



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr. P. Hodson

ENVIRONMENT
COMMITTEE

Wednesday, 02 September 2020

Councillor,

You are summoned to a meeting of the **Environment Committee** of Buckingham Town Council which will be held on **Monday 7th September** at 7pm online via Zoom, Meeting ID 871 2899 7691.

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. Residents are very welcome to ask questions or speak to Councillors at the start of the meeting in the usual way. Please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for the password to take part.

The meeting can be watched live on the Town Council's YouTube channel here:
<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSIfcZC9Q/>

Mr. P. Hodson
Town Clerk

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 15th June 2020 and received at Full Council on the 13th July 2020.

[Copy previously circulated](#)

4. Action Report

To receive the report and note the updated information.

[Appendix A](#)

5. Terms of reference

To discuss, amend and recommend any proposed changes to the existing Terms of Reference to Full Council

[Appendix B](#)



Twinned with Mouvaux, France; Neurkirchen Vluyn, Germany

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.

6. Budgets

6.1. To receive a revised Budget Forecast

[E/33/20](#)

6.2. To receive the latest figures

[Appendix C](#)

7. Autumn Bulb Planting – Sunday 13th September 2020

To receive a verbal update from the Committee Clerk and to note the Risk Assessment (circulated to participants on the 7th September 2020).

[Appendix D](#)

8. Green Spaces Apprentice

To receive a verbal update from the Town Clerk

9. Lace Hill Sports and Community Centre

To receive a report from the Lace Hill Centre Coordinator

[E/34/20](#)

10. Cattle Pens Finger Post

To receive and discuss a verbal update from the Estates Manager

11. Structural and Conditions Survey of Buckingham Community Centre

To receive and discuss a written report from the Town Clerk

[E/35/20](#)

12. Brackley Rd Cemetery

To receive and discuss a written a report from the Estates Manager considering:

12.1. Review of Cemetery fees

12.2. Exclusive rights of burial/Deed renewal fees

12.3. Burial plot provision report

[E/36/20](#)

13. Wildflower areas on the bypass

To receive and discuss a verbal update from the Estates Manager

14. Buckingham United proposal

To receive and discuss a written report from the Estates Manager

[E/37/20](#)

15. Access Awareness

16. Buckingham Community Wildlife Project

17. Correspondence

17.1. To receive and discuss an email concerning parking charges in Cornwalls Meadow car park

[Appendix E](#)

17.2. To receive and discuss an email from Mapping for Change

[Appendix F](#)

17.3. To receive and discuss correspondence proposing a skate park at Lace Hill

[Appendix G](#)

18. Climate Emergency Action Plan

To receive and discuss an update on the Environment Committee's actions in the Action Plan

[Appendix H](#)

19. News Releases

20. Chair's Announcements

21. Date of Next Meeting: Monday 26th October 2020.

To

Cllr. R. Ahmed

Members are reminded to declare any prejudicial interest as soon as it becomes apparent

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Cllr. G. Collins (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

Members are reminded to declare any prejudicial interest as soon as it becomes apparent

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Minute No.	Action	Action Required	Action Owner	Update	Deadline
92/15; 904/15;640 /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	October
451/18; 739/18; 280/19; 426/19; 895/19; 127/20	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	Proposed by Cllr. Stuchbury, seconded by Cllr O'Donoghue and unanimously AGREED that if representatives from the GP Practice, Commissioners and Adult Social Care were not willing to attend an online meeting then Committee Members should submit formal questions to the September meeting of HASC including questions canvassed from the general public.	Ongoing to be revisited once business returns to normal
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 October 2020	October
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	Ongoing

Minute No.	Action	Action Required	Action Owner	Update	Deadline
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.	Ongoing
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	On the agenda for September's meeting	September
126/19	Cattle Pens Finger Post	Greenspaces Team to install the remaining finger post in the Cattle Pens	Estates Manager	On the agenda for September's meeting	September
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		September
900/19	Wireless Charging	Town Clerk agreed to report back to a future meeting of Environment Committee.	Town Clerk		Ongoing



Buckingham Town Council

Terms of Reference

Date Agreed:

Minute Number: 22/19

Reviewed 20th May 2019

Prepared by:

Paul Hodson

Version: 2.1

Name

1. The Committee shall be known as the **ENVIRONMENT COMMITTEE**.

Membership

2. Membership of the Committee is open to any Councillor who wishes to be a member
 - 2.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
3. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

Chairman

4. The Committee shall elect a Chair/Chairman at the first meeting after the Annual Town Council Meeting. The Chair/man's period of office is for one year.
5. The Committee shall elect a Vice-Chair/Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chair/Chairman's period of office is for one year.
6. The Chair/Chairman if present shall Chair the Committee meeting.

Conduct of the Meeting

7. All meetings of the Environment Committee shall be convened in accordance with the Town Council's standing orders and current legislation.

Area of Operations

8. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
 - Town Council Property (excluding Office Accommodation)
 - Open Spaces in the Town and surrounding area
 - Community Facilities in the Town and surrounding area
 - Community Services in the Town and surrounding area
9. In addition to the areas of operation above the Environment Committee has the following responsibilities:
 - 9.1. The Committee has authority to proceed with all items within its budget, but must refer to full Council when non budgeted expenditure is anticipated.

Appendix B

- 9.2. Ensuring the management of all aspects of upkeep, maintenance and administration of the Council's property including buildings, parks, cemetery and open spaces, and the management and administration of Devolved Services.
- 9.3. Making recommendations to the Council following any investigation or review of any matter relating to the protection and improvement of Buckingham Town environment
- 9.4. Ensuring the proper maintenance of all street furniture owned by or supplied by the Council, and to recommend the purchase of additional or replacement street furniture where appropriate. In this context, "street furniture" includes waste bins, dog bins, seating and signage.
- 9.5. Managing all aspects of upkeep and maintenance of Brackley Road Cemetery, Chandos Park, Bourton Park, the Ken Tagg play area, Railway Walk, the Circular Walk, Castle Hill and any other land or property acquired by the Council
- 9.6. Liaising with Buckinghamshire Council and other relevant agencies on the maintenance of items falling within their remit, including footpaths, pavements, cycle-ways, roads, waterways, horticultural and arboricultural works, play areas, play equipment and areas of open public space.
- 9.7. Making recommendations to the Council following any investigation or review of any matter relating to the purchase, sale or disposal of land or property
- 9.8. Obtaining such professional advice as deemed necessary to ensure the protection of the Council in respect of 11.6 above
- 9.9. Analysing any compulsory purchase proposals and advising the Council accordingly
- 9.10. Ensuring that any works carried out on the Council's behalf are completed as specified, or otherwise completed to a satisfactory standard
- 9.11. Taking forward any other matters concerning land or property as required by the Council
- 9.12. Making representations to the appropriate authority on matters relating to the provision and maintenance of externally controlled lands and buildings within the town providing leisure facilities for residents and visitors
- 9.13. Making representation with regard to the external services that affect young people, the elderly, unemployed and impoverished citizens
- 9.14. 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

Further Information

10. The Committee shall appoint sub committees and working groups as and when it is deemed necessary and shall set out Terms of References for those bodies
11. The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit, and should make recommendations to Full Council regarding its own Terms of Reference.

BUCKINGHAM TOWN COUNCIL

ENVIRONMENT COMMITTEE

MONDAY 7th September 2020

Contact Officer: Paul Hodson, Town Clerk

Revised Budget Forecast for 2020/21 as at September 2020**1. Recommendation**

1.1. It is recommended that Members note the report.

2. Summary

2.1. A budget exercise has been carried out to revise the budget forecast for 2020/21. The Covid 19 restrictions have impacted a number of Council services. The forecast has been updated since the last meeting. For the Environment Committee, the key impacts include:

- Reduced income from the Lace Hill Sports and Community Centre (LHSSC)
- Reduced cost of salaries due to the delay in appointing a Green Spaces Apprentice
- Reduced cost of salaries due to the LHSSC Caretaker being furloughed
- Loss of income while the Cemetery Lodge was without tenants for 2.5 months
- Reduced cost while the Community Service workers are not available (now returned)
- Additional costs of PPE due to Covid 19 measures

2.2. A new budget has been created for "Covid 19 Costs". This has been put in the Resources Committee budget, so some costs incurred by the Green Spaces team now appear there.

2.3. The current forecast is that overall the Environment budget will be **overspent** by £9,835.

3. Summary Revised Forecast for Environment.

	Budget	Revised Forecast
Income	106,271	75,127
Expenditure	491,064	469,754
Net Expenditure	384,793	394,628

3.1. Forecast overspend

£9,835

4. Revised Budget Forecast for Environment.

Please note that forecast changes are all marked in red.

250	LACE HILL		
1026	LACE HILL COMMUNITY CENTRE	43,251	15,000
1027	SOLAR INCOME	507	100
	Income	43,758	15,100
4050	LACE HILL PLAYING FIELDS	500	200
4118	SOLAR PANELS	715	150
4158	LACE HILL GAS	4,000	4,000
4159	LACE HILL ELECTRICITY	1,960	1,960
4160	LACE HILL WATER	1,250	1,250
4161	LACE HILL REPAIRS & MAINT	3,500	3,500
4162	LACE HILL CONTRACTOR CHARGE	3,750	3,750
4163	LACE HILL ALARM	513	513
4164	LACE HILL EQUIPMENT PURCHASE	2,500	2,500
4225	RATES	9,850	9,850
	Expenditure	28,538	27,673
251	CHANDOS PARK		
1030	BOWLS INCOME	564	282
1035	TENNIS COURT RENT	641	321
	Income	1,205	603
4601	REPAIRS& MAINTENANCE FUND	3,065	3,065
4602	ELECTRICITY	513	513
4603	WATER	1,539	1,539
	Expenditure	5,117	5,117
252	BOURTON PARK		
4601	REPAIRS& MAINTENANCE FUND	5,000	5,000
	Expenditure	5,000	5,000
253	CEMETERY		
1041	BURIAL FEES	18,000	18,000

		Income	18,000	18,000
	4225	RATES	400	400
	4265	NEW CEM MAINTENANCE	5,050	5,050
	4601	REPAIRS& MAINTENANCE FUND	3,078	3,078
	4602	ELECTRICITY	450	450
	4617	MEMORIAL TESTING	2,052	2,052
	4619	NEW CEM REPAYMENTS	37,108	37,108
	4620	EXPENSES RE BURIAL DUTIES	6,669	6,669
	4621	NEW CEMETERY PLANNING	0	0
		Expenditure	54,807	54,807
254		CHANDOS PARK TOILETS		
	4612	CONTRACTOR CHARGE	13,338	11,000
	4709	MAINTENANCE	1,026	1,026
		Expenditure	14,364	12,026
255		RAILWAY WALK & CASTLE HILL		
	4120	FRIENDS OF GROUPS	1,026	1,026
	4709	MAINTENANCE	513	513
		Expenditure	1,539	1,539
256		STORAGE PREMISES		
	4066	GRENVILLE GARAGE RENT	667	667
		Expenditure	667	667
258		CEMETERY LODGE		
	1061	CEMTERY LODGE RENTAL INCOME	10,804	9,000
		Income	10,804	9,000
	4034	PWLB REPAYMANTS INCL INTEREST	4,702	4,702
	4609	CEMETERY LODGE MAINT	3,500	3,500
		Expenditure	8,202	8,202
	4100	CCTV ONGOING COSTS	1,642	1,642
		Expenditure	1,642	1,642
261		COMMUNITY CENTRE STRUCTURAL REPAIRS		
	4085	STRUCTURAL REPAIRS	2,000	2,000
	4091	CHAMBER WORKS	1,000	1,000

	Expenditure	3,000	3,000
262	PARKS GENERAL		
	4101 SEATS AND BINS	1,026	1,026
	4102 DOG BINS	4,500	4,500
	4106 PLAY AREA MAINTENANCE	5,013	5,013
	4122 TREE WORKS	11,796	11,796
	4270 BRIDGES	1,000	1,000
	4275 PLAY AREA REPLACEMENT FUND	1,000	1,000
	Expenditure	24,335	24,335

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>201 ENVIRONMENT</u>							
3995 NI ENVIRONMENT	0	5,105	24,798	19,693		19,693	20.6%
3996 PENSION ERS ENVIRONMENT	0	16,419	46,384	29,965		29,965	35.4%
4004 WAGES & SALARIES ENVIRONMENT	0	64,939	199,640	134,701		134,701	32.5%
4068 COMMUNITY SERVICE	0	0	6,669	6,669		6,669	0.0%
4112 ENVIRONMENT EQUIPMENT	28	811	6,000	5,189		5,189	13.5%
ENVIRONMENT :- Indirect Expenditure	28	87,275	283,491	196,216	0	196,216	30.8%
Net Expenditure	(28)	(87,275)	(283,491)	(196,216)			
<u>202 ROUNDABOUTS</u>							
1051 ROUNDABOUT NO 1 ABBOT FIRE	0	2,234	2,180	(54)			102.5%
1052 ROUNDABOUT NO 2 ELLA	0	1,192	1,660	468			71.8%
1053 ROUNDABOUT NO 3 SEASONS INNS	0	1,955	1,908	(47)			102.5%
1054 ROUNDABOUT NO 4 R & B	0	2,492	2,372	(120)			105.1%
1056 ROUNDABOUT NO 6 THE VET CENTRE	0	2,655	2,603	(52)			102.0%
1057 ROUNDABOUT NO 7 RING ROAD	0	1,353	1,328	(25)			101.9%
ROUNDABOUTS :- Income	0	11,881	12,051	170			98.6%
4108 ROUNDABOUT	0	0	1,300	1,300		1,300	0.0%
ROUNDABOUTS :- Indirect Expenditure	0	0	1,300	1,300	0	1,300	0.0%
Net Income over Expenditure	0	11,881	10,751	(1,130)			
<u>203 MAINTENANCE</u>							
4082 ALLOTMENTS	0	2,000	2,000	0		0	100.0%
MAINTENANCE :- Indirect Expenditure	0	2,000	2,000	0	0	0	100.0%
Net Expenditure	0	(2,000)	(2,000)	0			
<u>204 DEVOLVED SERVICES EXPENSES</u>							
1017 DEV SERVS NON CARRIAGEWAY INC	0	20,381	20,353	(28)			100.1%
DEVOLVED SERVICES EXPENSES :- Income	0	20,381	20,353	(28)			100.1%
4124 DEVOLVED NON-CARRIAGEWAY	0	307	9,000	8,693		8,693	3.4%
DEVOLVED SERVICES EXPENSES :- Indirect Expenditure	0	307	9,000	8,693	0	8,693	3.4%
Net Income over Expenditure	0	20,074	11,353	(8,721)			
<u>205 GROUNDS MAINTENANCE</u>							
4033 WASTE DISPOSAL	0	475	1,800	1,325		1,325	26.4%
4035 MACHINERY	304	304	1,500	1,196		1,196	20.3%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4036 FUEL (MOWER)	283	582	2,300	1,718		1,718	25.3%
4037 SUNDRIES	122	1,440	1,480	41		41	97.3%
4063 VEHICLE HIRE AND RUNNING COSTS	917	2,931	13,500	10,569		10,569	21.7%
4618 TREE SURVEY/MAINT	460	460	0	(460)		(460)	0.0%
GROUPS MAINTENANCE :- Indirect Expenditure	2,086	6,191	20,580	14,389	0	14,389	30.1%
Net Expenditure	(2,086)	(6,191)	(20,580)	(14,389)			
248 DEPOT							
4013 EQUIPMENT PURCHASE	0	382	2,500	2,118	350	1,768	29.3%
4055 ALARM	0	0	410	410		410	0.0%
4225 RATES	0	4,142	4,200	58		58	98.6%
4601 REPAIRS& MAINTENANCE FUND	0	141	800	659		659	17.6%
4602 ELECTRICITY	49	333	2,000	1,667		1,667	16.7%
4603 WATER	0	115	1,000	885		885	11.5%
DEPOT :- Indirect Expenditure	49	5,113	10,910	5,797	350	5,447	50.1%
Net Expenditure	(49)	(5,113)	(10,910)	(5,797)			
249 PUBLIC TOILETS							
1085 SHOP MOBILITY INCOME	77	77	100	23			77.0%
PUBLIC TOILETS :- Income	77	77	100	23			77.0%
4225 RATES	0	0	1,000	1,000		1,000	0.0%
4602 ELECTRICITY	0	0	1,026	1,026		1,026	0.0%
4603 WATER	0	0	2,565	2,565		2,565	0.0%
4608 SHOP MOBILITY	0	0	1,026	1,026		1,026	0.0%
4612 CONTRACTOR CHARGE	871	4,354	11,593	7,239		7,239	37.6%
4709 MAINTENANCE	0	0	513	513		513	0.0%
PUBLIC TOILETS :- Indirect Expenditure	871	4,354	17,723	13,369	0	13,369	24.6%
Net Income over Expenditure	(794)	(4,277)	(17,623)	(13,346)			
250 LACE HILL							
1026 LACE HILL COMMUNITY CENTRE	1,954	2,409	43,251	40,842			5.6%
1027 SOLAR INCOME	0	0	507	507			0.0%
LACE HILL :- Income	1,954	2,409	43,758	41,349			5.5%
4050 LACE HILL PLAYING FIELDS	0	0	500	500		500	0.0%
4118 SOLAR PANELS	0	0	715	715		715	0.0%
4158 LACE HILL GAS	46	247	4,000	3,753		3,753	6.2%
4159 LACE HILL ELECTRICITY	228	964	1,960	996		996	49.2%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4160 LACE HILL WATER	0	52	1,250	1,198		1,198	4.1%
4161 LACE HILL REPAIRS & MAINT	394	1,059	3,500	2,441	2,001	440	87.4%
4162 LACE HILL CONTRACTOR CHARGE	165	1,640	3,750	2,110		2,110	43.7%
4163 LACE HILL ALARM	0	0	513	513		513	0.0%
4164 LACE HILL EQUIPMENT PURCHASE	0	0	2,500	2,500		2,500	0.0%
4225 RATES	0	9,731	9,850	120		120	98.8%
LACE HILL :- Indirect Expenditure	834	13,693	28,538	14,845	2,001	12,844	55.0%
Net Income over Expenditure	1,120	(11,284)	15,220	26,504			
251 CHANDOS PARK							
1030 BOWLS INCOME	0	0	564	564			0.0%
1035 TENNIS COURT RENT	0	0	641	641			0.0%
CHANDOS PARK :- Income	0	0	1,205	1,205			0.0%
4601 REPAIRS& MAINTENANCE FUND	651	1,295	6,320	5,025	900	4,125	34.7%
4602 ELECTRICITY	0	0	513	513		513	0.0%
4603 WATER	0	(14)	1,539	1,553		1,553	(0.9%)
CHANDOS PARK :- Indirect Expenditure	651	1,281	8,372	7,091	900	6,191	26.0%
Net Income over Expenditure	(651)	(1,281)	(7,167)	(5,886)			
252 BOURTON PARK							
4601 REPAIRS& MAINTENANCE FUND	75	5,022	8,995	3,973		3,973	55.8%
4708 PLAY EQUIPMENT	0	13,966	13,966	0		0	100.0%
BOURTON PARK :- Indirect Expenditure	75	18,988	22,961	3,973	0	3,973	82.7%
Net Expenditure	(75)	(18,988)	(22,961)	(3,973)			
253 CEMETERY							
1041 BURIAL FEES	2,425	7,018	18,000	10,982			39.0%
CEMETERY :- Income	2,425	7,018	18,000	10,982			39.0%
4225 RATES	0	408	400	(8)		(8)	101.9%
4265 NEW CEM MAINTENANCE	0	0	5,050	5,050		5,050	0.0%
4601 REPAIRS& MAINTENANCE FUND	0	220	4,013	3,793	1,295	2,498	37.8%
4602 ELECTRICITY	0	95	450	355		355	21.0%
4617 MEMORIAL TESTING	0	0	2,052	2,052		2,052	0.0%
4619 NEW CEM REPAYMENTS	0	0	37,108	37,108		37,108	0.0%
4620 EXPENSES RE BURIAL DUTIES	736	1,067	6,669	5,603		5,603	16.0%
CEMETERY :- Indirect Expenditure	736	1,789	55,742	53,953	1,295	52,658	5.5%
Net Income over Expenditure	1,689	5,229	(37,742)	(42,971)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>254 CHANDOS PARK TOILETS</u>							
4109 RIVERSIDE WALK	29	29	0	(29)		(29)	0.0%
4612 CONTRACTOR CHARGE	871	4,998	16,638	11,640		11,640	30.0%
4709 MAINTENANCE	0	27	1,026	999		999	2.6%
CHANDOS PARK TOILETS :- Indirect Expenditure	900	5,054	17,664	12,610	0	12,610	28.6%
Net Expenditure	(900)	(5,054)	(17,664)	(12,610)			
<u>255 RAILWAY WALK & CASTLE HILL</u>							
4120 FRIENDS OF GROUPS	0	0	1,026	1,026		1,026	0.0%
4709 MAINTENANCE	0	0	513	513		513	0.0%
RAILWAY WALK & CASTLE HILL :- Indirect Expenditure	0	0	1,539	1,539	0	1,539	0.0%
Net Expenditure	0	0	(1,539)	(1,539)			
<u>256 STORAGE PREMISES</u>							
4066 GRENVILLE GARAGE RENT	50	249	667	418		418	37.4%
STORAGE PREMISES :- Indirect Expenditure	50	249	667	418	0	418	37.4%
Net Expenditure	(50)	(249)	(667)	(418)			
<u>258 CEMETERY LODGE</u>							
1061 CEMETERY LODGE RENTAL INCOME	701	2,818	10,804	7,986			26.1%
CEMETERY LODGE :- Income	701	2,818	10,804	7,986			26.1%
4034 PWLB REPAYMANTS INCL INTEREST	2,351	2,351	4,702	2,351		2,351	50.0%
4609 CEMETERY LODGE MAINT	382	666	3,500	2,834		2,834	19.0%
CEMETERY LODGE :- Indirect Expenditure	2,733	3,018	8,202	5,184	0	5,184	36.8%
Net Income over Expenditure	(2,032)	(200)	2,602	2,802			
<u>260 CCTV</u>							
4100 CCTV ONGOING COSTS	0	0	1,642	1,642		1,642	0.0%
CCTV :- Indirect Expenditure	0	0	1,642	1,642	0	1,642	0.0%
Net Expenditure	0	0	(1,642)	(1,642)			
<u>261 COMMUNITY CENTRE STRUCTURAL RE</u>							
4085 STRUCTURAL REPAIRS	1,260	2,421	2,000	(421)		(421)	121.0%
4091 CHAMBER WORKS	0	0	1,000	1,000		1,000	0.0%
COMMUNITY CENTRE STRUCTURAL RE :- Indirect Expenditure	1,260	2,421	3,000	579	0	579	80.7%
Net Expenditure	(1,260)	(2,421)	(3,000)	(579)			

Detailed Income & Expenditure by Budget Heading 01/09/2020

Month No: 5

Environment Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>262</u> <u>PARKS GENERAL</u>							
4101 SEATS AND BINS	0	0	1,026	1,026		1,026	0.0%
4102 DOG BINS	0	0	4,500	4,500		4,500	0.0%
4106 PLAY AREA MAINTENANCE	594	594	5,013	4,420		4,420	11.8%
4122 TREE WORKS	0	440	11,796	11,356		11,356	3.7%
4270 BRIDGES	0	0	1,000	1,000		1,000	0.0%
4275 PLAY AREA REPLACEMENT FUND	0	0	1,000	1,000		1,000	0.0%
PARKS GENERAL :- Indirect Expenditure	<u>594</u>	<u>1,034</u>	<u>24,335</u>	<u>23,302</u>	<u>0</u>	<u>23,302</u>	<u>4.2%</u>
Net Expenditure	<u>(594)</u>	<u>(1,034)</u>	<u>(24,335)</u>	<u>(23,302)</u>			
Grand Totals:- Income	5,157	44,584	106,271	61,687			42.0%
Expenditure	10,866	152,765	517,666	364,901	4,546	360,355	30.4%
Net Income over Expenditure	<u>(5,709)</u>	<u>(108,181)</u>	<u>(411,395)</u>	<u>(303,214)</u>			
Movement to/(from) Gen Reserve	<u>(5,709)</u>	<u>(108,181)</u>					



<i>Hazard</i>	<i>Who is at risk and how</i>	<i>Existing measures of control</i>	<i>Further action</i>	<i>Severity</i>	<i>Likelihood</i>	<i>Action to be taken by</i>
Spread of Covid19 (Coronavirus) Personal Hygiene Transfer of virus through poor personal hygiene.	Volunteers, staff involved in or leading and members of the public passing by any activities.	Volunteers are also asked to bring their own sanitiser. Safety talk at the beginning of activity. Everyone to adhere to 2m social distancing. Volunteers made aware of social distancing guidelines - https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people Advise back-to-back or side-side working, rather than face to-face, where possible	Volunteers reminded regularly to use hand sanitiser. Reminded to catch coughs and sneezes Once activities begin.	3	2	BTC staff and volunteers
Contamination - Transfer of virus from multiple people touching and moving items. This could then be transferred to other surfaces or to the face	Any volunteer, staff member or member of public who may touch the same surfaces	Individuals observing social distancing guidelines where possible, practice good hand hygiene behaviour's and wear gloves as required. Everyone must sanitise their hands thoroughly before and as soon as possible after the activity	Ongoing visual monitoring to ensure volunteers are observing 2m social distancing. Wearing of gloves - Volunteers advised to wear gloves when moving/touching items or using any tools/equipment to prevent cuts. Group size must not exceed 6 – this is to include a lead volunteer from Buckingham Town Council	3	2	BTC staff and volunteers
Symptoms of Covid-19	Any volunteer taking part in or associated with volunteering activities	If anyone is unwell with a recognised Covid 19 symptom they are told strictly not to volunteer. If symptoms are seen whilst volunteering, then the volunteer will be sent home and advised to follow the stay at home guidance.	If advised that a volunteer has developed Covid-19 and were recently at one of the volunteer activities, the volunteer lead for the activity should contact the Public Health Authority to discuss the case, identify people who have been in contact with them through “Test and Trace” and take advice	3	2	Lead volunteer as well as individual volunteers.

Hazard Severity

- 3 – Major
- 2 – Serious
- 1 – Slight

Hazard likelihood

- 3 = high – likely to occur
- 2 = medium – could occur frequently
- 1 = low – seldom occurs



<i>Hazard</i>	<i>Who is at risk and how</i>	<i>Existing measures of control</i>	<i>Further action</i>	<i>Severity</i>	<i>Likelihood</i>	<i>Action to be taken by</i>
			on any actions or precautions that should be taken. https://www.publichealth.hscni.net/			
Anyone in the clinically extremely vulnerable category	Anyone in the clinically extremely vulnerable category	Volunteers in the clinically extremely vulnerable category should not volunteer during the Covid-19 outbreak. They are recommended to stay at home. Volunteers leads should request volunteers to disclose prior to attending if they are in this group. If a volunteer discloses this on site they should be asked to go home. Our insurance cannot currently cover these individuals.		3	2	Lead volunteer as well as individual volunteers.
Shared tools during activities	BTC staff and all volunteers	Volunteers must bring their own tools, hand sanitiser and gloves. These items must only be for personal use and not share between the group, unless it is with a member of the same household.	Volunteers should wipe down any tools and equipment after each activity with antibacterial wipes/sprays.	3	2	Lead volunteer as well as individual volunteers.
Correct use of Personal Protective Equipment (PPE)	Any staff and volunteers using/wearing PPE.	For outdoor volunteer activities, PPE does not include face masks. If a volunteer chooses to wear a face mask, this should not be in place of following social distancing (e.g. maintaining a distance of 2 metres) Gloves should be worn by volunteers at the start of any activity. They should be used by volunteers if they are required to touch surfaces which may be used by members of the public or other volunteers.				Volunteer lead for each activity.
Collection of green waste/litter bags (risk of handling contaminated surfaces)	BTC staff and all volunteers	Any waste generated is to be brought back to the central collection point and disposed of by BTC staff.	Wear gloves and ensure hands are sanitised afterwards. Be especially careful not to touch outer surface of gloves when removing them	3	2	Lead volunteer as well as individual volunteers.
Busy Site	Any volunteers taking part in activities and BCC staff	Busy locations should be avoided if possible. Activities to be kept to a minimum time.	If site areas become too busy to maintain social distancing then the volunteer lead should			Lead Volunteers/BTC Staff

Hazard Severity

- 3 – Major
- 2 – Serious
- 1 – Slight

Hazard likelihood

- 3 = high – likely to occur
- 2 = medium – could occur frequently
- 1 = low – seldom occurs



<i>Hazard</i>	<i>Who is at risk and how</i>	<i>Existing measures of control</i>	<i>Further action</i>	<i>Severity</i>	<i>Likelihood</i>	<i>Action to be taken by</i>
			cancel or stop the activity. Volunteers should respect social distancing measures to protect themselves and staff, refraining from approaching a member of staff unless essential.			

Hazard Severity

- 3 – Major
- 2 – Serious
- 1 – Slight

Hazard likelihood

- 3 = high – likely to occur
- 2 = medium – could occur frequently
- 1 = low – seldom occurs



<i>Hazard</i>	<i>Who is at risk and how</i>	<i>Existing measures of control</i>	<i>Further action</i>	<i>Severity</i>	<i>Likelihood</i>	<i>Action to be taken by</i>
Trauma from sharp or buried objects	Volunteers and staff – at risk of slipping/falling /tripping in the soil	A general duty of self-care is required during this event. Volunteers and staff are notified before the procedure takes place of the likelihood of sharp and/or submerged hazards. Gloves are requested.		2	2	BTC
Slips/trips and falls	Volunteers and staff – at risk of slipping/falling /tripping on mud/ objects	Staff check area where the event is taking place for hazards before volunteers arrive Removal of any potential hazard before volunteers arrive		2	1	BTC
Lifting objects	Volunteers and staff can suffer from lumbar injuries and/or strained or pulled muscles. Dropping items.	Volunteers are briefed on the correct lifting and handling procedure before the event and asked to be aware of their limitations Individuals to ensure they assess the task in hand before handling the object and individuals to get help if necessary		3	1	Volunteers and all staff
Use of garden spade	Volunteers or untrained staff could be hurt if not properly trained on how to use a garden spade	Volunteers are briefed on the correct use of equipment		3	1	Volunteers and all staff

Hazard Severity

- 3 – Major
- 2 – Serious
- 1 – Slight

Hazard likelihood

- 3 = high – likely to occur
- 2 = medium – could occur frequently
- 1 = low – seldom occurs

BUCKINGHAM TOWN COUNCIL
ENVIRONMENT COMMITTEE
MONDAY 7th SEPTEMBER 2020

Contact Officer: Sam Hoareau, Lace Hill Sports and Community Centre Coordinator

Lace Hill Sports and Community Centre Update

1. Recommendations

- 1.1. It is recommended that the committee note the report.
- 1.2. It is recommended that the committee agree for a report regarding an additional external fire exit door is brought back to the next committee meeting.

2. Background

- 2.1. Lace Hill Sports & Community Centre (LHSCC) was closed for business from the 24th March 2020 until the 4th July 2020 in line with the government's Covid 19 regulations. Although the centre was closed to the public, it was checked on a daily basis and the Coordinator continued to carry out health & safety checks, completed various online training courses, helped out with other Town Council tasks, revised procedures for the centre, whilst also keeping in touch with hirers. Covid-19 risk assessments were also prepared and new measures were put in place, ready to reopen the centre safely.
- 2.2. Following changes to government guidelines, the centre reopened for indoor bookings from July 25th. In order to comply with track and trace measures, the centre has opened for hirers and class participants only, meaning there is no public access to the facilities. To date, we have welcomed back four long term hirers who all of whom have had extensive guidance from their governing bodies.

3. Information

- 3.1. The risk assessments for LHSCC cover a wide range of persons who may be using the facilities and therefore could be exposed to the potential risk of the spread of covid-19. Many new measures have been implemented to help keep the community safe and these are reviewed as and when advice changes. These include:

- All visitors must sanitise their hands on arrival and make good use of the usual hand washing facilities during and after classes

- Wall mounted hand sanitiser stations have been installed. Hirers are also expected to come prepared with their own supply of hand sanitiser
- On arrival and when accessing communal areas face coverings are worn and only taken off for sports and exercise type bookings - unless they fall under a category who do not need to wear one
- Two meter markings have been installed outside the building and throughout the corridor and in the hall to encourage social distancing
- The centre is cleaned every morning and additional cleaning is carried out throughout the day and in between bookings. Hirers are also requested to clean and sanitise everything that they and their guests have touched, including door handles, touch plates, equipment and washrooms after their booking
- Hand dryers have been turned off and users are asked to use normal blue towel to dry hands to minimise spread of droplets in the toilet cubicles
- PPE is worn by staff to carry out cleaning duties and hirers have been asked to ensure they have their own supply of PPE
- Capacity has been reduced so fewer people are using the facilities. Visitor records are in place and all hirers keep registers for each class
- A new covid-19 induction process is in place for hirers to ensure the new measures are communicated
- All hirers must have their own additional risk assessments in place and copies of these are provided to the LHSCC Coordinator as well as confirmation that their insurance covers them for their activities taking place at the centre
- Numerous informative posters are now on display throughout the centre to encourage and remind all users to keep practising good hygiene, social distancing and stay safe

3.2. Forming part of the centre's covid-19 risk assessment, each returning hirer is given a covid-19 induction before classes can resume. This is in addition to our usual safety induction. We want to ensure that all users can be guaranteed a safe environment in which to return and access our facilities. The induction provides the hirer with all our new measures, instructions and guidance to ensure they operate covid-19 safe environments and comply with government guidelines. We go through all our risk assessments and theirs and discuss the individual nature of the booking then agree any specific measures needed e.g. one way systems for entry and exit, car parking congestion, reduced class capacity, track and trace records.

3.3. Before lockdown there were 32 long term hirers. Unfortunately, at least five have left but they do hope to book with us again in the near future. Throughout September we welcome back more hirers and hope to see in total all the following resume classes:

- Adult Learning – Floristry
- Baby Sensory

- Badminton x2
- Buckingham Lace Hill Gymnastics Club
- Buckingham Rugby
- Buckingham United
- Buckinghamshire Council Contact Sessions
- Juliet Ratnage School of Performing Arts
- Lace Hill Residents Coffee Morning
- Musical Minis
- Play time at Lace Hill parent & toddler group
- Socatots
- Up Dance Collaborations
- Winslow United Juniors
- Zenshin Karate

3.4. There are a few hirers, who due to the current guidelines can't resume as of yet but hope to do so when it is safe and is permitted. These include:

- Buckingham & District Stroke Group (vulnerable group)
- Lace Hill Judo Club (no contact sports allowed)
- Project Street Life Youth Club (mixing of year groups or bubbles would be too difficult to manage due to the nature of the booking)

3.5. We are still awaiting confirmation from a handful of hirers, these include:

- Cha Char Chimps
- NCT Antenatal
- Weight Watchers
- Zumba

3.6. There are also four yoga teachers who may not be able to return. The main reason is that we have limited the capacity of both rooms. For the time being, in order to comply with social distancing measures, we have limited the hall capacity to 25 people and the committee room to 6 people. All the yoga sessions normally take place in the committee room and there will be no availability to offer them space in the hall because it will be in use during those times. This now means that if they wish to return they would need to run at half capacity or even less, meaning it is not financially viable for them.

4. Committee Room

4.1. Although the committee room has a small air flow system in place to ventilate the room, no windows open and there is no external fire exit which would allow a safer one-way system in and out of the venue. Long term, in order for us to be able to accommodate more bookings in the committee room safely, it is proposed to install an external fire escape door in the room. This would help to us manage congestion at the main door, in the corridor and maintain

social distancing when both rooms are in use at the same time. It would also be beneficial for when the football team hire the committee room to host their club house food and drink sessions after games because it would give direct access from the outside. It would also allow for the outdoor space to be more used in warmer months.

BUCKINGHAM TOWN COUNCIL

ENVIRONMENT COMMITTEE

MONDAY 7th September 2020

Contact Officer: Paul Hodson, Town Clerk

Buckingham Community Centre

1. Recommendation

1.1. It is recommended that Members agree for the Estates Manager to obtain quotes for a thorough Buildings Survey of Buckingham Community Centre.

2. Background

2.1. The Town Council took ownership of the Community Centre from Aylesbury Vale Estates in 2017. Prior to the Town Council's purchase of the Centre a valuation was commissioned in 2015. The valuation report was not a building survey, and as such did not include searches for defects or reports on defects observed. To the knowledge of the current staff, no such survey has been carried out on the building by the Town Council.

2.2. Whilst planning to apply for funds from Aylesbury Vale District Council's New Homes Bonus fund to update aspects of the building, staff became aware that an asbestos survey had been carried out in 2008. A full copy of the survey was obtained from the company who carried out the work. It then became apparent that some of the work directed by the 2008 had not been carried out. This included labelling and monitoring of a number of low priority items. No labelling was in place, and the Town Council did not have any records of these items being monitored.

3. Current Lease

3.1. The Town Council's lease with the Community Association includes requirements for the Community Association to:

- 3.1.1. Maintain the decoration of the internal surface and the walls and the repair and maintenance of the internal doors
- 3.1.2. To maintain and service (but not replace) the central heating boiler
- 3.1.3. To keep the premises sufficiently supplied and equipped with firefighting and extinguishing apparatus

3.2. The lease includes a requirement for the Town Council to:

- 3.2.1. Keep and maintain the premises (other than the internal doors internal surface decoration) including the roof foundations and structure in good repair and condition.

4. Budgets

4.1. No budget was in place to cover any such works until April 2019. The Council has budgeted £2,000 for such costs in 2020/21 under cost centre 261 cost code 4085. It is anticipated that this will be sufficient in the current year in light of the New Homes Bonus grant which is being used to update the doors, repair the roof and add air conditioning as well as enlarging the council chamber. (Please note that this is different to the Council's budget of up to £5,000 per year, Cost Centre 131 Cost Code 4084, which is used to address any shortfall in the Trust's revenue).

5. Need for a Building Survey

5.1. Officers are not able to advise members of the nature or cost of works which may be required in future years. It is therefore proposed that the Council obtains quotes for a thorough buildings survey, to identify any immediate and longer term issues, to enable the Council to put any necessary plans in place and set to appropriate budgets to facilitate these. A future meeting of the Environment Committee would then be asked to decide on a quote and contractor before any works commenced.

BUCKINGHAM TOWN COUNCIL

ENVIRONMENT COMMITTEE

MONDAY 7TH SEPTEMBER 2020.

Contact Officer: Estates Manager

Brackley Road Cemetery

1. Recommendations

- 1.1. It is recommended that members agree the exclusive rights of burial/deed renewal fee of £41 for non-residents and £21 for residents of the Parish, the renewal to be for a further 99 years.
- 1.2. It is recommended that members agree the increase of cemetery fees of 2.6% (rounded to nearest £), with the new fees listed below in section 3.2.
- 1.3. That members note the remaining burial plot provision report and agree for the Estates Manager to investigate options for a new Garden of Rest further and to obtain costs.

2. Background

- 2.1. Renewal or extension of Exclusive Rights of burial/ Deeds for burial Plots.
We have received a request from a member of the public to renew or extend the lease period of the Exclusive right of burial for a burial plot at the cemetery. To do so an administrative fee would need to be agreed by the Council.
- 2.2. The proposed annual uplift of cemetery fees will be based on the RPI% increase from the previous September which was 2.6% in 2019.

3. Renewal or extension of Exclusive Rights of Burial (EROB) for burial Plots

- 3.1. The renewal of the Exclusive Rights of Burial will be for a further 99 years as per the current EROB agreements this not only means owners of the graves can continue to use the graves for interments but also that the owners are responsible for the memorial on their grave whilst they still own the EROB meaning the Town Council will not become responsible for them for the foreseeable future. The administrative fee of £41 for non-resident and £21 for resident is recommended as it matches the existing admin fees for transferring deeds etc.

3.2 Cemetery Fee uplift:

RPI% for September 2019 = 2.6%(rounded to nearest £)

Brackley Road Cemetery fees: September 2020.	Resident Fee (2019/20)	Resident Fee - 2020/21 (with uplift)	Non-resident Fee (2019/20)	Non-resident Fee - 2020/21 (with uplift)
Price to purchase a plot: for 99 years				
Single Plot - single	£460	£472	£920	£944
Double - Side by Side	£825	£846	£1,650	£1,693
Childs Plot (under 18)Cost paid by CFF*	£460	£472	£920	£944
Cremated Remains	£105	£108	£415	£426
Interment Fee - whether purchased plot or not				
Single Depth - Adult	£360	£369	£720	£739
- Child (under 18) Cost paid by CFF*	£360	£369	£720	£739
Double Depth	£415	£426	£830	£852
Re-open an Existing Grave	£360	£369	£720	£739
Digging Fee for Ashes	£105	£108	£210	£215
Memorial Permits				
New memorial	£105	£108	£210	£215
Additional Inscription	£50	£51	£105	£108
Memorial permit – (Child under 18) Cost paid by CFF*	£105	£108	£210	£215
Miscellaneous				
Search Fee	£20	£21	£40	£41
Use of Chapel	£55	£56	£110	£113
Duplicate Deed	£20	£21	£40	£41
Transfer Deed	£20	£21	£40	£41
Deed Renewal Fee		£21		£41
Memorial Seating	Price on request			

4. Remaining Burial Plot Provision

4.1. Full Burial Plots: Unsold full burial plots remaining = 59

4.2. On average we are using 16 plots per year which gives us 3.6 years of use left.

4.3. Ashes Plots: Unsold plots in GOR2 = 23 of the 125 plots.

4.4. On average we sell 17 ashes plots per year which gives us 1.3 years of use left.

5. Proposed new Garden of Rest (GOR3)

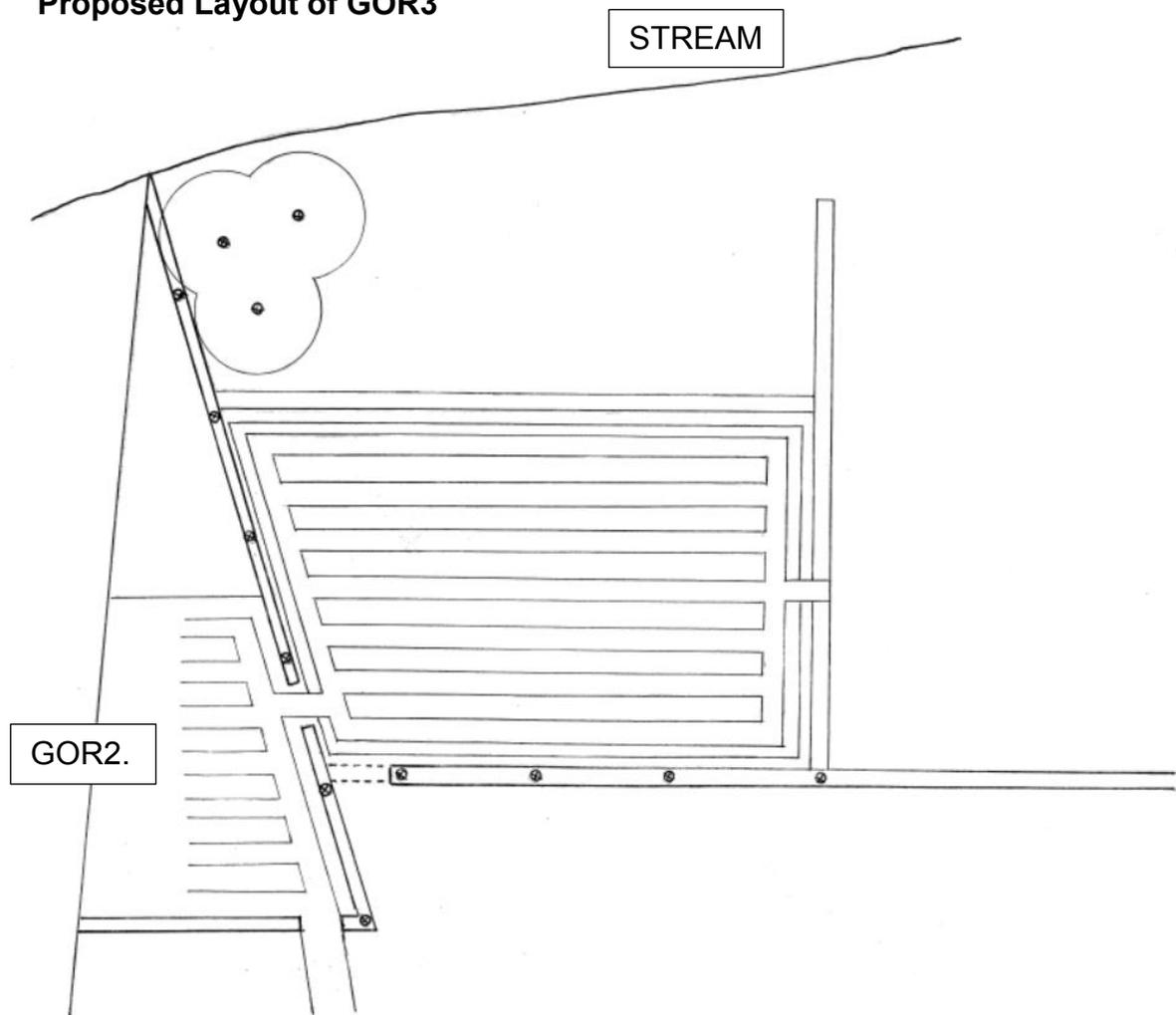
5.1. Due to the current GOR2 becoming full in little over a year additional ashes plots are urgently required, it is proposed a new Garden of rest is created adjacent to the existing GOR2 in the 'bottom field' on land which is not usable for full burials due to the proximity of the stream.

5.2. It will have an access path linking to it from GOR2 through the exiting hedge which will also be reduced in height to open up the area, it will be in the same style to match GOR2; of Tarmacadam paths and gravel areas for the ashes plots. The new GOR3 will hold approximately 380 plots which at current usage should last and additional 22 years.

6. Proposed Location of GOR3



7. Proposed Layout of GOR3



BUCKINGHAM TOWN COUNCIL

ENVIRONMENT COMMITTEE

MONDAY 7TH SEPTEMBER 2020

Contact Officer: Estates Manager

**Proposals from Buckingham United. regarding the compound and pathway at
Lace Hill Community centre**

1. Recommendations

- 1.1. It is recommended that the Council give permission to Buckingham United to expand their compound, install new fencing and install an additional container
- 1.2. It is recommended that the Council give permission to install an access path from the compound to the existing path constructed to match the existing
- 1.3. It is recommended that the Council agree to part fund the new path for 30% of the cost of the path to a maximum value of £3,000. Funds to be provided from the 2021-22 budget

2. Background

Buckingham United have requested making improvements to the outdoor facilities at the Lace Hill Sports and Community Centre. This includes expanding the existing compound installing new fencing and gate around the compound, installing an additional 20' and installing a new pathway between the compound to the existing path.

3. Information

The Information below has been provided by Buckingham United:

3.1 New Pathway

The route from the changing rooms to the pitches does become incredibly boggy and slippery over the course of the winter which has seen many players and volunteers slip in the mud. This of course carries a health and safety risk when transporting the goals/team shelters and other equipment. Furthermore, this is also the main cause of mud entering the community centre building by players and officials. A suitable pathway between the compound/players entrance would significantly improve the safety while also reducing the cleaning inside the building, improving the facility as a whole. Please see within the drawings the proposed route although this would of course need to be agreed, as discussed we would propose a Bredon surface, in keeping with the existing pathway surrounding the pitches. The proposed width is 4.5M wide to allow for maintenance equipment. the transportation of team shelters and goals, and also for player/official congestion particularly after games.

The Football Foundation(FF) have stated verbally to me that they would be prepared to cover 70% of the cost for these works via Buckingham United FC as we are part of the National League System. For the pathway I would ask if it would be possible

for Buckingham Town Council to fund the 30% as this pathway will be used by other hirers of the pitches and the benefits are not just limited to Buckingham United FC, particularly that of the reduced cleaning and other events that may be held. (Just to confirm we are only proposing BTC to cover the 30% of the Pathway and not that of the other sections listed above which would be funded through the club and the FF)

Work for new path would include:

Supply all materials and plant required

- *30no. gravel boards*
- *46 tonne of Type 1 MOT*
- *Large roll Terram*
- *25 tonne Breedon Gravel*
- *Dumper*
- *Digger*
- *Roller*

Area to be excavated to a depth of 150mm below finish level

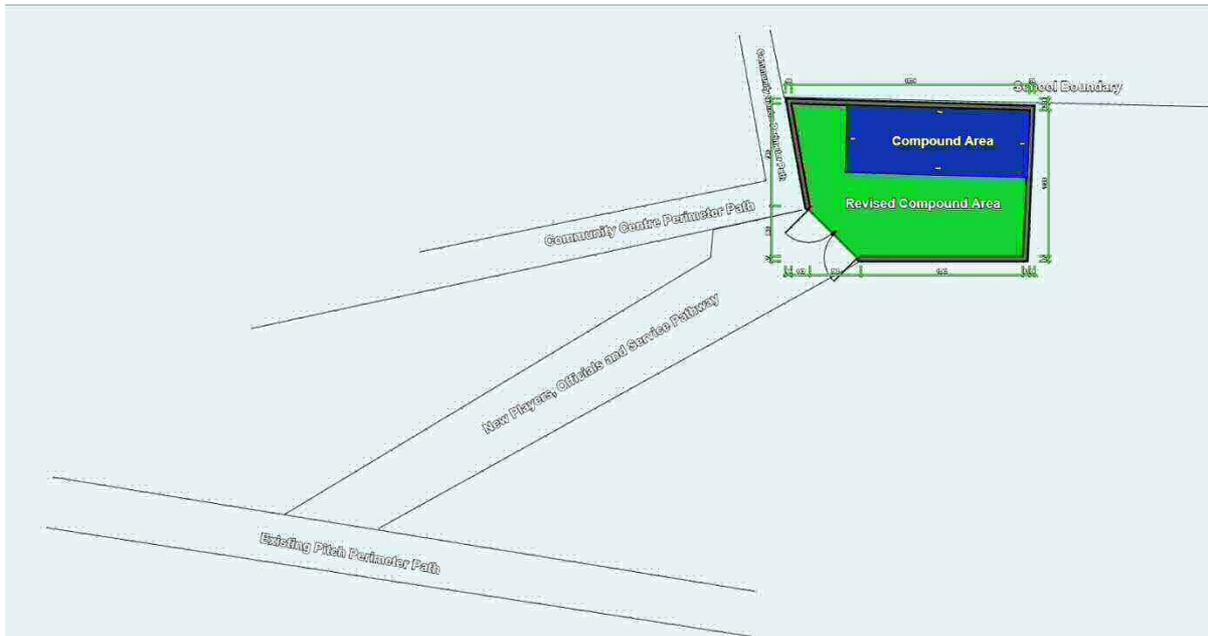
90 linear metres of wooden gravel board

100mm compacted thickness of Type 1 MOT onto a geotextile membrane

50mm compacted thickness of Breedon Golden Amber Gravel

Initial quote: £7,600 + vat



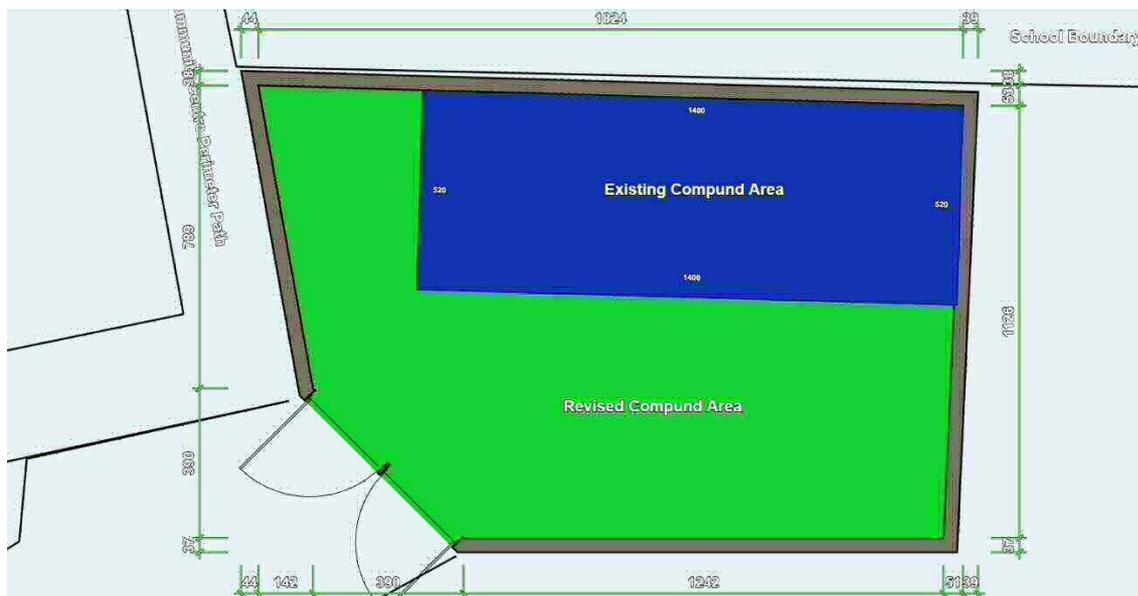


3.2 Additional Container

We would like to increase the size of the compound slightly to enable an additional container for storage of grounds maintenance equipment leaving the other container for club equipment such as kits, balls, cones etc. The current single container contains both the grounds maintenance equipment and also the kits/equipment which is not practical from a safety point of view alongside the additional pitch maintenance equipment which we will hopefully be eligible for soon. I have gone over the initial proposal that was put to council and permission was granted for a 40ft container, however as only a 20ft container was installed previously I would assume it will be within the existing permissions for another 20ft to be installed taken the total container storage capacity up to that of 40ft? The football foundation has confirmed we meet their requirements for additional storage space and said they will fund 75% of this for us. Any container must be new, otherwise a used one is suitable but must come with a 12 month warranty, insured and from an approved dealer (and of course in dark green to suit the environment at Lace Hill).

3.3 Compound - Fencing

The current fencing has worked well as a temporary measure to secure the compound however we wish to replace this with Green Euromesh Fencing which is to the same spec and design as that of the Lace Hill Academy which the compound is adjacent to. The new fencing would also incorporate a pair of gates at 5.5M wide as per the attached drawings. The fencing has also been confirmed by the football foundation as meeting their criteria and for this the club will need to source 3 like for like quotes from external contractors. Again I have looked over the previous permissions for the compound and I cannot see anything that restrict the size of the initial compound while also taking into account that we did go smaller than what was originally granted, so I would hope the slight increase in size would be acceptable?



3.4 Other Considerations

Buckingham United are requesting part funding for the new pathway of 30% from initial quotes this would come to £2,736. This is using the initial quote obtained and 2 further quotes will be required before being agreed. This is considered appropriate as it will be an improvement to the facilities for all users not just Buckingham United.

All details of works carried out will be agreed with the office including; layout construction detail, appropriate insurance, risk assessments and method statements will be obtained before the start of any work.

-----Original Message-----

From:

Sent: 06 August 2020 12:27

To: Paul Hodson <townclerk@buckingham-tc.gov.uk>

Subject: Parking charges Buckingham

Bucks Council reintroduced parking charges from 1st August. That's fine but in his newsletter Martin Tett advised strongly to use smart telephone app from RingGo rather than cash. That's also fine because contactless payment is preferred in present circumstances. Except that it's not.

The cash charge for 3 hours in Waitrose car park is 50p. Via RingGo it is 85p.

I would like Buckingham Town Council to raise the matter with Bucks Council to modify their advice and warn tax payers that they are paying for faulty advice.

On Sat, May 23, 2020 at 1:26 PM rnewell@cllr.buckingham-tc.gov.uk wrote:

Dear Louise,

Many thanks for your email, I think it may be appropriate for us to add this to the Agenda of our next Environment Committee, and I shall get back to you in due course.

Kind regards,

Ruth Newell

Cllr Ruth Newell

-----Original Message-----

Sent: Friday, 22 May, 2020 14:42

To: rnewell@cllr.buckingham-tc.gov.uk

Subject: Bukingham Climate Emergency Strategy Support

Dear Councillor Newell,

Firstly, congratulations on spearheading the move to Buckingham Town Council declaring a climate emergency! This is a positive step towards a better future for us all.

The reason I am getting in touch is that we have had some enquiries from local authorities about using our online community mapping platform to support them in their commitment to becoming a carbon neutral borough or city. Therefore, I would like to introduce ourselves and our online platform to you in the hope that we might be able to support Buckingham Town Council.

We are a social enterprise, owned by University College London, working to empower communities. To enable our work to engage the public and other stakeholders, we have developed our Community Maps - an easy to use, interactive online mapping platform. It has been designed using our firsthand experience of working with communities, often from marginalised groups, and as such offers a simple and cost-effective way of collecting, collating, visualising and sharing information. We feel that these features lend themselves to help you meet your target by engaging the wider community to obtain input and feedback. They can support the development and delivery of your public engagement

programme and your climate emergency action plan by empowering citizens to contribute their current understanding, potential barriers or concerns, their ideas and enthusiasm, and actions they are undertaking at the local level in an open and transparent way.

Our mapping platform can provide an effective way to support engagement, knowledge and best practice sharing. Achieving carbon neutral status and climate-resilience will require trade-offs that will need to be discussed openly with your

community - maps can help to engage different demographics in discussing these and support broader acceptance of decisions being made jointly. From the individual to the organisational level - all need to be brought on board the net zero journey and collaborative mapping can support tracking that journey as new ideas and programmes evolve over time.

We can build a bespoke map or maps that support your priority areas to change; Energy; Transport; Food & Land; Economy and Community Engagement to include the information you require, encouraging your citizens to add their own actions, plans or perceptions to the maps if you wish. The map can also provide the public with information, such as recycling facilities, electric charging points, flood risk zones, food waste reduction initiatives, new tree planting etc. The map(s) can be branded to match your guidelines and will be stored on our secure servers so no web development would be required by you.

Rather than overwhelm you with too much information at once, I have attached some more information to give you a better idea of how our platform works.

If you think that Community Maps might be of interest, we would be more than happy to meet online or have a conversation over the phone to discuss this in more detail.

Thank you for your time

Mapping for Change Team

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MAPPING FOR CHANGE CIC

PARTICIPATORY MAPPING

Understand, improve and produce information about the places that matter



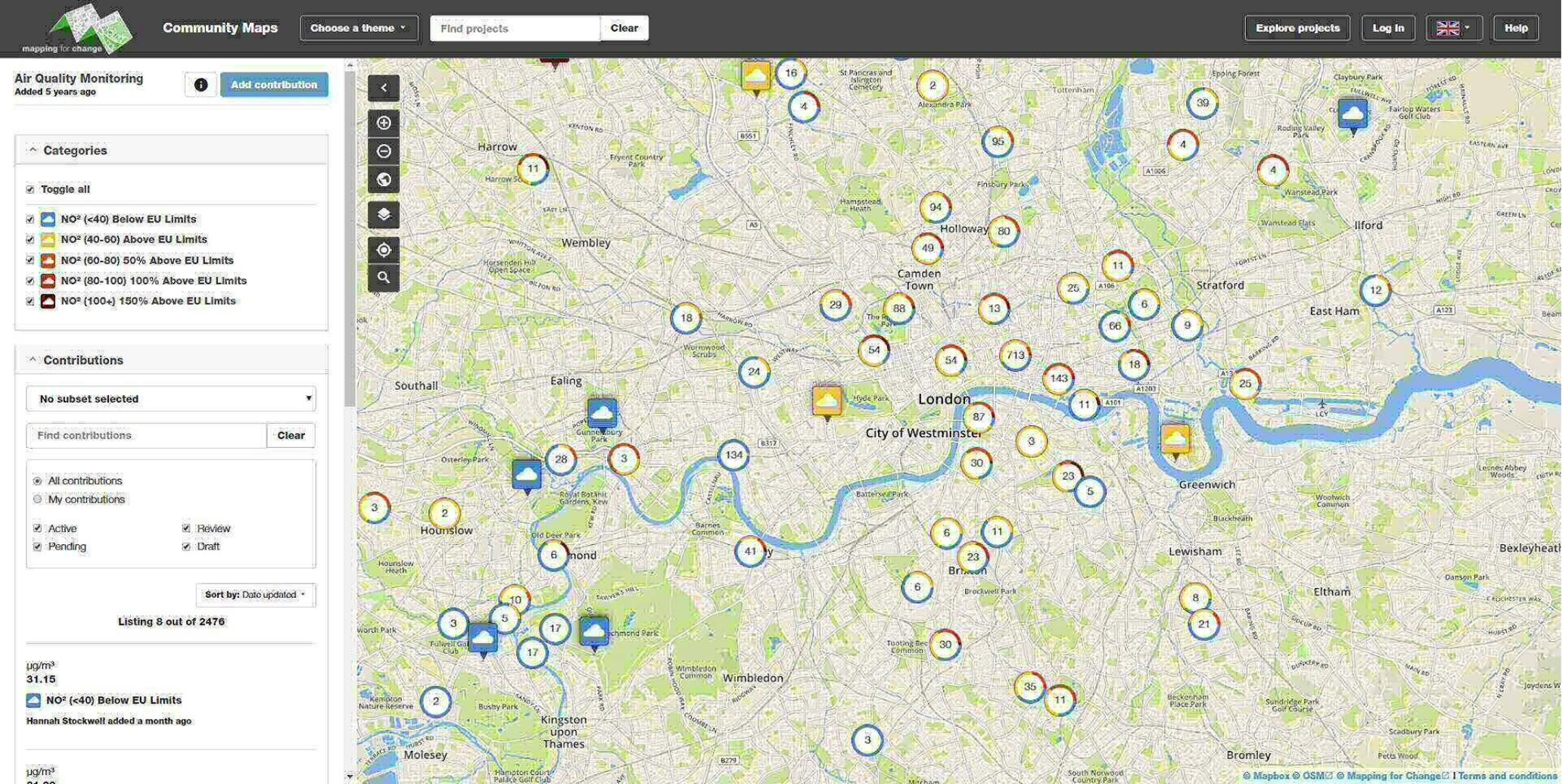
MAPPINGFORCHANGE.ORG.UK

INFO@MAPPINGFORCHANGE.ORG.UK | 020 7241 6625



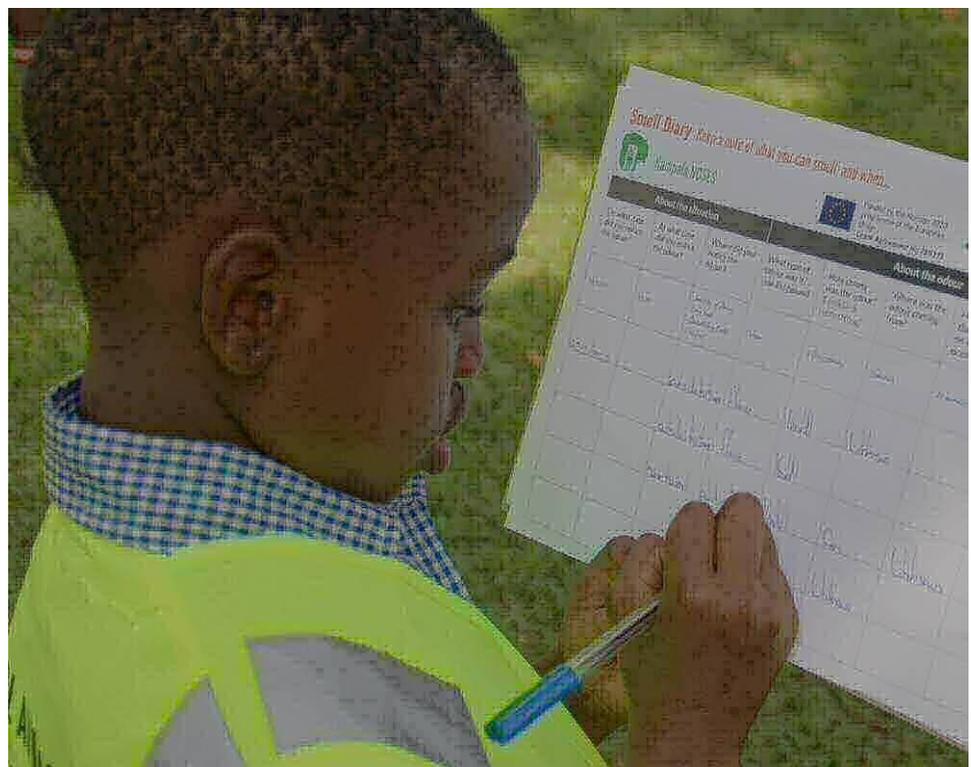
WHO IS MAPPING FOR CHANGE?

- An award-winning social enterprise, part-owned by University College London
- Founded 2008
- Uses participation and engagement; maps and geographic information; and geospatial technologies to build more sustainable and resilient communities



OUR SERVICES

- Community engagement
- Bespoke online interactive maps
- Extreme citizen science
- Mobile data collection tool development
- Geospatial analysis
- Participatory mapping
- Capacity building



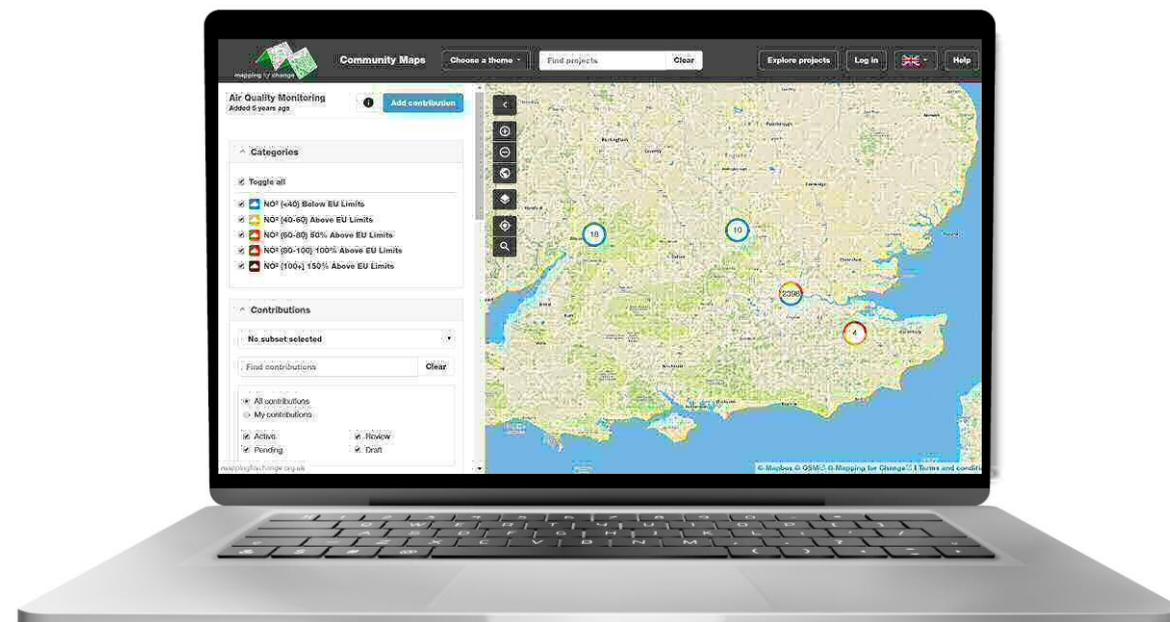


COMMUNITY MAPS

Responsive mobile-friendly web application

- Visualise and share complex information
- Elicit local knowledge
- Allow transparent consultations
- Inspire collective action
- Gather public perceptions



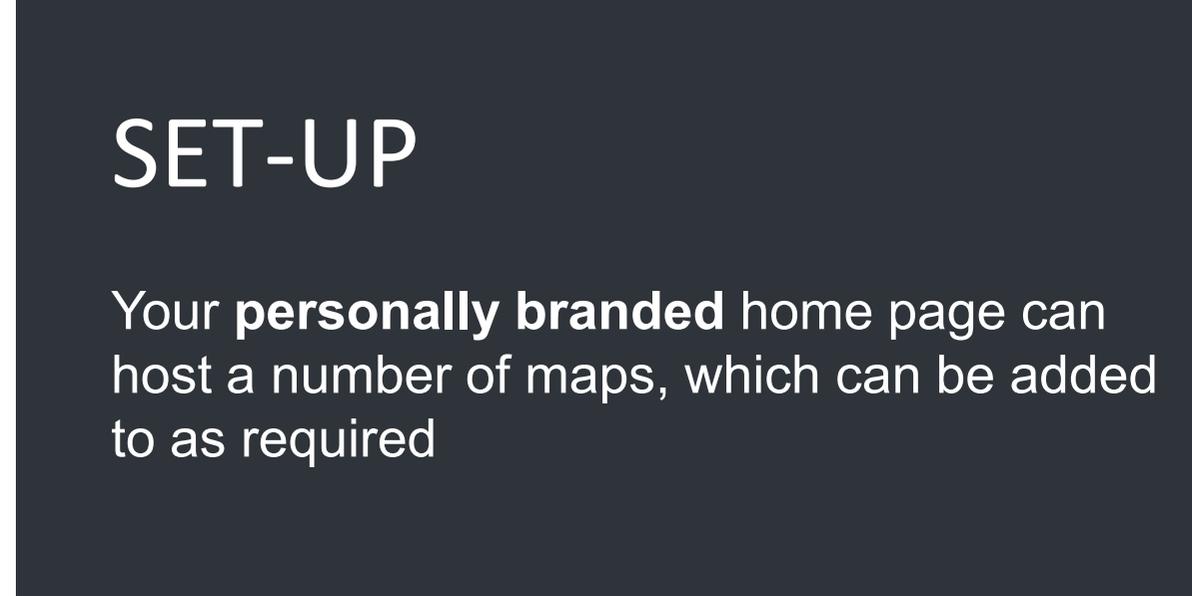
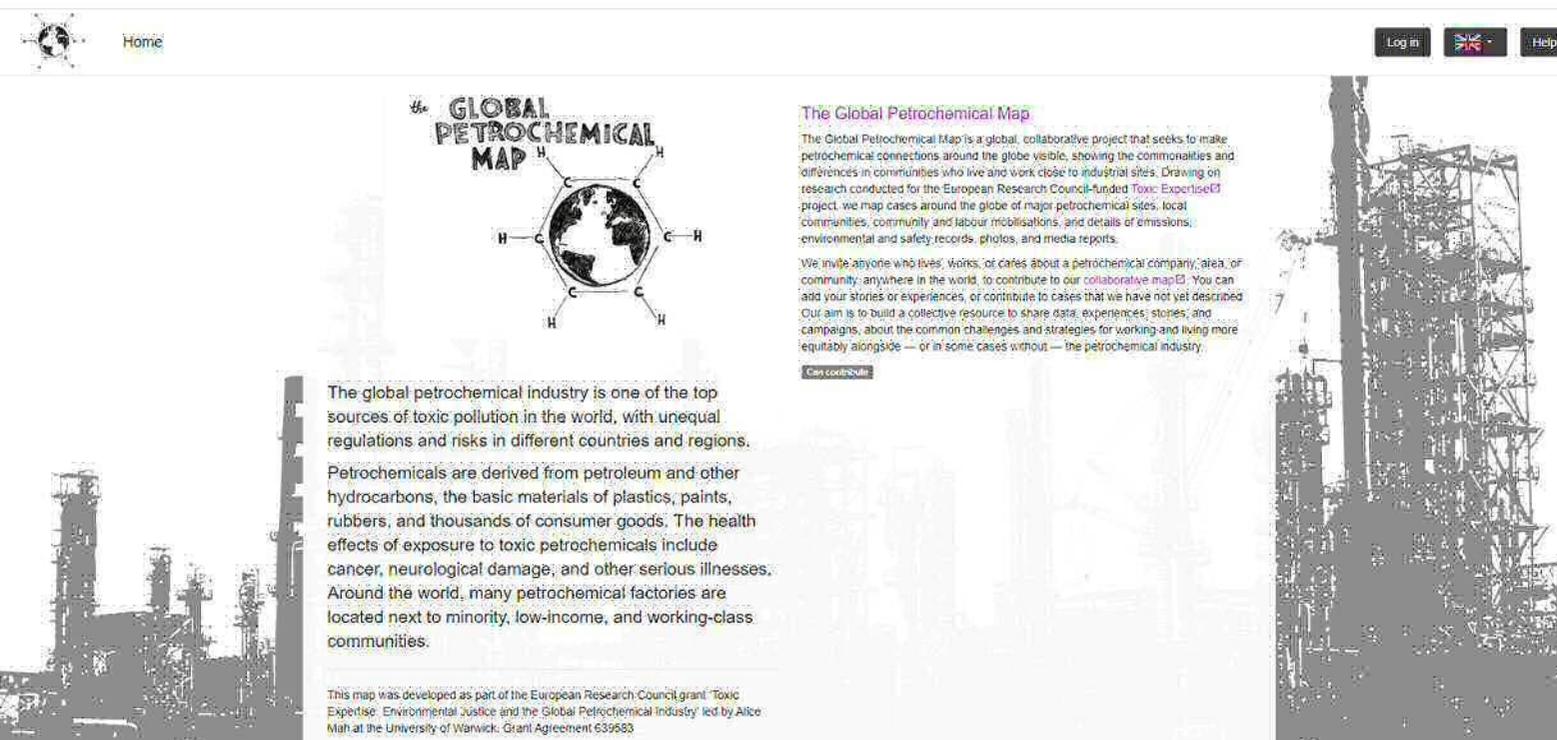


KEY FEATURES

- Intuitive design - used by various communities (including older people and children), organisations and municipalities in multiple countries
- Clean Mapbox base tiles to concentrate on users' contributions with fewer distractions
- Visualisation based on minimalistic icons and colours to organise and display information
- Multi-language support - English, French, Italian, Spanish, Catalan, German, Bulgarian, Maltese, Greek, Portuguese and Polish, with more to come...
- Ability to add data as points, lines or shapes
- Ability to add a range of media files - images, video, audio files and pdfs



Maps can be displayed in a list format, with a short description



List of projects

All projects Trending

Odours Affecting Communities

Do you live or know any community affected by odour pollution? A community may constitute a neighbourhood in your city, a whole town, more than one municipality affected by the same odour issue, an industrial area, or a...

[Can contribute](#)

Royal Docks - What does it smell of?

Record your odour observations to contribute to citizen science and the power of many.

Odour Regulations

Do you know any specific regulations to address odour pollution? Are there any in your country? Add them to the map!

You can add them in your local language, and include details such as a summary, the regulatory body, the...

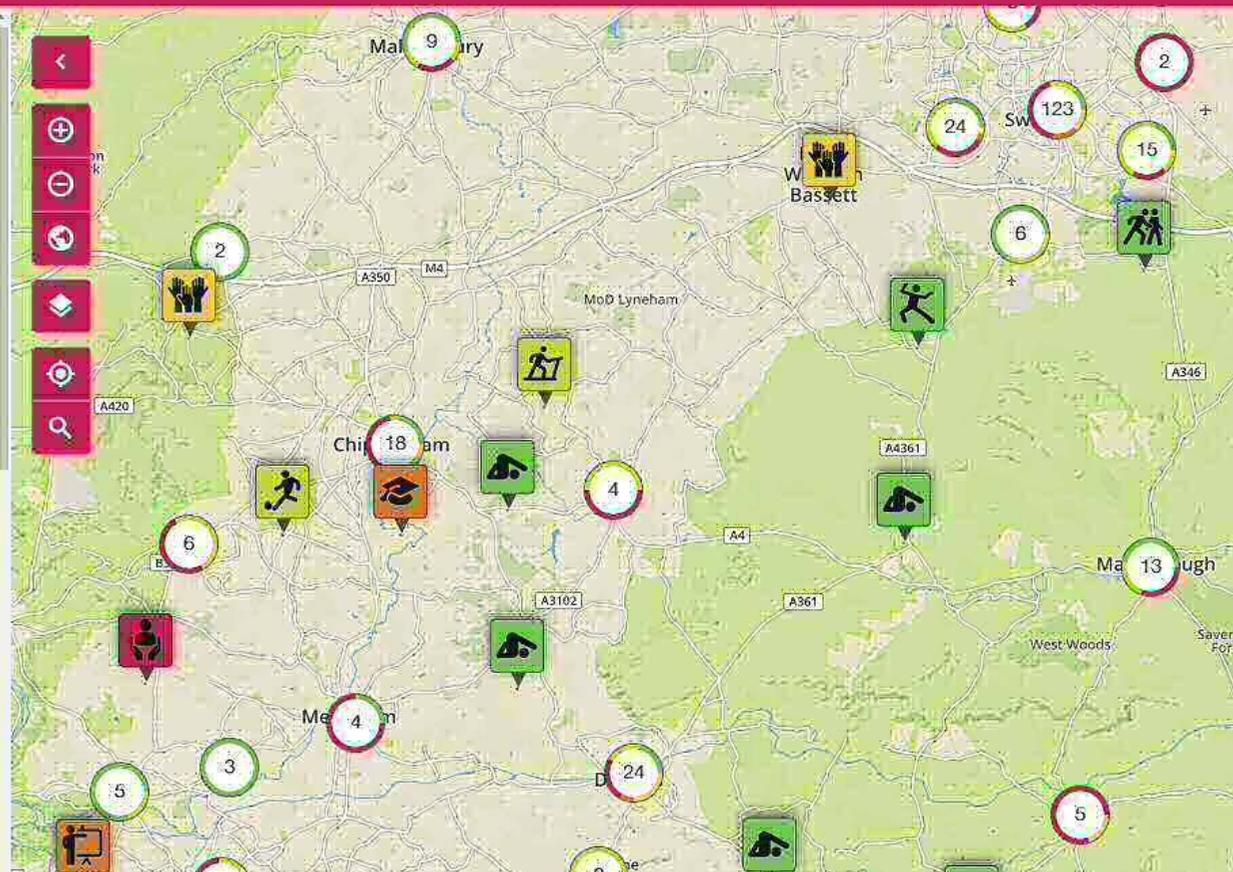
[Can contribute](#)



[Add contribution](#)

Categories

- Toggle all
- Give
 - Type
 - Volunteering
 - Refugee Support
- Keep Learning
 - Type
 - Further Education
 - Reading
 - Training
- Connect
- Be Active
- Turning Point (IMPACT) Service
- Take Notice



SHARE INFORMATION

Filter, sort and search options allow users to quickly find the information required

Users can choose which layers (categories) to view, and the level of 'zoom'

[Add contribution](#)

Contribution
Louise (Mapping for Change) added 2 years ago

Take Notice

[Data](#) [Media](#) [Comments](#)

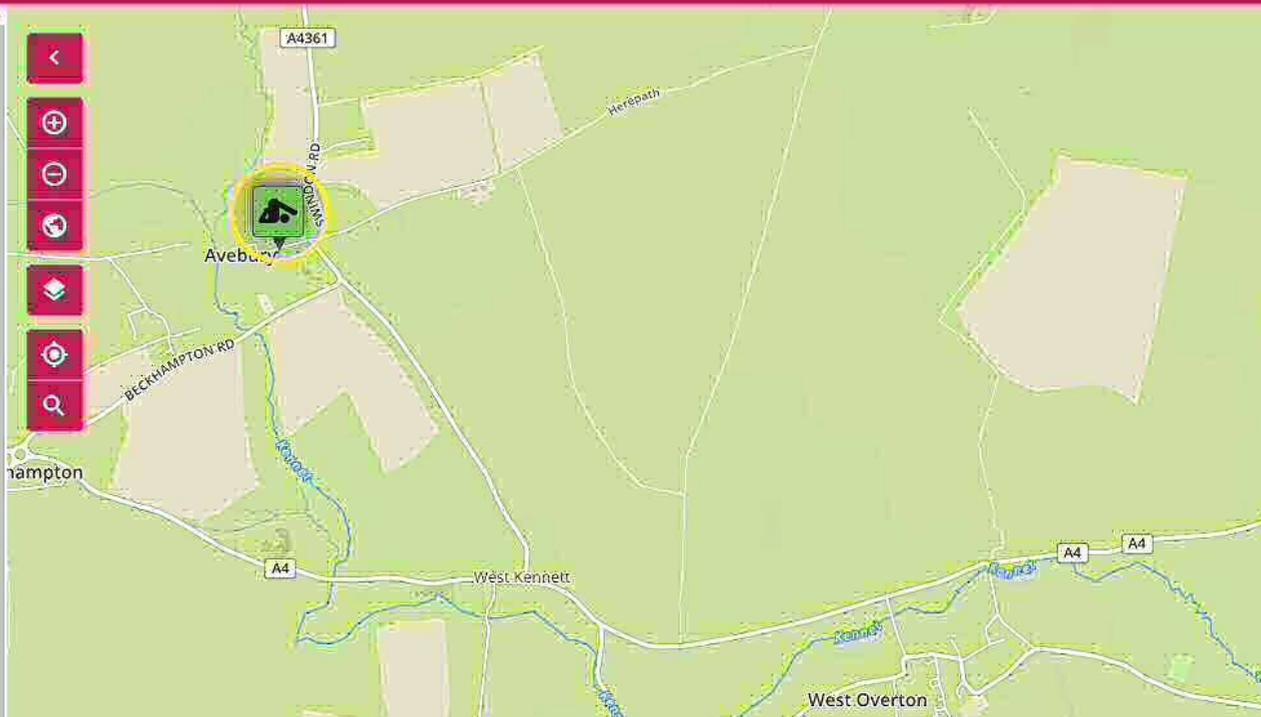
Type
Yoga

Name of Organisation
Vicky Finch Yoga

Description of Organisation
Mixed Ability Yoga

Activity or Service Offered
empty

Address and Postcode



Intuitively clicking on an individual point shows the data entry, attached documents & discussions

The map URL changes to capture the exact map view, allowing for better and more focused sharing



IMPACT Swindon and Wiltshire Well being Map

Added 2 years ago

[Add contribution](#)

Contribute

[Find out how to add contributions](#)

1. Draw a shape on the map

2. Choose a category

3. Add data to your new contribution

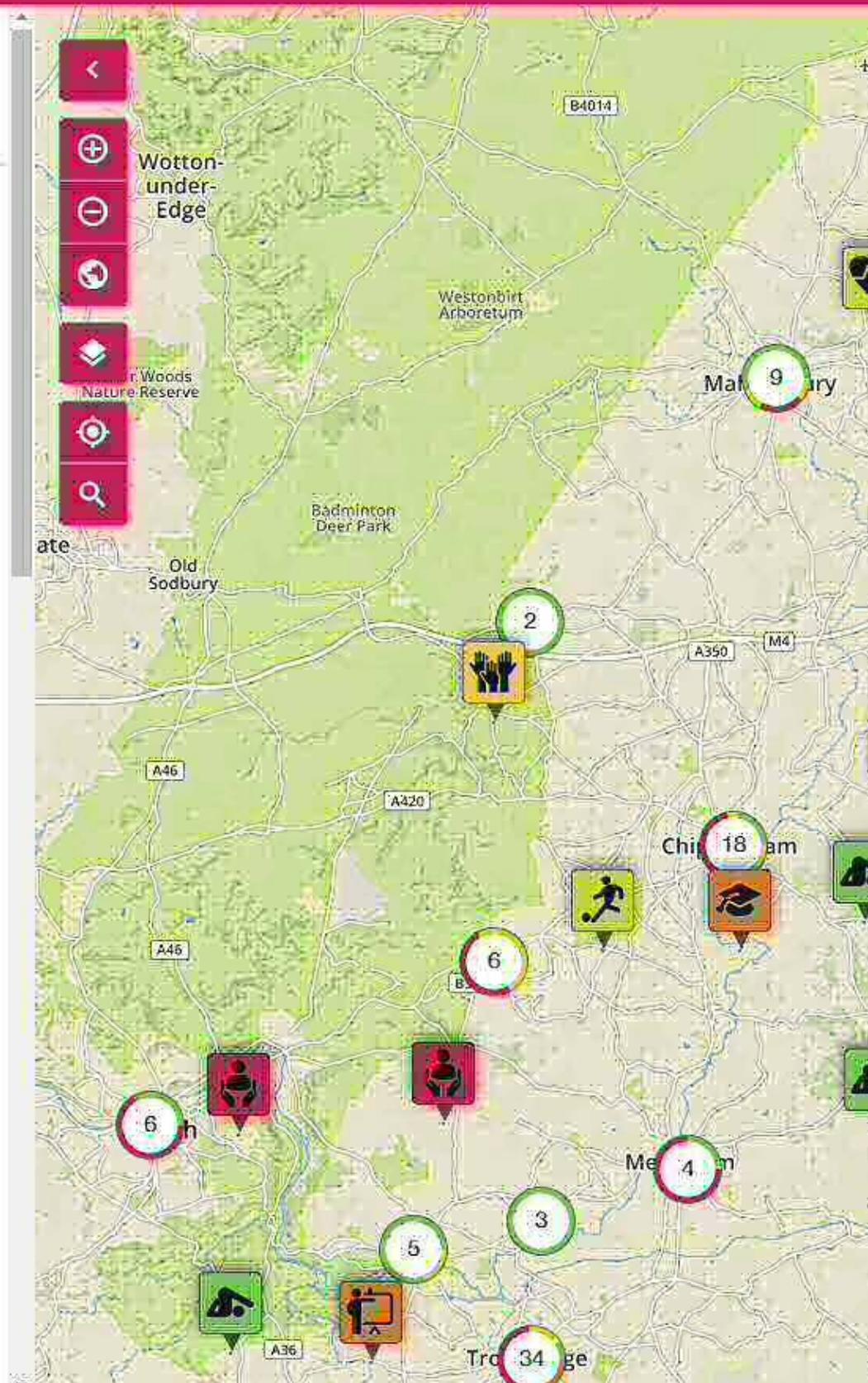
Type *(required)*

- Volunteering
- Refugee Support

Name of Organisation *(required)*

Description of Organisation

Activity or Service Offered *(required)*



ADD, IMPORT, EXPORT DATA

3 easy steps to add new data:

- draw shape
- choose category
- fill in the form

Existing datasets can be imported such as air quality records

Data can be exported in various formats for reporting and analysis

Tell us where to build new homes
Added 5 years ago

Add contribution

Categories

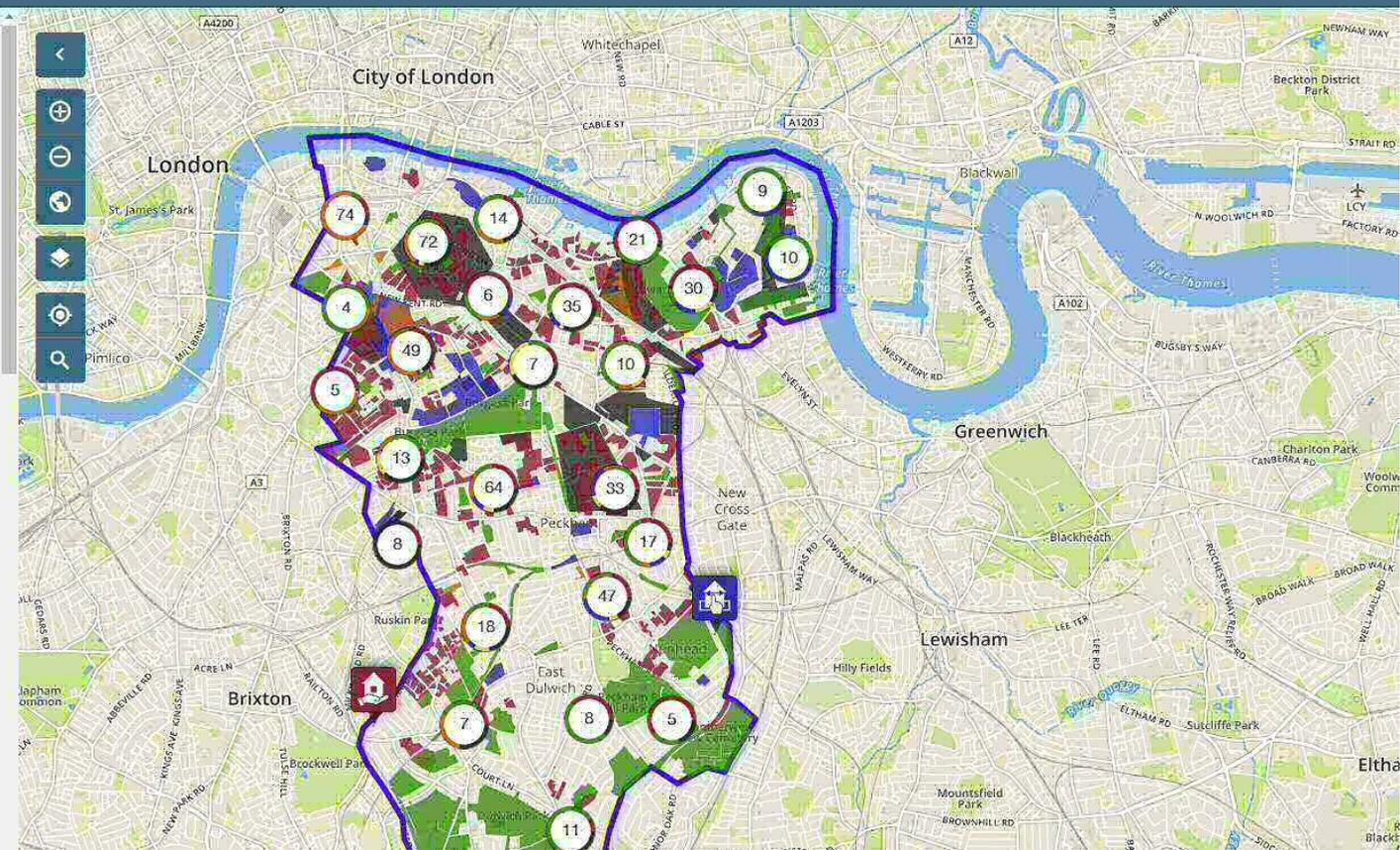
- Toggle all
- Your suggestions
- Where we are building new homes
- Where we are planning to build more new homes
- Where we may be able to build more new homes
- Where we cannot build more homes
- Existing council estates

Contributions

Find contributions

All contributions
 My contributions

Active Review
 Pending Draft



PERMISSIONS

Each category can have different permissions, e.g. a category for gathering information on community action must be moderated before going 'live', whereas a category showing electric vehicle charging points may not allow any further contributions

Log In Help

Tell us where to build new homes
Added 5 years ago

Add contribution

Contribute

Find out how to add contributions

1. Draw a shape on the map

Select shape type you would like to use for your contribution

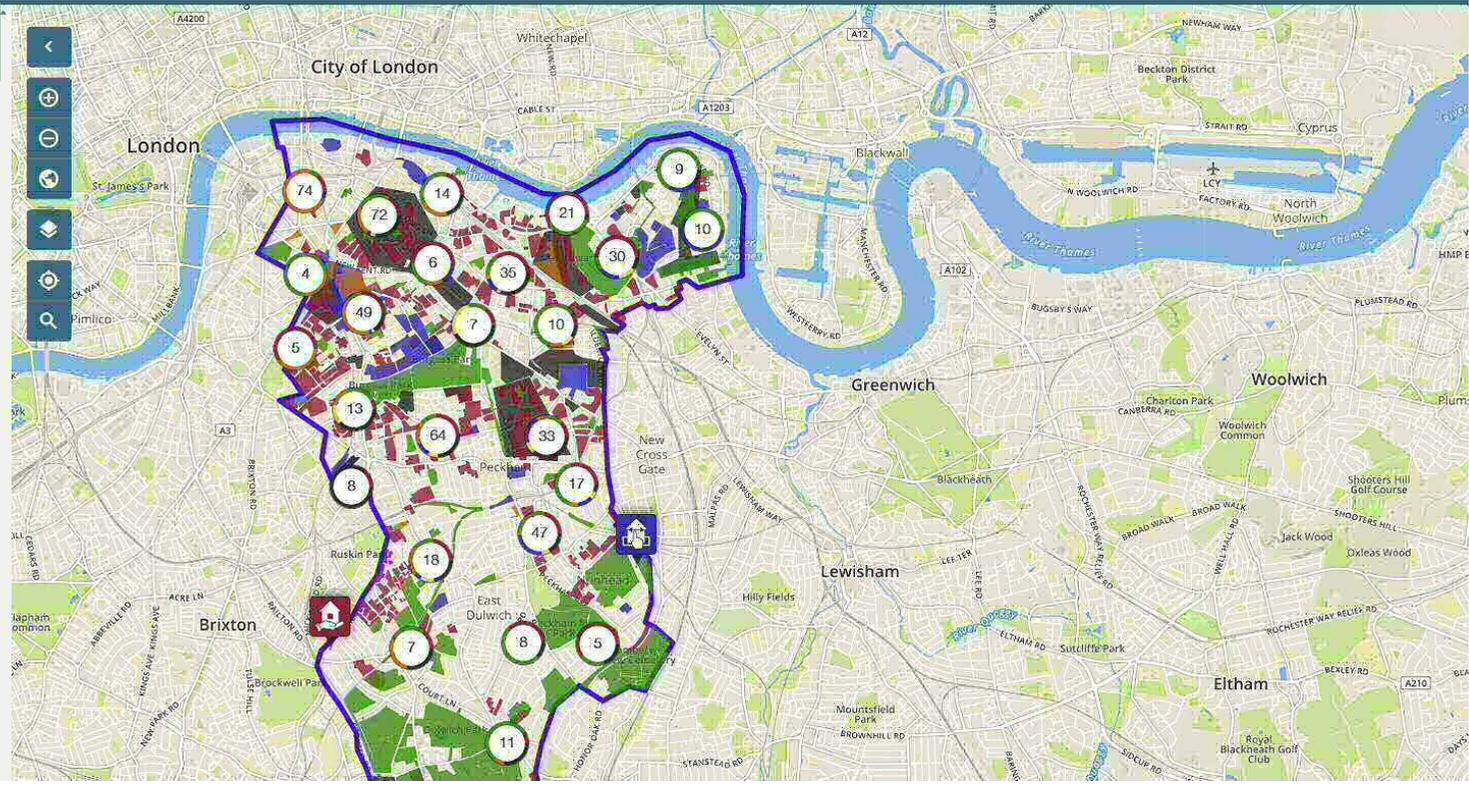
2. Choose a category

Your suggestions

Where do you think new homes should be built in Southwark?

Added 5 years ago

3. Add data to your new contribution



mapping for change

Anonymous User wrote 5 years ago

The regeneration of the Elmington Estate is a disgrace. What happened to the council houses for Elmington residents that were supposed to be built? The land that we had to give up our homes for in the belief that there would be family housing for Elmington tenants was sold of to Notting Hill build the Camberwell Fields development. Local people can afford those apartments, we don't count. And what's wrong with the car wash? It provides a good service to the local cab trade. Oh... I forgot. They're local people doing a hard day's graft. They don't count in this era of social cleansing.

Respond

Anonymous User wrote 5 years ago

It would be very useful to have some affordable workshop space in Southwark for new craft businesses, along the lines of the Blackhorse Workshop in Walthamstow. This would be great for the community and would support new local businesses.

Respond

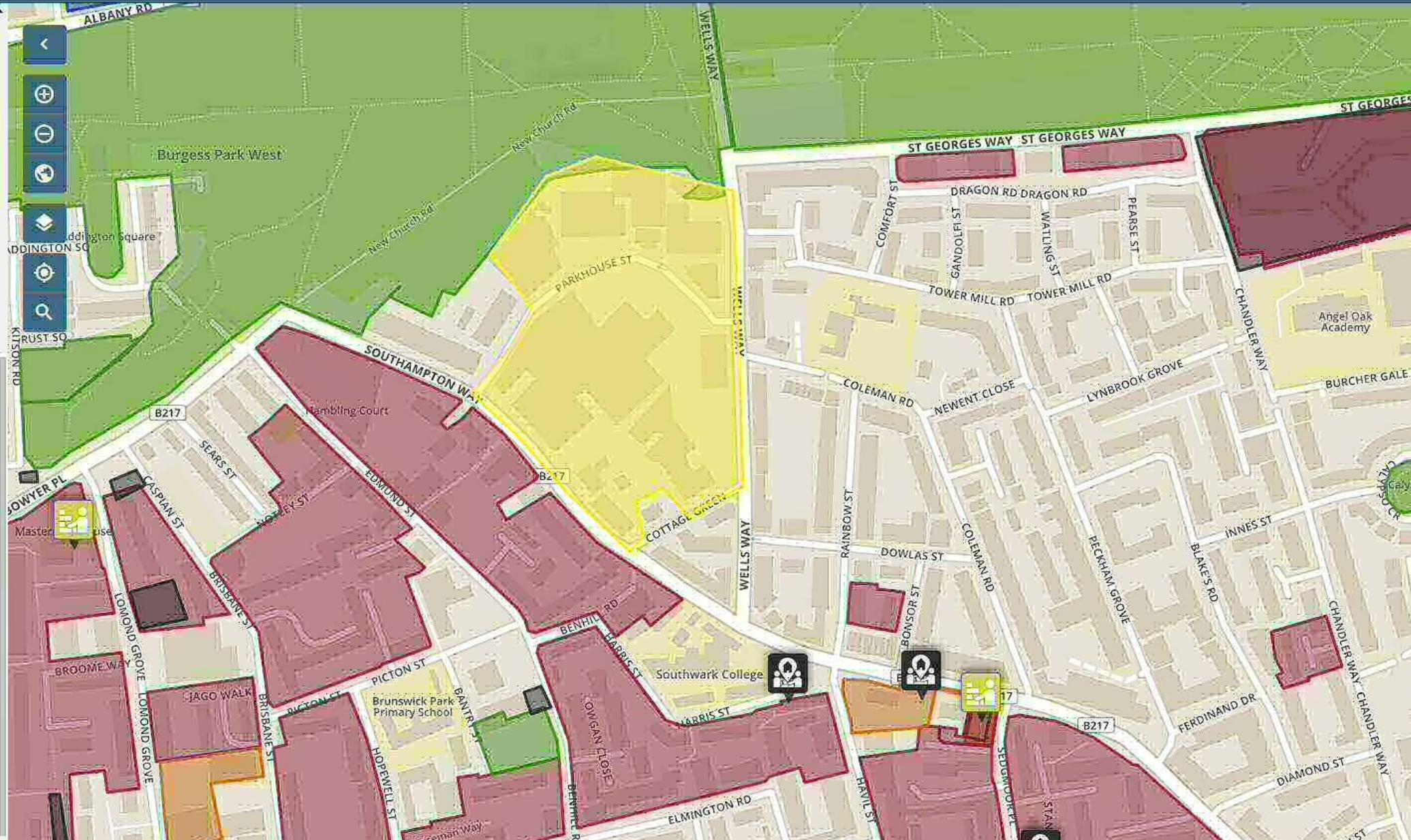
Anonymous User wrote 5 years ago

I agree. We need small businesses in the area. The Industrial estate would be an ideal location. All these new housing developments are making the landscape very densely and claustrophobic.

Respond

Sprout wrote 5 years ago

Seconded, affordable units for small and creative businesses would be really good, especially if there is a mentoring service on site, and perhaps mixed use with new council homes.



DIALOGUE

Users can comment on contributions to begin a conversation amongst the community. This is useful when scoping for planning or gathering public opinion on a proposal. It is also useful to encourage two-way dialogue in a transparent manner.

Tell us where to build new homes
Added 5 years ago

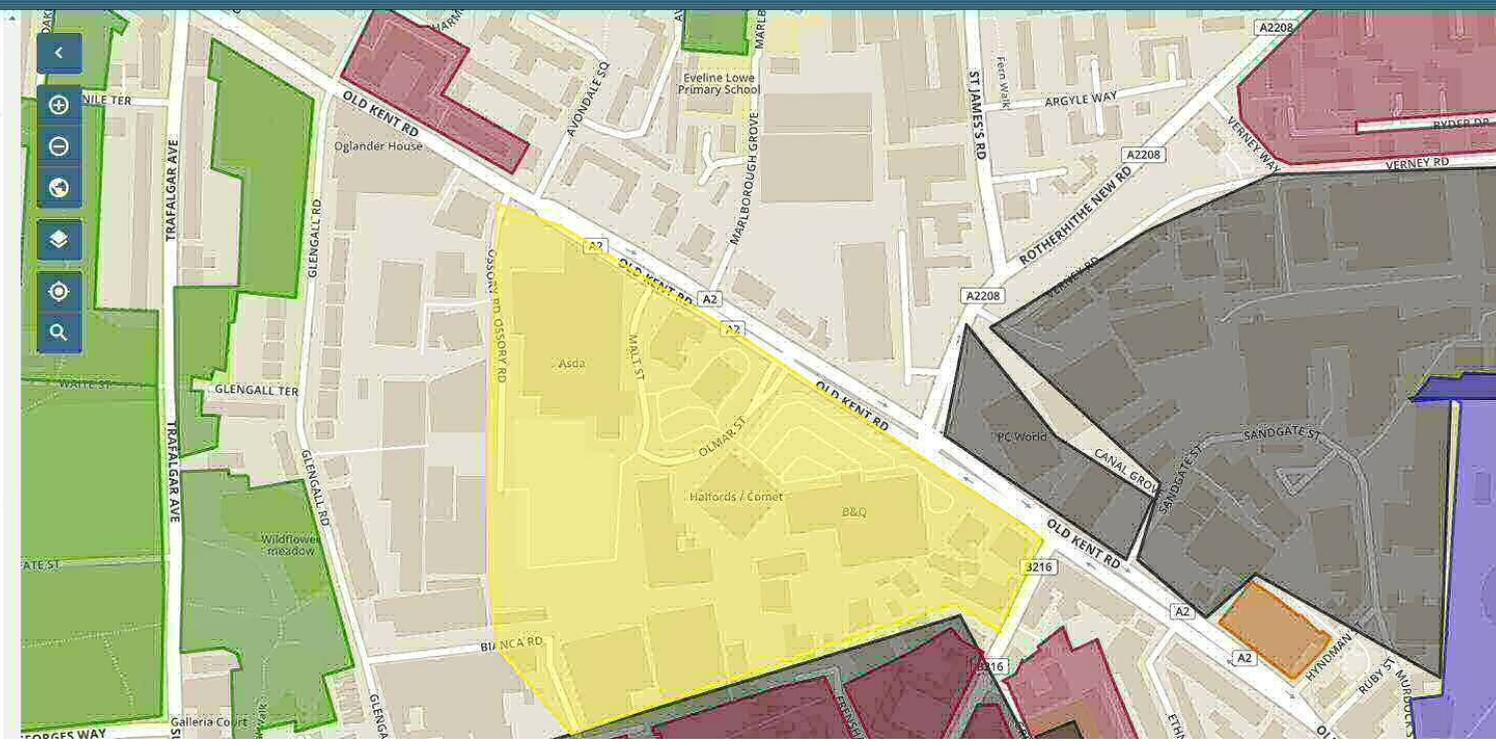
[Add contribution](#)

Contribution
Ewan Barker added 5 years ago | Sean updated 5 years ago

Your suggestions

Data **Media (1)** Comments (1)





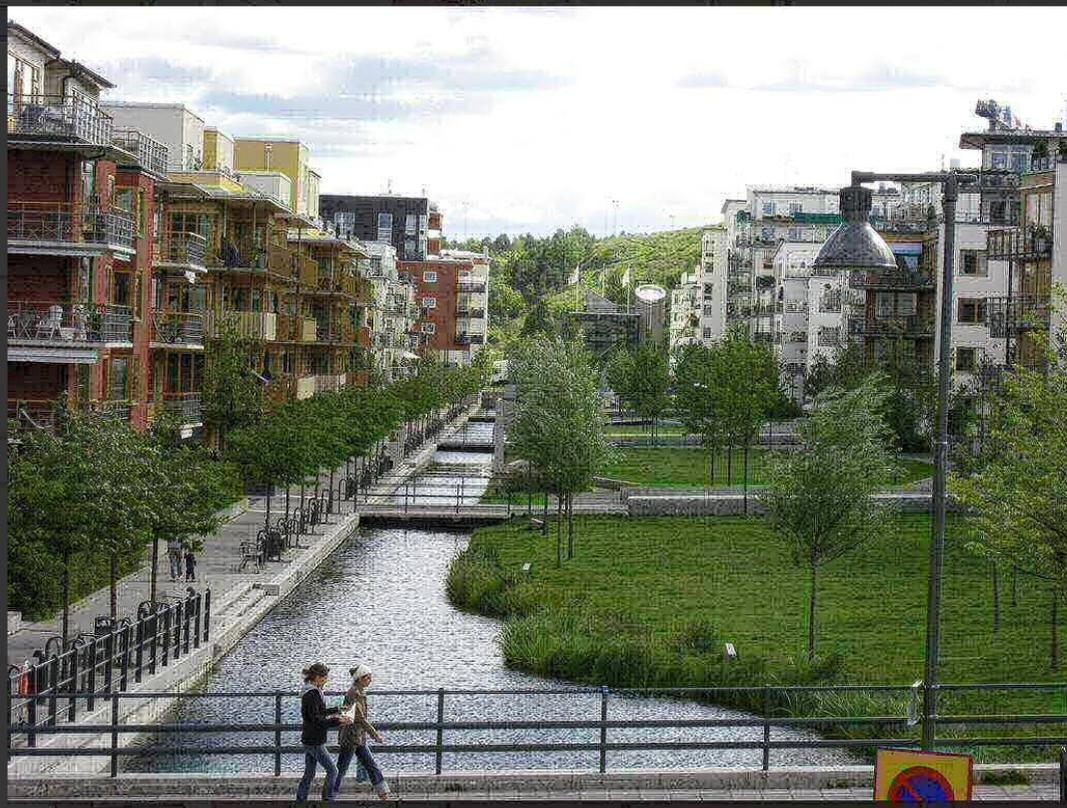
MEDIA

Various media can be uploaded to each contribution – image files, video, audio and pdfs e.g. draft plans for area regeneration or annual reports for carbon emissions

Toggle file information

Hammarby
Ewan Barker added 5 years ago

Hammarby, Sweden. A new urban neighbourhood designed around fantastic green space



Southwark New Homes



Southwark Council is building 11,000 new council homes over the next 30 years.

Our residents know Southwark better than anyone else.

Use this map to tell us where you think we should build these homes. You can also comment on the sites we have suggested.

Visit southwark.gov.uk/11000homes to read more about the 11,000 homes project.

[Disclaimer](#)

Tell us where to build new homes

Southwark Council is building 11,000 new council homes over the next 30 years.

Our residents know Southwark better than anyone else.

Use this map to tell us where you think we should build these homes. Just click the "Add new contribution" button to make your suggestion.

You can see what other residents have suggested and comment on their ideas. All suggestions and comments can be made anonymously.

You can also comment on the sites we have suggested. Tick the boxes on the left-hand side panel to see:

- Where we are building new homes, in yellow.
- Where we are planning to build more new homes, in blue. If you click on each individual site, it will tell you exactly what we have planned. What do you think of our plans?
- Where we may be able to build more new homes, in orange. Again, you can click on each site for more information. These are just our suggestions; you might have thought of a great site that we've missed.
- Where we cannot build more homes, in green. This includes parks and other protected land.
- Our existing council estates, in red. Do you think we could build more homes on these estates?

Visit southwark.gov.uk/11000homes to read more about the 11,000 homes project.

[Can contribute](#)

[Community Maps](#) © 2020 [Mapping for Change](#) • [Terms and conditions](#)

Background image (CC BY 2.0) [Marc Levin](#)

<https://southwark.communitymaps.org.uk/project/tell-us-where-to-build-new-homes?center>

The London Borough of Southwark encouraged local residents to identify on the map potential sites for 11,000 new homes in the borough. Full feasibility studies were carried out on almost 70% of the suggested sites.

Lambeth Larder

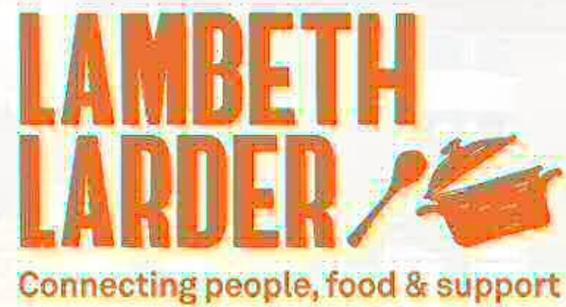


Home

Log in



Help



Lambeth Larder is a social enterprise based in south London. We help connect local people to emergency food and other support.

Lambeth Larder Community Map

Welcome to the Lambeth Larder Community Map!

We help connect local people to emergency food and other support. Use our map to find what you need.

Help us grow our map! If there's an organisation you think we should add, you can log in and fill in the details. Or just email us at info@lambethlarder.org so we can add it to the map.

For more information about our work, visit our website: lambethlarder.org

Community Maps © 2020 Mapping for Change • Terms and conditions

<https://lambethlarder.communitymaps.org.uk/welcome>

Lambeth Larder map was developed to help people in the borough find good, cheap food, save money and reduce waste. The aim was also to enable people to find useful help, support, activities to get involved in and ways to connect with local groups in the Lambeth area.

Malta Bike and Map



Participating in GIS Research

Explore projects

Log in



Help

bike&map

Added 3 years ago



Add contribution

Categories

Toggle all

- 1. Is there an obstruction along the route?
- 2. Is there an issue with the ground's surface?
- 3. Is the route discontinuous?
- 4. Accident black spot
- 5. Bicycle Parking
- 6. Map the route here
- 7. Is it something else?

Contributions

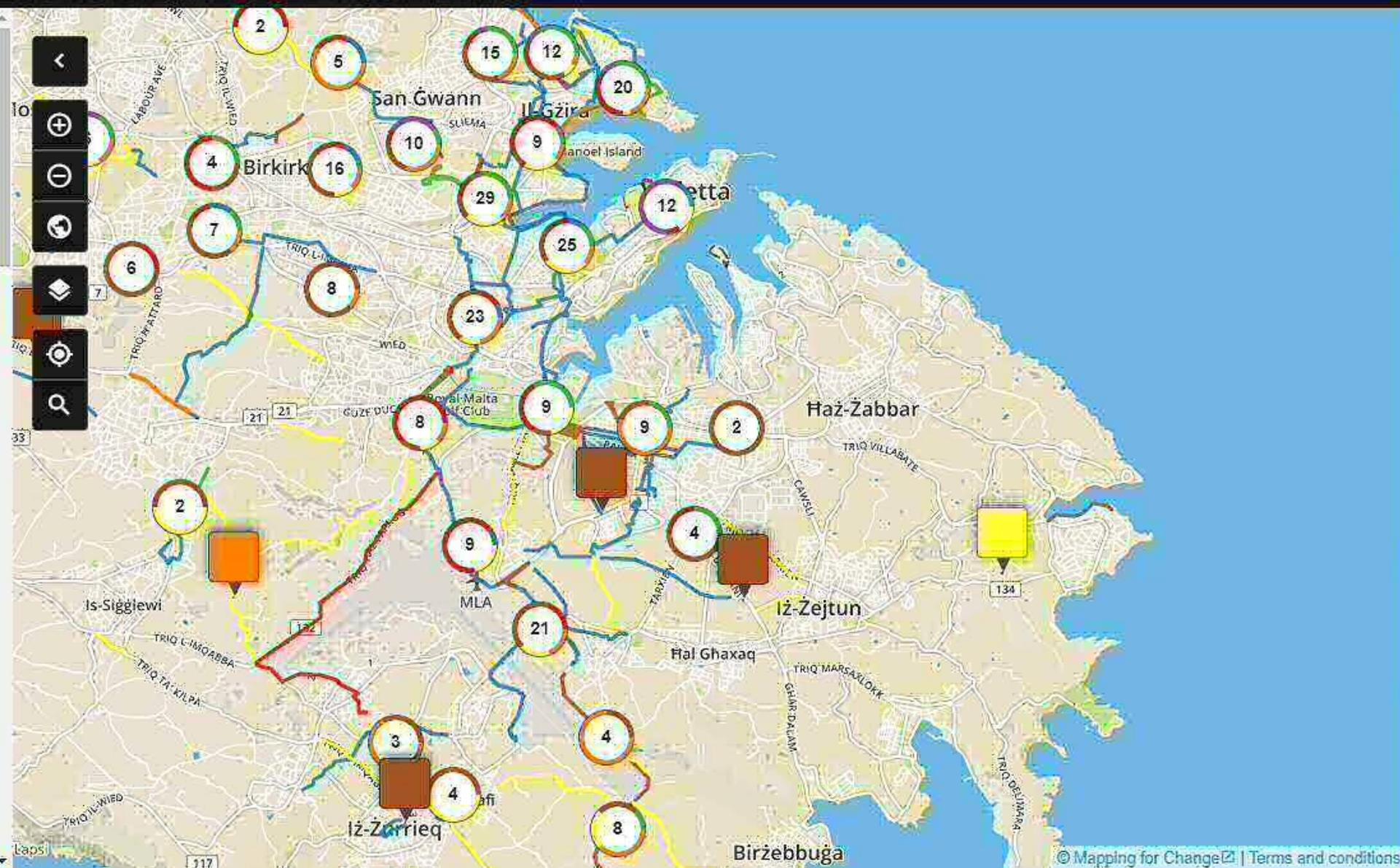
No subset selected

Find contributions

Clear

All contributions

My contributions



<https://uom.communitymaps.org.uk/project/bikemap>

The bike map was a citizen science project focused on mapping urban environment hindrances that bicycle users encounter in Malta.



bike&map
Added 3 years ago

[Add contribution](#)

Contribution

paolo.cassar.manghi added 3 years ago and updated 3 years ago

1. Is there an obstruction along the route?

[Data](#) [Media \(4\)](#) [Comments \(1\)](#)

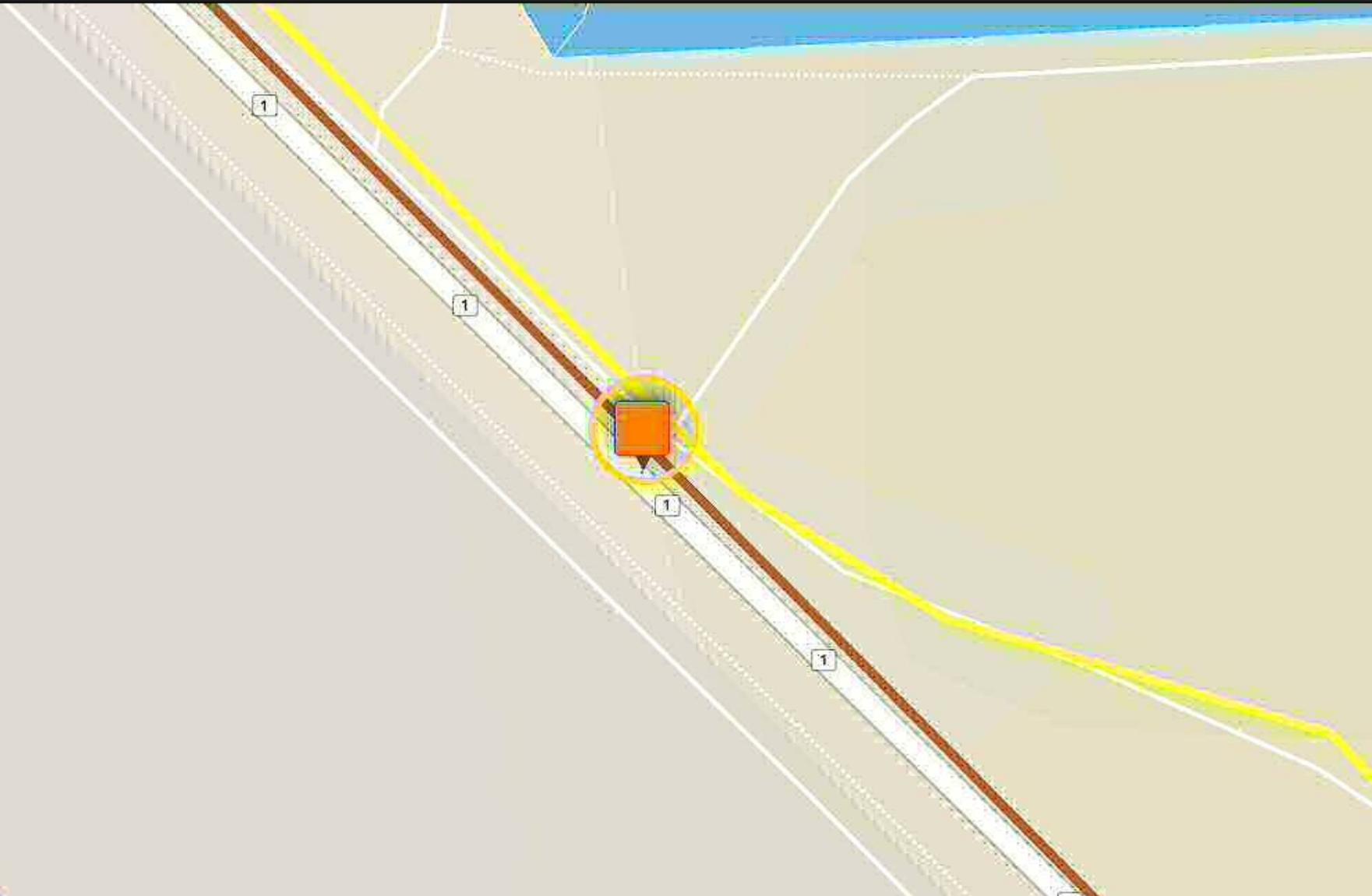
Is the obstruction temporary?

No

What is the obstruction in the route?

(See photos) Lack of access from the runway shared-bike path to this sidestreet. One is forced to walk and lift the bike over the high crash-barrier. Impossible for heavy bikes and wheelchair users. There should be easy access by removing a small part of the crash barrier and make some zebra-crossing.

There is also a little old passage of the old road (see 2nd and 3rd photos) before the main road was built next to it, which can be a bit renovated for bikes



Participating in GIS R...

Log in Help

Contribution

1 | Is there an obstacle along the route?

Data Media (4) Comments (1)



Close

This image shows a screenshot of a web application interface for a GIS project. The main content is a large photograph of a gravel path leading to a road with utility poles and streetlights under a cloudy sky. The interface includes a header with 'Participating in GIS R...', a navigation bar with 'Log in' and 'Help', and a sidebar with 'Contribution' and 'Media (4)'. A comment is visible: '1 | Is there an obstacle along the route?'. At the bottom right, there are navigation controls including a refresh icon, left and right arrows, and a 'Close' button.

<https://uom.communitymaps.org.uk/project/bikemap/contribution/17063?center=35.8370:14.5061:18&tab=2>

Media uploads to support the information provided in the data form.

DECC LEAF Award Winners

Community Maps | Choose a theme | IEAF | Clear | Explore projects | Louise (Mapping for...) | Help

Department of Energy and Climate Change
Added 5 years ago

Contribution
Anonymous User added 5 years ago

LEAF Award Winners

Data | Media | Comments

Project Name
Climate Friendly Bradford on Avon

Description
Climate-Friendly Bradford on Avon will pilot provision of household energy assessments, including feedback meetings with invited neighbours, and support follow-up retrofitting. Two community buildings will be retrofitted with solid wall insulation to provide exemplars for the future. Community energy information will be updated, with a simple system for long-term monitoring.

Website
climatefriendlybradfordonavon.co.uk

Postcode
BA15 1NF

Other applicant type
empty

© Mapbox © OSMB © Mapping for Change | Terms and conditions

<https://communitymaps.org.uk/project/department-of-energy-and-climate-change>

This map shows many of the most innovative community energy projects in England and Wales that received funding from the Department of Energy and Climate Change launched under the Local Energy Assessment Fund.

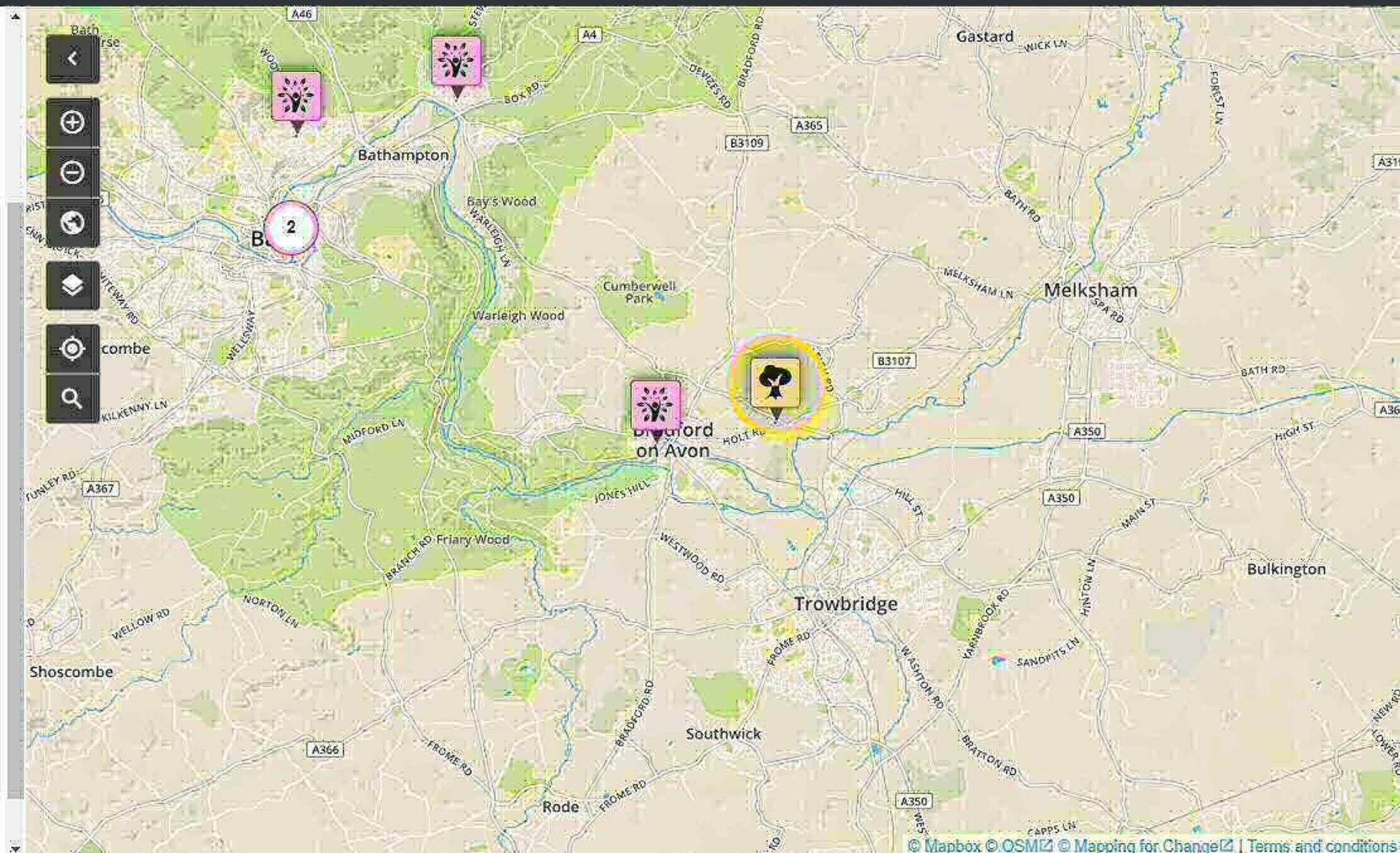
Data **Media (6)** Comments

[? Find out how to upload media files](#)

Drag and drop your pictures, documents, videos, audio files here

Select files manually

* Please be aware videos will be uploaded to our private YouTube account

Media added; To communicate that you can now loan an Energy Saving Monitor for free from Bradford on Avon library; to showcase thermal imaging photos, team members taking thermal imaging photos helping to communicate and spot any heat loss areas that can be seen through the camera, energy assessments were carried out providing the opportunity for friends and neighbours to sit in on the feedback sessions and leaflets communicating their activities..

www.mappingforchange.org.uk

 www.facebook.com/MappingforChange/

 [@Mapping4Change](https://twitter.com/Mapping4Change)

Dear, Buckingham Town Council

Thank you for taking your time out of your busy schedule to read my email.

My name is xx xx I am 14 and love to ride scooters, I live at xx xx in Lace Hill.

I am writing to you to request a Skatepark to be built in Lace Hill, I have multiple reasons for one to be built in the estate that I will list for you below.

The first reason is it keeps the children on there scooters, bikes and skateboards off the roads which will most likely decrease the risk of getting hit by a car.

The second reason is it will stop people having to ride down in to town next to the busy main road.

The third is it will keep children and teenagers away from drugs and alcohol that are in town.

And finally, Lace Hill is a very large estate full of family's and it provides a safe environment for young children and teens away from all the drugs in town.

It would also provide and alternative to encourage teens such as myself to stop gaming and to get out of the house and get some fresh air and exercise.

Yours sincerely,

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
1	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).
Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat			
Action	Measure	Responsibility	Updates
2	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
3	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 7th
November

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

	Action	Measure	Responsibility	Update
4	Write to local supermarkets asking for a reverse plastic bottle vending machine in their car parks.	Contact with four large Supermarkets	Environment Committee	Letters to be issued in the Autumn 2020
5	Fit water saving devices in all town council owned toilets	One per toilet	Environment Committee	Report to be produced for December 2020 Environment committee
6	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	Water bottle refill station installed and positively received.

Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.

	Action	Measure	Responsibility	Updates
7	Replace BTC owned vehicles and green spaces equipment with suitable electric models when existing petrol, and diesel vehicles come to the end	Replace each vehicle at the	Environment Committee	Electric vans (total - two Renault

	of their usable life, resulting in full replacement with electric vehicles by 2030.	appropriate point in its lifecycle.		Kangoo) leased in Winter 2019 and Summer 2020. Aim for full replacement of all vehicles with electric alternatives by 2030.
8	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 Environment Committee and EDWG.

Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.

Action	Measure	Responsibility	Updates
9	Finalise Flood Plans with local partners	Number of contacts established	Environment & Resources Committee
	Advise residents on steps to increase resilience	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee

10	Promote the community flood warden scheme	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	
11	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.
12	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
13	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 was planted in 2020 in Bourton Park, on the car park side of the river. Planting along the bypass is to be discussed at

				September Environment Committee.
14	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
15	Work with the Tree Wardens, in promotion of the Tree Charter, to register key trees on the Woodland Trust's inventory of Ancient Trees and consider any new TPOs	10 new trees registered	Environment Committee	Promotion of the Tree Charter and Inventory of Ancient Trees took place in Autumn and is to be repeated in September 2020. Tree Wardens invited to assist with the Woodland Bulb Plant on the 13 th September 2020.
16	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