

**MINUTES OF THE ENVIRONMENT AND PROPERTY COMMITTEE MEETING HELD  
ON MONDAY 10<sup>th</sup> NOVEMBER 2008 at 7pm**

<b><u>PRESENT</u></b>	Councillor	T. Bloomfield Mrs. G. Collins P. Collins Mrs P. Desorgher P. Hirons D. Isham R. Lehmann G. Loftus Ms. R. Newell M. Smith (Chairman) R. Stuchbury M. Try W. Whyte
	Town Clerk	Ms. P. Heath MILCM

**APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillors H. Mordue (Mayor), Mrs. P. Stevens and Ms. S. Le.

**621/2008 DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA**

Cllr. T. Bloomfield declared a personal interest in item no 8 Ken Tagg Play Area, as a local resident and neighbour of the correspondent.

**622/2008 RECEIVE THE MINUTES OF THE PREVIOUS MEETING**

Members accepted the minutes of the last meeting held on 22<sup>nd</sup> September 2008, which were ratified at the Council meeting held on 27<sup>th</sup> October 2008.

**623/2008 RECEIVE ACTION REPORTS AND UPDATES ON ITEMS NOT ELSEWHERE ON THE AGENDA AS PER ATTACHED LIST**

The Town Clerk circulated a report prior to the meeting and reported verbally on the following action items at the meeting:

494/602.1 Chandos Park Path

The Town Clerk informed the Members that the project had been transferred from Simone Williams to Terry Newton at AVDC due to workload. No drawings or specification had been produced by the time of the meeting.

528.3 Penstock

Cllr Hirons explained why a new handle was needed - this would prevent the need for a complete replacement of the mechanism as the handle would enable the

penstock to be worked correctly and therefore free up the internal system. Proposed by Cllr. Stuchbury, seconded by Cllr. Isham, and **AGREED** to purchase the winding handle at a cost of £149.50 plus £35 carriage from budget 4601/402.

**ACTION THE TOWN CLERK**

#### 580 Fire Risk assessments

Members were informed that the Council's Fire Risk assessments had been completed.

#### 565.3 Transfer of assets

The Town Clerk reported that despite requests for update no information has been received on the AVDC cabinet member's decision concerning the transfer the Heartlands.

#### 616 Allotments

Cllr. Bloomfield reported that he had been unable to establish who owned the allotments on Tingewick Road or who manages the site. It was suggested that the land may be part of New College Oxford's land; the Town Clerk would contact them.

**ACTION THE TOWN CLERK**

#### 618 Embleton Way Pavilion

Members noted that no response had been received from AVDC re the enforcement of planning conditions.

### **624/2008 TO RECEIVE REPORT FROM THE PARKS POLICY GROUP**

Members discussed the current position concerning the Parks Policy and the outstanding actions. The report from RoSPA still had not been received despite the inspection being conducted in October. The report was needed by Julia Brandon to carry out the play value assessment and mapping to show the areas of need and requirements. Members discussed the budget allocated for work in the parks and the need to spend or allocate the money prior to the precept meeting.

Proposed by Cllr P. Collins, seconded by Cllr. Stuchbury, and **RECOMMENDED**, by 14 votes to 0, that the unspent capital budget money identified in the parks policy be ring-fenced during the precept cycle, against items of expenditure.

Cllr. G. Collins, to whom some of the action points had been delegated, asked for assistance in undertaking the assessments.

The Members discussed the use of a private company to undertake the design work currently being done by AVDC for the Chandos Park paths.

### **625/2008 TO RECEIVE ITEMS ON THE MANAGEMENT OF CHANDOS PARK AND ITS FACILITIES**

Members were informed that the toilet time locks still had not been fully installed despite the Town Clerk chasing on several occasions.

#### 625.2 Bowls Club

Members were informed by Cllr. Isham that the fascia of the building was enamel on wood and not normal paint. Comment was made that contractors employed by

the Club were working on the green which had several bare areas and that the public access signs had not been displayed. The Town Clerk reminded Members that under the lease the Bowls Club are responsible for the Green and its maintenance and that the Bowls season runs from April to September therefore the access to the public only runs during that time period.

Members asked for a meeting to be arranged to discuss the maintenance of the green, the pavilion and the arrangements for public access. The Town Council representatives would be Cllr. Isham, Cllr. Smith, Cllr. Stuchbury, Cllr. Hirons and Cllr. Whyte if required; a copy of the lease will be circulated to the Members of the group prior to the meeting.

**ACTION THE TOWN CLERK**

#### 625.3 Bins

The Town Clerk explained that replacement bins have been ordered for those damaged in Chandos and Bourton Park; this was on a like for like basis. A Member stated that the bins were part of the street furniture indicated under F1 & F3 of the policy therefore the type of bin should have been agreed by the Committee before ordering. It was noted that no review or decision had been made about the street furniture as per F1 & F3 to provide guidance to the office.

**ACTION PARKS POLICY GROUP**

### **626/2008 TO RECEIVE ITEMS ON THE MANAGEMENT OF BOURTON PARK AND ITS FACILITIES**

626.1 to receive further details of penstock repair requirements

See minute number 623/2008

### **627/2008 TO RECEIVE CORRESPONDENCE FROM RESIDENT ON KEN TAGG PLAY AREA**

Members had been circulated with the correspondence on the Ken Tagg Play Area in Meadway from a local resident complaining about the anti-social behaviour of some of the play area users. It was requested that the high brick wall, which prevents surveillance of the play area from the estate, be removed.

Proposed by Cllr. Bloomfield, seconded by Cllr. Whyte, and **AGREED** that the Council should 1) consult with all residents of Meadway to establish the extent of the antisocial behaviour; 2) consult with the adjacent house whose wall is attached to the Play Area; and 3) obtain quotes to remove the wall and install suitable fencing to match the existing fence to the side of the play area.

**ACTION THE TOWN CLERK**

### **628/2008 TO RECEIVE WRITTEN REPORT FROM BTCV WILDLIFE PROJECT MANAGER – SUSAN LE**

Members received and noted the written report from Ms. S. Le circulated with the agenda.

**629/2008 TO RECEIVE THE WEEKLY MAINTENANCE REPORT AND AGREE ACTION PROPOSED**

Members received and noted the weekly maintenance report and the Town Clerk's verbal report.

**630/2008 TO RECEIVE REPORT ON BRACKLEY ROAD CEMETERY ADMINISTRATION AND AGREE DRAFT FAMILY ORIGINATED INTERMENTS.**

Members discussed the draft policy circulated with the agenda; Members agreed the policy in principle with the Chairman and the Town Clerk amending the wording to clarify the meaning of the document.

**ACTION THE CHAIRMAN, THE TOWN CLERK**

630.2 To receive the annual report and financial statements of the Institute of Cemetery & Crematorium Management of which the Council is corporate member  
Members received and noted the above reports.

**631/2008 TO RECEIVE THE BUCKINGHAM TOWN AUDIT REPORT AND AGREE ANY ACTION PROPOSED**

The Members noted that only 4 of the areas had been completed by the deadline for the Audit to be circulated with the Buckingham Partnership agenda; a copy of the Town Audit would be taken to the Partnership by the Town Council representatives updated with those areas received since.

**ACTION CLLR. BLOOMFIELD**

**632/2008 TO RECEIVE REPORT ON WORK UNDERTAKEN UNDER THE BUCKS. COUNTY COUNCIL DEVOLVED SERVICES**

The Town Clerk gave a verbal report explaining that the work of the Town Council took precedence over the work allocated under devolved services.

**633/2008 TO DISCUSS THE ROUNDABOUT CONTRACTS AS PER FINANCE AND ADMINISTRATION COMMITTEE MINUTE NO. 443.2**

A copy of the contract had been circulated with the agenda. The Town Clerk explained that the wording of the document had been agreed by the County Council legal department and that they would have to agree any amendments.

Members asked that the terms of payment be amended to show that these are in advance and not in arrears and that payment must be at least once a quarter.

**634/2008 TO RECEIVE UPDATE ON THE DE-SILTING OF “THE FORD” IN FORD STREET AND THE WORK ON THE BANKS OF “THE FORD”.**

The Town Clerk reported that no response had been received from the Environment Agency concerning the extent of the work the Town Council is able to undertake on the Ford; this item was deferred to the next meeting.

**ACTION THE TOWN CLERK**

**635/2008 TO DISCUSS AND AGREE ANY ACTION ON THE FLOOD ALLEVIATION FOLLOWING THE FLOOD FAIR ON 30<sup>TH</sup> OCTOBER.**

Members felt this had been a worthwhile event with an opportunity to talk with those involved with Flood Defence in the Buckingham Area. It was noted that officers of the Environment Agency in other areas had suggested that this plan should be revisited; Cllr. Whyte to provide the name and department of the officer he was speaking to in order for the corresponding officer in the Anglian region to be identified.

**ACTION CLLR. WHYTE**

**636/2008 TO RECEIVE AND MONITOR THE ENVIRONMENT AND PROPERTY BUDGET, AND MAKE SUCH ADJUSTMENTS AS NECESSARY**

Members noted the budget as circulated with the agenda.

**636.2 To receive expenditure to be allocated under Community plan budget codes**

The Town Clerk explained that no procedure had been set up to agree the expenditure for the Community Plan monies in respect of maintenance of the community plan purchased fixtures, fittings and infrastructure.

It was **AGREED** that the Town Clerk would have designated authority to carry out maintenance work as per the Town Council's Financial Regulations.

The following items of expenditure were approved by the Committee

New glazing for the Chandos Park notice board 4709/701 £110.29

Replacement back panels on the skate park youth shelter 4709/701 - quoted at £2300.

The panels had been damaged and the culprit caught by the police. Members agreed that the money would be sought from the culprit for the damage.

**ACTION THE TOWN CLERK**

**637/2008 CHAIRMAN'S / MAYOR'S ITEMS FOR INFORMATION.**

**637.1 Bill Bryson – Shop the Drop**

A copy of the documentation concerning Bill Bryson's campaign to clear up Britain was given to the Town Clerk

**637.2 White Hart Car Park Development**

Cllr. Stuchbury informed Members that work had stopped on the White Hart development but expressed concern that the security of the site was not sufficient to

keep out trespassers. The deep drop may be dangerous to any accessing the site. It was noted that the District Council's planning and building control departments had been informed but it appeared that NHBC was the responsible authority. It was **AGREED** to write to Lagan Homes asking them to upgrade the signs and security and arrange regular inspections.

**ACTION THE TOWN CLERK**

Meeting closed at 9.15 pm

CHAIRMAN ..... DATE .....