



BUCKINGHAM TOWN COUNCIL

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

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Town Clerk: Mr. P. Hodson

Wednesday, 12 June 2019

Councillor,

You are summoned to a meeting of the **Environment Committee** of Buckingham Town Council which will be held on **Monday 17th June 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. **Election of Chair**
To elect a Chair of the Committee for 2019-2020
2. **Election of Vice Chair**
To elect a Vice Chair of the Committee for 2019-2020
3. **Apologies for Absence**
Members are asked to receive and accept apologies from members.
4. **Declarations of Interest**
To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.
5. **Minutes**
To receive and agree the minutes of the Environment Committee meeting held on 8th April 2019 and seen by Full Council on the 20th May 2019. **previously circulated**
6. **Terms of Reference**
To review and agree the Terms of Reference as agreed at Full Council (min 22.2.5/19) **Appendix A**
7. **Action Report**
To receive the report and note the updated information. **Appendix B**
8. **Budgets**
To receive the latest figures **Appendix C**
9. **Ear-marked reserves**
To receive a written report from the Town Clerk **E/19/19**



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. **Extended devolved services arrangement and town centre audit**
To receive a verbal report from the Town Clerk
11. **Bourton Park Management Plan Draft**
To receive an initial draft of the Bourton Park Management Plan
<https://www.buckingham-tc.gov.uk/?p=4478>
12. **Bourton Park – Temporary Summer toilets**
To receive a verbal update from the Town Clerk
13. **Lace Hill Pitches**
 - 13.1 Buckingham United
To receive a written report from the Estates Manager E/20/19
 - 13.2 Cancer Relay Event
To receive a written report from the Lace Hill Coordinator E/21/19
14. **Lace Hill Sports and Community Centre**
 - 14.1 Coffee Bar
To receive a written report from the Lace Hill Coordinator E/22/19
 - 14.2 Banners at Lace Hill
To receive a written report from the Lace Hill Coordinator E/23/19
15. **New Cemetery and Allotments**
To receive a verbal update from the Estates Manager
16. **Cemetery**
To discuss an uplift of cemetery fees Appendix D
17. **Shopmobility**
To receive a written report from the Town Clerk E/24/19
18. **Buckingham Community Wildlife Project**
19. **Access Awareness**
20. **News Releases**
21. **Chair's Announcements**
22. **Date of Next Meeting: Monday 2nd September 2019**

To

Cllr. M. Cole – Town Mayor
Cllr. Mrs. M. Gateley (Chair)
Cllr. J. Harvey
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



Buckingham Town Council

Terms of Reference

Date Agreed: 20/05/19
 Minute Number: 22/19
 Reviewed 20th May 2019
 Prepared by:
 Paul Hodson
 Version: 2.1

Name

1. The Committee shall be known as the **ENVIRONMENT COMMITTEE**.

Membership

2. Membership of the Committee is open to any Councillor who wishes to be a member
 - 2.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
3. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

Chairman

4. The Committee shall elect a Chair/Chairman at the first meeting after the Annual Town Council Meeting. The Chair/man's period of office is for one year.
5. The Committee shall elect a Vice-Chair/Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chair/Chairman's period of office is for one year.
6. The Chair/Chairman if present shall Chair the Committee meeting.

Conduct of the Meeting

7. All meetings of the Environment Committee shall be convened in accordance with the Town Council's standing orders and current legislation.
8. All business undertaken at the Environment Committee shall be done so in accordance with the Town Council's standing orders and current legislation

Area of Operations

9. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
 - Town Council Property (excluding Office Accommodation)
 - Open Spaces in the Town and surrounding area
 - Community Facilities in the Town and surrounding area
 - Community Services in the Town and surrounding area
10. In addition to the areas of operation above the Environment Committee has the following responsibilities:

- 11.1) Ensuring the management of all aspects of upkeep, maintenance and administration of the Council's property including buildings, parks, cemetery and open spaces, and the management and administration of Devolved Services.
- 11.2) Making recommendations to the Council following any investigation or review of any matter relating to the protection and improvement of Buckingham Town environment
- 11.3) Ensuring the proper maintenance of all street furniture owned by or supplied by the Council, and to recommend the purchase of additional or replacement street furniture where appropriate. In this context, "street furniture" includes waste bins, dog bins, seating and signage.
- 11.4) Managing all aspects of upkeep and maintenance of Brackley Road Cemetery, Chandos Park, Bourton Park, the Ken Tagg play area, Railway Walk, the Circular Walk, Castle Hill, the green at Gawcott and any other land or property acquired by the Council
- 11.5) Liaising with County and District Councils and other relevant agencies on the maintenance of items falling within their remit, including footpaths, pavements, cycle-ways, roads, waterways, horticultural and arboricultural works, play areas, play equipment and areas of open public space.
- 11.6) Making recommendations to the Council following any investigation or review of any matter relating to the purchase, sale or disposal of land or property
- 11.7) Obtaining such professional advice as deemed necessary to ensure the protection of the Council in respect of 11.6 above
- 11.8) Analysing any compulsory purchase proposals and advising the Council accordingly
- 11.9) Ensuring that any works carried out on the Council's behalf are completed as specified, or otherwise completed to a satisfactory standard
- 11.10) Taking forward any other matters concerning land or property as required by the Council
- 11.11) Making representations to the appropriate authority on matters relating to the provision and maintenance of externally controlled lands and buildings within the town providing leisure facilities for residents and visitors
- 11.12) Making representation with regard to the external services that affect young people, the elderly, unemployed and impoverished citizens
- 11.13) Public Services - acting as the consultee, making representations, participating in and supporting as required all matters relating to
 - community care, social care and health services
 - policing, crime and ASB
 - education

Further Information

11. The Committee has authority to proceed with all items within its budget, but must refer to full Council when non budgeted expenditure is anticipated.
12. The Committee shall appoint sub committees and working groups as and when it is deemed necessary and shall set out Terms of References for those bodies
13. The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit, and should make recommendations to Full Council regarding its own Terms of Reference.

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	Will be carried out as part of the additional devolved highway services during June / July 2019	By end of July 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	Report provided for June meeting	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	Draft Management Plan provided for June meeting	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	Completed	
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	Delayed pending EA clarifying the best way to deliver this	Ongoing
Environment	445/18	Refill Station	Installation of a water bottle refill station in Chandos Park	Town Clerk	Funding confirmed; initial contractor failed to deliver, but now 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.	Town Clerk	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	<i>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'</i>	Estates Manager	Report provided for June meeting	Completed
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	Report provided for June meeting	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		Ongoing
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 development once developed.	Town Clerk	verbal update June	Ongoing
Environment		S106 - Wish List	S106 Agreement - Wish List; Bourton Park masterplan	Town Clerk	To be provided following approval of Bourton Masterplan	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. AGREED 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. ACTION TOWN CLERK	Town Clerk	Report to be provided once additional devolved work has been carried out	Sep-19
Environment	737/18	Town Centre Audit and minor highways works	AGREED to provide a press release when the work has been completed	Town Clerk	Press release to be provided once additional devolved work has been carried out	17th June 2019
Environment	880/18	AccessAble	Proposed by Cllr. Stuchbury, seconded by Cllr. Harvey and unanimously AGREED for the Town Clerk to arrange for a formal meeting for Members and the AccessAble Project. Members were also in agreement to postpone any additional meetings or training courses.	Town Clerk	AccessAble were unable to attend Full Council as planned; to be rearranged	Ongoing

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
Environment	740/18; 882/18	Cemetery Expansion	Members AGREED to allow the Town Clerk to take forward and report back to the next meeting of the Environment Committee.	Estates Manager	Verbal report to be provided	17th June 2019
Environment	741/18	Buckingham United request to install railings and block built dugouts	Proposed by Cllr. O'Donoghue, seconded by Cllr. Newell and unanimously AGREED 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	Report provided for June meeting	Completed
Environment	885/18	Homeless Strategy	Proposed by Cllr Stuchbury, seconded by Cllr. Harvey and unanimously AGREED that the Town Clerk writes to the District Council seeking assurances that the sub-allocation policy will be maintained in the revised Home Allocation Policy being considered by AVDC.	Town Clerk	Letter sent and assurances provided	Completed
Environment	880/18	Gritting	Proposed by Cllr. Harvey and seconded by Cllr. Stuchbury for the Town Clerk to write to Transport for Bucks asking if they had ever conducted an Equalities Impact Analysis on routes chosen to grit or not grit.	Town Clerk	Response received from BCC explaining their approach; Town Clerk to provide verbal update at in June 2019.	Completed
Environment	884/18	Greenspaces Complaint Log	Members AGREED the report be brought back to Committee Environment Committee in six months time in the same Clerk format.	Committee		21st October 2019
Environment	886/18	Litter bin	Members received and discussed a resident's request to fund a new litter bin and dog waste bin along Tingewick Road. Councillors discussed and AGREED to fund a new litter bin and that the Town Clerk respond accordingly. Members further AGREED to delegate the exact size and location of the new bin to the Estates Manager.	Estates Manager	Ongoing	Ongoing

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
ENVIRONMENT							
<u>201</u>	<u>ENVIRONMENT</u>						
3995	NI ENVIRONMENT	1,200	2,342	23,567	21,225	21,225	9.9 %
3996	PENSION ERS ENVIRONMENT	3,589	7,073	44,107	37,034	37,034	16.0 %
4004	WAGES & SALARIES	14,788	29,296	185,719	156,423	156,423	15.8 %
4068	COMMUNITY SERVICE	0	1,080	9,620	8,540	2,040	6,500 32.4 %
4101	SEATS AND BINS	0	0	1,000	1,000	1,000	0.0 %
4112	ENVIRONMENT EQUIPMENT	436	1,230	7,000	5,770	1,275	4,495 35.8 %
4115	SOLAR LOAN REPAYMENT	0	0	7,844	7,844	7,844	0.0 %
4118	SOLAR PANELS	0	0	795	795	795	0.0 %
	ENVIRONMENT :- Expenditure	20,013	41,021	279,652	238,631	3,315	235,316 15.9 %
	Net Expenditure over Income	20,013	41,021	279,652	238,631		
<u>202</u>	<u>ROUNDBABOUTS</u>						
4108	ROUNDBABOUT	0	0	1,500	1,500	1,500	0.0 %
	ROUNDBABOUTS :- Expenditure	0	0	1,500	1,500	0	1,500 0.0 %
1051	ROUNDBABOUT NO 1 OPEN	0	0	2,125	-2,125		0.0 %
1052	ROUNDBABOUT NO 2 ELLA	0	0	1,618	-1,618		0.0 %
1053	ROUNDBABOUT NO 3	0	0	1,860	-1,860		0.0 %
1054	ROUNDBABOUT NO 4 R & B	0	0	2,312	-2,312		0.0 %
1056	ROUNDBABOUT NO 6 EUROLANE	0	0	2,537	-2,537		0.0 %
1057	ROUNDBABOUT NO 7 RING ROAD	0	0	1,294	-1,294		0.0 %
	ROUNDBABOUTS :- Income	0	0	11,746	-11,746		0.0 %
	Net Expenditure over Income	0	0	-10,246	-10,246		
<u>203</u>	<u>MAINTENANCE</u>						
4063	VEHICLE HIRE AND RUNNING	0	1,778	14,000	12,222	623	11,600 17.1 %
4082	ALLOTMENTS	0	0	2,000	2,000	2,000	0.0 %
4102	DOG BINS	0	0	4,500	4,500	4,500	0.0 %
	MAINTENANCE :- Expenditure	0	1,778	20,500	18,722	623	18,100 11.7 %
	Net Expenditure over Income	0	1,778	20,500	18,722		
<u>204</u>	<u>DEVOLVED SERVICES EXPENSES</u>						
4124	DEVOLVED NON-CARRIAGEWAY	540	1,356	20,353	18,997		18,997 6.7 %
4127	DEVOLVED MINOR HIGHWAYS	0	0	100	100		100 0.0 %
	DEVOLVED SERVICES EXPENSES :- Expenditure	540	1,356	20,453	19,097	0	19,097 6.6 %

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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
1015 DEVELOPED OTHER INCOME	0	0	3,000	-3,000			0.0 %
1017 DEV SERVS NON CARRIAGEWAY	20,353	20,353	20,353	0			100.0 %
1019 DEVOLVED SERVICES INCOME	-20,353	0	0	0			0.0 %
DEVOLVED SERVICES EXPENSES :- Income	0	20,353	23,353	-3,000			87.2 %
Net Expenditure over Income	540	-18,997	-2,900	16,097			
<u>205</u> <u>GROUNDS MAINTENANCE</u>							
4033 WASTE DISPOSAL	0	128	1,800	1,672		1,672	7.1 %
4035 MACHINERY	0	0	2,000	2,000	210	1,790	10.5 %
4036 FUEL (MOWER)	17	17	3,000	2,984		2,984	0.6 %
4037 SUNDRIES	0	58	1,500	1,442	104	1,338	10.8 %
GROUNDS MAINTENANCE :- Expenditure	17	202	8,300	8,098	314	7,784	6.2 %
Net Expenditure over Income	17	202	8,300	8,098			
<u>248</u> <u>DEPOT</u>							
4013 EQUIPMENT PURCHASE	0	0	6,000	6,000		6,000	0.0 %
4055 ALARM	0	0	400	400		400	0.0 %
4225 RATES	0	4,075	4,500	425		425	90.6 %
4601 REPAIRS& MAINTENANCE FUND	0	0	500	500		500	0.0 %
4602 ELECTRICITY	82	188	2,500	2,312		2,312	7.5 %
4603 WATER	103	103	1,500	1,397		1,397	6.8 %
DEPOT :- Expenditure	185	4,366	15,400	11,034	0	11,034	28.4 %
Net Expenditure over Income	185	4,366	15,400	11,034			
<u>249</u> <u>PUBLIC TOILETS</u>							
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	0	1,000	1,000		1,000	0.0 %
4612 CONTRACTOR CHARGE	871	871	10,450	9,579		9,579	8.3 %
4709 MAINTENANCE	40	40	500	460		460	8.0 %
PUBLIC TOILETS :- Expenditure	911	911	15,450	14,539	0	14,539	5.9 %
1085 SHOP MOBILITY INCOME	0	0	350	-350			0.0 %
PUBLIC TOILETS :- Income	0	0	350	-350			0.0 %
Net Expenditure over Income	911	911	15,100	14,189			

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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
<u>250</u> <u>LACE HILL</u>							
4050 LACE HILL PLAYING FIELDS	0	320	9,320	9,000		9,000	3.4 %
4158 LACE HILL GAS	266	266	5,000	4,734		4,734	5.3 %
4159 LACE HILL ELECTRICITY	506	1,021	-3,757	-4,778		-4,778	-27.2 %
4160 LACE HILL WATER	110	110	2,500	2,390		2,390	4.4 %
4161 LACE HILL REPAIRS & MAINT	1,098	1,326	10,000	8,674	136	8,538	14.6 %
4162 LACE HILL CONTRACTOR	0	347	3,500	3,153		3,153	9.9 %
4163 LACE HILL ALARM	0	91	500	409		409	18.2 %
4164 LACE HILL EQUIPMENT	0	0	3,000	3,000		3,000	0.0 %
4167 LACE HILL PLAY AREA	0	0	3,000	3,000		3,000	0.0 %
4225 RATES	0	9,575	9,600	26		26	99.7 %
4612 CONTRACTOR CHARGE	-871	0	0	0		0	0.0 %
LACE HILL :- Expenditure	1,109	13,056	42,663	29,607	136	29,471	30.9 %
1026 LACE HILL COMMUNITY CENTRE	360	8,724	44,000	-35,276			19.8 %
LACE HILL :- Income	360	8,724	44,000	-35,276			19.8 %
Net Expenditure over Income	749	4,332	-1,337	-5,669			
<u>251</u> <u>CHANDOS PARK</u>							
4106 PLAY AREA MAINTENANCE	0	0	3,500	3,500	1,509	1,991	43.1 %
4122 TREE WORKS	0	0	2,000	2,000		2,000	0.0 %
4601 REPAIRS& MAINTENANCE FUND	104	104	2,500	2,396		2,396	4.2 %
4602 ELECTRICITY	0	0	500	500		500	0.0 %
4603 WATER	41	41	1,500	1,459		1,459	2.8 %
CHANDOS PARK :- Expenditure	145	145	10,000	9,855	1,509	8,346	16.5 %
1030 BOWLS INCOME	0	0	550	-550			0.0 %
1035 TENNIS COURT RENT	0	0	625	-625			0.0 %
CHANDOS PARK :- Income	0	0	1,175	-1,175			0.0 %
Net Expenditure over Income	145	145	8,825	8,680			
<u>252</u> <u>BOURTON PARK</u>							
4106 PLAY AREA MAINTENANCE	0	0	1,000	1,000		1,000	0.0 %
4122 TREE WORKS	0	0	7,000	7,000		7,000	0.0 %
4601 REPAIRS& MAINTENANCE FUND	62	484	4,000	3,516		3,516	12.1 %
4708 PLAY EQUIPMENT	0	0	10,000	10,000		10,000	0.0 %
BOURTON PARK :- Expenditure	62	484	22,000	21,516	0	21,516	2.2 %
Net Expenditure over Income	62	484	22,000	21,516			

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>253</u> <u>CEMETERY</u>							
4225 RATES	0	349	1,000	651		651	34.9 %
4601 REPAIRS& MAINTENANCE FUND	0	310	3,000	2,691	115	2,576	14.2 %
4602 ELECTRICITY	0	0	400	400		400	0.0 %
4617 MEMORIAL TESTING	0	0	2,000	2,000		2,000	0.0 %
4619 NEW CEMETERY	0	0	28,728	28,728		28,728	0.0 %
4620 EXPENSES RE BURIAL DUTIES	0	887	6,500	5,613		5,613	13.6 %
4621 NEW CEMETERY PLANNING	0	0	7,000	7,000		7,000	0.0 %
CEMETERY :- Expenditure	<u>0</u>	<u>1,545</u>	<u>48,628</u>	<u>47,083</u>	<u>115</u>	<u>46,968</u>	<u>3.4 %</u>
1041 BURIAL FEES	400	900	17,000	-16,100			5.3 %
CEMETERY :- Income	<u>400</u>	<u>900</u>	<u>17,000</u>	<u>-16,100</u>			<u>5.3 %</u>
Net Expenditure over Income	-400	645	31,628	30,983			
<u>254</u> <u>CHANDOS PARK TOILETS</u>							
4612 CONTRACTOR CHARGE	3,614	1,114	13,000	11,886		11,886	8.6 %
4709 MAINTENANCE	0	34	1,000	966		966	3.4 %
CHANDOS PARK TOILETS :- Expenditure	<u>3,614</u>	<u>1,148</u>	<u>14,000</u>	<u>12,852</u>	<u>0</u>	<u>12,852</u>	<u>8.2 %</u>
Net Expenditure over Income	3,614	1,148	14,000	12,852			
<u>255</u> <u>RAILWAY WALK & CASTLE HILL</u>							
4120 FRIENDS OF GROUPS	0	0	1,000	1,000		1,000	0.0 %
4122 TREE WORKS	0	0	1,500	1,500		1,500	0.0 %
4709 MAINTENANCE	0	78	500	422		422	15.5 %
RAILWAY WALK & CASTLE HILL :- Expenditure	<u>0</u>	<u>78</u>	<u>3,000</u>	<u>2,922</u>	<u>0</u>	<u>2,922</u>	<u>2.6 %</u>
Net Expenditure over Income	0	78	3,000	2,922			
<u>256</u> <u>STORAGE PREMISES</u>							
4066 GRENVILLE GARAGE RENT	51	102	650	548		548	15.7 %
STORAGE PREMISES :- Expenditure	<u>51</u>	<u>102</u>	<u>650</u>	<u>548</u>	<u>0</u>	<u>548</u>	<u>15.7 %</u>
Net Expenditure over Income	51	102	650	548			
<u>257</u> <u>KEN TAGG PLAYGROUND</u>							
4106 PLAY AREA MAINTENANCE	0	0	500	500		500	0.0 %
4122 TREE WORKS	0	0	250	250		250	0.0 %
KEN TAGG PLAYGROUND :- Expenditure	<u>0</u>	<u>0</u>	<u>750</u>	<u>750</u>	<u>0</u>	<u>750</u>	<u>0.0 %</u>
Net Expenditure over Income	0	0	750	750			

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>258</u> <u>CEMETERY LODGE</u>							
4034 PWLB REPAYMANTS INCL	0	0	4,702	4,702		4,702	0.0 %
4609 CEMETERY LODGE MAINT	1,850	1,850	6,850	5,000		5,000	27.0 %
CEMETERY LODGE :- Expenditure	<u>1,850</u>	<u>1,850</u>	<u>11,552</u>	<u>9,702</u>	<u>0</u>	<u>9,702</u>	<u>16.0 %</u>
1061 CEMETERY LODGE RENTAL	846	1,582	10,530	-8,948			15.0 %
CEMETERY LODGE :- Income	<u>846</u>	<u>1,582</u>	<u>10,530</u>	<u>-8,948</u>			<u>15.0 %</u>
Net Expenditure over Income	<u>1,004</u>	<u>268</u>	<u>1,022</u>	<u>754</u>			
<u>259</u> <u>OTTERS BROOK</u>							
4106 PLAY AREA MAINTENANCE	0	0	500	500		500	0.0 %
4122 TREE WORKS	0	0	400	400		400	0.0 %
OTTERS BROOK :- Expenditure	<u>0</u>	<u>0</u>	<u>900</u>	<u>900</u>	<u>0</u>	<u>900</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>900</u>	<u>900</u>			
<u>260</u> <u>CCTV</u>							
4100 CCTV ONGOING COSTS	425	425	1,600	1,175		1,175	26.6 %
CCTV :- Expenditure	<u>425</u>	<u>425</u>	<u>1,600</u>	<u>1,175</u>	<u>0</u>	<u>1,175</u>	<u>26.6 %</u>
Net Expenditure over Income	<u>425</u>	<u>425</u>	<u>1,600</u>	<u>1,175</u>			
<u>261</u> <u>COMMUNITY CENTRE STRUCTURAL RE</u>							
4085 STRUCTURAL REPAIRS	0	0	4,000	4,000		4,000	0.0 %
COMMUNITY CENTRE STRUCTURAL RE :- Expenditure	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>	<u>4,000</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>4,000</u>			
ENVIRONMENT :- Expenditure	<u>28,923</u>	<u>68,467</u>	<u>520,998</u>	<u>452,530</u>	<u>6,011</u>	<u>446,520</u>	<u>14.3 %</u>
Income	<u>1,606</u>	<u>31,558</u>	<u>108,154</u>	<u>-76,596</u>			<u>29.2 %</u>
Net Expenditure over Income	<u>27,317</u>	<u>36,909</u>	<u>412,844</u>	<u>375,935</u>			

	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
901 EARMARKED RESERVES							
9001 YOUTH COUNCIL	0	0	1,000	1,000		1,000	0.0 %
9002 CEMETERY DEVELOPMENT	0	0	19,700	19,700		19,700	0.0 %
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 ECONOMIC DEVELOPMENT GRP	2,833	2,833	2,540	-293		-293	111.5 %
9035 PARKS DEVELOPMENT	0	0	1,405	1,405		1,405	0.0 %
9036 ELECTION COSTS	0	0	3,188	3,188		3,188	0.0 %
9037 FAIR TRADE	0	0	249	249		249	0.0 %
9040 PARK RUN	0	0	89	89		89	0.0 %
9045 ACCESS FOR ALL	0	0	520	520		520	0.0 %
9046 PLANNING DISPLAY EQUIPMENT	0	4,014	5,242	1,228	599	629	88.0 %
9048 BAG FUND	0	0	2,071	2,071		2,071	0.0 %
EARMARKED RESERVES :- Expenditure	2,833	6,847	72,641	65,794	599	65,195	10.3 %
Net Expenditure over Income	2,833	6,847	72,641	65,794			
EARMARKED RESERVES :- Expenditure	2,833	6,847	72,641	65,794	599	65,195	10.3 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	2,833	6,847	72,641	65,794			

BUCKINGHAM TOWN COUNCIL
Environment COMMITTEE
MONDAY 17th June 2019

Contact Officer: Paul Hodson, Town Clerk

Ear-Marked Reserves

Recommendation

It is recommended that the following funds are added to earmarked reserves, with the remainder being moved to the general reserve:

New cemetery	£20,000 (already agreed)
Play area replacement	£10,000
Solar Panels for Lace Hill	£28,076

Background

During the 2018/19 financial year, the total Environment expenditure was £384,642 against an income of £103,582. This compares to a budget of £484,567 against a projected income of £97,029. This means that there was an underspend of £106,478.

The Council's Financial Regulations, as agreed by Full Council on 19 May 2019, state that:

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

and

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

The Committee is not therefore able to make final decisions regarding moving money in or out of ear-marked reserves.

Full Council already agreed to move £20,000 into an ear-marked reserve for work towards the new cemetery replacement.

Play Areas

The Council currently has a limited ear-marked reserve to repair play areas. Given that our play areas are ageing; it would be appropriate to begin to build this reserve up.

Solar Panels

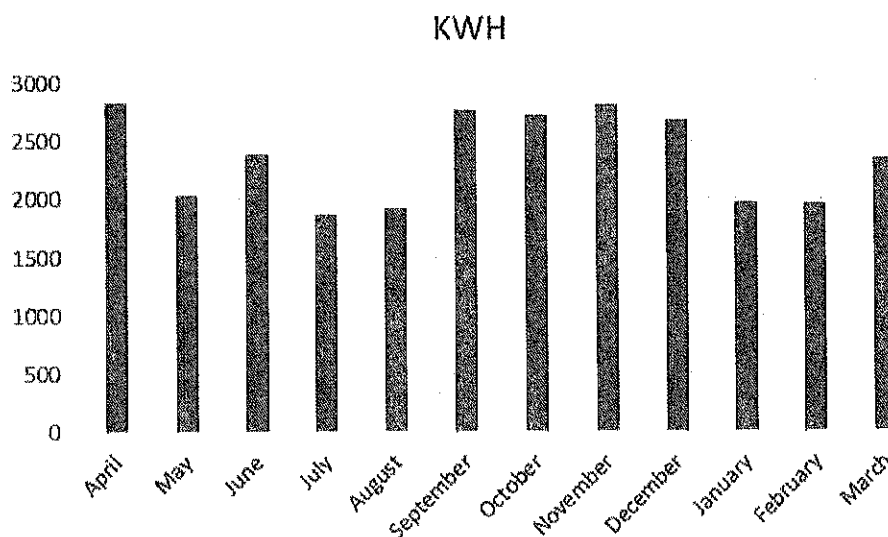
The Council previously agreed to borrow money to install solar panels at the Buckingham Community Centre and Lace Hill Sports and Community Centre. It was not possible to complete the necessary work to facilitate this taking place by the end of March 2019, when the feed in tariff scheme ended. The cost of solar panels for the Buckingham Community Centre has now been included in the New Homes Bonus bid to AVDC. For Lace Hill, the cost of solar panels has now dropped to £28,067, a saving of £400. There would be an annual cost of £585 for maintenance.

Feed In Tariff

At present it is not possible to sell any energy back to the grid from solar panels. However, the government announced on 10 June 2019 that businesses creating and exporting electricity to the grid will be guaranteed a payment from suppliers from January 2020.

The Smart Export Guarantee (SEG) will ensure small-scale electricity generators installing solar, wind or other forms of renewable generation with a capacity up to 5MW will be paid for each unit of electricity they sell to the grid - tracked by their smart meter. The SEG does not set a minimum payment level; it will be for electricity suppliers to compete to make the best offer to solar panel users. However the Town Council's current supplier, Eon, are now offering a 5.24p per kWh payment, and the other supplier to publish a rate, Octopus, are offering 5.5p per kWh. A conservative estimate would be that the Council would be able to achieve a repayment rate of at least 4p per kWh.

In the 12 months to May 2019, the use of electricity at the Lace Hill Centre was fairly consistent:



The total consumption for the year was 25,386 KWH. The current rate being charged is 15.44p per kWh.

The forecast energy production by the panels would be 29,447 kwh per year. This would obviously vary day by day depending on the length of daylight and cloud coverage. The forecast given was based on a detailed analysis of weather and light patterns, along with shadow modelling through the year.

Business Case

The previous business case considered by the Council assumed that 50% of the produced energy would be used by the Centre. On that basis, not accounting for inflation and based on current energy costs, the solar panels would save the Council £23,296 over 20 years.

Current Cost

Electricity used	25386 kwh
Electricity charged for by Eon	25386kwh
Annual cost of electricity	£3,919.60
Total 20 Year cost	£78,392.00

Projected Cost

Electricity used	25386 kwh
Electricity charged for by Eon	12693 kwh
Annual cost of electricity	£1,959.80
20 Year cost of electricity	£39,196.00
20 Year cost of maintenance (at £595 per year)	£11,900
replacement of Inverter after 10-12 years at £1,200	£1,200
Total 20 year cost	£55,096.00

Projected Income

Electricity sold per year	12693
Annual income	£507.72
Income over 20 years	£10,154.40

Saving over 20 years

Current Cost	£78,392.00
Projected Cost	£55,096.00
Project Income	£10,154.40
Saving	£33,450.40

Sustainability

The use of solar panels would reduce the Council's use of fossil fuels. It would also reduce the Council's vulnerability to a high level of increase to the cost of electricity over the next 20 years.

It is recommended that £28,067 is transferred to an ear-marked reserve for solar panels, to enable installation during 2019.

BUCKINGHAM TOWN COUNCIL

ENVIRONMENT COMMITTEE

MONDAY 17th JUNE 2019

Contact Officer: Lee Phillips, Estates Manager

Recommendations

1. That members agree not to have a 30-year lease agreement with Buckingham Utd for both pitches, on the basis that the Council would not give permission for floodlights to be erected at the site.
2. That members agree for Buckingham Utd. take over the maintenance of both pitches under an amendment to the current hire agreement (which lasts until 2027) but at a reduced rate of £2,000 (currently £5,400) per season. That any additional hire of the second pitch by Buckingham Utd for the length of the agreement will be for the use of the changing rooms/showers/admin only at a discounted rate of 40% off per game. The current hire agreement with Buckingham Utd would be amended to show the agreed changes.
3. That members agree to allow Buckingham Utd to install a removable socketed spectator barrier which can be removed at the end of each season, this is to improve the pitch for spectators and allow Buckingham Utd to put up sponsorship boards on the rails to generate income for the club. This is on the condition that Buckingham Utd take on the Maintenance of the two pitch's.
4. That members agree that Buckingham Utd can install a storage container and fenced off area in an agreed location for storage of maintenance equipment, goals nets etc. for both pitches (using the grant provided by the Town Council for this purpose)
5. That members agree to allow Buckingham Utd to use two removable team shelters and store these by the container.
6. That members agree to allow Buckingham Utd to obtain an alcohol licence and serve alcohol after first team games with the provision that this permission will be removed if any poor behaviour is reported.

Background

Buckingham United approached the Town Council proposing taking on the football pitches on a 30 year lease, under which they would take on the running and maintenance of both pitches.

Additional Information

1. 30-year lease

Buckingham Utd have requested a 30-year lease, because this would be required for them to apply for various sources of capital funding to expand their facilities in years to come at the site. The team hopes to progress through the leagues, and as they go higher in the league system more facilities are required at different levels. Ideally, they would like to install turnstiles, changing rooms immediately next to the pitch and floodlights. Fencing off the pitch was discussed but this is not possible due to the fact that it has to be kept open public access due to the S106 agreement.

Buckingham Utd's position is that if the Town Council would not permit floodlights at some point in the future, they would not need to apply for large capital funding and so would not require a 30-year lease.

Other interested parties

The Council has sought expressions of interest from other local organisations who may also have wished to take on the pitches. While several clubs have expressed interest in hiring pitches, none wish to take on responsibility for the pitches. The pitches are currently shared with Winslow United and the Buckingham Rugby club, both of whom have been consulted, and wish to continue with their current hire arrangements. These arrangements would continue unchanged if Buckingham Utd took on management of the pitches.

2. Proposed amended hire agreement:

If the 30-year lease is not taken forward, Buckingham Utd would still like to take over the maintenance of both pitches and continue with the current hire agreement which lasts until 2027. To compensate for maintaining the two pitches the current hire agreement would continue but at a reduced rate of £2,000 (currently £5,400) per season. This would increase with RPI after 2022 as per the current hire agreement.

The income from any addition pitch hire on pitch 2 will still come to the Town Council to help cover costs for utilities, wear and tear maintaining and cleaning the centre.

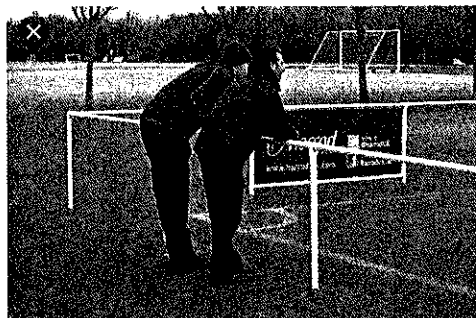
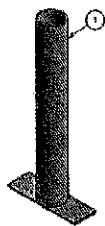
The current other two hirers will continue to hire pitches as per their previous hire agreements and also store the goals and nets etc in the proposed fenced off area/container. The current hire agreement with Buckingham Utd would be amended to show the agreed changes.

Any additional hire of the second pitch by Buckingham Utd for the length of the agreement will be for the use of the changing rooms/showers/admin only at a discounted rate of 40% off per game.

This change would save the Council the annual costs of equipment, diesel and fertiliser to maintain the pitches, along with approximately 52 days of one Green Spaces Person's time each year. The Council would still be responsible for cleaning the changing rooms each week, which takes 3-4 hours each week in season.

3. Socketed removable crowd barrier

Buckingham Utd have requested permission to install a socketed removable crowd barrier around pitch 1. This would be installed 3m away from the pitch ensuring the sockets are installed so not to interfere with the existing drainage system. If agreed the exact location of the sockets and posts would need to be agreed with the Estates Manager before installation. The barrier would be 1.1 meters high and a thickness of 42mm and painted white, the in-ground sockets will be capped whilst the rails are removed so they aren't a trip hazard and don't fill with debris. This would only be possible however if Buckingham Utd. took on the maintenance of both pitches due to the risk of damaging the sockets in the ground and potentially damaging maintenance equipment whilst maintaining the pitches and the additional time it will take to cut the grass around these additional obstacles. Buckingham Utd would also want to install advertising hoardings along the barriers to generate sponsorship income for the club. The railings would then be removed at the end of the season and re-installed at the start so the pitches would be clear from May to August.



Sockets for the railings to be installed below ground.

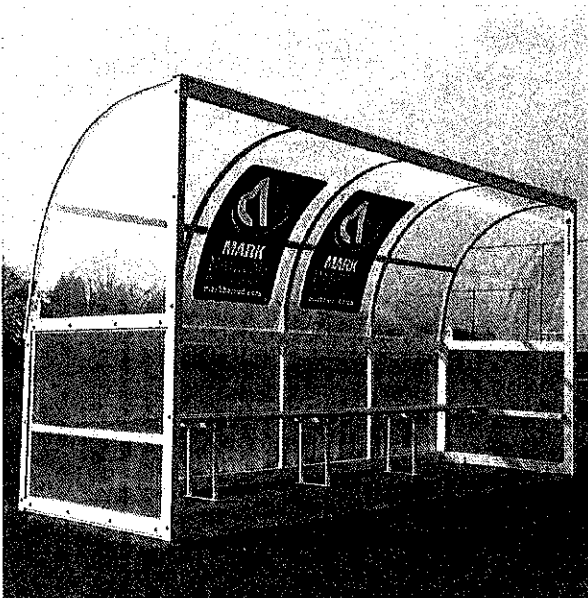
4. Storage container

The Town Council has agreed to provide Buckingham Utd with a grant to purchase a storage container to use at Lace Hill. The storage container will enable the secure storage of maintenance equipment and nets/corner flags and possibly the proposed crowd barrier out of season. A plan of the agreed location for the 40' container and fenced off area is below. The goals for both of the pitches would need to be stored in the fenced off area. This would free up the current storage room in the Community Centre to either be used by hirers of the centre, at an additional charge, or to be modified to increase the Centre's capacity.



5. Removable Team Shelter

Buckingham Utd have requested permission to use two removable team shelters. These would be used for games, and then be moved away from the pitches when required and secured to prevent any vandalism. The shelters would be on wheels, so easy to move.



Mark Harrod Aluminium Team Shelter With Wooden Seating

6. Sale of alcohol

Buckingham Utd. have requested permission to obtain an alcohol licence to sell alcohol with refreshments after all first team games in the committee room. At present, other hirers are given permission to consume alcohol during

events and functions. Previously other hirers have been allowed to arrange for a paid bar to be provided for events.

Alcohol would be available for approximately an hour after each match and will exclude spirits. Secure storage of the alcohol in kitchen 2 will also have to be provided to ensure other centre users do not have access. It is proposed that this be allowed with the provision that if there are any issues with poor behaviour or any complaints from other centre users the permission to consume alcohol will be removed immediately on a 'first strike' basis.

**BUCKINGHAM TOWN COUNCIL
Environment COMMITTEE
MONDAY 17th June 2019**

Contact Officer: Town Clerk

Proposed Lace Hill Summer Event 2020

Recommendation

Town Centre and Events Committee considered the below request on Monday 10th June 2019 (*min 70/19*) and formed the following recommendation to Environment committee:

*Proposed by Cllr. Harvey, seconded by Cllr. Mahi and unanimously **AGREED** to recommend to Environment Committee that the Council has early discussion with Mr Weston on how best to proceed.*

Request From Mr Lionel Weston

REQUEST TO ORGANISE A CANCER RESEARCH UK EVENT ON LACE HILL PLAYING FIELDS IN 2020

1. 2020 should be the 8th Relay For Life (CRUK)..... the previous seven being held at Bourton Meadow Academy playing field. I would like to stage this event next year either as part of the already established "Fun Day" on July 19th or as a "Stand Alone" event on Saturday May 30th (provisionally) or any recommended date by the Grounds Committee.
2. "The Relay" would run from 11 am until 11 pm and would be incorporated into a "Community Charity Carnival"
3. There would be a circular track marked out for walkers and runners to "lap" in teams for the entire event as this is one of the main aspects of Relay.
4. Certain vehicles would need to have access to the fields.....e.g. food outlets, big screen, stage erectors and stall organisers. Any damage to the pitch surface areas/grass would be negligible unless there was very inclement weather. However, in the case of heavy rain and high winds the event would be cancelled and we would need to use some indoor facilities if possible.
5. Parking would not be a problem as free park and ride shuttle services from nearby safe areas will be available.
6. The event will aim to attract all sections of the entire community..... families, local groups and individuals, schools, businesses and organisations.
7. The residents of Lace Hill will be apprised of the event beforehand so as not to be disturbed by any undue noises associated with the event..... music, crowd appreciation of the attractions etc.

8. This will be a major event on the calendar for Buckingham residents and visitors to enjoy..... and Lace Hill offers the most appropriate site for it to be a successful and safe activity. I hope it will be supported by the Town Council and other local formal organisations.
9. All proceeds will go towards the Cancer Research UK through the Local Action Group.

Thank you

Lionel Weston

Information

The 2020 Lace Hill Summer Fun Day is due to be held on the 19th July 2020. It is an annual event which brings local businesses, groups and organisations together to run free activities for the local community.

Mr Weston has met with the LHSCC Coordinator to discuss the practicalities of basing the event at the Lace Hill Centre. Combining the Race For Life with the Lace Hill Summer Event into one 'super event' makes good logistical sense and as Mr Weston notes would be a major event on the Buckingham Calendar.

The one concern about Mr Weston's proposal is his view that "**Any damage to the pitch surface areas/grass would be negligible unless there was very inclement weather.**" The Estates Manager has been consulted and has serious concerns about allowing vehicles onto the actual pitches. Maintenance of the pitches is extremely costly and time consuming. Driving vehicles onto them risks substantial damage which it would not be possible to repair before the start of the season. It is therefore recommended that permission for this event is only given if there is a clear commitment to keeping all vehicles off the pitches regardless of the weather.

BUCKINGHAM TOWN COUNCIL

ENVIRONMENT

Monday 17th June 2019

Contact Officer: Sam Hoareau, Lace Hill Sports and Social Centre Coordinator

UPDATE RE: COFFEE BAR/KIOSK SERVICE AT LACE HILL SPORTS & COMMUNITY CENTRE**Background**

The Lace Hill Sports & Community Centre (LHSCC) Coordinator has been trialling a take-away coffee bar/ kiosk since January 2019 called the Lace Hill Club House (LHCH).

It was originally planned that the club house would be open for all weekend morning football and rugby matches. However, sales were constantly poor during some matches so it was decided to only open during the Saturday morning football games as sales during these games were always high. Since January the service has operated 15 weekends out of a potential 19.

There has been no additional labour cost due to the hours being included in the LHSCC Coordinator and assistant's usual working week. On average a staff member is required to be present at the facility for 2.5-3 hours per Saturday morning. During this time the LHSCC is able to complete other work on the laptop.

The facility has now closed as the football season has drawn to an end. We have recovered the initial start-up costs and made a profit of £48.01. In addition, as we bulk bought to reduce costs, we have stock worth £864 ready to be sold next season.

Figures

Expenses	£304.49
Income	£352.50
Profit	+£48.01

Holding stock (at cost price) & Equipment

Product	Cost
800 Biodegradable cups & lids	£75
600g Fair Trade Coffee	£18
360 Fair Trade Tea Bags	£10.40
400g Fair Trade Hot Chocolate	£4.75
Wooden stirrers	£4
19 Coke cans	£5.70
13 Coke Zero cans	£6.33
1500 Fair Trade Sugar Sticks	£10.41
Serving trolley	£105
Cash box	£7.49
Total	£247.08

If we were to sell all the remaining stock, it would generate the following income.

Product	Worth
Coffee	£450
Tea	£360
Hot Choc	£22
Coke & Coke Zero	£32
Total	£864

The coffee bar provides a much needed provision that has received very positive feedback from the both the home and away teams.

LACE HILL CLUB HOUSE


Est 2019

Fairtrade Coffee black or white.....	£1.50
Fairtrade Tea.....	£1.00
Fairtrade Hot Chocolate.....	£2.00
Soft Drinks.....	£1.00 / £1.50
Confectionary.....	£1.00

Lace Hill Sports & Community Centre are proud to support
and offer Fairtrade products.

Our cups and lids are 100% biodegradable and
compostable. Please put the cups and lids in the marked
bin provided and help us to protect the environment.

Lace Hill
Sports & Community Centre



BUCKINGHAM TOWN COUNCIL

ENVIRONMENT

Monday 17th June 2019

Contact Officer: Sam Hoareau, Lace Hill Sports and Community Centre Coordinator

Advertising Banner(s) at Lace Hill Sports & Community Centre

Recommendation

It is recommended that the Committee agrees to allow up to five advertising banners at Lace Hill Sports and Community Centre at a monthly fee of £25 per month each.

Background

The Lace Hill Sports & Community Centre (LHSCC) Coordinator has been approached by a hirer about the having a promotional banner permanently displayed on the railings of the carpark at Lace Hill. The hirer has confirmed they would be happy to pay a £25 monthly fee, which would generate an additional £240 each year.

There is room for up to five banners so if other long term hirers expressed interest we could charge them the same. The banner charge would form part of the current hire agreement by being included in the special terms and conditions.

There are no planning concerns and the land is owned by Buckingham Town Council. The railings are away from the road and would not affect traffic or block visibility. The banners would remain the responsibility of the hirer.

Proposed Cemetery fees uplift:	Actual Plot Size		Maximum Memorial size	Current Resident Fee	Proposed Resident Fee	Current Non-resident Fee	Proposed Non-resident Fee
	L (cm)	W(cm)					
Price to purchase a plot: for 99 years							
Single Plot -single	240	90	HxWxD (cm) 75x60x10	£450	£460	£900	£920
Double - Side by Side	240	200	75x60x10	£800	£825	£1,600	£1,650
Childs Plot (under 12 years)	185	95	60x35x5	£250	£260	£500	£520
Cremated Remains			25x46x46	£100	£105	£400	£415
Interment Fee - whether purchased plot or not							
Single Depth - Adult				£350	£360	£700	£720
- Child (under 12 years)				£130	£135	£260	£270
Double Depth				£400	£415	£800	£830
Re-open an Existing Grave				£350	£360	£700	£720
Digging Fee for Ashes				£100	£105	£200	£210
Memorial Permits							
New memorial				£100	£105	£200	£210
Additional Inscription				£50	£50	£100	£105
Miscellaneous							
Search Fee				£20	£20	£40	£40
Use of Chapel				£50	£55	£100	£110
Duplicate Deed				£20	£20	£40	£40
Transfer Deed				£20	£20	£40	£40
Memorial Seating				Price on request			

BUCKINGHAM TOWN COUNCIL**Environment****Monday 17th June 2019****Contact Officer: Deputy Town Clerk****Subject: Shopmobility Survey****Recommendation**

The committee note the below research into Shopmobility use and agree for Buckingham Town Council to write to users and relevant consumer groups to conduct a more detailed examination of the needs of service (and potential service) users.

Information

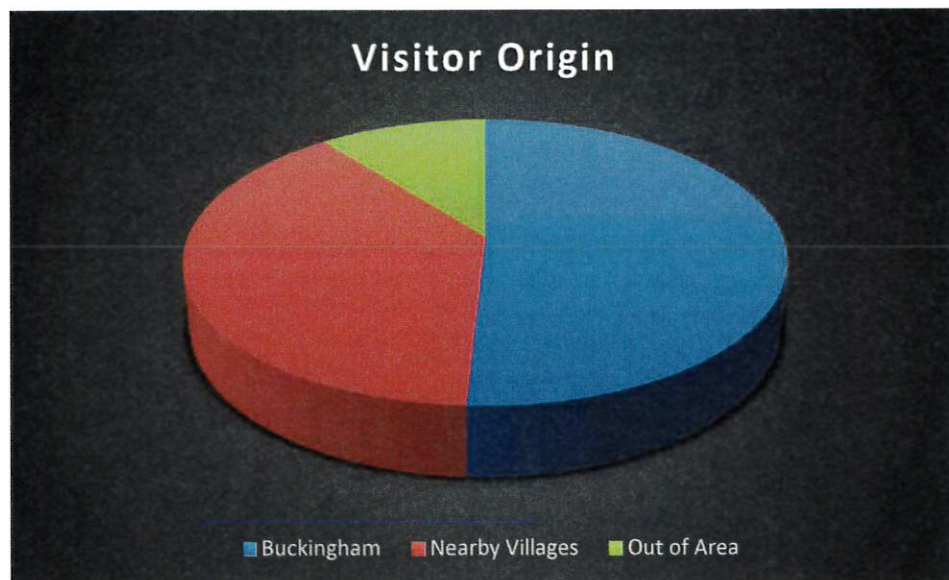
Shopmobility use has been surveyed across 25 days of opening. Over those 25 days 62 genuine customers entered the building. However, the vast majority of those visitors were asking for help and advice. The most common enquiries were regarding equipment purchase and the repair and servicing of privately owned equipment. During the period of the survey there were 14 scooter hires and 11 wheelchair hires. So on average one item of equipment was hired each day the service was open.



Many of the scooter hires were from regular customers but the most of the wheelchair hires were for a number of days and were often by people who needed them short term following accidents and operations.

The busiest times of day for hires was the mornings but a number of people kept the equipment until the afternoon so there is still a requirement for afternoon opening.

The vast majority of visitors were from Buckingham or the surrounding villages.



The main reason for visiting the town centre was for shopping.



Conclusion

Whilst the Shopmobility service is a valuable community asset the number of actual equipment hires is lower than would be hoped. More detailed research needs to be completed in order to improve the service and work towards an action plan.