



BUCKINGHAM TOWN COUNCIL

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

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Town Clerk: Mr. C. P. Wayman

Tuesday, 07 February 2017

Councillor,

You are summoned to a meeting of the **Environment Committee** of Buckingham Town Council will be held on **Monday 13th February 2017** 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 Monday 12th December 2016 and approved at Full Council on the 23rd January 2017.

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. Festival of Health

To receive a written report from Cllrs. Harvey and Bates.

Appendix C

7. Buckingham Dementia Action Alliance

To receive a presentation from Eileen Winston, Steering Group Chairman of Buckingham Dementia Action Alliance on National and Local Dementia Action Alliances, and specifically the local work towards creating a Buckingham Dementia Friendly Community

8. Review of Hire Rates for Lace Hill Sports and Community Centre

To receive a written report from the Deputy Town Clerk

E/59/16

Buckingham



Twinned with Mouvaux, France



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

- 9. Badminton Equipment at Lace Hill Sports and Community Centre**
To receive a written report from the Lace Hill Sports and Community Centre Coordinator
E/60/16
- 10. Football Pitch Maintenance Programme** **Appendix D**
To note attached programme and receive a verbal update from the Greenspaces Manager
- 11. Sports Pitch Hire Proposal – Buckingham United**
To receive a written report from the Deputy Town Clerk
E/61/16
- 12. Cemetery Handbook and Fees**
To receive a written report from the Greenspaces Manager
E/62/16
- 13. CCTV**
Remitted from Resources Committee (Jan 17) for Environment Committee to investigate the purchase of a new CCTV system.
- 14. Access Awareness**
- 15. BCWP**
Verbal report from meeting 13th February 2017
- 16. Town Action Commission** **Appendix E**
Minutes from the meeting of 6th January 2017
- 17. Bourton Park Bridge** **Appendix F**
To receive and agree quotation for supply of Anti Slip inserts.
[£1,599 from budget heading 4601/252]
- 18. News Releases**
- 19. Chair's Announcements**
- 20. Date of Next Meeting:** Monday 3rd April 2017.

To:

Cllr. Ms. J Bates
Cllr. T. Bloomfield
Cllr. P. Collins
Cllr. Mrs. M. Gateley
Cllr. J. Harvey
Cllr. P. Hirons
Cllr. D. Isham – Vice Chair
Cllr. A. Mahi - Mayor

Cllr. Ms. R. Newell – Chair
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 86.2/16	Discussion Paper – Renewable Energy	Report regarding fuel poverty – Solar panels for Community centre. Issue with testing of roof to be resolved	Awaiting communication from AVE on Transfer of building
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	Writing 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	Under S106 for Moreton Road
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
705/14 326/10 & 218/13	Cemetery Burial Space	Report to be brought to committee regarding further provision	Update when available
90/15 521/16	Entrance signs for Bourton Park	get prices for entrance signage to areas of Bourton park and information boards GSM to install new interpretation boards	In Process of specifying
92/15 & 904/15	Sports Pitch Provision	pursue the area at Verney Park 'triangle' and that funding be sought for the surveys required.	
513/16	Bourton Park Tree Works	GSM to survey trees in Bourton Park	Ongoing
516/16	Sport in Buckingham	TC to advertise on social media for local club/groups	
255/15 & 91/16	Green Flag Status	Areas to be addressed where the criteria is not currently met, put in an application for Bourton Park.	Working on Park Management Plans
839/14, 257/15 90/16	Table Tennis Table Bourton Park	Pricing being sought Option C agreed 31/5/16	To be installed
261/15	Access Awareness	Consider suitable sites in Town centre for further benches	2 locations being considered
502/15 771/15	Access Awareness	Step from Church Street to Church is a problem for access to church due to high step Cllr. Strain-Clark to supply photos	BCC asked to undertake work should be done on next rotation
522/16	Access Awareness	TC to investigate the cost of improving access to the Community Centre entrance. Similar to the recent work undertaken on the door to the Council Chamber	
630/15	Wild flower planting for bees – Bourton Park	Some small Areas along river bank seeded, plans to be made for 2 small paddocks, cutting regime altered to help wild-flowering plants.	Ongoing
520/16	Bus Shelters	GSM to clarify who owns and maintains the shelter at the Bus Station.	
776/15 86.3/16	Festival of Health MK CCG	Highlight Buckingham's role in the history of the movement of community nursing. Members felt it worth pursuing and celebrating and AGREED that Cllr Harvey should progress the matter.	On Agenda for Feb 2017
905/15 (831/14 & 93/15)	Devolved/Transferable Land & Chris Nicholls Walk	revisit the potential sites and provide further analysis based on cost, liability per year and social value to the town – a potential list of 3-5 sites	Ongoing
514/16	Lace Hill Community Centre	GSM to install new signage at Lace Hill and Bourton park DTC to issue new hire agreements and purchase new domain name for signage.	In place
84/16	Cemetery Handbook	Updates to handbook and forms to be brought to	Agenda Feb 2017

Items not started

ongoing items

completed items

APPENDIX A

		committee for agreement	
86.4 & 97/16 517/16	Dog bins	Investigate costs of single bin To locate a new dog waste bin in Mary MacManus Drive	
95/16	Parking at church	Discussions re yew hedge; letter to church	Agreed planting to take place in Feb.
96/16 386/16	Michaelmas Cottage	write to resident	Sent letter to resident to resolve.
99/16	Edible Woodland	2 nd invoice; Chair & Accounts to resolve	Resolved

Items not started

ongoing items

completed items

07/02/2017

Buckingham Town Council

09:55

Detailed Income & Expenditure by Budget Heading 07/02/2017

Page No 1

Month No : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
ENVIRONMENT							
201 ENVIRONMENT							
4068 COMMUNITY SERVICE	1,320	6,000	6,750	750		750	88.9 %
4069 GRIT / SALT BINS	0	0	900	900		900	0.0 %
4101 SEATS AND BINS	0	0	3,000	3,000		3,000	0.0 %
4112 ENVIRONMENT EQUIPMENT	-228	4,382	6,000	1,618	16	1,602	73.3 %
4113 EDIBLE WOODLAND	0	0	130	130		130	0.0 %
4118 GREEN WASTE DISPOSAL	0	371	300	-71		-71	123.7 %
ENVIRONMENT :- Expenditure	1,092	10,753	17,080	6,327	16	6,311	63.0 %
Net Expenditure over Income	1,092	10,753	17,080	6,327			
202 ROUNDABOUTS							
4108 ROUNDABOUT	0	1,217	1,622	405	406	0	100.0 %
ROUNDABOUTS :- Expenditure	0	1,217	1,622	405	406	0	100.0 %
1051 ROUNDABOUT NO 1 OPEN	0	2,024	2,054	-30			98.5 %
1052 ROUNDABOUT NO 2 ELLA	0	1,079	1,564	-485			69.0 %
1053 ROUNDABOUT NO 3	0	1,771	1,798	-27			98.5 %
1054 ROUNDABOUT NO 4 R & B	0	2,258	2,235	23			101.0 %
1056 ROUNDABOUT NO 6 EUROLANE	0	2,417	2,453	-36			98.5 %
1057 ROUNDABOUT NO 7 RING ROAD	0	1,232	1,251	-19			98.5 %
ROUNDABOUTS :- Income	0	10,781	11,355	-574			94.9 %
Net Expenditure over Income	0	-9,565	-9,733	-168			
203 MAINTENANCE							
4063 VEHICLE HIRE AND RUNNING	228	4,971	6,000	1,029		1,029	82.9 %
4082 ALLOTMENTS	0	1,500	1,500	0		0	100.0 %
4102 DOG BINS	0	0	4,320	4,320		4,320	0.0 %
MAINTENANCE :- Expenditure	228	6,471	11,820	5,349	0	5,349	54.8 %
Net Expenditure over Income	228	6,471	11,820	5,349			
204 DEVOLVED SERVICES EXPENSES							
4124 DEVOLVED SERVICES	41	17,814	24,102	6,288	2,230	4,058	83.2 %
DEVOLVED SERVICES EXPENSES :- Expenditure	41	17,814	24,102	6,288	2,230	4,058	83.2 %
1017 DEVOLVED SERVICES INCOME	0	20,353	27,992	-7,639			72.7 %
DEVOLVED SERVICES EXPENSES :- Income	0	20,353	27,992	-7,639			72.7 %
Net Expenditure over Income	41	-2,539	-3,890	-1,351			

Continued on Page No 2

Month No : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
248 DEPOT							
4013 EQUIPMENT PURCHASE	314	1,702	4,740	3,038	561	2,477	47.7 %
4055 ALARM	0	1,420	370	-1,050		-1,050	383.8 %
4225 RATES	0	4,398	4,500	102		102	97.7 %
4601 REPAIRS& MAINTENANCE FUND	61	6,157	6,740	583	52	531	92.1 %
4602 ELECTRICITY	0	274	2,500	2,226		2,226	11.0 %
4603 WATER	0	0	1,500	1,500		1,500	0.0 %
DEPOT :- Expenditure	375	13,952	20,350	6,398	613	5,785	71.6 %
Net Expenditure over Income	375	13,952	20,350	6,398			
249 PUBLIC TOILETS							
4074 TOILET CAPITAL	0	75,407	0	-75,407	150,815	-226,222	0.0 %
4225 RATES	0	0	8,000	8,000		8,000	0.0 %
4602 ELECTRICITY	335	335	1,000	665		665	33.5 %
4603 WATER	65	190	2,500	2,310		2,310	7.6 %
4612 CONTRACTOR CHARGE	0	0	15,000	15,000		15,000	0.0 %
4709 MAINTENANCE	-65	0	1,000	1,000		1,000	0.0 %
PUBLIC TOILETS :- Expenditure	335	75,933	27,500	-48,433	150,815	-199,247	824.5 %
1078 NEW HOMES BONUS	0	75,407	0	75,407			0.0 %
PUBLIC TOILETS :- Income	0	75,407	0	75,407			
Net Expenditure over Income	335	526	27,500	26,974			
250 LACE HILL							
4050 LACE HILL PLAYING FIELDS	85	7,038	7,500	462		462	93.8 %
4158 LACE HILL GAS	0	3,568	2,500	-1,068		-1,068	142.7 %
4159 LACE HILL ELECTRICITY	0	2,393	2,500	107		107	95.7 %
4160 LACE HILL WATER	0	0	2,500	2,500		2,500	0.0 %
4161 LACE HILL REPAIRS & MAINT	-462	5,950	5,000	-950		-950	119.0 %
4162 LACE HILL CONTRACTOR	983	5,887	20,000	14,113		14,113	29.4 %
4163 LACE HILL ALARM	0	175	500	325		325	35.0 %
4164 LACE HILL EQUIPMENT	0	15,491	11,250	-4,241	48	-4,290	138.1 %
4225 RATES	0	9,692	8,000	-1,692		-1,692	121.1 %
LACE HILL :- Expenditure	606	50,194	59,750	9,556	48	9,508	84.1 %
1026 LACE HILL COMMUNITY CENTRE	3,411	24,704	14,000	10,704			176.5 %
LACE HILL :- Income	3,411	24,704	14,000	10,704			176.5 %
Net Expenditure over Income	-2,804	25,490	45,750	20,260			

Month No : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
251 CHANDOS PARK							
4106 PLAY AREA MAINTENANCE	0	119	500	381		381	23.8 %
4601 REPAIRS& MAINTENANCE FUND	842	4,303	7,180	2,877	197	2,679	62.7 %
4602 ELECTRICITY	0	0	400	400		400	0.0 %
4603 WATER	116	817	1,500	683		683	54.5 %
4605 HORTICULTURAL CONTRACT	0	2,139	2,968	829	742	87	97.1 %
CHANDOS PARK :- Expenditure	958	7,379	12,548	5,169	939	4,230	66.3 %
1030 BOWLS INCOME	0	550	550	0			100.0 %
1035 TENNIS COURT RENT	0	0	625	-625			0.0 %
CHANDOS PARK :- Income	0	550	1,175	-625			46.8 %
Net Expenditure over Income	958	6,829	11,373	4,544			
252 BOURTON PARK							
4106 PLAY AREA MAINTENANCE	0	329	500	171		171	65.9 %
4122 TREE WORKS	0	0	6,129	6,129		6,129	0.0 %
4601 REPAIRS& MAINTENANCE FUND	216	2,869	12,000	9,131		9,131	23.9 %
4605 HORTICULTURAL CONTRACT	0	7,469	10,278	2,809	2,490	319	96.9 %
BOURTON PARK :- Expenditure	216	10,667	28,907	18,240	2,490	15,750	45.5 %
Net Expenditure over Income	216	10,667	28,907	18,240			
253 CEMETERY							
4225 RATES	0	871	1,300	429		429	67.0 %
4601 REPAIRS& MAINTENANCE FUND	65	1,355	4,000	2,645		2,645	33.9 %
4602 ELECTRICITY	129	494	400	-94		-94	123.4 %
4605 HORTICULTURAL CONTRACT	0	4,680	6,380	1,700	1,595	105	98.4 %
4620 EXPENSES RE BURIAL DUTIES	1,932	6,105	6,500	395		395	93.9 %
4621 NEW CEMETERY PLANNING	0	0	20,000	20,000		20,000	0.0 %
CEMETERY :- Expenditure	2,126	13,504	38,580	25,076	1,595	23,481	39.1 %
1041 BURIAL FEES	200	11,929	12,500	-571			95.4 %
CEMETERY :- Income	200	11,929	12,500	-571			95.4 %
Net Expenditure over Income	1,926	1,576	26,080	24,504			
254 CHANDOS PARK TOILETS							
4612 CONTRACTOR CHARGE	0	0	12,500	12,500		12,500	0.0 %
4709 MAINTENANCE	0	636	1,000	365		365	63.5 %
CHANDOS PARK TOILETS :- Expenditure	0	636	13,500	12,865	0	12,865	4.7 %
Net Expenditure over Income	0	636	13,500	12,865			

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
255 RAILWAY WALK & CASTLE HILL							
4120	FRIENDS OF GROUPS	0	663	2,000	1,337	1,337	33.2 %
4122	TREE WORKS	0	0	1,500	1,500	1,500	0.0 %
RAILWAY WALK & CASTLE HILL :- Expenditure		0	663	3,500	2,837	0	2,837 19.0 %
Net Expenditure over Income		0	663	3,500	2,837		
256 STORAGE PREMISES							
4066	GRENVILLE GARAGE RENT	0	449	650	201	201	69.1 %
4073	COLLEGE FARM	0	-1,083	1,000	2,083	2,083	-108.3
STORAGE PREMISES :- Expenditure		0	-634	1,650	2,284	0	2,284 -38.4 %
Net Expenditure over Income		0	-634	1,650	2,284		
257 KEN TAGG PLAYGROUND							
4106	PLAY AREA MAINTENANCE	0	111	500	389	389	22.2 %
4122	TREE WORKS	0	0	500	500	500	0.0 %
4123	PLAYGROUND REFURBISHMENT	0	1,113	0	-1,113	-1,113	0.0 %
4605	HORTICULTURAL CONTRACT	0	167	223	56	56	0 99.9 %
KEN TAGG PLAYGROUND :- Expenditure		0	1,391	1,223	-168	56	-224 118.3 %
Net Expenditure over Income		0	1,391	1,223	-168		
258 CEMETERY LODGE							
4034	PWLB REPAYMENTS INCL	0	2,351	4,702	2,351	2,351	50.0 %
4609	CEMETERY LODGE MAINT	0	346	500	154	154	69.1 %
CEMETERY LODGE :- Expenditure		0	2,697	5,202	2,505	0	2,505 51.8 %
1061	CEMTERY LODGE RENTAL	0	7,084	9,450	-2,366		75.0 %
CEMTERY LODGE :- Income		0	7,084	9,450	-2,366		75.0 %
Net Expenditure over Income		0	-4,387	-4,248	139		
259 OTTERS BROOK							
4106	PLAY AREA MAINTENANCE	0	111	500	389	389	22.2 %
4122	TREE WORKS	0	125	150	25	25	83.3 %
4605	HORTICULTURAL CONTRACT	0	673	898	225	224	0 100.0 %
OTTERS BROOK :- Expenditure		0	910	1,548	638	224	414 73.3 %
Net Expenditure over Income		0	910	1,548	638		

Month No : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>260</u> <u>CCTV</u>							
4100 CCTV ONGOING COSTS	0	450	2,400	1,950		1,950	18.8 %
CCTV :- Expenditure	<u>0</u>	<u>450</u>	<u>2,400</u>	<u>1,950</u>	<u>0</u>	<u>1,950</u>	<u>18.8 %</u>
Net Expenditure over Income	<u>0</u>	<u>450</u>	<u>2,400</u>	<u>1,950</u>			
ENVIRONMENT :- Expenditure	<u>5,977</u>	<u>213,997</u>	<u>271,282</u>	<u>57,285</u>	<u>159,431</u>	<u>-102,146</u>	<u>137.7 %</u>
Income	<u>3,611</u>	<u>150,808</u>	<u>76,472</u>	<u>74,336</u>			<u>197.2 %</u>
Net Expenditure over Income	<u>2,366</u>	<u>63,189</u>	<u>194,810</u>	<u>131,621</u>			

Well Buckingham | Well World

250 Years of rural community health

The world's first conference for health missioners was held at the Buckingham Nursing Home in 1892.

Through the passionate advocacy of Frederick Verney the conference was financed by the new County Council and George De'Ath was its tutor. The health visitors it trained rode around north Bucks on bicycles advising women how to improve their family's health through better sanitation and hygiene in their cottages. Within 10 years, Buckingham had the lowest death rate of any town in England. From this humble beginning led by George De'Ath in north Bucks, the concept of health visitors and district nurses spread worldwide. (Ed Grimsdale, local Buckingham historian)

Buckingham Town Council has decided to organise a conference/festival to celebrate the birth of community nursing in the town 125 years ago. Moreover, we will take the opportunity to look forward to the next 25-125 years of actions, changes and challenges needed to sustain and improve the health for all in rural parts of the UK and beyond.

Friday 10 November 2017: **Professional Development conference**
Community nursing: learning from the past, building the future

Saturday 11 November 2017: **Community Development market**
Health for all in North Bucks

Both days: **Exhibition of the history of community nursing locally & nationally**
Photographs, publications and artefacts

During the whole week: **Festival of Health**
Local schools, businesses and organisations play their part in celebrating this unique part of Buckingham's history and take action to promote health - and inviting people to make their contribution to the Town's Health.

Location: Buckingham Community Centre, Cornwalls Meadow,
Buckingham, MK18 1RP

Further information: Buckingham Town Council, The Buckingham Centre, Verney Cl,
Buckingham, MK18 1JP
Phone: 01280 816426
Email: office@buckingham-tc.gov.uk | Website: buckingham-tc.gov.uk

Supported by:
(Hopefully!)

The Queen's Nursing Institute
The Royal College of Nursing
The Royal College of Midwives
The Royal College of General Practitioners
Community Practitioners and Health Visitors Association

NHS England
Universities of Brookes and Buckingham

Professional Development conference: 10 November 2017

It is only fitting that since we are celebrating 125 years since the world's first conference for health missioners, that the events should feature an opportunity to think about the next 25-125 years of community nursing. Our aim is to bring together professionals and wider stakeholders in a big conversation about the future of community nursing.

- What kind of staff are needed for the future as our world changes?
- What are the particular challenges for developing health in a rural community?
- How do we (really) get more health 'bangs' for our tax 'buck'?
- What part does everyone and every organisation have to play in ensuring there is health for all (and not just the few who can afford easy access and healthy food etc)?
- How will the roles, training and funding of community health practitioners (including nurses, midwives, GPs, paramedics, pharmacists, therapists etc) need to change?
- How can we make mental health as important as physical health?
- What really needs to happen in the first and last 100 days of life to make all the days inbetween as best as they can be?!

These and many other questions will be addressed at this event which will include some keynote speakers (from the Queens Nursing Institute, Royal College of Midwives and NHS England) and everyone having the chance to shape the agenda, on the day

An outstanding issue to be decided: how much do we charge participants to cover costs, food, speaker expenses etc?

Community Development market: Saturday 11 November 2017

On Saturday, the community centre will be transformed into a jamboree of health where local groups, agencies, businesses and practitioners will be invited to set up stall to help local people learn more about health and how they can stay well in Buckingham. It is not possible to predict who will be there but it will probably include:

- Local health agencies explaining their offers
- Complementary therapists and others who offer local services
- Healthy food stalls
- Accessing health - health for all
- Health promotion - public health
- Free or paid for flu jabs
- Recruitment for new community health staff
- Health campaigns
- Etc

Exhibition of the history of community nursing locally & nationally

The Queen's Nursing Institute have many photographs that may be able to be shown - perhaps in hard copy or on a rolling electronic projection. Local people - retired nurses / medics / others may well have photos too - as might others from their older relatives. There may be some artefacts available too. Perhaps the Wellcome Unit for the History of Medicine in Oxford might be able to donate some objects too?

Festival of Health: from 5 to 11 November 2017

This is perhaps the most ambitious part of the plan: an aim to get lots of local agencies to do something special during the week running up to the events on 10 and 11 November. The offer could be made and see what comes forward. It might include:

- Projects in the local schools - I understand the Royal Latin are keen to be involved in some way
- Garden centres and local allotments promoting grow your own health
- Special offers from local therapists or shops promoting healthy diets
- Tea parties for local health practitioners (retired or otherwise) to get together
- Sports clubs making a push to involve local people
- Various charities doing something special for (say) Dementia, Foot health or Suicide prevention
- University of the Third Age arranging a series of meetings relating to health
- Spiritual health in local churches
- Etc
- Etc...
-



South (South Central)
Jubilee House
5510 John Smith Drive
Oxford Business Park South, Cowley Oxford,
OX4 2LH

Dear Jon

NHS England are working across the country to enable organisations to develop sustainability and transformation plans (STPs) and communities to deliver said plans.

The aim is to develop place based health systems to deliver health needs of the future

We would be very keen to work with you to support the community nurse celebration and health and well being event planned for Buckingham in November 2017. I would envisage that we could add the event to our calendar of activity.

There would be an opportunity to establish the event as a national one, linking in learning from the past to inform staff design of the future.

A health and well being element would link into the place based prevention work advocated in the STPs.

We are wondering if you would therefore be interested in the idea of being a virtual STP town? This would be an opportunity to imagine a town in the future and the associated health services and health needs.

We will also be seeking STP schools - linking into the health workforce of the future to imagine how it could be. The Royal Latin has expressed an interest - in principle.

I look forward to hearing from you and exploring how we may take this forward in January.

Best wishes and Merry Christmas

A handwritten signature in black ink, appearing to read 'Marion Lynch'.

Marion

Dr Marion Lynch | Deputy Medical Director | STP Workforce Lead
NHS England South (South Central) | Jubilee House | 5510 John Smith Drive | Oxford Business
Park South | Oxford | OX4 2LH | | Mobile: 07795 127194 | Email: marionlynch1@nhs.net |
Web: www.england.nhs.uk

Programmes Lead for Quality Improvement and for Patient Leadership
| Thames Valley and Wessex Leadership Academy

High quality care for all, now and for future generations

Received 16/12/16

BUCKINGHAM TOWN COUNCIL

ENVIRONMENT

Monday 13th February 2017

Agenda Item no. 8

Committee Chairman: Cllr Ruth Newell

Contact Officer: Claire Childs

Review of Hire Rates for Lace Hill Sports and Community Centre

A hire rate adjustment is suggested in order to provide a consistent hire rate for block bookings on indoor room hire.

Current Rates

The current rates were proposed and accepted at committee on 4th April 2016 (minute no 898/15), and were based on the centre being booked for 3-hour sessions. The original rates were set at inconsistent discount / uplift rates, meaning that it will be difficult to conduct a consistent review in future years.

Sports Hall

	Weekdays			Weekend Days			Weekend Evening
	Per 1 Hr Session	Block 10 Weeks	Block Booking Discount	Per 1 Hr Session	Block 10 Weeks	Block Booking Discount	Per 3-Hour Session
Adult Rate	£18.33	£150.33	18%	£25.00	£182.50	27%	£150
Local Community	£15.00	£117.00	22%	£21.67	£149.50	31%	
Junior Club	£11.67	£82.83	29%	£15.00	£117.00	22%	

Committee Room

	Weekdays			Weekend Days			Weekend Evening
	Per 1 Hr Session	Block 10 Weeks	Block Booking Discount	Per 1 Hr Session	Block 10 Weeks	Block Booking Discount	Per 3-Hour Session
Adult Rate	£15.00	£117.00	22%	£21.67	£149.50	31%	£100
Local Community	£11.67	£82.83	29%	£18.33	£133.83	27%	
Junior Club	£8.33	£58.33	30%	£15.00	£117.00	22%	

In addition to an inconsistent block booking discount as shown above, there are also inconsistencies in the uplift given between rooms - the sports hall uplift varies from 28% to 80%, and the uplift for weekend use varies from 0% to 80%.

There are a number of long term hirers who book one or two hour sessions, and the current rates (based on a 3 hour session) are not easily divisible, so a suggested rate amendment based on an hourly rate is proposed as follows:

Sports Hall

	Weekdays		Weekend Days		Weekend Evening
	Per 1 Hr Session	Block 10 Weeks	Per 1 Hr Session	Block 10 Weeks	Per 3-Hour Session
Adult Rate	£17.50	£140.00	£24.50	£196.00	£150.00
Local Community	£14.88	£119.04	£20.83	£166.64	
Junior Club	£11.38	£91.04	£15.93	£127.44	

Committee Room

	Weekdays		Weekend Days		Weekend Evening
	Per 1 Hr Session	Block 10 Weeks	Per 1 Hr Session	Block 10 Weeks	Per 3-Hour Session
Adult Rate	£14.00	£112.00	£18.20	£145.60	£100.00
Local Community	£11.90	£95.20	£16.07	£128.56	
Junior Club	£9.10	£72.80	£12.29	£98.32	

- This proposal sets a base hire rate (the adult rate) and then applies a 15% discount for community groups, and a 35% discount for junior groups.
- The Sports Hall rates are set at 25% higher than the Committee Room.
- Both rooms are given a 30% increase for weekend use.

Whilst this will provide, in some cases, significant changes to the rates it is felt this is necessarily to set accurate base rates.

(Details of the actual impact on the rates are included on the last page for reference).

In relation to the current long term hirers, the potential impact is as follows:

RATE CHANGE PROVIDES A SAVING

	Hire Rate	Facility	No of Hours per week	Current Fee Charged	Proposed Fee	Impact
1	Adult Group	Committee Room	2 Hours	£350 per 10 wk block	£336 per 10 wk block	£14 decrease (£1.40 p/wk)
2	Adult Group	Sports Hall	6 Hours	£900 per 10 wk block	£840 per 10 wk block	£60 decrease (£6.00 p/wk)

RATE CHANGE PROVIDES AN INCREASE

	Hire Rate	Facility	No of Hours per week	Current Fee Charged	Proposed Fee	Impact
3	Mixed Junior/Community Group	Sports Hall	2 Hours	£350 per 10 wk block	£357 per 10 wk block	£7.12 increase (£0.71 p/wk)
4	Junior Group	Sports Hall	3 Hours	£250 per 10 wk block	£273.12 per 10 wk block	£23.12 increase (£2.31 p/wk)
5	Adult Group	Committee Room	3 Hours	£250 per 10 wk block	£336 per 10 wk block	£18.80 increase (£1.88 p/wk)
<i>Rate was originally given incorrectly as community group, should have been adult rate so the increase reflects this.</i>						
6	Junior Group	Sports Hall	1 Hour	£350 per 10 wk block	£382.32 per 10 wk block	£32.32 increase (£3.23 p/wk)
7	Junior Group	Sports Hall	4 Hours	£335 per 10 wk block	£364.16 per 10 wk block	£29.16 increase (£2.91 p/wk)
8	Junior Group	Sports Hall	4 Hours	£335 per 10 wk block	£364.16 per 10 wk block	£29.16 increase (£2.91 p/wk)
9	Community Group	Sports Hall	2 Hours	£170 per 10 wk block	£190.40 per 10 wk block	£20.40 increase (£2.04 p/wk)

- Green - savings from original rates
- Yellow - moderate increases (less than £1 per week)
- Orange - higher increases (more than £1 per week)

This review excludes Mind the Gap (nursery) which has an individually agreed rate for hire of the Committee Room.

It is also suggested to increase the rate for junior casual pitch hire, from £60 per game to £75.00 per game - as this rate was set lower than the season / discount rate.

	Casual Booking			Half Permit (15 games)		Full Permit (30 games)	
	Per 2 Hr Session	(Equivalent cost ½ season Pitch Only)	(Equivalent cost full season Pitch Only)	Pitch Only	% Discount from Casual Rate	Pitch Only	% Discount from Casual Rate
Adult Rate	£90.00	£1,350.00	£2,700.00	£1,250.00	-7%	£2,500.00	-7%
Junior Club	£75.00 extra £15	£1,125.00 extra £225	£2,250.00 extra £450	£1,000.00	-11%	£2,000.00	-11%

Officer Recommendation

To agree the proposed new rates for all new hirers.

To agree the rate amendment for current hirers, but for these adjustments to be deferred until the end of each hirers' next block booking, to allow a notification period of at least 10-weeks.

Proposed new rates

This shows the proposed new rates, with the adjustment impact when compared with the current rates.

Sports Hall

Weekdays				
Hourly Rate				
Per 1 Hr Session	Block 10 Weeks	Block Discount £	Block Discount %	
Adult Rate	£17.50 saving £0.83	£140.00 saving £10.33	£35.00	20% was 18%
Local Community	£14.88 saving £0.12	£119.04 extra £2.04	£29.76	20% was 22%
Junior Club	£11.38 saving £0.29	£91.04 extra £8.21	£22.76	20% was 29%

Weekend Days				
Hourly Rate				
Per 1 Hr Session	Block 10 Weeks	Block Discount £	Block Discount %	
Adult Rate	£24.50 saving £0.50	£196.00 extra £13.50	£49.00	20% was 27%
Local Community	£20.83 saving £0.87	£166.64 extra £17.14	£41.66	20% was 31%
Junior Club	£15.93 extra £0.93	£127.44 extra £10.44	£31.86	20% was 22%

Weekend Evening	
Per 3-hour Session	
Adult Rate	£150.00
Local Community	£150.00
Junior Club	£150.00

Committee Room

Weekdays				
Hourly Rate				
Per 1 Hr Session	Block 10 Weeks	Block Discount £	Block Discount %	
Adult Rate	£14.00 saving £1.00	£112.00 saving £5.00	£28.00	20% was 22%
Local Community	£11.90 extra £0.23	£95.20 extra £12.37	£23.80	20% was 29%
Junior Club	£9.10 extra £0.77	£72.80 extra £14.47	£18.20	20% was 30%

Weekend Days				
Hourly Rate				
Per 1 Hr Session	Block 10 Weeks	Block Discount £	Block Discount %	
Adult Rate	£18.20 saving £3.47	£145.60 saving £3.90	£36.40	20% was 31%
Local Community	£16.07 saving £2.26	£128.56 saving £5.27	£32.14	20% was 27%
Junior Club	£12.29 saving £2.71	£98.32 saving £18.68	£24.58	20% was 22%

Weekend Evening	
Per 3-hour Session	
Adult Rate	£100.00
Local Community	£100.00
Junior Club	£100.00

BUCKINGHAM TOWN COUNCIL

ENVIRONMENT COMMITTEE

Agenda item no: 9

Committee Chairman: Cllr Ruth Newell

Contact Officer: Sam Hoareau

Background: The Lace Hill Sports & Community Centre is line marked for Badminton courts only but currently there is no Badminton equipment available to facilitate potential bookings. There have been several enquiries to play Badminton at the Centre so the need and potential is there.

Information: The Badminton equipment would need to be strong, durable suitable for child and adult use. The equipment would also need to be transportable when not in use, to free the sports hall space.

Company	Description	Price inc Delivery
A	Wheel-Away Club Training Post Set, Badminton Nets for Club and School 6.1M	£191.98
B	Supply only 1 No. pair(s) model No.2 wheel away badminton posts, 50mm uprights with additional cleat for short tennis. Integral base weight of 19kgs. Fitted with wheels. Supply only 1 No. badminton net(s) 20' x 3/4" mesh	£196.48
C	1 x BX/DC 25001/H New Code- BX/SS BA.NT-4 Competition Heavy Duty Badminton Net (6.1m) Badminton Nets for Club And School 6.1M	£251.39

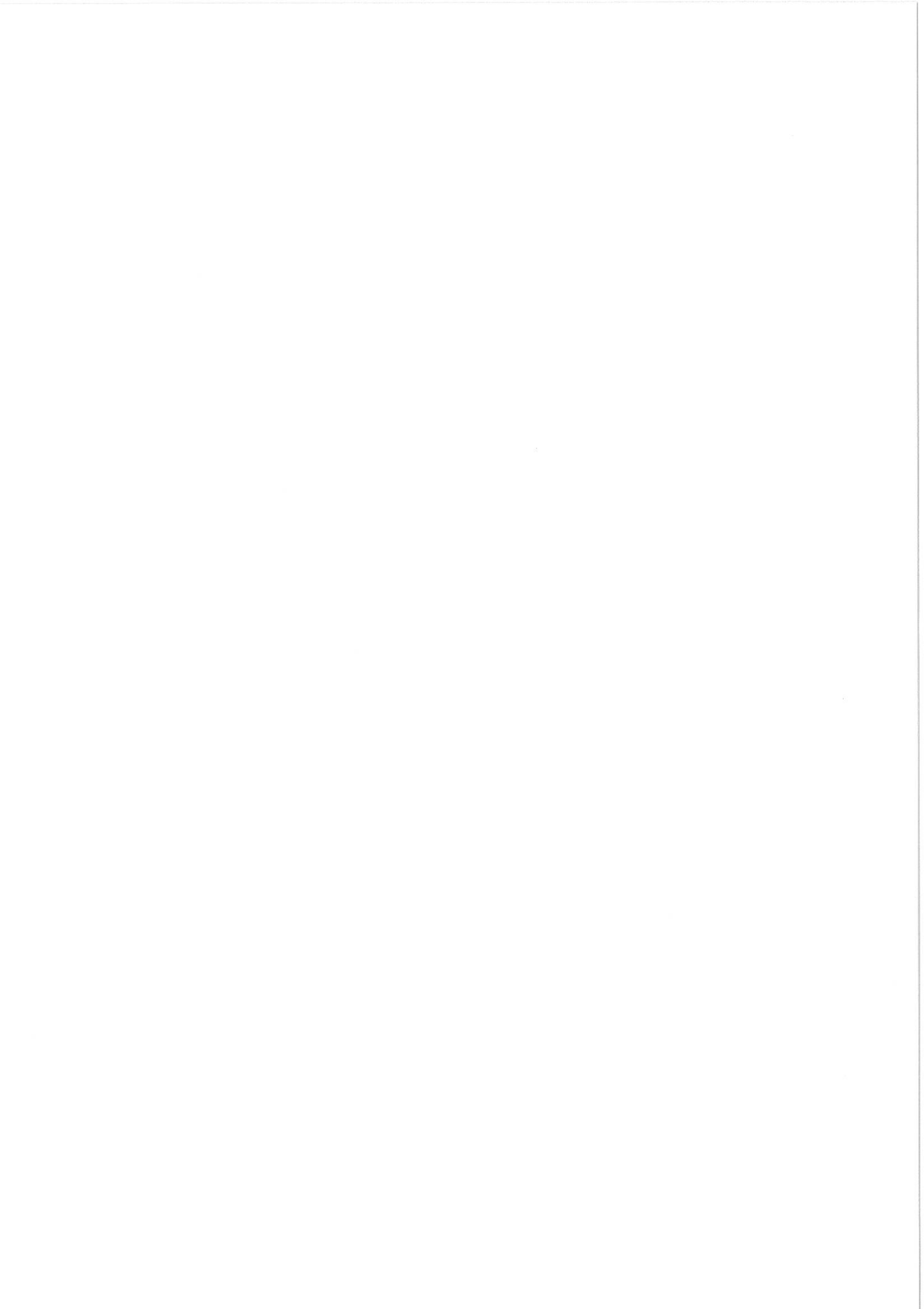
Recommendation: Option C is a company BTC have used before and as stated they are for competition use, they do appear to be strong and robust from this point of view.

Lace Hill Football Pitch Maintenance Program

APPENDIX D

2 Pitches.

Task	Material Required and quantities	Occasions per annum	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Who will carry out	Approximate Cost per year
Mow @ 25 - 30mm	Cylinder mower	20			2	4	4			2	4	3	1		BTC	
Mow @ 30 - 40mm	Cylinder Mower	10						4	4	2					BTC	
		Total: 30 (Guide only weather dependant)														
Regular aerate	spiked to 140mm deep throughout playing season, weather depending to help level pitches, when weather allows	14-21	2	2	2						2	2	2	2	2 BTC	
Drag mat pitches		12 approx.			3	3				2	2	2			BTC	
Aerate-groundbreaker	Solid tine 3000mm depth, Verti-drain	1					1				1				contracted out	£875.00
Selective herbicide treatment	selective broadleaf herbicide - spot spray	3 (estimate - will monitor)					1			1		1			BTC	
Topdress and work in with drag mat/brush	100 tonnes in total for both pitches at 6mm depth of P205 Sand. (1st 3years)	1					1								contract out for 3 years minimum	£6,910.00
Overseed	Direct Drilling - 15g per m2 of Barenburg BAR7	1					1								hire equipment and carry out ourselves (next season)	£3,250.00
Fertiliser application	April - 12:6:6 at 350kg/ha. August - 5:5:20 at 350kg/ha. (slow release)	2				1				1					BTC	£880.00 (2x fertiliser only)
Renovation of worn areas during season	Areas of high wear to be dressed and seeded with a divot repair mix during the season	6				1						1	2	2	2 BTC	
Initial Marking out		1								1					BTC	
Overmarking		28	4	4	4	4					4	4	4	4	Football teams	



BUCKINGHAM TOWN COUNCIL

ENVIRONMENT

Monday 13th February 2017

Agenda Item no. 11
Committee Chairman: Cllr Ruth Newell
Contact Officer: Claire Childs

Sports Pitch Hire Proposal – Buckingham United

Buckingham United Football Club has an existing one year hire agreement for one of the two sports pitches at the Lace Hill Sports and Community Centre (LHSCC), for use on Saturday afternoons and Sunday mornings. Exclusive use of this pitch was agreed meaning it has operated at 50% weekend capacity.

At a contract review meeting held on 5th January 2017 Buckingham United expressed a desire to negotiate a long-term hire agreement in order to ensure stability for the club and establish eligibility for grant funding. There are no concerns about discussing a long term hire from a management perspective.

They suggested 3 possible hire options:

a) A 10-year hire of both pitches

Currently the second pitch is used by a youth football team and a rugby team. Although Buckingham United has plans to expand, these are not sufficiently developed to rationalise the hire of both pitches at present, though this should be reviewed in 1-2 years' time.

b) A 10-year hire of one pitch to include maintenance

As we have recently purchased specialist grounds maintenance equipment and are still carrying out ground establishment works, it would not be practical to pursue this option at present, and in-house works would still be required on the second pitch. As per the existing agreement, Buckingham United will take over line marking once initial maintenance becomes routine. If a decision is made about hiring both pitches to the same hirer and once grounds works are established, this should be readdressed.

c) A 10-year hire of one pitch (expanding use from 50% to 100% on weekends)

There is an intention for the 2017/18 season to introduce an Under 13 Juniors team, and an Under 18 Youth Team. This would mean that the pitch would be utilised for two sessions on Saturdays, and two sessions on Sundays, totalling approximately 100-110 games per season. As the pitches are still new, there is some concern around how the increased use may affect the quality and standard of the pitch, and an appropriate disclaimer should be included in any future hire agreements.

If a long term hire is approved Buckingham United will be able to apply for grant funding to support and improve the team facilities, such as fencing and lighting, which will benefit the LHSCC in the long term. There is however a current request to install fixed dugouts, which at present would be difficult due to the initial few years' maintenance that is required, and may also affect the underground drainage system. This could potentially be mitigated by moving the hire onto the second pitch, where such equipment could be sited on the far edge of the drainage system; however, depending on the success of maintenance, it may be necessary to re-site the pitches and having fixed equipment would make this difficult. It

would be preferable to defer a decision about installing fixed assets until long-term maintenance requirements are known, and when the hire of both pitches is under discussion.

As there were multiple options discussed, there was no fee proposal put forward by Buckingham United at this stage. However based on progressing hire option (c), two possible rate structures have been prepared based on the current season hire rate. If accepted, this proposal will be put to Buckingham United for their agreement.

Rate Option 1:

- **From Aug 2017 – May 2019 (two seasons)**
Offer the current rate of £2250 per hire for the two adults' hires; and set the base rate for the two junior hires at £1800 per hire (Total hire: £8,100 for year one, which offers a 19% discount on published prices)
- **From August 2019 – May 2022 (three seasons)**
By June 2019, agree an increase, up to a maximum 5%, fixed for three seasons. Increase to be set once the Green Spaces Manager has determined the level of additional maintenance required for full time pitch usage.
- **From August 2022 – May 2027 (five seasons)**
By June of each year, agree an annual RPI increase (based on the previous year) up to a maximum of 4% per year
This option offers a maximum 10-year income of £94,123.46

Rate Option 2:

- **From Aug 2017 – May 2019 (two seasons)**
Offer the current rate of £2250 per hire for the two adults' hires; and set the base rate for the two junior hires at £1950 per hire (Total hire: £8,400 for year one, which offers a 16% discount on published prices)
- **From August 2019 – May 2022 (three seasons)**
By June 2019, agree an increase, up to a maximum 5%, fixed for three seasons. Increase to be set once the Green Spaces Manager has determined the level of additional maintenance required for full time pitch usage.
- **From August 2022 – May 2027 (five seasons)**
By June of each year, agree an annual RPI increase (based on the previous year) up to a maximum of 4% per year
This option offers a maximum 10-year income of £97,442.84

Should a long term agreement be granted, a penalty fee clause should be included that would protect from a mid-season breakdown which could potentially result in the loss of estimated annual income.

Officer Recommendation

To approve a 10-year agreement with Buckingham United (from the start of the 2017/18 season until the close of the 2026/27 season) based on the exclusive hire of one pitch for four sessions per weekend (specific pitch to be decided by the Green Spaces Manager), with an agreement to review extending the hire to the second pitch in June 2018, and if required June 2019, in line with Rate Option 1 fee structure.

To defer a decision about the installation of *fixed* dugouts / team shelters until the Green Spaces Manager is satisfied that it will not affect the maintenance of the pitches; and at such time as a decision is made about hiring both pitches to the same hirer; but to give permission to introduce *portable* dugouts / team shelters if desired.

Buckingham United - Option 1 (1.9%)

		% Increase	Saturday AM (Under 13s Juniors)			Saturday 1300 - 1600 (Over 18s)			Sunday 0930 - 1230 (Over 18s)			Sunday PM (Under 18 Youth)			MAXIMUM TOTAL FOR SEASON (4 Hires)	£ Amount Increase YoY (max)
			Season Price	Season Price	Season Price	Season Price	Season Price	Season Price	Season Price	Season Price	Season Price	Season Price				
September 2016 - May 2017	1 season	Base Rate		£2,250.00	£2,250.00	£2,250.00	£1,800.00	£4,500.00		£8,100.00	£8,100.00	£8,100.00	£8,100.00	£0.00		
August 2017 - May 2019	2 seasons	0%	£1,800.00	£2,250.00	£2,250.00	£2,250.00	£1,800.00	£8,100.00	£8,100.00	£8,100.00	£8,100.00	£8,100.00	£0.00			
August 2019 - May 2022	3 seasons	Up to max 5% (TBC by Jun-19 fixed for 3yrs until May-22)	£1,890.00	£2,362.50	£2,362.50	£2,362.50	£1,890.00	£8,505.00	£405.00							
			£1,890.00	£2,362.50	£2,362.50	£2,362.50	£1,890.00	£8,505.00	£0.00							
			£1,890.00	£2,362.50	£2,362.50	£2,362.50	£1,890.00	£8,505.00	£0.00							
August 2022 - May 2023	5 seasons	Annual RPI increase (based on previous year) TBC by June each year up to max 4% per year*	£1,965.60	£2,457.00	£2,457.00	£2,457.00	£1,965.60	£8,845.20	£340.20							
August 2023 - May 2024			£2,044.22	£2,555.28	£2,555.28	£2,555.28	£2,044.22	£9,199.01	£353.81							
August 2024 - May 2025			£2,125.99	£2,657.49	£2,657.49	£2,657.49	£2,125.99	£9,566.97	£367.96							
August 2025 - May 2026			£2,211.03	£2,763.79	£2,763.79	£2,763.79	£2,211.03	£9,949.65	£382.68							
August 2026 - May 2027			£2,299.47	£2,874.34	£2,874.34	£2,874.34	£2,299.47	£10,347.63	£397.99							
TOTAL 10 Year Hire (maximum)			£19,916.32	£27,145.40	£27,145.40	£19,916.32	£94,123.46		Maximum							

* previous RPI increases for reference

2011	5.2%
2012	3.2%
2013	3%
2014	2.4%
2015	1%

Predicted RPI (as at 11/1/17)

2016	0.8%
2017	2.0%
2018	3.5%
2019	3.2%
2020	3.2%

	Pitch Only	Pitch, Dressing Room & Showers	Buckingham United Rate	Discount E (Base Rate)	% Discount (Base Rate)
Standard Adult Rate:		3000	2250	750	25%
Standard Junior Rate:	2000		1800	200	10%
TOTAL Standard Rate:		5000	OVERALL DISCOUNT	950	19%

Buckingham United - Option 2 (16%)

		Saturday AM (Under 13s Juniors)	Saturday 1300 - 1600 (Over 18s)	Sunday 0930 - 1230 (Over 18s)	Sunday PM (Under 18 Youth)	MAXIMUM TOTAL FOR SEASON (4 Hires)	£ Amount Increase YoY (max)
September 2016 - May 2017	1 season	Base Rate	£2,250.00	£2,250.00	£1,950.00	£4,500.00	
August 2017 - May 2019	2 seasons	0%	£1,950.00	£2,250.00	£1,950.00	£8,400.00	£0.00
August 2019 - May 2022	3 seasons	Up to max 5% (TBC by Jun-19 fixed for 3yrs until May-22)	£1,950.00	£2,250.00	£1,950.00	£8,400.00	£0.00
August 2022 - May 2023		Annual RPI increase (based on previous year) TBC by June each year up to max 4% per year*	£2,047.50	£2,362.50	£2,047.50	£8,820.00	£420.00
August 2023 - May 2024			£2,047.50	£2,362.50	£2,047.50	£8,820.00	£0.00
August 2024 - May 2025			£2,047.50	£2,362.50	£2,047.50	£8,820.00	£0.00
August 2025 - May 2026			£2,047.50	£2,362.50	£2,047.50	£8,820.00	£0.00
August 2026 - May 2027			£2,129.40	£2,457.00	£2,129.40	£9,172.80	£352.80
			£2,214.58	£2,555.28	£2,214.58	£9,539.71	£366.91
			£2,303.16	£2,657.49	£2,303.16	£9,921.30	£381.59
			£2,395.29	£2,763.79	£2,395.29	£10,318.15	£396.85
			£2,491.10	£2,874.34	£2,491.10	£10,730.88	£412.73
			£21,576.02	£27,145.40	£27,145.40	£21,576.02	£97,442.84
TOTAL 10 Year Hire (maximum)							

Maximum

* previous RPI increases for reference

2011	5.2%
2012	3.2%
2013	3%
2014	2.4%
2015	1%

Predicted RPI (as at 11/1/17)

2016	0.8%
2017	2.0%
2018	3.5%
2019	3.2%
2020	3.2%

	Pitch Only	Pitch, Dressing Room & Showers	Buckingham United Rate	Discount £ (Base Rate)	% Discount (Base Rate)
Standard Adult Rate:		3000	2250	750	25%
Standard Junior Rate:	2000		1950	50	2.5%
TOTAL Standard Rate:		5000		800	16%

BUCKINGHAM TOWN COUNCIL
ENVIRONMENT COMMITTEE
MONDAY 13TH FEBRUARY 2016.

Agenda item no: 12

Contact Officer: Lee Phillips

Cemetery Handbook, Forms and Fees Review

Background:

The Cemetery Handbook, forms and Fees were last reviewed in 2011 or an update is overdue, attached are the documents with the amendments highlighted.

Information:

Copies of amended:
Cemetery Handbook
6x Forms
Rights of Burial information
Fees List

Recommendation:

That members agree the amendments to the cemetery documentation and the handbook and documents are then re-issued on the website and to the funeral directors to come in effect in April 2017.



Buckingham Town Council Brackley Road Cemetery

Buckingham Town Council welcomes all visitors to Brackley Road Cemetery

Please respect the peace and dignity of the facility

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Buckingham Town Council
The Buckingham Centre
Verney Close
Buckingham
Bucks
MK18 1JP
Email: cemetery@buckingham-tc.gov.uk
Telephone: 01280 816801

1 General Information

- 1.1 **Brackley Road Cemetery** was opened in the 19th Century and has provided a burial place for the residents of Buckingham for over 150 years.

In 2005 Buckingham Town Council took over responsibility for the management and maintenance of the Cemetery. We are committed to improving the Cemetery and ensuring that it is a well-maintained and suitable resting place for loved ones.

1.2 General Enquiries

In the first instance, all enquiries should be made to Buckingham Town Council offices at The Buckingham Centre, Verney Close, Buckingham, Bucks. MK18 1JP (Tel: 01280 816801 or Fax: 01280 816426). Detailed plans and registers are kept in the council offices and information may be sought during office opening hours, which are Tuesday -Thursday 9:30-5:00 and Friday 9:30-3:00.

1.3 Change of Address

It is very helpful when trying to contact the owner of memorials that current addresses are available to the Council. If you change address, please advise the Council without delay.

1.4 Service Standards

The Council would value any comments you may have which could assist us to improve our service in the future.

1.5 Currency of information

All information within this document is correct at the time of printing. Changing legislation and circumstances may, however, cause future revisions to be made (identified by the version date at the bottom of each page) and these will be binding on all Deed holders.

In addition, the Council can accept no responsibility for errors or changes to the contact details provided at Appendix A and Appendix B, which are provided for general assistance only.

2 Brackley Road Cemetery site information

2.1 Location

The Cemetery is located at Brackley Road, Buckingham **MK18 1JA**, near the edge of the town and opposite Pateman Close.

2.2 Opening Times

The Cemetery is open to the public daily from dawn to dusk, with access through the main gates. The Council reserves the right to close the grounds and limit entry at any time.

2.3 Toilets

There are no toilet facilities at the Brackley Road Cemetery. The nearest public toilets are adjacent to the Kings Head public house, by the Old Gaol in the town centre.

2.4 **Rubbish**

Litter bins and green waste bins are situated around the Cemetery and should be used to dispose of all rubbish except dog waste, which should be removed from the site by dog owners.

2.5 **Dogs**

Dogs must be kept on a lead and under control all times and owners are required to clear up after their dogs.

2.6 **Watering**

Water points are provided for visitors use adjacent to the main entrance and at the entrance of the new extension. **This water is unsuitable for drinking.** Watering cans have been provided and can be found adjacent to the water points, to where they should be returned after use. Please ensure that they are left empty particularly in very cold weather when they can freeze and split.

The addition of pesticides or insecticides to the water, or their use within the Cemetery, is forbidden.

Please also note that at certain times water supplies may be turned off to avoid freezing.

2.7 **Memorial Seats**

The Council can arrange for the purchase and installation of memorial seats, costs of which are available on request.

The placement and style of seats is restricted and they may only be placed in certain locations in the Cemetery.

2.8 **Security**

The Council cannot accept responsibility for the security of any memorials, plants, flowers or other items placed on or around graves or memorial benches.

2.9 **Children**

Families with children are most welcome to visit the Cemetery, but children must be kept under close supervision at all times.

2.10 **Code of Conduct**

Whilst visiting Brackley Road Cemetery please do:

- be aware that funerals may be taking place within the cemetery
- treat other people in the Cemetery with the utmost respect
- treat the cemetery, graves and memorials with respect

Whilst visiting Brackley Road Cemetery, please do not:

- behave in a noisy, disorderly, or indecent manner, be intoxicated or drink alcohol, play any game, or use any abusive language

- damage or destroy any tree, shrub, plant, headstone, memorial vase, plaque, seat or any other property within the cemetery
- ride a bicycle, motorbike or drive any motor vehicle other than those authorised by the Council or which is attending funerals
- obstruct any officer or any other person employed by the Council in the execution of their duties
- allow dogs to foul in the burial ground.

3 The Burial Process

3.1 Exclusive Right of Burial

The exclusive right of burial for a period of 99 years may be purchased, either at the time of submitting a notice for an interment, or for future use. Burial spaces may be purchased either by residents or non-residents of Buckingham, but please note that non-residents of Buckingham will be subject to higher charges. After the 99 year period the exclusive right of burial may be renewed by the then owner of the right, for which a renewal fee will be payable and the new grant will be subject to the burial regulations then in place.

For the purposes of this document, “Resident of Buckingham” is defined as a person living in the civil parish of Buckingham at the time of death, or a person who has lived in the civil parish of Buckingham within the last five years, or the owner of a pre-purchased burial plot.

There may be other circumstances in which a person might be deemed a resident of Buckingham, but these are exceptional and each such application in this respect will be considered on its merits by the Town Council.

The selection of grave spaces shall be determined by the Council which will, where possible, take into consideration the purchasers' wishes.

Please refer to **Appendix C** for our current list of charges.

3.2 Interments

Prior telephone booking is required for every interment and this must be confirmed in writing on the Notice of Interment.

Notice of Interment must be given on the Council's printed form and must be completed in full. Responsibility for any errors or omissions rests with the person submitting the Notice. The Notice of Interment must be received by the Council at least three clear working days before the date of interment, unless for religious reasons and agreed with the Buckingham Town Council office. All charges and fees connected with the interment shall accompany the Notice of Interment and cheques should be made payable to “Buckingham Town Council”

Failure to complete the Notice of Interment correctly or within the time specified may lead to a delay in interment and an increase in fees payable.

Please note, for burial interments it may be necessary to temporarily store soil on adjoining graves.

3.3 **Certificate for Burial or Cremation**

The Certificate for Burial or Cremation, issued by the Registrar of Births and Deaths, must accompany the burial cortège and will be inspected at Brackley Road Cemetery upon arrival. Burials and cremations cannot take place without such certificates.

3.4 **Existing Earthen Graves**

Where the interment involves re-opening an existing grave, it will be necessary for the person giving notice to produce the Deed of Grant of exclusive right of burial. Where the name on the deed differs from the name of the person giving notice, a letter will also be required from the Deed Owner authorising the prospective interment in that grave space.

The removal of any monument, headstone, vase or similar structure from a purchased grave to permit the interment shall be carried out to the order of and at the risk and expense of the person requiring the burial, and in good and sufficient time for the grave to be opened by the Council.

The memorial and its foundations should be removed from the Cemetery in its entirety during this time.

Monuments, headstones, vases or similar structures removed to permit grave re-opening shall be replaced by and at the risk and expense of the Deed Owner as soon as practicable after the interment has taken place.

3.5 **Grave care in advance of burial**

In the event of poor ground conditions (eg flooding or subsidence), it will sometimes be necessary in the interests of health and safety to delay the interment of remains into a grave until after mourners have left the burial ground.

Should this be the case, every effort will be made to notify funeral directors and families in advance but, if advance notice is not possible, notification will be given to the funeral cortège on its arrival at the burial ground.

Burial Ground staff will prepare the grave in accordance with the joint guidance issued by the Institute of Cemetery and Crematorium Management and the Society of Local Council Clerks.

3.6 **Grave care immediately following burial**

Back-filling of graves will not normally begin until mourners are making their way out of the Burial Ground. Graves are then left slightly mounded to allow for settlement, and flowers delivered at the time of the burial will be carefully placed on the grave by Burial Ground staff upon completion of back-filling. ~~Graves will be turfed within 24 hours of the burial.~~ No memorials may be placed upon the grave within 6 months unless prior written agreement is received from the Council (this does not include the interment of ashes).

3.7 **Lost Deed of Grant**

Where a Deed of Grant has been mislaid, it will be necessary for the person giving notice of the interment to provide proof of their identity and, if that person is not the Deed Owner, to provide a letter of authorisation from the Deed Owner.

Where the Deed Owner is the deceased, authority for the interment is presumed by Section 10(6) of the Local Authorities Cemeteries Order 1977. In such cases, the next-of-kin and other close relatives are advised to agree who should take the assignment (or transfer) of the Exclusive Right. A charge is payable for this service – please see **Appendix C** (prices subject to change).

3.8 Hours of Interment

	April to September	October to March
Monday to Friday	10.00 am to 4.00 pm	10.00 am to 3.00 pm
Weekends and Bank Holidays	By special arrangement only	

Immediate burials are allowed only on the grounds of public health.

3.9 Religious Arrangements or Arrangements with the Minister

The remaining grave spaces in Brackley Road Cemetery are un-consecrated. Those persons having charge of the funeral and requiring their site to be blessed or consecrated are responsible for making the necessary arrangements. Although the Council takes no responsibilities in such matters, prior agreement from the Council must be sought.

3.10 Funeral Cortèges

Whilst in the Cemetery, all funeral cortèges shall be subject to the direction of the funeral director. Musicians accompanying a funeral are welcome; however, to ensure disruption is not caused to other visitors, prior consent of the Council will need to be obtained.

3.11 Scattering of Ashes

Loose scattering of ashes is not permitted anywhere in the Cemetery. Ashes may be scattered in a specially prepared grave, or interred in an appropriate container.

4 Memorials

4.1 Burial Plots

All headstones must have maximum dimensions which should not exceed 75cm high x 60cm wide x 10cm deep (30 x 24 x 4 inches).

A base for the headstone may be placed, to accommodate no more than two flower holders, in front of the headstone if desired, its upper surface being level with the ground. This should be no greater than 60cm wide x 21cm deep x 5cm high (24 x 8 x 2 inches).

As long as these parameters are complied with, the design of the headstone can be tailored to personal requirements (please see paragraph 4.3 **Memorial Approval** below).

Kerbing is permitted in the cemetery

4.2 **Cremation Plots**

Plots for cremated remains can have a maximum dimension of 46 cm x 46 cm (18 x 18 inches). Memorials must be laid flat and level with the upper surface level to the ground and be no more than 46cmx30cm (18x12 inches).

Where space permits, immediately adjacent Cremation Plots will be available for the cremated remains of two or more people.

4.3 **Memorial Approval**

In order to ensure a better service for the purchaser and a generally higher standard of memorials, from November 2009 only BRAMM registered memorial masons will be allowed to work in the Cemetery.

No memorial shall be erected anywhere within the Burial Ground except ~~over a grave~~ within a burial plot-for which the exclusive right of burial has been granted.

An application for permission to erect a memorial shall be made on the Council's form and shall contain a dimensioned drawing or illustration of the proposed memorial and a copy of the proposed inscription. This form should be submitted to the Council and be accompanied by the appropriate fee. No memorial shall be permitted unless written permission has first been obtained from the Council.

The grave number and the memorial mason's name must be engraved on the reverse of the memorial, prior to it being erected. A copy of every additional inscription must be submitted to the Council for written consent before the work is commenced.

In giving approval for a memorial the Council will consider the safety of the design and whether it could cause offence.

4.4 **Grave Aftercare and Memorials**

Newly dug graves will be top-filled and seeded once the ground has settled, which is usually twelve weeks after the burial date (subject to weather and ground conditions). Memorials should not be placed on a grave for the first six months following an interment (this does not include the interment of ashes).

4.5 **Memorial Masons**

Memorial masons are able to give help and advice on the size and type of headstone. Once a suitable memorial has been chosen, the monumental mason will require the grave number and deed number before its details will be submitted to the Council for approval.

The memorial mason must contact the Council to arrange an appropriate time for the memorial to be installed.

4.6 **Additional Inscriptions**

Additional inscriptions to memorials may be arranged by contacting a memorial mason, who will submit the application to the Council for approval. The mason will require the grave number and the grant number before they can submit the application

4.7 **Temporary Wooden Markers**

The Council, at its discretion, will allow a wooden marker to be placed on a grave following an interment, for identification purposes. A wooden marker of no more than 30cm high 30cm wide (1ft x 1ft) is permitted for a period not exceeding six months. The Council reserves the right to remove wooden markers from the Burial Ground after this time.

The Council will consider the safety of the wooden marker design and whether it could cause offence.

4.8 **Kerbing Edging.**

Kerbing edging is allowed to be erected around graves in the cemetery. Permission from the Town Council must be obtained for the installation of kerb edging by following the memorial approval guidance in section 4.3.

The permitted size for a single plot kerb set is 6'6"x2'6" (2mx76cm). Double plot kerb edging is permitted but must be discussed with the cemetery manager before approval is sought as there are different constraints depending on location within the cemetery.

4.9 **Maintenance of Memorials**

The grave Deed Owner is responsible for ensuring that the memorial is kept in a good state of repair and shall also be responsible for removing the memorial to give access for re-opening of the grave should the need arise.

If the Council has to repair or make safe any memorial, for whatever reason including but not limited to lack of maintenance, inadequate installation or vandalism, the Council reserves the right to recover any costs incurred from the Deed Owner.

If a kerbed memorial is placed then the grave Deed Owner is responsible for maintaining the space inside the kerbs.

4.10 **Removal of Memorials**

From time to time it may be necessary for the Council to temporarily remove a memorial to allow excavations of an adjacent grave. The Council will endeavour to contact the Deed Owner before such work commences but, if this proves impossible, the work will be authorised without advice to the Deed Owner.

The costs in such circumstances will be borne by the Council.

5 Tributes – Floral and other

5.1 **Planting of graves**

Planting on graves is permitted. The planting of trees and large shrubs is forbidden, and planting at the rear of headstones or to the sides of cremation tablets is not permitted due to its impact on other burial plots.

The maintenance of this area and immediately around the headstone or tablet is the responsibility of the Deed Owner.

5.2 Vases and other Plant Containers

Vases and plant containers may be placed on individual graves. Due to health and safety considerations, such containers must not be of breakable materials. In this context, "breakable materials" are construed as glass, china, ceramic, terracotta etc. When assessing the potential breakability of items, the Council will always take a more cautious approach.

Any ornaments/containers must be kept off any grass areas to allow for grass cutting placing the items on a slab or having them sectioned off using edging is recommended.

Any containers etc construed as being "breakable" shall be removed by the Burial Ground staff and held at the Town Council offices. The Deed Owner will be notified of its removal, and if the item has not been collected after a period of three months, it will (as appropriate) either be donated to a charity or destroyed. In implementing this policy, the Council will not be held responsible for any loss or damage to items removed.

Other items that could cause problems for site maintenance such as stones, gravel or shells (which could get caught in or projected by mowing machinery) are not permitted and will be removed from the grave site.

Free standing stone vases are permitted but must be located within the planted area in front of the headstone, or to the rear of a cremation tablet. They should measure no more than 23cm x 23cm or (9 x 9 inches) for headstones, or 16cm x 16cm or (6 x 6 inches) for cremation plots. A maximum of two free standing vases are permitted – please bear in mind that these will take up the majority of the planted area.

5.3 Tributes – Floral

Floral tributes left at the time of the funeral will be removed by the Burial Ground staff after 21 days, once they have become wilted.

Visitors are requested to remove any wreaths or flowers placed on a grave as soon as they become wilted, otherwise they will be removed by the Burial Ground staff.

5.4 Tributes – Other

Ornaments and toys may be left on graves, at the Council's discretion. Items which are offensive or disrupt the peace (wind chimes for example) will be removed by the Burial Ground staff. The Deed Owner will be notified of its removal, and if the item has not been collected after a period of three months, it will (as appropriate) either be donated to a charity or destroyed. In implementing this policy, the Council will not be held responsible for any loss or damage to items removed.

6 Glossary of Terms

“The Council” means Buckingham Town Council

“The Cemetery” means Brackley Road Cemetery, Buckingham

“The Deed Owner” means the person who legally owns the plot, (ie the name of the person that appears on the deed of ownership)

“Memorial” means any headstone placed on or laid over or upon any grave space

“The Clerk” means the Town Clerk of the Council or any person for the time being authorised by the Council to act on their behalf

“Parishioner” means those living within the parish of Buckingham only

“Burial Ground Staff” means employees or agents of Buckingham Town Council.

7 Application Forms and other Relevant Documents

Right of Burial Deeds

Memorial Application form

Statutory Declaration for Right of Burial

Application for Interment

Assignment of Right of Burial

Application for purchase of Exclusive Rights of Burial

If none of the above applies, please contact Buckingham Town Council, Buckingham Centre, Verney Close, Buckingham, Bucks. MK18 1JP (Telephone 01280 816801 or email cemetery@buckingham-tc.gov.uk)

Disclaimer: Whilst every effort is made to ensure accuracy, Buckingham Town Council cannot in any circumstances accept responsibility for errors, omissions or advice given in this publication

Appendix A

Arranging a Funeral – Some helpful advice

Most people choose to entrust their funeral arrangements to a professional funeral director.

Choosing a Funeral Director

- 1 Ask for a detailed description of costs and a price list when getting a quote.
- 2 When seeking a quote by telephone, ask for it to be confirmed in writing.
- 3 Try and get quotes from more than one company.
- 4 Check whether the Funeral Director is qualified and holds the diploma in funeral directing (Dip.Fd.) or a certificate in funeral practice (Cert.F.P).
- 5 If you have doubts, find out whether they are a member of any of the trade associations:
National Association of Funeral Directors (NAFD)
The Society of Allied and Independent Funeral Directors (SAIF)
The Funeral Standards Council (FSC).

What Does a Basic Funeral Consist of?

NAFD and SAIF state that a “simple, basic funeral” should comprise:

- 1 Making all necessary funeral arrangements and providing professional advice.
- 2 Removal of the deceased to a suitable resting place.
- 3 Provision of a simple, veneered coffin and conveyance by hearse direct to a local cemetery or crematorium.
- 4 Providing the funeral director and all necessary staff.
- 5 All necessary disbursements.

Planning a Funeral Service

Some Useful Facts

- 1 There is no legal requirement to have any kind of funeral ceremony at all.

- 2 There are no legal statutes governing what form any ceremony should take.
- 3 You are not required to use a clergyman.
- 4 The funeral service does not have to be in a licensed building (unless you want an Anglican service in England).
- 5 You are not required to use a coffin (but may be required to use one by local bylaws if using an official cemetery or crematorium).

If you would prefer a Green, Alternative or DIY Burial more advice can be sought from your funeral director or from the Natural Death Centre (Telephone 0207 359 8391) or from A B Welfare and Wildlife Trust (Telephone 01423-530900 / 868121).

Appendix B

Charities and Counselling Services to help the bereaved

Age Concern

Tel: 0208-765-7200

www.ageconcern.org.uk

Fact sheets and info on all aspects of death and bereavement

Asian Family Counselling Service

Tel: 0208-571-3933 Provides support and advice to the bereaved.

Association of Burial Authorities

Tel: 0207-288-2522 Represents the interests of organisations engaged in the management and operation of burial grounds.

British Association for Counselling

Tel: 0870-443-5252 Provides details of counselling organisations and services

Bereavement Register

Tel: 0870-600-7222 Supplies name of recently deceased to mail order companies to halt unwanted mail

British Holistic Medical Association

Tel: 01273-725951 Self-help tapes and relaxation techniques

British Humanist Association

Tel: 0207-079-3580 Info on non-religious funerals.

British Organ Donor Society

Tel: 01223-893636 Information, general enquiries and support for donor and recipient families.

Buddhist Hospice Trust

Tel: 01983-526945 Emotional support and spiritual help. Open to Buddhists and non-Buddhists.

Child Bereavement Trust
Tel: 01494-446648
www.childbereavement.org
Provides support and counselling for bereaved families

Cancer BACUP Tel: 0808-800-1234
www.cancerbacup.org.uk
Provides information and support to people affected by cancer.

Cruse Bereavement Care
Tel: 08701-671677 Promotes the well being of bereaved people and provides help in understanding grief and coping with loss.

Citizens Advice Bureau
Tel: 01444-241252 Advice about death, bereavement and financial matters

Cremation Society of Great Britain
Tel: 01622-688292/3 Provides information on your nearest crematorium and advice on what to do.

Infant Deaths – Helpline
www.sids.org.uk

Lesbian & Gay Bereavement Project
Tel: 0208-8455-8894 Provides support and advice to the bereaved.

Jewish Bereavement Counselling Service
Tel: 0208-3851874
jbcs@jvisit.org.uk
Counselling services for the Jewish faith

Miscarriage Association
Tel: 01924-200-799
www.the-ma.org.uk/
Information and support for those faced with pregnancy loss.

National Association of Memorial Masons
Tel: 01788-542264
www.namm.org.uk/
Provide a list of members and a code of practice

National Association of Bereavement Services
Tel: 0207-709-9090 Support and information for bereaved people

National Association of Funeral Directors
Tel: 0845-2301343 Provide information and advice on Funeral Directors

National Society of Allied and Independent Funeral Directors
Tel: 0845-2306777 Provide information and advice on Funeral Directors

Roadpeace
Tel: 0181-964-9353 National charity for road traffic victims.

Stillbirth and Neonatal Death Society
Tel: 0207-436-5881
www.uk-sands.org
Provides support and information for bereaved parents, family and friends.

Samaritans
Tel: 0845-790-9090
www.samaritans.org.uk/
Available at any hour to befriend people facing a personal crisis, including bereavement

Unitarian Churches Tel: 0207-240-2384
www.unitarian.org.uk/
Provides ministers and lay officials able to conduct personalised funerals without dogma

Churches Together 0207-654-7254
info@ctbi.org.uk
Deals with all the topical issues on churches and various religions.

All information within this section is correct at time of printing. It is by no means exhaustive and other advice and counselling services are available.

If you have any information which could be added to this section, the Town Council would welcome your recommendations.

Appendix C

Fees & Charges

Actual Plot Size		Maximum Memorial size HxWxD (cm)	Resident	Non-resident
Length (cm)	Width (cm)			

Plot Purchase Price – 99 years					
Single	280	120	75 x 60 x 10	£400.00	£800.00
Double – side by side	280	245	75 x 60 x 10	£630.00	£1,500.00
Child	185	95	60 x 35 x 5	£233.00	£400.00
Pre-purchase of Plot				£210.00	£400.00
Cremated Remains	46	46	25 x 30 x 46	£78.50	£300.00

Interment Fee – whether Plot purchased or not					
Single depth – Adult				£300.00	£600.00
Single depth – Child (under 12)				£125.00	£250.00
Double Depth				£350	£700
Re-opening of existing grave				£300.00	£600.00
Digging fee for Ashes interment				£100.00	£200.00

Memorial Permits					
New Memorial				£100.00	£200.00
Additional Inscription				£50.00	£100.00

Miscellaneous fees					
Search fee				£20.00	£40.00
Use of Chapel				£50.00	£100.00
Duplicate Deed				£20.00	£40.00
Transfer of Deed				£20.00	£40.00
Memorial Seating				Price on request	

**Buckingham Town Council
The Buckingham Centre
Verney Close
Buckingham
Bucks
MK18 1JP
Email: cemetery@buckingham-tc.gov.uk
Telephone: 01280 816801**

Brackley Road Charges and Fees from ~~June 2014~~ April 2017.

Digging Fee for Ashes					£100	£200	0%			Formatted: Font: 12 pt
Memorial Permits										Formatted: Font: 12 pt
New memorial					£100	£200	0%			Formatted: Font: 12 pt
Additional Inscription					£50	£100	0%			Formatted: Font: 12 pt
Miscellaneous										Formatted: Font: 12 pt
Search Fee					£20	£40	0%			Formatted: Font: 12 pt
Use of Chapel					£50	£100	0%			Formatted: Font: 12 pt
Duplicate Deed					£20	£40	0%			Formatted: Font: 12 pt
Transfer Deed					£20	£40	0%			Formatted: Font: 12 pt
Memorial Seating					Price on request					Formatted: Font: 12 pt

**BUCKINGHAM TOWN COUNCIL
CEMETERIES MANAGEMENT**



Application for purchase of Exclusive Rights of Burial

Applicants are advised to familiarise themselves with the Town Council's Cemetery Handbook, which is available -from local undertakers, the Town council office or on the Town Councils website (www.buckingham-tc.gov.uk). This completed application must be forwarded to Buckingham Town Council, The Buckingham Centre, Verney Close, Buckingham, MK18 1JP.(Tel: 01280 816801 Fax: 01280 816426), together with all fees and monies due. All cheques are to be made payable to Buckingham Town Council.

I/We*

Of

Give notice that I/We* wish to purchase the Exclusive Rights of Burial at Brackley Road Cemetery, Buckingham for Grave No: in Section (The Town Council will notify you of the Grave number and Section - if you have any special requests please contact the Town Council 01280 816801.

Full name and address of person to whom Exclusive Right of Burial is to be issued:

.....

Contact Tel no:

This document is submitted in the knowledge that all persons connected with this application will familiarise themselves with the rules as set out in the Buckingham Town Council Brackley Road Cemetery Handbook, a copy of which I have received. I have read the Important Notes overleaf.

Signature of applicant: Date:

Fees		For Office Use Only	
Purchase plot:	_____	Authorised:	
Selection of plot:	_____	Date:	
Other:	_____		
Total:	_____		

IMPORTANT NOTES

The Exclusive Rights of Burial does not mean that the actual ground has been purchased, only the right to bury in the designated grave space. The grave space remains the property of the Council and is subject to the rules and regulations governing the management and layout of the cemetery.

Installation of monuments within the cemetery

The installation of any memorial (e.g. headstone, tablet etc.) must receive the approval of the Council **BEFORE** erection; no works may be undertaken without a permit being issued by the Town Council.

Only a registered stonemason (from the Council's Memorial Mason Registration Scheme) may carry out work in the Brackley Road Cemetery, Buckingham. A registered stonemason will apply directly to the Town Council on behalf of their client(s). After Town Council approval of the design, structure and wording has been granted, a permit will be sent to the stonemason, upon receipt of which the stonemason will contact the Town Council on 01280 816801 to arrange a date for installation. At least three working days prior notice of works must be given.

Please note that currently a memorial may only be placed 6 months after interment, to allow the ground to settle.

Cultivation of an individual plot is allowed, although authorisation must be sought from the Town Council before the planting of shrubs and bushes, which must not extend beyond the boundary of individual plots. Each monument and burial plot must be kept in good order and repair by the owner at his/her expense.

Maximum plot sizes for cultivation are:

Single Plot	6ft x 3ft
Ashes Plot	18"x 18"

For further information or advice, please contact The Town Council (Tel: 01280 816801)



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,
VERNEY CLOSE, BUCKINGHAM, BUCKS, MK18 1JP.

Telephone/Fax: (01280) 816 426

Email: office@buckingham-tc.gov.uk

www.buckingham-tc.gov.uk

Town Clerk: Mr. C. P Wayman



QUALITY
PARISH &
TOWN
COUNCIL
SCHEME

Family Approval of Transfer

I (give full name)

Of (give full postal address)

Being (state full relationship to the deed holder).....

.....

Do state that I give full and unreserved consent for (give full name/names of the proposed Deed holder/holders).....

.....
.....

Contact Tel no:

to be granted the Right of Burial of Grave No in section at
Brackley Road Cemetery, Buckingham.

Signed Date

Witness by Date

Address

.....

Return to: Green Spaces Manager, Buckingham Town Council, The Buckingham Centre,
Verney Close, Buckingham, Bucks. MK18 1JP.



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,
VERNEY CLOSE, BUCKINGHAM, BUCKS, MK18 1JP.

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Email: office@buckingham-tc.gov.uk

www.buckingham-tc.gov.uk

Town Clerk: Mr. C. P Wayman



QUALITY
PARISH &
TOWN
COUNCIL
SCHEME

| Tele 01280 816801 Fax 01280 816426. Email: Greenspaces@Buckingham-tc.gov.uk

**BUCKINGHAM TOWN COUNCIL
CEMETERIES MANAGEMENT**



APPLICATION FOR INTERMENT

This application is confirmation of a previously agreed telephone booking.

Applicants are advised to familiarise themselves with the Town Council's Cemetery Handbook, which is available from the Town Council office, local undertakers and from the Buckingham Town Council website (www.buckingham-tc.gov.uk).

All relevant areas of the application must be completed. Particular attention must be paid to the section regarding Particulars of Grave. Failure to accurately complete the application could result in delay of the interment.

This application must be forwarded to: Buckingham Town Council, The Buckingham Centre, Verney Close, Buckingham. MK18 1JP. (Tel: 01280 816801 Fax: 01280 816426), together with all fees and monies due, and a copy of the Grave Deed. This form must be received in the office at least 3 working days before the interment; except for religious reasons. (ie excluding Saturday, Sunday and Public Holidays). All cheques to be made payable to Buckingham Town Council.

I/We*

Tel no:

Give notice that I/We* wish to bury the remains/ashes* of the deceased person named below at Brackley Road Cemetery, Buckingham and give the following information.

PARTICULARS OF DECEASED

Surname: Forenames:

Home Address:

Age: Sex: Date of Death:

Place where death occurred:

PARTICULARS OF BURIAL

Day of Interment: Date: Time:

Section: Grave No: Copy of deed attached **Yes/No***

Coffin Dimensions: Width: Length: Depth:

Please make allowances for handles etc.

Will the cemetery Chapel be required? **Yes/No***

*Delete as appropriate

PARTICULARS OF GRAVE

Single Depth 6' Cremated Remains To Purchase
 Re-Open Child Previously Purchased

IF GRAVE IS BEING PURCHASED

Full name and address of person to whom Exclusive Right of Burial is to be issued:

IF RE-OPENING A GRAVE

THE FOLLOWING FORM OF NOTICE IS TO BE COMPLETED:

I am the owner / legal representative of the owner of the Exclusive Right of Burial
 In section: Grave No: at Brackley Road Cemetery, Buckingham and
 consent to the burial therein of the remains of

I attach the Deed of Grant

I cannot produce the Deed of Grant because

I indemnify Buckingham Town Council against any claims or expenses arising from the Council's
 reliance on my authority.

Name:

Address:

Signed: Date:

This document is submitted in the knowledge that all persons connected with this application will
 comply with the relevant procedures applicable to cemetery procedures, including those contained
 in the Town Council's Brackley Road Cemetery Handbook, a copy of which I have received:

Signature of Applicant: Date:

	Fees
Interment:	_____
Purchase plot:	_____
Other:	_____
Other:	_____
Total:	_____

For Office Use Only

Authorised: _____
 Date: _____

*Delete as appropriate

**BUCKINGHAM TOWN COUNCIL
CEMETERIES MANAGEMENT**



**APPLICATION FOR PERMIT TO ERECT A MEMORIAL
OR PLACE AN ADDITIONAL INSCRIPTION ON AN EXISTING MEMORIAL**

Name of Deceased:

Deed No: Copy Attached Grave No: Section:

Type of Memorial (please tick as appropriate)

Vase	<input type="checkbox"/>	Headstone	<input type="checkbox"/>	Tablet/Plaque	<input type="checkbox"/>
Bench	<input type="checkbox"/>	Footstone	<input type="checkbox"/>	Additional Inscription	<input type="checkbox"/>

A sketch or photograph of the memorial should be placed on the reverse of this form, showing all dimensions.

I the undersigned Mr/Mrs/Miss/Ms

Address:

.....

Tel no:.....

Being the owner of Grave No..... in Section of Brackley Road Cemetery Buckingham, and having received a copy of the rules and regulations of the cemetery, as contained in the Town Council's Brackley Road Cemetery Handbook, hereby apply for consent to erect a memorial on that grave.

Signed: Date:

To be completed by a Town Council approved stonemason:

I have been instructed by the said person above, to carry out the above work in accordance with the Town Council's rules and regulations and agree to pay for and make good any damage I or anyone working in my employ might cause.

I confirm that I have seen a copy of the Exclusive Right of Burial Deed (please tick)

Signed: Dated:

On behalf of:

**BUCKINGHAM TOWN COUNCIL
CEMETERIES MANAGEMENT**



Diagram with full dimensions, type and colour of stone and/or proposed inscription:

IMPORTANT NOTICE

- Parties should have received a copy of and be familiar with Buckingham Town Council's Brackley Road Cemetery Handbook, available from local funeral directors or from the Town Council office and on the town Councils Website (www.buckingham-tc.gov.uk)
- No works are to commence in the Cemetery before a permit is granted
- Memorial permits will only be granted where Exclusive Rights of Burial have been purchased
- Liability – Memorials shall remain in the cemetery at the sole risk of the grave owner. The Town Council shall not be responsible for any injury or damage caused to any person or memorial
- All memorial installations must conform to the NAMM Code of Working Practice

Stonemason – please complete:

Company Name: Reg. No:

Address:

Contact: Tel. No:

**This completed application must be returned to
Buckingham Town Council, The Buckingham Centre, Verney Close, Buckingham. MK18 1JP.**

For Town Council use only – Approved by: Date



BUCKINGHAM TOWN ACTION COMMISSION (TAC)
On trees, hedgerows and green spaces

MINUTES

Meeting on Friday 6th January at 2pm-3.30pm
 at Lace Hill Sports & Community Centre, Catchpin Street, Buckingham MK18 7RR

ATTENDEES

Cllr Margaret Gateley (MG)	Buckingham Town Council - Chair
Cllr Ruth Newell (RN)	Buckingham Town Council
Ian Orton (IO)	Buckingham Society
Neil Pasmore (NP)	AVDC Green Spaces Manager
Bill Truscott (BT)	Maids Moreton Avenue Conservation Group
Claire Childs (CC)	Buckingham Town Council, Deputy Town Clerk - Minutes

1. Welcome from Chairman and introductions

MG welcomed all and thanked them for attending the meeting.

2. Apologies for absence

There were no apologies.

3. Minutes of the last meeting

No comments were made regarding the minutes.

4. Confirmation of TAC Process

MG thanks IO and NP for their comments by email about not holding a public meeting. MG referred to the note circulated with the agenda regarding the TAC process, and confirmed that public consultation was mandatory but this did not need to be in the format of a meeting.

BT said that public consultation is difficult, and the most effective method would be to go where the public already are, i.e. to the Market on a Saturday. He said that information could be displayed on boards, and people could be asked: What is the issue? What could be done about it?

MG said that a survey could be done in addition to a market stall. Also the Annual Town Meeting to be held in March might attract different people.

Action: CC to check if this is possible

IO said that he was unaware of what he signed up to when agreeing to sit on this group, and is sceptical about public consultation. MG confirmed that the group is short term, to tackle the specific identified issue.

NP said it is important to inform people that not all species need protecting. In Buckingham 460 tree protection orders (TPOs) are held. He confirmed these may be on an area, such as Maids Moreton Avenue, rather than just on individual trees.

IO said trees and hedgerows are quite well protected by TPO's and planning rules, but it is difficult to implement and enforce. Once a tree is gone, it can sometimes take 200 years to replace. IO gave an example of Clarence Court where a whole hedgerow was removed, and said that insufficient attention was paid during planning stages to ensure it was maintained.

BT said there is no other mechanism than the planning process, and we should try to make it more effective. However the penalties are not that great, so there is little deterrent. IO said that you can also apply for retrospective permission to fell a tree.

BT suggested that the Town Council must reply to planning applications, stating what needs to be done to protect trees (i.e. to fence them off to prevent damage).

Action: Town Council Planning Committee

IO said he felt that AVDC enforcement departments are the least resourced and there is no legal requirement for planning policy to be enforced. MG said often it can be too late; and BT suggested being more proactive.

IO said that more tree wardens are needed, and they can potentially apply for a 'stop order'. Developers are meant to do lots of things but it is difficult to make it happen.

RN said that the number of tree wardens has doubled, since advertising in the Town Council newsletter.

BT said it is important to make the public aware of what they need to do to help protect trees, for example trees that might be in other peoples' gardens. He suggested producing a leaflet to give information such as where to go if a situation happens.

5. Public Consultation Plans and Options

It was agreed to carry out consultation via:

- a. Social media / paper based survey
- b. Market stall on Saturday
- c. Annual town meeting

a. Survey

BT said it would be important not to 'lead' the survey, but should have a clear title about what it is to achieve, suggesting **"this survey will help us produce better protection for trees, hedgerows and green spaces as we can use it to help influence responses to planning applications, and vision and design statements"**.

Suggested questions were:

1. What trees, hedgerows or green spaces do you value, and why?
2. Would you like to see Buckingham's parks and green spaces linked by pathways – making the town more accessible by foot?
3. Which of these aspects do you value in Buckingham? Please rank in order of importance?
 - a. Trees
 - b. Hedgerows
 - c. Green spaces
 - d. Wildlife
 - e. Woodland flowers
4. Are there any amenities that have been lost recently, that you particularly cared about?
5. If you were moving, what would you most value about where you move to? Please rank in order of importance?
 - a. Mature trees
 - b. Patio / low maintenance garden
 - c. Minimal trees/ foliage
 - d. Hedgerows

6. There are existing planning rules and legislation such as Tree Protection Orders, but how else do you think trees, hedgerows and green spaces could be enhanced?
7. In respect of the layout and provision of trees, hedgerows and green spaces, which of the following local estates do you find most visually attractive? Please rank in order:
 - a. Badgers
 - b. Linden Village
 - c. Lace Hill
 - d. Mount Pleasant
 - e. Page Hill
 - f. Town Centre
8. Would you be willing to join, or set up, an enhancement group?
9. Would you like to find out more about becoming a tree warden? *If yes, please provide your name and contact details, and what area of Buckingham you would like to cover?*

BT suggested that the survey is trialled before being widely circulated. CC suggested this be sent to all members of the original TAC meeting who are members of volunteer wildlife / environment groups.

b. Market Stall

All requested to send photos, information and content to BT, who will collate and put onto display boards. Paper copies of the survey will be available for visitors to complete. MG, RN, BT and NP said they would be available to support the information stall.

BT will draft and circulate a heading for the display boards. NP will provide a map showing TPO's and some information about green spaces in the area. RN will provide information about tree wardens.

IO said to use 'scare' photos, to highlight where areas have been lost. NP said photos of Clarence Park could be used.

c. Annual Town Meeting

The information and display boards can be included on the Environment table at the Annual Town Meeting, if this is allowed.

An article could be included in the Bucks Advertiser, providing a link to the online survey and advertising the information stall. Also, an article could be written to include in the Buckingham Town Council newsletter.

Action: MG

MG asked if all were in agreement to proceed with the plans. IO said that he did not feel the results from the survey would add to the report content. MG said that the public consultation was also to raise public awareness, gain opinion and involve people. CC said that it may also encourage people to join local groups or gain support for tree wardens. MG asked IO to still contribute to the report outputs, which he confirmed he would.

6. Key Dates

Monday 16 th January:	Survey questions to be circulated to original TAC Group for trial
Sunday 5 th February:	Deadline for comments / changes to survey
Monday 6 th February:	Online survey to be launched (open for 5 weeks)
Friday 10 th February:	Display Boards to be completed
Saturday 11 th February:	Market Information Stall to be held (9am until 12pm)
Sunday 12 th March:	Online survey to be closed
Wednesday 22 nd March:	Annual Town Meeting

Friday 24th March: Deadline for report to be submitted (to allow circulation for Env. committee)
Monday 3rd April: Environment Committee

7. Outcomes for Report

- Information leaflet for public
- Analysis of survey results
- Tree protection orders
- Maps / Photos of areas of interest
- Response to planning applications
- Identify areas that are at risk (NP)

8. Date of next meeting(s)

- a) Steering Group Meeting – Friday 10th February 2017 – 2pm at Lace Hill Sports & Community Centre
- b) Report to be Presented to Environment Committee – Monday 3rd April 2017 – 7pm at Council Chamber

TAC Trees, Hedgerows and Greenspaces Survey

Trees, Hedgerows and Green Spaces in Buckingham

Many people have been concerned about the loss of trees and hedgerows in Buckingham, due largely to the ever-increasing new housing developments. The Town Council therefore decided to set up an Action Commission: a group of people, to find a way to reduce the risk of further loss of such beautiful resources, which enhance our lives so much. We had an initial meeting, which involved people from the various conservation groups, such as those working in the Railway Walk and in Maids Moreton Avenue. From that meeting a smaller steering group was established, which will report to the Environment Committee in April. We would really value the input of people who share our concerns.

Thank you for participating in our survey. Your feedback is important.

1. Please provide your postcode
2. What trees, hedgerows or green and open spaces in Buckingham do you value, and why?
3. How important is it to you that parks and green spaces in Buckingham are linked by pathways – making the town more accessible by foot?
4. Which of these aspects do you value in Buckingham? Please rank in order of importance with 1 being the most valuable, and 7 being the least.
 - Allotments
 - Green and Open Spaces (e.g. Meadows & Play Areas)
 - Native hedgerows
 - Individual trees / hedges / features of interest
 - Sports Pitches
 - Walks / Footpaths
 - Woodland / Woodland Flowers
5. Are there any green amenities in Buckingham that have been lost recently, that you particularly cared about?
6. If you were moving, what outdoor features would you most value about where you move to? Please rank in order of importance with 1 being the most valuable, and 7 being the least.
 - Grassed verges / lawns
 - Green and open spaces
 - Patio / Low maintenance garden (minimal trees / foliage)
 - Play areas
 - Sports pitches
 - Trees
 - Walks / footpaths
7. There are existing planning rules and legislation such as Tree Protection Orders, but how else do you think trees, hedgerows and green spaces could be enhanced and protected?

8. In respect of the layout and provision of trees, hedgerows and green spaces, which of the following local estates do you find most visually attractive? Please rank in order, with 1 being the most attractive and 8 the least:

- Badgers
- Lace Hill
- Linden Village
- Mount Pleasant
- Page Hill
- Town Centre
- Treefields
- Western Avenue

9. Would you be willing to join, or set up, a conservation group?

- Yes, I would be willing to join now
- I am interested in finding out more information
- I am interested, but am not able to commit time at present
- No, I am not interested

If yes, please specify which group / geographical areas / features you would like to help conserve and provide your contact details.

10. Would you like to find out more about becoming a tree warden?

- Yes
- No

If yes, please state which area of Buckingham you could volunteer in and provide your contact details



QUOTATION

Quote by Sally/Amanda
Date 12/01/2017

Quotation for Lee Phillips
Company Buckingham Town Council
Postcode MK18 1JP

Contact No 01280 816426
Contact Email greenspaces@buckinham-tc.gov.uk

Quote No 17-2059

Quote valid for 30 days

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GeoCel TheWorks CLEAR Adhesive 290ml (1 tube approx 20 metres of StadiaStrip) ALWAYS CLEAN TIMBER DECK BEFORE USE	20	£ 5.95
-		

KG (estimated)	TOTAL ex VAT (stock lengths / no cutting)	£1,550.00
	Delivery	£49.00
60.05	VAT @ 20%	£319.80
	TOTAL inc VAT	£ 1,918.80

Please note. Your quote is based on the following information.

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Average turnaround times

For Stock Lengths, please allow 2-3 days for delivery. Timings are subject to receipt of a written order, the total LM stated in your order, stock levels and production capacity at the time of your order. ALWAYS double check timings at the time of order. Goods will only be delivered if paid for or if your account is up to date.

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