



BUCKINGHAM TOWN COUNCIL

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

Telephone/Fax: (01280) 816 426

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

Town Clerk: Mr. P. Hodson

Wednesday, 28 August 2019

Councillor,

You are summoned to a meeting of the **Environment Committee** of Buckingham Town Council which will be held on **Monday 2nd September 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 a 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 and Schedule 4.

3. Minutes

To receive the minutes of the Environment Committee meeting held on Monday 17th June 2019 and received at Full Council on the 15th July 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

Appendix B

6. Draft Policy for Banners at Lace Hill Sports and Community Centre

To agree the policy described in a written report from the Deputy Town Clerk

E/46/19

7. Cemetery Handbook update

To agree the changes described in a written report from the Greenspaces Administrator

E/47/19

8. Milestone Markers

To receive a verbal report from the Town Clerk



Twinned with Mouvaux, France



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

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

9. Railway Walk application

Members to receive a verbal update on Right of Way application number 16855ACZ from the Town Clerk

10. Green Space Management at the Tingewick Road Development

To agree the recommendations in a written report from the Town Clerk

E/48/19

11. Bottle Bank/Recycling

To discuss locating a multi use recycling use at Lace Hill Sports in Community Centre carpark and incorporating into the Council's climate change action plan

12. Additional Devolved Services

To receive a verbal report from the Town Clerk

13. Upper Ouse Section 106 Application

To receive a verbal report from the Town Clerk

14. Tree Charter

To discuss and agree whether to sign up to the NALC Tree charter

<https://www.nalc.gov.uk/news/entry/1239-nalc-calls-for-local-councils-to-sign-the-tree-charter>

15. Allotment Contract Renewal

To agree the recommendations in a report from the Town Clerk proposing to renew the contract with Bourton Road Allotments Society

E/49/19

16. Buckingham Community Wildlife Project

To receive minutes of the meeting held on 17th June 2019.

Appendix C

17. Access Awareness

18. News Releases

19. Chair's Announcements

20. Date of Next Meeting: Monday 21st October 2019

To

Cllr. M. Cole (Town Mayor)
Cllr. Mrs. M. Gateley (Vice Chair)
Cllr. J. Harvey
Cllr. P. Hiron
Cllr. D. Isham
Cllr. A. Mahi
Cllr. Ms. R. Newell (Chair)

Cllr. Mrs. L. O'Donoghue
Cllr. A. Ralph
Cllr. M. Smith
Cllr. Mrs. C. Strain-Clark
Cllr. R. Stuchbury

No.	Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
1	Environment	77/15 206/18	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	Completed
2	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 October meeting	ongoing
3	Environment	255/15 & 91/16; 109/19	Green Flag Status	Town Clerk to draft a feasibility study on toilets in Bourton Park along side the Management Plan	Estates Manager	Draft Action Plan provided for October meeting	ongoing
4	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	application reference number to be minuted	on agenda
5	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	Co-ordinator post possibly filled meeting in late Sept. more details will follow	Ongoing
6	Environment	445/18	Refill Station	Installation of a water bottle refill station in Chandos Park	Town Clerk	Funding confirmed; equipment arrived appointing contractor to install.	ongoing
7	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

No.	Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
8	Environment	734/18	Tingwick Road Triangle	Members discussed and AGREED that the Town Clerk would produce a report exploring options for the management of the Tingwick Triangle development once developed.	Town Clerk	Verbal update on agenda	September agenda
9	Environment		S106 - Wish List	S106 Agreement - Wish List; Bourton Park masterplan	Town Clerk	To be provided following approval of Bourton Masterplan	Ongoing
10	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	21st October 2019
11	Environment	737/18	Town Centre Audit and minor highways works	Report on Milestone Markers to come to the september meeting	Town Clerk	Press release to be provided once additional devolved work has been carried out.	21st October 2019
12	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
13	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
14	Environment	884/18	Greenspaces Complaint Log	Members AGREED the report be brought back to Environment Committee in six months time in the same format.	Committee Clerk		21st October 2019
15	Environment	886/18	Litter bin	Members received and discussed a resident's request to fund a new litter bin and dog waste bin along Tingwick Road. Councillors discussed and AGREED to fund a new litter bin and that the Town Clerk respond accordingly. Members further AGREED to delegate the exact size and location of the new bin to the Estates Manager.	Estates Manager	Location for new dog bin on Tingwick Road found to be agreed with AVDC/TfB	Ongoing

No.	Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
16	Environment	112/19	Cancer Relay at Lace Hill	Members AGREED that Lace Hill was not a suitable venue and offered the possibility of Bourton Park dependant on the Estates Manger's further discussions with Mr Weston and an update being brought back to a future meeting of Environment Committee	Deputy Town Clerk		21st October 2019
17	Environment	113.2/19	Banners at Lace Hill	to allow up to five advertising banners at Lace Hill Sports and Community Centre at a monthly fee of £25 for Not for Profit organisations and £50 for any other business/organisation. Members also AGREED for the Town Clerk to draft a policy to be brought back to a future meeting of the Environment committee	Town Clerk		Report at September Committee
18	Environment	115/19	Shopmobility	to write to users and relevant consumer groups to conduct a more detailed examination of the needs of service (and potential service) users and for a report back to a future meeting of Environment Committee.	Deputy Town Clerk		21st October 2019
19	Environment			Members discussed Cllr. Stuchbury's suggestion to lease out the Shopmobility hut outside of the usual hours of operation. Members AGREED Cllr. O'Donoghue's suggested contacting SJ Mobility to see if they would be interesting in operating a repair service from the Shopmobility Hut	Deputy Town Clerk		21st October 2019

INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES

PAGE No	CODE	COST CENTRE	AMOUNT	EXPLANATION
3	4159	250	-£5,616.00	income was anticipated from solar panels when precepted - but this is no longer the case.
5	9033	901	-£1,544.00	Income has not yet been received for 2018-2019 or 2019-2020. Once income is received it will show on the
				I & E as a separate income line. The total of the income line less the expenditure line will leave you with the
				balance available to spend.

Ledger No 1 for Month No 4

Items marked with a * are disputed invoices.

Supplier A/c Order

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
19/07/2019	402133	10111555	AVDC	A001	313.34	62.67	376.01	4101	201	313.34	dog bin repalce mallard dr
15/07/2019	402025		AVDC	A001	3,256.12	651.22	3,907.34	4612	254	3,256.12	qrtlly maint
04/07/2019	A2006		ALR TRAINING	A023	60.00	12.00	72.00	4166	301	60.00	first aid cover fam fun day
11/07/2019	133483391-		AMAZON	A035	8.00	1.60	9.60	4221	303	8.00	solar pencils - quiz night
11/07/2019	INKR-33YN-		AMAZON	A035	36.63	7.32	43.95	4221	303	36.63	50th ann Comm coin - quiz
01/07/2019	11NC-TY1J-		AMAZON	A035	15.96	3.19	19.15	4010	102	15.96	toner cartridge
01/07/2019	1FY1-RJ1J-		AMAZON	A035	119.25	23.85	143.10	4043	102	119.25	hi vis workwear
01/07/2019	1FYT-NJY7-		AMAZON	A035	8.40	1.68	10.08	4038	102	8.40	splitter
01/07/2019	1MCW-		AMAZON	A035	27.47	5.50	32.97	9033	901	27.47	wax crayons for activity packs
01/07/2019	1V66-T46H-		AMAZON	A035	6.66	1.33	7.99	4038	102	6.66	ethernet cable
01/07/2019	2019-		AMAZON	A035	9.12	1.82	10.94	4010	102	9.12	batteries
01/07/2019	123632831-		AMAZON	A035	9.16	0.00	9.16	4010	102	9.16	mouse jb
10/07/2019	CRMOUSE		AMAZON	A035	-9.99	0.00	-9.99	4010	102	-9.99	mouse jb
17/07/2019	105173521-		AMAZON	A035	17.48	3.50	20.98	4038	102	17.48	HDMI cables
17/07/2019	167758741-		AMAZON	A035	6.66	1.33	7.99	4037	205	6.66	battery
18/07/2019	1HXG-		AMAZON	A035	12.49	2.50	14.99	4038	102	12.49	HDMI Splitter
24/07/2019	18	10111547	AIDEN O'SULLIVAN	A068	150.00	0.00	150.00	4221	303	150.00	magician fringe
18/07/2019	1352		BALC	B001	15.00	0.00	15.00	4010	102	15.00	local counCILs explained book
11/07/2019	REFUNDED		B.T.	B003	379.17	34.47	413.64	4018	102	379.17	refunded bills
05/07/2019	58509988		B.T.	B003	23.00	4.60	27.60	4018	102	23.00	mobile
05/07/2019	372937		BROWNS	B031	18.96	3.79	22.75	4050	250	18.96	top soil
24/07/2019	373818		BROWNS	B031	82.72	16.54	99.26	4037	205	82.72	12v battery
10/07/2019	4580		BOUNCY MACS	B073	365.00	0.00	365.00	4166	301	365.00	bouncy castle fam fun day
01/07/2019	391137		CLARITY	C053	167.00	33.40	200.40	4012	102	167.00	copy charges
01/07/2019	Q19-550	10111537	CPD	C058	575.00	115.00	690.00	4063	203	622.50	tailgate repair
		10111537						4063	203	-47.50	tailgate repair
31/07/2019	CANCEL		DWN LTD	D019	38.36	0.00	38.36	4500	132	38.36	cancel mispost
31/07/2019	REFUND		DWN LTD	D019	-38.36	0.00	-38.36	4500	132	-38.36	REFUND/Venture Wholesale (Part

Ledger No 1 for Month No 4

Items marked with a * are disputed invoices.

Supplier A/c Order

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
01/07/2019	H1753DCF6		E-ON	E006	432.80	86.56	519.36	4159	250	432.80	elec 1/6 - 1/7
06/07/2019	H17587A69		E-ON	E006	22.04	1.10	23.14	4602	248	22.04	elec
08/07/2019	H17144D5D		E-ON	E006	51.68	2.58	54.26	4602	253	51.68	elec chapel B
10/07/2019	H175CC84C		E-ON	E006	56.61	2.83	59.44	4602	248	56.61	elec unit 12
01/07/2019	11182809		FORD LEASE	F051	340.01	68.00	408.01	4063	203	340.01	van leasing
26/07/2019	18772441		FORD LEASE	F051	340.01	68.00	408.01	4063	203	340.01	KW19 NDD
01/07/2019	16205		GANDERTON	G008	296.62	59.32	355.94	4063	203	296.62	fuel
01/07/2019	269240/201		GRENIKE	G011	182.19	36.44	218.63	4012	102	182.19	qtrly leasing
01/07/2019	12219		GM TYRES	G013	306.67	61.33	368.00	4063	203	306.67	OY15 PZX tyres
22/07/2019	GD3719	10111566	GRIPDECK	G017	200.48	40.10	240.58	4106	252	200.48	stadia strips and adhesive
01/07/2019	5068		GRUNDON	G050	70.82	14.16	84.98	4162	250	70.82	wheelie bins
01/07/2019	5069		GRUNDON	G050	124.62	24.92	149.54	4033	205	124.62	wheelie bins
04/07/2019	9276		HEALTH	H011	870.83	174.17	1,045.00	4612	249	870.83	monthly cleaning
08/07/2019	029765		HIGHGEAR	H32	308.60	61.72	370.32	4063	203	308.60	OV09GMG repairs
08/07/2019	079766		HIGHGEAR	H32	487.31	89.46	576.77	4063	203	487.31	mot OV09GMG and req repairs
05/07/2019	110937	10111561	JANITORIAL DIRECT	J013	158.75	31.75	190.50	4164	250	165.24	cleaning materials
		10111561						4164	250	-6.49	cleaning materials
08/07/2019	111004	10111561	JANITORIAL DIRECT	J013	36.06	7.21	43.27	4164	250	36.06	111004/10111561/Janitorial Dir
01/07/2019	107614		JANITORIAL DIRECT	J013	151.66	30.33	181.99	4161	250	151.66	cleaning supplies
01/07/2019	108744		JANITORIAL DIRECT	J013	103.93	20.79	124.72	4161	250	103.93	cleaning supplies
03/07/2019	JULY		JACKSON	J014	40.00	0.00	40.00	4253	305	40.00	honey
13/07/2019	13/7/19		JACKSON	J014	40.00	0.00	40.00	4253	305	40.00	honey
04/07/2019	84962		LANDSCAPE	L019	122.40	24.49	146.89	4037	205	122.40	saw, broom, rake, brush
11/07/2019	84962CR		LANDSCAPE	L019	-0.01	0.00	-0.01	4037	205	-0.01	correct mispost of inv
01/07/2019	925783		MAINSTREAM	M061	4.07	0.81	4.88	4018	102	4.07	816426
01/07/2019	925785		MAINSTREAM	M061	0.13	0.03	0.16	4018	102	0.13	812872
01/07/2019	926363		MAINSTREAM	M061	34.04	6.81	40.85	4018	102	34.04	qtrly rental
21/07/2019	11991		MICROSHADE	M063	691.12	138.22	829.34	4027	102	691.12	monthly hosting
25/07/2019	993727815		NALC	N001	211.49	42.30	253.79	4017	102	211.49	J Harvey NALC conference

Ledger No 1 for Month No 4

Items marked with a * are disputed invoices.

Supplier A/c Order

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Amount	Analysis Detail
								A/C	Centre	Amount		
15/07/2019	2144	10111544	NEWMAN	N013	69.75	13.95	83.70	4221	303	69.75	security staff at Comedy Night	
01/07/2019	217035		NATIONAL EXPRESS	N023	128.71	25.74	154.45	4253	305	128.71	national express	
11/07/2019	217035A		NATIONAL EXPRESS	N023	151.45	0.00	151.45	4253	305	151.45	tic	
11/07/2019	217035CR		NATIONAL EXPRESS	N023	-128.71	-25.74	-154.45	4253	305	-128.71	cancel mispost	
23/07/2019	UTILITIESJA		OLD GAOL	O010	822.62	0.00	822.62	4253	305	943.09	Utilities Old Gaol 80% tele	
24/07/2019	63835	10111551	OFF THE KERB	O022	2,500.00	500.00	3,000.00	4221	303	2,500.00	comedians fringe	
05/07/2019	24401603		OPUS	O025	58.12	2.91	61.03	4158	250	58.12	gas 5/6 - 4/7	
19/07/2019	45001	10111562	PHILLIPS PRINT	P006	222.67	1.02	223.69	9033	901	232.27	activity walk printing	
		10111562						9033	901	-9.60	activity walk printing	
01/07/2019	93392		PARAGON	P008	45.80	9.16	54.96	4620	253	45.80	hydraulic unit hire	
01/07/2019	93393		PARAGON	P008	188.10	37.62	225.72	4620	253	188.10	digger hire	
01/07/2019	93529		PARAGON	P008	37.80	7.56	45.36	4036	205	37.80	red diesel	
01/07/2019	93530		PARAGON	P008	196.00	39.20	235.20	4220	301	11.50	cable ties	
								4036	205	162.00	red diesel	
								4112	201	22.50	sundries	
03/07/2019	0436		PRINTED CLOTHING	P026	197.95	39.59	237.54	4221	303	197.95	fringe t-shirts	
29/07/2019	124210		PEAR TECHNOLOGY	P043	350.00	70.00	420.00	4017	102	350.00	tree mapping software sub	
01/07/2019	1907068337		PLUSNET	P053	386.00	77.20	463.20	4018	102	386.00	mobiles july	
01/07/2019	119390		PAYROLL OPTIONS	P057	126.71	25.34	152.05	4030	102	126.71	june monthly payroll	
01/07/2019	118859		PAYROLL OPTIONS	P057	119.89	23.98	143.87	4030	102	119.89	May invoice	
16/07/2019	769318		QUEST	Q002	8.20	1.64	9.84	4601	252	8.20	screws	
16/07/2019	769319		QUEST	Q002	4.28	0.86	5.14	4601	252	4.28	screws	
01/07/2019	SM20441		RBS	R001	290.00	58.00	348.00	4017	102	290.00	cern software annual maint/supp	
31/07/2019	SM20560		RBS	R001	290.00	58.00	348.00	4017	102	290.00	bookings annual support	
10/07/2019	129188	10111564	RT MACH	R006	71.39	14.27	85.66	4035	205	71.39	mower repairs	
10/07/2019	129190	10111564	RT MACH	R006	145.18	29.04	174.22	4035	205	145.19	mower repairs	
		10111564						4035	205	-0.01	mower repairs	

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 4

Ledger No 1 for Month No 4

Items marked with a * are disputed invoices.

Supplier A/c Order

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
01/07/2019	41695	10111565	ROSPA	R008	593.50	118.70	712.20	4167	250	114.00	annual inspection
		10111565						4106	257	68.50	annual inspection
		10111565						4106	259	68.50	annual inspection
		10111565						4106	252	205.50	annual inspection
		10111565						4106	251	137.00	annual inspection
31/07/2019	QL197129		SLCC	S005	350.00	0.00	350.00	4017	102	350.00	cilca fees CM
01/07/2019	E1920-56		SEAHAWKS	S007	15.00	0.00	15.00	4500	132	15.00	clock engraving - KMc
01/07/2019	960272402		SCREWFIX	S044	61.26	12.25	73.51	4043	102	61.26	ppe
01/07/2019	BTC300620		STEWKLEY	S057	314.51	0.00	314.51	4124	204	314.51	mowing
22/07/2019	5026AEL280		TRAVIS	T010	5.80	1.16	6.96	4112	201	5.80	postcrete
12/07/2019	42078		T KING ASSOC	T030	21.50	4.30	25.80	4037	205	21.50	hi-vis hoodle - CC
18/07/2019	20197/017	10111543	TALIESIN	T036	140.00	0.00	140.00	4221	303	140.00	PA Comedy Night
06/07/2019	193946770/		TOTAL	T049	95.55	4.78	100.33	4602	254	95.55	elec
06/07/2019	193946769/		TOTAL	T049	19.99	1.00	20.99	4052	102	19.99	feeder pillar elec
01/07/2019	TSHED0688		TOOL SHED	T061	665.63	133.13	798.76	4124	204	665.63	mowing
01/07/2019	TSHED0709		TOOL SHED	T061	665.63	133.13	798.76	4124	204	665.63	mowing
02/07/2019	TSHED0732		TOOL SHED	T061	665.63	133.13	798.76	4124	204	665.63	mowing
08/07/2019	4135	10111550	TECHNOVISION	T064	600.00	120.00	720.00	9033	901	600.00	heritage app dev - 2 days work
11/07/2019	74028		TFG STAGE	T070	394.16	78.83	472.99	4221	303	394.16	lighting focus comedy night
23/07/2019	QL1103234	10111546	UNIVERSITY	U001	200.00	40.00	240.00	4221	303	200.00	radcliffe centre hire OFG
01/07/2019	920411		VIKING DIRECT	V001	59.58	11.92	71.50	4010	102	59.58	stat
11/07/2019	973327		VIKING DIRECT	V001	32.20	6.44	38.64	4010	102	32.20	stat
11/07/2019	806827	10111541	WICKSTEED LEISURE	W004	1,508.60	301.72	1,810.32	4106	251	1,508.60	Repair to revolve rountabout
TOTAL INVOICES								4,190.57	28,238.55	24,047.98	24,047.98

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
ENVIRONMENT							
<u>201</u> ENVIRONMENT							
3995 NI ENVIRONMENT	0	5,178	23,567	18,389		18,389	22.0 %
3996 PENSION ERS ENVIRONMENT	0	15,681	44,107	28,426		28,426	35.6 %
4004 WAGES & SALARIES	0	66,636	185,719	119,083		119,083	35.9 %
4068 COMMUNITY SERVICE	0	1,080	9,620	8,540	2,040	6,500	32.4 %
4101 SEATS AND BINS	0	313	1,000	687		687	31.3 %
4112 ENVIRONMENT EQUIPMENT	0	2,141	7,000	4,859	158	4,700	32.9 %
4118 SOLAR PANELS	0	0	795	795		795	0.0 %
4155 SOLAR PANEL LOAN REPAYMENT	0	0	7,844	7,844		7,844	0.0 %
ENVIRONMENT :- Expenditure	0	91,030	279,652	188,622	2,198	186,423	33.3 %
Net Expenditure over Income	0	91,030	279,652	188,622			
<u>202</u> ROUNDABOUTS							
4108 ROUNDABOUT	0	0	1,500	1,500		1,500	0.0 %
ROUNDABOUTS :- Expenditure	0	0	1,500	1,500	0	1,500	0.0 %
1051 ROUNDABOUT NO 1 ABBOT FIRE	0	2,178	2,125	53			102.5 %
1052 ROUNDABOUT NO 2 ELLA	0	1,161	1,618	-457			71.8 %
1053 ROUNDABOUT NO 3 SEASONS	0	1,905	1,860	45			102.4 %
1054 ROUNDABOUT NO 4 R & B	0	2,429	2,312	117			105.1 %
1056 ROUNDABOUT NO 6 THE VET	0	2,587	2,537	50			102.0 %
1057 ROUNDABOUT NO 7 RING ROAD	0	1,319	1,294	25			101.9 %
ROUNDABOUTS :- Income	0	11,580	11,746	-166			98.6 %
Net Expenditure over Income	0	-11,580	-10,246	1,334			
<u>203</u> MAINTENANCE							
4063 VEHICLE HIRE AND RUNNING	0	5,319	14,000	8,681		8,681	38.0 %
4082 ALLOTMENTS	0	2,000	2,000	0		0	100.0 %
4102 DOG BINS	0	0	4,500	4,500		4,500	0.0 %
MAINTENANCE :- Expenditure	0	7,319	20,500	13,181	0	13,181	35.7 %
Net Expenditure over Income	0	7,319	20,500	13,181			
<u>204</u> DEVOLVED SERVICES EXPENSES							
4124 DEVOLVED NON-CARRIAGEWAY	0	3,822	20,353	16,531		16,531	18.8 %
4127 DEVOLVED MINOR HIGHWAYS	0	0	100	100		100	0.0 %
DEVOLVED SERVICES EXPENSES :- Expenditure	0	3,822	20,453	16,631	0	16,631	18.7 %

Month No : 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1015 DEVELOVED OTHER INCOME	0	0	3,000	-3,000			0.0 %
1017 DEV SERVS NON CARRIAGEWAY	0	20,353	20,353	0			100.0 %
1019 DEVOLVED SERVICES INCOME	0	0	0	0			0.0 %
DEVOLVED SERVICES EXPENSES :- Income	0	20,353	23,353	-3,000			87.2 %
Net Expenditure over Income	0	-16,530	-2,900	13,630			
<u>205</u> <u>GROUNDS MAINTENANCE</u>							
4033 WASTE DISPOSAL	0	410	1,800	1,390		1,390	22.8 %
4035 MACHINERY	0	427	2,000	1,573		1,573	21.3 %
4036 FUEL (MOWER)	0	608	3,000	2,392		2,392	20.3 %
4037 SUNDRIES	0	291	1,500	1,209	84	1,125	25.0 %
GROUNDS MAINTENANCE :- Expenditure	0	1,735	8,300	6,565	84	6,481	21.9 %
Net Expenditure over Income	0	1,735	8,300	6,565			
<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	48	500	452		452	9.6 %
4602 ELECTRICITY	0	338	2,500	2,162		2,162	13.5 %
4603 WATER	0	103	1,500	1,397		1,397	6.8 %
DEPOT :- Expenditure	0	4,564	15,400	10,836	0	10,836	29.6 %
Net Expenditure over Income	0	4,564	15,400	10,836			
<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	0	2,613	10,450	7,837		7,837	25.0 %
4709 MAINTENANCE	0	40	500	460		460	8.0 %
PUBLIC TOILETS :- Expenditure	0	2,653	15,450	12,797	0	12,797	17.2 %
1085 SHOP MOBILITY INCOME	0	435	350	85			124.3 %
PUBLIC TOILETS :- Income	0	435	350	85			124.3 %
Net Expenditure over Income	0	2,218	15,100	12,882			

Month No : 5

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	1,017	9,320	8,303		8,303	10.9 %
4158 LACE HILL GAS	0	419	5,000	4,581		4,581	8.4 %
4159 LACE HILL ELECTRICITY	0	1,859	-3,757	-5,616		-5,616	-49.5 %
4160 LACE HILL WATER	0	110	2,500	2,390		2,390	4.4 %
4161 LACE HILL REPAIRS & MAINT	0	1,862	10,000	8,138	155	7,982	20.2 %
4162 LACE HILL CONTRACTOR	0	1,769	3,500	1,731		1,731	50.5 %
4163 LACE HILL ALARM	0	91	500	409		409	18.2 %
4164 LACE HILL EQUIPMENT	0	195	3,000	2,805		2,805	6.5 %
4167 LACE HILL PLAY AREA	0	114	3,000	2,886		2,886	3.8 %
4225 RATES	0	9,575	9,600	26		26	99.7 %
LACE HILL :- Expenditure	0	17,011	42,663	25,651	155	25,496	40.2 %
1026 LACE HILL COMMUNITY CENTRE	0	16,994	44,000	-27,006			38.6 %
LACE HILL :- Income	0	16,994	44,000	-27,006			38.6 %
Net Expenditure over Income	0	17	-1,337	-1,354			
<u>251</u> <u>CHANDOS PARK</u>							
4106 PLAY AREA MAINTENANCE	0	1,646	3,500	1,854		1,854	47.0 %
4122 TREE WORKS	0	0	2,000	2,000		2,000	0.0 %
4601 REPAIRS& MAINTENANCE FUND	0	151	2,500	2,349	836	1,513	39.5 %
4602 ELECTRICITY	0	96	500	404		404	19.1 %
4603 WATER	0	41	1,500	1,459		1,459	2.8 %
CHANDOS PARK :- Expenditure	0	1,933	10,000	8,067	836	7,231	27.7 %
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	0	1,933	8,825	6,892			
<u>252</u> <u>BOURTON PARK</u>							
4106 PLAY AREA MAINTENANCE	0	406	1,000	594		594	40.6 %
4122 TREE WORKS	0	0	7,000	7,000		7,000	0.0 %
4601 REPAIRS& MAINTENANCE FUND	0	497	4,000	3,503	393	3,110	22.2 %
4708 PLAY EQUIPMENT	0	0	10,000	10,000		10,000	0.0 %
BOURTON PARK :- Expenditure	0	903	22,000	21,097	393	20,704	5.9 %
Net Expenditure over Income	0	903	22,000	21,097			

	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	120	3,000	2,880	115	2,765	7.8 %
4602 ELECTRICITY	0	52	400	348		348	12.9 %
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	1,229	6,500	5,271		5,271	18.9 %
4621 NEW CEMETERY PLANNING	0	0	7,000	7,000		7,000	0.0 %
CEMETERY :- Expenditure	0	1,749	48,628	46,879	115	46,764	3.8 %
1041 BURIAL FEES	0	2,420	17,000	-14,580			14.2 %
CEMETERY :- Income	0	2,420	17,000	-14,580			14.2 %
Net Expenditure over Income	0	-671	31,628	32,299			
<u>254</u> <u>CHANDOS PARK TOILETS</u>							
4612 CONTRACTOR CHARGE	0	4,370	13,000	8,630		8,630	33.6 %
4709 MAINTENANCE	0	68	1,000	932		932	6.8 %
CHANDOS PARK TOILETS :- Expenditure	0	4,438	14,000	9,562	0	9,562	31.7 %
Net Expenditure over Income	0	4,438	14,000	9,562			
<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	76	500	424		424	15.3 %
RAILWAY WALK & CASTLE HILL :- Expenditure	0	76	3,000	2,924	0	2,924	2.5 %
Net Expenditure over Income	0	76	3,000	2,924			
<u>256</u> <u>STORAGE PREMISES</u>							
4066 GRENVILLE GARAGE RENT	0	203	650	447		447	31.3 %
STORAGE PREMISES :- Expenditure	0	203	650	447	0	447	31.3 %
Net Expenditure over Income	0	203	650	447			
<u>257</u> <u>KEN TAGG PLAYGROUND</u>							
4106 PLAY AREA MAINTENANCE	0	69	500	432		432	13.7 %
4122 TREE WORKS	0	0	250	250		250	0.0 %
KEN TAGG PLAYGROUND :- Expenditure	0	69	750	682	0	682	9.1 %
Net Expenditure over Income	0	69	750	682			

Month No : 5

Committee Report

	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	0	1,850	6,850	5,000		5,000	27.0 %
CEMETERY LODGE :- Expenditure	<u>0</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 CEMTERY LODGE RENTAL	0	3,153	10,530	-7,377			29.9 %
CEMETERY LODGE :- Income	<u>0</u>	<u>3,153</u>	<u>10,530</u>	<u>-7,377</u>			<u>29.9 %</u>
Net Expenditure over Income	<u>0</u>	<u>-1,303</u>	<u>1,022</u>	<u>2,325</u>			
<u>259</u> <u>OTTERS BROOK</u>							
4106 PLAY AREA MAINTENANCE	0	69	500	432		432	13.7 %
4122 TREE WORKS	0	0	400	400		400	0.0 %
OTTERS BROOK :- Expenditure	<u>0</u>	<u>69</u>	<u>900</u>	<u>832</u>	<u>0</u>	<u>832</u>	<u>7.6 %</u>
Net Expenditure over Income	<u>0</u>	<u>69</u>	<u>900</u>	<u>832</u>			
<u>260</u> <u>CCTV</u>							
4100 CCTV ONGOING COSTS	0	425	1,600	1,175		1,175	26.6 %
CCTV :- Expenditure	<u>0</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>0</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>0</u>	<u>139,849</u>	<u>520,998</u>	<u>381,148</u>			<u>27.6 %</u>
Income	<u>0</u>	<u>54,935</u>	<u>108,154</u>	<u>-53,219</u>			<u>50.8 %</u>
Net Expenditure over Income	<u>0</u>	<u>84,914</u>	<u>412,844</u>	<u>327,929</u>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>EARMARKED RESERVES</u>							
<u>901</u>	<u>EARMARKED RESERVES</u>						
9001	0	0	1,000	1,000		1,000	0.0 %
9002	0	0	20,000	20,000		20,000	0.0 %
9004	0	0	28,076	28,076		28,076	0.0 %
9006	0	0	598	598		598	0.0 %
9012	0	0	7,753	7,753		7,753	0.0 %
9015	0	0	4,136	4,136		4,136	0.0 %
9025	0	0	27,121	27,121		27,121	0.0 %
9027	0	0	226	226		226	0.0 %
9029	0	0	5,399	5,399		5,399	0.0 %
9030	0	0	2,404	2,404		2,404	0.0 %
9033	0	3,933	2,540	-1,393	151	-1,544	160.8 %
9035	0	0	1,405	1,405		1,405	0.0 %
9036	0	0	3,188	3,188		3,188	0.0 %
9037	0	400	400	0		0	100.0 %
9040	0	0	89	89		89	0.0 %
9041	0	200	200	0		0	100.0 %
9045	0	0	520	520	269	251	51.8 %
9046	0	4,613	5,242	629		629	88.0 %
9048	0	1,750	2,071	321		321	84.5 %
EARMARKED RESERVES :- Expenditure	0	10,896	112,368	101,472	420	101,051	10.1 %
Net Expenditure over Income	0	10,896	112,368	101,472			
EARMARKED RESERVES :- Expenditure	0	10,896	112,368	101,472			10.1 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	0	10,896	112,368	101,472			

BUCKINGHAM TOWN COUNCIL

Environment

Monday 2nd September 2019

Contact Officer: Claire Molyneux

Subject. Lace Hill Sports and Community Centre Banners Policy

Background

The Environment Committee have requested a draft of the new Banners Policy for Lace Hill Sport and Community Centre:

113.2/19 *Banners at Lace Hill*

Members received a written report from the Lace Hill Coordinator and held a discussion over an appropriate scale of fees for advertising at Lace Hill.

Proposed by Cllr. Mahi, seconded by Cllr. Stuchbury and unanimously AGREED

to allow up to five advertising banners at Lace Hill Sports and Community Centre at a monthly fee of £25 for Not for Profit organisations and £50 for any other business/organisation. Members also AGREED for the Town Clerk to draft a policy to be brought back to a future meeting of the Environment committee.

The draft policy is attached for Members' comments.

Recommendation

To review and agree the lace Hill Sports and Community Centre Banners Policy.

To agree to review the policy in line with all other town Council policies and procedures.

BUCKINGHAM TOWN COUNCIL

Lace Hill Sport and Community Centre (LHSCC) Banners Policy

For a set monthly fee users of the LHSCC may display advertising banners on the railings of the LHSCC car park.

Advertisers must be current users of the LHSCC or have a firm future booking. Banners will be limited to a maximum of five at any time.

In the case of over-subscription, priority will be given to current advertisers. New advertisers will be placed on a waiting list.

Banners must be of good quality, waterproof, fixed securely, and have minimal wording in print of sufficient size to be read easily and quickly. They should not exceed 2m 15cm in length and 95cm in height. Longer banners may be considered if there is space but will be charged at double the standard rate.

Banners should not be erected until the lace Hill Centre Co-ordinator has seen and approved them as suitable.

The LHSCC Co-ordinator is responsible for deciding the exact location of each banner, their decision is final. Banners must not be placed near the entrance/exit of the car park in a manner that would restrict the view of drivers.

Hirers are responsible for keeping their banners clean and in good repair. They must be kept securely attached to the railings at all four corners.

Banner charges will be added to the special T&Cs of existing contracts and will not require a separate contract.

The Town Council takes no responsibility for the security of any banner while in place.

Not for profit organisations will receive a 50% reduction in banner fees.

The fee will be reviewed annually (as a minimum). Advertisers will be given at least one calendar month notice of any changes in the fees.

BUCKINGHAM TOWN COUNCIL
BRACKLEY ROAD CEMETERY HANDBOOK
ENVIRONMENT COMMITTEE

2nd SEPTEMBER 2019

Agenda Item no. 8

Contact Officer: Mrs Louise Stubbs, Admin

Recommendation:

It is RECOMMENDED that members agree the following amendments to the Brackley Road Cemetery Handbook.

It is RECOMMENDED that members agree to an increase of fees for Child (under 12) burial plots and interment costs.

Suggested amendments:

General Information

1.3 Change of Address

The addition of "There is no administration fee for change of address."

Brackley Road Cemetery Site Information

2.3 Toilets

The addition of "A Changing Places facility can be found at the Cornwalls Meadow toilets, next to Shopmobility."

The Burial Process

3.1 Exclusive Right of Burial The addition of "Please be aware that the pre-purchase of burial plots may be suspended during periods of high demand in order to ensure that there is enough burial space available."

Memorials

Add "4.11 Memorial Testing

Burial Ground staff will check the safety of all memorials in the cemetery periodically. The Council will issue public notifications when testing is due to start, via the press, social media and our own communication channels.

If any memorial is found to be unsafe, the Deed Owner is responsible for the costs of repair to the memorial. The Council will endeavour to contact the Deed Owner so that these repairs can be made.”

Appendix A

Arranging a Funeral – some helpful advice

Add a new section:

“Funeral Costs For A Child

From 23rd July 2019 the costs for a funeral for a child can be claimed from the governments Child Funeral Fund.

Any claim for funding is made by the funeral directors and burial authority themselves, and not by the family. The burial costs that can be covered by the fund include:

1. Purchase of burial plot and right of burial deed
2. Carrying out the burial
3. Permission to erect a memorial

Please speak to your funeral director about other funeral costs that can be funded by the scheme.”

Appendix B

Charities & Counselling services to help the bereaved

The removal of charities and counselling services that no longer exist.
The amendment of names and contact details for the remaining charities.
The addition of new charities that may be helpful.

The amended list is as follows:

“Asian Family Counselling Service

Tel: 0208 571 3933

<https://asianfamilycounselling.org> Provides support and advice to the bereaved.

British Association for Counselling

Tel: 01455 883 300

www.bcap.co.uk Provides details of counselling organisations and services

Bereavement Advice Centre

Tel: 0800 634 9494

www.bereavementadvice.org Can direct callers to the organisation best suited to their individual circumstances.

Bereavement Register

Tel: 020 7089 6043

www.thebereavementregister.org.uk Supplies name of recently deceased to mail order companies to halt unwanted mail

British Holistic Medical Association

www.bhma.org Self-help tapes and relaxation techniques

Humanists UK

Tel: 020 7324 3060

www.humanism.org.uk Information on non-religious funerals.

Child Bereavement UK

Tel: 0800 02 888 40

www.childbereavementuk.org Provides support and counselling for bereaved families

Cruse Bereavement Care

Tel: 0808 808 1677

www.cruse.org.uk Promotes the well-being of bereaved people and provides help in understanding grief and coping with loss.

Citizens Advice

Tel: 01280 829 761

www.citizensadvice.org.uk Advice about death, bereavement and financial matters

Cremation Society of Great Britain

Tel: 01622 688 292/3

www.cremation.org.uk Provides information on your nearest crematorium and advice on what to do.

Jewish Bereavement Counselling Service

Tel: 0208 951 3881

www.jbcs.org.uk Counselling services for the Jewish faith.

The Lullaby Trust (formerly FSID)

Tel: 0808 802 6868

www.lullabytrust.org.uk Support for those bereaved by sudden infant death syndrome.

Macmillan

Tel: 0808 808 0000

www.macmillan.org.uk Information and support for families affected by cancer.

Miscarriage Association

Tel: 01924 200 799

www.miscarriageassociation.org.uk Information and support for those faced with pregnancy loss.

National Association of Memorial Masons

Tel: 01788 542 264

www.namm.org.uk Provide a list of members and a code of practice

National Association of Funeral Directors

Tel: 0121 711 1343

<https://nafd.org.uk> Provide information and advice on Funeral Directors

National Society of Allied and Independent Funeral Directors

Tel: 0345 230 6777

<https://saif.org.uk> Provide information and advice on Funeral Directors

Roadpeace

Tel: 0845 4500 355

www.roadpeace.org National charity for road traffic victims.

SANDS: Stillbirth and Neonatal Death Society

Tel: 0808 164 3332

www.sands.org.uk Provides support and information for bereaved parents, family and friends.

Samaritans

Tel: 116 123

www.samaritans.org.uk Available at any hour to befriend people facing a personal crisis, including bereavement

Switchboard: LGBT+ Helpline

Tel: 0300 330 0630

<https://switchboard.lgbt> Provides support and advice to the LGBT+ community.

Way Foundation (Widowed And Young)

www.widowedandyoung.org.uk National Charity in the UK for people aged 50 or under when their partner died."

Appendix C

List of Fees & Charges

Amendment of costs of child burial plot and interment fees to match adult costs, reflective of the fact that an adult sized plot is normally used and that costs are now covered by the government's Child Funeral Fund 2019.

Resident fees:

Purchase child (under 12) plot increase from £260 to £460.

Interment Fee single depth child (under 12) increase from £135 to £360.

Non-resident fees:

Purchase child (under 12) plot increase from £520 to £920.

Interment Fee single depth child (under 12) increase from £270 to £720.

BUCKINGHAM TOWN COUNCIL

Environment

Monday 2nd September 2019

Green Space Management at the Tingewick Road Development

Contact Officer: Paul Hodson, Town Clerk

Recommendation

It is recommended that the Town Council continues with the preparation of a business plan for taking on the open spaces around the Tingewick Road site, and that the Council agrees to accept transfer of the open spaces, provided that a viable business case is received and agreed by the Council.

Background

The S106 agreement for the development north and south of the Tingewick Road includes a requirement for the developer to *endeavour to procure the agreement of the (Town Council) to accept a transfer of the open space land* at the site, rather than passing this to a management company. Initial discussions have taken place, including a site visit by the Town Clerk and Estates Manager. The suggestion is that the Town Council would take on responsibility for mowing, hedge cutting and care of the green spaces around the site, along with the three play areas and the large park area which includes St Rumbold's Well. It is not yet possible to provide a detailed proposal; we are waiting for technical information about the areas under discussion, as well as confirmation of the capital sum that would be provided to the Town Council. It is likely that the work would require at least one additional member of staff.

Once these matters are clear, Councillors will be provided with a costed plan for managing the site. It is intended that the cost would be less than the Council's projected increased income through Council Tax contributions from the new properties.

You haven't given them any idea of the total size of the green areas (and the park area is quite big), or an estimate of any extra ground staff requirements.

BUCKINGHAM TOWN COUNCIL**Environment****Monday 2nd September 2019****Allotment Contract Renewal****Contact Officer: Paul Hodson, Town Clerk****Recommendation**

It is recommended that the Town Council extends the agreement with the Bourton Road Allotment Holder's Society for a further 12 years. It is recommended that this is initially for an annual grant of £2,000 and that the grant be increased by the rate of RPI each year.

Background

The Town Council has a legal duty to provide allotments if required by residents. Section 23 of the Small Holdings and Allotments Act 1908 stipulates that that if *"there is a demand for allotments... the council shall provide a sufficient number of allotments to persons...resident in the borough district or parish and desiring the same"*.

The Town Council currently meets this duty through an arrangement with the Bourton Road Allotment Holder's Society. The current agreement gives the Town Council the right to *"nominate at any one time a maximum of 10 plot-holders at the Bourton Road allotment site"*. In this way, the Town Council meets its legal duty, with a minimum cost and administrative burden. The arrangement is working well – there have been no complaints in recent years, new plot holders are accommodated, and the Town Council does not get involved in the day to day running of the allotments. In return for this, the Town Council pays the Society an annual grant. This is currently £2,000.

The agreement expired in 2017. The Society have requested that the agreement be renewed without changes.

The Society currently hosts approximately 160 plots on their site. Whilst the Town Council is planning to purchase land for a new allotment site next to Tingewick Road, this is intended to meet the demand created by new housing, and will not have anywhere near 160 plots. If the Bourton Road site was removed, the Town Council may be obliged to provide further plots. The Bourton Road site provides plots in the town centre, making it very accessible for residents.

The current agreement is attached to this report.

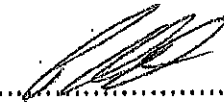
**AGREEMENT BETWEEN BOURTON ROAD ALLOTMENT HOLDERS' SOCIETY
AND BUCKINGHAM TOWN COUNCIL**

Notes

1. The Buckingham Town Council shall have the right to nominate at any one time a maximum of 10 plot-holders at the Bourton Road allotment site. The plots as shown on the attached map will be administered by Bourton Road Allotment Holders' Society. All notifications shall be in writing to the Secretary of the Society. {The allocation being in compliance with the Council's duty under the Small Holdings and Allotments Act 1908 s23 (1).}
2. In the event of the Buckingham Town Council being unable to nominate 10 plot-holders, the Bourton Road Allotment Holders' Society shall allocate vacant plots from its own waiting list.
3. If the number of plot-holders nominated by the Buckingham Town Council falls below 10, the Buckingham Town Council shall have the right to nominate plot-holders for plots next becoming vacant so as to bring the number of plots cultivated by Buckingham Town Council nominees up to 10.
4. Plot-holders nominated by the Buckingham Town Council shall be liable to such rents, charges and regulations as are from time to time determined by the Bourton Road Allotment Holders' Society. Such rents and charges as are due on the nominated plots shall be retained by the Bourton Road Allotment Holders' Society in lieu of all administration charges.
5. Both the Buckingham Town Council and the Bourton Road Allotment Holders' Society shall keep a list of nominated plot-holders and the Bourton Road Allotment Holders' Society shall, on 25th March each year, provide the Buckingham Town Council with a list of those nominees cultivating plots at the Bourton Road allotments site.
6. In return for the right of nominating plot-holders the Buckingham Town Council will, from time to time, make grants to the Bourton Road Allotment Holders' Society for the purpose of maintaining roadways, fencing, hedges and water supply etc. Such grants shall, be agreed on a 3 year programme of set amounts with the review of the forthcoming 3 years being agreed in year 2; the grant for financial years 2005/2006, 2006/2007 and 2007/2008 being £500 per year.
7. This agreement shall be operative for a period of twelve years from the date hereof or until the owners of the land take possession thereof, whichever period shall be the shorter. The Buckingham Town Council shall have the option of extending this agreement at the end of the twelve year period, or of giving six months notice of an intention to terminate that agreement during that period.
8. Additional sums for maintenance costs for roadways, fencing, hedging, water supply etc will be considered separately under the Town Council's grant scheme

R. Serrams

.....
Signed by *MR R. SERRAMS*
On Behalf of Bourton Road Allotment Holders' Society


.....
Signed by *Ms Paula Hewitt*
on behalf of Buckingham Town Council

Date *18 Aug 2005*

Notes of the Buckingham Community Wildlife Project Steering Group held on 17th June 2019 at 6pm in the Town Council Chamber.

Present, Athina Beckett, Derrick Isham, Joanne Makin, Jenny Manning, Ruth Newell (Chair), Ian Orton, Lee Phillips.

1. **Apologies:** Terry Bloomfield, Margaret Gateley, Paul Holton, who had invited Joanne to attend on his behalf.

Absent: Bill Truscott.

2. **Notes of meeting held on 18 February 2019** – received and agreed.

3. **Matters Arising** – none, all on the Agenda.

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

Jenny Manning reported that the results from the annual nest box survey carried out by Michael Hunt have now been submitted to the BTO.

34 Nest Record cards compiling of

19 Blue Tit

15 Great Tit

Interestingly there was only one failure at egg stage of a Blue Tit and only 1 or 2 dead young in any of the any broods with most fledging, so another good year as was 2018.

Two of our volunteers have taken on a butterfly transect, which entails monitoring butterfly species and numbers seen once a week for about 45 mins, on any sunny / bright warm day in the week, ideally between 10.45am-3.45pm, from April until the end of September. The results are sent in to the Butterfly Conservation Upper Thames branch.

We have started our planned work to clear the central section of fallen willows, to open up a migratory corridor for flying insects and bats. It will also encourage the return of native wildflowers to those areas.

A thank you to Robin Stuchbury for mentioning the lovely display of wildflowers along the walkway on the Buckingham What Matters Facebook page. It has taken a few years of patient nurturing of transplanted plants, and also seed dispersal to get the glades to their current state. We are following Matt Dodd's advice to keep the planting as natural as possible for that site and also where possible to use locally sourced plants and seeds. The use of yellow rattle and cutting and clearing at the end of the flowering season has also proved to be a successful strategy. The glades are certainly attracting butterflies and other pollinators and we are specifically focussing on plants that attract butterflies and bees.

Joanne Makin, AVDC Ecologist has contacted us regarding taking part in a Dormouse project. 5 of our group are really interested in taking part. We have had some new members to the group over the last few months, all keen to get involved with the surveys and our general aims.

We are very pleased to be one of the first recipients of a Buckingham Society award for the group's effort regarding conservation in Buckingham, and the award would be presented with a certificate on Civic Day, Saturday 22nd June outside the Old Gaol.

5. **Maids Moreton Avenue Conservation Group**

There was no report in the absence of Bill Truscott. Ian Orton raised the concern about the land grab from the owners of Highlands Roads gardens when they replace the fences at the ends of their gardens, and agreed to raise it with Buckinghamshire County Councillors/ Officers. This had narrowed further the path at the top end of the Avenue. In addition, Ruth Newell noted the BCC public footpath sign was still hidden behind the Buckingham Primary School sign, at the school entrance on Highlands Road.

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

Lee Phillips reported the success of the wildflower meadows with the mix of annual and perennial wild flower mix and species good for winter bird seed in the middle that would not be cut. The new section had annuals.

The Bourton Park management plan had key parts for wildlife and a bat survey was planned.

Areas had been identified for tree planting, with black poplars and alders, as some had been lost due to flooding.

Woodland planting was planned including bluebells and wild garlic for suitable areas, and volunteers would be involved with the planting.

The potential funding from the LAF/ AVDC would be tied into flood resilience for Buckingham, and would demonstrate beneficial impact to natural flood management.

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

Athina reported that a lot of work was concentrated at the Cosgrove end, but at the Bourton Meadow the end the couple were doing basic maintenance work. There was an excess of reeds growing across the canal and now volunteers move them back to the sides. There were problems with the solar pumps that move water from the river to the canal and the pump mechanism was being replaced.

The Canal Society were still bringing volunteers to work in the area. The Hyde Lane Nature reserve site was being worked on and a group from Santander would help. The grass had been cut in the seating area and they were going further down the walk strimming. Solar panels were up and working by the tow path side at Hyde Lane. Otter sightings continue.

The canal society festival was taking place at the Cosgrove Bridge on 20th and 21st July 2019. Athena handed out posters for all to display.

7. **Buckingham Society**

The Tree Walk on 26th April had been a great success, led by Michael Hunt and as a consequence, another was planned for 27th July 2019 to focus on the green heartlands. The Society was planning leaflets on walks and a tree guide that Michael Hunt would write.

8. **AVDC**

Joanna Makin the AVDC Ecologist had been invited to attend the meeting on behalf of Paul

Appendix C

Holton. Joanne had been working on the river wardens and funding for the project officer. Section 106 money from the Lace Hill development was available for flood prevention and she had spoken to the River Thame Trust and extend their remit to the Ouse. Worked up a proposal for national flood management levels upstream of Buckingham with back waters and leaky dams. Bucks CC was supportive and a meeting was planned with the Town Council. Plans included changing the rate of flow in tributaries, lessen flow in the river, meetings with landowners, links with River Thame Trust, possible removal of the weir in Cornwall's meadow, which the EA were keen on to improve fish passage and river flow, improvement of the jetty and river banks. The EA looked at getting fund from water framework directive funds. Those at the meeting confirmed seeing Chubb in the river, in the Mill Race and Chandos Park areas.

Part of Joanne's role was the review and commenting on planning applications, and Dormice had been found on the land off Osier Way. In the County it was an important site as Dormice were a protected European species, and they were rare within the County. It was a statutory duty to have a licence in place. They were found in woodland pockets and hedgerows. There was a national Dormouse project. Joanne shared an image of where they were in the County. Joanne explained about the Dormouse survey kit, (a tunnel with a piece pf paper that leaves footprints) and volunteers can choose a place to survey in the local area. The tubes are checked once a week to top up the ink and to replace the paper, and are placed 20 metres apart, and 50 tubes were available. It was planned to start at the Railway walk and then Stowe avenue.

9. Wardens – Tree, River, Park.

Tree Wardens nothing further to report there would be a further tree walk.

Park Wardens were included in the Bourton Park plan.

Lee Phillips reported that this Thursday there was a River Wardens meeting on invertebrate identification. The LAF funding of £6,000 would fund someone for one day week to run the river wardens, and to apply for other funding. Another recent grant application had been unsuccessful.

10. Any other business.

None.

11. Date and time of next meeting

Agreed as **21 October 2019 at 6pm.**

The meeting closed at 6.50 pm

Ruth Newell
18 June 2019 & 23 August 2019