



BUCKINGHAM TOWN COUNCIL

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

ENVIRONMENT
COMMITTEE

Wednesday, 01 April 2020

Councillor,

You are summoned to a meeting of the **Environment Committee** of Buckingham Town Council will be held on **Monday 6th April 2020** at 7pm at the following web address:

<https://zoom.us/j/485140775?pwd=YWpTaWp6REo5MGtsUXloa2wwODMxUT09>

Meeting ID: 485 140 775
Password: 006773

Mr. P. Hodson
Town Clerk

Please note that the Environment Committee meeting will be preceded by Public Session lasting for a maximum of 15 minutes, in accordance with Standing Order 3.f.

AGENDA

1. Apologies for Absence

Members are asked to receive and accept apologies from members.

2. Declarations of Interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

3. Minutes

To receive the minutes of the Environment Committee meeting held on 17th February 2020 and received at Full Council on the 16th March 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. COVID-19 update

To receive a verbal report from the Estates Manager and 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.

7. Cemetery Lodge Tenancy

To receive a verbal update from the Town Clerk and Estates Manager

8. Wildflower Planting

To receive a verbal update from the Estates Manager

9. Wireless charging project

Verbal update from the Town Clerk

10. Access Awareness

11. New Cemetery Designer

To receive a written report from the Estates Manager

[E/192/19](#)

12. Greenspaces Complaint Log

To review the six-monthly complaint log

[Appendix C](#)

13. Climate Emergency Action Plan Timeframes

To receive and discuss an updated Action Plan from the Committee Clerk

[Appendix D](#)

14. Buckingham Community Wildlife Project

To receive notes of the reports from all the wildlife groups from Cllr. Newell

15. News Releases

16. Chair's Announcements

17. Date of Next Meeting: Monday 15th June 2020

COMMITTEE IN PRIVATE SESSION

Exclusion of Public and Press

18. 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.

19. Chandos Park Toilets

To receive and discuss a written report from the Estates Manager

E/193/19

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

Minute No.	Action	Action Required	Action Owner	Update	Deadline
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	June
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	Ongoing; Council providing 3 month's funding	Verbal update at April's meeting
445/18	Refill Station	Installation of a water bottle refill station in Chandos Park	Town Clerk	Funding confirmed; equipment arrived, contractor appointed, awaiting start date	June
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 agreed to ask the three parties to commit to taking part after May, at the Interim Council meeting, on 24th February 2020.	Verbal update at April's meeting
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.	June
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	Data assembled and reports are being filtered through to the appropriate authority.	
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	Agenda for April 2020	April
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
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
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	structural engineer apointed and awaiting specification	Verbal update at April's meeting
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	June
126/19	Cattle Pens Finger Post	Greenspaces Team to intall the remaining finger post in the Cattle Pens	Estates Manager	Awaiting quotation from Groundworks	June
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
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	Agenda for April 2020	April
	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	Signs put up and social media used to encourage responsible dog ownership	Complete

INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES				
PAGE No	CODE	COST CENTRE	AMOUNT	EXPLANATION
1	4112	201	-£8.00	General overspend
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	4035	205	-£543.00	New Mulch Mower purchased
2	4037	205	-£497.00	General overspend
2	4601	248	-£866.00	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.
3	4601	251	-£2,103.00	Committed expenditure includes the installation of water cooler - agreed to be taken from this budget
3	4106	252	-£33.00	General overspend
3	4601	252	-£4,112.00	Includes committed expenditure for structural bridge design
4	4601	253	-£364.00	Includes repair to damaged kerb set (storm Dennis or subsequent storm)
5	4085	261	-£46,871.00	chamber renovation to be recharged to AVDC
5	1078	261	-£43,271.00	recharged to AVDC - ref New Home Bonus grant (part of 150k)

Appendix B

6	9033	901	-£3,776.00	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.
				**** Please note that where a general overspend has occurred it has been mainly in preparation for business closure due to Covid - 19

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
ENVIRONMENT						
201 ENVIRONMENT						
3995 NI ENVIRONMENT	13,083	23,567	10,484		10,484	55.5%
3996 PENSION ERS ENVIRONMENT	39,369	44,107	4,738		4,738	89.3%
4004 WAGES & SALARIES ENVIRONMENT	169,944	185,719	15,775		15,775	91.5%
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	6,997	7,000	3	10	(8)	100.1%
4118 SOLAR PANELS	0	795	795		795	0.0%
4155 SOLAR PANEL LOAN REPAYMENT	0	44	44		44	0.0%
ENVIRONMENT :- Indirect Expenditure	238,443	271,852	33,409	10	33,398	87.7%
Net Expenditure	(238,443)	(271,852)	(33,409)			
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	481	1,500	1,019		1,019	32.1%
ROUNDABOUTS :- Indirect Expenditure	481	1,500	1,019	0	1,019	32.1%
Net Income over Expenditure	11,099	10,246	(853)			
203 MAINTENANCE						
4063 VEHICLE HIRE AND RUNNING COSTS	21,510	26,800	5,290		5,290	80.3%
4082 ALLOTMENTS	2,000	2,000	0		0	100.0%
4102 DOG BINS	3,501	4,500	999		999	77.8%
MAINTENANCE :- Indirect Expenditure	27,011	33,300	6,289	0	6,289	81.1%
Net Expenditure	(27,011)	(33,300)	(6,289)			
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	1,413	1,800	387		387	78.5%
4035 MACHINERY	2,543	2,000	(543)		(543)	127.1%
4036 FUEL (MOWER)	1,184	3,000	1,816		1,816	39.5%
4037 SUNDRIES	1,716	1,500	(216)	280	(497)	133.1%
GROUNDS MAINTENANCE :- Indirect Expenditure	6,857	8,300	1,443	280	1,163	86.0%
Net Expenditure	(6,857)	(8,300)	(1,443)			
<u>248 DEPOT</u>						
4013 EQUIPMENT PURCHASE	852	6,000	5,148	627	4,521	24.6%
4055 ALARM	479	400	(79)		(79)	119.8%
4225 RATES	4,075	4,500	425		425	90.6%
4601 REPAIRS& MAINTENANCE FUND	1,366	500	(866)		(866)	273.1%
4602 ELECTRICITY	1,088	2,500	1,412		1,412	43.5%
4603 WATER	440	1,500	1,060		1,060	29.3%
DEPOT :- Indirect Expenditure	8,300	15,400	7,100	627	6,473	58.0%
Net Expenditure	(8,300)	(15,400)	(7,100)			
<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	29	1,000	971		971	2.9%
4612 CONTRACTOR CHARGE	9,579	10,450	871		871	91.7%
4709 MAINTENANCE	40	500	460		460	8.0%
PUBLIC TOILETS :- Indirect Expenditure	9,648	15,450	5,802	0	5,802	62.4%
Net Income over Expenditure	(9,114)	(15,100)	(5,986)			
<u>250 LACE HILL</u>						
1026 LACE HILL COMMUNITY CENTRE	39,742	44,000	4,258			90.3%
LACE HILL :- Income	39,742	44,000	4,258			90.3%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4050 LACE HILL PLAYING FIELDS	1,175	9,320	8,145		8,145	12.6%
4158 LACE HILL GAS	2,671	5,000	2,329		2,329	53.4%
4159 LACE HILL ELECTRICITY	5,368	(3,757)	(9,125)		(9,125)	(142.9%)
4160 LACE HILL WATER	597	2,500	1,903		1,903	23.9%
4161 LACE HILL REPAIRS & MAINT	7,288	10,000	2,712	18	2,695	73.1%
4162 LACE HILL CONTRACTOR CHARGE	3,160	3,500	340		340	90.3%
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	379	3,000	2,621		2,621	12.6%
4225 RATES	9,575	9,600	26		26	99.7%
LACE HILL :- Indirect Expenditure	30,527	42,663	12,136	18	12,118	71.6%
Net Income over Expenditure	9,214	1,337	(7,877)			
251 CHANDOS PARK						
1030 BOWLS INCOME	550	550	0			100.0%
1035 TENNIS COURT RENT	625	625	0			100.0%
1046 LAF FUNDING INCOME	2,928	0	(2,928)			0.0%
CHANDOS PARK :- Income	4,103	1,175	(2,928)			349.2%
4106 PLAY AREA MAINTENANCE	1,716	3,500	1,784		1,784	49.0%
4122 TREE WORKS	32	2,000	1,968		1,968	1.6%
4601 REPAIRS& MAINTENANCE FUND	1,348	2,500	1,152	3,255	(2,103)	184.1%
4602 ELECTRICITY	287	500	213		213	57.4%
4603 WATER	663	1,500	837		837	44.2%
CHANDOS PARK :- Indirect Expenditure	4,046	10,000	5,954	3,255	2,699	73.0%
Net Income over Expenditure	57	(8,825)	(8,882)			
252 BOURTON PARK						
4106 PLAY AREA MAINTENANCE	990	1,000	10	43	(33)	103.3%
4122 TREE WORKS	240	7,000	6,760		6,760	3.4%
4601 REPAIRS& MAINTENANCE FUND	3,107	4,000	893	4,112	(3,219)	180.5%
4708 PLAY EQUIPMENT	0	10,000	10,000		10,000	0.0%
BOURTON PARK :- Indirect Expenditure	4,337	22,000	17,663	4,155	13,508	38.6%
Net Expenditure	(4,337)	(22,000)	(17,663)			
253 CEMETERY						
1041 BURIAL FEES	11,435	17,000	5,565			67.3%
CEMETERY :- Income	11,435	17,000	5,565			67.3%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4225 RATES	349	1,000	651		651	34.9%
4601 REPAIRS& MAINTENANCE FUND	2,429	3,000	571	935	(364)	112.1%
4602 ELECTRICITY	269	400	131		131	67.2%
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	5,570	48,628	43,058	1,040	42,018	13.6%
Net Income over Expenditure	5,865	(31,628)	(37,493)			
<u>254 CHANDOS PARK TOILETS</u>						
4612 CONTRACTOR CHARGE	11,560	13,000	1,440		1,440	88.9%
4709 MAINTENANCE	136	1,000	864		864	13.6%
CHANDOS PARK TOILETS :- Indirect Expenditure	11,696	14,000	2,304	0	2,304	83.5%
Net Expenditure	(11,696)	(14,000)	(2,304)			
<u>255 RAILWAY WALK & CASTLE HILL</u>						
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)			
<u>256 STORAGE PREMISES</u>						
4066 GRENVILLE GARAGE RENT	610	650	40		40	93.9%
STORAGE PREMISES :- Indirect Expenditure	610	650	40	0	40	93.9%
Net Expenditure	(610)	(650)	(40)			
<u>257 KEN TAGG PLAYGROUND</u>						
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)			
<u>258 CEMETERY LODGE</u>						
1061 CEMETERY LODGE RENTAL INCOME	9,074	10,530	1,456			86.2%
CEMETERY LODGE :- Income	9,074	10,530	1,456			86.2%

	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	2,166	(1,022)	(3,188)			
<u>259 OTTERS BROOK</u>						
4106 PLAY AREA MAINTENANCE	474	500	26		26	94.9%
4122 TREE WORKS	0	400	400		400	0.0%
OTTERS BROOK :- Indirect Expenditure	474	900	426	0	426	52.7%
Net Expenditure	(474)	(900)	(426)			
<u>260 CCTV</u>						
4100 CCTV ONGOING COSTS	1,387	1,600	213		213	86.7%
CCTV :- Indirect Expenditure	1,387	1,600	213	0	213	86.7%
Net Expenditure	(1,387)	(1,600)	(213)			
<u>261 COMMUNITY CENTRE STRUCTURAL RE</u>						
1078 NEW HOMES BONUS	43,271	0	(43,271)			0.0%
COMMUNITY CENTRE STRUCTURAL RE :- Income	43,271	0	(43,271)			
4085 STRUCTURAL REPAIRS	50,411	4,000	(46,411)	460	(46,871)	1271.8%
COMMUNITY CENTRE STRUCTURAL RE :- Indirect Expenditure	50,411	4,000	(46,411)	460	(46,871)	1271.8%
Net Income over Expenditure	(7,140)	(4,000)	3,140			
ENVIRONMENT :- Income	149,545	108,154	(41,391)			138.3%
Expenditure	424,785	520,998	96,213	14,837	81,376	84.4%
Movement to/(from) Gen Reserve	(275,240)					
Grand Totals:- Income	149,545	108,154	(41,391)			138.3%
Expenditure	424,785	520,998	96,213	14,837	81,376	84.4%
Net Income over Expenditure	(275,240)	(412,844)	(137,603)			
Movement to/(from) Gen Reserve	(275,240)					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>EARMARKED RESERVES</u>						
<u>901 EARMARKED RESERVES</u>						
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	7,753	7,753	(0)		(0)	100.0%
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	6,316	2,540	(3,776)		(3,776)	248.7%
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	5,832	1,219	1,219	(0)	100.0%
9048 BAG FUND	788	2,071	1,283		1,283	38.0%
EARMARKED RESERVES :- Indirect Expenditure	<u>20,340</u>	<u>112,958</u>	<u>92,618</u>	<u>1,219</u>	<u>91,399</u>	<u>19.1%</u>
Net Expenditure	<u>(20,340)</u>	<u>(112,958)</u>	<u>(92,618)</u>			
EARMARKED RESERVES :- Income	0	0	0			0.0%
Expenditure	<u>20,340</u>	<u>112,958</u>	<u>92,618</u>	<u>1,219</u>	<u>91,399</u>	<u>19.1%</u>
Movement to/(from) Gen Reserve	<u>(20,340)</u>					
Grand Totals:- Income	0	0	0			0.0%
Expenditure	<u>20,340</u>	<u>112,958</u>	<u>92,618</u>	<u>1,219</u>	<u>91,399</u>	<u>19.1%</u>
Net Income over Expenditure	<u>(20,340)</u>	<u>(112,958)</u>	<u>(92,618)</u>			
Movement to/(from) Gen Reserve	<u>(20,340)</u>					

BUCKINGHAM TOWN COUNCIL

ENVIRONMENT COMMITTEE

MONDAY 6TH APRIL 2020

Contact Officer: Lee Phillips, Estates Manager

Cemetery Design Update

1. Recommendations

1.1. It is recommended that members note the report.

2. Background

2.1. Buckingham Town Council are seeking proposals to provide Design, Development and Project delivery services to provide a new Cemetery and allotments.

3. Information

3.1. The Design proposal has been split into 3 main stages which are:

Preparation, Brief and Initial Concept Design for Public consultation

3.2. This will give initial conceptual designs to allow for public consultation and help give the project strategy and provide an out-line budget for the provision of the project to allow for funding to be sought.

Developed and Technical Design

3.3. This will include site investigations, detailed design, planning stipulations are met, technical designs and specifications are provided and will then produce the tender documents which can then go out for tender.

Construction and Project Management

3.4. This stage will be to oversee the delivery of the cemetery and allotments ensuring all regulations are met and contracts administered.

3.5. In terms of bringing information/decision making to Council the process is:

- 3.2.1 Take the cemetery planning companies fee proposal result to the Environment committee to approve; scheduled for the meeting on 15th
- 3.2.2 Bring back the outline design, budget plan etc. for the consultation to Environment to agree (Cemetery Planner to attend)
- 3.2.3 Carry out public consultation
- 3.2.4 Bring the consultation results with public approval to Full Council for their approval so we can then apply to the PWLB

3.5.1. Updates/agreeing the final design of the cemetery taken to Environment Committee

3.6. It will not be possible to carry out a public consultation until some of the current restrictions are lifted, which may result in a delay to the scheme.



Buckingham Town Council Climate Emergency Action Plan March 2020

At Full Council on the 18th November 2019 Members AGREED:

“That Buckingham Town Council declares a climate emergency and commits to encourage Buckingham to become carbon neutral. This will help to raise the profile of this vital issue and secure external support and funding. It is also proposed that Buckingham Town Council also signs up to the Covenant of Mayors to track our progress and link with towns around the world who are cutting emissions. We aim to do this by making the Town Council carbon neutral by 2030 and encouraging the town’s population, organisation and businesses to work with us in that aim”.

Local Councils that have declared a climate emergency tend to do so to provide leadership and help educate their communities about both the threat of and solutions to the climate crisis. This should then act to harness “people power” to make that change possible at all levels, especially driving higher levels of government to act and ultimately force them to pull the economic and legislative levers needed to reverse global warming and restore a safe climate.

This draft action plan sets locally determined actions with measures to deliver the objectives both within the Council and across the town. The actions are measurable with targets that hold the Council to account. This Climate Emergency Action Plan is an overarching pledge that identifies the following priority areas of change:

Proposed Objectives

- a) Energy - to reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat.
- b) Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.
- c) Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.
- d) Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water
- e) Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.

Buckingham Town Council Climate Emergency Action Plan

Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.			
Action	Measure	Responsibility	Update
Creation of a Climate Emergency webpage, Facebook page and hashtag to enable discussion, idea sharing and extend public awareness of the issues.	Number of visitors per year X per year	Resources Committee	
Information can be made available in Buckingham library and on notice boards to maximise public awareness and access to information	Number of contacts made	Resources Committee	
Encourage practical action by local people through proactive communication campaigns. Consider creation of an impartial local guide that provides information on accredited local energy assessors and renewable energy installers for solar panels, batteries, EV chargers and heat pumps etc.	Number of downloads/copies requested. X per year	TC&E and Environment Committee	To be created following first public meeting (date to be confirmed).
Consultation on the Buckingham Neighbourhood Plan refresh will enable detailed consultation on the proposed changes.		Planning Committee	

Encourage the formation of Local Climate Action Groups.	One formed	Resources Committee	
Host a public meeting on the issue.	One per year	Resources Committee	
Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat			
Action	Measure	Responsibility	Updates
Implement an Energy Audit of all Council buildings, operations and vehicles	Actions implemented	Resources Committee	
Change BTC energy provider to renewable/green tariffs	Moved to green tariffs by 2020/21	Environment Committee	Tariffs to be reviewed and, if possible, swapped by April 2021
Offset carbon emissions by planting more trees (whenever possible)	One tree planting project per year	Environment Committee	2020 Tree planting sessions: 12 th March and 6 th November
Investigate options for carbon offsetting Town Council event e.g. Bonfire & Fireworks	Publication of carbon Offsetting certification for each relevant event	Town Centre & Event Committee	
Minimise the climate impact from development and encourage a low carbon economy through our planning system by:	% of new builds in the parish to be low carbon properties	Planning Committee	
	% of new builds in the parish to be low carbon properties	Planning Committee	

<ul style="list-style-type: none"> • Encourage a sustainable pattern of development supported by a low carbon transport infrastructure • Promote sustainable design in and in the overall town by interrogating every planning application (large or small) with our developing set of 'zero carbon planning questions' 			
<p>Install renewable energy generation on Council owned buildings</p>	<p>Installation of Photovoltaic Panels on all the Lace Hill Centre, The Community Centre and the new cemetery building (once constructed).</p>	<p>Full Council and Resources Committee</p>	
<p>Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water</p>			
<p>Action</p>	<p>Measure</p>	<p>Responsibility</p>	<p>Update</p>
<p>Provide recycling facilities at all town Council Events.</p>	<p>One bin per event</p>	<p>TC&E Committee</p>	
<p>Write to local supermarkets asking for a reverse plastic bottle vending machine in their car parks.</p>	<p>Contact with four large Supermarkets</p>	<p>Environment Committee</p>	<p>Letters to be issued in the Autumn 2020</p>

Appendix C

Work with and support litter picking initiatives around town including the increased promotion of River rinse.	One Town Council event per year in addition to the two river rinses	TC&E Committee	
Investigate possibilities of rainwater harvesting for all new town council buildings and use the water for planters and hanging baskets	One per new build (owned by BTC)	Resources Committee	
Fit water saving devices in all town council owned toilets	One per toilet	Environment Committee	Report to be produced for June Environment committee
Promote the installation of the water bottle refill station in Chandos Park and the national refill initiative	Number of interactions through Social Media	Environment Committee and Resources Committee	Tender awarded and installation of water bottle refill station to take place once normal business is resumed.
Actions implemented to eliminate the use of single-use plastics within Council offices/buildings and continue to promote Plastic-free Buckingham	No purchases of single use plastics	Resources Committee	
Implement waste education and promotional campaigns	Number of interactions through social media and with groups including schools	Resources Committee	
Request a carbon footprint of any Town Council investment and seek to reduce this by switching to investments supporting renewable energy projects and eco-enhancements.	Measure and publish low carbon emission certification	Resources Committee	

Buy local, fair-trade, recycled, plastic free, repairable and sustainable products wherever possible/available.	Consideration of a procurement strategy	Resources Committee	
Ask grant applicants to consider the impact on the environment of their project and any steps they can take to mitigate them. Members to consider these responses when allocating grant funds.		Resources Committee	
Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.			
Action	Measure	Responsibility	Updates
Review of HGV restrictions in the town to ensure the largest number are implemented and enforced		Planning Committee	
Explore more bike parking facilities around the town, including local schools and businesses.	5 more racks by 2021	Planning Committee	
Consider holding an event that promotes cycling around the town	To be considered on a future agenda of TC&E 2019/20	Town Centre & Events Committee	
Replace BTC owned vehicles and green spaces equipment with suitable electric models when existing petrol, and diesel vehicles come to the end of their usable life, resulting in full replacement with electric vehicles by 2030.	Replace each vehicle at the appropriate point in its lifecycle.	Environment Committee	Electric van purchased in Winter 2019. Aim for full replacement of all vehicles with electric alternatives by 2030.

Refurbish and promote the town's benches to assist walkers to take short rests. Advertise with signs 'pedestrian friendly town'	Replace each bench at the appropriate point in its lifecycle.	Environment Committee	Walking event being investigated by the EDWG.
Work with Buckinghamshire Council to extend/ improve cycle/ walking network		Full Council	
Work with Buckinghamshire Council on increasing EV charge points on public land		Full Council	
Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.			
Action	Measure	Responsibility	Updates
Finalise Flood Plans with local partners	Number of contacts established	Environment & Resources Committee	Update for June's Environment Committee
Advise residents on steps to increase resilience	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	
Promote the community flood warden scheme	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	
Protect and enhance native species and habitats. Promoting and support opportunities for environmental enhancement and regeneration	One environmental campaign per year	Environment Committee	To be tied in with the town Council's public meeting. For discussion at TC&E on the 30 th March 2020.

Appendix C

Support local food production including the provision of more allotments for people to grow their own food.	Number of allotment holders at the Tingewick Road Allotment site	Full Council	
Seek adequate garden space or community spaces for growing food in all future development.	One community space per new development	Full Council and Planning Committee	
Purchase (where possible) locally produced and fair-trade food for the Council's use and civic events.	All BTC events	Town Centre & Events Committee	
Review of grass verges and hedges to identify areas to be trimmed less and later in the year to support more wildflowers and insects	To be considered within Greenspaces Strategy and Management Plan for Parks	Environment Committee	Annual Review
Each year allocate a section of land to be planted with wildflowers.	One per year	Environment Committee	To be reviewed annually. A new section of wildflowers will be planted in 2020 in Bourton Park, on the car park side of the river.
Plan a new eco-friendlier cemetery to include planting more trees and wildflowers.	Measure and publish plans and low carbon emission certification	Environment Committee	Ongoing
Research new grasses that can be planted to absorb and trap more carbon in their roots and sow them in public spaces and new developments.	Future agenda of Environment Committee 2019/20	Environment Committee	To be reviewed at October's Environment Committee
Work with the Tree Wardens, in promotion of the Tree Charter, to register key trees on the	10 new trees registered	Environment Committee	Promotion of the Tree Charter and

Appendix C

Woodland Trust's inventory of Ancient Trees and consider any new TPOs			Inventory of Ancient Trees took place in Autumn and is to be repeated in September 2020.
Look to legally protect the future of the riverside parks in Buckingham, including Chandos Park, Bourton Park and Heartlands as parkland.	Future agenda of Environment Committee 2019/20	Planning Committee and Environment Committee	To be reviewed at October's Environment Committee
Ask grant applicants to consider the impact on the environment of their project and any steps they can take to mitigate them. Members to consider these responses when allocating grant funds.		Resources Committee	