



BUCKINGHAM TOWN COUNCIL

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

Telephone/Fax: (01280) 816 426

Email: office@buckingham-tc.gov.uk
www.buckingham-tc.gov.uk

Town Clerk: Mr. P. Hodson

Think Mask, Think Lateral Flow Test

Wednesday, 13 October 2021

Councillor,

You are summoned to a meeting of the **Environment Committee** of Buckingham Town Council which will be held on 18th October 2021 at 7pm at the Town Council Chambers, Cornwalls Meadow, Buckingham

Please note that the meeting will be preceded by a Public Session in accordance with Standing Orders 3.e and 3.f, which will last for a maximum of 15 minutes. Members of the public can attend this session in person.

The Council is trialling the use of video conferencing to enable the public and guests to address Council meetings virtually. If you would like to address the meeting in this way, please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for details.

The meeting can be watched live on the Town Council's YouTube channel here:
<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSlfcZC9Q/>

.

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 26th July 2021 and received at Full Council on the 4th October 2021. [Copy previously circulated](#)



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.

4. Action Report

To receive the report and note the updated information.

[Appendix A](#)

5. Budgets

5.1. To receive the latest figures

[Appendix B](#)

5.2. To receive and discuss a written report proposing budget changes for 2022/23

[Appendix C](#)

6. Community Gardening Proposal

To receive a written report from the Town Clerk

[E/49/21](#)

7. Flooding

7.1 To receive a written report from the Deputy Town Clerk reviewing the Community Flood Plan following test exercise

[E/50/21](#)

8. Brackley Rd Cemetery

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

8.1. Review of Cemetery fees; to receive a discuss a written report from the Estates Manager

[E/51/21](#)

8.2. To review and amend or confirm The Cemetery Handbook

<https://www.buckingham-tc.gov.uk/wp-content/uploads/2021/04/Cemetery-Handbook-Amended-April2021.pdf>

9. Climate Emergency Action Plan

9.1. Parish/Community Carbon Footprint Report

To receive and discuss a written report from the Greenspaces Administrator

[E/52/21](#)

9.2. Promotion of Initiatives

To receive and discuss a written report from the Greenspaces Administrator

[E/53/21](#)

9.3. Rural Market Towns Group

To receive and discuss a verbal report from Cllr. Gateley regarding a recent meeting that discussed communities and climate change

9.4. Lace Hill Solar Panels

To receive and discuss a verbal update from the Town Clerk

10. Footpaths

To receive and discuss a written report from the Greenspaces Administrator

[E/54/21](#)

11. Rights of Way

Members to discuss possible routes for submission as formal rights of way

12. Buckingham Community Wildlife Project (BCWP)

To receive the minutes of the meeting on the 26th July 2021

[Appendix D](#)

13. Community Board Environment Group 14th September 2021

To note minutes of the Buckingham & Village Community Board Environment Group [Appendix E](#)

14. News Releases

15. Chair's Announcements

16. Date of Next Meeting: Monday 6th December 2021

17. Confidential Session

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.

18. Devolved Services

To receive and discuss a verbal report from the Town Clerk

19. Tingewick Road Green Spaces Update

To receive and discuss a verbal report from the Town Clerk

20. Cemetery and allotment land purchase update

To receive and discuss a verbal report from the Town Clerk

Committee Members

Cllr. R. Ahmed
Cllr. F. Davies
Cllr. Mrs. M. Gateley Town Mayor
Cllr. J. Harvey
Cllr. S. Hetherington
Cllr. Mrs. L. O'Donoghue
Cllr. A. Osibogun

Cllr. A. Ralph
Cllr. A. Schaefer
Cllr. R. Stuchbury
Cllr. W. Whyte
Cllr. R. Willett

No.	Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
1	Environment	92/15; 904/15;640/16 ; 309.4/17- 463; 206/18; 126/19	Sports Pitch Provision	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	Dec-21
2	Environment	451/18; 739/18; 280/19; 426/19; 895/19; 127/20; 889/20; 1073/20	Healthcare Public Meeting	451/18 Motion – Cllr. Strain-Clark Due to the current perceived threat to Buckingham Hospital in the light of the proposed new Medical Centre at Lace Hill, this committee recommends that Buckingham Town Council organise a public meeting to discuss residents' concerns and invite the Swan Practice, the CCG and other interested parties to attend. Cllr. Stuchbury seconded the motion. Cllr. Harvey said The Bucks Healthcare Trust, BCC, Trade Unions and Staff Unions and other interested parties should be included on the formal list of invitees.	Town Clerk	Members AGREED to leave it on the action list for Full Council and review it at an appropriate time	Discussed at Full Council 4/10/2021
3	Environment	884/18	Compliments and Complaints Log	Members AGREED the report be brought back to Environment Committee in six months time in the same format.	Committee Clerk	To be reviewed again in December 2021	Dec-21
4	Environment	314/20;1078/2 0	New Cemetery	Full Council Min 1160/20 Proposed by Cllr. Stuchbury, seconded by Cllr. O'Donoghue and unanimously AGREED that the Town Council proceed with the immediate purchase of the allotment and cemetery land outlined from money held with the Council's general reserve for a total cost of £87,000. The Council's solicitor has been instructed accordingly.	Town Clerk		Agenda
5	Environment	319/20	Lace Hill Doors	AGREED for a report regarding an additional external fire exit door is brought back to the next committee meeting.	Estates Manager	Estates Manager awaiting designs.	Dec-21
6	Environment	328/20	Water Bottle Refill Station	Refill Station (328/20) – Members AGREED Cllr. Harvey's suggestion to liaise with Ganderton's Garage over the possible location of a water bottle refill station at Bridge Street play area.	Estates Administrator		Verbal report at October meeting
7	Environment	771/20	Tingewick Road Greenspaces	Members AGREED for the Town Council to take on the green spaces and play areas, provided that Barratts agree a suitable initial payment, and that the development of the green spaces are completed satisfactorily, in line with the agreed plans.	Town Clerk	Full Council (15th March) agreed the recommendation and included scope for the Foundry Drive play area. Now awaiting the outcome of negotiations with Barratts.	Agenda

No.	Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
8	Environment	897/20	Clarence Park Ramp	To receive a report on the action taken by Taylor Wimpy to resolve the footpath's access issue. Our Communications Clerk has been chasing Taylor Wimpey on a regular basis and on the 25th May we received the following reply: The specialist consultant has finally been to the development (we struggled to get them to do a site visit due to Covid) and they are now drafting their proposal to resolve the access issues. Due to the nature of the issue and the area to be worked on they have not been able to confirm a timescale for their proposal	Town Clerk	Chaser email October 2021	Ongoing
9	Environment	123/21	'Buckingham Community Flood Response Plan'	Proposed by Cllr. Whyte, seconded by Cllr. O'Donoghue and unanimously AGREED to note the draft Buckingham Community Flood Response Plan and recommend to establish a Working Group after the publication of Buckinghamshire Council's Section 19 report. The Working Group would include representatives from all local stakeholders and their remit would be to review the Section 19 report and reflect any changes within the draft Buckingham Community Flood Response Plan	Town Clerk	Members recommended that the Town Clerk write to Buckinghamshire Council asking when the section 19 might be published.	Agenda
10	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	Work with Buckingham Society is underway	Agenda
11	Environment	1073/20	Holocaust Memorial Stone	The Town Clerk said initial plans were to use one of the large blocks of sandstone from the Brackley Road cemetery and to add a plaque with the standard Holocaust memorial emblem and wording, as used in similar structures across the country. Members unanimously AGREED to progress with the plans to obtain a memorial stone and install this in a suitable location in Bourton Park.	Estates Manager		Agenda
12	Environment	1186/20	Circular Walk	for the office to review all existing footpaths and their intersections to see if it would aid an increase in their usage by publicising them.	Town Clerk		Agenda
13	Environment	323/21	Ford	to RECOMMEND to form a working party to formulate recommendations for a future meeting of the Environment Working Group and to launch a public consultation in liaison with the Buckingham Society.	Town Clerk	Working party arranged for 4th Nov	Dec-21

No.	Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
14	Environment	283/21	Castle House	Town Clerk to contact Buckinghamshire Council to find out the land's title and whether Buckingham Town Council could suggest an official name for the avoidance of future doubt.	Town Clerk	Sept- Dealing with Buckinghamshire Council's Park's department.	Oct-21

PAGE No	CODE	COST CENTRE	AMOUNT	EXPLANATION
2	4033	205	-934	overspend, rental / emptying of recycling wheelie bins
3	4225	253	-63	increase to rates, not precepted for
3	4265	253	-2885	overspend due to cost of new garden of rest. Offset by other underspends within the cost centre.

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
ENVIRONMENT						
201 ENVIRONMENT						
3995 NI ENVIRONMENT	8,332	15,766	7,434		7,434	52.8%
3996 PENSION ERS ENVIRONMENT	25,035	45,000	19,965		19,965	55.6%
4004 WAGES & SALARIES ENVIRONMENT	101,065	197,000	95,935		95,935	51.3%
4068 COMMUNITY SERVICE	0	6,769	6,769		6,769	0.0%
4112 ENVIRONMENT EQUIPMENT	1,784	7,000	5,216		5,216	25.5%
4168 DEFIBRILLATORS	176	500	324	189	135	73.0%
ENVIRONMENT :- Indirect Expenditure	136,391	272,035	135,644	189	135,455	50.2%
Net Expenditure	(136,391)	(272,035)	(135,644)			
202 ROUNDABOUTS						
1051 ROUNDABOUT NO 1 ABBOT FIRE	2,268	2,211	(57)			102.6%
1052 ROUNDABOUT NO 2 ELLA	0	1,178	1,178			0.0%
1053 ROUNDABOUT NO 3 SEASONS INNS	0	1,934	1,934			0.0%
1054 ROUNDABOUT NO 4 R & B	2,530	2,465	(65)			102.6%
1056 ROUNDABOUT NO 6 THE VET CENTRE	2,694	2,626	(68)			102.6%
1057 ROUNDABOUT NO 7 RING ROAD	1,374	1,339	(35)			102.6%
ROUNDABOUTS :- Income	8,866	11,753	2,887			75.4%
4108 ROUNDABOUT	0	1,320	1,320		1,320	0.0%
ROUNDABOUTS :- Indirect Expenditure	0	1,320	1,320	0	1,320	0.0%
Net Income over Expenditure	8,866	10,433	1,567			
203 MAINTENANCE						
4082 ALLOTMENTS	2,030	2,030	0		0	100.0%
MAINTENANCE :- Indirect Expenditure	2,030	2,030	0	0	0	100.0%
Net Expenditure	(2,030)	(2,030)	0			
204 DEVOLVED SERVICES EXPENSES						
1017 DEV SERVS NON CARRIAGEWAY INC	20,381	20,353	(28)			100.1%
DEVOLVED SERVICES EXPENSES :- Income	20,381	20,353	(28)			100.1%
4124 DEVOLVED NON-CARRIAGEWAY	2,526	8,500	5,974		5,974	29.7%
DEVOLVED SERVICES EXPENSES :- Indirect Expenditure	2,526	8,500	5,974	0	5,974	29.7%
Net Income over Expenditure	17,854	11,853	(6,001)			

	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	2,433	1,827	(606)	329	(934)	151.1%
4035 MACHINERY	873	2,000	1,127		1,127	43.7%
4036 FUEL (MOWER)	540	1,035	495		495	52.2%
4037 SUNDRIES	892	2,518	1,626		1,626	35.4%
4063 VEHICLE HIRE AND RUNNING COSTS	3,695	13,703	10,008	49	9,959	27.3%
GROUNDS MAINTENANCE :- Indirect Expenditure	8,433	21,083	12,650	377	12,273	41.8%
Net Expenditure	(8,433)	(21,083)	(12,650)			
<u>248</u> <u>DEPOT</u>						
4013 EQUIPMENT PURCHASE	0	2,000	2,000		2,000	0.0%
4055 ALARM	0	416	416		416	0.0%
4225 RATES	4,142	4,263	121		121	97.2%
4601 REPAIRS& MAINTENANCE FUND	234	812	578		578	28.8%
4602 ELECTRICITY	524	1,400	876		876	37.5%
4603 WATER	201	750	549		549	26.8%
DEPOT :- Indirect Expenditure	5,101	9,641	4,540	0	4,540	52.9%
Net Expenditure	(5,101)	(9,641)	(4,540)			
<u>249</u> <u>PUBLIC TOILETS</u>						
1085 SHOP MOBILITY INCOME	0	102	102			0.0%
PUBLIC TOILETS :- Income	0	102	102			0.0%
4602 ELECTRICITY	0	500	500		500	0.0%
4603 WATER	0	500	500		500	0.0%
4608 SHOP MOBILITY	0	1,041	1,041		1,041	0.0%
4612 CONTRACTOR CHARGE	4,354	10,883	6,529		6,529	40.0%
4709 MAINTENANCE	0	521	521		521	0.0%
PUBLIC TOILETS :- Indirect Expenditure	4,354	13,445	9,091	0	9,091	32.4%
Net Income over Expenditure	(4,354)	(13,343)	(8,989)			
<u>250</u> <u>LACE HILL</u>						
1026 LACE HILL COMMUNITY CENTRE	19,482	44,376	24,894			43.9%
1027 SOLAR INCOME	0	260	260			0.0%
LACE HILL :- Income	19,482	44,636	25,154			43.6%
4050 LACE HILL PLAYING FIELDS	0	3,500	3,500		3,500	0.0%
4118 SOLAR PANELS	0	350	350		350	0.0%
4158 LACE HILL GAS	1,053	4,060	3,007		3,007	25.9%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4159 LACE HILL ELECTRICITY	1,834	1,989	155		155	92.2%
4160 LACE HILL WATER	112	750	638		638	14.9%
4161 LACE HILL REPAIRS & MAINT	2,494	3,553	1,059	85	974	72.6%
4162 LACE HILL CONTRACTOR CHARGE	1,976	3,806	1,830		1,830	51.9%
4163 LACE HILL ALARM	0	521	521		521	0.0%
4164 LACE HILL EQUIPMENT PURCHASE	101	3,628	3,527	1,110	2,417	33.4%
4225 RATES	9,731	9,998	268		268	97.3%
LACE HILL :- Indirect Expenditure	17,299	32,155	14,856	1,195	13,661	57.5%
Net Income over Expenditure	2,183	12,481	10,298			
<u>251 CHANDOS PARK</u>						
1030 BOWLS INCOME	0	572	572			0.0%
1035 TENNIS COURT RENT	0	651	651			0.0%
CHANDOS PARK :- Income	0	1,223	1,223			0.0%
4601 REPAIRS& MAINTENANCE FUND	185	3,201	3,016		3,016	5.8%
4602 ELECTRICITY	186	521	335		335	35.7%
4603 WATER	687	1,300	613		613	52.9%
CHANDOS PARK :- Indirect Expenditure	1,058	5,022	3,964	0	3,964	21.1%
Net Income over Expenditure	(1,058)	(3,799)	(2,741)			
<u>252 BOURTON PARK</u>						
4601 REPAIRS& MAINTENANCE FUND	2,476	6,910	4,434	2,717	1,717	75.2%
BOURTON PARK :- Indirect Expenditure	2,476	6,910	4,434	2,717	1,717	75.2%
Net Expenditure	(2,476)	(6,910)	(4,434)			
<u>253 CEMETERY</u>						
1041 BURIAL FEES	13,828	18,270	4,442			75.7%
CEMETERY :- Income	13,828	18,270	4,442			75.7%
4225 RATES	469	406	(63)		(63)	115.4%
4265 NEW CEM MAINTENANCE	7,885	5,000	(2,885)		(2,885)	157.7%
4601 REPAIRS& MAINTENANCE FUND	1,553	4,319	2,766	1,198	1,568	63.7%
4602 ELECTRICITY	101	457	356		356	22.1%
4617 MEMORIAL TESTING	0	2,083	2,083		2,083	0.0%
4619 NEW CEM REPAYMENTS	0	36,680	36,680		36,680	0.0%
4620 EXPENSES RE BURIAL DUTIES	1,471	5,000	3,529		3,529	29.4%
CEMETERY :- Indirect Expenditure	11,479	53,945	42,466	1,198	41,268	23.5%
Net Income over Expenditure	2,349	(35,675)	(38,024)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>254 CHANDOS PARK TOILETS</u>						
4612 CONTRACTOR CHARGE	4,354	10,373	6,019		6,019	42.0%
4709 MAINTENANCE	59	1,041	982	34	948	8.9%
CHANDOS PARK TOILETS :- Indirect Expenditure	4,413	11,414	7,001	34	6,967	39.0%
Net Expenditure	(4,413)	(11,414)	(7,001)			
<u>255 RAILWAY WALK & CASTLE HILL</u>						
4120 FRIENDS OF GROUPS	0	1,041	1,041		1,041	0.0%
4709 MAINTENANCE	0	1,000	1,000		1,000	0.0%
RAILWAY WALK & CASTLE HILL :- Indirect Expenditure	0	2,041	2,041	0	2,041	0.0%
Net Expenditure	0	(2,041)	(2,041)			
<u>256 STORAGE PREMISES</u>						
4066 GRENVILLE GARAGE RENT	299	677	378		378	44.2%
STORAGE PREMISES :- Indirect Expenditure	299	677	378	0	378	44.2%
Net Expenditure	(299)	(677)	(378)			
<u>258 CEMETERY LODGE</u>						
1061 CEMETERY LODGE RENTAL INCOME	4,774	10,966	6,192			43.5%
CEMETERY LODGE :- Income	4,774	10,966	6,192			43.5%
4034 PWLB REPAYMANTS INCL INTEREST	2,351	4,072	1,721		1,721	57.7%
4609 CEMETERY LODGE MAINT	100	3,000	2,900		2,900	3.3%
CEMETERY LODGE :- Indirect Expenditure	2,451	7,072	4,621	0	4,621	34.7%
Net Income over Expenditure	2,323	3,894	1,571			
<u>260 CCTV</u>						
4100 CCTV ONGOING COSTS	0	1,667	1,667	450	1,217	27.0%
CCTV :- Indirect Expenditure	0	1,667	1,667	450	1,217	27.0%
Net Expenditure	0	(1,667)	(1,667)			
<u>261 COMMUNITY CENTRE STRUCTURAL RE</u>						
4085 STRUCTURAL REPAIRS	0	2,030	2,030		2,030	0.0%
4091 CHAMBER WORKS	276	1,015	739	132	607	40.2%
COMMUNITY CENTRE STRUCTURAL RE :- Indirect Expenditure	276	3,045	2,769	132	2,637	13.4%
Net Expenditure	(276)	(3,045)	(2,769)			

	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	13	1,041	1,028		1,028	1.3%
4102 DOG BINS	0	4,350	4,350		4,350	0.0%
4106 PLAY AREA MAINTENANCE	1,426	5,088	3,662	110	3,552	30.2%
4122 TREE WORKS	1,230	13,203	11,973		11,973	9.3%
4270 BRIDGES	1,000	2,015	1,015		1,015	49.6%
4275 PLAY AREA REPLACEMENT FUND	0	1,015	1,015		1,015	0.0%
4276 TREE WARDENS	0	1,000	1,000		1,000	0.0%
PARKS GENERAL :- Indirect Expenditure	<u>3,670</u>	<u>27,712</u>	<u>24,042</u>	<u>110</u>	<u>23,933</u>	<u>13.6%</u>
Net Expenditure	<u>(3,670)</u>	<u>(27,712)</u>	<u>(24,042)</u>			
ENVIRONMENT :- Income	67,330	107,303	39,973			62.7%
Expenditure	202,257	479,714	277,457	6,403	271,055	43.5%
Movement to/(from) Gen Reserve	<u>(134,926)</u>					
Grand Totals:- Income	67,330	107,303	39,973			62.7%
Expenditure	202,257	479,714	277,457	6,403	271,055	43.5%
Net Income over Expenditure	<u>(134,926)</u>	<u>(372,411)</u>	<u>(237,485)</u>			
Movement to/(from) Gen Reserve	<u>(134,926)</u>					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>EARMARKED RESERVES</u>						
<u>901 EARMARKED RESERVES</u>						
9001 YOUTH COUNCIL	0	1,000	1,000		1,000	0.0%
9002 CEMETERY DEVELOPMENT	0	97,886	97,886		97,886	0.0%
9004 SOLAR PANEL LACE HILL	22,047	28,076	6,029		6,029	78.5%
9006 SPEED WATCH	0	598	598		598	0.0%
9010 FLOOD RELIEF FUND	0	826	826		826	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	45,121	45,121		45,121	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	5,594	5,594		5,594	0.0%
9040 PARK RUN	0	89	89		89	0.0%
9045 ACCESS FOR ALL	0	251	251		251	0.0%
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	11,180	60,959	49,779	49,779	(0)	100.0%
9051 OFFICE DEVELOPMENT / FURNITURE	248	12,000	11,752	3,509	8,242	31.3%
9052 DEPOT EQUIPMENT PURCHASE	0	15,000	15,000		15,000	0.0%
9053 AEDs	0	420	420		420	0.0%
9054 LACE HILL REPAIRS & MAINTENANC	0	25,000	25,000		25,000	0.0%
9055 RIVER RINSE	0	250	250		250	0.0%
9057 CEMETERY LODGE REPAIRS	0	10,000	10,000		10,000	0.0%
9058 BOWLS CLUB PAVILLION REPAIRS	0	8,000	8,000		8,000	0.0%
9059 MAKING GOOD/BOUNDARY REPAIRS B	0	45,000	45,000		45,000	0.0%
9060 RIVER WARDENS	0	1,575	1,575		1,575	0.0%
9061 COVID BOUNCE BACK EVENTS	8,024	8,680	656	150	506	94.2%
9062 GRANTS	0	2,100	2,100		2,100	0.0%
9063 TWINNING	0	2,000	2,000		2,000	0.0%
9064 HOLOCAUST MEMORIAL	0	1,000	1,000		1,000	0.0%
9065 PURCHASE CEMETERY & ALLOTMENT	1,600	87,000	85,400		85,400	1.8%
EARMARKED RESERVES :- Indirect Expenditure	43,099	493,593	450,494	53,438	397,055	19.6%
Net Expenditure	(43,099)	(493,593)	(450,494)			
EARMARKED RESERVES :- Income	0	0	0			0.0%
Expenditure	43,099	493,593	450,494	53,438	397,055	19.6%
Movement to/(from) Gen Reserve	(43,099)					

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	0	0	0			0.0%
Expenditure	43,099	493,593	450,494	53,438	397,055	19.6%
Net Income over Expenditure	<u>(43,099)</u>	<u>(493,593)</u>	<u>(450,494)</u>			
Movement to/(from) Gen Reserve	<u>(43,099)</u>					

**BUCKINGHAM TOWN COUNCIL
ENVIRONMENT COMMITTEE
MONDAY 18th October 2021**

Contact Officer: Paul Hodson, Town Clerk

55 2022 23 Budget Priorities

1. Recommendation

It is recommended that the Committee agree the budget changes listed and the ear-marked reserves proposed.

2. Background

This year each committee will receive two reports regarding next year's budget. The first report (this one) will recommend any significant changes to the current budget. The second report, to be provided for the following, December meeting, will propose a full five-year budget, based on the changes already agreed, and including any RPI and salary increases generally proposed for the Council as a whole. This enables Councillors to focus on key changes first, to enable officers to incorporate those into the final draft budget.

3. Proposed significant changes to the Environment Budget for 2022 23

Centre	Code	Item	2021 2022	2022 2023	Explanation
205	4033	WASTE DISPOSAL	£1,827	£3,000	Increase in summer collections. Additional recycling collection and disposal.
205	4035	MACHINERY	£2,000	£2,500	Forecast increase in costs
205	4036	FUEL (MOWER)	£1,035	£1,200	Forecast increase in costs
248	4602	ELECTRICITY	£1,400	£1,000	Current budget more than required
248	4603	WATER	£750	£850	Forecast increase in costs
	4050	LACE HILL PLAYING FIELDS	£3,500	£500	Current budget mostly for one-off path costs
249	4612	CONTRACTOR CHARGE	£10,883	£9,600	Current budget more than required
250	1027	SOLAR INCOME	-£260	-£2,000	Forecast increase in income
250	4160	LACE HILL WATER	£750	£300	Current budget more than required
250	4162	LACE HILL CONTRACTOR CHARGE	£3,806	£6,800	change to planned budget, to include: fire alarm, doors, intruder alarm, wheelie bins
250	4163	LACE HILL ALARM	521	0	Incorporated in 4162
	TBA	BOWLS CLUB MAINTENANCE	£0	£2,000	New budget for likely ongoing costs
	1041	BURIAL FEES	-£18,270	-£24,000	Forecast increase in income
252	4601	REPAIRS& MAINTENANCE FUND	£6,910	£7,500	Forecast increase in costs
260	4100		£1,667	£3,400	Forecast increase in costs once additional CCTV procured
262	4275	PLAY AREA REPLACEMENT FUND	£1,015	£5,000	Increase required
		TOTALS	£17,534	£17,650	

4. Ear-Marked Reserves

It is proposed that any underspend in the following codes is transferred to relevant ear-marked reserves

Centre	Code	Item	2021	2022
201	4168	DEFIBRILLATORS		500
205	4063	VEHICLE HIRE AND RUNNING COSTS	13,703	
253	4619	NEW CEM REPAYMENTS	36,680	
262	4106	PLAY AREA MAINTENANCE	5,088	
262	4275	PLAY AREA REPLACEMENT FUND	1,015	

**BUCKINGHAM TOWN COUNCIL
ENVIRONMENT COMMITTEE
MONDAY 18th October 2021**

Contact Officer: Paul Hodson, Town Clerk

Community Gardening

1. Recommendation

It is recommended that the Committee agree for the Council to promote the Community Gardening scheme as described.

2. Background

A resident has successfully tended a small area in Bourton Park to provide a small garden for residents to enjoy. There may be other residents who would be willing and able to create small community gardens on green spaces currently managed by the Town Council, Buckinghamshire Council or others.

3. Draft Guide to Creating a Community Garden

3.1. Location

Ensure it is within walking distance from your home or from potential participants in the project. Check on the aspect of the plot – if you want your plants to grow well, you will need to be sure the site gets plenty of sun. Ideally, you will want to be located close to a water source. The site should be reasonably flat and not contain very large pieces of concrete, as large amounts of rubble or debris can be difficult to shift and there could be a cost to have it cleared by machinery.

Sites should be at least 2m from any highway, and must not interfere with a right of way, limit vision on a highway or involve the removal of any trees.

3.2. Security

Ideally, your garden should have a small boundary such as a low fence around it, to show the boundary and encourage people to respect the area.

3.3. Obtaining Permission

It is illegal to use land without obtaining the owner's permission, so take the information you have about the location of the site and as a first point of call, contact Buckingham Town Council who are likely to know if the land belongs to the Town Council or Buckinghamshire Council. If the land is not Council owned, you may then have to do your search via the Land Registry. The relevant organisation will then review the land to decide whether it is suitable for a community garden.

To operate a community garden, you should have public liability insurance cover to indemnify you against being held responsible for the injury, disability or death of people visiting or taking part in your activities. This will be arranged by the Town Council for gardeners who register with the Council and agree to act as a Town Council volunteer in creating and managing a particular area.

3.4. Finance & Fundraising

The long term sustainability of your garden can come from in-kind support in the form of good advice, good volunteers and donations of materials and services. You may be able to arrange a garden for no or minimal cost using cuttings and unwanted plants from friends and neighbours.

3.5. Health & Safety

When operating a community garden, the health and safety of all users is paramount.

Common hazards in community gardens are as follows:

- poisonous plants
- pathways and walkways
- use of wheelbarrows
- use of garden tools
- use of power and electrical tools
- compost heaps
- dogs.

A risk assessment will be needed for each site; the Town Council will provide a draft risk assessment and support volunteers to complete one for each site. Only domestic gardening tools will be allowed.

**BUCKINGHAM TOWN COUNCIL
ENVIRONMENT COMMITTEE
MONDAY 18th October 2021**

Contact Officer: Deputy Town Clerk

Flooding Response

1. Recommendations

- 1.1. It is recommended that Members read and note the amendments to the Buckingham Community Flood Response Plan.
- 1.2. It is recommended that Members agree to allow officers to add organisational learning to the Plan as required.
- 1.3. It is recommended that the Plan be reviewed by Members on an annual basis as a minimum.

2. Background

- 2.1. The Buckingham Community Flood Response Plan has been circulated to partners for their comments and on the 6th October 2021 it was tested during a joint Buckinghamshire Council and Buckingham Town Council flood response exercise.
- 2.2. During the internal debrief from the exercise, a couple of minor issues were identified. These were mostly issues of staff and volunteers being unsure of the current situation. Staff reported being asked questions such as the availability of sandbags and being unsure how to answer. Therefore, the plan has been altered to add a requirement for the Community Flood Coordinator to establish this information as early as possible and to make sure staff and volunteers are briefed. They must also further brief staff as and when the situation changes.
- 2.3. Partners such as the Environment Agency and Buckinghamshire Council have reviewed the document and their advice is included in the amendments.

3. Details of the Amendments

- 3.1. The document title has been changed to the Buckingham Community Flood Response Plan
- 3.2. The Community Flood Coordinator role has been amended to specify a requirement to consider surface water flooding.

- 3.3. The Community Flood Coordinator role has been amended to clarify that they are responsible for deciding when to initiate each stage of the plan. This has been added as there are a number of alerts throughout the year. However, the plan is only actioned when the CFC judges that it is necessary.
- 3.4. The line “Responding to flooding on the highway and undertake response activities to prevent further flooding caused by Highways issues” has been added to the Buckinghamshire Council role. This has been added on the recommendation of Buckinghamshire Council to reflect the role of Transport for Buckinghamshire. It should be noted that Buckinghamshire Council are still finalising the role of TfB during a flooding event. Once this is agreed the plan can be updated to reflect their responsibilities.
- 3.5. Flood warning flowchart amended to reflect the learning from the exercise. The new flowchart places an emphasis on the Community Flood Coordinator to brief all staff and volunteers on the latest situation and updates from Buckinghamshire Council. During the training exercise the Staff Telephone Volunteers felt they did not have all the information they needed to correctly advise the public. Questions such as the availability of sandbags need to be clarified as early as possible and staff briefed to give a consistent message.
- 3.6. Both the Flood Warden script and the Telephone Volunteer script have been renamed basic scripts and a note added to pass on any information from the briefing.
- 3.7. The redacted contacts page has been removed from the document and placed in a separate document to prevent accidental distribution.

4. Organisational Learning

- 4.1. The final action of the plan is to debrief and review what happened. It is extremely important that this is completed and that every opportunity is taken to learn from experience and improve the response. Therefore, it is recommended that this plan be a living document to be reviewed not just after every Buckingham incident but also to incorporate learning from elsewhere. It is recommended to allow officers to amend and evolve the plan on an ad hoc basis subject to annual scrutiny by the Environment Committee and oversight from any working group once established.

Buckingham Community Flood Response Plan



Contents

- 3 Introduction
- 4-5 Community Flood Plan – Roles and Responsibilities – Individuals
- 6-7 Community Flood Plan – Roles and Responsibilities – Organisations
- 7 Health and safety
- 8 Actions during an alert
- 9 Actions during a warning
- 10 Actions during a severe warning
- 11 Stand down procedure
- 12 Flood warden script
- 12 Staff telephone volunteer script
- 13 Advice to residents in the event of an alert
- 14 Advice to residents in the event of a warning
- 15 Advice to residents in the event of a severe warning
- 16 Useful Contacts

Introduction

Ownership

This document is owned by Buckingham Town Council.

The Buckingham Town Council Community Flood Response Plan outlines the actions and procedures to be coordinated by Buckingham Town Council (BTC) before, during and after any flooding event.

In the event of a flood, the emergency services have overall command. If residents are informed by the Police, Fire and Rescue Service or any other responding agencies to stop their activity or evacuate the area, they should do as instructed. The actions and procedures defined in this plan are intended to be used as a guide, to coordinate the Buckingham Town Council response to any flooding event.

Aims

To ensure Buckingham Town Council play a vital part in the multi-agency response and support Buckingham residents by coordinating the community flood response, ensuring residents are informed and supported before, during and after a flooding event.

Objectives

This plan should achieve the following objectives:

1. To define the roles and responsibilities of all personnel before, during and after a flooding event.
2. To warn and inform the local community and other stakeholders before, during and after a flooding event.
3. To provide support to all town residents, in particular those who are deemed vulnerable, before, during and after a flooding event.
4. To work with Buckinghamshire Council and other agencies, to ensure that Buckingham is represented in the wider multi-agency response to flooding.
5. To work in conjunction with other relevant services. To provide signposting, advice and guidance to all residents and stakeholders in the case of flood events.

Roles and Responsibilities - Individuals

Community Flood Coordinator (CFC)

The CFC has overall responsibility for coordinating the local flood response during office hours. This includes:

- Gathering information regarding the flood alert, warning or risk of surface water flooding.
- Using local knowledge and personal experience to judge when to initiate each stage of the plan.
- Liaising with the Buckinghamshire Council, Environment Agency and other organisations (being the point of contact) as necessary;
- Participating in the Buckinghamshire Council IMT (if established);
- Contacting and coordinating Flood Volunteers and advise on actions required;
- Establishing a location as a control point (flood warning only);
- Surveying the affected areas and reporting back to Buckinghamshire Council;
- Ensuring that any communication activity to the affected public is coordinated with Buckinghamshire Council Communications Team;
- Providing updates to Town Council Members of the situation;

This role will be undertaken by the Buckingham Town Council Clerk or in their absence the Deputy Town Clerk or Estates Manager in that descending order. Whilst this role is during office hours, officers of the Town Council may undertake the role outside of office hours. In the extreme situation where an officer of Buckingham Town Council cannot fulfil this role, the role will be undertaken by Buckinghamshire Council Local Authority Liaison Officer (LALO).

Community Flood Wardens (CFW)

(This role can be performed by members of BORG if required)

This role is undertaken by members of the community who have volunteered for the role and are not themselves at risk of having their property flooded. They are the primary channel of communication in the event of a community flood response.

- Attending a pre-determined location when notified by the (BTC) Flood Plan (Response) Co-ordinator that they are required to support a flood response;
- Acting in accordance with any instructions provided by the (BTC) Flood Plan (Response) Co-ordinator;
- Deploy to their assigned route and inform the community of the situation and advise them to prepare for flooding;
- If appropriate assist vulnerable residents in putting flood protection measures in place and moving furniture as required but not to the point where this prevents warning other residents on their route;
- Help and advise vulnerable people and/or those requiring assistance and help move them to safety early if required;
- Providing any relevant details and/or information from residents to the (BTC) Flood Plan (Response) Co-ordinator.
- Providing it is safe to do so, surveying the affected areas and reporting back to the (BTC) Flood Plan (Response) Co-ordinator;

- Supporting any recovery activities after the flooding event is over.
- Create photographic/video record and list effected properties.

BTC Communications Lead

A critical part of the response to a flooding event is warning and informing the community providing information, reassurance and guidance to keep them safe. During an emergency the primary role of BTC Communications Officer is to coordinate the release of information to the community with internal and external partners. This may include:

- Liaising with other partner agency's press officers to ensure that the media message is consistent.
- Ensure that timely and consistent community safety messages reach members of the public and other relevant stakeholders in areas of the emergency or major incident, using all available media outlets;
- Communicate with the public all information that can be accurately released without prejudicing the operational response;
- Arrange the dissemination of an extensive and wide-ranging collection of guidance, advice and information bulletins to support and help those affected by the incident.
- Start and maintain a flooding incident log.
- Lead on the co-ordination of information when the response phase is completed and the handover to recovery has been implemented.

BTC Staff Telephone Volunteers (STV)

- Contact residents via the telephone and advise them to prepare for flooding.
- Give suitable advice
- Keep records of addresses where no contact is made
- Record and refer (to the CFC or emergency services as appropriate) any address where the occupant declares themselves vulnerable or requests help.
- Where required

BTC Green Spaces Team (GST)

- Fit flood defences to BTC properties.
- Where safe make visual assessments/photos/video of key locations along the river.
- Assist with deploying sandbags where appropriate.
- Back up the CFW where required.

BC Local Authority Liaison Officer (LALO)

- Gathering information to feedback as necessary;
- Liaison with emergency responders on behalf of Buckinghamshire Council;
- Providing the affected community with an initial point of contact with Buckinghamshire Council and Buckingham Town Council;

- Assessing the wider impact of the incident on both the council and the community;
- In the situation where an officer of Buckingham Town Council cannot fulfil this role, the LALO will take on the role of **Community Flood Coordinator (CFC)**

Roles and Responsibilities - Organisations

Buckingham Town Council

The role of Buckingham Town Council is to coordinate the community flood response, ensuring residents are informed and supported before, during and after in the event of a flooding incident ensuring that Buckingham Town Council plays a vital part in the multi-agency response.

Please note that the officers of Buckingham Town Council do not provide a 24/7 response capability.

Buckinghamshire Council

The role of Buckinghamshire Council during a flooding event is to:

- Support the emergency services, Buckingham Town Council and other agencies involved in the immediate response, including:
 - Assistance in the evacuation of the local community;
 - Provision of rest centres, with food and beverages, beds, and welfare services;
 - Clearance of debris and restoration of roadways, provision of engineering services and emergency signing;
 - Responding to flooding on the Highway and undertake response activities to prevent further flooding caused by Highways issues;
 - Structural advice and guidance, and making safe or demolishing dangerous structures;
 - Communicating with the Public;
 - Re-housing of those made homeless, in both the short and long term;
 - Environmental health management;
 - Participate in any multi-agency structures that are established and representing Buckingham Town Council if required;
- Put in place processes to enable the community to recover and return to normality as soon as possible.

Environment Agency (EA)

The Environment Agency (EA) monitors river levels on main rivers to provide a flood warning service to the public, media and emergency responders. The Environment Agency has a three-level warning system: Flood Alert, Flood Warning, and Severe Flood Warning.

- Flood Alerts are issued for large areas such as an entire river catchment and may include several towns and communities. They usually indicate the initial level of flooding, particularly low-lying land and roads. Flood Warnings are issued for specific areas having an identified flood risk.

- Flood Warnings advise people at risk of flooding to take action to protect their property.
- Severe Flood Warnings indicate a potential danger to life and property and urge people to take immediate action, including possible evacuation. 'Warnings no longer in force' messages will be issued when the risk of further flooding has passed, indicating that floodwaters are receding, and no further flooding is expected.

Warnings can be sent out to individual households in identified flood zones. This is done on an 'opt out' system. Individuals can register to receive flood warnings.

During a flooding incident, the EA

- Prioritise crews to check grilles, culverts etc to maximise flow capacity on vulnerable watercourses.
- Monitor and record flood levels and flows.
- Maintain and operate Environment Agency owned flood defences.
- Provide professional advice as to the likely extent / duration / impact of the flooding.

Property Owners

Responsible for protecting their own property during times of flooding. Local authorities and other agencies may assist depending on resources. Property owners within a flood warning area can receive warnings direct to their home or work through the Environment Agency's Floodline Warning Direct System.

Riparian Owners (owner of the land adjacent to a watercourse)

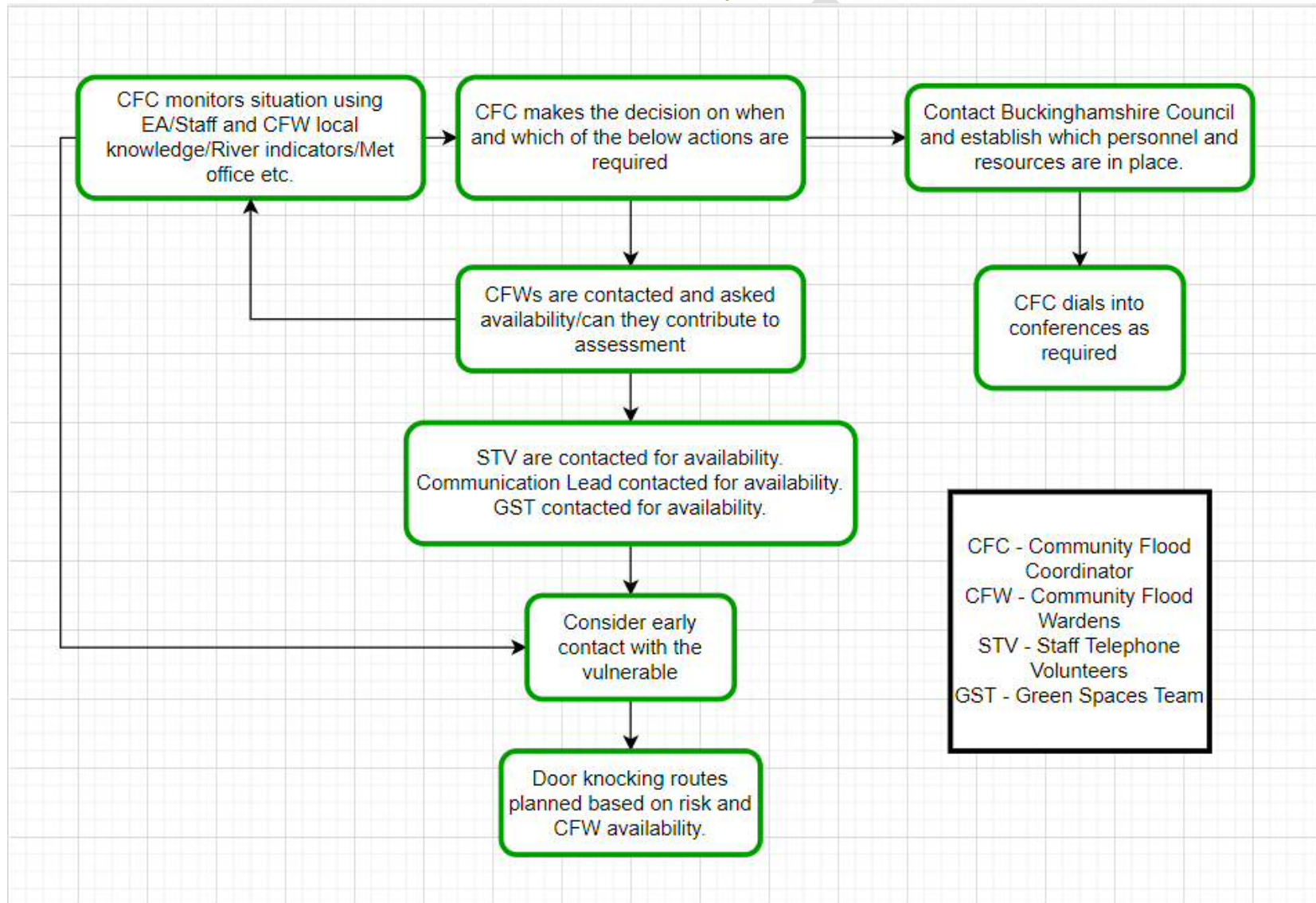
Are responsible for maintaining their section of the watercourse so as to accept flow from the upstream neighbour and pass it on to the downstream neighbour without significant alteration. They are not liable to improve a natural watercourse.

Health & Safety

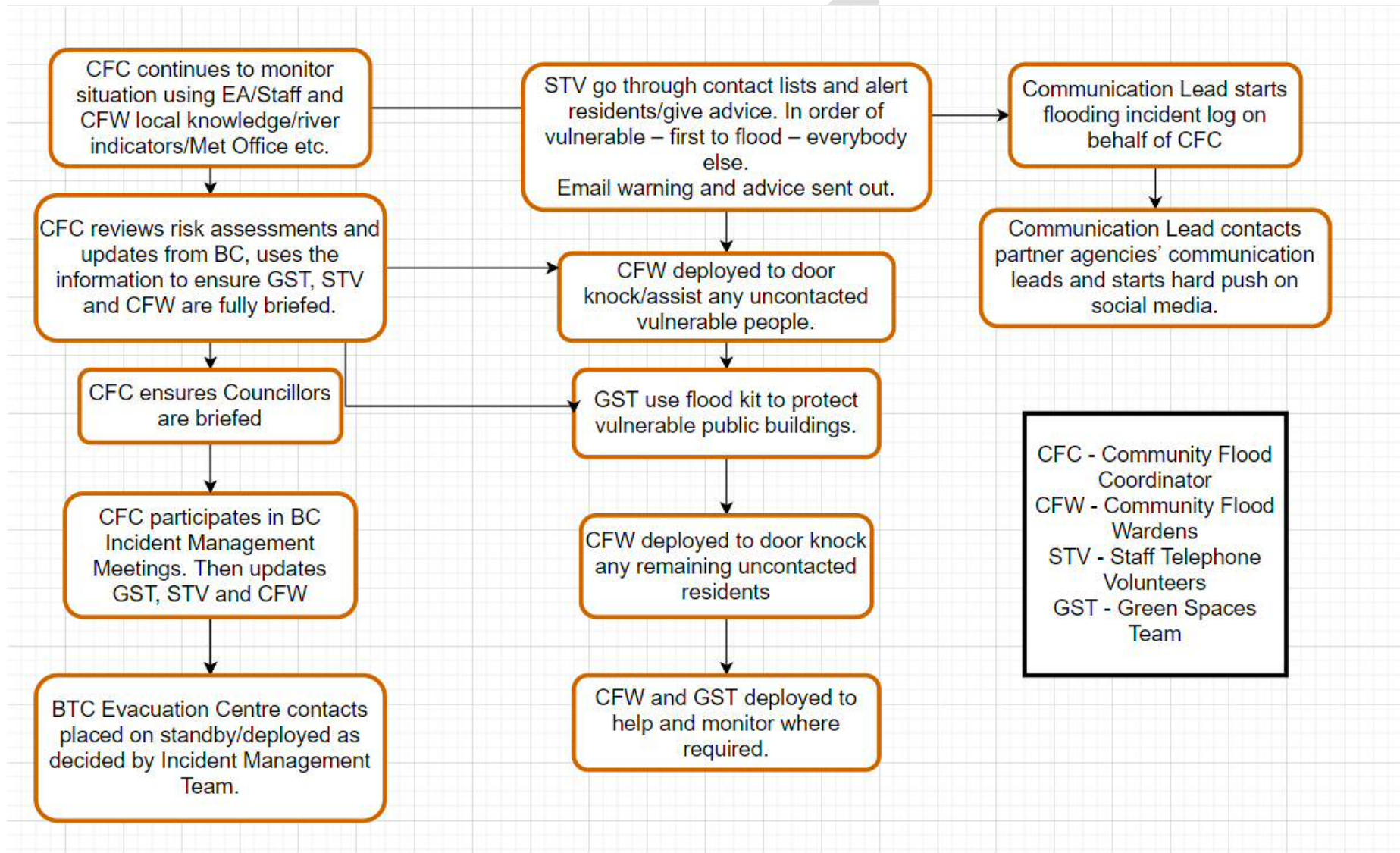
Buckingham Town Council has a duty of care to ensure the health and safety of its employees and volunteers in the event this plan is activated. All employees and volunteers must have read and be familiar with the Buckingham Town Council Health & Safety Policy, the arrangements thereunder and have undertaken training appropriate to their role.

The CFC should ensure that the generic Community Flood Plan Risk Assessment is read and understood prior to deploying any volunteers. A Dynamic Risk Assessment template should be completed by the CFC prior to deployment to ensure that any, additional risks specific to the flooding event have been considered. The CFC must ensure all staff and volunteers are aware of the hazards and control measures in place.

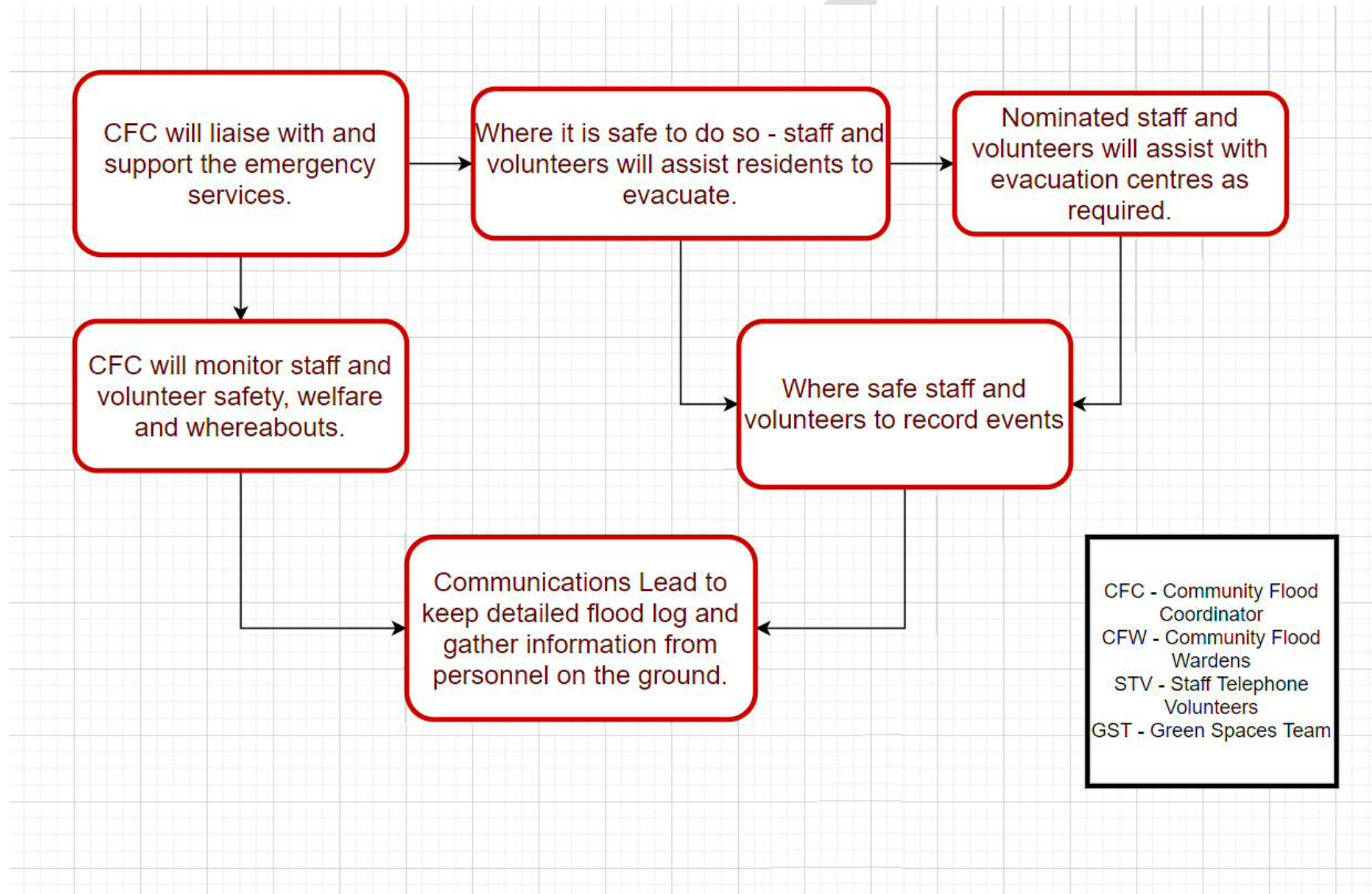
Flood Alert Response.



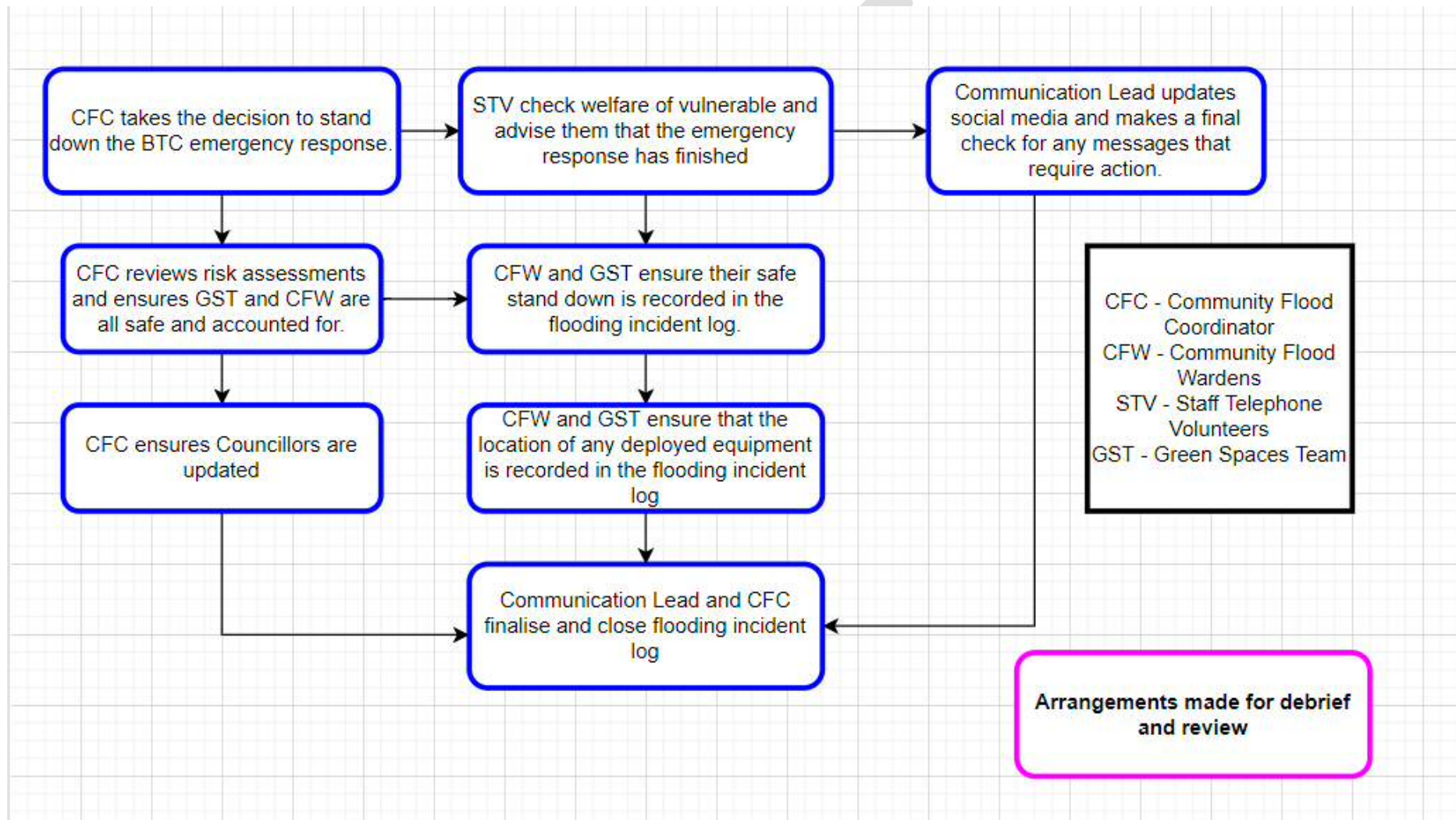
Flood Warning Response (To be implemented after flood alert actions)



Severe Warning Response (To be implemented after flood warning actions)



Stand Down Procedure



Flood Warden Door-Knock Basic Script.

Hello,

I am a Flood Warden from Buckingham Town Council. The Environment Agency has issued an alert/warning/severe warning of flooding in this area.

Have you received the alert/warning and do you understand what it means?

Use the appropriate flood warning advice on pages 11-13 to explain what it means and how they should prepare. Pass on information from your briefing

Is anyone in the property vulnerable? *If yes take details and make the CFC aware.*

Do you believe any of your neighbours to be vulnerable? *If yes take details and make the CFC aware.*

Telephone Volunteer Basic Script

Hello,

I am calling from Buckingham Town Council. The Environment Agency has issued an alert/warning/severe warning of flooding in this area.

Have you received the alert/warning and do you understand what it means?

Use the appropriate flood advice on pages 11-13 to explain what it means and how they should prepare. Pass on information from your briefing.

Is anyone in the property vulnerable? *If yes take details and make the CFC aware.*

Do you believe any of your neighbours to be vulnerable? *If yes take details and make the CFC aware.*



What to do if you get a flood alert

A flood alert means you need to prepare: **flooding is possible.**

If you haven't already done so, you should:

Check your flood risk and sign up for flood warnings - <https://flood-warning-information.service.gov.uk/long-term-flood-risk> OR call Floodline on 0345 988 1188.

Keep up to date with the latest situation - check Floodline on 0345 988 1188 or follow @EnvAgency and #floodaware on Twitter for the latest flood updates.

Read the EA's - What to do in a flood - guide at <https://tinyurl.com/crjvf2a3>

Have a bag ready with vital items like insurance documents and medications in case you need to leave your home

Check you know how to turn off your gas, electricity and water mains supplies

Plan how you'll move family and pets to safety.



What to do if you get a flood warning

A flood warning means you need to act: **flooding is expected**. You should do all the actions for a flood alert but also:

Move vehicles to higher ground if it's safe to do so

Move family and pets to safety

Move important items upstairs or to a safe place in your property, starting with cherished items and valuables, then furniture and furnishings

Turn off gas, electricity and water supplies if it's safe to do so; never touch an electrical switch if you're standing in water

If you have property protection products such as flood barriers, or air brick covers, use them now

Keep track of the latest situation



What to do if you get a severe flood warning

A severe flood warning means **there is danger to life: you must act now.**

Call 999 if you're in immediate danger

Follow advice from the emergency services and evacuate if you're told to do so

Make sure you have an emergency kit including a torch, spare batteries, mobile phone and charger, warm clothes, important numbers like your home insurance, water, food, first aid kit and any medicines and baby care items you may need

Alert neighbours and offer help if it's safe to do so

Avoid driving or walking through flood water: just 30cm (1 foot) of fast flowing water could move your car and even shallow moving water can knock you off your feet

Keep your family and pets away from floodwater – it may contain heavy debris, sharp objects, open manhole covers, sewage and chemicals

Wash your hands if you've been in contact with flood water which may contain toxic substances

Useful Contacts

Floodline - 0345 988 1188

Buckingham Town Council – 01280 816426

Buckinghamshire Council -0300 131 6000

National Flood Forum – 01299 403055

Buckingham Citizen's Advice – 01280 816787

Environment Agency 03708 506 506

Anglian Water 03457 145 145

BUCKINGHAM TOWN COUNCIL
ENVIRONMENT COMMITTEE
MONDAY 18TH OCTOBER 2021

Contact Officer: Estates Manager

Brackley Road Cemetery Fees Uplift

1. Recommendations

1.1. It is recommended that members agree to the uplift in the cemetery fees for Brackley Road Cemetery within the table below to come into place on the 1st April 2022.

2. Background

2.1 The cemetery fee uplift happens on an annual basis in line with the most recent RPI % figure.

3. Information

3.1 The RPI % figure as of August 2021 is 4.8%. This has been added to the previous fees and rounded to the nearest £.

3.2 Previous cemetery uplifts have historically occurred in September but to bring it in line with other Council fee uplifts it will now occur at the start of April every year.

3.3 The table below shows the cemetery fees with uplift to be implemented from the 1st April 2022:

Brackley Road Cemetery fees: 2022/23	Residents Fees	Non-Residents Fees
Price to purchase a plot: for 99 years		
Single Plot - single	£495	£990
Double - Side by Side	£887	£1,774
Childs Plot (under 18) Cost paid by CFF*	£495	£990
Cremated Remains	£113	£446

Interment Fee - whether purchased plot or not		
Single Depth - Adult	£387	£774
- Child (under 18) Cost paid by CFF*	£387	£774
Double Depth	£446	£892
Re-open an Existing Grave	£387	£774
Digging Fee for Ashes	£113	£226
Memorial Permits		
New memorial	£113	£226
Additional Inscription	£54	£113
Memorial permit – (Child under 18) Cost paid by CFF*	£113	£226
Miscellaneous		
Search Fee	£22	£44
Use of Chapel	£59	£118
Duplicate Deed	£22	£44
Transfer Deed	£22	£44
Deed Renewal Fee	£22	£44
Memorial Seating	Price on Request	

BUCKINGHAM TOWN COUNCIL
ENVIRONMENT COMMITTEE
MONDAY 18th October 2021

Contact Officer: Greenspaces Admin

Parish Level Carbon Footprint Report

1. Recommendation

It is recommended that Committee note and refer the report to the next meeting of the Climate Champions.

2. Background

2.1 Extract from the minutes of the last meeting of the Environment Committee [283/21]

*Community Carbon Footprint – Members **AGREED** for the Estates Admin to research options for conducting a parish wide audit on carbon emissions to provide insight into those places where focused community-based action can make the biggest contribution to cutting local emissions*

2.2 At Full Council on the 15th July 2019 Members **AGREED**:

*“That Buckingham Town Council declares a climate emergency and commits to **encourage Buckingham to become carbon neutral**. This will help to raise the profile of this vital issue and secure external support and funding. It is also proposed that Buckingham Town Council also signs up to the Covenant of Mayors to track our progress and link with towns around the world who are cutting emissions. Our aim is to make the Town Council carbon neutral by 2030 and **encouraging the town’s population, organisation and businesses to work with us in that aim.**”*

2.3 Members will be aware that this is the first time Council have considered the carbon footprint of the town, as previously all efforts have been focussed on measures that aim to reduce/eliminate our organisational carbon footprint by 2030.

2.4 Local Councils that have declared a climate emergency tend to do so to provide leadership and help educate their communities about both the threat of and solutions to the climate crisis. Buckingham Town Council’s Climate Emergency Action Plan carries an objective to: *to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.*

2.5 Full Council on the 4th October 2021 **AGREED** for:

381/21 Climate Champions

Members received a report from the Town Clerk and **AGREED** to consult with former Town Councillor Mrs Ruth Newell. Members discussed the membership of the working group and **AGREED** that it should not be restricted to a defined number of Champions. It was **AGREED** for the Greenspaces Administrator to circulate a Doodle poll to all Councillors to convene an initial meeting of the Climate Champions.

3. Information

3.1 Parish Emissions Analysis – Impact

Impact, is a free online community-scale carbon footprint tool, launched on 26 February 2020. This draws on more than 30 established datasets and demographics to model emissions at a parish level, enabling smaller communities to target their climate emergency efforts for greatest impact. As with all models, decisions have been taken in terms of what data is used, and how the data is ‘cut’ and analysed. The Impact footprints have been developed with the intention that they are as useful as possible, but it is important to take them as a guide, not as gospel. Whilst the report details our community’s carbon footprint, it is actually a footprint of carbon dioxide and other gases which impact the climate.

3.2 Carbon Dioxide Equivalent (CO₂e)

Carbon Footprint reports identify emissions of the seven main Greenhouse Gases that contribute to climate change, as detailed in Table 1. Each Greenhouse Gas varies in potency, which relates to their ability to trap heat in the Earth’s atmosphere. For instance, F-gases can be 10,000 times more potent than carbon dioxide. Therefore, to standardise results, all the Greenhouse Gases are expressed collectively as one unit: ‘Carbon Dioxide Equivalent’ (CO₂e).

Table 1: Details of the seven main Greenhouse Gases (GHGs), expressed together as Carbon Dioxide Equivalent (CO₂e), and the main sources for these emissions

	Greenhouse Gases (GHG)	Main Sources of GHGs
Carbon Dioxide Equivalent (CO ₂ e)	Carbon Dioxide (CO ₂)	- Oil, coal and gas (fossil fuels); - Manufacture and cement; - Deforestation.
	Methane (CH ₄)	- Organic waste; - Livestock.
	Nitrous Oxide (N ₂ O)	- Synthetic fertilisers.
	F-Gases (fluorinated gases): - Hydrofluorocarbons (HFCs); - Perfluorocarbons (PFCs); - Sulfur Hexafluoride (SF ₆); and - Nitrogen Trifluoride (NF ₃).	- Refrigeration; - Aerosols.

If you would like to read more detail about the method and datasets there is a Methodology paper on the Impact website: <https://impact-tool.org.uk/methodology>

The data is freely available online, which is accessible via this link: <https://impacttool.org.uk/>.

The tool represents an area’s carbon footprint via two methods: territorial or consumption-based. The two methods cannot be directly compared, but provide

useful information.

3.3 Consumption-Based Footprints

Consumption-based footprints reflect individual behaviours at a household level, which contribute to emissions within each parish/town council. This looks at how people live their lives and tends to reflect the relative affluence of a given area. Included within this dataset is both 'upstream' and 'downstream' emissions from residents' consumption of goods and services, typical food and diet, energy used in housing, travel preferences and waste. These emissions may occur outside of the area, such as residents taking international flights, but they highlight areas in local people's lifestyles that significantly contribute to climate change.

This is a useful method of carbon footprint analysis as it is closely attributed to personal carbon footprint calculations. This allows for a more targeted approach for education and behaviour change strategies to enable residents to better understand and reduce their household emissions.

3.4 Territorial Footprints

Territorial footprints consider all emissions generated within a particular boundary. However, it is important to note that the territorial dataset can be largely skewed by local infrastructure. For instance, if a community contains a large farm or factory, territorial footprints would include these emissions, despite any produce from these being exported out of that community. It would also include a proportion of emissions from a large A-road or motorway passing through a community, despite this being largely used by travellers and freight passing through the area. This method is useful for identifying emissions produced within an area and subsequently targeting key emitting sectors, rather than communities, for reduction.

Consumption-based Footprint

Figure 2 shows the annual carbon emissions (measured in tonnes) emitted as a result of the different 'activities' that Buckingham residents engage in – from heating to eating.

Figure 2 reveals that, on average, the annual consumption footprint per household in Buckingham was 80.5 tonnes CO₂e. Of the five main areas, travel accounted for the greatest amount of emissions (68%) across households in Buckingham.

Travel

Emissions resulting from the transport choices & behaviours of residents.

Food & Diet

Emissions resulting from the consumption of food and drink products by residents.

Housing

Emissions resulting from residents' use of energy in their homes.

Waste

Emissions resulting from the management of waste generated by residents.

Goods & Services

Emissions resulting from the purchase of goods and the use of services by residents.

Goods – all household goods (not food), including homeware, toiletries, medicines, furnishings, electronic goods, appliances, & large items such as cars.

Services – use of services, including the maintenance and repair of home, vehicles and other equipment, banking and insurance, medical services, treatments, education costs, communications (e.g. TV, internet and phone contracts), and other fees and subscriptions.

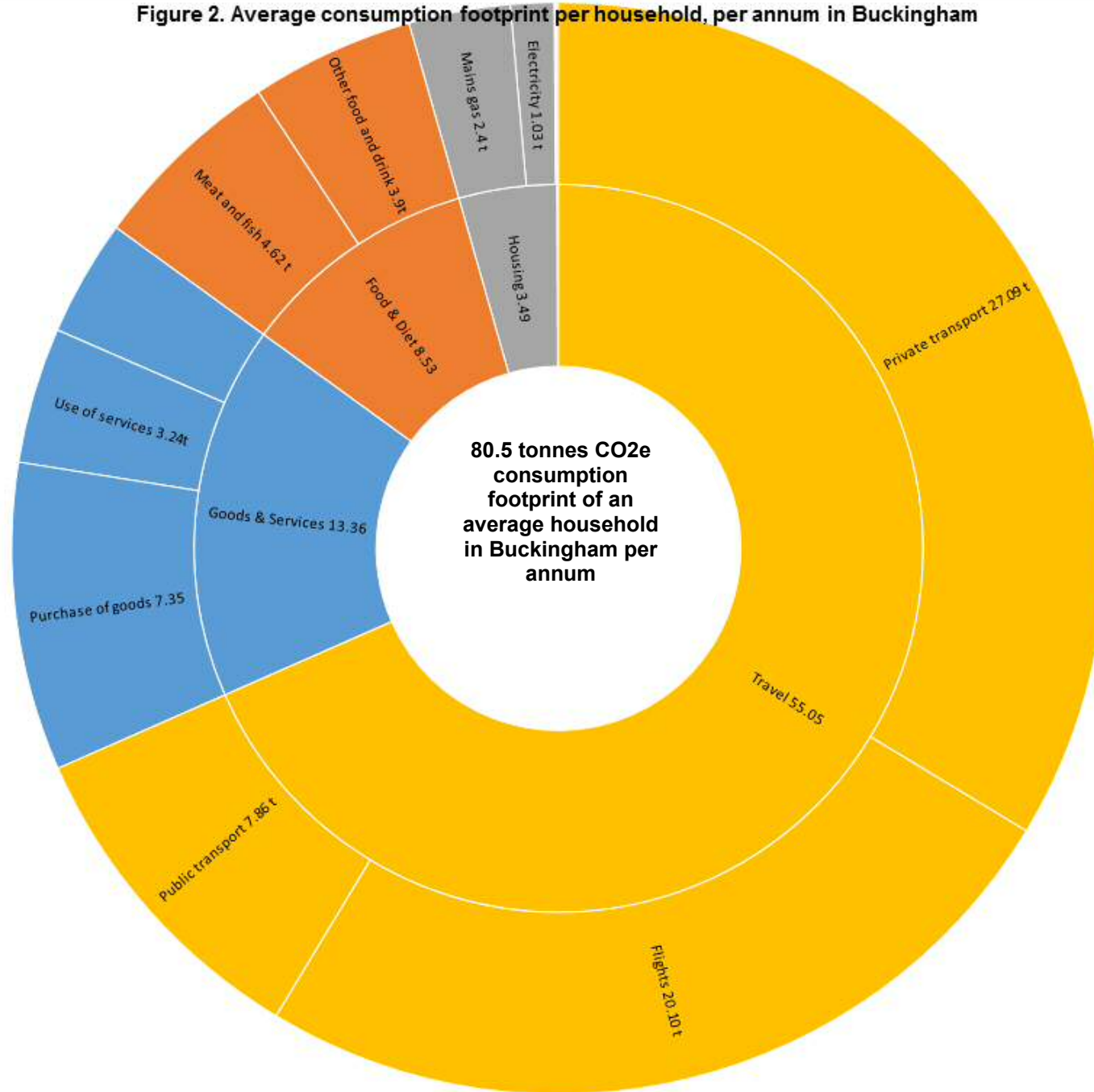
Other – leisure, entertainment, sporting or social activities.

A breakdown of the numbers

Below is Buckingham's consumption footprint tabulated – total and per-household – so that you can see a breakdown of the numbers

	Total Emissions	Per Household Emissions	%
Total Emissions	456,064t CO₂e	80.5t CO₂e	100
Housing	19,791	3.49	4
Goods & Services	75,706	13.36	17
Travel,	311,935	55.05	68
Food & Diet	48,310	8.53	11
Waste	322	0.06	<1

Figure 2. Average consumption footprint per household, per annum in Buckingham



How does Buckingham compare?

Here is what Buckingham's consumption footprint looks like per household, and how this compares with the County average, neighbouring market towns and the national average.

Winslow Town Council (97 tonnes CO₂e per household)
Buckingham Town Council (80.5 tonnes CO₂e per household)
 Brackley Town Council (18.4 tonnes CO₂e per household)
 Stony Stratford Town Council (15.7 tonnes CO₂e per household)
 National Average (13.1 tonnes CO₂e per household)
 County Average (29.1 tonnes CO₂e per household)

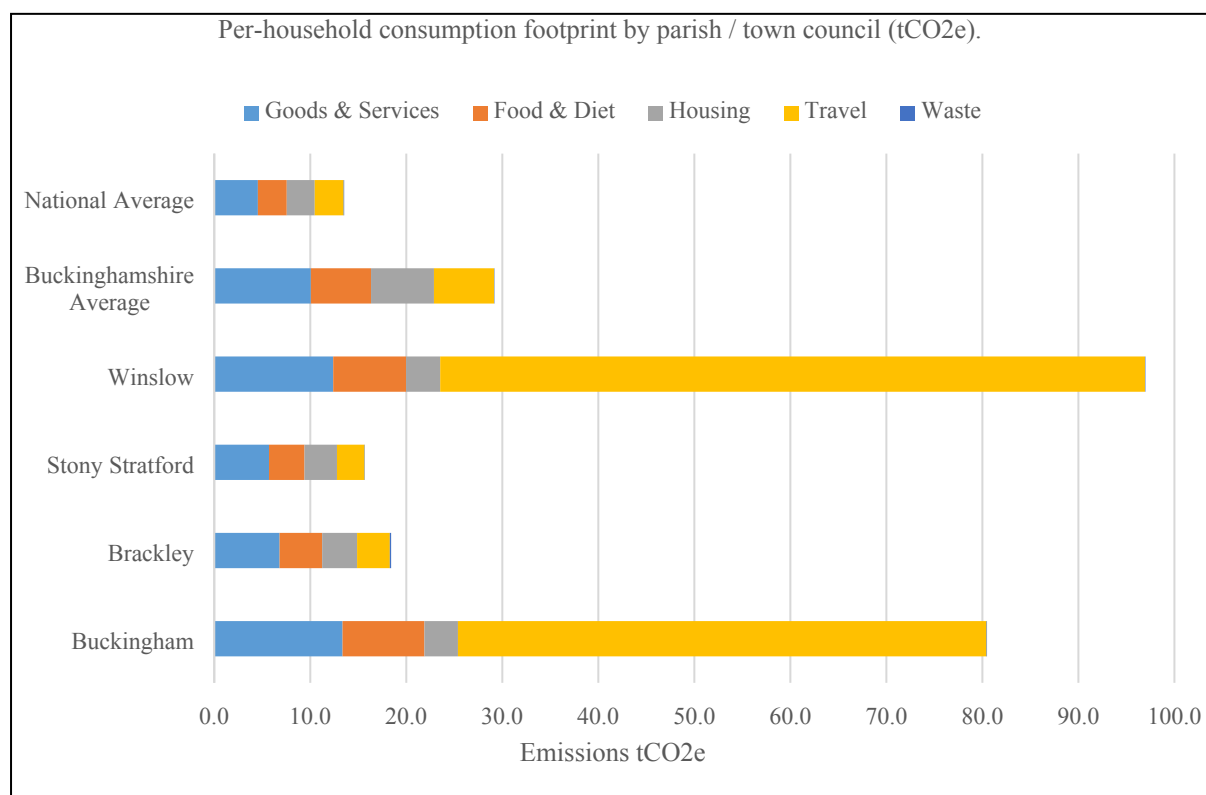


Figure 3. Per-household consumption footprint by parish / town council (tCO₂e).

The size of these emissions, which are much higher than the national average household footprint, are mainly attributed to Buckingham having a higher percentage of households that commuted to work and for shopping/leisure and take foreign holidays. Buckingham, follows closely with the national and County average, having a large proportion of emissions attributed to the consumption of goods and services. This includes household goods such as homeware, toiletries, furnishings, electrical and appliances, as well as services such as communications, banking and insurance. As suggested previously, the increased footprint of these areas is likely to be attributed to the relative affluence of residents, whose lifestyles are generally more carbon intensive.

Travel

Car use: Buckingham's residents' car uses results in annual carbon emissions per household of 27.09 t CO₂e. This compares with 2.95 t CO₂e at the County level and 1.32 t CO₂e at the national level.

Air travel: Buckingham's residents' air travel results in annual carbon emissions per household of 20.10 t CO₂e. This compares with 2.41 t CO₂e at the County level and 0.89 t CO₂e at the national level.

Public transport: Buckingham's residents' use of public transport results in annual carbon emissions per household of 7.86 t CO₂e. This compares with 0.79 t CO₂e at the County level and 0.39 t CO₂e at the national level.

Below are some trigger questions to help us, as a community, think about the implications of Buckingham's transport footprint

How does Buckingham's car use-related emissions compare to its public transport emissions? And how do these both compare with the Buckinghamshire and national averages?

What might the reasons be for the differences?

Could community schemes could help residents shift their transport behaviours to using public transport or more active travel options (e.g. electric bike hire or subsidised purchase schemes)? – look at Hook Norton community's e-bike scheme and electric car club for inspiration: <https://www.hn-lc.org.uk/electric-bikes>

What is the provision of walking and cycling routes through town and to local service centres?

What do you think are the key reasons for air travel in our community? It is good to reflect that about only 10% of England's population take more than 50% of **all** international flights – so trying to address 'frequent flying' is a good way to target activities or communications campaign.

Food & Diet

Meat and fish: Buckingham's residents' consumption of meat and fish results in annual carbon emissions per household of 4.63 t CO₂e. This compares with 3.33t CO₂e at the County level and 1.65 t CO₂e at the national level.

Other food and drink items: Buckingham's residents' consumption of other food and drink items result in annual carbon emissions per household of 3.90 t CO₂e. This compares with 2.92 t CO₂ e at the County level and 1.34 t CO₂e at the national level.

So, where do the emissions from our food actually come from? Without understanding this it can be difficult to know what we can do to change the carbon footprint of what we eat and drink.

Research shows us that changing what we eat will have the greatest impact on carbon emissions, rather than necessarily where our food has travelled from – although, of course, eating locally-produced food brings multiple other benefits such as supporting local economies, having more control over mandating more ethical and environmentally-beneficial growing practices, and creating opportunities for people to better understand where the food they eat comes from and how it's grown or made.

Whilst the emissions from a food item can really vary depending on how it is grown or reared, it is clear that animal products, and most significantly beef and lamb, account for the largest proportion of food-related emissions. BBC's Climate Change Food Calculator is a great source of information to better understand how food and drink items compare: <https://tinyurl.com/y8cvstuh1>¹

Below are some trigger questions to help us, as a community, think about the implications of our community's food and diet footprint information.

How does Buckingham's food and diet-related emissions compare with the Buckinghamshire and national averages?

Could we run a behavioural change campaign to encourage people to reduce the amount of meat and dairy they consume? (sensitive to concerns about farmers' livelihoods and people's cultural and traditional links to meat-eating).

The amount of food wasted in the UK is equivalent to 22% of food purchased – what community initiatives could raise awareness about food waste?

Goods & Services

Goods & services: Buckingham's residents' consumption of goods and use of services result in annual carbon emissions per household of 13.36 t CO₂e. This compares with 10.06 t CO₂e at the County level and 4.54 t CO₂e at the national level

All goods that we buy will have had carbon emitted in their making (including the sourcing of raw materials), packaging, shipping and sale. Without clear carbon labelling, it is difficult to know the scale of emissions resulting from each item, but it is clear that with every new product made, more carbon is emitted (and more resources are extracted and sourced – which itself can have huge environmental and social impacts). **Reducing** how many new goods we buy in the first place is the best place to start in terms of reducing goods-related emissions; and then of course **re-using** and **repairing** items where goods are needed.

¹ For further information, you can also read this Our World in Data (Oxford University) study: <https://ourworldindata.org/food-choice-vs-eating-local>

Carbon emissions from the services we use will relate to the energy used by that service provider (e.g. heating in Swan Pool leisure centre, The White Hart pub or Swan Practice Surgeries), as well as the carbon emitted as a result of goods they buy and use (e.g. gym equipment, vehicle repair machinery).

How does Buckingham's goods and services-related emissions compare with the County and national averages and what might the reasons be for the differences?

Are there opportunities in our community to: grow the second-hand market; enable residents to upcycle and repair household items; share larger/more expensive/rarely used items, such as power tools?

Are there opportunities to encourage businesses in our community to switch to green energy tariffs?

Waste

Waste: The management of Buckingham's residents' waste results in annual carbon emissions per household of 0.06 t CO₂ e. To note, emissions associated with waste management are distributed out evenly across the population.

This factor of our community's carbon footprint may look small, but remember that emissions from the management of waste represent a small fraction of the total emissions associated with every item that ends up in our bins or recycling boxes. So **reducing** waste in the first place is critical.

Buckingham's Territorial Footprint

This figure shows the annual carbon emissions (measured in tonnes) emitted as a result of 'activities' taking place within Buckingham's parish boundary (per household per annum). While these figures give us a reasonable indication of the major sources of emissions within our parish boundary, they should be taken with a small pinch of salt, as some sectors are difficult to apportion territorially. For example, the emissions from international shipping is calculated for the whole country and apportioned to each parish based on its population. For more information, see the [Impact methodology paper](#).

The top three sources of Buckingham's territorial emissions are:

1. Road Transport (total 15652 CO₂e);
2. Aviation (total 8395 tonnes CO₂e);
3. Industrial & Commercial activities (total 5462 tonnes CO₂e).

This is due in part to the industrial and commercial sector, which is particularly high in Buckingham due to the industrial estates located here. Housing is also a greater source of emissions for Buckingham, due to the denser population in this area.

The presence of the busy Buckingham bypass accounts for a large proportion of road transport emissions for Buckingham. However, these emissions are largely out of the Town Council's control. The territorial approach to footprinting does tend to create this skewing effect where major infrastructure is located within a particular small community. As time passes, if central government imposes targeted transport policies to bring down the number of cars on the road, and electrify those that are left, this emissions sector should fall in any case.

Industrial & Commercial

Emissions from industrial processes and energy consumption.

Transport

Emissions from road, diesel rail. Shipping and aviation within Buckingham

Housing

Emissions from domestic energy consumption

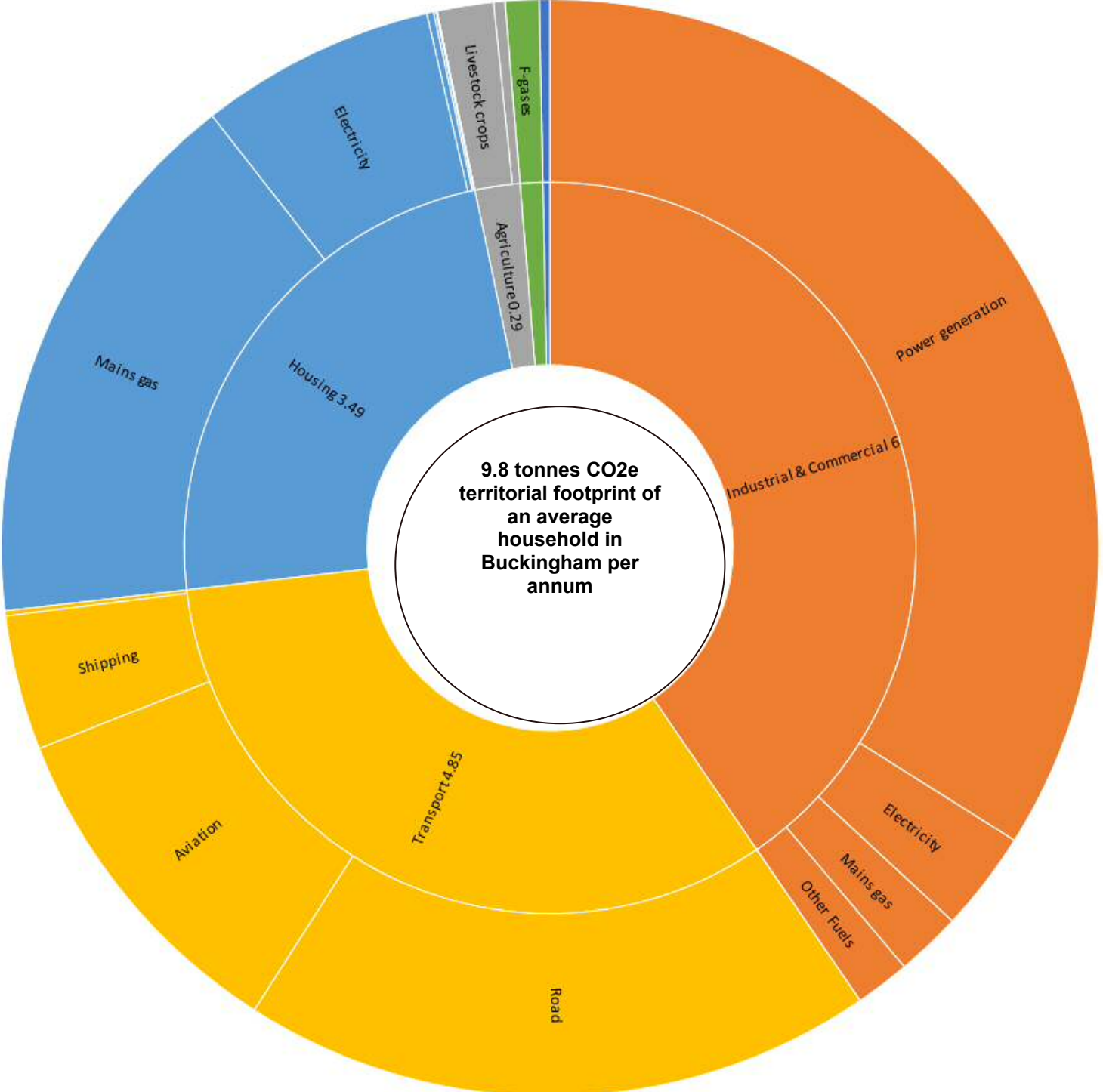
Agriculture

Emissions from livestock, crops and agricultural vehicles and machinery.

F-gases

Release of 'f-gases' into the atmosphere.

Figure 4. Buckingham's Territorial Carbon Footprint



A breakdown of the Territorial numbers

Below is Buckingham's territorial footprint tabulated – total and per-household – so that you can see a breakdown of the numbers.

	Total Emissions	Per Household Emissions	%
Total Emissions	34,341 tCO₂e	14.70 tCO₂e	100
Transport	27,515	4.85	49
Industrial & Commercial	5461	6.0	10
Agriculture	1671	0.29	3
Housing	19,791	3.49	36
Waste	264	0.04	<1
F-Gases	838	0.14	2
Land Use	-708	-0.13	-

Below are some trigger questions to help us to start to think about the implications of our community's territorial footprint information.

Are there particular sectors which account for a high proportion of the territorial emissions in our Community?

Based on your knowledge of your town, are these sectors surprising or what you would expect?

Who are the key stakeholders you would need to engage with to address the emissions from this sector, and is this actionable by residents in your community?

How does Buckingham compare?

Here is what Buckingham's territorial footprint looks like per household, per annum, and how this compares with the County average, neighbouring market towns and the national average.

County Average (28.2t CO ₂ e)
Brackley Town Council (14.1t CO ₂ e)
National Average (13.7t CO ₂ e)
Stony Stratford Town Council (11.1t CO ₂ e)
Buckingham Town Council (9.8t CO₂e)
Winslow Town Council (8.6t CO ₂ e)

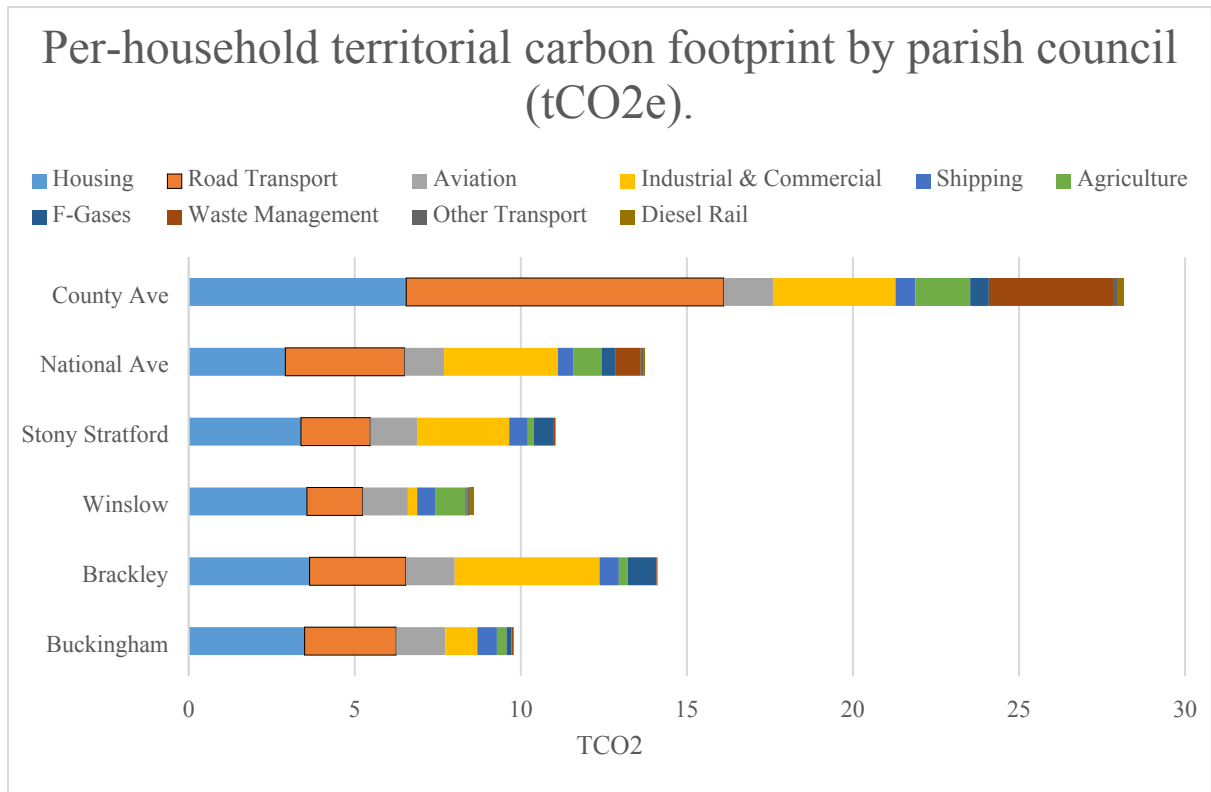


Figure 5. Per-household territorial carbon footprint by town council (tCO₂e).

BUCKINGHAM TOWN COUNCIL
ENVIRONMENT COMMITTEE
MONDAY 18th October 2021

Contact Officer: Nina Stockill, Greenspaces Admin

Promotion of Climate Emergency Measures

1. Recommendation

It is recommended that the Committee agree:

- To list all of our environmental initiatives (see point 3.3) on our Climate emergency webpage,
- Create a social media campaign (including newspaper/newsletter article) around their locations.
- Create a Green Buckingham banner on the Town Council's Homepage, thereby directing more traffic to the Climate Emergency webpage.

2. Background

2.1 Extract from the minutes of the last meeting of the Environment Committee

283/21 *Climate Emergency Action Plan Update*
*Members received the update Action Plan and the following items were discussed: Branding – Members **AGREED** for the Estates Admin to report back to a future meeting on ideas for branding and communication of the Climate Emergency Action Plan.*

2.2 Our Climate Emergency Action Plan sets locally determined actions with measures to deliver the objectives both within the Council and across the town. The actions are measurable with targets that hold the Council to account. This Climate Emergency Action Plan is an over-arching pledge that identifies the following priority areas of change:

Objectives

Energy - to reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat.

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

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

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

Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.

2.3 As part of the publication of the Action Plan, the Office created a Climate Emergency webpage to enable discussion, idea sharing and extend public awareness of the issues. To date the webpage has generated 124 page visits during the last year and, 114 unique page visits.

2.4 The office organises monthly social media content planning sessions and allow for a regular programme of environmental campaigns and initiatives. This is run alongside the content of the Town Council's newsletter, which in turn, regularly features articles on climate change.

2.5 During the last meeting of Environment Committee, Members discussed the possibility of physically labelling measures the Council had implemented to further promote the positive work of the Climate Emergency Action Plan. It was agreed that the Plan should be branded with 'Green Buckingham' and carry an easily identifiable logo that represented the Town Council and its environmental credentials.

3. Options for labelling

3.1 As the majority of measures are located outdoors, the method of labelling would have to be adhesive, longlasting and weather resistant. The most obvious solution would be vinyl stickers. However, vinyl stickers are not considered to be environmentally friendly. There is no current means to recycle vinyl stickers and to ensure they do not degrade into microplastics, the most sensible solution for their disposal is incineration. As Buckinghamshire Council dispose of their general waste via the Great Otmoor Incinerator then vinyl stockers could be considered as an option, so long as they are disposed of correctly at the end of useable life.

3.2 If Members were in favour of using vinyl stickers then each label could carry the new branding and the following words:

"Helping to make the Town Council carbon neutral by 2030"

3.3 From the latest version of the Action Plan we have identified the following completed measure that could carry a sticker:

Measure	Location
Quick Litter Pick station	Bourton Park
Low Flushing toilets	Lace Hill and Cornwalls Meadow
Water Bottle Refill Station	Chandos Park
Recycled Plastic Litter bins	Brackley Road Cemetry
Electric Vechiles	Depot and mobile
Wildflower Identification Boards	Bourton Park

3.4 The original draft of the Climate Emergency Action Plan carried the following branding (right). If branding is to be used on stickers, and other promotional material, then it



is recommended that we use a Graphic Designer to update the logo to a simpler design.

3.5 However, should we be consider the purchase of a non-environmental friendly material when we know (from the previous agenda item) that the consumption of goods equates to 7.35 tonnes of CO₂e per household in Buckingham every year? An alternative, could be to list all of our environmental initiatives (see point 3.3) on ouhtgcvr Climate emergency webpage, create a social media campaign (including newspaper/newsletter article) around their locations. If Members felt this needed more exposure then we could create a Green Buckingham banner on our Homepage, thereby directing more traffic to the Cliamrte emergency webpage.

4. Costings for Stickers

Supplier	Location	Item	Amount (ex. VAT)
Emily Watkins Brady	Buckingham	Graphic Design for Green Buckingham logo and promotional stickers	£250
Bagsy Me First Design	Tingewick	Graphic Design for Green Buckingham logo and promotional stickers	£75
Hello Print Online Stickers	Online	Printing of 30 x waterproof vinyl stickers 4" diameter	£30
Heron Designs	Buckingham	Printing of 30 x waterproof vinyl stickers 4" diameter	£43.50

BUCKINGHAM TOWN COUNCIL
ENVIRONMENT COMMITTEE
MONDAY 18th October 2021

Contact Officer: Nina Stockill, Greenspaces Admin

Promotion of Buckingham's Footpaths

1.Recommendation

1.1. It is recommended that the Committee **AGREE** for Councillors to conduct an audit of the Circular Walk's directional signs and feedback to the next meeting of Environment committee.

2. Background

2.1 Extract from the minutes of Environment Committee 29th March 2021

1186/20 *Pedestrian friendly town signage – Proposed by Cllr. Smith, seconded by Cllr. Stuchbury and unanimously **AGREED** for the office to review all existing footpaths and their intersections to see if it would aid an increase in their usage by publicising them.*

2.2 Our Town Council website carries a section devoted to the town's walking routes <https://www.buckingham-tc.gov.uk/our-services/parks-and-green-spaces/walks-and-maps/>

2.3 The webpage has generated 3,849 views during the last year and was the second most popular page on our website after the Homepage. Visitors to the Walks & Trails webpage view the information for much longer than any other page on our website, on average 5 minutes is spent viewing or downloading the information.

Maps and Trails features on our website and available via the Tourist Information Centre:

- [Circular Walk](#)
- [Otter Trail](#)
- [Hidden Buckingham Trail](#)
- [Bourton Park Map](#)
- [Bus and Cycle Paths Map](#)
- [Town Map](#)
- [Buxplore](#)

2.4 Buckingham's walks and trails feature as part of the office's monthly social media content planning sessions and allow for a regular programme of campaigns and initiatives. This is run alongside the content of the Town Council's newsletter.

2.5 The Circular Walk was implemented in 2007 and B/W directional signs were installed along the route. Many of the original signs are starting to show signs of deterioration and an audit is recommended to assess the condition of the original signs along the route of the Circular Walk, with particular attention to the Railway Walk section.

Notes of a meeting of the Buckingham Community Wildlife Project Steering Group held via Zoom on 26 July 2021.

Present – Athina Beckett, Ruth Coxon, Margaret Gateley, Michael Hunt, Jenny Manning, Ruth Newell (Chair and Minutes), Ian Orton, Annabel Page, Lee Phillips.

Apologies – Emma Foster, Sue Hetherington.

1. Apologies and welcome

Apologies were received from Emma Foster and Sue Hetherington. Ruth Coxon (River Warden Scheme Coordinator) and Annabel Page (Upper Ouse Natural Flood Management Project) were welcomed to their first meeting.

2. Notes of meeting held on 15 February 2021 were noted.

3. Matters Arising

None.

4. Buckingham Railway Walk Conservation Group – Jenny Manning

Nothing to report the group had not met since Covid lockdown and the locks had been changed to the tools store so the group cannot access the tools at the moment.

Michael Hunt had been recording wildlife. The glades would be cut back later in the year. A couple of group members had moved away from the area including the member who operated the chain saw and brush cutter. Litter picking had been taking place. 5 trees had been planted in March and if any failed they would be replaced in the Autumn. They were a variety of species that bore fruit for small mammals and birds, Wild Crab Apple, Hazel, Rowan and Wayfaring Tree.

Michael Hunt advised that there were Tway Blade orchids on the Railway Walk and they had been cut down by a strimmer. Lee Phillips advised that the Town Council only cut to keep the path clear. Michael would show Lee where they were so that the TC could avoid cutting them down.

Michael advised after the nesting season he would clean out the bird boxes, and make replacements boxes for the 2022 season where required. It had been good to see Blackcaps again and the dragon flies at the pond were good at the moment.

5. Maids Moreton Avenue Conservation Group

Still nothing heard from Bill and email rejected so agreed to remove Bill Truscott from the membership and circulation list.

6. Bourton Park, Chandos Park and Railway Walk – Lee Phillips

Lee advised that the Railway walk main footpath dip was still a problem as it sits in the wet. The options were to dig a small trench to lower the level, but it was still swampy a few weeks ago. It not the path would be raised through that section, or a decking area through the swampy part may be good to allow the swap loving plants to flourish.

More wildflowers would be planted around the bypass in the areas where the grass was being grown longer, and patches along the river. Lee would consult upon it.

7. Buckingham Canal Society - Athina Beckett

The Buckingham Canal Society have continued running our practical task work parties during lockdown with small groups working at both our Cosgrove and Bourton Meadow sites with Covid risk assessment in place.

At Bourton Meadow the main task is to remove reeds blocking the whole of the canal bed but making sure we keep the reeds on the non-tow path side for nesting birds and this had proved to be very successful with Moorhens and Reed Bunting building nests. To help with this the Canal Society had their own weed cutting machine which was tried out at Bourton Meadow 8th July, and will be used once a month until the backlog of reeds have been cleared.

The hedge along the tow path side had been strimmed back lightly and only where it had started to spread across the tow path again, to protect any nesting birds.

There had been some vandalism on site with the leaflet box being pulled off its hinges and a 'no entry' sign at the far gate near Lock Meadow cottage being broken. Because of lockdown there had been many more people walking along the canal tow path which is great news but unfortunately the public have started to walk on the non-towpath side which is not a public footpath and not suitable for walkers, therefore the landowner has asked the group to padlock the gate at the far end to stop people trying to make this a circular walk, and this seems to have worked.

Finally, the more exciting news is that the society is taking part in Buckingham Council otter trail which begins on Friday 23rd July and the society has its own otter which has a canal boat painted on it. Our otter can be seen at the entrance to the canal by the metal gate. Our Marketing Manager had arranged a photocall with the Mayor and the artist who painted the otter, which was hoped would be good publicity for the society.

Michael Hunt was keeping an eye on wildlife and the Canal Society were still working with groups.

8. Buckingham Society – Ian Orton

Ian Orton advised that there had been a couple of planning related issues that would have significant consequences for flora and fauna for the Town. One concern was the proposed development behind Osier way. The Society was unhappy with loss of hedgerows, and the planned lay out with lots of play areas in sensitive nature areas. The other issue was trees with mature trees protected by TPOs being felled due to alleged impact of roots to houses, when there was no proof that tree roots were an issue. It could be ground movement due to weather and clay drying out. Buckinghamshire Council appears to be led by insurance concerns. A meeting had been arranged with MP Greg Smith on 13 August to discuss the issue.

Margaret Gateley confirmed that the TC Planning committee was strongly opposing the development at Osier Way; it was not in the Neighbourhood Plan.

9. Wildlife update from Buckinghamshire Council

Written report from Emma Foster Ecology Officer

Mink rafts are set up currently along the River Ouse in the centre of Buckingham to monitor the water voles and mink coordinated by BBOWT and The Conservation Volunteer (TVC). The monitoring of these rafts by Buckingham River Wardens have started this month and so far they have found a faint footprint of a small rodent.

Unfortunately, already one of the rafts placed has been cut loose, but luckily the raft had only travelled 20m downstream and the river warden onsite was able to retrieve it. This raft has been re-located from the area (we were previously concerned of vandalism along the bank) where there is less prominent public access.

Back to the good news, Buckingham River Wardens have received some funding last year by Buckingham and Gawcott Charitable Trust to provide some training and kits through the Riverfly Partnership to regularly monitor the riverflies within the River Ouse. Monitoring riverflies is a great way to understand the rivers health over a long period of time, as riverflies are extremely sensitive to pollution. A preliminary sample was taken recently showing 6 out of the 8 target species, which is very successful and encouraging. The plan is for the River Wardens to be trained and to regularly start monitoring the river for riverflies this year.

10. Wardens – Tree, River, Park – Town Council & Ruth Coxon

Tree Wardens – Lee Phillips

Tree planting in heartlands, 21 November 2021. Planting more Black Poplars, with agreement of Neil Passmore, Buckinghamshire Council. Plus, the planning of the commemorative trees being looked after by tree wardens on the mound behind.

Michael Hunt was concerned about Buckinghamshire Council planting trees around Buckingham but not arranging for them to be watered, so they were suffering. He suggested contacting tree wardens to agree a watering rota with Buckinghamshire Council.

Suggested it should be agreed as to how to manage tree planting in the future getting them established for first couple of years and we have had drought at wrong time for new trees. Michael Hunt would like some more interesting tree species to be included. Disease resistant elms would be good to plant the Brackley Road Elms – Sapporo Autumn golds, and it would be good to plant some at the new cemetery, plus trees that have meaning for mourning.

River Wardens - Ruth Coxon

River wardens lots of activities happening this year, trained new river wardens x2 online and completed baseline walkovers, there were 15 wardens covering 13 sections.

Set up 3 mammal monitoring rafts from BBOWT, one at Bertie's Walk may be of interest to the Railway walk conservation group. The rafts had clay pads in a tunnel for monitoring footprints, and reports were collated. Emma had covered the middle raft in her report, it had been moved to the opposite bank. The 3rd raft was discretely positioned opposite the

bank at Bourton Mill. The rafts had been out for 6 weeks and there had not been much activity, on the positive side there was no signs of mink.

The kit for riverfly monitoring had been purchased with a grant from the Buckingham and Gawcott Charitable Trust, and 9 river wardens had been trained up and each month can record invertebrates in Chandos park. The Instructor/ trainer was impressed by the numbers of riverflies 3 years on from the pollution incident; there were 6 out of 8 of the indicator species, so the river was clean and regular monitoring will deter pollution incidents as well. The blue winged olives were of particular interest as they were particularly sensitive to pollution.

Other sites would be added one up and one downstream, including one on land owned by a river warden. At the next sampling session 2 more river wardens would be trained in Riverfly monitoring, and hoped to train more next year.

Ruth Coxon had received many positive comments from fishermen who reported that lots of diverse and special fish Dace, Chubb, Roach, Gudgeon, Stone loach, Pike. There was lots of fish fry in the river.

Park Wardens – Not yet in place.

11. Upper Ouse Natural Flood Management Project

Annabel Page had moved to work part time, as she was also working part time for the work at Padbury Brook run by Freshwater Habitats Trust and would do both jobs part time until April 2022. First stage modelling flood risk looking at Projects evaluation.

Annabel had also recently been helping Buckinghamshire Council apply to the Environment Agency for extension of project for further 2 years delivery and monitoring project upstream of Buckingham. It may limit projects later for example reduce flood risk and we want important habitats too so need to get funding for that. Please let Annabel know where she can get potential funding from. Suggested possibly community boards? Ian Orton was a member of new green and open spaces sub-committee board but it had not met yet. Annabel had been invited to their meeting next Tuesday and could find out more then.

Annabel would like to be able to access the river wardens monitoring information.

Ruth Coxon advised that the baseline walk overs were on her own file stores, but subsequent ones were on line for Upper Beds catchment, who sees it? Ruth only sees comments for her area, as they are sent through. Ruth was happy to send the baseline walkovers to Annabel, and would also like to see regular ones for the catchment partnership that were kept on file, and agreed it would be good to share so that Ruth Coxon and Annabel Page could both have access to ongoing monitoring records.

12. AOB

Michael Hunt mentioned bricks dumped by London Road bridge next to Hare Close, and Lee Phillips had already notified Buckinghamshire Council.

All were thanked for attending it had been good to have input from Ruth Coxon and

Annabel Page, and Margaret Gateley was the new Mayor of Buckingham had kindly attended the meeting whilst on holiday and Lee had been on leave that day also.

It had been a positive and informative meeting and all were thanked for working for wildlife in Buckingham.

13. Date of next meeting

- 6 December 2021 at 6pm

Ruth Newell
27 July 2021



Buckingham and Villages Environment Action Group

Meeting date: 14.09.2021

No	Topic	Actions
1	<p><u>Welcome and Introductions:</u></p> <p>The meeting started at 6pm with Cllr Ade Osibogun welcoming the group</p> <p>Those in attendance:</p> <p>Cllr Ade Osibogun, Steve Tribe (Thornborough Council), Sue Hetherington (Buckingham Town Council), Rachel Pearson (Oxford Swift City), Colm OCaomhanaigh (Oxford Swift City) Ian Orton (Buckingham Society) Mary (Resident and Business Owner), Kirsty Shanahan (Buckinghamshire Community Energy), Alison Robinson (Thornborough Parish Council), Jackie Wood (Preston Bisset Parish Council), Rebecca Nutley (Feedback Global), Andy Savage (Resident), Nina Stockhill (Buckingham Town Council) Cara George (Akeley Parish Council), Michael Ghirelli (Hillesden Parish Council), Terry Cavendar (Buckingham Canal Society), Marco Dias (Buckinghamshire Council), Trisha Lightfoot (Tingewick Parish Council) Megan Turner (Buckinghamshire Council)</p>	
2	<p><u>Apologies for absence</u></p> <p>Viv Stein</p>	
3	<p><u>Review Actions from previous meeting</u></p> <p>The group agreed the action notes from the previous meeting.</p> <p>The group discussed what is currently is taking place in terms of the cutting of grass verges and encouraging the growth of wildflowers. How do we go about raising awareness of wildflowers and engage will local communities?</p> <p>It was noted that the Great Big Green Week is taking place 18th – 26th September.</p> <p>Topics to carry forward to our next meeting:</p> <ul style="list-style-type: none">• Pond and hedge restoration	<p>Action: Megan to speak to Robin about contact at North Bucks Agricultural Association.</p> <p>Action: Megan to follow up on who currently is managing the local seedbank and feedback to Terry.</p>



Community Board
Buckingham and Villages

	<ul style="list-style-type: none"> • Improving people's confidence in cycling • On street electrical vehicle charging • Designated sites for bees 	
4	<p><u>Buckinghamshire Community Energy</u></p> <p>Kirsty Shanahan provided an update and overview of the work of Buckinghamshire Community Energy. An invitation was extended to group to get in touch with Kirsty if they would like support or advice.</p>	<p>Action: Megan to circulate presentation slides.</p> <p>Action: Please get in touch with Kirsty if you would like support or advice. Kirsty can be contacted here: kirsty@buckscommunityenergy.org</p>
	<p><u>Oxford Swift City</u></p> <p>Colm and Rachel, representatives from Oxford Swift City, provided an update on swifts, reasons for their possible decline and an overview of the group's work.</p> <p>Chris Mason named as a possible contact.</p>	<p>Action: To further research local swift groups, e.g. there is a group based in Princes Risborough.</p> <p>Action: The action group to look into possible ways of supporting swifts in the local area.</p> <p>Action: For further information about Oxford Swift City and their work, please contact oxfordswiftcity@rspb.org.uk</p>
	<p><u>Buckingham Canal Drainage Scheme</u></p> <p>Terry Cavendar, representative of the Buckingham Canal Society, presented on the Buckingham Canal Drainage Scheme to the group.</p>	<p>Action: Megan to progress</p>
5	<p><u>Project Ideas</u></p> <p>Please email Megan at bvcb@buckinghamshire.gov.uk to suggest project ideas for future meetings.</p> <p>Further information about Community Board Funding can be found here: https://www.buckinghamshire.gov.uk/community-and-safety/improving-your-local-community/apply-community-board-funding/</p>	
6	<p>Agree date of next meeting</p> <p>Next meeting date: Tuesday 19th October</p>	
7	Any Other Business, topics for future discussion	