

30th March 2009

Sir/Madam,

A meeting of the Environment and Property **Committee** of Buckingham Town Council will be held on **Monday 6th April 2009** at 7 p.m. in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, and Buckingham.

Anne Wilson
Town Clerk

Please note that the Environment and Property Committee will be preceded by Public Question time in accordance with Standing Order 1.2, which will last for a maximum of 15 minutes.

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 Parish Councils (Model Code of Conduct) Order 2001.

3. Minutes

To receive the minutes of the Environment and Property Committee meeting held on Monday 16th February 2009 and approved at Full Council on the 23rd March 2009.

Copy previously circulated

4. Action Report

To receive the report and note the updated information.

Copy attached Appendix A

5. Town Audit

Members are asked to note that Cllr. Mrs Desorgher is not able to continue to complete the Town Audit for the Market Hill/Market Square area of the town. Members are therefore asked to nominate a Member to take over this area for the Town Audit.

PARKS AND PARKS POLICY

6. Parks Policy Group

Members are asked to arrange a Parks Policy Group meeting to progress the work required in the parks, as outlined in the Action Report for this Committee.

7. Chandos Park

- **Play Area**

Members are asked to note that quotes are being obtained to:

- a) Remove the play equipment in Chandos Park as a matter of urgency
- b) To replace the equipment on that site

It is envisaged that a consultation process with young people and the residents of the locality will take place to determine the type of replacement equipment before the tender at b) above is accepted.

Following the AVDC play area report to enhance the area a separate quote is being obtained to put some sort of teenage facility, in addition to the kick-wall, in the same vicinity.

Copy of AVDC Report attached Appendix B

- **Lampposts**

Members are asked to consider the attached report with regard to repair of the lamppost heads in Chandos Park.

Members are asked to note that our staff are gradually re-painting the bottoms of the lampposts in the park.

Copy attached TC/09/0809

- **Bowls Club**

With reference to minute no. 661.1 of the Environment and Property meeting held on 16th February the Town Clerk asks members to confirm the way forward with regard to obtaining quotes to look at the drainage issues at the Chandos Road Bowls Club with regard to the tree roots in the drains across the park?

Min. no.: 661.1 reads:

“The Chairman and Cllr. Isham had also looked at the drainage system for the Green. There appeared to be a problem with tree roots blocking the drainage pipe. It was **AGREED** to investigate the problem further.”

Members are asked to note that although there is no apparent problem with the electrical supply at the Bowls Club they are arranging to have all the meters changed as a precaution. It has been confirmed that their meters only service the bowls club and no surrounding areas as had previously been suspected. The Bowls Club could confirm who will be paying for their replacement at the time the agenda was circulated.

Members will also be pleased to know that a contact telephone number is prominently displayed above the Bowls Green Entrance.

- **Play around the Parishes - Summer 2009**

Members are asked to consider the attached information with regard to play in the parishes coming to Buckingham in the summer. Chandos Park by the tennis courts where there are toilets, electricity and running water would be an ideal location. If wet then AVDC could arrange to use a room at the Swan Leisure Centre.

AVDC would bring the necessary equipment themselves and lay it out in the park to facilitate such an event.

(Please note the closing date for responses is the 6th April - AVDC have been told that the Council will be discussing this at their meeting on the 6th April)

Copy attached Appendix C

8. Play Area Inspections

- Members are asked to consider the attached report with regard to Play Equipment Inspections.

Copy attached TC/10/0809

- Members are asked to consider sending the two maintenance staff on an Outdoor Play Area Inspection and Maintenance Course on the 2nd June 2009. As can be seen from the attached information the course covers areas of work that would be useful to many areas of their roles including parks, the town in general and events.

Although play equipment inspections are not carried out by our staff currently a money saving could be made if they fulfilled this role and at the present time it would be useful as they spend so much time in the parks on a daily basis.

The cost is £180.00 per person and would come out of budget heading:
102/4023 Training and Conferences

Information attached Appendix D

9. Bourton Park Junior Play Area

Members are asked to note that following the ROSPA reports received and discussed at the last meeting it has been discovered that the play equipment and safety surfacing at Bourton Park Junior Play area is still under guarantee. Monster, the supplier of the equipment visited the area on the 26th March and have agreed to re-paint the equipment where the powder coating has been worn away and deal with the excessive chain movement issues on the swings.

The safety surfacing is a different matter. When the play area was replaced a skim top safety surface was put over the original play area surface. Following the flooding last year Monster came and inspected the site when it was pointed out to the Council that the ground works under the safety surfacing were interfered with. Only patch repairs were carried out and therefore there are still hollows under some areas of the surface.

Costs are being obtained for the re-laying of the be under the safety surfacing and also the costs of any replacement safety surfacing, although confirmation is awaited as to whether this is under guarantee.

Such works can be funded by the Community Plan.

10. Safe Use of Pesticides PA1 and PA6 Course

Members are asked to consider the attached report with regard to attendance on the above course by Roy Calder.

Copy attached TC/11/0809

ALLOTMENTS

11. Bourton Road Allotment Holders Society

With reference to minute no.: 3270/08 of the Interim Town Council meeting members asked to consider the attached correspondence from the Allotment Association.

Minute no.: 3270/08

“The Deputy Town Clerk gave background information on the allotments and the current situation. The expected letter from the Allotment Association had not been received and therefore discussion was deferred”

Copy attached Appendix E

CEMETERY

The Town Clerk and the Deputy Town Clerk have begun to look at many aspects of administrative improvements and day to day management issues in the cemetery.

The Deputy Town Clerk provides the following reports for consideration.

12. General Maintenance Issues

Members are asked to consider and note the implications of the report with regard to the service provide by the contractors CGM, the outstanding works and the future maintenance required.

Copy attached TC/12/0809

13. Price Increases

Members are asked to consider the need to increase the cost of interments and the installation of memorials in the Brackley Road cemetery.

Copy attached TC/13/0809

14. Accreditation by BRAMM

The Town Council currently has no recognised standard with regard to the installation of memorials. The Town Council are asked to consider implementing the criteria set by the British Register of Accredited Memorial Masons Scheme. Members are therefore asked to consider the attached report.

Copy attached TC/14/0809

15. Maintenance Needs

Members are asked to consider the attached report with regard to additional maintenance needed within the cemetery.

Copy attached TC/15/0809

16. Garden of Rest

Members are asked to consider the attached report with regard to plots in the Garden of Rest at the Brackley Road Cemetery.

Copy attached TC/16/0809

17. Institute of Cemetery and Cremation Management

Members are asked to consider sending the Deputy Town Clerk and Member/s to the ICCM Conference on the 7th and 8th May 2009. As can be seen from the attached agenda this course will be of great benefit to the Town Council in improving its cemetery.

The cost per delegate is £190.00 plus VAT (or less if we commute - £105 – and don't have accommodation). This can be funded out of budget heading: 102/4023 Training and Conferences.

Copy attached Appendix F

18. Kerbing in the Cemetery

Members are asked to consider the attached report with regard to kerbing around graves in the cemetery following recent installations without the relevant permissions at the cemetery.

Copy attached TC/17/0809

TREES

19. Tree Survey

Members are asked to consider the attached report with regard to tree survey works required in the parks and the cemetery.

Copy attached TC/18/0809

20. Training Course

Members are asked to consider whether they would like to attend a summer tree identification Course on Saturday 18th July 2009 at Railway Walk and University of Buckingham.

The cost is £75 per person and a further £12 for the NCFE certification and assessment. This can be funded out of budget heading: 102/4023 Training and Conferences.

Tree Wardens able to attend the course free of charge with BTCV volunteers at £40.

Information attached Appendix G

21. S106 monies

Members are asked to note the attached correspondence with regard to S106 monies in relation to Buckingham.

Copy attached Appendix H

22. BTCV

- **Report from Susan Le**

Members are asked to note the report from Susan Le of the Buckingham BTCV.

Report to follow

23. BBO Food Group

Members are asked to consider the attached paperwork with regard to a Local Flavours Festival in September 2009.

Copy attached Appendix I

24. Buckinghamshire County Council

Members are asked to consider the attached responses from Buckinghamshire County Council with regard to the Buckingham Maintenance Budget.

Copy attached Appendix J

25. Lease of Town Council Vehicle

Members are asked to consider the attached report with regard to the lease of a Town Council Vehicle.

Copy attached TC/19/0809

26. Chairman's Announcements

27. Date of Next Meeting: Monday 26th May 2009