

**MINUTES OF THE ENVIRONMENT AND PROPERTY COMMITTEE MEETING HELD ON
MONDAY 28th April 2008 at 7pm**

<u>PRESENT</u>	Councillor	T. Bloomfield
		P. Collins
		Mrs P. Desorgher
		P. Hirons
		D. Isham (Chairman)
		A. Mahi
		H. Mordue (Mayor)
		Ms. R. Newell
		M. Smith
		R. Stuchbury
		M. Try
		W. Whyte
	Town Clerk	Mrs. P. Heath

APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors Mrs. G. Collins, R. Lehmann, G. Loftus, Mrs. P. Stevens, and Mr. T. Webster.

540/2008 DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda.

541/2008 RECEIVE THE MINUTES OF THE PREVIOUS MEETING

Members accepted the minutes of the last meeting held on 10th March 2008, which were ratified at the Council meeting held on 2008.

542/2008 RECEIVE ACTION REPORTS AND UPDATES ON ITEMS NOT ELSEWHERE ON THE AGENDA AS PER ATTACHED LIST

Members noted the action items on the list.

The Town Clerk commented on the following items:

494 – Repair/resurfacing of footpath in Chandos Park. The officer from AVDC who would be drawing up the new specification was requesting a meeting on site to discuss the precise details. Concern was expressed at the length of time it is taking to get the new specification.

It was proposed by Cllr. Stuchbury, seconded by Cllr. Smith, and **AGREED** that the Council should investigate and draw up a list of preferred contractors in respect of landscaping and civil engineering.

ACTION THE TOWN CLERK, THE CHAIRMAN

487, 536 – the dog bin had been installed but following complaints the bin would be relocated; the new site had been agreed with Cllr. Smith and the Deputy Town Clerk who live in the area.

Proposed by Cllr. Stuchbury, seconded by Cllr. Whyte, and **AGREED** to write to AVDC Environmental Health asking for increased enforcement by the Dog Warden in Buckingham and specifically on Badgers Estate.

ACTION THE TOWN CLERK

529 – It was noted that the press release, the draft of which had been sent to the Chairman for approval on 13th March 2008, had not been placed in the local paper.

527.2 – it was **AGREED** that the Chairman, Vice Chairman and the Mayor would be given designated authority to approve the quotations for the removal of the Leylandii.

Member queried why some of the items had not been started

- 298 - This was a Councillor action point – It was **AGREED** that Cllr. Bloomfield and Cllr. Isham would undertake the fire risk assessment by 31st May.
- 379 - This was a Councillor action point
- 443 - This was a councillor action point – the Town Clerk would contact Mr Grant to ask for availability dates.
- 509 - This was a Councillor action point
- 486, 514, 529, 532, 538 are Town Clerk items

It was **AGREED** that all action points currently outstanding would be started within 14 days of this meeting; the Chairman to check and liaise with the Town Clerk.

ACTION THE TOWN CLERK, THE CHAIRMAN, and DESIGNATED COUNCILLORS ON THE ACTION LIST

543/2008 REPORT ON CEMETERY LODGE AND THE OPERATION OF BRACKLEY ROAD CEMETERY.

The Clerk presented a report on the operation of the Cemetery; this was noted and accepted by the Members.

a) Burials: There had been 5 burials since the last meeting – the Clerk explained some of the issues that had arisen which had taken up more than normal administration time for the burials; due to the sensitive nature details would not be minuted.

b) Cemetery Wall: Proposed by Cllr. Stuchbury, seconded by Cllr. Hirons, and **AGREED** to accept the lower of the 2 quotes listed in the report.

c) Chapel Roof: the Town Clerk explained that having contacted a local company and chased several times no quotation had been received; the Town Clerk is now seeking quotations from companies in Milton Keynes.

d) Horticultural Work: It was **AGREED** to accept the quotation to undertake the necessary work under health and safety to the Mature Cedar (no 048444) and the Mature Beech (No. 048488) at a cost of £1935 from balance of 2007/2008 budget.

e) It was **AGREED** to seek further quotations for the levelling of the spoil and the hedge work in the extension.

f) Cemetery Fees: It was **AGREED** to accept the cemetery fees as circulated.

ACTION THE TOWN CLERK

543.1 To receive information of Picus Test, to decide if the test should be carried out – Cllr. Stevens

In the absence of Cllr. Stevens Cllr. Whyte explained to Members the form and purpose of the Picus test. This is a type of x-ray of the tree to establish its density and health. The test can only show the result for that point and several would be needed on the tree to get an overall picture; these had been quoted at £800 a time. It was **AGREED** to look at this later in the year once the work agreed above on the tree had been carried out.

ACTION THE TOWN CLERK

544/2008 REPORTS ON CHANDOS PARK

544.1 To discuss the purchase of a sprinkler system for Chandos Park Bowls Club and receive quotations received.

Copies of the quotations had been circulated to Members prior to the meeting. The Town Clerk explained that as part of the lease the Town Council undertook to replace the sprinkler system. Concern was expressed over the cost of the new system particularly as the repair quotation received in May 2007 indicated a considerably lower figure; it is unclear whether the quoted repair is now possible. Following a discussion it was **AGREED** to undertake the repair of the current system as per the May 2007 quote and write to the Bowls Club asking them to give a specification of what is required and to seek external funding to replace the sprinkler system to that specification.

ACTION THE TOWN CLERK

544.2 To receive details of quotations received and action taken in respect of Chandos Park automatic locking system.

The Town Clerk explained the problems in obtaining quotations to supply and install time-controlled locks at Chandos Park; this is a specialist field and there are not many companies who would undertake this type of work or be prepared to quote for a one-off job. A quotation had been received from a company used by AVDC, one company had declined to quote, another was checking to see if they could quote. Councillors who had mentioned at the previous meeting that they were aware of companies who undertook this type of work had not supplied the names; the Town Clerk explained that as this had been said in a general talk around the table it was not easy to distinguish which Councillors had said this so had not been able to chase the individual Councillors.

Councillors who were aware of companies were asked to contact the Clerk as soon as possible to enable further quotations to be obtained

ACTION THE TOWN CLERK, and COUNCILLORS

545/2008 REPORTS ON BOURTON PARK

545.1 To receive a response from Buckingham Cricket Club re Tree debris in Bourton Park

A copy of the letter had been circulated with the agenda to all Members. The contents and tone of the letter was discussed at length, Members were disappointed that the ratepayers would have to pay to clean up after the felling of the trees by the Cricket Club. It was **AGREED** to write off the outstanding amount. Cllr. Mordue to contact the Cricket Club.

ACTION CLLR. MORDUE

545.2 To receive update on the Bourton Car Park restriction.

The Town Clerk reminded Members of the history of the item which had been ongoing for a long time. The problem of cars racing in and out of the car park and doing hand break turns whilst in the car park was still being reported to the NAGS meeting. Various ideas had been pursued by the Council in the past but none had been agreed primarily on cost and health and safety issues.

It was agreed to obtain costs to install a speed bump in the car park, such as those used in Cornwall's Meadow Car Park; the Clerk highlighted the problems these bumps cause to drivers with back problems. It was **AGREED** that Cllr. Whyte would provide the specification and contact details for the speed bumps.

ACTION CLLR. WHYTE

546/2008 TO RECEIVE THE WEEKLY MAINTENANCE REPORTS AND AGREED ACTION PROPOSED.

The Town Clerk explained to Members that following the Easter holidays there had been an increase in graffiti on the play areas; a work order had been given to the Ground staff to clean.

Dog Bins were reported as being full to overflowing; with dog faeces being found in the normal bins for the last 3 weekly reports, the contractors felt that the bins were not being emptied. The Ground staff had been instructed to monitor the bins and establish if this was the case or whether increased emptying was required.

In response to a question the Town Clerk explained that due to her holiday the 3 sets of weekly reports had only been seen that day; a phone call had been placed immediately to AVDC (who manage the contract) to request that the bins be emptied and establish if a problem had been highlighted by the company. It was **AGREED** that the Chairman should liaise with the Clerk to ensure the service delivery is as required by the Council and if required find additional budget to obtain the required service delivery.

ACTION THE TOWN CLERK, THE CHAIRMAN

547/2008 TO DISCUSS THE ANNUAL SAFETY REPORT ON PLAY EQUIPMENT

Copies of the annual safety reports had been circulated prior to the meeting. It was **AGREED** that the Town Clerk would draw up a schedule of work required and cost.

ACTION THE TOWN CLERK

548/2008 TO RECEIVE THE BUCKINGHAM TOWN AUDIT

Copies of the latest Town Audit had been circulated to the Members prior to the meeting. The Town Clerk explained that the result of the meeting with BCC Area Technician in respect of their areas of responsibility and the actions agreed had not been included on the report.

It was felt that the Partnership, and the relevant County and District Councillors, should be more pro-active in resolving the ongoing problems. Members discussed the office involvement in the reporting and action of problems often prior to them being raised in the audit.

Proposed by Cllr. Whyte, seconded by Cllr. Smith, and **AGREED** that the office staff should politely but firmly direct visitors to Verney Close or the County Council and District Council offices and not deal with problems under those Council's remits.

It was **AGREED** that the office should keep a log for one month of each time a visitor or telephone call is associated with another authority's issues.

Cllr. Stuchbury requested a list of all County Council and District Council Cabinet Members.

ACTION TOWN CLERK

Cllr. H. Mordue left the meeting

549/2008 2008 TO RECEIVE A REPORT ON THE PARKS POLICY GROUP

Members received the policy document which had been circulated with the agenda. It was **AGREED** to adopt the document as policy. It was **AGREED** that the working group would continue to draw up an action plan to implement the policy.

550/2008 TO RECEIVE REPORT ON THE WORK UNDER DEVOLVED SERVICES FROM BUCKS COUNTY COUNCIL

The Town Clerk gave a verbal report on the work undertaken under Devolved Services.

551/2008 {539} TO DISCUSS THE USE OF GAWCOTT ROAD BY HGVs AND THEIR TURNING INTO SANDHURST DRIVE

Members were informed that the issue raised by Mr. Chambers at the 3/9/07 meeting and at the Annual Town Meeting still exists in that vehicles are parking at the entrance to Sandhurst Drive and also HGV lorries are going down the Drive which is a cul-de-sac. Mr Chambers has asked for a letter of support to be sent to BCC to ask for double

yellow lines and improved signage. Members were informed of the action taken after the September meeting; a copy of the response letter to Mr. Chambers is to be given to Cllr. Stuchbury.

ACTION THE TOWN CLERK

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As the time was nearing 10 pm the Chairman obtained agreement from the Committee and the Town Clerk to continue for 15 minutes beyond 10 pm.

552/2008 TO RECEIVE AN UPDATE ON THE HEARTLANDS/CHRIS NICHOLLS WALK FENCE

Members were informed that Mrs L. Davies, the AVDC officer responsible for open spaces, has requested a meeting to discuss the transfer of the fence at Chandos Park; Members again reiterated they would only consider the section of fence adjacent to the Town Council property. Members agreed the Town Clerk should meet Mrs Davies.

ACTION THE TOWN CLERK

553/2008 TO DISCUSS A VERBAL REQUEST FROM A RESIDENT OF LENBOROUGH ROAD FOR THE REMOVAL OF DOG BIN

Members agreed that all requests must be made in writing.

554/2008 TO RECEIVE UPDATE OF SPEED INDICATOR DEVICES

Members were informed that the PCSO still had not got full use of the Bucks. County Council SID machines that were being passed over. Details of a company who could supply or hire speed indicator devices was given to the Members. It was **AGREED** to obtain current prices and details of the purchase and hire and also to investigate the funding of the device through 'Safer Routes to School', and the Safety Partnership.

ACTION THE TOWN CLERK

555/2008 TO DISCUSS LETTER FROM AVDC GIVING ADVANCE WARNING OF CONTRACT RENEWAL FOR THE CLEANING OF CHANDOS PARK TOILETS, AGREE WHAT THE COUNCIL WISH TO DO AND AGREE ACTION PLAN TO IMPLEMENT THAT AGREEMENT.

Members discussed at length the letter from AVDC and whether the Committee should recommend that Buckingham Town Council takes over the contract considering that there could be 3 sets of toilets in the town. It was **AGREED** to seek an expression of interest to undertake the cleaning contract for initially Moreton Road Toilets, Chandos Park Toilets and - when they are built - the Extension Toilets, minimum 2 cleans a day 365 days a year, with possible responsibility to open and close.

ACTION THE TOWN CLERK

556/2008 TO RECEIVE REPORT ON THE CURRENT BUDGETS

Due to the time this item was deferred to the next meeting

557/2008 CHAIRMAN'S ITEMS FOR INFORMATION

There were no Chairman's items for information.

Meeting closed at 10.15 pm

CHAIRMAND Isham..... DATE2 June 2008.....