



BUCKINGHAM TOWN COUNCIL

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

ENVIRONMENT
COMMITTEE

Wednesday, 12 February 2020

Councillor,

You are summoned to a meeting of the **Environment Committee** of Buckingham Town Council which will be held on **Monday 17th February 2020** at 7pm in the **Small Committee Room, Lace Hill Sports and Community Centre, Catch pin Street Buckingham MK18 7RR.**

Paul Hodson

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 & Schedule 4.

3. Minutes

To receive the minutes of the Environment Committee meeting held on Monday 9th December 2019 and received at Full Council on the 27th January 2020.

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. Business plan

To receive and discuss a written report from the Town Clerk

E/159/19

7. Dogs on Sports Pitches

To receive and discuss a verbal update from the Town Clerk

Buckingham



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.

8. Section 106 Funding

8.1 S106 Wishlist

To receive and discuss a written report from the Town Clerk

E/160/19

8.2 Garage Site 456999g Overn Crescent (18/04626/APP)

Members to support and comment on provisional plans for Section 106 funding attributed to application 18/04626/APP

Appendix C

8.3 Funding of soft play area

To receive and discuss correspondence

Appendix D

9. Green Spaces Apprentice

To receive and discuss a verbal update from the Estates Manager

10. Lace Hill Sports and Community Centre fees

To receive and discuss a written report from the Deputy Town Clerk

E/161/19

11. Metal Detecting

To receive and discuss a report from the Town Clerk

E/162/19

12. Community Centre Works

To receive and discuss a verbal update from the Town Clerk

13. Volunteer River Wardens

To receive and consider a written report from the Estates Manager

E/163/19

14. Tree Planting in Bourton Park

To receive and discuss a verbal report from the Estates Manager

15. Management of Green Spaces on New Developments

To receive and consider a verbal update from the Town Clerk

16. Cemetery Lodge Update

To receive and discuss a verbal update from the Estates Manager

Appendix E

17. Access Awareness

18. News Releases

19. Chair's Announcements

20. Date of Next Meeting: Monday 6th April 2020

COMMITTEE IN PRIVATE SESSION

Exclusion of Public and Press

RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

21. Dog Bin Collection

To receive and discuss a written report from the Estates Manager

E/164/19

22. New Cemetery Designer

To receive and discuss a verbal report from the Town Clerk

23. Play area improvements

23.1/19 Lace Hill Play area

To receive and discuss a written report from the Estates Manager

E/165/19

23.2/19 Bourton Park Toddler Play Area

To receive and discuss a written report from the Estates Manager

E/166/19

24. Water Bottle Refill Station Installation

To receive and discuss a written report from the Estates Manager

E/167/19

25. Bourton Park Bridge Repairs

To receive and discuss a written report from the Estates Manager

E/168/19

26. Fire Doors

To receive and discuss a written report from the Estates Manager

E/169/19

To

Cllr. M. Cole (Town Mayor)
Cllr. Mrs. M. Gateley (Vice Chair)
Cllr. J. Harvey
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	92/15; 904/15;64 0/16; 309.4/17- 463; 206/18; 126/19	Sports Pitch Provision	Cllr. Stuchbury said he was disappointed the issue had not been progressed and asked for the historical correspondence and agreements to be reviewed by the Town Clerk.	Town Clerk	Town Clerk to update env Committee once he has meet with all parties	April
2	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	Meeting organised for week beginning 9th December 2019.	February AGENDA
3	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. Invitations to quote have been issued	February AGENDA
4	Environment	451/18; 739/18; 280/19; 426/19	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	Full Council discussed the issue on 27th January and agreed to make a decision on the way forward at the next Interim Council meeting, on 24th February 2020.	Interim Full Council February 2020
5	Environment	734/18; 286/19	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	Members discussed and AGREED the recommendations in a written report from the Town Clerk to continue 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.	April
6	Environment	428/19	S106 - Wish List	The Town Clerk explained that AVDC didn't consider the BMX Track as part of their vision for the Heartlands Park. Members AGREED for the Town Clerk to ask AVDC for their 5-year plan for Heartlands Park and whether a BMX Track could be incorporated within this.	Town Clerk	To be provided following approval of Bourton Masterplan	February
7	Environment	575/18 737/18; 429/19	Town Centre Audit	AGREED that once a list of participants has been identified, the town would be divided between those taking part. Those involved would be asked to complete their surveys during January and February 2020.	Town Clerk		April
8	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		April
9	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	Location for new dog bin on Tingewick Road found to be agreed with AVDC/TfB	April
10	Environment	303	News Releases	Members AGREED the following News Releases:Town Centre Audit and resulting (minor) highway repairs and Renovation of Buckingham's Milestone Markers.	Town Clerk	Town Centre Audit press release actioned. Milestone Markers to be issued once work is completed.	June
12	Environment	425/19	Bridges Bourton Park	Estates Manager proceed with obtaining costs for the repairs indicated in the survey to include obtaining detailed instruction from a structural engineer on how the repairs are to be carried out. As well as investigate what options there are for Bridge 2.	Estates Manager		February AGENDA
13	Environment	432/19	Crowdfunding	Members AGREED to move forward with submitting a project on either wildflower planting or the play area accessible roundabout for the spring 2020 round of funding.	Administrator	Agenda for April 2020	April
14	Environment	126/19	Cattle Pens Finger Post	Greenspaces Team to install the remaining finger post in the Cattle Pens	Estates Manager	Awaiting reconfirmation from AVDC and quotation from Groundworks	April
15	Environment	126/19	TPO on Yew tree at Summer House Hill	Cllr. Ralph asked for the Estates Manager to investigate reported unauthorised tree works on a Yew tree bordering one of Western Avenue's residents' car parks.	Estates Manager		April
16	Environment	126/19	Section 106	Town Clerk to produce a report for February meeting on wishlist including playareas and BMX track.	Town Clerk		February AGENDA
17	Environment	128/19	Climate emergency	Cllr. Newell AGREED to work with the Estates Manager and Committee Clerk to assign target dates to each action.	Estates Manager		April
	Environment		Dogs on Sports Pitches	erect two signs instructing dog owners not to allow their dogs on the sports pitches, and to clean up after their dogs. To move one dog bin to be positioned between the pitches and the Lace Hill Centre. To use social media to encourage dog-owners to keep their dogs under control at Lace Hill and off the sports pitches. Promote alternative green spaces for dog walking near to Lace Hill.	Estates Manager		February AGENDA

INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES

PAGE No	CODE	COST CENTRE	AMOUNT	EXPLANATION
1	1015	204	-£6,453.00	Income due for pot hole repair invoice - see below
2	4124	204	-£9,325.00	Invoice for pot hole repairs shown here (agreed after precept) and income from BCC to be received shown on n/l 1015 204
2	4601	248	-£1,013.00	CCTV and Liquid storage not budgeted for
3	4159	250	-£8,550.00	income was anticipated from solar panels when precepted - but this is no longer the case.
4	4602	254	-£91.00	incorrect n/l code to be t/f to 4602 251 (RBS maint so not able to use to complete the t/f)
5	4085	261	-£16,000.00	chamber renovation to be recharged to AVDC
6	9033	901	-£2,710.00	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.

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>EARMARKED RESERVES</u>						
901 EARMARKED RESERVES						
9001 YOUTH COUNCIL	0	1,000	1,000		1,000	0.0%
9002 CEMETERY DEVELOPMENT	0	20,000	20,000		20,000	0.0%
9004 SOLAR PANEL LACE HILL	0	28,076	28,076		28,076	0.0%
9006 SPEED WATCH	0	598	598		598	0.0%
9012 CHRISTMAS LIGHTS	7,458	7,753	295		295	96.2%
9015 CHARTER FAIRS	0	4,136	4,136		4,136	0.0%
9025 PLAY AREA REPLACEMENT	0	27,121	27,121		27,121	0.0%
9027 GREEN BUCKINGHAM GROUP	0	226	226		226	0.0%
9029 CIRCULAR WALK MAINT	0	5,399	5,399		5,399	0.0%
9030 TOURISM LEAFLETS	0	2,404	2,404		2,404	0.0%
9033 ECONOMIC DEVELOPMENT GRP	5,250	2,540	(2,710)		(2,710)	206.7%
9035 PARKS DEVELOPMENT	0	1,405	1,405		1,405	0.0%
9036 ELECTION COSTS	0	3,188	3,188		3,188	0.0%
9037 FAIR TRADE	400	400	0		0	100.0%
9040 PARK RUN	0	89	89		89	0.0%
9041 BONFIRE AND FIREWORK	200	200	0		0	100.0%
9045 ACCESS FOR ALL	269	520	251		251	51.8%
9046 PLANNING DISPLAY EQUIPMENT	4,613	5,242	629		629	88.0%
9048 BAG FUND	788	2,071	1,283		1,283	38.0%
EARMARKED RESERVES :- Indirect Expenditure	<u>18,979</u>	<u>112,368</u>	<u>93,389</u>	<u>0</u>	<u>93,389</u>	<u>16.9%</u>
Net Expenditure	<u>(18,979)</u>	<u>(112,368)</u>	<u>(93,389)</u>			
EARMARKED RESERVES :- Income	0	0	0			0.0%
Expenditure	<u>18,979</u>	<u>112,368</u>	<u>93,389</u>	<u>0</u>	<u>93,389</u>	<u>16.9%</u>
Movement to/(from) Gen Reserve	<u>(18,979)</u>					
Grand Totals:- Income	0	0	0			0.0%
Expenditure	<u>18,979</u>	<u>112,368</u>	<u>93,389</u>	<u>0</u>	<u>93,389</u>	<u>16.9%</u>
Net Income over Expenditure	<u>(18,979)</u>	<u>(112,368)</u>	<u>(93,389)</u>			
Movement to/(from) Gen Reserve	<u>(18,979)</u>					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
ENVIRONMENT						
201 ENVIRONMENT						
3995 NI ENVIRONMENT	12,098	23,567	11,469		11,469	51.3%
3996 PENSION ERS ENVIRONMENT	36,077	44,107	8,030		8,030	81.8%
4004 WAGES & SALARIES ENVIRONMENT	155,916	185,719	29,803		29,803	84.0%
4068 COMMUNITY SERVICE	8,736	9,620	884		884	90.8%
4101 SEATS AND BINS	313	1,000	687		687	31.3%
4112 ENVIRONMENT EQUIPMENT	6,402	7,000	598		598	91.5%
4118 SOLAR PANELS	0	795	795		795	0.0%
4155 SOLAR PANEL LOAN REPAYMENT	0	44	44		44	0.0%
ENVIRONMENT :- Indirect Expenditure	219,543	271,852	52,309	0	52,309	80.8%
Net Expenditure	(219,543)	(271,852)	(52,309)			
202 ROUNDABOUTS						
1051 ROUNDABOUT NO 1 ABBOT FIRE	2,178	2,125	(53)			102.5%
1052 ROUNDABOUT NO 2 ELLA	1,161	1,618	457			71.8%
1053 ROUNDABOUT NO 3 SEASONS INNS	1,905	1,860	(45)			102.4%
1054 ROUNDABOUT NO 4 R & B	2,429	2,312	(117)			105.1%
1056 ROUNDABOUT NO 6 THE VET CENTRE	2,587	2,537	(50)			102.0%
1057 ROUNDABOUT NO 7 RING ROAD	1,319	1,294	(25)			101.9%
ROUNDABOUTS :- Income	11,580	11,746	166			98.6%
4108 ROUNDABOUT	303	1,500	1,197		1,197	20.2%
ROUNDABOUTS :- Indirect Expenditure	303	1,500	1,197	0	1,197	20.2%
Net Income over Expenditure	11,277	10,246	(1,031)			
203 MAINTENANCE						
4063 VEHICLE HIRE AND RUNNING COSTS	21,005	26,800	5,795		5,795	78.4%
4082 ALLOTMENTS	2,000	2,000	0		0	100.0%
4102 DOG BINS	3,501	4,500	999		999	77.8%
MAINTENANCE :- Indirect Expenditure	26,505	33,300	6,795	0	6,795	79.6%
Net Expenditure	(26,505)	(33,300)	(6,795)			
204 DEVOLVED SERVICES EXPENSES						
1015 DEVOLVED OTHER INCOME	9,453	3,000	(6,453)			315.1%
1017 DEV SERVS NON CARRIAGEWAY INC	20,353	20,353	0			100.0%
1019 DEVOLVED SERVICES INCOME	(0)	0	0			0.0%
DEVOLVED SERVICES EXPENSES :- Income	29,806	23,353	(6,453)			127.6%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4124 DEVOLVED NON-CARRIAGEWAY	7,747	15,353	7,606	4,992	2,614	83.0%
4127 DEVOLVED MINOR HIGHWAYS	9,425	100	(9,325)		(9,325)	9425.0%
DEVOLVED SERVICES EXPENSES :- Indirect Expenditure	17,172	15,453	(1,719)	4,992	(6,711)	143.4%
Net Income over Expenditure	12,633	7,900	(4,733)			
<u>205 GROUNDS MAINTENANCE</u>						
4033 WASTE DISPOSAL	910	1,800	890		890	50.5%
4035 MACHINERY	1,378	2,000	622		622	68.9%
4036 FUEL (MOWER)	1,144	3,000	1,856		1,856	38.1%
4037 SUNDRIES	1,149	1,500	351	83	269	82.1%
GROUNDS MAINTENANCE :- Indirect Expenditure	4,580	8,300	3,720	83	3,637	56.2%
Net Expenditure	(4,580)	(8,300)	(3,720)			
<u>248 DEPOT</u>						
4013 EQUIPMENT PURCHASE	458	6,000	5,542	627	4,915	18.1%
4055 ALARM	0	400	400		400	0.0%
4225 RATES	4,075	4,500	425		425	90.6%
4601 REPAIRS& MAINTENANCE FUND	1,513	500	(1,013)		(1,013)	302.5%
4602 ELECTRICITY	922	2,500	1,578		1,578	36.9%
4603 WATER	313	1,500	1,187		1,187	20.8%
DEPOT :- Indirect Expenditure	7,281	15,400	8,119	627	7,492	51.3%
Net Expenditure	(7,281)	(15,400)	(8,119)			
<u>249 PUBLIC TOILETS</u>						
1085 SHOP MOBILITY INCOME	535	350	(185)			152.8%
PUBLIC TOILETS :- Income	535	350	(185)			152.8%
4602 ELECTRICITY	0	1,000	1,000		1,000	0.0%
4603 WATER	0	2,500	2,500		2,500	0.0%
4608 SHOP MOBILITY	0	1,000	1,000		1,000	0.0%
4612 CONTRACTOR CHARGE	7,838	10,450	2,612		2,612	75.0%
4709 MAINTENANCE	40	500	460		460	8.0%
PUBLIC TOILETS :- Indirect Expenditure	7,878	15,450	7,572	0	7,572	51.0%
Net Income over Expenditure	(7,343)	(15,100)	(7,757)			
<u>250 LACE HILL</u>						
1026 LACE HILL COMMUNITY CENTRE	38,187	44,000	5,813			86.8%
LACE HILL :- Income	38,187	44,000	5,813			86.8%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4050 LACE HILL PLAYING FIELDS	937	9,320	8,383	238	8,145	12.6%
4158 LACE HILL GAS	1,713	5,000	3,287		3,287	34.3%
4159 LACE HILL ELECTRICITY	4,793	(3,757)	(8,550)		(8,550)	(127.6%)
4160 LACE HILL WATER	382	2,500	2,118		2,118	15.3%
4161 LACE HILL REPAIRS & MAINT	4,838	10,000	5,162	37	5,124	48.8%
4162 LACE HILL CONTRACTOR CHARGE	2,905	3,500	595		595	83.0%
4163 LACE HILL ALARM	91	500	409		409	18.2%
4164 LACE HILL EQUIPMENT PURCHASE	225	3,000	2,775		2,775	7.5%
4167 LACE HILL PLAY AREA	161	3,000	2,839		2,839	5.4%
4225 RATES	9,575	9,600	26		26	99.7%
LACE HILL :- Indirect Expenditure	25,620	42,663	17,043	275	16,768	60.7%
Net Income over Expenditure	12,567	1,337	(11,230)			
251 CHANDOS PARK						
1030 BOWLS INCOME	550	550	0			100.0%
1035 TENNIS COURT RENT	625	625	0			100.0%
CHANDOS PARK :- Income	1,175	1,175	0			100.0%
4106 PLAY AREA MAINTENANCE	1,716	3,500	1,784		1,784	49.0%
4122 TREE WORKS	0	2,000	2,000		2,000	0.0%
4601 REPAIRS& MAINTENANCE FUND	1,108	2,500	1,392		1,392	44.3%
4602 ELECTRICITY	196	500	304		304	39.2%
4603 WATER	663	1,500	837		837	44.2%
CHANDOS PARK :- Indirect Expenditure	3,682	10,000	6,318	0	6,318	36.8%
Net Income over Expenditure	(2,507)	(8,825)	(6,318)			
252 BOURTON PARK						
4106 PLAY AREA MAINTENANCE	651	1,000	349		349	65.1%
4122 TREE WORKS	90	7,000	6,910		6,910	1.3%
4601 REPAIRS& MAINTENANCE FUND	3,107	4,000	893		893	77.7%
4708 PLAY EQUIPMENT	0	10,000	10,000		10,000	0.0%
BOURTON PARK :- Indirect Expenditure	3,847	22,000	18,153	0	18,153	17.5%
Net Expenditure	(3,847)	(22,000)	(18,153)			
253 CEMETERY						
1041 BURIAL FEES	8,580	17,000	8,420			50.5%
CEMETERY :- Income	8,580	17,000	8,420			50.5%
4225 RATES	349	1,000	651		651	34.9%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4601 REPAIRS& MAINTENANCE FUND	1,417	3,000	1,583	935	648	78.4%
4602 ELECTRICITY	106	400	294		294	26.5%
4617 MEMORIAL TESTING	0	2,000	2,000		2,000	0.0%
4619 NEW CEM REPAYMENTS	0	28,728	28,728		28,728	0.0%
4620 EXPENSES RE BURIAL DUTIES	2,523	6,500	3,977	105	3,872	40.4%
4621 NEW CEMETERY PLANNING	0	7,000	7,000		7,000	0.0%
CEMETERY :- Indirect Expenditure	4,395	48,628	44,233	1,040	43,193	11.2%
Net Income over Expenditure	4,185	(31,628)	(35,813)			
254 CHANDOS PARK TOILETS						
4602 ELECTRICITY	91	0	(91)		(91)	0.0%
4612 CONTRACTOR CHARGE	8,303	13,000	4,697		4,697	63.9%
4709 MAINTENANCE	136	1,000	864		864	13.6%
CHANDOS PARK TOILETS :- Indirect Expenditure	8,531	14,000	5,469	0	5,469	60.9%
Net Expenditure	(8,531)	(14,000)	(5,469)			
255 RAILWAY WALK & CASTLE HILL						
4120 FRIENDS OF GROUPS	402	1,000	598		598	40.2%
4122 TREE WORKS	350	1,500	1,150		1,150	23.3%
4709 MAINTENANCE	76	500	424		424	15.3%
RAILWAY WALK & CASTLE HILL :- Indirect Expenditure	828	3,000	2,172	0	2,172	27.6%
Net Expenditure	(828)	(3,000)	(2,172)			
256 STORAGE PREMISES						
4066 GRENVILLE GARAGE RENT	508	650	142		142	78.2%
STORAGE PREMISES :- Indirect Expenditure	508	650	142	0	142	78.2%
Net Expenditure	(508)	(650)	(142)			
257 KEN TAGG PLAYGROUND						
4106 PLAY AREA MAINTENANCE	79	500	421		421	15.7%
4122 TREE WORKS	0	250	250		250	0.0%
KEN TAGG PLAYGROUND :- Indirect Expenditure	79	750	671	0	671	10.5%
Net Expenditure	(79)	(750)	(671)			
258 CEMETERY LODGE						
1061 CEMTERY LODGE RENTAL INCOME	8,228	10,530	2,302			78.1%
CEMETERY LODGE :- Income	8,228	10,530	2,302			78.1%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4034 PWLB REPAYMENTS INCL INTEREST	4,702	4,702	(0)		(0)	100.0%
4609 CEMETERY LODGE MAINT	2,205	6,850	4,645		4,645	32.2%
CEMETERY LODGE :- Indirect Expenditure	6,908	11,552	4,644	0	4,644	59.8%
Net Income over Expenditure	1,320	(1,022)	(2,342)			
<u>259 OTTERS BROOK</u>						
4106 PLAY AREA MAINTENANCE	69	500	432		432	13.7%
4122 TREE WORKS	0	400	400		400	0.0%
OTTERS BROOK :- Indirect Expenditure	69	900	832	0	832	7.6%
Net Expenditure	(69)	(900)	(832)			
<u>260 CCTV</u>						
4100 CCTV ONGOING COSTS	962	1,600	638		638	60.1%
CCTV :- Indirect Expenditure	962	1,600	638	0	638	60.1%
Net Expenditure	(962)	(1,600)	(638)			
<u>261 COMMUNITY CENTRE STRUCTURAL RE</u>						
4085 STRUCTURAL REPAIRS	15,150	4,000	(11,150)	4,850	(16,000)	500.0%
COMMUNITY CENTRE STRUCTURAL RE :- Indirect Expenditure	15,150	4,000	(11,150)	4,850	(16,000)	500.0%
Net Expenditure	(15,150)	(4,000)	11,150			
ENVIRONMENT :- Income	98,090	108,154	10,064			90.7%
Expenditure	353,841	520,998	167,157	11,866	155,291	70.2%
Movement to/(from) Gen Reserve	(255,750)					
Grand Totals:- Income	98,090	108,154	10,064			90.7%
Expenditure	353,841	520,998	167,157	11,866	155,291	70.2%
Net Income over Expenditure	(255,750)	(412,844)	(157,093)			
Movement to/(from) Gen Reserve	(255,750)					

BUCKINGHAM TOWN COUNCIL
ENVIRONMENT COMMITTEE
MONDAY 17th FEBRUARY 2020

Contact Officer: Paul Hodson, Town Clerk

Business Plan and Budget Proposal

1. Recommendations

- 1.1. It is recommended that the Committee agree the proposed sections to be included in the new Business Plan.

2. Background

- 2.1. The Resources Committee agreed on 23rd September 2019, *“for the Council to plan to adopt a five-year budget and five-year business plan for 2020 -26, and that this be initially developed by each of the four committees reviewing the aspects relevant to their remit”.*
(359/19)

3. Core Objectives for the Council

- i. To ensure the current Neighbourhood Plan is being used appropriately to judge planning permissions within the town, and to carry out a full refresh of the Neighbourhood Plan to ensure the Town has the best possible Plan in place once the Vale of Aylesbury Plan is agreed.
- ii. Improved community spirit
- iii. Established greater active engagement with local Partners and Public
- iv. Promoted and improved economic activity within the town
- v. Maintained, improved and expanded our green and open spaces (including allotments and cemetery)
- vi. Maintained Quality Council Status
- vii. Developed an effective resources plan (to include an income generation plan, adequate staffing to achieve our ambitions and good value council processes)
- viii. Make Buckingham an even more attractive town/parish (including improved infrastructure)

4. Environment Committee Description

- 4.1. The Environment Committee's remit is to take responsibility for the protection and improvement of the town and its environs. The Committee makes recommendations to the Full Council regarding any land or property held or leased, and any proposed purchases or sales. The Committee also reviews work required to footpaths, pavements, cycle-ways, roads, waterways, horticultural and arboriculture works, street furniture (seats, planters, waste bins), play areas, and play equipment.
- 4.2. The Committee's remit also includes working with other 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

5. Climate Change Actions

5.1. Each event will be looked at on a case by case basis by the Events Co-ordinator and Environment Committee to see what facilities are required for re-cycling purposes. It is not yet clear what the cost involved will be.

6. 2020 Action Plan

6.1. The following Action Plan summarises what the Council plans to achieve during 2020, to further the Core Objectives. These actions are in addition to the Council continuing to manage its assets and deliver day to day services.

Item	Core Objective	Action(s)	Responsibility	Deadline
1. Purchase land for new cemetery and allotments	5	Appoint cemetery designer	Town Clerk	March
		Agree overall design	Environment Committee	July
		Borrow funds from Public Works Loan Board	Town Clerk / Full Council	September
		Purchase Land	Town Clerk / Full Council	December
2. Install solar panels on Lace Hill and Buckingham community centres	7	Tender for Work	Deputy Town Clerk	February
		Appoint Contractor	Resources Committee	April
		Oversee completion	Deputy Town Clerk	October
3. Recruit Green Spaces Apprentice	5 & 7	Agree role with Apprenticeship Provider	Estates Manager	February
		Recruit Apprentice	Estates Manager	April
4. Agree new devolved services package with new Buckinghamshire Council	3,5,7,8 & 9	Apply to be a pilot council for taking on further services and assets	Town Clerk	January

Item	Core Objective	Action(s)	Responsibility	Deadline
		Submit a detailed business case	Town Clerk / Full Council	April
		Agree package of services, assets and finance with Buckinghamshire Council	Town Clerk / Full Council	October
		Agree draft contracts for signing in 2021	Town Clerk / Full Council / solicitor	December
5. Refurbish Council Chamber and Community Centre	8	Appoint contractor following receipt of tenders	Resources Committee	January
		Agree dates for work	Town Clerk	February
		Oversee works	Deputy Town Clerk	October
6. Maintain and develop play areas	5	Ensure sufficient funds saved each year to enable ongoing programme of play area replacement	Estates Manager	Ongoing
7. Protect and increase trees	5	Carry out bi-annual tree survey	Estates Manager	Ongoing
		Keep trees safe through annual maintenance programme	Estates Manager	Ongoing
8. Climate Change Action Plan	7	See climate change Action Plan		

7. Performance indicators

7.1. The relevant Performance Indicators to the Environment Committee will be:

- a) Obtaining Green Flag status Chandos Park
- b) Number of complaints and compliments
- c) Shopmobility hires

- d) Opening of new cemetery
- e) Opening of new allotments

**BUCKINGHAM TOWN COUNCIL
ENVIRONMENT COMMITTEE
MONDAY 17th FEBRUARY 2020**

Contact Officer: Paul Hodson, Town Clerk

S106 Wish list

1. Recommendations

1.1. It is RECOMMENDED that the Committee agrees to recommend the proposed list for agreement by Full Council.

2. Background

1.2. AVDC have requested a revised S106 wish-list for Buckingham. The Town Council agreed a number of proposals for S106 projects that meet the District Council's Sport and Leisure Facility Provision Standards in 2017. Some of these have been progressed. A revised draft wish list was discussed by the Committee in October 2019 (458/19). The Town Clerk has discussed the views of the Committee with AVDC, and identified the following list of schemes which are likely to meet AVDC's criteria. It is recommended that the Committee agrees the proposed list to enable these schemes to be agreed by AVDC before the end of March.

2.1. The District Council's Sport and Leisure Facility Provision Standards are included with this report for information.

Buckingham Sport & Leisure Projects									
Ref	Project	Location	Owner	Est. Delivery	Est. Cost	Committed S106 Received	Committed S106 Awaiting (Est)	Est. Shortfall	Notes
1	Skate Park (incl vicinity)	Bridge Street	AVDC	2020/21	200,000	135,590		-64,410	
2	Play Area	Otters Brook	BTC	2022	80,000			-80,000	
3	Play Area	Stratford Fields	AVDC	2023	80,000		35,000	-45,000	
4	Play Area (early years)	Bourton Park	BTC	2025	60,000			-60,000	
5	Play Area	Chandos Park	BTC	2025	80,000			-80,000	
6	Play Area	Bridge Street	AVDC	2026	80,000		46,000	-34,000	
7	Play Area	Overn Avenue	AVDC	2027	80,000			-80,000	
8	Play Area Junior/Teen	Bourton Park	BTC	2028	106,000			-106,000	
9	Play Area (new location)	Embleton Way	AVDC	TBC	80,000		4,812	-75,188	
11	Making footpaths and bridges accessible	Bourton Park	BTC	TBC	130,000			-130,000	
12	Connecting Bridge & Paths	Heartlands/Bourton Park	AVDC / BTC	TBC	300,000			-300,000	
13	Landscaping	Castle House Open Space	AVDC	TBC	60,000			-60,000	
14	Cultural Arts Venue	TBC	BTC	TBC	1,500,000			-1,500,000	Potentially part of new development, including provision of land
15	BMX Track	TBC	BTC	TBC				0	Potentially part of new development
16	New Woodland with each large development	TBC	BTC	TBC				0	Contributions sought via S106

-
2,614,598

Appendix 2

MATRIX OF SPORT AND LEISURE FACILITY PROVISION STANDARDS IN AYLESBURY VALE

Settlement / Development Size	Public Open Space	Equipped Play Facilities	Youth Shelter / Meeting Area	Skateboard Facility	MUGA	Floodlit STP	Playing Pitches	Changing Pavilion	Community Centre	Dry Sports Centre	Swimming Pool	Heritage and Interpretation	Entertainment Complex	Arts Centre
Hamlet (under 100)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rural Parish 1 (100-300)	PO1	EP1	0	0	0	0	0	0	0	0	0	0	0	0
Rural Parish 2 (300-1,000)	PO2	EP2	YS1	0	0	0	PP1	CH1	CC1	0	0	HI1	0	0
Rural Parish 3 (1,000-3,000)	PO3	EP3	YS1	SB1	MU1	0	PP2	CH1	CC2	0	0	HI1	0	0
Cluster	0	0	0	SB1	MU1	0	PP3	CH1	CC3a and b	0	0	HI1	0	0
Secondary Settlement (Buckingham, Winslow, Wendover, Haddenham)	PO4	EP4	YS2	SB1	MU2	ST1	PP4	CH1	CC3a and b	SC1	SW1	HI2	EC1	AC1
Aylesbury Community Area	PO4	EP4	YS2	SB1	MU2	0	PP4	CH1	CC2	SC1	SW1	0	EC1	0
Aylesbury	PO5	0	YS3	SB2	0	ST2	PP4	CH1	0	SC1	SW1	HI3	EC2	AC1

- 0 No provision required at this level; facilities will be provided elsewhere
- PO1 Central public open space approximately 0.25 - 1 ha. if an equipped play area is provided
- PO2 Central public open space of approximately 2 - 4 ha. providing natural and amenity areas with 50% non sports space
- PO3 Main open space of approximately 4 to 8 ha. providing amenity and natural areas with 50% non sports space. Local open space, min. 0.25 ha, in areas of housing more than 300-400m away from main open space
- PO4 Central public open space of approximately 10-20 ha. Local open space of around 2 ha. providing amenity and natural land within 400m of all homes. Immediately local open space of 0.25 - 1 ha. in housing within 300m of homes
- PO5 Informal boundary areas providing for informal recreation, local play needs and buffering. Green linear routes within the built areas
- EP1 LEAP level equipped play provision on central open space, where appropriate to local circumstances
- EP2 NEAP level equipped play provision on central main open space
- EP3 NEAP level equipped play provision on central main open space. LEAP level provision in areas of housing more than 300m-400m from main open space
- EP4 NEAP+ level equipped play provision in main park. NEAP provision in each local park. Further equipped play provision where appropriate to local circumstances

YS1	Tubular frame youth shelter manufactured to British Safety Standards; one in Main Open Space
YS2	Tubular frame youth shelter & minimum of 9m x 9m hard surface, basketball/football goal unit in each Local Park
YS3	Tubular frame youth shelter & minimum court set up of 20m x 20m with 2 basketball & football goal unit; one in each District Park
SB1	Skateboard facility with ramps and pipes as defined through consultation with local young people; minimum 2 quarter pipes
SB2	Floodlit skateboard facility with ramps and pipes as defined through consultation with local young people; minimum equipment levels to include fun box, quarter pipe, half pipe & grind rail
MU1	One Type 4 floodlit MUGA (unless local circumstances dictate other type) to accommodate five a side football in central main open space to Sport England and SAPCA recommended standards
MU2	One MUGA as defined in MU1 in main park and each local park, providing location and demographics permit
ST1	Half Full Size Football/Hockey floodlit STP to guidance provided in A Guide to the Design, Specification and Construction of Multi Use Games Areas
ST2	Minimum one Full Size STP per 60,000 population, accessible and available for public use as specified in guidance quoted in ST1
PP1	One adult full size pitch - sport according to identified need at the time
PP2	One adult and one youth pitch with space for mini soccer/rugby according to sports need
PP3	Minimum as PP2 with floodlit grass training area
PP4	Provision as identified in Aylesbury Vale Playing Pitch Strategy
CH1	Pavilion/Clubhouse to standards for relevant pitch provision as set out in Sport England Design Guidance Note <i>Pavilions and Clubhouses</i>
CC1	Small community centre with main hall <100m ² with foyer, small meeting room, adequate storage, kitchen, toilet facilities and parking
CC2	Medium sized community centre <250m ² , as CC1 with addition of meeting room(s), and stage
CC3a	Minimum 18m x 10m main hall and ancillary facilities suitable for sporting activities to standards set in Sport England Design Guidance Note <i>Village and Community Halls</i> plus fitness room to Cultural Strategy recommended standard
CC3b	Minimum 18m x 10m main hall with fixed or demountable stage and ancillary facilities suitable for arts and performance activities to standards set in Sport England Design Guidance Note <i>Village and Community Halls</i>
SC1	Dry sports centre to meet identified Sport England Facility Planning Model deficiencies, designed to Sport England Design Guidance
SW1	Swimming Pool Provision to meet identified Sport England Facility Planning Model deficiencies, designed to Sport England Design Guidance
HI1	Community information point to include interpretation relating to local history & heritage
HI2	Community information point to include interpretation relating to local history & heritage, parish map & visitor guide
HI3	Nationally Accredited Museum recording settlement history, library link to centre for local studies, visitor guide and town map.
EC1	Community Hall / Theatre with stage & capacity for 200 people - should preferably be located within community school
EC2	Multi purpose auditorium with capacity for 1200, secondary theatre with capacity of 200
AC1	Minimum of 4 arts workshop areas including wetroom & kiln.

From: Houston, Joe <
Sent: 06 January 2020 13:18
To: Lee Phillips <greenspaces@buckingham-tc.gov.uk>
Subject: RE: 18/04626/APP - Garage Site 456999g Overn Crescent

We don't have any firm details as yet but envisage improving access into and throughout, potentially removing some trees to let more light into the area and creating a central formal planted area with seating.

We'd first need to work with our Landscape Architect to formulate such a plan but for the purpose of completing the S106 'improvements to Castle House open space' should suffice.

Please let me know if the Town Council supports the proposal and/or have any comments to make.

Thank you,

Joe Houston
Parks & Green Infrastructure Officer
Environment Team
Regulatory Services
Customer Fulfilment
Aylesbury Vale District Council
The Gateway, Gatehouse Road
Aylesbury. HP19 8FF

AYLESBURY VALE DISTRICT COUNCIL

Head of Paid Service

Please ask for: Andrew Small
Direct Line: 01296 585002
Switchboard: 01296 585858
Text Relay: prefix telephone number with 18001
Email: asmall@aylesburyvaledc.gov.uk
Our Ref:
Your Ref:

Appendix D

30



December 2019

BY EMAIL

Dear [REDACTED]

Swan Pool

As we previously discussed via email, I have been in correspondence with Cllr Mordue regarding your concerns. However, it seems that a summary statement of the Council's thinking and decision making might be helpful at this point.

You have raised many questions some of which have been responded to but I understand your substantive questions surround why we felt that investing in Soft Play in this location was the correct decision and why it was appropriate to subsidise a private sector operator.

Firstly, we should be clear that the Swan Pool is Aylesbury Vale District Council's facility and Everyone Active is our management operator; for which they pay us a management fee. The Management Fee is paid on the combined contract for the two facilities they operate on our behalf. Aqua Vale is by far the more lucrative of the two facilities. This is purely by virtue of the wider user base and the greater variety of facilities that this number of users can support. If separated, the Swan Pool would most likely require the Council to pay a subsidy to the operator for its continued operation.

The contract is a long contract and we work closely with the operator during the life of the contract to make sure that we continue to invest (using S106, New Homes Bonus, Borrowing and the sale proceeds from asset disposals) in the facilities to ensure that they are of high quality and provide a range of services that the residents of Buckingham and Aylesbury both want and will use. We have spent many millions over the past decade on these facilities and it is through this investment we have changed a sizeable management payment to the operator into a significant management fee payable to the Council.

In terms of what investments are required, we partly rely on the input of the operator, with all their experience of operating these facilities across many locations, to advise us on what will work and what will not. This will be informed through customer surveys and their close working with the users of their facilities. We test their performance and their thinking through regular client / contractor meetings and annually through a public scrutiny meeting where their senior leadership team appear and are questioned by the elected members of the Council.

It was through these meetings that it was identified that the climbing wall was not being utilised and we discussed what potential alternative uses there were for the space. It was the operator who advised us that soft play would be popular with the centre's users and would best complement their existing activities. The management fee agreed for the contract included the assumed benefit they would generate from the climbing wall but they accepted the commercial risk from this facility. We would expect that any changes to facilities funded by the Council (beyond those associated with the fabric of the building) would be reflected in a revised management fee or through some other financial arrangement.

The relationship between the Council and management operator is a commercial relationship and as you correctly point out it would be inappropriate for us to supplement their trading profits. However, it is also our responsibility to ensure that the public get the greatest use of the facilities so we were interested in addressing their concerns.

Therefore, part of the agreement to replace the underutilised equipment with something that will benefit the centre's users was the condition that the operator will reimburse the investment costs. I am clear that we have not subsidised the operator and that the full cost of the investment will be repaid to the Council.

The Council collects S106 contributions from developers for both affordable housing and leisure. We could debate whether this was the right leisure investment, but as a provider of leisure facilities for Buckingham and the wider areas we believed this was correct investment at the time in this location. We followed due internal process for the allocation of these sums. There are ongoing discussions with the Town Council as to potential priorities for the balance of Leisure S106 which we still hold for Buckingham. This might include a BMX track and skate park, but as previously advised, we do not believe we have any suitable land holdings for these facilities and therefore need an ongoing dialogue with the Town Council in order to discuss how this might be achieved. The full exploration and prioritisation process is likely to take sometime to resolve, particularly with the move to the new Buckinghamshire Council on the 1st April 2020, whilst the need to find an alternative use for the site of the Climbing Wall was pressing. We therefore felt that delaying any decision was not in the best interests of the Centre's users.

On the matter of whether we should be competing with commercial providers, I would add there is an active private sector market for the provision of gymnasium facilities (some with pools) and yet we also provide these facilities. The Council is an historic provider of pools, gyms and other sports facilities, which were often run at a loss. Occasionally these facilities become popular and the market responds by also providing these facilities. Rather than eliminating competition the existence of multiple providers tends to improve both choice and standards for the users. In recent years the Council has had to find more income producing services in order to offset ongoing reductions in Government funding and to reduce the burden on the Council Tax payer. In this respect it has been reasonably successful and this has partly been by ensuring the centre is providing modern facilities that the users want.

I understand that you feel that this investment was the wrong investment in this location and that is a matter for debate. However, I am satisfied that we have followed due process in making our decision, that we have used funds appropriately and that the investment will be fully repaid by the operator and consequently there will be no subsidisation.

I hope this both summarises and clarifies the matter.

Yours sincerely

A rectangular box with a black border, used to redact the signature of Andrew Small.

Andrew Small
Head of Paid Service

cc. Cllr Howard Mordue
cc. Cllr Warren Whyte
cc. Cllr Robin Stutchbury
cc. Greg Smith
cc. Cllr Jon Harvey

**BUCKINGHAM TOWN COUNCIL
ENVIROMENT COMMITTEE
MONDAY 17TH FEBRUARY 2020**

Contact Officer: Sam Hoareau/Claire Molyneux, LHSSC Coordinator and Deputy Town Clerk

Hire Rates Increase for Lace Hill Sports & Community Centre

1. Recommendations

- 1.1. It is recommended to increase the lace Hill hire rates by 50p per hour (except for the adult weekend rate which will rise £2 per hour) from April 2020.
- 1.2. It is recommended to continue to offer '10 bookings for the price of 9' as a block-booking incentive.
- 1.3. It is recommended that the hire rates to be reviewed again in February 2021, for the following financial year.

2. Background

2.1. The current set of hire rates for Lace Hill were agreed by the Environment Committee on Monday 11th December 2017-minute number E/48/17 and came into effect on 1st April 2018.

2.2. Current hire rates.

	Committee Room		Sports Hall	
	Weekday	Weekend	Weekday	Weekend
	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
Concessions (Junior / Community)	£9.00	£12.00	£11.00	£15.00
Adult / Commercial	£12.00	£15.00	£15.00	£20.00

All badminton bookings are charged at £11.00 per hour

3. Information

3.1. Proposed new hire rates:

	Committee Room		Sports Hall	
	Weekday	Weekend	Weekday	Weekend
	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
Concessions (Junior / Community)	£9.50	£12.50	£11.50	£15.50
Adult / Commercial	£12.50	£17.00	£15.50	£22.00

All Badminton bookings to be charged £11.50 per hour.

- 3.2. It is proposed that most rates increase by a straight 50p per hour. This will keep the pricing structure simple with prices rounded to the nearest 50p. Keeping to the same increase for all rates means we won't end up with lots of different pences but it does mean a different percentage increase per hire rate.
- 3.3. Individual percentage increases are shown in the table in part 4.1 of this report. They average at 6% but this average is artificially high due to the weekend adult hire rate being increased significantly more than the others. Without this outlier there would be a 3.9% average increase from the price two years ago.
- 3.4. Adult weekend rates are currently too low so a £2 per hour increase is proposed. Due to the nature of these events they require greater officer attention and carry a higher risk of issues.
- 3.5. Hire rates of nearby equivalent venues have been researched and these increases are in line with these. Please see 4.3 for further information.
- 3.6. Badminton hires have always had a separate reduced rate. They are low impact hires and often fill small gaps when the hall is not in use. It is proposed that the badminton rate is simply increased by 50p per hour.

4. Statistics.

4.1. Percentage Increases

	Committee Room					Sports Hall						
	Weekday Hourly Rate Current	Proposed	% Increase	Weekend Hourly Rate Current	Proposed	% Increase	Weekday Hourly Rate Current	Proposed	% Increase	Weekend Hourly Rate Current	Proposed	% Increase
Concessions (Junior / Community)	£8.10	£8.55	5.56	£10.80	£11.25	4.17	£9.90	£10.35	4.55	£13.50	£13.95	3.33
Adult / Commercial	£10.80	£11.25	4.17	£13.50	£15.30	13.33	£13.50	£13.95	3.33	£18	£19.80	10.00
Average Increase for long term hirers	6.05											
	Committee Room					Sports Hall						
	Weekday Hourly Rate Current	Proposed	% Increase	Weekend Hourly Rate Current	Proposed	% Increase	Weekday Hourly Rate Current	Proposed	% Increase	Weekend Hourly Rate Current	Proposed	% Increase
Concessions (Junior / Community)	£9.00	£9.50	5.56	£12.00	£12.50	4.17	£11.00	£11.50	4.55	£15.00	£15.50	3.33
Adult / Commercial	£12.00	£12.50	4.17	£15.00	£17.00	13.33	£15.00	£15.50	3.33	£20	£22.00	10.00
Average Increase for standard hirers	6.05											

4.2. Impact on current long term hirers with 10 for the price of 9 booking incentive.

Hirers	Duration of hire (per 10 weeks block)	Current cost of booking with discount included (per 10 weeks block)	New proposed cost of booking with discount included (per 10 weeks block)	Extra income generated with new proposed hire rates (per 10 weeks block)	Yearly extra income with proposed new hire rates
Adult	17.5 hrs	£189	£196.87	£7.87	£27.55
Junior	25 hrs	£247.50	£258.75	£11.25	£39.37
Junior	240 hrs	£2,560.50	£2,668.45	£108	£378
Adult	10 hrs	£135	£139.50	£4.50	£15.75
Junior	60 hrs	£594	£621	£27	£95
Junior	22.5 hrs	£182.25	£192.37	£10.12	£35.42
Junior	75 hrs	£796.50	£830.25	£33.75	£118.12
Adult	45 hrs	£486	£506.25	£20.25	£70.87
Community	20 hrs	£198	£207	£9	£32
Junior	15 hrs	£121.50	£128.25	£6.75	£23.62
Junior	10 hrs	£99	£103.50	£4.50	£15.75
Junior	20 hrs	£198	£207	£9	£32
Adult	20 hrs	£270	£279	£9	£32
Junior	10 hrs	£81	£85.50	£4.50	£15.75
Adult	20 hrs	£216	£225	£9	£32
Junior	20 hrs	£198	£207	£9	£32
Community	50 hrs	£459	£481.50	£22.50	£78.75
Community	30 hrs	£405	£418.50	£13.50	£47.25
Adult	12.5 hrs	£168.75	£191.25	£22.50	£78.75
Community x 5	60 hrs	£594	£621	£27	£95
Total Extra Income (with new proposed hire rates)				£369	£1,293

4.3. Competitor prices.

	Venue A	Venue B	Venue C	Venue D	Venue E
Basic three hour hire	£37	£54			
Hourly junior weekday and evening hire (hall)			£11.66		
Hourly community group weekday and evening hire (hall)			£15		
Hourly adult weekday and evening (hall)			£18.33		
Hourly junior weekday and evening block booking			£8.33		
Hourly community group weekday day and evening block booking			£11.66		
Hourly adult weekday and evening block booking			£15		
Hourly junior weekend			£15		
Hourly junior weekend block booking			£11.66		
Weekday hourly (hall)				£10	
Weekend hourly (hall)				£13	
Weekday three hour hire before 6pm					£49
Weekday evening, and a Sat and Sun three hour hire					£70

BUCKINGHAM TOWN COUNCIL

ENVIRONMENT COMMITTEE

MONDAY 17th February 2020

Contact Officer: Lee Phillips, Estates Manager

Metal Detecting

1. Recommendations

- 1.1. It is recommended that the Council gives permission for detecting on the Council's land to members of the National Council for Metal Detecting who sign the model contract, at the discretion of the Estates Manager, providing the Estates Manager agrees to the timing and scope of each search.
- 1.2. It is recommended that this does NOT include either Brackley Road Cemetery or the new cemetery land, once this is obtained.

2. Background

- 2.1. The Council has received requests from dectorists to carry out metal detecting in Bourton Park and at the new cemetery site. The requests are from a member of the National Council for Metal Detecting who is covered by £1m insurance. The detectorist would only detect to a depth of 6 to 8 inches and immediately make good any holes.
- 1.3. The National Council for Metal Detecting provides a model agreement for metal detecting, which is attached.



Member of: The Sport and Recreation Alliance

MODEL SEARCH AGREEMENT

I.....being the owner / occupier of land premises

known as.....situated at.....

agree that in consideration of the payment to the landowner / occupier of.....% of the value or rewards arising from the recovery of any property or objects found by the undersigned [herein after called the licensee(s)] over the value of £ , the licensee(s) may enter the said land or part thereof to search for items of buried or other material, whether antique or modern.

This agreement shall continue in force from (date)until (date).

Provided that: -

1 The licensee(s) shall hold a current NCMD membership card showing, details of their £10,000,000 Public Liability Insurance cover.

2. The licensee(s) shall always observe and adhere to the Code of Conduct as set out by the NCMD which is a condition of membership and includes reference to the voluntary Code of Practise for Responsible Metal Detecting (See overleaf).

3. The licensee(s) shall strictly observe and adhere to any guidelines or special conditions and area boundaries, which may be set out by the owner / occupier from time to time and to any terms and conditions with respect to metal detecting access specified in agri -environment agreements which may cover all or part of the said land.

4. The licensee(s) shall record finds made on the said land with third parties including The Portable Antiquities Scheme (PAS), Historic Environment Records (HER) or any museum service only after gaining the appropriate permission of the landowner to do so and then only to an accuracy of findspots that all parties are comfortable with. All parties must abide by the terms and conditions of any agri-environment schemes that specify mandatory reporting of all finds made on land covered by such agreements with the PAS. (*Agri-Environmental Schemes are not applicable to Scotland and Wales*)

Special conditions and boundaries,

.....
.....

SignedOwner / occupier Date.....

SignedLicensee Date

Name

Address.....

The National Council for Metal Detecting

Code of Conduct

1. Do not trespass. Obtain permission before venturing on to any land.
2. Respect the Country Code, leave gates and property as you find them and do not damage crops, frighten animals or disturb nesting birds.
3. Wherever the site, do not leave a mess or an unsafe surface for those who may follow. It is perfectly simple to extract a coin or other small object buried a few inches below the ground without digging a great hole. Use a suitable digging implement to cut a neat flap (do not remove the plug of earth entirely from the ground), extract the object, reinstate the grass, sand or soil carefully, and even you will have difficulty in locating the find spot again.
4. If you discover any live ammunition or any lethal object such as an unexploded bomb or mine, do not disturb it. Mark the site carefully and report the find to the local police and landowner.
5. Help keep Britain tidy. Safely dispose of refuse you come across.
6. Report all unusual historical finds to the landowner, and acquaint yourself with current NCMD policy relating to the Voluntary Reporting of Portable Antiquities in England and Wales and the mandatory reporting requirements in Scotland. See: <http://www.treasuretrovescotland.co.uk/index.asp>
7. Remember it is illegal for anyone to use a metal detector on a designated area (e.g. Scheduled Monuments (SM), Sites of Special Scientific Interest (SSSI), or Ministry of Defence property) without permission from the appropriate authority. It is also a condition of most agri-environment agreements that metal detecting access is subject to certain rules and regulations including mandatory finds recording. Details of these agreements and the access conditions they impose are detailed on the NCMD website.
8. Acquaint yourself with the terms and definitions used in the following documents: -
 - (1) Treasure contained in the Treasure Act 1996 and its associated Code of Practice, making sure you understand your responsibilities.
 - (2) Advice for Finders of Archaeological Objects including Treasure 2006.
 - (3) The voluntary Code of Practice for Responsible Metal Detecting to which the NCMD is an endorsee.
 - (4) Advice for finders in Scotland: see <http://www.treasuretrovescotland.co.uk/html/finders.asp>
9. Remember that when you are out with your metal detector you are an ambassador for our hobby. Do nothing that might give it a bad name.
10. Never miss an opportunity to explain your hobby to anyone who asks about it.

BUCKINGHAM TOWN COUNCIL

ENVIRONMENT COMMITTEE

MONDAY 17th February 2020.

Contact Officer: Lee Phillips, Estates Manager

Volunteer River Warden Scheme Update

1. Recommendations

- 1.1. It is recommended that the Town Council apply for grant funding to fund the officer from TCV to enable the scheme to continue.
- 1.2. It is recommended that a budget be put in place to create an ear marked reserve to ensure that the scheme can continue for three months whilst funding be sought from other sources, taking £1,575 budget from any underspend in budget code 255. Railway Walk and Castle Hill.

2. Background

- 2.1. Following the pollution incident in the river last year and the interest in the river this created it was decided that a volunteer river warden scheme be created and a coordinator from TCV was put in place to run the scheme. This was funded by a grant from Buckinghamshire County Council's Local Area Forum; this however is coming to its conclusion at the end of March.

3. Information

The TVC officer/ Volunteer River Warden Coordinator (Ruth Coxon) has had 12 regular volunteers attend the sessions and they are now each regularly surveying/monitoring a section of the river and reporting back to Ruth with their findings. Ruth is also working with us, the Catchment partnership and the EA on this and has been in place since November.

A rough plan for the expenditure of the money so far/including plans until end of the financial year is as follows:

Time period: 1st November 2019 – 31st March 2020

Staff costs:

- 2 days (average) per month in office (admin, communications, resource & material preparation, event organisation)
 - 1 day (average) per month to deliver an event or meeting in Buckingham
- = Average 3 x days per month (5 months) at TCV's services cost of £350 per day (to include travel, printing, admin, resources etc.).
= £5250

- Extra days preparing for River Warden Training on Sunday 8th Dec 2019:
2nd Dec/ 3rd Dec /4th Dec
= 3 x £350 = £1050

The TCV coordinator has so far achieved the following:

- Researched public access along the wider stretches of river
- Separated and allocated 11 sections of river along the Great River Ouse to River Wardens
- Trained 11 people in:
 1. River Health and Safety
 2. Invasive Species
 3. Collecting river monitoring data
- Conducted a survey to reveal river warden's river related activity interests to guide future activity planning
- Set up a Buckingham river warden Facebook and WhatsApp group
- Gained access for river warden monitoring on the University of Buckingham grounds
- Working on writing an article for the Upper Bedford and Ouse Catchment Partnership newsletter
- Communicated with George Eaton, with planning underway to do a walkover and monitor his stretch He is also happy for future river warden training events to occur at his farm.
- Liaising with the EA and Upper Bedford and Ouse Catchment Partnership
- Meeting Sophia (LAF Officer) to update on scheme (29th Jan)
- Organising outfall monitoring with the EA upon installation of an outfall net at Bourton Park
- Organising water quality monitoring Lecture in an evening (led by Claire Hurst, with input from a river warden who works in a similar field)
- Organising a Riverfly partnership training day for wardens to train in monitoring Riverfly as a great indicator of river health (I am also booked onto attend the RiverFly Partnership Conference in March)
- Scoping out other training opportunities and events

Buckingham events/visits (average 1 per month)

2019 – 2020:

Month	Date	Reason
Oct	28/10/2019	Initial meeting
Nov	19/11/2019	Detailed meeting with Jon Balam (UBOCP) and river walkover)
Dec	08/12/2019	River Warden Workshop
Jan	29/01/2020	Meet Karen (outfall net installation) AND Tim Vereys & Carolyn Cumming - baseline walkover survey
Feb	TBC	Induct new River Wardens & baseline survey - part 1
	TBC	Induct new River Wardens & baseline survey - part 2

Feb	TBC	Outfall monitoring (following EA outfall net installation)
Feb/March	Evening	Water quality training/evening Lecture (Claire Hurst – EA)
	TBC	

Expenses:

-Welcome packs:

Item	Quantity	Cost per item	Total
Waterproof clipboards	18	£11.07	£199.26
Laminating pouches (for ID guides)	2	£4.51	£9.02
		TOTAL	£208.28

TOTAL COSTS

£5250 (staff costs) + £1050 (extra staff time) + £208.28 (welcome packs)
= £6508.28

Future Plans:

April - June TBC Riverfly monitoring training workshop (Ian Hawkins) = £692 (for 6ppl to attend).

Spring-Summer BBOWT project officer for water voles may agree to a training session for the volunteers on what to look for and why etc.

To continue the scheme it's been recommended that the TCV coordinator would need 1.5 days per month:

Cost per day	Days per month	cost per month	per year
£350	1.5	£525	£6300

Along with the coordinator's time a budget of approximately £1500 would be required to allow for material/training/equipment etc. to help facilitate the group.

Possible sources of funding:

Awards for All (National Lottery)

Buckingham and Gawcott Charitable Trust

11/02/2020		Buckingham Town Council			Page 1	
20:09		Nominal Ledger Details				
Nominal A/c 4609 CEMETERY LODGE MAINT					Annual Budget	6,850.00
Centre 258 CEMETERY LODGE					Committed Exp	0.00
Month	Date	Reference	Source	Transaction	Debit	Credit
Opening Balance					0.00	0.00
2	01/05/2019	K006	Purchase Ledger	cem lodge bathroom <i>Kustom Plumbing and Heating</i>	1,850.00	
7	01/10/2019	A054	Purchase Ledger	fire alarm service <i>Abbot Fire Group</i>	100.00	
8	07/11/2019	S044	Purchase Ledger	Downpipe reapiers - various <i>Screwfix</i>	163.65	
9	01/12/2019	S044	Purchase Ledger	dehumidifier <i>Screwfix</i>	91.66	
Account Totals					2,205.31	0.00
Net Balance Month 12					2,205.31	

