



# BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, VERNEY CLOSE,  
BUCKINGHAM. MK18 1JP

Telephone/Fax: (01280) 816 426

Email: [office@buckingham-tc.gov.uk](mailto:office@buckingham-tc.gov.uk)  
[www.buckingham-tc.gov.uk](http://www.buckingham-tc.gov.uk)

Town Clerk: Mr. P. Hodson

ENVIRONMENT  
COMMITTEE

Wednesday, 10 February 2021

Councillor,

You are summoned to a meeting of the **Environment Committee** of Buckingham Town Council which will be held on Monday 15<sup>th</sup> February 2021 at 7pm online via Zoom, Meeting ID 871 2899 7691.

Residents are very welcome to ask questions or speak to Councillors about any matter relevant to the meeting at the start of the meeting in the usual way. Please email [committeeclerk@buckingham-tc.gov.uk](mailto: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/UC89BUTwVpJA0EIdSlfcZC9Q/>

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

## AGENDA

### 1. Apologies for Absence

Members are asked to receive and accept apologies from members.

### 2. Declarations of Interest

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

### 3. Minutes

To receive the minutes of the Environment Committee meeting held on [Monday 14<sup>th</sup> December 2020](#) and received at Full Council on the 25<sup>th</sup> January 2021.

**Copy previously circulated**

### 4. Action Report

To receive the report and note the updated information.

**Appendix A**



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.

**5. Water voles**

To receive and discuss a verbal report from the Town Clerk

**6. Buckingham Canal Society**

6.1. To receive and discuss a presentation from Terry Cavendish regarding options for surface water and watercourses.

**7. Flooding**

7.1. To receive and discuss a written report from the Estates Manager on the Council's planned service response to future flooding **E/115/20**

7.2. To receive and discuss a verbal update from the Deputy Town Clerk on progress with updating the Community Flood Plan

7.3. To receive minutes of the Upper Great Ouse Natural Flood Management Steering Group meeting held on the 7<sup>th</sup> December 2020 **Appendix B**

**8. Climate Emergency Action Plan – update**

**Appendix C**

**9. Memorial Tree**

To receive and discuss correspondence received from Robert Cumming regarding a proposed tree planting on Church Green **Appendix D**

**10. Buckingham Community Wildlife Project**

To receive and discuss a verbal update from the Chair and Estates Manager

**11. Local Nature Recovery Strategy**

To receive and discuss a verbal report from the Chair and Estates Manager. Details are available at <https://bucks.mknep.co.uk/nature-strategy/overview/>

**12. Holocaust Memorial Stone**

To receive and discuss a written report from the Town Clerk **E/116/20**

**13. Green Spaces Team work programme**

To receive and discuss a verbal update from the Estates Manager regarding the impact of the recent floods and waterlogged ground on the winter programme

**14. Budgets**

14.1. To receive the latest figures **Appendix E**

14.2. To receive the revised budget forecast (covid-19 impact) **E/117/20**

**15. Public Health Meeting to discuss healthcare provision in Buckingham**

To receive and discuss a verbal update from the Town Clerk

**16. Buckinghamshire Council's Health and Social Care Committee (HASC)**

To receive and discuss a verbal update from Councillor Harvey following the meeting of the HASC on the 7th January 2021.

[Link to the webcast: https://buckinghamshire.public-i.tv/core/portal/webcast\\_interactive/536416/start\\_time/0](https://buckinghamshire.public-i.tv/core/portal/webcast_interactive/536416/start_time/0)

**17. Access Awareness**

**18. Council Chamber Works**

To receive and discuss a verbal update from the Town Clerk

**19. Fees & Charges**

To receive and discuss a written report from the Deputy Town Clerk

**E/118/20**

**20. Social Media initiatives and Small Projects**

To receive and discuss a written report from the Communications Clerk

**E/119/20**

**21. News Releases**

**22. Chair's Announcements**

**23. Date of Next Meeting:** Monday 29<sup>th</sup> March 2021

**COMMITTEE IN PRIVATE SESSION**

**Exclusion of Public and Press**

**RECOMMENDED** In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

**24. New Cemetery**

To receive and discuss a written report from the Estates Manager

**E/120/20**

**25. Tingewick Road Green Spaces**

To receive and discuss a verbal update from the Town Clerk

**Committee Members**

Cllr. R. Ahmed  
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

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
Environment	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 Environment Committee once he has met with all parties	<b>Mar-21</b>
Environment	451/18; 739/18; 280/19; 426/19; 895/19; 127/20; 889/20	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. (889/20) It was AGREED there was merit in investigating any developments in the plans for the new Healthcare Centre at Lace Hill.	Town Clerk	See Interim 912/20 Online meeting to be arranged	Mar-21
Environment	884/18	Compliments and Complaints Log	Members <b>AGREED</b> the report be brought back to Environment Committee in six months time in the same format.	Committee Clerk	To be reviewed again in April 2021	Apr-21
Environment	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 <b>AGREED</b> to fund a new litter bin and that the Town Clerk respond accordingly. Members further <b>AGREED</b> 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 Buckinghamshire Council/TfB. Estates Manager is waiting for a reply.	Mar-21
Environment	303/19	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.	Apr-21
Environment	425/19; 314/20	Bridges Bourton Park	Members received a quote for repair work to four of the bridges in Bourton Park. Cllr. Gateley asked if the tropical hardwood was being obtained from a sustainable source. The Estates Manager explained the material had to be similar or same as the existing bridges but AGREED to investigate further and report back.	Estates Manager	The Estates Manager has confirmed that the wood being used is FSC certified as being from a sustainable source. Contractor appointed and waiting for suitable weather to set a date to begin.	<b>Completed</b>
Environment	126/19; 320/20	Cattle Pens Finger Post	Greenspaces Team to install the remaining finger post in the Cattle Pens	Estates Manager	The installation has been ordered; awaiting a date from the contractor.	<b>Feb-21</b>
Environment	900/19	Wireless Charging	Town Clerk agreed to report back to a future meeting of Environment Committee.	Town Clerk	Still awaiting update	Feb-21
Environment	314/20	New Cemetery		Town Clerk		<b>December</b>

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
Environment	319/20	Lace Hill Doors	<b>AGREED</b> for a report regarding an additional external fire exit door is brought back to the next committee meeting.	Estates Manager	Estates Manager awaiting designs.	<b>Mar-21</b>
Environment	322/20	Burial Plots	Estates Manager to investigate options for a new Garden of Rest further and to obtain costs	Estates Manager	Proposals are being developed	<b>December</b>
Environment	328/20	Water Bottle Refill Station	Investigate funding options for an additional water bottle refill station in Buckingham	Estates Administrator	To be considered within the regeneration of the Skate Park	Jun-21
Environment	759/20	Skate Park/Bmx Track	Members <b>AGREED</b> for the Town Clerk to investigate the size of official BMX tracks as recommended by British Cycling.	Town Clerk	Sizes for pump tracks have been identified	Completed
Environment	771/20	Tingewick Road Greenspaces	Members agreed for a standing item to be added to the Action Report and to every Environment Committee agenda	Town Clerk	On the agenda for each meeting	Completed
Environment	895/20	HASC	Cllr. Gateley or Harvey to represent Environment Committee at the next meeting of the HASC on the 7 <sup>th</sup> January 2021.		Cllrs to report back in Feb	Feb-21
Environment	897/20	Clarence Park Ramp	To receive a report on the action taken by Taylor Wimpy to resolve the footpath's access issue	Town Clerk	Awaiting a full reply	Ongoing
Environment	892/20	Hydro Electric Turbines	<i>this Council investigates the potential of a feasibility study at appropriate sites in the Town and reports back to this committee.</i>	Town Clerk		Jun-21
Environment	891/20	Emergency Flood Plan	To be reviewed at the February meeting, amendments to include BORG and additional refuge centres.	Town Clerk	Agenda	Feb-21
	898/20	Climate Emergency	Cllrs. Newell, Gateley, Ralph and Ahmed to act as the Town Council's Climate Emergency Champions to help raise the profile of the planned online event and the Council's Climate Emergency Action Plan.	Committee Clerk	Agenda for a brief update; full update for March 21	Feb-21
Environment	893/20	Land Grabs	Office to issue a press release, social media campaign and newsletter article on the issues surrounding flying tipping green waste, extending land boundaries and adding gates into garden fences that adjoin public land.	Communications Clerk		
Environment	894/20	Footpaths and Rights of Way	In light of the fact the government is insisting that all footpath and rights-of-way are registered and recorded before 2026, I propose that the Town Council issue a press release highlighting the deadline, and ask interested parties to review the definitive public rights of way map held by Buckinghamshire Council to identify any rights of way, within the parish and of Buckingham and Stowe Landscape Gardens, that are not currently recorded. It seems logical to seek the partnership of the Buckingham Society and any other community groups who wish to take part.	Town Clerk/Communications Clerk		

**BUCKINGHAM TOWN COUNCIL  
ENVIRONMENT COMMITTEE  
MONDAY 15<sup>TH</sup> FEBURARY 2021**

**Contact Officer: Lee Phillips, Estates Manager**

**Review of the Town Council's flooding provisions**

**1. Recommendations**

- 1.1. It is recommended that:
- 1.2. Members note the report
- 1.3. The Town Council investigates the feasibility and costs for obtaining removable flood defence barriers for the Cornwalls Meadows toilets and Shopmobility unit
- 1.4. The items listed are ordered from the Environment Agency to add to the Council's flood kit
- 1.5. The Council agrees that an emergency response will be made where staff are available, but cannot be guaranteed.
- 1.6. The flood information described is published on the Council's website

**2. Background**

- 2.1 Following the floods just before Christmas a review of the Town Council's flooding preparations has been carried out and is detailed below.

**3. Flood Kit**

- 3.1 The Council has previously been provided with a flood kit by the Environment Agency. This consisted of:

9	Woven PP Sandbag c/w tiecord 76 x 33cm
1	Pair Of Manhole Lifting Keys 7inch
4	Road Marking Crayon Yellow
2	Eurobin Container 400x300x320mm 2510048
2	Eurobin Container 400x600x320mm 2510055
40m	Medium Duty Green PVC S&D Hose 32x39mm
55	2 HydroSnake 145x25cm
10	600mmtri. Temporary Sign&Frame FLOOD13141
3	Barrier/Zebra Tape 70mm 500m Red/White
1	Jubilee Worm Drive Clip M/S 1 25-35mm
8	6PK HypaGuard Foil Blankt 210x130cm Disp
40	Hi-Vis jackets

3.2 The hydroSnakes did not prove effective; they floated away, rather than filling with water and acting as sandbags as advertised. Most of the sandbags have been recovered

3.3 The Environment Agency have offered another £500 worth of equipment following the recent floods. It is proposed to order:

- Pumps – 2x
- Lay flat hose and fittings
- Head torches
- Additional Storage boxes

3.4 The Green Spaces Team have identified that being able to provide pumps would have been the most helpful additional support.

3.5 A stock take will be carried out either annually or following an incident and items replaced when required.

#### **4. Training**

4.1 To ensure the town council operatives are trained in safe working around flood water the following training will be sought for the Green Spaces Team:

4.2 Safe Working Near Water (DEFRA Level 1 Flood Awareness)

The course includes:

- Identify and apply suitable dynamic risk assessment.
- Detail a range of hazards associated with working near water.
- Detail suitable control measures.
- Select the suitable water safety PPE.
- Describe and understand various rescue options.
- Demonstrate the effective use of rescue throw lines.

#### **5. Sand Bags**

5.1. The Shopmobility Unit and Cornwall's Meadow toilets were flooded. The Shopmobility scooter's chargers were submerged. The scooters have now been serviced, along with the chargers. The furniture was not damaged. Plans have not been made in the past to protect these buildings in the case of flooding.

5.2. A shelf has now been installed to ensure the chargers are above the level of flood water in the future. When flood alerts are issued in the future, the scooters will be removed to a higher location, possibly the Council chamber. The buildings will be protected with sandbags for now. It is proposed that the Town Council investigate the feasibility and costs for removable flood defence barriers across the four doors which can be quickly and easily deployed when required.

- 5.3. The Chandos Park toilets will also be protected with sandbags in the future. This would not have stopped the recent flood, but would stop lower flood waters from entering the toilets.
- 5.4. Enough sand bags for the Cornwall's Meadow Toilets, Shopmobility unit and Chandos Park Toilets will be kept in stock for use when required. Sand bags for properties in the town will be kept by TfB at the Gawcott Depot and Buckinghamshire Council will work with TfB, Buckingham Town Council and BORG to ensure they are deployed quickly and to the locations in most need.
- 5.5. At present the flood plan relies on Town Council staff assessing the flood threat, deciding on the appropriate response, and deploying Council staff in the case of flood. The Council does not have any arrangements in place to guarantee a 24/7 emergency response service. It is recommended that the Council either puts arrangements in place to provide a 24-hour emergency response, or agrees that out of hours emergency response will be made where staff are available, but cannot be guaranteed. While staff will always turn out when they are able, with the current number of Council staff, there may be times when some staff are away on leave, and the remainder are not available if they are caring for family members, have been drinking, or are out of range and cannot be contacted.
- 5.6. It would cost around £20 per day to pay a member staff to be available out of hours on a rota. This would be an annual cost of £7,300. This would only guarantee one member of staff; for an effective response the Council would need three staff – one to coordinate and two to work together to provide the response. It is proposed to continue with the current arrangement, but to be clear that the Council will respond as best it can, but cannot guarantee a 24/7 response.
- 5.7. Buckinghamshire Council is a category 1 responder under the Civil Contingencies Act 2004. As such, they are, alongside the emergency services, some health bodies and the Environment Agency, subject to the full set of civil protection duties in the Act.
- 5.8. They are required to:
- assess the risk of emergencies occurring and use this to inform contingency planning
  - put in place emergency plans
  - put in place business continuity management arrangements
  - put in place arrangements to make information available to the public about civil protection and maintain arrangements to warn, inform and advise the public in the event of an emergency
  - share information with other local responders to enhance co-ordination
  - co-operate with other local responders to enhance co-ordination and efficiency



5.9. Buckinghamshire Council is currently reviewing its flood plan.

Buckinghamshire Council provide an out of hours emergency response service, which will include deploying the Buckingham flood plan and liaising with the Town Council along with other agencies and groups. An initial meeting has been held between Buckinghamshire Council and the Town Council to discuss how to ensure a coordinated response to future flood plans. A separate verbal report of the meeting will be provided under a separate agenda item.

## **6. Website**

6.1. Flooding advice will be added to the town council website, a draft version of the content is listed below:

### ***Do you live near the river Great Ouse?***

*The river Great Ouse sometimes floods in Buckingham. The three biggest parks in the town, Chandos, Heartlands and Bourton all sit alongside the river and in bad weather these parks can begin to flood, with river water covering the green areas and footpaths.*

*Around once every ten years Buckingham might have a serious flooding event, this is when flooding impacts not just on parks and low lying roads, but on people's homes.*

*It is really important that residents know if their home or business is at risk of flooding and prepare in advance.*

### ***How do I find out if my home is at risk of flooding?***

*You can:*

- Use your postcode to check the river and surface water flooding risk for your property.*
- Pay the land registry for a flood report about your specific property (there's a small charge for this)*

*Even if you've already done the above we really recommend asking your neighbours! There have been significant or severe floods in Buckingham in 1998, 2007 and 2020. You're likely to have a neighbour who remembers if your street was impacted or not.*

### ***Can I get insurance?***

*Although you may have heard that getting insurance for a home at flood risk can be tricky you should be able to get insurance.*

*The government has advice for getting insurance in a high risk area, if you are still feeling unsure the Association of British Insurers has up to date accurate information that might help you further.*

*If you are already insured and are worried about your flood risk, call your insurers and ask about their flood risk policy. Make sure the information they have about your property, including how much your contents is worth, is accurate. This will help if you ever have to make a claim.*

### ***My home or business is at risk. What can I do to prepare for flooding?***

*Did you know that you have a responsibility to prepare for flooding, including protecting yourself and your home?*

*Sign up for flood warnings*

*You can sign up for flood alerts through the government website.*

### ***Flood defences***

*There are several different types of flood defence you could invest in, from flood doors and barriers that stop water from coming in through your door to air brick protection. You could also consider investing in a portable pump.*

*If you aren't sure where to start, National Flood Forum's Property Protection Advisor can give you an idea of the kind of defences you could buy and how much they might cost.*

*Although some of these options might seem expensive they can be really effective, and much more useful than sandbags. Particularly after a recent flood you might find there is funding available to pay for these defences.*

### ***Sandbags***

*As an emergency backup, consider having sandbags available. Useful things to have are:*

- *Empty sandbags*
- *A large container full of builder's sand*
- *Heavy duty plastic sheeting*
- *Gaffer tape.*

*You must store the sand and bags somewhere under cover, dry, and out of sunlight.*

*If you do want to use sandbags, make sure you know how to use them. Only fill each bag 2/3rds full, and lay them on top of the plastic sheeting in a brickwork pattern, at least two bags high in front of your door.*

### ***Where are your important documents?***

*Think about the most important information you might need in a flood, or most want to protect from flood damage, including your insurance documents, medicines and personal ID. Make sure you know where they are, and if possible,*

*put them somewhere in your house that would keep safe and dry from any flood, but is still possible to access in a hurry.*

*Once a year, check that all of your flood defences are in good working order and that any plans you have made*

***What should I do if there is a flood approaching my home?***

*Put your flood defences in place.*

*If you don't have any defences, go to your local builder's yards to get sandbags. If you can't get to the builder's yard, call Transport for Bucks emergency number. Be aware, they might not be able to come straight away.*

*Make sure you know where your important documents are. If you have time, pack an overnight bag in case you need to leave your home.*

*If the flood waters enter your home, call your insurers soon as possible to let them know and start your claim.*

*If you are scared that the flood waters might be causing danger to life, for example – you can't leave your home and the waters are still rising, call 999.*

## NFM Project, Upper Great Ouse - Steering Group

### Minutes from the meeting held on 7<sup>th</sup> December 2020

Attendees: Nigel Davenport, Tim Longstaff, Annabel Page, Andrew Waugh, Eliza Alqassar, Jo Makin, Jon Balaam, Karen Patterson, Paul Hodson.

Item	Summary of Discussion	Actions
1	<b>Welcome and Introductions</b>	
	<ul style="list-style-type: none"> <li>• Covid-19 has continued to have an impact on our ability to work on the project. However, this has mainly changed the nature of our work rather than holding it up.</li> <li>• Minutes from the previous meeting were confirmed.</li> <li>• Outstanding actions were reviewed. CLAD data is still outstanding with Buckinghamshire Council.</li> <li>• BC requires more information before they can issue CLAD to RTCT – AW.</li> <li>• The Terms of Reference were confirmed by all members.</li> <li>• Requested that all member submit their hours volunteered to the project in advance of each Steering Group meeting in order to help RTCT report on these figures.</li> </ul>	<ul style="list-style-type: none"> <li>• AW to send the next round of requested information needed from RTCT in order to provide CLAD</li> <li>• All members to provide the number of hours volunteered to project to date, asap.</li> </ul>
2	<b>Project Overview</b>	
	<ul style="list-style-type: none"> <li>• Recapped the two-strand approach to the project: modelling and engagement.</li> <li>• Modelling has taken the majority of the time since the last meeting, so engagement has taken a back seat.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
3.a	<b>Project Progress – Modelling</b>	
	<ul style="list-style-type: none"> <li>• Recapped the two parts to the modelling process: a broad scale catchment model, and finer detail scenario testing models.</li> <li>• RTCT received comments from the EA on the scope.</li> <li>• A tender process was completed. An invitation to tender was issued to three companies. The evaluation took quite some time because each company took a unique approach to the brief issued. These approaches were discussed and confirmed with AW at BC.</li> <li>• JBA Consulting has now signed a contract and agreed to the final specification with RTCT to deliver the modelling.</li> <li>• Part 1 of the modelling is expected to be completed in mid-February.</li> <li>• Writing the specification, contract and obtaining data for the modelling, have all taken significantly longer than we anticipated.</li> <li>• The last items still outstanding are land use and soils datasets.</li> <li>• AW assured that BC would be able to provide the land cover data as BC is in the process of purchasing the data already. JM offered help with contacts to obtain data if AW requires additional help with this.</li> <li>• RTCT will continue with purchasing the required soils datasets if BC can provide the land cover data.</li> </ul>	<ul style="list-style-type: none"> <li>• AP to confirm with JBA when they require the Land cover data by.</li> </ul>

3.b	<ul style="list-style-type: none"> <li>• Project Progress – Engagement</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• Reviewed the engagement strategy presented in the previous meeting: looking at the data available, where we want to work, who we could target, how we are going to reach those people/groups.</li> <li>• Recapped the materials produced to date: identifying the different routes to engagement, creation of contact database, introductory letters for landowners and councillors, NFM Information packs, articles submitted to local newsletters/circulation lists.</li> <li>• Upon recommendation from BC, the open letter to councillors was passed to BC immediately after the previous meeting and a second time in October. No progress on this has been reported to RTCT prior to this meeting.</li> <li>• AW asked for another updated Cllr letter. AW has 5 councillors in mind to send this on to – one Cllr being Warren White.</li> <li>• These letters would also be suitable for helping introduce the project to both county Cllrs and town Cllrs – PH.</li> <li>• A reminder that when people are providing the letter to the Cllrs, that it could be beneficial to provide the Cllrs with a bit more background to the history and reason why RTCT is working on the Upper Ouse – ND.</li> <li>• Discussed that it would be best to get those letters to Cllrs before Christmas so that there is enough time to follow up asap in the NY.</li> <li>• We have mostly exhausted the contacts that people had provided us with previously – Subject to CLAD which was discussed at the beginning.</li> <li>• We do not have as many contacts as we would like at this point. This is due to the delays to the modelling and the significant amount of time required to get it commissioned. We are managing this by engagement taking priority over all tasks now that the modelling is commissioned.</li> <li>• Caution raised for developing contacts for preferred contractors ready in advance of delivery to prevent further hold-ups – AW.</li> <li>• This is being considered - some of the contacts that have been in touch have been contractors or interested in the delivery– AP.</li> <li>• Delivery on one farm and publicising the delivery will help to engage and convince other farmers in the area to participate – KP.</li> </ul>	<ul style="list-style-type: none"> <li>• AP to send updated letters to BC and BTC.</li> <li>• BC and BTC to circulate letters to councillors they know before Christmas – AW, JM, PH.</li> <li>• KP to send contact details for Tom Edmondson who may be able to help with contacts.</li> <li>• AW and AP to try contact E-scapes again to see if they have contacts who could help.</li> </ul>
4	<ul style="list-style-type: none"> <li>• What's next</li> </ul>	
	<ul style="list-style-type: none"> <li>• Engagement is taking priority from now on. Engagement is being broken down into three approaches: searches online, asking others about certain farms, and as a last resort, purchasing data via Land Registry.</li> <li>• Part 1 of Modelling is scheduled to be delivered in mid-Feb, Part 2 is scheduled to be delivered in mid-March.</li> <li>• Identified a risk: a delay to the delivery timescales – AW.</li> </ul>	<ul style="list-style-type: none"> <li>• BC to investigate potential funding applications that would benefit the NFM project – AW.</li> </ul>

	<ul style="list-style-type: none"> <li>• We don't underestimate the time needed to develop contacts and working relationships with landowners and other parties. At this point, we are aware of the risk but now is the opportunity to make headway. The next meeting would be a more suitable point to review the progress and any associated risks or changes in plans if necessary – TL.</li> <li>• Councils can apply for the Resilience Innovation Fund. This could help extend the NFM project – KP.</li> <li>• Other options for funding such as GIA or RFCC Levee could be more appropriate. BC has limited resources and cannot apply for the Resilience Innovation Fund at present – AW.</li> <li>• KP currently working on RFCC paper. The Levee funding may be more appropriate over GIA for this NFM project as the modelling required for Levee funding requires a lower detail/ accuracy – KP.</li> <li>• BC recognises this as a valuable opportunity for expansion – AW.</li> <li>• AP could present to the RFCC sub-committee to summarise NFM and the project, as NFM is a new subject for them – KP.</li> <li>• Re-acknowledged that further funding could help to extend both the deliverables and the delivery timeline, especially as the budget for delivery is currently quite small and the timeline of only 2 years is also small. We would be able to support more work providing we have the funding available to employ more resources– ND.</li> </ul>	
5	<ul style="list-style-type: none"> <li>• Budgets</li> </ul>	
	<ul style="list-style-type: none"> <li>• Finances are on track and more information is available to members upon request.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
6	<ul style="list-style-type: none"> <li>• AOB</li> </ul>	
	<ul style="list-style-type: none"> <li>• Milton Keynes Council is looking into Citizen Science work in Milton Keynes. There could be an opportunity for other volunteer/ engagement style projects in the future – KP.</li> <li>• The Upper Bedford Ouse Catchment Partnership (UBOCP) is reviewing potential sites for river restoration. This desk study has identified 8/9 priority waterbodies out of the total of 30 in the catchment. Many of these waterbodies are in the NFM project's catchment. The EA has reviewed this list and reduced it to 3/4. The next stage is to investigate those waterbodies to identify river reaches that would be suitable for volunteers, with training, to survey. The survey would be a Citizen River Habitat Survey and is being created in the NY with the River Restoration Centre (RRC). The survey will be a balance between the River Habitat Survey (RHS) and the River Wardens current survey – JB.</li> <li>• Not clear if the Upper Ouse is part of Water Resources East (WRE). They are trying to diversify their remit. There may be the opportunity to work with WRE to develop this project or future projects – JB.</li> </ul>	<ul style="list-style-type: none"> <li>• JB to send a list of priority waterbodies for the UBOCP to AP.</li> <li>• AP to circulate the list to all SG members.</li> <li>• JB to send information about WRE to AP.</li> </ul>

Next meeting: w/c 11<sup>th</sup> March 2021

Action Points agreed during the Steering Group Meeting on 7<sup>th</sup> December 2020

Action Point	SG Member Responsible	Deadline	Status
--------------	-----------------------	----------	--------

**Actions carried forward:**

<ul style="list-style-type: none"> <li>Sharing of a brief about ELMS (by Chris Uttley) [KP to send to KF, KF to check and forward on AP]</li> </ul>	Karen Fisher & Karen Paterson	14/01/2021	
---	-------------------------------	------------	--

**New Actions:**

<ul style="list-style-type: none"> <li>AP to confirm with JBA when they require the Land cover data by.</li> </ul>	Annabel Page	11/12/2020	✓ Completed 8/12/2020
<ul style="list-style-type: none"> <li>AP to send updated letters to BC and BTC.</li> </ul>	Annabel Page	11/12/2020	✓ Completed 9/12/2020
<ul style="list-style-type: none"> <li>KP to send contact details for Tom Edmondson who may be able to help with contacts.</li> </ul>	Karen Paterson	11/12/2020	✓ Completed 7/12/2020
<ul style="list-style-type: none"> <li>BTC to circulate letters to councillors they know (before Christmas)</li> </ul>	Paul Hudson	22/12/2020	
<ul style="list-style-type: none"> <li>BC to circulate letters to councillors they know (before Christmas)</li> </ul>	Andrew Waugh	22/12/2020	✓ Completed 23/12/2020
<ul style="list-style-type: none"> <li>AW to send the next round of requested information needed from RTCT in order to provide CLAD.</li> </ul>	Andrew Waugh	08/01/2021	
<ul style="list-style-type: none"> <li>AW and AP to try contact E-Scapes again to see if they have contacts who could help.</li> </ul>	Andrew Waugh and Annabel Page	10/01/2021	
<ul style="list-style-type: none"> <li><b>All members to email the number of hours volunteered to project to date to AP.</b></li> </ul>	<b>All Members</b>	<b>20/01/2021</b>	
<ul style="list-style-type: none"> <li>BC to investigate potential funding applications that would benefit the NFM project and update AP about this.</li> </ul>	Andrew Waugh	21/01/2021	
<ul style="list-style-type: none"> <li>KP to consider/ include NFM/ RTCT funding within current RFCC paper/ the Levee funding to help extent the NFM project and update AP about this.</li> </ul>	Karen Paterson	21/01/2021	
<ul style="list-style-type: none"> <li>Find out if AP could/ should present to the RFCC sub-committee to summarise NFM and the project.</li> </ul>	Karen Paterson	21/01/2021	
<ul style="list-style-type: none"> <li>JB to send a list of the Priority Waterbodies identified by the UBOCP to AP.</li> </ul>	Jon Balaam	21/01/2021	✓ Completed 14/12/2020

<ul style="list-style-type: none"> <li>• AP to circulate the UBOCP list of priority waterbodies to all SG members.</li> </ul>	Annabel Page	21/01/2021	✓ Completed 07/01/2021
<ul style="list-style-type: none"> <li>• JB to send information about WRE to AP.</li> </ul>	Jon Balaam	21/01/2021	✓ Completed 7/12/2020



**Buckingham Town Council Climate Emergency Action Plan**

<b>Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.</b>			
<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Update</b>
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 for initial consultation meeting with Champions).
<b>Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat</b>			
<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Updates</b>
Change BTC energy provider to renewable/green tariffs	Moved to green tariffs by 2020/21	Environment Committee	Tariffs to be reviewed and, if possible, swapped by April 2021
Offset carbon emissions by planting more trees (whenever possible)	One tree planting project per year	Environment Committee	2020 Tree planting sessions: 12 <sup>th</sup> March and 7 <sup>th</sup>

**Appendix C**

			November. Tree Planting sessions for 2021 have been postponed due to Covid-19 restrictions.
<b>Economy, Housing &amp; 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</b>			
<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Update</b>
Fit water saving devices in all town council owned toilets	One per toilet	Environment Committee	Report to be produced for March 2021 Environment committee
Promote the installation of the water bottle refill station in Chandos Park and the national refill initiative	Number of interactions through Social Media	Environment Committee and Resources Committee	<b>COMPLETE</b> Water bottle refill station installed and positively received.
<b>Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.</b>			
<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Updates</b>
Replace BTC owned vehicles and green spaces equipment with suitable electric models when existing petrol, and diesel vehicles come to the end of their usable life,	Replace each vehicle at the appropriate point in its lifecycle.	Environment Committee	Electric vans (total - two Renault Kangoo) leased in Winter 2019 and

**Appendix C**

resulting in full replacement with electric vehicles by 2030.			Summer 2020. Aim for full replacement of all vehicles with electric alternatives by 2030.
Refurbish and promote the town's benches to assist walkers to take short rests. Advertise with signs 'pedestrian friendly town'	Replace each bench at the appropriate point in its lifecycle.	Environment Committee	Walking trails regularly promoted via Buxplore along with healthy outdoor activities. Greenspaces team are working on the refurbishment/repair of park benches.
<b>Food &amp; Land - to promote sustainable land management, including tree planting to help absorb carbon &amp; water.</b>			
<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Updates</b>
Finalise Flood Plans with local partners	Number of contacts established	Environment & Resources Committee	Update for February's Environment Committee
Advise residents on steps to increase resilience	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	
Promote the community flood warden scheme	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	
Protect and enhance native species and habitats. Promoting and supporting opportunities for environmental	One environmental campaign per year	Environment Committee	Installation of wildflower boards in Bourton Park to

**Appendix C**

enhancement and regeneration			promote the planting of native wildflower species. Thousands of native Woodland bulbs were planted around Bourton Park in September 2020.
Review of grass verges and hedges to identify areas to be trimmed less and later in the year to support more wildflowers and insects	To be considered within Greenspaces Strategy and Management Plan for Parks	Environment Committee	Annual Review
Each year allocate a section of land to be planted with wildflowers.	One per year	Environment Committee	To be reviewed annually. A new section of wildflowers was planted in 2020 in Bourton Park, on the car park side of the river. Planting along the bypass is to be discussed at future Environment Meeting.
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
Work with the Tree Wardens, in promotion of the Tree Charter.	5 new Tree Wardens registered	Environment Committee	Meeting of the Tree Wardens took place on the 26 <sup>th</sup> November 2020 and

Environment Actions from the Buckingham Town Council Emergency Action Plan. February 2021

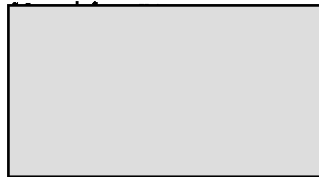
**Appendix C**

			Wardens were tasked with completing Tree Planting Surveys for their local area. Plans are in place to arrange more events once business returns to normal.
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 March Environment Committee

Robert Cumming  
MA (Cantab) FRSA

February 1, 2021

Leslie Greene Bowman  
President  
Thomas Jefferson Foundation



Dear Leslie Green Bowman

I am a writer and historian and a Professor at Boston University, Massachusetts, attached to their London Campus. I have long been a great admirer of Thomas Jefferson, and although my wife and I have never yet had the opportunity to visit Monticello, we take a great interest in in the activities of your Foundation, and the events taking place at Monticello.

My interest is partly fuelled by the awareness that, during their tour of England in April 1786 Jefferson and Adams spent a night in Buckingham at the Cobham Arms Inn. From there they visited the nearby gardens at Stowe and must have walked round the town to visit the bookseller, Seeley, from whom they bought guidebooks. A framed illustrated description of their tour hangs next to the Visitor's Book in our Parish Church, and I enclose a copy.

Buckingham remains a small market town and we ourselves live just a mile from the town centre, in a house which would have existed in Jefferson's day, surrounded by a landscape not much changed in appearance since 1786. We are conscious that close to Monticello there is a Buckingham County.

My wife, who is a talented landscape garden designer, has created a magnificent garden, and Jefferson often comes to mind as we look out on a recently planted liriodendron reminiscent of those that were at the Old Mill House



planted close to the house at Monticello.

A few years ago my wife and I followed in Jefferson's footsteps to Chateau Carbonnieux in Bordeaux, where he planted a pecan seed which has grown into a magnificent tree. Beside it is a plaque to commemorate the event. We were much impressed by the tree and the Memorial.

I have frequently written about Jefferson's and Adams influential tour of the houses and gardens of middle England and lectured on the topic. Recently I gave such a talk to the Annual General Meeting of the Buckingham Society which also referred to Jefferson's visits to France and Italy.

At the end of the talk I proposed that we, here in Buckingham, plant a tree in the churchyard of our Parish Church, to commemorate Jefferson's visit to the town, and that Monticello, plant a tree in reciprocation.

The idea has been most enthusiastically embraced by the members of the Buckingham Society, and I am being urged by the Chairman to write to you personally to see if the idea might find favour at Monticello. Until recently I was in personal correspondence with Jack Robertson before his retirement as Fiske and Marie Kimble Librarian at Monticello and I wrote to him about the proposal shortly before his retirement. He did not have time to respond, hence my letter to you.

We suggest that the tree that we plant here should be a suitable indigenous American species that will do well in our climate and soil type; and that the tree that you plant should be a suitable English species that will do well in the climate and soil type of Monticello. We can see that it is impractical to send physical specimens backwards and forwards across the Atlantic, so that, if, after discussion, we can come to an agreement on the proposal, my wife and I would source a suitable specimen tree here and would ask Monticello to do the same in return.

All of us appreciate it is easy to have these ideas; less easy to make them happen in practice. Planting a tree in the churchyard will require authority from the Town Council, but they are supportive. So I can safely say it is all systems go at our end. There exist two commemorative copper beeches in Buckingham Parish Churchyard that were planted for the Coronation of Edward VII in 1901, Our own garden features a noble copper beech tree which we think was

probably planted at the same time.

Although we must discuss together any trees that might be suitable, the final choice should be a personal one on each side. Ideally, the culmination would be a tree planting ceremony in each venue, with the unveiling of a suitable commemorative plaque, attended by representatives from each side.

Because we are so keen to make it happen, my wife and I will offer to fund the purchase of suitable trees in whole or in part. We ourselves would, of course, very much like to attend the tree planting ceremony at Monticello and would make the journey at our own expense. Perhaps it might be an opportunity for my talk about Jefferson's and Adams's tour of the English Counties and visit to Buckingham in April 1786.

I also include a few photographs to whet your appetite, and to give you an idea of where the tree might go in our Parish Churchyard.

Cc           The Mayor of Buckingham  
              The Chairman of the Buckingham Society  
              The Rector of St Peter and St Paul Parish Church,  
              Buckingham  
              Town Clerk, Buckingham Town Council



**BUCKINGHAM TOWN COUNCIL  
ENVIRONMENT COMMITTEE  
MONDAY 15<sup>th</sup> FEBRUARY 2021**

**Contact Officer: Paul Hodson, Town Clerk**

**Holocaust Memorial Day**

**1. Recommendation**

1.1. It is recommended that the Committee:

- a) Agree to obtain a memorial stone and install this in a suitable location in Bourton Park

**2. Background**

*Extract from the minutes of the last meeting of the Town Centre and Events Committee (1037/20)*

Members received and discussed a report from the Town Clerk. It was noted that The Holocaust Memorial Day Trust promote and supports Holocaust Memorial Day on 27 January to remember the six million Jews murdered during the Holocaust, alongside the millions of other people killed under Nazi Persecution and in more recent genocides including those in Cambodia, Rwanda, Bosnia and Darfur.

Cllr. Stuchbury explained that Councillor Ruth Newell had attended the event in Milton Keynes and has asked for the Council to consider providing something similar in Buckingham.

Members discussed the proposal to install a memorial stone in Bourton Park. The stone would provide somewhere for anyone to reflect during the year, as well as a focal point for the annual celebration. The cost for this is not yet known. However, it is estimated to be no more than £1,000. The current forecast underspend for TCE in 2020/21 is £22,331. This is an increase of £2,482 from the forecast given in December 2020 of £19,849. It is therefore proposed to recommend that the Council creates a new ear-marked reserve of £1,000 using the additional underspend. Members unanimously **AGREED** the following report recommendations:

2. The Town Council hold an event to mark Holocaust Memorial Day on 27<sup>th</sup> January each year.
3. A sub-committee is established to devise the programme for the first event
- 4. The Environment Committee are asked to consider obtaining a memorial stone and installing this in a suitable location in Bourton Park**
5. The Town Council creates an ear-marked reserve of £1,000 to allow for the production of an engraved stone using the additional underspend now forecast for

the TCE budget. For an appropriate future to place into the ear marked reserve to be reported to the next meeting of Full Council.

<b><u>INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES</u></b>				
<b>PAGE No</b>	<b>CODE</b>	<b>COST CENTRE</b>	<b>AMOUNT</b>	<b>EXPLANATION</b>
1	4068	201	-£1,669.00	Community Service have not been able to operate since the first lockdown
1	4124	204	-£7,798.00	the Social Enterprise team has not been able to work during much of the lockdown
2	4033	205	-£89.00	general overspend
2	4035	205	860	general overspend, budget increased for 2021/22
2	4709	249	-£1,031.00	repairs/cleaning required after flooding - potentially split with shop mob
3	4161	250	-£2,432.00	Overspend in budget due to unexpected numerous fire and intruder alarm call out costs. This has resulted in the requirement to have supplied and fitted a new Loop Control Panel costing £1519.10 and new inspection door costing £1116.00 which were not budgeted for.
5	9033	901	-£2,685.00	Income has not yet been received for 2018-2019 or 2019-2020. Once income is received it will show on the I & E as a separate income line. The total of the income line less the expenditure line will leave you with the balance available to spend.

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>ENVIRONMENT</b>						
<b>201 ENVIRONMENT</b>						
3995 NI ENVIRONMENT	13,632	16,106	2,474		2,474	84.6%
3996 PENSION ERS ENVIRONMENT	43,561	46,384	2,823		2,823	93.9%
4004 WAGES & SALARIES ENVIRONMENT	169,809	199,640	29,831		29,831	85.1%
4068 COMMUNITY SERVICE	0	1,669	1,669		1,669	0.0%
4112 ENVIRONMENT EQUIPMENT	2,788	6,000	3,212	1,320	1,892	68.5%
ENVIRONMENT :- Indirect Expenditure	<u>229,790</u>	<u>269,799</u>	<u>40,009</u>	<u>1,320</u>	<u>38,689</u>	<u>85.7%</u>
Net Expenditure	<u>(229,790)</u>	<u>(269,799)</u>	<u>(40,009)</u>			
<b>202 ROUNDABOUTS</b>						
1051 ROUNDABOUT NO 1 ABBOT FIRE	2,234	2,180	(54)			102.5%
1052 ROUNDABOUT NO 2 ELLA	1,192	1,660	468			71.8%
1053 ROUNDABOUT NO 3 SEASONS INNS	1,955	1,908	(47)			102.5%
1054 ROUNDABOUT NO 4 R & B	2,492	2,372	(120)			105.1%
1056 ROUNDABOUT NO 6 THE VET CENTRE	2,655	2,603	(52)			102.0%
1057 ROUNDABOUT NO 7 RING ROAD	1,353	1,328	(25)			101.9%
ROUNDABOUTS :- Income	<u>11,881</u>	<u>12,051</u>	<u>170</u>			<u>98.6%</u>
4108 ROUNDABOUT	90	1,300	1,211		1,211	6.9%
ROUNDABOUTS :- Indirect Expenditure	<u>90</u>	<u>1,300</u>	<u>1,211</u>	<u>0</u>	<u>1,211</u>	<u>6.9%</u>
Net Income over Expenditure	<u>11,792</u>	<u>10,751</u>	<u>(1,041)</u>			
<b>203 MAINTENANCE</b>						
4082 ALLOTMENTS	2,000	2,000	0		0	100.0%
MAINTENANCE :- Indirect Expenditure	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>
Net Expenditure	<u>(2,000)</u>	<u>(2,000)</u>	<u>0</u>			
<b>204 DEVOLVED SERVICES EXPENSES</b>						
1017 DEV SERV NON CARRIAGEWAY INC	20,381	20,353	(28)			100.1%
DEVOLVED SERVICES EXPENSES :- Income	<u>20,381</u>	<u>20,353</u>	<u>(28)</u>			<u>100.1%</u>
4124 DEVOLVED NON-CARRIAGEWAY	1,202	9,000	7,798		7,798	13.4%
DEVOLVED SERVICES EXPENSES :- Indirect Expenditure	<u>1,202</u>	<u>9,000</u>	<u>7,798</u>	<u>0</u>	<u>7,798</u>	<u>13.4%</u>
Net Income over Expenditure	<u>19,178</u>	<u>11,353</u>	<u>(7,825)</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>205</u> <u>GROUNDS MAINTENANCE</u>						
4033 WASTE DISPOSAL	1,889	1,800	(89)		(89)	105.0%
4035 MACHINERY	2,360	1,500	(860)		(860)	157.3%
4036 FUEL (MOWER)	2,006	2,300	294		294	87.2%
4037 SUNDRIES	1,374	1,480	106		106	92.8%
4063 VEHICLE HIRE AND RUNNING COSTS	6,391	13,500	7,109		7,109	47.3%
GROUNDS MAINTENANCE :- Indirect Expenditure	<u>14,020</u>	<u>20,580</u>	<u>6,560</u>	<u>0</u>	<u>6,560</u>	<u>68.1%</u>
Net Expenditure	<u>(14,020)</u>	<u>(20,580)</u>	<u>(6,560)</u>			
<u>248</u> <u>DEPOT</u>						
4013 EQUIPMENT PURCHASE	770	2,500	1,730		1,730	30.8%
4055 ALARM	0	410	410		410	0.0%
4225 RATES	4,142	4,200	58		58	98.6%
4601 REPAIRS& MAINTENANCE FUND	312	800	488		488	39.0%
4602 ELECTRICITY	858	2,000	1,142		1,142	42.9%
4603 WATER	412	1,000	588		588	41.2%
DEPOT :- Indirect Expenditure	<u>6,494</u>	<u>10,910</u>	<u>4,416</u>	<u>0</u>	<u>4,416</u>	<u>59.5%</u>
Net Expenditure	<u>(6,494)</u>	<u>(10,910)</u>	<u>(4,416)</u>			
<u>249</u> <u>PUBLIC TOILETS</u>						
1085 SHOP MOBILITY INCOME	181	100	(81)			181.0%
PUBLIC TOILETS :- Income	<u>181</u>	<u>100</u>	<u>(81)</u>			<u>181.0%</u>
4225 RATES	0	1,000	1,000		1,000	0.0%
4602 ELECTRICITY	0	1,026	1,026		1,026	0.0%
4603 WATER	0	2,565	2,565		2,565	0.0%
4608 SHOP MOBILITY	263	1,026	763		763	25.6%
4612 CONTRACTOR CHARGE	7,837	11,593	3,756		3,756	67.6%
4709 MAINTENANCE	1,544	513	(1,031)		(1,031)	300.9%
PUBLIC TOILETS :- Indirect Expenditure	<u>9,644</u>	<u>17,723</u>	<u>8,079</u>	<u>0</u>	<u>8,079</u>	<u>54.4%</u>
Net Income over Expenditure	<u>(9,463)</u>	<u>(17,623)</u>	<u>(8,160)</u>			
<u>250</u> <u>LACE HILL</u>						
1026 LACE HILL COMMUNITY CENTRE	9,296	43,251	33,955			21.5%
1027 SOLAR INCOME	0	507	507			0.0%
LACE HILL :- Income	<u>9,296</u>	<u>43,758</u>	<u>34,462</u>			<u>21.2%</u>
4050 LACE HILL PLAYING FIELDS	0	500	500		500	0.0%
4118 SOLAR PANELS	0	715	715		715	0.0%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4158 LACE HILL GAS	1,060	4,000	2,940		2,940	26.5%
4159 LACE HILL ELECTRICITY	2,602	1,960	(642)		(642)	132.7%
4160 LACE HILL WATER	297	1,250	953		953	23.8%
4161 LACE HILL REPAIRS & MAINT	5,932	3,500	(2,432)		(2,432)	169.5%
4162 LACE HILL CONTRACTOR CHARGE	3,668	3,750	82		82	97.8%
4163 LACE HILL ALARM	485	513	28		28	94.5%
4164 LACE HILL EQUIPMENT PURCHASE	1,112	2,500	1,388		1,388	44.5%
4225 RATES	9,731	9,850	120		120	98.8%
LACE HILL :- Indirect Expenditure	<u>24,887</u>	<u>28,538</u>	<u>3,651</u>	<u>0</u>	<u>3,651</u>	<u>87.2%</u>
Net Income over Expenditure	<u>(15,590)</u>	<u>15,220</u>	<u>30,810</u>			
<u>251 CHANDOS PARK</u>						
1030 BOWLS INCOME	282	564	282			50.0%
1035 TENNIS COURT RENT	0	641	641			0.0%
CHANDOS PARK :- Income	<u>282</u>	<u>1,205</u>	<u>923</u>			<u>23.4%</u>
4601 REPAIRS& MAINTENANCE FUND	2,578	6,320	3,742		3,742	40.8%
4602 ELECTRICITY	93	513	420		420	18.0%
4603 WATER	760	1,539	779		779	49.4%
CHANDOS PARK :- Indirect Expenditure	<u>3,431</u>	<u>8,372</u>	<u>4,941</u>	<u>0</u>	<u>4,941</u>	<u>41.0%</u>
Net Income over Expenditure	<u>(3,149)</u>	<u>(7,167)</u>	<u>(4,018)</u>			
<u>252 BOURTON PARK</u>						
4601 REPAIRS& MAINTENANCE FUND	6,697	8,995	2,298	3	2,295	74.5%
4708 PLAY EQUIPMENT	13,966	13,966	0		0	100.0%
BOURTON PARK :- Indirect Expenditure	<u>20,663</u>	<u>22,961</u>	<u>2,298</u>	<u>3</u>	<u>2,295</u>	<u>90.0%</u>
Net Expenditure	<u>(20,663)</u>	<u>(22,961)</u>	<u>(2,298)</u>			
<u>253 CEMETERY</u>						
1041 BURIAL FEES	12,892	18,000	5,108			71.6%
CEMETERY :- Income	<u>12,892</u>	<u>18,000</u>	<u>5,108</u>			<u>71.6%</u>
4225 RATES	408	400	(8)		(8)	101.9%
4265 NEW CEM MAINTENANCE	0	50	50		50	0.0%
4601 REPAIRS& MAINTENANCE FUND	1,831	22,705	20,874	2,095	18,779	17.3%
4602 ELECTRICITY	229	450	221		221	50.8%
4617 MEMORIAL TESTING	0	2,052	2,052		2,052	0.0%
4619 NEW CEM REPAYMENTS	0	37,108	37,108		37,108	0.0%
4620 EXPENSES RE BURIAL DUTIES	1,628	6,669	5,041		5,041	24.4%
CEMETERY :- Indirect Expenditure	<u>4,095</u>	<u>69,434</u>	<u>65,339</u>	<u>2,095</u>	<u>63,244</u>	<u>8.9%</u>
Net Income over Expenditure	<u>8,797</u>	<u>(51,434)</u>	<u>(60,231)</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>254 CHANDOS PARK TOILETS</u>						
4612 CONTRACTOR CHARGE	9,352	16,638	7,286		7,286	56.2%
4709 MAINTENANCE	93	1,026	933		933	9.1%
CHANDOS PARK TOILETS :- Indirect Expenditure	9,445	17,664	8,219	0	8,219	53.5%
Net Expenditure	(9,445)	(17,664)	(8,219)			
<u>255 RAILWAY WALK &amp; CASTLE HILL</u>						
4120 FRIENDS OF GROUPS	0	1,026	1,026		1,026	0.0%
4709 MAINTENANCE	39	513	474		474	7.5%
RAILWAY WALK & CASTLE HILL :- Indirect Expenditure	39	1,539	1,500	0	1,500	2.5%
Net Expenditure	(39)	(1,539)	(1,500)			
<u>256 STORAGE PREMISES</u>						
4066 GRENVILLE GARAGE RENT	499	667	168		168	74.8%
STORAGE PREMISES :- Indirect Expenditure	499	667	168	0	168	74.8%
Net Expenditure	(499)	(667)	(168)			
<u>258 CEMETERY LODGE</u>						
1061 CEMETERY LODGE RENTAL INCOME	6,403	10,804	4,401			59.3%
CEMETERY LODGE :- Income	6,403	10,804	4,401			59.3%
4034 PWLB REPAYMANTS INCL INTEREST	2,351	4,702	2,351		2,351	50.0%
4609 CEMETERY LODGE MAINT	666	3,500	2,834		2,834	19.0%
CEMETERY LODGE :- Indirect Expenditure	3,018	8,202	5,184	0	5,184	36.8%
Net Income over Expenditure	3,386	2,602	(784)			
<u>260 CCTV</u>						
4100 CCTV ONGOING COSTS	968	1,642	674		674	59.0%
CCTV :- Indirect Expenditure	968	1,642	674	0	674	59.0%
Net Expenditure	(968)	(1,642)	(674)			
<u>261 COMMUNITY CENTRE STRUCTURAL RE</u>						
1078 NEW HOMES BONUS	0	150,000	150,000			0.0%
COMMUNITY CENTRE STRUCTURAL RE :- Income	0	150,000	150,000			0.0%
4085 STRUCTURAL REPAIRS	700	2,000	1,300		1,300	35.0%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4091 CHAMBER WORKS	55,400	1,000	(54,400)		(54,400)	5540.0%
COMMUNITY CENTRE STRUCTURAL RE :- Indirect Expenditure	56,100	3,000	(53,100)	0	(53,100)	1870.0%
Net Income over Expenditure	<u>(56,100)</u>	<u>147,000</u>	<u>203,100</u>			
<u>262</u> <u>PARKS GENERAL</u>						
4101 SEATS AND BINS	0	1,026	1,026		1,026	0.0%
4102 DOG BINS	3,501	4,500	999		999	77.8%
4106 PLAY AREA MAINTENANCE	1,281	5,013	3,732	75	3,657	27.0%
4122 TREE WORKS	4,520	11,796	7,276	1,230	6,046	48.7%
4270 BRIDGES	0	1,000	1,000	1,000	0	100.0%
4275 PLAY AREA REPLACEMENT FUND	0	1,000	1,000		1,000	0.0%
PARKS GENERAL :- Indirect Expenditure	9,302	24,335	15,033	2,305	12,728	47.7%
Net Expenditure	<u>(9,302)</u>	<u>(24,335)</u>	<u>(15,033)</u>			
ENVIRONMENT :- Income	61,316	256,271	194,955			23.9%
Expenditure	395,686	517,666	121,980	5,723	116,258	77.5%
Movement to/(from) Gen Reserve	<u>(334,370)</u>					
Grand Totals:- Income	61,316	256,271	194,955			23.9%
Expenditure	395,686	517,666	121,980	5,723	116,258	77.5%
Net Income over Expenditure	<u>(334,370)</u>	<u>(261,395)</u>	<u>72,975</u>			
Movement to/(from) Gen Reserve	<u>(334,370)</u>					



	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>EARMARKED RESERVES</u></b>						
<b><u>901 EARMARKED RESERVES</u></b>						
1089 FLOOD RELIEF INCOME	17,416	17,416	(0)			100.0%
	<u>17,416</u>	<u>17,416</u>	<u>(0)</u>			<u>100.0%</u>
EARMARKED RESERVES :- Income						
9001 YOUTH COUNCIL	0	1,000	1,000		1,000	0.0%
9002 CEMETERY DEVELOPMENT	0	55,728	55,728		55,728	0.0%
9004 SOLAR PANEL LACE HILL	0	28,076	28,076		28,076	0.0%
9006 SPEED WATCH	0	598	598		598	0.0%
9010 FLOOD RELIEF FUND	13,850	17,416	3,566		3,566	79.5%
9012 CHRISTMAS LIGHTS	0	295	295		295	0.0%
9013 YOUTH PROJECTS	0	3,000	3,000		3,000	0.0%
9015 CHARTER FAIRS	0	4,136	4,136		4,136	0.0%
9025 PLAY AREA REPLACEMENT	0	30,121	30,121		30,121	0.0%
9027 GREEN BUCKINGHAM GROUP	0	226	226		226	0.0%
9029 CIRCULAR WALK MAINT	0	5,399	5,399		5,399	0.0%
9030 TOURISM LEAFLETS	0	2,404	2,404		2,404	0.0%
9033 ECONOMIC DEVELOPMENT GRP	0	(2,685)	(2,685)		(2,685)	0.0%
9035 PARKS DEVELOPMENT	0	1,405	1,405		1,405	0.0%
9036 ELECTION COSTS	0	5,094	5,094		5,094	0.0%
9040 PARK RUN	0	89	89		89	0.0%
9045 ACCESS FOR ALL	0	251	251		251	0.0%
9046 PLANNING DISPLAY EQUIPMENT	1,098	1,848	750	121	629	66.0%
9048 BUCKINGHAM ACTION GROUP	0	1,283	1,283		1,283	0.0%
9049 NEIGHBOURHOOD PLAN	0	20,000	20,000		20,000	0.0%
9050 BRIDGE REPAIRS	0	60,959	60,959	60,959	(0)	100.0%
9051 OFFICE DEVELOPMENT / FURNITURE	6,656	12,000	5,344	640	4,704	60.8%
9052 DEPOT EQUIPMENT PURCHASE	2,216	5,000	2,784	727	2,057	58.9%
9053 AEDs	0	420	420		420	0.0%
9054 LACE HILL REPAIRS & MAINTENANC	0	5,000	5,000		5,000	0.0%
9055 RIVER RINSE	0	245	245		245	0.0%
EARMARKED RESERVES :- Indirect Expenditure	<u>23,820</u>	<u>259,308</u>	<u>235,488</u>	<u>62,447</u>	<u>173,041</u>	<u>33.3%</u>
Net Income over Expenditure	<u>(6,404)</u>	<u>(241,892)</u>	<u>(235,488)</u>			
EARMARKED RESERVES :- Income	17,416	17,416	(0)			100.0%
Expenditure	23,820	259,308	235,488	62,447	173,041	33.3%
Movement to/(from) Gen Reserve	<u>(6,404)</u>					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	17,416	17,416	(0)			100.0%
Expenditure	23,820	259,308	235,488	62,447	173,041	33.3%
Net Income over Expenditure	<u>(6,404)</u>	<u>(241,892)</u>	<u>(235,488)</u>			
Movement to/(from) Gen Reserve	<u>(6,404)</u>					

**BUCKINGHAM TOWN COUNCIL**

**ENVIRONMENT COMMITTEE**

**MONDAY 15<sup>TH</sup> FEBRUARY 2021**

Contact Officer: Paul Hodson, Town Clerk

**Revised Budget Forecast for 2020/21**

**1. Recommendation**

1.1. It is recommended that Members note the report.

**2. Summary**

2.1. The budget forecast for 2020/21 is being regularly reviewed. The updated forecast shows that there are a number of changes to the budget forecast, some caused by the Covid 19 restrictions. All the forecast changes to the budget set are marked in red. The changes include:

- Reduced outgoings due to Community Payback not being able to operate
- Reduced outgoings due to the social enterprise not being able to cut grass under the devolved services arrangement
- Delay to the new cemetery development
- Saving made by combining the two toilet maintenance contracts
- Reduced income from the Lace Hill Sports and Community Centre

2.2. The current forecast is that overall the Environment budget will be **underspent** by £37,475.

**3. Summary Revised Forecast for TCE**

	<b>Budget</b>	<b>Revised Forecast</b>
Income	106,271	67,027
Expenditure	491,064	414,345
<b>Net Expenditure</b>	<b>384,793</b>	<b>347,319</b>

3.1. Forecast underspend

£37,475

## 4. Revised 2020/21 Budget Forecast

Centre	Code	Budget	2020/21	Revised
201		ENVIRONMENT		
	3995	NI ENVIRONMENT	24,798	16,000
	3996	PENSIONERS ENVIRONMENT	46,384	51,600
	4004	WAGES & SALARIES ENVIRONMENT	199,640	200,338
	4068	COMMUNITY SERVICE	6,669	0
	4112	ENVIRONMENT EQUIPMENT	6,000	6,000
			283,491	273,938
		<b>Expenditure</b>		
202		ROUNDBABOUTS		
			2,180	2,180
	1051	ROUNDBABOUT NO 1 ABBOT FIRE		
	1052	ROUNDBABOUT NO 2 ELLA	1,660	1,660
			1,908	1,908
	1053	ROUNDBABOUT NO 3 SEASONS INNS		
	1054	ROUNDBABOUT NO 4 R & B	2,372	2,372
			2,603	2,603
	1056	ROUNDBABOUT NO 6 THE VET CENTRE		
			1,328	1,328
	1057	ROUNDBABOUT NO 7 RING ROAD		
		<b>Income</b>	12,051	12,051
	4108	ROUNDBABOUT	1,300	100
			1,300	100
		<b>Expenditure</b>		
203		MAINTENANCE		
			0	0
	4063	VEHICLE HIRE AND RUNNING COSTS		
	4082	ALLOTMENTS	2,000	2,000
			2,000	2,000
		<b>Expenditure</b>		
204		DEVOLVED SERVICES EXPENSES		

Centre	Code	Budget	2020/21	Revised
			20,353	20,353
	1017	DEV SERVS NON CARRIAGEWAY INC		
		<b>Income</b>	20,353	20,353
	4124	DEVOLVED NON-CARRIAGEWAY	9,000	1,500
		<b>Expenditure</b>	9,000	1,500
205		GROUNDS MAINTENANCE		
	4033	WASTE DISPOSAL	1,800	1,800
	4035	MACHINERY	1,500	1,500
	4036	FUEL (MOWER)	2,300	2,300
	4037	SUNDRIES	1,200	1,200
	4063	VEHICLE HIRE AND RUNNING COSTS	13,500	13,500
		<b>Expenditure</b>	20,300	20,300
248		DEPOT		
	4013	EQUIPMENT PURCHASE	2,500	2,500
	4055	ALARM	410	410
	4225	RATES	4,200	4,200
			800	800
	4601	REPAIRS& MAINTENANCE FUND		
	4602	ELECTRICITY	2,000	1,500
	4603	WATER	1,000	750
		<b>Expenditure</b>	10,910	10,160
249		PUBLIC TOILETS		
	1085	SHOP MOBILITY INCOME	100	20
		<b>Income</b>	100	20
	4225	RATES	1,000	500
	4602	ELECTRICITY	1,026	500
	4603	WATER	2,565	1,000
	4608	SHOP MOBILITY	1,026	500
	4612	CONTRACTOR CHARGE	10,722	10,722
	4709	MAINTENANCE	513	200
		<b>Expenditure</b>	16,852	13,422

Centre	Code	Budget	2020/21	Revised
250		LACE HILL		
	1026	LACE HILL COMMUNITY CENTRE	43,251	11,000
	1027	SOLAR INCOME	507	0
		<b>Income</b>	<b>43,758</b>	<b>11,000</b>
	4050	LACE HILL PLAYING FIELDS	500	200
	4118	SOLAR PANELS	715	0
	4158	LACE HILL GAS	4,000	1,500
	4159	LACE HILL ELECTRICITY	1,960	1,960
	4160	LACE HILL WATER	1,250	300
	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
			<b>28,538</b>	<b>24,073</b>
		<b>Expenditure</b>		
251		CHANDOS PARK		
	1030	BOWLS INCOME	564	282
	1035	TENNIS COURT RENT	641	321
		<b>Income</b>	<b>1,205</b>	<b>603</b>
	4601	REPAIRS& MAINTENANCE FUND	3,065	3,065
	4602	ELECTRICITY	513	513
	4603	WATER	1,539	1,539
			<b>5,117</b>	<b>5,117</b>
		<b>Expenditure</b>		
252		BOURTON PARK		
	4601	REPAIRS& MAINTENANCE FUND	5,000	5,000
			<b>5,000</b>	<b>5,000</b>
		<b>Expenditure</b>		
253		CEMETERY		
	1041	BURIAL FEES	18,000	14,000
		<b>Income</b>	<b>18,000</b>	<b>14,000</b>
	4225	RATES	400	400
	4265	NEW CEM MAINTENANCE	5,050	0

Centre	Code	Budget	2020/21	Revised
			3,078	3,078
	4601	REPAIRS& MAINTENANCE FUND		
	4602	ELECTRICITY	450	450
	4605	HORTICULTURAL CONTRACT	0	0
	4617	MEMORIAL TESTING	2,052	2,052
	4619	NEW CEM REPAYMENTS	37,108	0
	4620	EXPENSES RE BURIAL DUTIES	6,669	3,000
		<b>Expenditure</b>	<b>54,807</b>	<b>8,980</b>
254		CHANDOS PARK TOILETS		
	4612	CONTRACTOR CHARGE	13,338	10,170
	4709	MAINTENANCE	1,026	1,026
		<b>Expenditure</b>	<b>14,364</b>	<b>11,196</b>
255		RAILWAY WALK & CASTLE HILL		
	4120	FRIENDS OF GROUPS	1,026	200
	4709	MAINTENANCE	513	513
		<b>Expenditure</b>	<b>1,539</b>	<b>713</b>
256		STORAGE PREMISES		
	4066	GRENVILLE GARAGE RENT	667	667
		<b>Expenditure</b>	<b>667</b>	<b>667</b>
258		CEMETERY LODGE		
			10,804	9,000
	1061	CEMTERY LODGE RENTAL INCOME		
		<b>Income</b>	<b>10,804</b>	<b>9,000</b>
			4,702	4,702
	4034	PWLB REPAYMANTS INCL INTEREST		
	4609	CEMETERY LODGE MAINT	3,500	3,500
		<b>Expenditure</b>	<b>8,202</b>	<b>8,202</b>

<b>Centre</b>	<b>Code</b>	<b>Budget</b>	<b>2020/21</b>	<b>Revised</b>
260		CCTV		
	4100	CCTV ONGOING COSTS	<b>1,642</b>	<b>1,642</b>
		<b>Expenditure</b>	<b>1,642</b>	<b>1,642</b>
261		COMMUNITY CENTRE STRUCTURAL RE		
	4085	STRUCTURAL REPAIRS	<b>2,000</b>	<b>2,000</b>
	4091	CHAMBER WORKS	<b>1,000</b>	<b>1,000</b>
		<b>Expenditure</b>	<b>3,000</b>	<b>3,000</b>
262		PARKS GENERAL		
	4101	SEATS AND BINS	<b>1,026</b>	<b>1,026</b>
	4102	DOG BINS	<b>4,500</b>	<b>4,500</b>
	4106	PLAY AREA MAINTENANCE	<b>5,013</b>	<b>5,013</b>
	4122	TREE WORKS	<b>11,796</b>	<b>11,796</b>
	4270	BRIDGES	<b>1,000</b>	<b>1,000</b>
			<b>1,000</b>	<b>1,000</b>
	4275	PLAY AREA REPLACEMENT FUND		
		<b>Expenditure</b>	<b>24,335</b>	<b>24,335</b>



**BUCKINGHAM TOWN COUNCIL**  
**ENVIRONMENT COMMITTEE**  
**MONDAY 15<sup>th</sup> February 2021**

**Contact Officer: Sam Hoareau and Claire Molyneux**

**Lace Hill Sports & Community Centre Hire Charges**

**1. Recommendations**

- 1.1. It is recommended that the Lace Hill hire charges are frozen for the new financial year. This will support long term hirers and to keep the pricing workable.
- 1.2. It is recommended to review the hire rates next February 2022 for the following financial year.

**2. Background**

2.1 The current set of room hire rates for Lace Hill were agreed by Environment Committee on Monday 17<sup>th</sup> February 2020 – minute number E/161/19 and came into effect on 1<sup>st</sup> April 2020. At this meeting it was agreed that the hire rates will be reviewed again in February 2021, in time for the new financial year. The annual uplift of Lace Hill hire rates are based on RPI% from the previous year. Increasing prices by RPI will lead to a confused price structure.

2.2 Current hire rates for 2020/21:

	Committee Room		Sports Hall	
	Weekday	Weekend	Weekday	Weekend
	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
Concessions (Junior / Community)	£9.50	£12.50	£11.50	£15.50
Adult / Commercial	£12.50	£17.00	£15.50	£22.00

*All Badminton bookings to be charged £11.50 per hour.  
 10 bookings for the price of 9.*

### **3. Information**

- 3.1 It is proposed that hire rates remain the same and are not increased this coming year for two main reasons; to keep the pricing simple without lots of different pence's and to support long term hirers.
- 3.2 Hire rates will need to be reviewed next February for the following financial year.
- 3.3 The Lace Hill's commercial hirers have suffered financially during the Covid crisis with many of them struggling to stay afloat. It is hoped that as soon as the centre and restrictions allow, the majority of hirers will resume classes and we want to support them as much as possible so they will continue to use the Centre over the long term.

**BUCKINGHAM TOWN COUNCIL  
ENVIRONMENT COMMITTEE  
MONDAY 15<sup>th</sup> FEBRUARY 2021**

Contact Officer: Mrs L. Stubbs, Communications Clerk

**Social Media Content Planning Across the Town Council**

**1. Recommendations:**

- 1.1 It is **RECOMMENDED** that Members agree the office team may develop and publish online activities that are free, apart from administration and stationary costs, providing these activities reflect the Committee's previously agreed policies and priorities.

**2. Background:**

- 2.1 Officers used 2020 as an opportunity to rework and reinvigorate the Council's approach to social media. The new approach was presented at the 14<sup>th</sup> January 2021 Communications Strategy Group meeting.
- 2.2 This approach involves regular meetings between Officers who work under different committees but all use print and social media in their work. Officers plan the content they will be using in the next few months together.
- 2.3 This is a good way to draw together the different skills and experiences of Officers to work collaboratively, as well as improving our online offer to residents. Much of the content we might have ordinarily produced in any given year was not possible due to cancelled activities. Producing online content allows the Town Council to continue as a visible and positive part of Buckingham's residents lives. Using social media has become a natural part of many Officer's roles.
- 2.4 As office based staff are working remotely, planning together also ensures that individual projects run by different areas of the Council don't clash with each other. Virtually all social media content is now planned in advance and scheduled using a social media manager.

**3. Principles of online activity and content planning**

- 3.1 When making plans a distinction must be made between:
  - 3.1.1 Budgeted activity – an online event or outdoor activity or competition requiring spend from a Committee's budget. For example, online versions of an event like the Christmas Lights Switch On, or a new activity that requires funding to develop like the Pumpkin Hunt. Although Officers work together to develop these plans, the relevant committee agrees the expenditure before the activity takes place.
  - 3.1.2 Non-budgeted activity – an online event or outdoor activity and competitions requiring no budget except stationary and officer time. A named Officer would take responsibility for delivering the project independently. Projects of this kind would include: a letter trail around Bourton Park, photography contests without prizes and seasonal spotter sheets. These plans can be

presented to the Communications Strategy Group, as part of regular social media updates.

#### 4. Difficulties with other approaches

- 4.1 Requiring officers to report all online or outdoor activities or competitions to more than one committee, and particularly a requirement to report all such projects to a particular committee before they happen would be unnecessarily onerous, or require all committees to meet more frequently than they currently do in order for approval to always be given before the activity takes place. Most committees meet only six times a year, while Communications Strategy Group meet eight times.
- 4.2 This has been particularly important during the 2020/2021 lockdown periods, because plans for content have been forced to change on a weekly basis due to the rapid changes between different Tiers and Lockdown. It's important that the Council is viewed as responsive to the needs of the community at any given time.
- 4.3 As a detailed example:
- Officers decided to create a plan for a Spring Spotter Sheet in late December, a printable activity that requires no budget outside Officer time.
  - By early January, lockdown had started and schools were closed.
  - The need for activities to do while walking locally, originally identified in December became more important and urgent, particularly for families with school age children.
  - Staff capacity changed as Council services changed.
  - Officers were able to change the plan to a Winter Spotter Activity Sheet; report to the Communications Strategy Group in early January and start work immediately.
  - If Officers were required to report their plans to for this particular project to, for example, Town Centre & Events or the Environment Committee, then even though no budget was required, the project could not get started until mid-February.
  - This would mean missing the key point in time where families were looking for just such an activity, and delivering a product later at a time where needs may be completely different.
  - It would also mean Officers were unable to take advantage of their change in work capacity to create content that was helpful for the community at the appropriate moment.
- 4.4 It is **RECOMMENDED** that Members agree the office team may develop and publish online activities that are free apart from administration and stationary costs, these activities should reflect the Committee's activities and previously agreed policies and priorities.
- 4.5 For Environment, this may include:
- Promotion of parks and green spaces in Buckingham
  - Promotion of Climate Emergency Action Plan and activities residents can do that would support the CEAP.
  - Promotion of Plastic Free initiatives
  - Promotion of activities that would improve the environment for all residents e.g. litter picking
  - Promotion of activities and events at the Lace Hill Sports and Community Centre.