



# BUCKINGHAM TOWN COUNCIL

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

Telephone/Fax: (01280) 816 426

Email: [office@buckingham-tc.gov.uk](mailto:office@buckingham-tc.gov.uk)  
[www.buckingham-tc.gov.uk](http://www.buckingham-tc.gov.uk)

Town Clerk: Mr. P. Hodson

Monday, 01 April 2019

Councillor,

You are summoned to a meeting of the **Environment Committee** of Buckingham Town Council will be held on **Monday 8<sup>th</sup> April 2019** at 7pm in the Town Council Chamber, Cornwall's Meadow, Buckingham.

Mr. P. Hodson  
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 3.f.

## 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 and agree the minutes of the Environment Committee meeting held on 18<sup>th</sup> February 2019 **Copy previously circulated**

### 4. Action Report

To receive the report and note the updated information.

**Appendix A**

### 5. Budgets

To receive the latest figures and agree any transfers to reserves

**Appendix B**

### 6. Access Awareness

### 7. AED units in town

To receive a written report from the Town Clerk

**E/115/18**

### 8. Grounds Maintenance update

To receive a verbal update from the Estates Manager

### 9. New Cemetery and Allotments

To receive a verbal update from the Town Clerk



Twinned with Mouvaux, France

Members are reminded to declare any prejudicial interest as soon as it becomes apparent.  
All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

**10. Buckingham Community Wildlife Project**

To receive the minutes of the BCWP meeting on the 18<sup>th</sup> February 2019

**Appendix C**

**11. Greenspaces Complaints**

**Appendix D**

**12. Homeless Strategy**

To receive a verbal report from the Chair and note the minutes from the Homeless Prevention Forum of the 18<sup>th</sup> March 2019.

**Appendix E**

**13. Correspondence**

To receive a request to fund a new litter bin and dog waste bin along Tingewick Road.

**Appendix F**

**14. News Releases**

**15. Chair's Announcements**

**16. Date of Next Meeting:**

**To**

Cllr. P. Collins  
Cllr. Mrs. M. Gateley (Chair)  
Cllr. J. Harvey- Town Mayor  
Cllr. P. Hirons  
Cllr. D. Isham  
Cllr. A. Mahi

Cllr. Ms. R. Newell (Vice Chair)  
Cllr. Mrs. L. O'Donoghue  
Cllr. A. Ralph  
Cllr. M. Smith  
Cllr. Mrs. C. Strain-Clark  
Cllr. R. Stuchbury

Committee	Minute No	Action	Action Required	Action Owner	Update	Deadline
Environment	771/15 206/18	Access Awareness	Step from Church Street to Church is a problem for access to church due to high step.	Estates Manager	Quote being sought and possible funding from new agreement for street works.	By end of April 2019
Environment	92/15; 904/15;640 /16; 309.4/17- 463; 206/18	Sports Pitch Provision	Proposed by Cllr. Smith, seconded by Cllr Stuchbury and AGREED for the Town Clerk to write enquiring as to whether they are still interested in pursuing an agreement. Copy to be sent to County Councillor	Town Clerk	verbal update April	ongoing
Environment	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.	Estates Manager	Working on Park Management Plans. Ongoing	ongoing
Environment	641/16; 360/17; 472/17; 441/18; 561/18	Rights of Way	Town Clerk to write a report on the process of establishing a formal right of way and on the progress made so far so the Council can move forward legally on establishing a right of way.	Deputy Town Clerk	Ongoing, still gathering evidence.	
Environment	443/18; 566/18	Great River Ouse	That the Town Council will support the river warden scheme and the setting up of the Sub-catchment group.	Estates Manager	Environment Agency organising the River Warden Scheme	Ongoing
Environment	445/18	Refill Station	Installation of a water bottle refill station in Chandos Park	Town Clerk	Funding confirmed; on track to be installed by Summer 2019.	
Environment	451/18; 739/18	Healthcare Public Meeting	Buckingham Town Council organise a public meeting to discuss residents' concerns and invite the Swan Practice and other interested parties to attend.	Estates Manager	Members were updated by the Town Clerk that a date for a public meeting had been arranged in March 2019 but there had been correspondence from the Practice Manager asking for the date to be put back. Proposed by Cllr. Mahi and seconded by Cllr. Collins to postpone the meeting to a later date.	Ongoing

Committee	Minute No	Action	Action Required	Action Owner	Update	Deadline
Environment	572/18	Lace Hill Football Pitches Lease	That members agree to the Town Council carrying out an 'Expressions Of Interest' exercise for organisations interested in taking on a long-term lease for the pitches'	Estates Manager	ongoing	ongoing
Environment	573.2/18	Lace Hill Coffee Bar	agree to phase one, including the additional one hour labour budget increase. To be treated as a pilot scheme for one year in order to recover initial set up costs and to allow the Council to be able to project a profit and loss income report, to enable a decision about phase two to be made in 12 months time.	LHSCC Coordinator	Update after season in June 2019	17th June 2019
Environment	576/18	Heartland Footpath link	Estates Manager to liaise with AVDC on rectifying the path link restored between the footpath from Heartlands (crossing the bridge) and the footpath along the river bank	Estates Manager	Update in April	9th April 2019
Environment	734/18	Tingewick Road Triangle	Members discussed and AGREED that the Town Clerk would produce a report exploring options for the management of the Tingewick Triangle roundabout once developed.	Town Clerk		Ongoing
Environment		S106 - Wish List	S106 Agreement - Wish List; Bourton Park masterplan	Town Clerk	Verbal update in April	Ongoing
Environment	575/18 737/18	Town Centre Audit	Cllr Harvey argued that the event had been rushed and suggested that a further audit be arranged for later in the year. <b>AGREED</b> The Town Clerk to prepare a short report on what we have achieved and how a second audit could be conducted and bring it back to this committee. <b>ACTION TOWN CLERK</b>	Town Clerk		17th June 2019
Environment	737/18	Town Centre Audit	<b>AGREED</b> to provide a press release when the work has been completed	Town Clerk		17th June 2019
Environment	738/18	AED Units	The recommendation as amended was proposed by Cllr. Gateley, seconded by Cllr. Strain-Clark and <b>AGREED</b> : That subject to due diligence, the Council takes on responsibility for the AED units on the walls of the Lace Hill and Buckingham Community Centres.	Town Clerk	Verbal update in April	9th April 2019
Environment	740/18	Cemetery Expansion	Members <b>AGREED</b> for an update report to be brought back to a future committee.	Estates Manager	Update in April	9th April 2019

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
Environment	741/18	Buckingham United request to install railings and block built dugouts	Proposed by Cllr. O'Donoghue, seconded by Cllr. Newell and unanimously <b>AGREED</b> to thank Buckingham United for their proposal and request that the Estates Manager investigate further and bring a report back to a future meeting of Environment Committee.	Estates Manager		
Environment	740/18	Cemetery Expansion Press Release	Estates Manager to provide a press release on the provision of additional plots in the current cemetery, noting that this is necessary because of the delay in permission being agreed for the new cemetery	Estates Manager		

**INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES**

PAGE No	CODE	COST CENTRE	AMOUNT	EXPLANATION
1	4112	201	-£1,632.00	Overspend, bench (recharged) and trees (nina) committed Exp
2	4055	248	-£79.00	Overspend
2	4601	248	-£327.00	Committed expenditure is for a "clocking in" machine / time management app
2	4158	250	-£5,739.00	Over spend - gas supplier changed and costs are now lower - this figure is currently awaiting accounting adjustments by RBS and should not show such a big overspend at year end
2	4159	250	-£1,261.00	Overspend - Elec supplier contract updated and renewed
2	4605	250	-£845.00	Overspend
3	4601	251	-£105.00	Overspend
3	4106	252	-£111.00	Overspend
4	4612	254	-£7,330.00	£6347.73 of this overspend is 2017/18 expenditure invoiced late and not accounted for - the rest is because of higher costs than expected
4	4605	255	-£290.00	Overspend
4	4609	258	-£1,700.00	Bathroom / plumbing work required for rental purposes
6	9033	901		<b>Please note:</b> Income from 2017-2018 will now be included in the expenditure code any income received in the current financial year will show in the income code
6	9045	901	£520.00	Actual YTD shows -£300.00 due to income of £300.00 and a reserve of £220.00. EMR figure to carry forward to 2019/20 spending is £520.00

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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**EARMARKED RESERVES**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>901</u> <u>EARMARKED RESERVES</u>							
9006 SPEED WATCH	0	0	598	598		598	0.0 %
9012 CHRISTMAS LIGHTS	0	0	6,753	6,753		6,753	0.0 %
9015 CHARTER FAIRS	0	0	4,136	4,136		4,136	0.0 %
9025 PLAY AREA REPLACEMENT	0	0	17,121	17,121		17,121	0.0 %
9027 GREEN BUCKINGHAM GROUP	0	0	226	226		226	0.0 %
9029 CIRCULAR WALK MAINT	0	0	5,399	5,399		5,399	0.0 %
9030 TOURISM LEAFLETS	0	0	2,404	2,404		2,404	0.0 %
9033 DESTINATION BUCKINGHAM	3,249	17,725	22,617	4,892	3,487	1,405	93.8 %
9035 PARKS DEVELOPMENT	0	620	2,025	1,405		1,405	30.6 %
9036 ELECTION COSTS	0	0	3,188	3,188		3,188	0.0 %
9040 PARK RUN	0	0	89	89		89	0.0 %
9045 ACCESS FOR ALL	0	-300	220	520		520	-136.4
9046 PLANNING DISPLAY EQUIPMENT	0	0	5,242	5,242	4,014	1,228	76.6 %
9048 BAG FUND	0	0	2,071	2,071		2,071	0.0 %
<b>EARMARKED RESERVES :- Expenditure</b>	<b>3,249</b>	<b>18,045</b>	<b>72,089</b>	<b>54,044</b>	<b>7,501</b>	<b>46,543</b>	<b>35.4 %</b>
<b>Net Expenditure over Income</b>	<b>3,249</b>	<b>18,045</b>	<b>72,089</b>	<b>54,044</b>			
<b>EARMARKED RESERVES :- Expenditure</b>	<b>3,249</b>	<b>18,045</b>	<b>72,089</b>	<b>54,044</b>			<b>35.4 %</b>
<b>Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>3,249</b>	<b>18,045</b>	<b>72,089</b>	<b>54,044</b>			

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b><u>ENVIRONMENT</u></b>							
<u>201 ENVIRONMENT</u>							
3995	NI ENVIRONMENT	0	9,712	10,600	888	888	91.6 %
3996	PENSION ERS ENVIRONMENT	0	28,205	35,400	7,195	7,195	79.7 %
4004	WAGES & SALARIES	0	123,107	149,600	26,493	26,493	82.3 %
4068	COMMUNITY SERVICE	0	3,120	6,820	3,700	3,120	580 91.5 %
4101	SEATS AND BINS	370	943	1,000	57	57	94.3 %
4112	ENVIRONMENT EQUIPMENT	329	8,428	7,000	-1,428	204	-1,632 123.3 %
4118	GREEN WASTE DISPOSAL	344	344	500	156	156	68.8 %
4252	SOLAR PANEL LOAN REPAYMENT	0	0	9,500	9,500	9,500	0.0 %
	ENVIRONMENT :- Expenditure	<b>1,043</b>	<b>173,859</b>	<b>220,420</b>	<b>46,561</b>	<b>3,324</b>	<b>43,237 80.4 %</b>
1081	SOLAR PANEL FIT RATE	0	0	2,500	-2,500		0.0 %
1082	SOLAR PANEL EXPORT RATE	0	0	1,500	-1,500		0.0 %
	ENVIRONMENT :- Income	<b>0</b>	<b>0</b>	<b>4,000</b>	<b>-4,000</b>		<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>1,043</b>	<b>173,859</b>	<b>216,420</b>	<b>42,561</b>		
<u>202 ROUNDABOUTS</u>							
4108	ROUNDABOUT	0	6,435	8,900	2,465	2,465	72.3 %
	ROUNDABOUTS :- Expenditure	<b>0</b>	<b>6,435</b>	<b>8,900</b>	<b>2,465</b>	<b>0</b>	<b>2,465 72.3 %</b>
1051	ROUNDABOUT NO 1 OPEN	0	2,127	2,075	52		102.5 %
1052	ROUNDABOUT NO 2 ELLA	0	1,134	1,580	-446		71.8 %
1053	ROUNDABOUT NO 3	0	1,861	1,816	45		102.5 %
1054	ROUNDABOUT NO 4 R & B	0	2,372	2,258	114		105.1 %
1056	ROUNDABOUT NO 6 EUROLANE	0	1,684	2,478	-794		68.0 %
1057	ROUNDABOUT NO 7 RING ROAD	0	1,288	1,264	24		101.9 %
	ROUNDABOUTS :- Income	<b>0</b>	<b>10,466</b>	<b>11,471</b>	<b>-1,005</b>		<b>91.2 %</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>-4,031</b>	<b>-2,571</b>	<b>1,460</b>		
<u>203 MAINTENANCE</u>							
4063	VEHICLE HIRE AND RUNNING	1,069	19,210	20,000	790	790	96.0 %
4082	ALLOTMENTS	0	1,500	1,500	0	0	100.0 %
4102	DOG BINS	0	3,412	5,000	1,588	1,588	68.2 %
	MAINTENANCE :- Expenditure	<b>1,069</b>	<b>24,122</b>	<b>26,500</b>	<b>2,378</b>	<b>0</b>	<b>2,378 91.0 %</b>
	<b>Net Expenditure over Income</b>	<b>1,069</b>	<b>24,122</b>	<b>26,500</b>	<b>2,378</b>		



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>204 DEVOLVED SERVICES EXPENSES</u>							
4124 DEVOLVED SERVICES	141	9,335	22,000	12,665		12,665	42.4 %
DEVOLVED SERVICES EXPENSES :- Expenditure	<b>141</b>	<b>9,335</b>	<b>22,000</b>	<b>12,665</b>	<b>0</b>	<b>12,665</b>	<b>42.4 %</b>
1017 DEVOLVED SERVICES INCOME	0	21,093	20,353	740			103.6 %
DEVOLVED SERVICES EXPENSES :- Income	<b>0</b>	<b>21,093</b>	<b>20,353</b>	<b>740</b>			<b>103.6 %</b>
<b>Net Expenditure over Income</b>	<b>141</b>	<b>-11,757</b>	<b>1,647</b>	<b>13,404</b>			
<u>248 DEPOT</u>							
4055 ALARM	0	479	400	-79		-79	119.8 %
4225 RATES	0	3,984	4,500	516		516	88.5 %
4601 REPAIRS& MAINTENANCE FUND	210	518	500	-18	309	-327	165.3 %
4602 ELECTRICITY	97	1,090	2,500	1,410		1,410	43.6 %
4603 WATER	0	301	1,500	1,199		1,199	20.1 %
DEPOT :- Expenditure	<b>307</b>	<b>6,372</b>	<b>9,400</b>	<b>3,028</b>	<b>309</b>	<b>2,719</b>	<b>71.1 %</b>
<b>Net Expenditure over Income</b>	<b>307</b>	<b>6,372</b>	<b>9,400</b>	<b>3,028</b>			
<u>249 PUBLIC TOILETS</u>							
4225 RATES	0	0	8,000	8,000		8,000	0.0 %
4602 ELECTRICITY	0	0	1,000	1,000		1,000	0.0 %
4603 WATER	0	0	2,500	2,500		2,500	0.0 %
4608 SHOP MOBILITY	0	221	1,000	779		779	22.1 %
4612 CONTRACTOR CHARGE	871	8,803	10,000	1,197		1,197	88.0 %
4709 MAINTENANCE	0	447	500	53		53	89.4 %
PUBLIC TOILETS :- Expenditure	<b>871</b>	<b>9,471</b>	<b>23,000</b>	<b>13,529</b>	<b>0</b>	<b>13,529</b>	<b>41.2 %</b>
<b>Net Expenditure over Income</b>	<b>871</b>	<b>9,471</b>	<b>23,000</b>	<b>13,529</b>			
<u>250 LACE HILL</u>							
4050 LACE HILL PLAYING FIELDS	-81	2,889	11,000	8,111	320	7,791	29.2 %
4158 LACE HILL GAS	338	8,539	2,800	-5,739		-5,739	305.0 %
4159 LACE HILL ELECTRICITY	908	3,761	2,500	-1,261		-1,261	150.4 %
4160 LACE HILL WATER	0	527	2,500	1,973		1,973	21.1 %
4161 LACE HILL REPAIRS & MAINT	48	6,815	10,000	3,185	276	2,909	70.9 %
4162 LACE HILL CONTRACTOR	571	3,573	10,000	6,427		6,427	35.7 %
4163 LACE HILL ALARM	0	0	500	500		500	0.0 %
4164 LACE HILL EQUIPMENT	0	487	7,000	6,513	30	6,483	7.4 %
4225 RATES	0	9,360	9,692	332		332	96.6 %
4605 HORTICULTURAL CONTRACT	0	5,554	4,709	-845		-845	117.9 %
LACE HILL :- Expenditure	<b>1,784</b>	<b>41,505</b>	<b>60,701</b>	<b>19,196</b>	<b>626</b>	<b>18,570</b>	<b>69.4 %</b>

Month No : 12

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1026	LACE HILL COMMUNITY CENTRE	3,592	43,270	37,000	6,270			116.9 %
	LACE HILL :- Income	<b>3,592</b>	<b>43,270</b>	<b>37,000</b>	<b>6,270</b>			<b>116.9 %</b>
	<b>Net Expenditure over Income</b>	<b>-1,808</b>	<b>-1,765</b>	<b>23,701</b>	<b>25,466</b>			
<u>251</u>	<u>CHANDOS PARK</u>							
4106	PLAY AREA MAINTENANCE	0	289	500	211		211	57.8 %
4601	REPAIRS& MAINTENANCE FUND	0	3,080	2,975	-105		-105	103.5 %
4602	ELECTRICITY	0	267	500	233		233	53.5 %
4603	WATER	0	1,007	1,500	493		493	67.1 %
4605	HORTICULTURAL CONTRACT	0	6,176	6,830	654		654	90.4 %
	CHANDOS PARK :- Expenditure	<b>0</b>	<b>10,819</b>	<b>12,305</b>	<b>1,486</b>	<b>0</b>	<b>1,486</b>	<b>87.9 %</b>
1030	BOWLS INCOME	0	550	550	0			100.0 %
1035	TENNIS COURT RENT	0	625	625	0			100.0 %
	CHANDOS PARK :- Income	<b>0</b>	<b>1,175</b>	<b>1,175</b>	<b>0</b>			<b>100.0 %</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>9,644</b>	<b>11,130</b>	<b>1,486</b>			
<u>252</u>	<u>BOURTON PARK</u>							
4106	PLAY AREA MAINTENANCE	750	1,111	1,000	-111		-111	111.1 %
4122	TREE WORKS	0	7,000	7,000	0		0	100.0 %
4601	REPAIRS& MAINTENANCE FUND	30	3,291	4,000	709		709	82.3 %
4605	HORTICULTURAL CONTRACT	0	20,254	20,471	217		217	98.9 %
	BOURTON PARK :- Expenditure	<b>780</b>	<b>31,656</b>	<b>32,471</b>	<b>815</b>	<b>0</b>	<b>815</b>	<b>97.5 %</b>
	<b>Net Expenditure over Income</b>	<b>780</b>	<b>31,656</b>	<b>32,471</b>	<b>815</b>			
<u>253</u>	<u>CEMETERY</u>							
4225	RATES	0	310	1,300	990		990	23.8 %
4601	REPAIRS& MAINTENANCE FUND	0	1,506	3,000	1,494	115	1,379	54.0 %
4602	ELECTRICITY	0	389	400	11		11	97.2 %
4605	HORTICULTURAL CONTRACT	0	6,393	6,806	413		413	93.9 %
4617	MEMORIAL TESTING	0	0	1,000	1,000		1,000	0.0 %
4620	EXPENSES RE BURIAL DUTIES	1,005	2,697	6,500	3,804		3,804	41.5 %
4621	NEW CEMETERY PLANNING	300	300	20,000	19,700		19,700	1.5 %
	CEMETERY :- Expenditure	<b>1,305</b>	<b>11,594</b>	<b>39,006</b>	<b>27,412</b>	<b>115</b>	<b>27,297</b>	<b>30.0 %</b>
1041	BURIAL FEES	1,320	17,070	12,500	4,570			136.6 %
	CEMETERY :- Income	<b>1,320</b>	<b>17,070</b>	<b>12,500</b>	<b>4,570</b>			<b>136.6 %</b>
	<b>Net Expenditure over Income</b>	<b>-15</b>	<b>-5,476</b>	<b>26,506</b>	<b>31,982</b>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>254 CHANDOS PARK TOILETS</u>							
4612	CONTRACTOR CHARGE	0	16,330	9,000	-7,330	-7,330	181.4 %
4709	MAINTENANCE	0	884	1,000	116	116	88.4 %
CHANDOS PARK TOILETS :- Expenditure		<b>0</b>	<b>17,214</b>	<b>10,000</b>	<b>-7,214</b>	<b>0</b>	<b>172.1 %</b>
<b>Net Expenditure over Income</b>		<b>0</b>	<b>17,214</b>	<b>10,000</b>	<b>-7,214</b>		
<u>255 RAILWAY WALK &amp; CASTLE HILL</u>							
4120	FRIENDS OF GROUPS	0	402	1,000	598	598	40.2 %
4122	TREE WORKS	0	740	1,500	760	760	49.3 %
4605	HORTICULTURAL CONTRACT	0	2,300	2,010	-290	-290	114.4 %
4709	MAINTENANCE	199	229	500	271	271	45.8 %
RAILWAY WALK & CASTLE HILL :- Expenditure		<b>199</b>	<b>3,670</b>	<b>5,010</b>	<b>1,340</b>	<b>0</b>	<b>73.3 %</b>
<b>Net Expenditure over Income</b>		<b>199</b>	<b>3,670</b>	<b>5,010</b>	<b>1,340</b>		
<u>256 STORAGE PREMISES</u>							
4066	GRENVILLE GARAGE RENT	50	599	650	51	51	92.1 %
STORAGE PREMISES :- Expenditure		<b>50</b>	<b>599</b>	<b>650</b>	<b>51</b>	<b>0</b>	<b>92.1 %</b>
<b>Net Expenditure over Income</b>		<b>50</b>	<b>599</b>	<b>650</b>	<b>51</b>		
<u>257 KEN TAGG PLAYGROUND</u>							
4106	PLAY AREA MAINTENANCE	0	72	500	428	428	14.4 %
4122	TREE WORKS	0	120	500	380	380	24.0 %
4605	HORTICULTURAL CONTRACT	0	716	786	70	70	91.1 %
KEN TAGG PLAYGROUND :- Expenditure		<b>0</b>	<b>908</b>	<b>1,786</b>	<b>878</b>	<b>0</b>	<b>50.8 %</b>
<b>Net Expenditure over Income</b>		<b>0</b>	<b>908</b>	<b>1,786</b>	<b>878</b>		
<u>258 CEMETERY LODGE</u>							
4034	PWLB REPAYMENTS INCL	0	4,702	4,702	0	0	100.0 %
4609	CEMETERY LODGE MAINT	0	1,850	2,000	150	1,850	185.0 %
CEMETERY LODGE :- Expenditure		<b>0</b>	<b>6,552</b>	<b>6,702</b>	<b>150</b>	<b>1,850</b>	<b>125.4 %</b>
1061	CEMTERY LODGE RENTAL	858	10,176	10,530	-354		96.6 %
CEMETERY LODGE :- Income		<b>858</b>	<b>10,176</b>	<b>10,530</b>	<b>-354</b>		<b>96.6 %</b>
<b>Net Expenditure over Income</b>		<b>-858</b>	<b>-3,624</b>	<b>-3,828</b>	<b>-204</b>		

Month No : 12

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>259</u> <u>OTTERS BROOK</u>							
4106 PLAY AREA MAINTENANCE	0	72	500	428		428	14.4 %
4122 TREE WORKS	0	0	150	150		150	0.0 %
4605 HORTICULTURAL CONTRACT	0	2,463	2,666	203		203	92.4 %
OTTERS BROOK :- Expenditure	<b>0</b>	<b>2,535</b>	<b>3,316</b>	<b>781</b>	<b>0</b>	<b>781</b>	<b>76.5 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>2,535</b>	<b>3,316</b>	<b>781</b>			
<u>260</u> <u>CCTV</u>							
4100 CCTV ONGOING COSTS	0	2,385	2,400	15		15	99.4 %
CCTV :- Expenditure	<b>0</b>	<b>2,385</b>	<b>2,400</b>	<b>15</b>	<b>0</b>	<b>15</b>	<b>99.4 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>2,385</b>	<b>2,400</b>	<b>15</b>			
ENVIRONMENT :- Expenditure	<b>7,548</b>	<b>359,032</b>	<b>484,567</b>	<b>125,535</b>			<b>75.4 %</b>
Income	<b>5,770</b>	<b>103,251</b>	<b>97,029</b>	<b>6,222</b>			<b>106.4 %</b>
<b>Net Expenditure over Income</b>	<b>1,778</b>	<b>255,781</b>	<b>387,538</b>	<b>131,756</b>			

**BUCKINGHAM TOWN COUNCIL**

**ENVIRONMENT COMMITTEE**

**AED UNITS**

**MONDAY 8<sup>th</sup> April 2019**

**Contact Officer:** Paul Hodson

**Recommendation**

In light of the due diligence carried out, it is recommended that Councillors confirm the decision to take on responsibility for maintaining and replacing the two AEDs (Automated External Defibrillators) which are attached to the Community Centre and the Lace Hill Sports and Community Centre beginning in April 2020.

It is recommended that Councillors agree not to take on the three remaining devices.

**Background**

The Environment Committee discussed Defibrillator Units in the town at its meeting on 11th February 2019 (report **E/88/18**). Councillors decided that, "subject to due diligence, the Council takes on responsibility for the AED units on the walls of the Lace Hill and Buckingham Community Centres" (**738/18**).

**Additional Information**

In order to carry out the due diligence requested, additional information has been obtained since that meeting, as follows:

*Maintenance Requirements.*

At present the units are checked every three weeks. Manufacturers advise that a battery will operate for about six weeks even though it is indicating that it is running out. A check takes no more than a minute or so. A check consists of:

- Open the cabinet door – Has the light come on?
- Look to see whether the indicator is showing it's OK – green light or some other symbol – this varies with type of defibrillator?
- Open the lid (Cardiac Science or Cardiaid) or press the button (i-Pad SP1). Does the machine talk correctly?
- Check the max-min thermometer to make sure that the minimum temperature since the last check is above 1 degs C?
- Shut the door firmly – make sure that it is locked

*Failure of device.*

This usually merits a battery change. In the case of the Cardiac Science or i-Pad when the battery is changed the machine checks itself. The machine indicates whether the pads have expired.

In the case of the Cardiaid the manufacturer will send a temporary unit in a box. The actual machine is sent back in the same box. It is fully checked on a bench and an Engineer's report is issued. It is returned and the temporary one is sent back using the same box. A courier is used. In this way the machine is properly checked and certified every 2½ years.

The machines are guaranteed by their manufacturers. A low temperature indicates that a heater has failed. This has happened to us only once. It is more likely to be that the power to the unit has somehow been switched off. This is of course probably shown by a lack of light when the door is opened.

*Support from the AED Project.*

The Project plans to advise on any maintenance issues until at least April 2021.

*Transferring assets.*

A member queried whether the current charity could legally transfer assets (AEDs) to the Council if they are not allowed to transfer funds. It has been clarified that, following advice, each AED has been written down to zero from the moment it has been obtained. So any transfer of these assets would be allowable and free of cost.

*Unit details*

The landlord of the Woolpack Inn has agreed to take responsibility for that unit, so it is no longer relevant for discussion.

The following information was provided to the last meeting. For clarity, the average annual maintenance cost consists of the cost of replacement batteries and pads and insuring the units. The final figure, "Annual total to maintain and replace" gives the total cost each year over a 10-year period. The Council may choose to use different units as replacements, based on cost, effectiveness, and advances in technology.

<b>Location</b>	<b>Model</b>	<b>Purchased</b>	<b>Average Annual Maintenance Cost</b>	<b>Annual cost to build a reserve for replacement after 10 years</b>	<b>Annual total to maintain and replace</b>
Tingewick Road	Cardiac Science	01/07/2018	£72	£122	<b>£194</b>
Badgers Way telephone box	Cardiac Science Powerheart G5	01/05/2017	£72	£135	<b>£207</b>
Wall of Community Centre	Cardiad	01/09/2017	£95	£122	<b>£217</b>
Bull Ring	Cardiad	01/10/2016	£95	£122	<b>£217</b>
Wall of Woolpack Inn	i-Pad	01/01/2016	£55	£137	<b>£192</b>

Wall of Lace Hill Community Centre	i-Pad	01/03/2017	£55	£137	<b>£192</b>
<b>Total</b>			<b>£444</b>	<b>£774</b>	<b>£970</b>

The annual cost for insuring the six devices would be £48, giving a total annual cost of **£1,018**.

### **Conclusion**

The additional information provided does not provide any new concerns in taking the units on.

The decision at the last meeting did not refer to the remaining four units. One of these will now be taken care of by the landlord (the Woolpack), and so the future of the three other units remains uncertain.

**Notes of the Buckingham Community Wildlife Project Steering Group held on 18<sup>th</sup> February 2019 at 6pm in the Town Council Chamber.**

**Present,** Athina Beckett, Terry Bloomfield, Louise Bowe, Derrick Isham, Margaret Gateley, Jenny Manning, Ruth Newell (Chair), Ian Orton, Lee Phillips.

- 1. Apologies:** None. **Absent:** Paul Holton, Bill Truscott.

Margaret Gateley was welcomed to her first meeting as a Town Councillor and Chair of the Environment Committee.

- 2. Notes of meeting held on 22 October 2018 – received.**

- 3. Matters Arising – none.**

- 4. Buckingham Railway Walk Conservation Group - Jenny Manning**

Jenny Manning reported that the work itinerary had been produced for this year and had been forwarded to Lee Phillips for the Town Council. They wanted to continue with opening the middle track bed of the railway walk to enable migrations of butterflies etc. Willows had fallen over and they interfere with other trees and still have roots in the ground (photos sent to Lee), and need removal and will help with the opening of the central part. It was confirmed it was the squelchy part. The Hawthorns were being coppiced to keep in check.

With regards to people send in public right of way forms concerning the current central car park area, it was confirmed that the Deputy Town Clerk was still collecting information and the report would go to the next Environment Committee in April 2019 to allow as many people to respond as wanted to.

The Railway Walk group would like reassurances about the integrity of the field next to the scenic walk containing St Rumbold's Well, that the field will be protected as an important meadow and will remain untouched and undeveloped. Ian Orton confirmed this had the support of the Town Council and Buckingham Society. Lee confirmed it would be protected but understood there would possibly be footpaths. Jenny added it was one of the last meadows with lots of insects, including marbled white butterflies and had natural springs.

*Louise Bowe of the River Thame Conservation Trust arrived and had been invited by Paul Holton for the River Warden item, and was welcomed to join the meeting, she also lived in Buckingham.*

- 5. Maids Moreton Avenue Conservation Group**

There was no report in the absence of Bill Truscott.

- 6. Buckingham Town Council - Bourton Park, Chands Park, Tree Wardens and River Wardens**



## **6.1 River Wardens**

Lee Phillips advised that a LAF grant had been received to fund a part-time officer and he would be meeting with Karen Patterson from where and Joanne Makin from the EA, who was taking the lead to appoint an officer. The area covered would be from Brackley to Cosgrove and all the tributaries.

Louise Bowe was from the River Thames Conservation Trust covering the adjacent river catchment and explained that the project officer would be appointed to work with the volunteers. The potential funding from the LAF/ AVDC would be tied into flood resilience for Buckingham, and would demonstrate beneficial impact to natural flood management. The EA and AVDC would

## **6.2 Bourton Park**

Lee advised that an additional wildflower area in the end paddock was being developed and winter seed flowers would be added under the trees. The tennis table was to be replaced with a metal one that would be more vandal proof.

## **6.3 Railway Walk**

More finger posts were on order. Lee was still looking at the trees on the boundary with properties on Waine Close, but there were no immediate concerns.

## **6.4 Chandos Park**

The pollarding ad been completed on the willows by the play area.

## **6.5 Tree Wardens**

The tree wardens and others would be planting at 10am this Sunday, 180 mixed native species and evergreen trees at Lace Hill on the far side of the football pitches.

## **6.6 Plastic free Buckingham**

The water fountain would be put in Bourton Park shortly.

## **7. Buckingham Canal Society - Athina Beckett**

Athina reported that a lot of work was concentrated at the Cosgrove end, but at the Bourton Meadow end a couple of people keep an eye on it and do basic work and the Society still bring volunteers to the area.

Non-invasive reeds were growing across the canal and now volunteers move them back to the sides.

The photovoltaic cells fill the canal when the water is at a low level, but with lower light levels doesn't work enough in the winter, meaning volunteers have to top it up. It works well in the summer.

The last time they were down there they had reports of 3 otters seen in the fields next to the canal. It was confirmed that fish had remained in the canal following the pollution incident.

Funding had been received for interpretation boards in the Town and now permission was being sought from AVDC for the placing of them. The Town Council would like to be informed of where they would be placed.

The Canal Society Cheese and Wine Social and AGM would be held on 23 March 2019 at 7pm and all were invited and Athina offered posters to anyone who could display them. There were also Ouse Valley walk leaflets available for those present.

Ian Orton was concerned about the footpath further on from the Bourton Meadow end where near a farm it seems to have been obstructed by a farmer, and Athina advised this was an issue for the Bucks Rights of Way group. ACTION IAN ORTON

The Hyde lane lock had been re-watered, there was another PV panel there that needed a chamber to be dug out. There was quite a lot of water in the lock.

## **7. Buckingham Society**

Ian Orton, Kathy Robins, and Michael Hunt would meet and progress the favourite trees project culminating with a leaflet and a walk.

The Chair Roger Edwards was keen for the Society to volunteer en block for river wardening but Ian wanted to wait until they knew what was required.

Carolyn Cumming and Ian Orton were keen to restore the Ford in the Town Centre, as it was one of the very few Fords in a Town Centre. Margaret understood that the EA were not keen on reinstatement of the Ford and Louise agreed as when the road is built up it makes it difficult for fish to traverse the Ford. The EA preferred the removal of obstructions that impede the free passage of fish.

## **8. AVDC / Heartlands area**

No report, had been received from AVDC.

## **9. Any other business**

None.

## **10. Date and time of next meeting**

Agreed as **17 June 2019 at 6pm.**

The meeting closed at 6.38 pm

Ruth Newell  
18 February 2019

## Greenspaces Complaint Log

Ref	Date	How was Complaint Made	Complainant	Problem	Location	Does complainant want feedback	Contact details of complainant	Who is responsible for area	Action Required	Outcome/ Follow up	Completed
S001	05/01/2019	by email	resident	trip hazard	heartlands bridge	N	jak.taylor@gmail.com	AVDC	passed to AVDC	AVDC sent contractor to look	
S002	07/01/2019	by email	resident	potholes	Glynswood Road		tonyfinnis@hotmail.co.uk	AVDC	passed to AVDC		
S003	08/01/2019	by email	resident	blocked drain, lid can't be removed due to	11 and 12 Church Street		chris.strain.clark@gmail.com and		green spaces to look		
S004				cement blocks from bridge building work too close to play area, child fell into them and had to go to A&E	AVDC heartlands play area	Y		AVDC and Tfb	passed to Tfb	Blocks removed from the play area.	Y
S005	12/01/2019	by email	Resident	pothole	Minshull Close	N		BCC	passed to BCC		Y
S006	16/01/2019	by email	Resident	signage	AVDC cornwalls carpark	N		AVDC and Tfb	passed to AVDC	sign removed	Y
S007	11/01/2019 and 29/01/2019	by email	Resident	Street lights not working	Bourton Park	N	cosandfran@googlemail.com	BCC	passed to BCC		
S008	19/01/2019	by email	Resident	Hedge overgrown	burleigh piece			Deloitte	green spaces to look	hedge cut back by green spaces	Y
S009	23/01/2019	facebook	resident	roadworks with no traffic lights	school lane			BCC	passed to BCC	4 way traffic lights added	Y
S010	26/02/2019	phone	resident	sign obstructing path	castle street, stoneleigh house	N		BCC	spoke to BCC confirmed no permission	A board and signage policy to next planning meeting for discussion and revision	Y
S011	04/03/2019	phone	resident	shopmobility road sign causing obstruction, driver backed into it.	cornwalls car park	N		AVDC	passed to AVDC		
S012	04/03/2019	phone	resident	tree very close/ over river, looks like it may fall	backing on to newcombe cross, but directly on one side of the river, inside fenced area	Y	Oliver Jaycock 07966 750 148	developer	asked tree wardens to have a look first		



**HOMELESS PREVENTION FORUM - NOTES**Monday 18<sup>th</sup> March 2019**Members attended:**

<b>Name</b>	<b>Organisation</b>
Angela Tommasone	Bucks Family Information Service
Fiona Hall	P3
Helen Byrne	Bucks Health Trust
Jade Morrall	Bucks LDU Aylesbury
Jeanette Reed	P3
Julie Oliver	AVDC Housing Team
Kath Palmer	BCC
Leila Brindley	VAHT
Marco Dias	BCC
Margaret Gateley	Buckingham Town Council
Mark Boughen	Oxford Health NHS
Rebecca Huntington	Connexions
Sahera Karachiwala	Youth Offending Service (Bucks)
Sarah Rothwell	AVDC Strategy and Partnership Team
Stephen Townsend	Salvation Army
Tee Corcoran	P3

**1. Unitary update – Peter Brown – AVDC**

- The draft Regulations Order that puts in place the legislation enabling the change to a Unitary Council to be made, has been approved. These Regulations make a change to the Local Government and Public Involvement in Health Act paving the way for orders which, if approved by Parliament, will implement the proposal for the new unitary.
- The next stage in the process is for Parliament to lay the Structural Changes Order, which also needs to be laid in Parliament. This details how the change to the new council will take place and the set-up of the new council. This will also be debated in both the Houses of Parliament. We expect this to be laid in the next few weeks.
- A Shadow Executive will be formed, made up of 17 members (8 from the county council and 8 from all four of the districts plus a Leader) as part of the creation of a Shadow Authority to manage the implementation of the new council bringing together the existing 5 councils.
- Chiltern and Wycombe DC's have legally challenged the make up of the Shadow Executive and an outcome on this is awaited.
- As housing affects all the councils in terms of temporary accommodation and its associated policies, we expect this to be one of the first work streams to be reviewed. However, any changes will take time to filter through as considerations take into account the likely impact on other organisations.

**2. Housing and Rough Sleeper Initiative update - Julie Oliver – AVDC**

See attached slides

### **Rough Sleeper Initiative**

- AVDC was awarded just short of £250,000 in July 2018 to help reduce rough sleeping and since then has housed approximately 30 clients.
- Funding has been used to provide a Mental Health Nurse and Drug and Alcohol services and the housing team has been working closely with Aylesbury Homeless Action Group (AHAG), which is its main local homeless partner.
- AVDC has recently done a street count of rough sleepers. This is conducted through an estimate of those found sleeping rough on a given night combined with local intelligence.
- Currently there is a cohort of around 8 entrenched rough sleepers and the housing team is actively trying to secure funding for a high needs supported lettings scheme for this cohort.

### **Bucks Home Choice (BHC) – allocation scheme**

- BHC is provided in partnership with the other districts and VAHT.
- Since 1st April 2018 BHC has received 2643 applications and/or change of circumstances in Aylesbury Vale.
- The current policy is being reviewed to bring it in line with the Homelessness Reduction Act (HRA) and to make adjustments which reflect local housing supply.
- A public consultation took place which ended on 7th January 2019.
- It is hoped the policy will be adopted by all the councils by the end of April 2019.

Some key changes have been proposed, which include:

- Raising the age that same sex siblings can sharing a room from 16 to 18 as there is a shortage of large 5 bed family properties.
- Giving a higher priority to those who under-occupy and wish to downsize.
- Giving additional preference to those who, although are not homeless, are living in difficult circumstances.

There is a shortage of one bed properties for single people, as more have been registering on BHC as a result of the HRA.

The housing team will try to manage temporary accommodation through direct lets that are at affordable rents or social tenancies.

Even if a tenant meets the requirements of BHC, local housing providers also have their own allocation policies.

### **3. Update on the Connection Support Building Resilience Service ( BRS) – Karen Ferguson, Resilience Team Manager**

- Resilience Service Update: 14/03/19
- Total clients worked with since service began = 391
- Awaiting sign up = 19

- Out for assessment = 23
- Predicted total number of clients by End May = 440 (against target of 400)

Plans to wind down the Service:

- From 1<sup>st</sup> March we have been accepting clients on to the service for a maximum of 8 weeks.
- From 1<sup>st</sup> April we will only be accepting people for a maximum period of 4 weeks. So, things such as support with applying for UC, Bucks Home Choice, PIP applications, negotiating payment plans, short term budgeting advice, signposting to other necessary organisations such as CAB/CAP for debt advice.
- From 1<sup>st</sup> May we will be closed to any new referrals.
- Drop ins across the County will continue until End May.
- Clients who are still signed to the Service and in need of further support post End May will be referred on to other Services.
- Referrals have slowed down over the past few weeks as other services are now aware of the service ending. (Have been receiving approx. 5-10 per week compared to 15-20 previously).
- Volunteer support will continue until End May (currently 6 clients receiving this).

4. **Housing and Homeless Strategy 2019-2022 Update - Elaine Hassall - AVDC**

The draft Housing and Homelessness Strategy has now been approved by Council and has been published. A link to the Strategy and Action Plan is below. The plan will be updated quarterly and includes input from local partners and the Homeless Prevention Forum.

[https://www.aylesburyvaledc.gov.uk/sites/default/files/page\\_downloads/Housing%20and%20Homelessness%20Strategy%202019-2022.pdf](https://www.aylesburyvaledc.gov.uk/sites/default/files/page_downloads/Housing%20and%20Homelessness%20Strategy%202019-2022.pdf)

5. **Homelessness Partnership Charter (link to charter within title)**

As part of the Housing and Homelessness Strategy, a partnership charter was formed through input from a working group drawn from forum members.

The purpose of the charter is to:

Bring together all homelessness stakeholders under an umbrella group for the purpose of:

- Increasing cohesive and complimentary working across the sector.
- Encouraging and identifying joint working initiatives.

Two aims were identified by AVDC for further development and forum members were asked for their views on how effective these were and their suggestions for improvement:

- Aim No 3 To identify and address gaps and duplication in service provision.
- Aim No 4 To improve publicity and signposting of services so that individuals and communities know what is available locally.

Table discussion groups took place and the findings from these will be presented at the next forum meeting.

**6. Universal Credit Update – Lorraine Marshall (AVDC)**

This will be circulated under separate cover.

**7. Date of next meeting**

Monday 3<sup>rd</sup> June 2019 at 2 pm at AVDC Offices.





Aylesbury Vale  
District Council

# Rough Sleeper & Bucks Home Choice updates

Julie Oliver, Principal Housing Officer



# Rough Sleeper Initiative

- We have housed approximately 30 clients who were either rough sleeping or at risk of rough sleeping since July 2018.
- Our most recent street count (hotspot and intelligence based) returned 8 confirmed rough sleepers – a 60% reduction from November 2017 count.
- We are collectively bidding for funding across the district for other funding areas and await the outcome of the submitted bids
- We are actively trying to secure funding for a high needs supported lettings scheme in Aylesbury for the rough sleeper cohort that require higher levels of support due to the complexity which includes those with substance addictions, severe mental health issues and dual diagnosis



## Bucks Home Choice - Allocations

- Bucks Home Choice is the Council's Allocation scheme which is delivered and administered in partnership with 3 other Bucks Districts; Chiltern, South Bucks and Wycombe District Councils and the Vale of Aylesbury Housing Trust.
- An allocation is made when one of the partners selects someone for nomination to a housing provider – nominations are based upon waiting time, suitability and level of housing need.
- We are currently reviewing our policy.



# Policy Changes

- Consultation ended on 7 January 2019
- Results were considered and the Policy has been considered and is supported by Cabinet at AVDC and will be presented to Full Council in April.
- The policy will also be considered by the other Local Authority areas and their respective political processes
- Hoping to be in a position to adopt the Policy toward the end of April 2019

## Key changes

- Change to same sex siblings sharing a room
- Ensuring legal compliance and reasonable preference is the first consideration
- Aligning the Policy to HRA and giving additional preference for those living in difficult circumstances
- Disincentivising the homelessness route to preserve this for those with no other options
- Making the best use of stock by giving higher priority for under-occupation
- Preserving priority for vulnerable groups such as care leavers



# Consultation results

- Policy changes were supported for the main with comments received with regards to individual circumstances being considered, such as affordability - We have built in a provision throughout the policy for this
- 59.5% disagreed with increasing the age of same sex siblings sharing a room until the age of 21. As a result this has been amended to a sharing age of 18 years.
- Remaining detail to be determined is in relation to ASB and qualification to join the register

## Bucks Home Choice Activity

- 2643 applications and or change of circumstances have been received and assessed in Aylesbury Vale since 1<sup>st</sup> April 2018
- We have removed applications with no demonstrable housing need
- 2764 current active applications in Aylesbury Vale
- 785 families have been made an offer of accommodation in calendar year 18/19

**Nina Stockill**

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**From:** Louise Stubbs  
**Sent:** 01 March 2019 10:30  
**To:** Nina Stockill  
**Subject:** FW:

**From:** Richard Rolfe  
**Sent:** 28 February 2019 10:46  
**To:** Louise Stubbs <office@buckingham-tc.gov.uk>  
**Subject:**

Hi,

I emailed a week or so ago regarding the procedure to follow to see if it would be possible to get a litter and dog waste bin along Tingewick Road at the junctions of either Bath Lane, Foundry Drive or Westfields, you were kindly going to pass the details to the open spaces team, I haven't heard anything as yet, would you be able to follow up for me please?

The litter bins on Chris Nicholls Walk are overflowing and litter is being dropped around them, more so at the Uni end of the walk.

Could you tell me who is responsible for the general care and maintenance of St Rumbold's Well?

Many thanks.

Richard Rolfe

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