£150
Local Community Group	£45	£350	£65	£450	
Junior Clubs	£35	£250	£45	£350	



**Committee Room**

	Summer		Weekend Day		Weekend Evening
	Pay per session	Block (10 weeks)*	Pay per session	Block (10 weeks)*	Pay per session
Adult Rate	£45	£350	£65	£450	£100
Local Community Group	£35	£250	£55	£350	
Junior Clubs	£25	£150	£45	£250	

**Grass Football Pitch Match Rate – 2 Hours per session**

	Casual Booking	Half Permit (15 games)		Full Permit (30 games)	
		Pitch Only	Pitch & Dressing room & showers	Pitch Only	Pitch & Dressing room & showers
Adults	£40	£450	£550	£800	£900
Juniors	£30	£250	£350	£400	£500

\*Prices are subject to change and are charged at the rate deemed appropriate by the Sports Centre Manager.

**Lettings Procedure**

1. Hirers must apply on Hire Agreement Form and must sign to confirm that they have read and agreed the terms and conditions of hire.
2. All users are required to provide proof of Insurance with the Hire Agreement Form.
3. On receipt of an application form, the Community Centre Management committee will
  - a. Verify that the request is capable of being fulfilled, and meets the terms defined herein
  - b. All new requests shall be subject to the approval of the Community Centre Manager. All requests whether approved or not shall be reviewed and ratified by the Community Centre Management Group and presented to Buckingham Town Council at its next meeting.
  - c. On acceptance (and approval where required) the school will send confirmation of the letting, and an invoice.
4. For regular lettings an invoice will be sent quarterly or annually by agreement. No refunds will be given if the hirer is unable to fulfil his/her part of the lettings agreement.

**Terms and Conditions of hire**

All such lettings shall be subject to the following terms and conditions:

**Responsibility of Hirer**

1. It is the Hirer's responsibility to leave rooms, entrance areas, toilets / showers and equipment in a satisfactory state and to remove their own rubbish. The Hirer is responsible for any breakages or damage.
2. All organisations will be expected to have Public Liability Insurance; evidence of the insurance must be submitted.

3. For monitoring purposes the Hirer will be responsible for completing and returning the monitoring sheets within the time table specified.
4. Smoking is not permitted anywhere on the facility, no alcohol is permitted on the premises at any time. For the benefit of all our customers and local residents we would ask that you do not use abusive language whilst at the facility.
5. Only service animals (such guide dogs, hearing dogs etc) are admitted to the facility.
6. No food or drink is allowed in any of the sports facilities. Food and drink should be consumed in the foyer near reception. Plastic water bottles may be taken in to the hall / pitch but should be disposed of after the booking time.
7. Each facility will have equipment that is available for use. The Hirer should identify at the time of booking what equipment will be required. All equipment provided will be maintained and regularly checked for defects. Any problems should be reported to the Management group.
8. Any dispute relating to the hire of the facility will be referred to the Management group.
9. Variations to this contract agreed by the Hirer and the Management group may be made when the contract is renewed.
10. Guests and other visitors should be made aware of these conditions and regulations.
11. The person making the booking will be responsible for payment, behaviour of their group and any damage caused by group members.
12. To respect the facility and community. This includes vacating the facilities promptly and quietly, not to cause any purposeful damage or to deface any of the facilities and surrounding area, no foul language to be used and disposing of any litter in the bins provided.

### **Disclosure / Qualification**

13. Those admitted to the facility must observe the conditions and regulations. The contract of hire **MUST** be signed by at least one adult who must remain on the premises during the contract of hire. No young person, under the age of 16 years without adult supervision.
14. All adults either coaching or helping with **junior teams** must hold a current, satisfactory disclosure check and appropriate level of qualification. By signing the booking form, you are confirming that all adults coaching or helping have both. Adults who are either going through disclosure or have yet to go through disclosure should not take part in sessions until the disclosure process has been satisfactorily completed. **This is the responsibility of the team.** If you require assistance for your team in relation to disclosure or qualifications, please contact Buckingham Town Council.

### **Payment**

15. All bookings must be paid at least one week in advance. The weekly fee relating to each booking must be paid in full prior to the bookings start time – **NO PAY – NO PLAY**. Payments made are non-refundable within seven days of the booking. Payment method should be indicated on the booking form.

### **Usage Policy**

16. Bookings are not granted on a first come first served basis. Each application is evaluated against our community usage policy. As a result all bookings are reviewed on an annual basis. For more information please ask the centre manager.

### **Cancellations**

17. If payment is not received as described above, the booking will automatically be cancelled and the user will be liable to meet the full booking cost. No notice will be given. Should Buckingham Town Council deem that any block booker is continually abusing the block booking system in anyway, then Buckingham Town Council will retain the right to cancel that block booking with a minimum of 7 days notice in writing.
18. The Management group reserve the right to refuse admission, or to evict, any person from the facility.
19. Should Buckingham Town Council require any area of their facility that is normally used by a block booking for the purposes of a special event or similar, Buckingham Town Council will inform any block bookings affected with a minimum of 7 days notice in writing.
20. No cancellations will be accepted within the block booking period. It is the responsibility of the block booking applicant to ensure that each weeks' activity is paid for irrespective of use or not.
21. Repeated failure to pay or appear for the booking will result in termination of the entire block booking.
22. Cancellations or modifications to an existing booking cannot be made less than 48 hours before the session is due to start. This does not apply to block bookings
23. Booking customers cancelling in line with this cancellation policy will receive a credit which can be redeemed against future sessions.
24. All customers failing to cancel a booking within the defined period, or failing to attend a pre-booked activity will be charged the full fee for the activity in question.
25. Refunds will only be given in exceptional circumstance and requests in writing must be addressed to Buckingham Town Council, The Buckingham Centre, Verney Close, Buckingham, MK18 1JP.
26. Any block booking applicant wishing to terminate their entire block booking must forward their requesting in writing to the Community Centre Manager no later than 28 days before the requested termination date. All outstanding fees must be paid up to date before the termination request will be accepted.

### **Charges**

27. Our charges are listed overleaf. Charges include use of communal changing accommodation, showers, floodlights, electricity, water, gas and VAT.

### **Booking Time**

28. Bookings finish one minute before the hour or half hour, for example 5.00pm to 5.59pm to ensure there is a smooth and quick turnaround for teams.
29. The schedule of date & time, room and equipment to be let must be indicated on this form. All periods of hire are inclusive of setting up and setting down time. This should be borne in mind when making bookings.

### **Photographs**

30. From time to time photographs may be taken of activities for promotional purposes. If you have any objections to your child / team being photographed, please inform us in writing.
31. It is the hirer's responsibility to ensure that any photographs or videos involving children are only taken and used with prior consent of the child's parent / guardian.

### ***Liability***

32. Lace Hill Community Centre will not be held liable for accident to person(s) or loss of property by any person or organisation during or in connection with bookings at any of the facilities at Lace Hill Community Centre. Anyone entering or using the facility does so at his or her own risk, and the Management group accept no liability in respect of any loss, damage or injury, howsoever caused. It is the hirer's responsibility to undertake a risk assessment of their activities and provide to the school. Any accidents that do occur should be noted in the facility accident book.

### ***Supervision***

33. If you organise a child's team (Under 16) please ensure parents or responsible adults accompany their children into the venue and are responsible for their safety before and after the booking.

### ***Footwear***

34. Players should wear appropriate footwear. Please see our Code of Conduct form for further details.

### ***Receipts***

35. Receipts for hire of equipment must be retained in order to receive a refund. Teams are responsible for all equipment while on hire - any lost or damaged equipment must be replaced. Receipts for hire of the facilities can be provided if requested.

## Lace Hill Community Centre Code of Conduct

### Changing Rooms

#### **General**

Use of video, photographic and mobile phone imaging equipment is prohibited.

Those responsible for minors are required to adopt controls and practices to ensure minors are protected at all times under the care of a responsible nominated adult.

All changing rooms are single sex i.e. male and female. All customers should use the appropriate changing rooms provided. Family changing facilities are available for parents to accompany their children.

Children over the age of eight are also required to use their respective changing rooms.

Adults must not change or shower at the same time (using the same facility) as children. Adults should make use of alternative changing rooms or disabled changing rooms.

No fighting, bullying, pushing or throwing other users.

No running or tag games allowed.

No football boots to be worn in the changing rooms or main building at any time.

Players and officials must not clean their boots on the side of the building, in changing rooms, in sinks or in the showers.

#### **Nappies**

Used nappies must be disposed of in special bins for nappy disposal which are located in the changing rooms.

**Committee Clerk**

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**From:** Town Clerk <townclerk@buckingham-tc.gov.uk>  
**Sent:** 25 January 2016 09:18  
**To:** 'Committee Clerk'  
**Subject:** FW: Gritting Routes in Buckinghamshire

Christopher Wayman MILCM  
Town Clerk  
Buckingham Town Council  
01280 816426

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**From:** Jon Harvey [mailto:[jonharvey2014@gmail.com](mailto:jonharvey2014@gmail.com)]  
**Sent:** 22 January 2016 16:21  
**To:** Green Spaces Manager; christopher Wayman; Ruth Newell  
**Subject:** Fwd: Gritting Routes in Buckinghamshire

Lee, Chris & Ruth

Please can this be put on the next Env committee agenda - for discussion and decide how we might proceed...

Many thanks

atb

Jon

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Jon Harvey

(Please see attached for further contact details)

----- Forwarded message -----

From: **tfbcomms** <[tfbcomms@buckscc.gov.uk](mailto:tfbcomms@buckscc.gov.uk)>  
Date: 22 January 2016 at 16:05  
Subject: RE: Gritting Routes in Buckinghamshire  
To: "[jonharvey2014@gmail.com](mailto:jonharvey2014@gmail.com)" <[jonharvey2014@gmail.com](mailto:jonharvey2014@gmail.com)>

Dear Cllr. Harvey,

I have been in touch with Calvin Richardson today, whose name is probably familiar to you because of your original correspondence. He is an Area Manager, and is also Winter Maintenance Manager at TfB.

I think the information he gave me will be similar to Warren Whyte's response to you over the decision making process for gritting routes. I can only apologise for the fact that we were unable to respond to you directly sooner – as I said in my message to you via Facebook, I think it's possible that as your original point of contact, Janet Begley, has now retired, your concerns simply fell through the gaps. We try our hardest to give answers and clarifications to anyone who contacts TfB, be they residents or councillors.

Calvin Richardson's response to me today was:

*We have been promoting through the Local Area Forums (LAF) over the last 8 months both in person and through our LAF reports that **‘There will be no change to our priority routes this season. We are planning to carry out a full review of both the primary and secondary routes in 2016. This will be derived from information gathered over the last 3 years from both our weather stations and from Thermal mapping imagery. Members will be asked to review the final draft which we are proposing to have available by early Spring 2016’** This has been communicated to Cllr Warren Whyte, elected member for Buckingham, and a meeting to discuss any proposed additions/ omissions within his constituency will be arranged during the 2<sup>nd</sup> quarter of this year.*

*As it currently stands we carry out precautionary gritting on 1427km (44%) of the entire Buckinghamshire road network. As a county we provide one of the highest levels of gritting services in the whole of Britain.*

*These designated routes are included on a risk hierarchy basis and include ALL of the primary A&B classified roads and other strategically important C & Unclassified roads. Network selection takes account of traffic flows, route topography, bus routes (school & public), adjacent key facilities, community links, previous salting regime, efficiency and practicality.*

*We currently complete the required 1427km of gritting using 25 spreaders. Routes for each of the spreaders are optimised taking into account local features/ traffic hot spots and the ability to cover the route within the statutory 2.5 hours taking other factors in to account such as driver hours. To grit all of the roads in Buckinghamshire we would require 50+ spreaders, 100+ HGV drivers and a budget in excess of £2.5 million.*

*If we are to change any of the current roads included in the plan it will have to be in a '1 in 1 out' basis as there simply is not the capacity to add any additional roads which would have to be with the agreement of both BCC and the locally elected county councillor.*

I notice you were also asking about the possibility of acquiring more salt bins for the area, so that residents may address frozen roads themselves. You have probably already searched the website for information about acquiring new salt bins, but I have copied the relevant portion for you below:

*Transport for Buckinghamshire will consider requests for new salt bins at known trouble spots on the public highway, although funding for new salt bins will need to be provided externally.*

...

*All salt bins supplied by TfB are to the current approved standard. Where possible, all agreed works concerning salt bins are undertaken within 14 days from receipt of payment.*

*This year we are offering a 'buy one, get one free' deal to parish councils and schools for them to purchase tonne bags of salt to use at their discretion. If you are a school or parish council and are interested in taking up this offer, please call or email us.*

*For more information call **0845 2302882** or **01296 382416** or email [tfb@buckscc.gov.uk](mailto:tfb@buckscc.gov.uk)*

However, I am also going to get in touch with the Local Area Technicians (you may be aware of them, Dave Smith and Matt Whincup) for Buckingham and talk to them about the protocol for salt bins, as I feel they may have some wisdom to offer on the issue. I have tried calling them this afternoon but they are both out on sites, hopefully they will be able to get back to me on Monday,



as I would like to be able to offer you a more helpful resolution to something which obviously is of great concern to you and your Parish's residents.

I'm sorry I couldn't be of more use to you today, and I apologise again for the failures in the chain of communication, which must have been extremely frustrating to you.

Kind regards,

**Beth Mills**

Communications Officer

Transport for Buckinghamshire

Buckinghamshire County Council

County Hall

Walton Street

Aylesbury

HP20 1UY

Tel No. 01296 382672

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**Buckinghamshire Local Offer**

Local information and advice for children and young people aged 0-25 with a special educational need or disability



[www.bucksfamilyinfo.org/localoffer](http://www.bucksfamilyinfo.org/localoffer)

Email: [familyinfo@buckscc.gov.uk](mailto:familyinfo@buckscc.gov.uk) Tel: 01296 383065



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**Notes from a meeting of the Buckingham Community Wildlife Project Steering Group held on 14<sup>th</sup> December 2015 in the Town Council Chamber.**

Present:

Ruth Newell in the chair & notes	Buckingham Town Council
Athina Beckett	Buckingham Canal Society
Terry Bloomfield	Buckingham Town Council
Ted Farmer	Buckingham Society
Derrick Isham	Buckingham Town Council
Jenny Manning	Railway Walk Conservation Group
Lee Phillips	Green Spaces Manager
Bill Truscott	Maids Moreton Avenue Conservation Group

1. **Apologies:** Paul Holton, AVDC Ecologist
2. Ruth agreed to take notes.
3. **Notes of Meeting** held on 20 July 2015, were agreed as a correct record.
4. **Matters Arising** from previous meeting none all on the Agenda.

**5. Buckingham Railway Walk Conservation Group**

Jenny thanked the Town Council for paying the group's insurance.

The working group had not taken place in November due to heavy rain. The group had lovely name plates for labelling some of the trees in the Railway Walk, and Jenny showed a sample label to the meeting. The group now had 70 followers on Facebook. Jenny would be retiring from her employment soon, so would have more time. The group were meeting again in the new year. Jenny reported that there were two leaning trees behind the pond, and the Hawthorn. Lee would look at them in his next tree survey.

**6. Maids Moreton Avenue Conservation Group**

Bill reported that the group's work was mainly litter picking. There was too much cow parsley on the Avenue to allow the other plants to grow through. Bill had not found out who had felled the large Ash tree, but Ian Hopcraft who had retired as Arboreculturalist for AVDC had been in touch and wanted to help the group with their work and would be joining the session this Saturday. Bill reported that the path had settled down a lot and seemed to be working well, and surprisingly the path was no longer muddy. Ted still had concerns about the path but overall we agreed to give it a bit longer to bed down and see how it works. Bill was concerned about the lack of a green spaces team at AVDC and what that may mean to the Orchard and the mowing contract. Bill confirmed the Mistletoe was still growing. Bill agreed that it would be helpful to have a current management plan for the area, and long term it was felt to be preferable for the Town Council to manage the area. All were still keen for the fence to be moved at the top and Bill pointed out that the Child Protection argument was weakened by the fact that the forest school use of the area brought the pupils closer to the public. Ruth would chase up Joyce Rance and Warren Whyte.

### **7. Bourton Park, Heartlands and Chandos Park**

Lee reported that he was still working on the ponds system project, but the fish passage was on hold pending further discussion with the Environment Agency. There would be a pond dipping area and the wooden Otter sculptures needed replacement. It was planned to replant the Bourton Park riverbanks where the Himalayan Balsam had been exterminated, with bee friendly wild flowers.

The river bank in Chandos Park would be repaired with a floating basket system at a cost of £30,000, to be agreed by the Town Council's Environment Committee later that evening.

### **8. Buckingham Canal Society**

Athina reported that there were no problems with the canal leaking. There had been lots of positive feedback on the aquatic planting. The canal needed topping up with water in the summer and it was planned that there would be a solar pump, and quotes would be sought. The land owner had kindly assisted with digging the trench and the pipe chamber next to the Ouse.

The Hyde Lane site had received a WREN grant to improve the towpath, and were hoping to put water into that section of the canal and seeing whether it holds water, by damming both ends. Athina reported that their Cosgrove Arm project had just one the best group in the South East award and was warmly congratulated.

### **9. Buckingham Society**

Ted's items had already been covered under Maids Moreton Avenue.

### **10. Wildlife update from AVDC – Paul Holton AVDC Ecologist**

- Coronation meadow creation at Heartlands. – Paul had been working with Plant life to establish a coronation flower meadow in Buckingham. The area we hope to establish is at heartlands in the fenced area which currently has a conservation cut. We hope to be getting green hay from a BBOWT site and lay it out in the summer of 2016. Some preparatory work will be required on site to help the seed establish. This will become Buckinghamshire's coronation meadow there has been a drive to establish a new wild flower meadow in every county in England so hopefully BTC see this as quite a coupe that the town rightly has the county's representation. I will have more details in the new year and would like to meet with you to discuss further early in the new year.
- Otters and water vole continue to be present on the river in the town. I have volunteers spotting and some land owners involved in mink control numbers of which seem to be reducing over the last few years. Perhaps a reflection of the otter establishing a presence.
- Continued support to Buckingham Railway Walk group. I hope to run another bat and newt evening which we missed in 2015 sometime in April or May. VCV link up with this group and provides extra capacity to work on the ground.
- Buckingham sand pit continued link with Oxford University to rekindle open days which have now not happened to the general public for some years.

- Paul is the lone survivor in a major shake-up in the green spaces team at AVDC. Paul now sits in the planning department as the Green Spaces is no longer in existence. All the officers from this team have been made redundant or retired and have not been replaced. Paul now sits in the planning department with core responsibilities for planning applications. Paul is still to have confirmation of what capacity he will have regarding non planning related conservation schemes. He will be fighting hard to retain the few days a week he is working on these projects. Paul hopes to maintain input to the Town Council. Next year is a really important with the coronation meadow and trying to expand the otter and water vole projects so members agreed to support Paul in his plight to councillors and senior staff at AVDC. We further agreed to ask the Town Council's Environment Committee to support this.

### **11. AOB**

All were thanked for all the work they were continuing to do for Buckingham's Environment and Green Spaces.

### **12. Date and time of next meetings**

Monday 4 April 2016 at 6pm, and Monday 18 July 2016 at 6pm

*The meeting closed at 6:35pm*

Ruth Newell  
14 December 2015

Tabled at meeting.



**Milton Keynes  
Clinical Commissioning Group**

15 February 2016

**Sent on behalf of Nicola Smith, Chair of NHS Milton Keynes Clinical Commissioning Group (CCG)**

I am emailing to announce the start of the NHS Milton Keynes CCG public consultation on the future of the urgent care walk-in service at Broughton Gate Heath Centre. The public consultation will last for 12 weeks from Monday 15 February to Monday 2 May 2016.

We are keen to make sure that services for local people offer the best care possible, in the most appropriate place, at the right time.

Alongside wider work in progress to look at the way we provide healthcare services in Milton Keynes, we have been looking at how we can integrate Urgent Care and GP out-of-hours with the local A&E department to deliver a better urgent care service.

The vision for urgent and emergency care provision must be for a system that is as straightforward as possible, with patients aware of and able to access appropriate high quality clinical care and support at the right time and in the right place. By integrating urgent care service into a single point of access, urgent care services will be easier to navigate meaning that patients will see the most appropriate clinician at the right time.

We are also thinking about the walk-in service that is part of the GP-led health centre at Broughton Gate. The contract for this service will expire later this year so we want to think about what kind of walk-in service local people would like in the future. This includes where the walk-in service is, and what hours it is open.

The GP services provided at Broughton Gate health centre will remain as they are now; it is only the urgent care walk in service that is being reviewed.

It's really important that we understand local people's views when we make decisions about the future service. You can have your say online at:

**[www.miltonkeynesccg.nhs.uk/improving-urgent-care-services-in-milton-keynes/](http://www.miltonkeynesccg.nhs.uk/improving-urgent-care-services-in-milton-keynes/)**

Printed copies of the consultation document and questionnaire will also be available and we expect to distribute them to GP surgeries, and a range of community settings over the period of the consultation. The consultation survey has a Freepost return address.

Public meetings will also be held during the consultation period where people can meet with health leaders and discuss their views. There is no need to register for the drop in events, just turn up between the hours of 3pm and 6pm to one of the following venues:

- **Tuesday 8 March 2016** at Milton Keynes Christian Centre, Strudwick Drive, Oldbrook, Milton Keynes MK6 2TG
- **Wednesday 13 April 2016** at Brooklands Primary School (Countess Way Campus), Countess Way, Broughton, Milton Keynes MK10 7HN


If you would like to be sent a printed copy of the consultation document, please call 0116 295 4183.

We would be grateful if you would take a few moments to complete the online questionnaire and also cascade the information about how to get involved in this consultation to service users, staff, family and friends who live in the CCG area.

Also, please feel free to send a letter or email with your organisation's response to:

**Freepost NHS QUESTIONNAIRE RESPONSES**

Your views are important to us and we do hope you will take part.



Dr Nicola Smith

Chair, NHS Milton Keynes CCG