



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr. P. Hodson

ENVIRONMENT
COMMITTEE

Think Mask, Think Lateral Flow Test

Wednesday, 01 December 2021

Councillor,

You are summoned to a meeting of the **Environment Committee** of Buckingham Town Council which will be held on Monday 6th December 2021 at 7pm at the Town Council Chamber, Cornwalls Meadow, Buckingham.

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 and may address the meeting on items relevant to the agenda.

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 and agree the minutes of the Environment Committee meeting held on Monday 18th October 2021 and received at Full Council on the 22nd November 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

[E/76/21](#)

6. Review of Quick Litter Pick Initiative

To receive and discuss a written report from the Estates Administrator

[E/77/21](#)

7. Greenspaces Compliments & Complaints Log

To receive and discuss the 6-monthly log

[Appendix C](#)

8. Exemption Conditions for small-scale Cemetery Developments

To receive and discuss a written report from the Estates Manager

[E/78/21](#)

To discuss and agree a response to DEFRA's consultation on Amendments to the Environmental Permitting (England and Wales) Regulations 2016 as applied to Groundwater Activities and related Surface Water Discharge Activities

<https://consult.defra.gov.uk/water-quality/amendments-to-the-epr-for-groundwater/>

9. Tingewick Road Cemetery Update

To receive a written report from the Estates Manager

[E/79/21](#)

10. Grass Cutting Regime in Bourton Park's Paddocks

To receive and discuss a written report from the Estates Manager

[E/80/21](#)

11. Climate Emergency Action Plan Update

To receive and discuss an updated version of the Climate Emergency Action Plan

[Appendix D](#)

12. Tree Planting Sunday 16th January 2022

To receive and discuss a verbal update from the Estates Administrator

13. Church Hill Information Board Proposal

To receive and discuss a written report from the Town Clerk

[E/81/21](#)

14. Community Board Environment Group 14th September 2021

To note the minutes of the Buckingham & Village Community Board Environment Group

[Appendix E](#)

15. Buckingham Community Wildlife Project CWP

To receive a verbal update from the Estates Manager

16. Chair's Announcements

17. News Releases

18. Date of Next Meeting: Monday 28th February 2022

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	Agenda
2	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		Agenda
3	Environment	314/20;1078/20	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	Verbal update at Dec's meeting	Agenda
4	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.	Jan-22
5	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		On-going
6	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	Buckinghamshire council have now met with Taylor Wimpy and confirmed what adjustments to the original proposal they want. This has been fed back to the consultants who did the original design and once we have the amended design we will be able to instruct the contractors.	Ongoing

No.	Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
7	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		On-going
8	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	Installation of stone to be completed by early December and Stone Mason lined up to begin work as soon as the stone is in place - hopefully by mid December.	

01/12/2021

Buckingham Town Council

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Detailed Income & Expenditure by Budget Heading 01/12/2021

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
201 ENVIRONMENT						
3995 NI ENVIRONMENT	9,546	15,766	6,220		6,220	60.5%
3996 PENSION ERS ENVIRONMENT	28,722	45,000	16,278		16,278	63.8%
4004 WAGES & SALARIES ENVIRONMENT	116,538	197,000	80,462		80,462	59.2%
4068 COMMUNITY SERVICE	0	6,769	6,769		6,769	0.0%
4112 ENVIRONMENT EQUIPMENT	2,303	7,000	4,697		4,697	32.9%
4168 DEFIBRILLATORS	365	500	135		135	73.0%
ENVIRONMENT :- Indirect Expenditure	157,473	272,035	114,562	0	114,562	57.9%
Net Expenditure	(157,473)	(272,035)	(114,562)			
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	3,730	8,500	4,770		4,770	43.9%
DEVOLVED SERVICES EXPENSES :- Indirect Expenditure	3,730	8,500	4,770	0	4,770	43.9%
Net Income over Expenditure	16,650	11,853	(4,797)			

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
205 GROUNDS MAINTENANCE						
4033 WASTE DISPOSAL	3,339	1,827	(1,512)	329	(1,840)	200.7%
4035 MACHINERY	1,049	2,000	951		951	52.5%
4036 FUEL (MOWER)	681	1,035	354		354	65.8%
4037 SUNDRIES	1,147	2,518	1,371		1,371	45.6%
4063 VEHICLE HIRE AND RUNNING COSTS	5,036	13,703	8,667		8,667	36.7%
4122 TREE WORKS	0	0	0	1,780	(1,780)	0.0%
GROUND MAINTENANCE :- Indirect Expenditure	11,252	21,083	9,831	2,109	7,723	63.4%
Net Expenditure	(11,252)	(21,083)	(9,831)			
248 DEPOT						
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	579	1,400	821		821	41.4%
4603 WATER	201	750	549		549	26.8%
DEPOT :- Indirect Expenditure	5,155	9,641	4,486	0	4,486	53.5%
Net Expenditure	(5,155)	(9,641)	(4,486)			
249 PUBLIC TOILETS						
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	58	1,041	983	12	971	6.7%
4612 CONTRACTOR CHARGE	6,096	10,883	4,787		4,787	56.0%
4709 MAINTENANCE	0	521	521		521	0.0%
PUBLIC TOILETS :- Indirect Expenditure	6,154	13,445	7,291	12	7,279	45.9%
Net Income over Expenditure	(6,154)	(13,343)	(7,189)			
250 LACE HILL						
1026 LACE HILL COMMUNITY CENTRE	21,164	44,376	23,212			47.7%
1027 SOLAR INCOME	0	260	260			0.0%
LACE HILL :- Income	21,164	44,636	23,472			47.4%
4050 LACE HILL PLAYING FIELDS	0	3,500	3,500		3,500	0.0%
4118 SOLAR PANELS	0	350	350		350	0.0%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4158 LACE HILL GAS	1,141	4,060	2,919		2,919	28.1%
4159 LACE HILL ELECTRICITY	2,349	1,989	(360)		(360)	118.1%
4160 LACE HILL WATER	112	750	638		638	14.9%
4161 LACE HILL REPAIRS & MAINT	3,193	3,553	360		360	89.9%
4162 LACE HILL CONTRACTOR CHARGE	2,758	3,806	1,048		1,048	72.5%
4163 LACE HILL ALARM	0	521	521		521	0.0%
4164 LACE HILL EQUIPMENT PURCHASE	101	3,628	3,527	1,322	2,205	39.2%
4225 RATES	9,731	9,998	268		268	97.3%
LACE HILL :- Indirect Expenditure	19,384	32,155	12,771	1,322	11,449	64.4%
Net Income over Expenditure	1,780	12,481	10,701			
<u>251 CHANDOS PARK</u>						
1030 BOWLS INCOME	572	572	0			100.0%
1035 TENNIS COURT RENT	0	651	651			0.0%
CHANDOS PARK :- Income	572	1,223	651			46.8%
4601 REPAIRS& MAINTENANCE FUND	605	3,201	2,596	89	2,507	21.7%
4602 ELECTRICITY	330	521	191		191	63.3%
4603 WATER	952	1,300	348		348	73.2%
CHANDOS PARK :- Indirect Expenditure	1,887	5,022	3,135	89	3,046	39.3%
Net Income over Expenditure	(1,315)	(3,799)	(2,484)			
<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	17,021	18,270	1,250			93.2%
CEMETERY :- Income	17,021	18,270	1,250			93.2%
4225 RATES	469	406	(63)		(63)	115.4%
4265 NEW CEM MAINTENANCE	13,935	5,000	(8,935)		(8,935)	278.7%
4601 REPAIRS& MAINTENANCE FUND	2,560	4,319	1,759	935	824	80.9%
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	2,104	5,000	2,896		2,896	42.1%
CEMETERY :- Indirect Expenditure	19,169	53,945	34,776	935	33,841	37.3%
Net Income over Expenditure	(2,148)	(35,675)	(33,527)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>254 CHANDOS PARK TOILETS</u>						
4612 CONTRACTOR CHARGE	6,096	10,373	4,277		4,277	58.8%
4709 MAINTENANCE	59	1,041	982	34	948	8.9%
CHANDOS PARK TOILETS :- Indirect Expenditure	6,155	11,414	5,259	34	5,225	54.2%
Net Expenditure	(6,155)	(11,414)	(5,259)			
<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	349	677	328		328	51.6%
STORAGE PREMISES :- Indirect Expenditure	349	677	328	0	328	51.6%
Net Expenditure	(349)	(677)	(328)			
<u>258 CEMETERY LODGE</u>						
1061 CEMETERY LODGE RENTAL INCOME	5,641	10,966	5,325			51.4%
CEMETERY LODGE :- Income	5,641	10,966	5,325			51.4%
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	3,190	3,894	704			
<u>260 CCTV</u>						
4100 CCTV ONGOING COSTS	988	1,667	679		679	59.3%
CCTV :- Indirect Expenditure	988	1,667	679	0	679	59.3%
Net Expenditure	(988)	(1,667)	(679)			
<u>261 COMMUNITY CENTRE STRUCTURAL RE</u>						
4085 STRUCTURAL REPAIRS	0	2,030	2,030		2,030	0.0%
4091 CHAMBER WORKS	377	1,015	638	30	607	40.2%
COMMUNITY CENTRE STRUCTURAL RE :- Indirect Expenditure	377	3,045	2,668	30	2,637	13.4%
Net Expenditure	(377)	(3,045)	(2,668)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>262 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		3,662	28.0%
4122 TREE WORKS	1,350	13,203	11,853		11,853	10.2%
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	3,790	27,712	23,922	0	23,922	13.7%
Net Expenditure	<u>(3,790)</u>	<u>(27,712)</u>	<u>(23,922)</u>			
Grand Totals:- Income	73,643	107,303	33,660			68.6%
Expenditure	242,820	479,714	236,894	7,248	229,645	52.1%
Net Income over Expenditure	<u>(169,177)</u>	<u>(372,411)</u>	<u>(203,234)</u>			
Movement to/(from) Gen Reserve	<u>(169,177)</u>					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
901 EARMARKED RESERVES						
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	2,507	12,000	9,493	2,546	6,947	42.1%
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	8,197	8,680	483		483	94.4%
9062 GRANTS	0	280	280		280	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	45,532	491,773	446,241	52,325	393,916	19.9%
Net Expenditure	(45,532)	(491,773)	(446,241)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	0	0	0			0.0%
Expenditure	45,532	491,773	446,241	52,325	393,916	19.9%
Net Income over Expenditure	<u>(45,532)</u>	<u>(491,773)</u>	<u>(446,241)</u>			
Movement to/(from) Gen Reserve	<u>(45,532)</u>					

**BUCKINGHAM TOWN COUNCIL
ENVIRONMENT COMMITTEE
MONDAY 14^h DECEMBER 2020**

Contact Officer: Paul Hodson, Town Clerk

Draft Budget 2022-2028

1. Recommendation

- 1.1. It is recommended that the Committee recommend the proposed five-year budget and revised ear-marked reserve, with any changes Members agree, to be included in the proposed budget for 2022/2023 for Full Council to consider at the Precept meeting in January 2022.

2. Background

- 2.1. Each year committees are provided with a draft five-year budget to consider before making a recommendation to Full Council. Full Council then considers the recommendations from each committee during the Precept meeting in January, where Full Council sets both the budget for the coming financial year and the five-year budget. In setting the budget for the coming year, Full Council agrees the precept – the amount which the Town Council will raise through Council Tax. Committees are not asked to agree the general level of RPI increase or the salary increase, as these are matters for Full Council. The impact on Council Tax payers will also depend on the Council Tax base for the year.
- 2.2. for the A five-year budget has been prepared, to enable long-term planning. This is based on the budget agreed by the Precept Meeting in January 2021.
- 2.3. For information, the draft budget has been prepared assuming RPI of 3.5%, and allowing for a salary increase of 3.5%. If Full Council were to decide on different rates, the figures would be adjusted accordingly.

3. Key Changes

3.1. The following significant changes have been made to the draft budget, to meet changes already agreed by the committee (398/21):

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
252	4601	REPAIRS& MAINTENANCE FUND	£6,910	£7,500	Forecast increase in costs
253	1041	BURIAL FEES	-£18,270	-£24,000	Forecast increase in income
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

- 3.2. One further significant change has been made. The budget for Community Centre Structural Repairs – 261 4085 – has been increased from £2,000 to £7,000. This is an increase to the Environment budget, however the amount of the increase - £5,000 – has been removed from the Resources budget, so the change is cost neutral to the overall Council budget.

4. Ear-Marked Reserves

- 4.1. The Committee has already agreed to recommend that any underspend in the following codes by the year end is transferred to relevant ear-marked reserves (**398/21**):

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

- 4.2. It is proposed to add the following budget to this list:

Centre	Code	Item	2021 2022
201	4,068	COMMUNITY SERVICE	6,769

- 4.3. The Community Service / Community Payback scheme has not yet been able to start in Buckingham after the lifting of Covid restrictions. There is a considerable backlog, so it is hoped that more work than usual will be able to be arranged during 2022/23.

5. Summary of Draft Budget

	2020 / 2021		2021/22		2022/23	2023/24	2024/25	2025/26	2026/27
	Budget	Actual	Budget	Forecast					
Income	106,271	71,534	107,303	101,787	117,713	121,099	125,233	128,860	133,262
Expenditure	502,700	461,803	474,199	422,402	498,648	517,252	535,590	552,640	570,112
Total	396,429	390,269	366,896	320,615	380,935	396,153	410,357	423,780	436,850

6. Draft Budget

		2020 2021		2021/22		2022/23	2023/24	2024/25	2025/26	2026/27
		Budget	Actual	Budget	Forecast	Next Year	Year 2	Year 3	Year 4	Year 5
201	ENVIRONMENT									
3,995	NI ENVIRONMENT	16,106	16,269	15,766	15,766	17,139	17,739	18,360	19,002	19,667
3,996	PENSIONERS	46,384	51,664	45,000	50,000	47,391	49,050	50,766	52,543	54,382
4,004	WAGES & SALARIES	199,640	200,607	197,000	197,000	201,836	205,900	213,107	220,566	228,285
4,068	COMMUNITY SERVICE	759	0	6,769	2,000	7,006	7,251	7,505	7,768	8,039
4,112	ENVIRONMENT EQUIPMENT	6,000	4,862	7,000	5,000	8,000	8,280	8,570	8,870	9,180
4,168	DEFIBRILLATORS	0	0	500	500	518	536	554	574	594
	Total Expenditure	268,88	273,40	272,035	270,266	281,889	288,75	298,86	309,32	320,14

		9	2				6	2	2	8
202	ROUNDABOUTS									
1,05 1	ROUNDABOUT NO 1	2,180	2,222	2,211	2,211	2,288	2,368	2,451	2,537	2,626
1,05 2	ROUNDABOUT NO 2	1,660	1,192	1,178	0	1,219	1,262	1,306	1,352	1,399
1,05 3	ROUNDABOUT NO 3	1,908	1,955	1,934	0	2,002	2,072	2,144	2,219	2,297
1,05 4	ROUNDABOUT NO 4	2,372	2,492	2,465	2,465	2,551	2,641	2,733	2,829	2,928
1,05 6	ROUNDABOUT NO 6	2,603	2,655	2,626	2,626	2,718	2,813	2,911	3,013	3,119
1,05 7	ROUNDABOUT NO 7	1,328	1,353	1,339	1,339	1,386	1,434	1,485	1,537	1,590
	Total Income	12,051	11,869	11,753	8,641	12,164	12,590	13,031	13,487	13,959
4,10 8	ROUNDABOUTS	1,300	90	1,320	600	1,366	1,414	1,464	1,515	1,568
	Total Expenditure	1,300	90	1,320	600	1,366	1,414	1,464	1,515	1,568
203	MAINTENANCE									
4,08 2	ALLOTMENTS	2,000	2,000	2,030	2,030	2,101	2,175	2,251	2,329	2,411
	Total Expenditure	2,000	2,000	2,030	2,030	2,101	2,175	2,251	2,329	2,411
204	DEVOLVED SERVICES EXPENSES									
1,01 7	DEV SERVS	20,353	20,381	20,353	20,353	20,964	20,964	21,592	21,592	22,240
	Total Income	20,353	20,381	20,353	20,353	20,964	20,964	21,592	21,592	22,240
4,12 4	DEVOLVED	9,000	1,567	8,500	3,730	7,500	7,763	8,034	8,315	8,606
	Total Expenditure	9,000	1,567	8,500	3,730	7,500	7,763	8,034	8,315	8,606

205	GROUNDS MAINTENANCE									
4,03 3	WASTE DISPOSAL	1,800	2,262	1,827	3,300	3,000	3,105	3,214	3,326	3,443
4,03 5	MACHINERY	1,500	2,360	2,000	1,500	2,500	2,588	2,678	2,772	2,869
4,03 6	FUEL (MOWER)	2,300	2,006	1,035	800	1,200	1,242	1,285	1,330	1,377
4,03 7	SUNDRIES	1,480	1,449	2,518	1,800	2,606	2,697	2,792	2,889	2,991
4,06 3	VEHICLE HIRE AND MAINTENANCE	13,500	8,239	13,703	8,000	13,000	13,500	14,500	15,008	15,533
	Total Expenditure	20,580	16,316	21,083	15,400	22,306	23,132	24,469	25,325	26,212
248	DEPOT									
4,01 3	EQUIPMENT PURCHASE	2,500	770	2,000	2,000	2,070	2,142	2,217	2,295	2,375
4,05 5	ALARM	410	488	416	416	431	446	461	477	494
4,22 5	RATES	4,200	4,142	4,263	4,142	4,412	4,567	4,726	4,892	5,063
4,60 1	REPAIRS& MAINTENANCE	800	454	812	812	840	870	900	932	964
4,60 2	ELECTRICITY	2,000	917	1,400	1,000	1,000	1,035	1,071	1,109	1,148
4,60 3	WATER	1,000	812	750	800	850	880	911	942	975
	Total Expenditure	10,910	7,583	9,641	9,170	9,603	9,939	10,287	10,647	11,020
249	PUBLIC TOILETS									
1,08 5	SHOP MOBILITY INCOME	100	181	102	10	40	41	43	44	46
	Total Income	100	181	102	10	40	41	43	44	46

4,60 2	ELECTRICITY	1,026	0	500	500	518	536	554	574	594
4,60 3	WATER	2,565	0	500	500	518	536	554	574	594
4,60 8	SHOP MOBILITY	1,026	323	1,041	1,041	1,077	1,115	1,154	1,195	1,236
4,61 2	CONTRACTOR CHARGE	11,593	9,579	10,883	9,600	9,600	9,936	10,284	10,644	11,016
4,70 9	MAINTENANCE	513	1,544	521	521	539	558	578	598	619
	Total Expenditure	16,723	11,446	13,445	12,162	12,252	12,680	13,124	13,584	14,059
250	LACE HILL									
1,02 6	LACE HILL COMMUNITY	43,251	10,266	44,376	40,000	45,929	47,537	49,200	50,922	52,705
1,02 7	SOLAR INCOME	507	0	260	260	2,000	2,070	2,142	2,217	2,295
	Total Income	43,758	10,266	44,636	40,260	47,929	49,607	51,343	53,140	55,000
4,05 0	LACE HILL PLAYING FIELDS	500	0	3,500	500	500	518	536	554	574
4,11 8	SOLAR PANELS	715	0	350	0	362	375	388	402	416
4,15 8	LACE HILL GAS	4,000	2,811	4,060	3,000	4,202	4,349	4,501	4,659	4,822
4,15 9	LACE HILL ELECTRICITY	1,960	3,264	1,989	2,300	1,500	1,553	1,607	1,663	1,721
4,16 0	LACE HILL WATER	1,250	297	750	300	300	311	321	333	344
4,16 1	LACE HILL REPAIRS & MAINT	3,500	6,534	3,553	3,553	3,677	3,806	3,939	4,077	4,220
4,16 2	LACE HILL CONTRACTOR	3,750	4,571	3,806	3,806	6,800	7,038	7,284	7,539	7,803

4,16 3	LACE HILL ALARM	513	485	521	521	0	0	0	0	0
4,16 4	LACE HILL EQUIPMENT	2,500	1,232	2,538	2,000	2,627	2,719	2,814	2,912	3,014
4,22 5	RATES	9,850	9,731	9,998	9,731	10,072	10,424	10,789	11,167	11,557
	Total Expenditure	28,538	28,925	31,065	25,711	30,040	31,092	32,180	33,306	34,472
251	CHANDOS PARK									
1,03 0	BOWLS INCOME	564	282	572	572	592	613	634	656	679
1,03 5	TENNIS COURT RENT	641	303	651	651	674	697	722	747	773
	Total Income	1,205	585	1,223	1,223	1,266	1,310	1,356	1,403	1,453
4,60 1	REPAIRS& MAINTENANCE	6,320	2,811	3,111	3,111	3,220	3,333	3,449	3,570	3,695
TBA	BOWLS CLUB MAINTENANCE					2,000	2,070	2,142	2,217	2,295
4,60 2	ELECTRICITY	513	93	521	521	539	558	578	598	619
4,60 3	WATER	1,539	1,096	1,300	1,300	1,346	1,393	1,441	1,492	1,544
	Total Expenditure	8,372	4,000	4,932	4,932	7,105	7,353	7,611	7,877	8,153
252	BOURTON PARK									
4,60 1	REPAIRS& MAINTENANCE	9,905	7,859	6,000	6,000	7,500	7,763	8,034	8,315	8,606
	Total Expenditure	9,905	7,859	6,000	6,000	7,500	7,763	8,034	8,315	8,606
253	CEMETERY									
1,04 1	BURIAL FEES	18,000	20,554	18,270	22,000	24,000	24,840	25,709	26,609	27,541
	Total Income	18,000	20,554	18,270	22,000	24,000	24,840	25,709	26,609	27,541

4,22 5	RATES	400	408	406	469	500	1,218	1,236	1,255	1,255
4,26 5	NEW CEM MAINTENANCE	50	0	5,000	9,000	3,500	8,500	10,000	10,150	10,150
4,60 1	REPAIRS& MAINTENANCE	22,705	6,968	3,124	2,000	3,233	3,347	3,464	3,585	3,710
4,60 2	ELECTRICITY	450	328	457	200	250	259	268	277	287
4,61 7	MEMORIAL TESTING	2,052	0	2,083	2,083	2,156	2,231	2,309	2,390	2,474
4,61 9	NEW CEM REPAYMENTS	37,108	0	36,680	13,000	37,964	37,964	37,964	37,964	37,964
4,62 0	EXPENSES RE BURIAL	6,669	3,946	5,000	2,500	5,175	5,356	5,544	5,738	5,938
	Total Expenditure	69,434	11,650	52,750	29,252	52,778	58,875	60,784	61,359	61,778
254	CHANDOS PARK TOILETS									
4,61 2	CONTRACTOR CHARGE	16,638	11,094	10,373	10,373	10,736	11,112	11,501	11,903	12,320
4,70 9	MAINTENANCE	1,026	93	1,041	500	1,077	1,115	1,154	1,195	1,236
	Total Expenditure	17,664	11,187	11,414	10,873	11,813	12,227	12,655	13,098	13,556
255	RAILWAY WALK & CASTLE HILL									
4,12 0	FRIENDS OF GROUPS	1,026	402	1,041	500	1,077	1,115	1,154	1,195	1,236
4,70 9	MAINTENANCE	513	94	1,000	500	1,035	1,071	1,109	1,148	1,188
	Total Expenditure	1,539	496	2,041	1,000	2,112	2,186	2,263	2,342	2,424
256	STORAGE PREMISES									
4,06 6	GRENVILLE GARAGE RENT	667	599	677	698	722	748	774	801	829

	Total Expenditure	667	599	677	698	722	748	774	801	829
258	CEMETERY LODGE									
1,06 1	CEMETERY LODGE RENTAL	10,804	7,698	10,966	9,300	11,350	11,747	12,158	12,584	13,024
	Total Income	10,804	7,698	10,966	9,300	11,350	11,747	12,158	12,584	13,024
4,03 4	PWLB REPAYMANTS INCL	4,702	4,702	4,072	4,072	4,072	4,072	4,072	4,072	4,072
4,60 9	CEMETERY LODGE MAINT	3,500	766	3,000	1,000	3,105	3,214	3,326	3,443	3,563
	Total Expenditure	8,202	5,468	7,072	5,072	7,177	7,286	7,398	7,515	7,635
260	CCTV									
4,10 0	CCTV ONGOING COSTS	1,642	1,402	1,667	1,667	3,400	3,519	3,642	3,770	3,902
	Total Expenditure	1,642	1,402	1,667	1,667	3,400	3,519	3,642	3,770	3,902
261	COMMUNITY CENTRE STRUCTURAL RE									
4,08 5	STRUCTURAL REPAIRS	2,000	1,969	2,030	2,030	7,000	7,245	7,499	7,761	8,033
4,09 1	CHAMBER	1,000	66,302	1,015	1,015	1,051	1,087	1,125	1,165	1,206
	Total Expenditure	3,000	68,271	3,045	3,045	8,051	8,332	8,624	8,926	9,238
262	PARKS GENERAL									
4,10 1	SEATS AND BINS	1,026	0	1,041	1,041	1,077	1,115	1,154	1,195	1,236
4,10 2	DOG BINS	4,500	3,501	4,350	4,350	4,502	4,660	4,823	4,992	5,166
4,10 6	PLAY AREA MAINTENANCE	5,013	1,521	5,088	5,088	5,266	5,450	5,641	5,839	6,043

4,12 2	TREE WORKS	11,796	4,520	11,973	9,000	13,000	13,455	13,926	14,413	14,918
4,27 0	BRIDGES	1,000	0	1,015	1,015	1,051	1,087	1,125	1,165	1,206
4,27 5	PLAY AREA REPLACEMENT	1,000	0	1,015	0	5,000	5,175	5,356	5,544	5,738
4,27 6	TREE WARDENS	0	0	1,000	300	1,035	1,071	1,109	1,148	1,188
	Total Expenditure	24,335	9,542	25,482	20,794	30,931	32,014	33,134	34,294	35,494

BUCKINGHAM TOWN COUNCIL
ENVIRONMENT COMMITTEE
MONDAY 6th December 2022

Contact Officer: Nina Stockill, Estates Administrator

Quick Litter Pick – 6 Month Review

1. Recommendations

- 1.1 It is recommended that Members agree to fund the installation of an additional Quick Litter Pick Station in Chandos Park from budget code 251/4601 (Chandos Park Repairs and Maintenance).

2. Background

- 2.1 In March 2021 the Town Council began receiving requests from residents and community groups asking how best they could get involved in safely clearing any litter they find while out and about. As this was between Environment committee meetings, discussions began with then Chair of the committee Ruth Newell over the best options to tackle the issue of litter immediately. A number of actions were taken within the office, including printing new anti-littering banners, and more regular bin emptying by the green spaces team.

- 2.2 The Town Council installed Buckingham's first #QuickLitterPick point at the beginning of June 2021. This covered cage in Bourton Park contains 5 individual litter pickers and a supply of bin liners and can be accessed by anyone with the code for the lock. (Anyone who would like the code can call the Town Council Office or Buckingham Tourist Information Centre during opening hours). Litter collected will be picked up by the Greenspaces Team.

- 2.3 The Quick Litter Pick Bin has now been in place for six months and we have noted the following benefits:



- Reduced amount of littering in Bourton Park, particularly around the 'hot spots'.
- A number of full rubbish bags left for our Greenspaces Team to collect – evidence of completed litter picks.
- Average 2 requests per week asking for the code to the litter pick station.
- The roll of (50) bin bags has been replaced once in the six months.
- Requests from other Parish, Town and Unitary Councils to share information on the initiative

2.4 Chandos Park was originally identified as the location for an additional Quick Litter Pick station, should the initiative prove a success.

3. Budget

3.1 Cost of implementing an additional Quick Litter Pick station in Chandos Park:

Wire mesh lockable litter bin – to secure 4-5 litter pickers and a roll of black bin bags

<https://www.litterbins.co.uk/wire-mesh-outdoor-bins.html>

£121.95

Litter pickers (33" in length would fit inside the litter bin)

<https://www.thesafetysupplycompany.co.uk/p/9364209/litter-picker-pro---length-33-inch---hhe-lp1133.html>

£16.50

5 x £16.50 =£82.50

Number combination padlock

<https://www.screwfix.com/p/squire-steel-weatherproof-combination-padlock-50mm/76596?tc=UT7>

£19.99

Total £224.44 (ex. VAT)

4. Environmental Impact

- 4.1 The installation of the original station was in response to requests from residents and community groups asking how best they can get involved in safely clearing any litter they find while out and about. Individual and Community led litter picks generate a range of wider benefits including improvements in habitats and local wildlife, more cohesive communities, reduced social isolation and less Town Councils resources devoted to clean-ups.
- 4.2 Chandos Park is a popular destination for visitors and has increase footfall because of its proximity to the University, schools and numerous sports clubs. This initiative allows for self-directed community action that would compliment the Greenspaces Team's weekly inspections and increase resident's sense of belonging and pride within Chandos Park.

Compliments highlighted in light green

Ref	Date	Problem	Location	Who is responsible for area	Action Required	Outcome/ Follow up
s070	12/06/2021	Upon visiting his grave yesterday to put some fresh flowers down, the stone bear ornament that we placed on our son's grave has been stolen. Myself and my partner are heartbroken and sickened that someone could do this and we and other members of the public have searched all around the grounds with no success. I made a public post about this on the Buckingham page on Facebook and so many people say they have had things stolen from the graves, particularly ornaments. Perhaps the graveyard should be locked closed in the evening? Or some form of cctv at the entrance/exit? It is painful enough to loose a child and loved one than to have to put up with theft and feel you cannot place nice things at the grave.	Cemetery	Buckingham Town Council	yes	Response sent expressing shock and concern, and explaining the difficulties of locking or restricting access to the cemetery
s071	22/06/2021	Grass is un-cut either side of entrance of Willow Drive	Badgers way/Willow Drive	Buckinghamshire council	yes	reported to Buckinghamshire Council
s072	02/07/2021	(re grave stone repair) Thank you so much for the lovely photograph, I will pass this on to all the family members who will be very pleased with the result. Can I take this opportunity on behalf of the family to say how grateful we all are for the sensitive way you have dealt with this.. My late Mother will be looking down very pleased as well! Thank you once again	Cemetery	Buckingham Town Council	No	compliment passed on
s073	04/07/2021	I have lived in Buckingham for 10 years, and I enjoy walking daily through Bourton Park, all year long. I feel it is a great shame that none of the public benches along the path which follows the river, have any views of the river and across it any more, apart from by the weir. All one can see are nettles (lots and lots of them) and overgrown banks. I am a great supporter of rewilding in the farming community and of having a natural rather than perfectly manicured park environment, but our park looks uncared for and disappointingly neglected along its river bank. It is a pity that one aspect of people's enjoyment of the park has been so diminished.	Bourton Park	Buckingham Town Council	Yes	response sent explaining current policy and noting comments for future consideration of grass cutting plans along the river
s074	02/07/2021	(re: bench) Thankyou so much it looks lovely. They have done a fantastic job.	Cemetery	Buckingham Town Council	No	compliment passed on
s075	19/07/2021	At a recent meeting of The Buckingham Society Planning Group there were comments about how well Bourton Park is now maintained. The wild areas have developed very successfully and the trees planted over the last few years are maturing beautifully. Finally, we all commented on the regular and effective litter clearance. The park is a delight to walk through. The Planning Group asked me to pass these comments on as this is no doubt the result of thoughtful and very effective work on the part of you and your team. Congratulations from us all!	Bourton Park	Buckingham Town Council	No	passed onto team

s076	22/07/2021	branch down next to Bourton Car Park	Bourton Park	Buckingham Town Council	Yes	passed onto team and cleared
s077	22/07/2021	Litter in Embleton Way Open space, cleared by member of public but asked if there could be a litter bin installed.	Embleton Way	Buckinghamshire Council	No	email forwarded to Buckinghamshire Council Parks
s078	26/07/2021	Originally contacted to report a missing bin, then followed up "I must say how impressed I am as the new bin has appeared today."	Lenborough Road/Mitre Street	Buckingham Town Council	No	passed on to team
s079		Heritage Funeral Directors passed on a message of thanks from members of the (redacted) family who came and spoke to you whilst preparing the grave on Tuesday and said how professional and helpful you were.	Brackley road Cemetery	Buckingham Town Council	No	passed on to team
	21/08/2021	Fallen Branches from tree blocking river	Clarence Park, opposite glynswood road	Taylor Wimpey/Trinity	No	Passed on to Taylor Wimpey then Trinity, now following up with EA due to lack of action.
s080	24/08/2021	hedges/shrubs overgrown	Rear of Fishers field along river	Buckinghamshire council	No	email forwarded to Buckinghamshire Council Parks
s81	01/09/2021	I am writing to complain about the regularity of the grass cutting regime for the field next the Buckingham Scout centre. I understand that your department has taken over the running of this task from the County Council. I presume this is a cost cutting decision, which appears to have failed. Your current contractor is only cutting the grass half as often as the previous contractor used by the County Council.	Embleton Way	Buckinghamshire Council	No	email forwarded to Buckinghamshire Council Parks and complainant informed of BC's responsibility
s82	01/09/2021	Congratulations on the upkeep of Chandos Park. It always look superb.	Chandos Park	Buckingham Town Council	No	

**BUCKINGHAM TOWN COUNCIL
ENVIRONMENT COMMITTEE
MONDAY 6TH DECEMBER 2021**

Contact Officer: Paul Hodson, Town Clerk

Consultation on amendments to the Environmental Permitting (England and Wales) Regulations 2016 as applied to groundwater activities and related surface water discharge activities.

1. Recommendations

- 1.1. It is recommended that Members agree to submit the proposed response to the consultation.

2. Background

- 2.1. The Department for Environment, Food & Rural Affairs (DEFRA) is inviting views on nine proposed amendments to the Environmental Permitting (England and Wales) Regulations 2016 as applied to groundwater activities and some related surface water discharge activities. This consultation, which is being carried out by DEFRA, will be open from Wednesday 29 September to Wednesday 22 December 2021.
- 2.2. These proposed amendments could have an impact on the management of the Brackley Road Cemetery as well as the new cemetery.

3. Information

- 3.1. Full details of the consultation can be found at:
<https://consult.defra.gov.uk/water-quality/amendments-to-the-epr-for-groundwater/>

- 3.2. The two questions and proposed answers that are relevant to the management of the Council's cemeteries are:

Q3a: To what extent do you agree with the proposal to make General Binding Rules available for small-scale cemetery developments in low-environmental risk settings? If this question is not applicable to you, please select N/A.

Proposed answer: Strongly agree

Q3b: To what extent do you agree that the draft exemption conditions for small-scale cemetery developments in low-environmental risk settings in Annex B are appropriate? If this question is not applicable to you, please select N/A.

Proposed answer: Strongly disagree

3.3. Q3b states: "A grave plot must not be less than 5m² in area." Currently the actual plot size in Brackley Road Cemetery is 2.8m² assuming Defra are not including the available space around each plot. The issues with this are:

3.3.1. The increased area required for each plot could reduce the capacity of the cemetery considerably (by possibly up to 40%).

3.3.2. The owners of pre-purchased plots which are smaller than 5m² would no longer be permitted to use these plots under the proposed condition. This would cause a huge amount of distress to families who have arranged to be buried with their family/loved ones.

3.3.3. It is not clear who would become liable for the re-imbursement of the plots which have been purchased in good faith with the right to burial within these plots.

3.3.4. No consideration has been given to whether the plots are single depth, double or triple depth.

3.3.5. No consideration has been given to the number of burials that take place each year, other than setting the bar of cemeteries with 100 burials or less. Brackley Road Cemetery is fairly low and averages 15 burial per year.

3.4. If the proposals are adopted without change, residents of Buckingham who have pre-purchased burial plots could be significantly disadvantaged. The number of remaining burial plots in the Brackley Road cemetery would be reduced, and the capacity of the new cemetery would be reduced. It is therefore proposed that the Council respond to the consultation outlining the negative impacts on Buckingham residents under the proposed answers and requesting that a more detailed proposal be issued which include measures to avoid the risks listed.

**BUCKINGHAM TOWN COUNCIL
ENVIRONMENT COMMITTEE
MONDAY 6TH DECEMBER 2021**

Contact Officer: Lee Phillips, Estates Manager.

Tingewick Road New Cemetery and Allotments Update

1. Recommendation

- 1.1 It is recommended that Members note the report regarding the planning of the new Cemetery and Allotments.

2. Project Stage

- 2.1. The Council's appointed contractor is in the process of delivering the brief agreed by the Council. A full report is hoped to be ready for the next Environment Meeting to consider, on 28th February 2022. Officers have met once in person and several times virtually with the team carrying out the work, to review initial ideas and to ensure that the Council's requirements will be met by the proposed solution.

3. Site Investigations

- 3.1. These are under way and so far the topographical survey has been carried out, and trial pits to assess the soil/drainage have been dug. An initial Geo-physics survey has been carried out on site with no negative results.

4. Archaeology

- 4.1. The Written Scheme of Investigation has been created, submitted and has been approved by Buckinghamshire Council Archaeological Department. The written scheme of investigation states that the scope of works are:
- 4.2. A total of 10 No. trenches measuring 50m long and a minimum of 1.80m wide will be excavated. This represents approximately a 2.5% sample of the 4ha. site, and a further 10% of that sample i.e. 50m of trenching is available as a contingency to clarify any archaeological remains at the request of BC. The trenches have been arranged on differing orientations and target a variety of different geophysical anomalies as well as blank areas. These give an even coverage of the site.

5. Drainage

- 5.1. Trial pits have been carried out and options are being investigated as to the most appropriate means of draining the site. It has been established that some form of attenuation will be required on site and discussions will be held with

Buckinghamshire Council regarding the road storm drainage. Options are currently being investigated as to how the site can best be drained.

6. Purchase of Land

6.1. The purchase of the land is currently with each sides' solicitors who have been instructed to proceed.

7. Proposed Costings and program.

7.1. Both the programme and approximate costings will be defined as soon as more detail has been obtained in regards to the building design and site layout; it is hoped to provide this detail to the Committee's next meeting.

BUCKINGHAM TOWN COUNCIL
ENVIRONMENT COMMITTEE
MONDAY 6th December 2021

Contact Officer: Paul Hodson, Town Clerk

Grass Cutting Regimes in Bourton Park's Paddocks

1. Recommendations

1.1. It is recommended that Members note the report.

2. Background

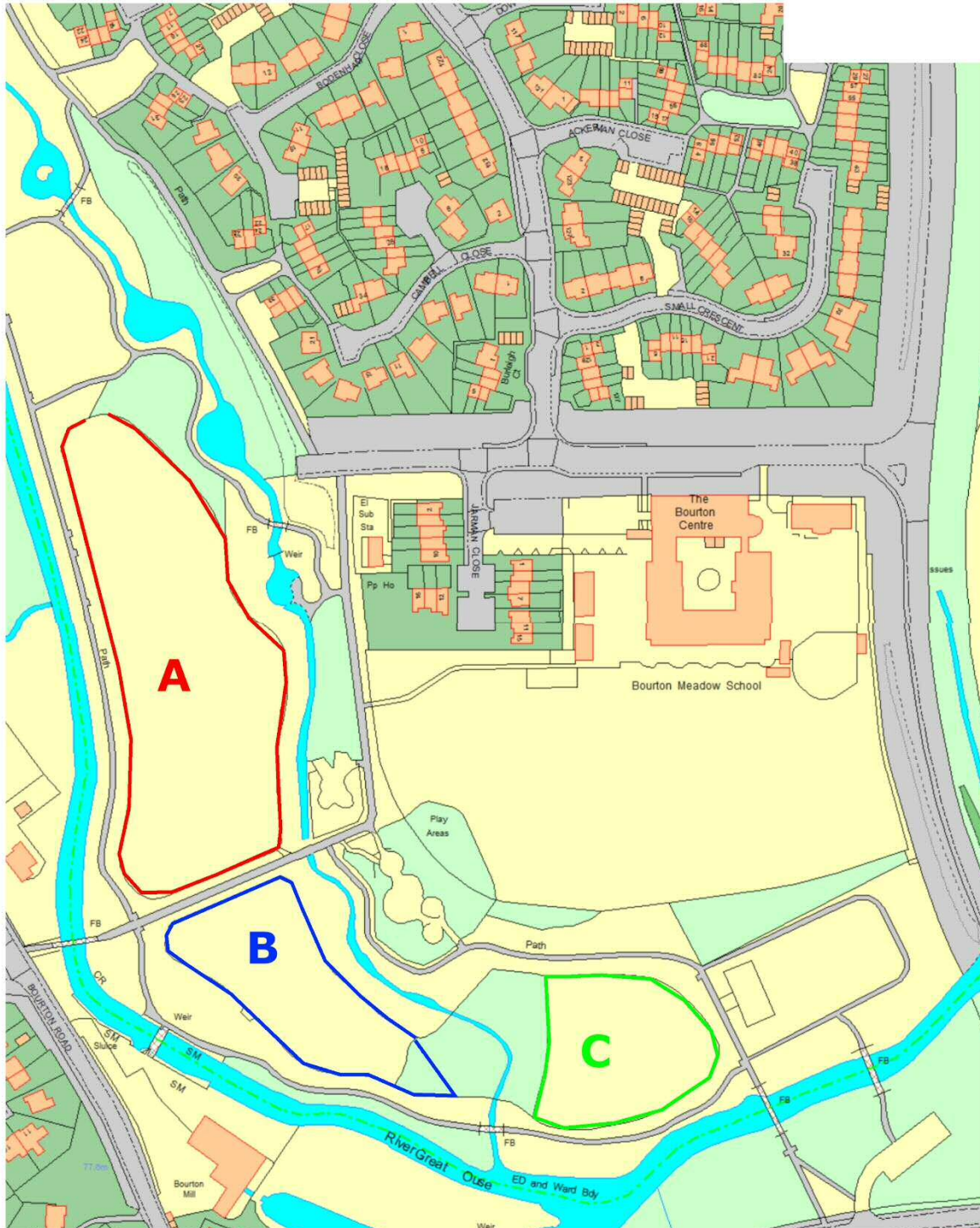
- 2.1. Some concerns were raised over the length of the grass and the number of holes in the dog paddock during Celebrate Buckingham, June 2021.
- 2.2. Bourton Park consists of about 7.6ha hectares of parkland landscape with two children's play areas, a multi-use sports area, and a trim trail. There are three "paddock" areas which are used as dog walking areas, for events and a wildflower area. A map of the paddocks can be [found here](#).
- 2.3. All facilities in Bourton Park are accessible from the main footpath. The only area which could be difficult for wheelchairs, scooters and pushchairs, at certain times of year, would be the "grass paths" in Paddock A.
- 2.4. Paddock A is the largest paddock and is approximately 1ha, it is mown 6 times a year to ensure its usable for Summer events. This paddock is currently used for events and dog owners are encouraged to use this area. Privately run Dog Behaviour Classes utilise the paddock and provide guest judges at the Council's annual Dog Show.
- 2.5. Grass cuttings are not removed as the grass area is large making the task too financially and environmentally unsuitable. A copy of the maintenance schedule for grass cutting of Bourton Park is listed below:

Operation	Number of operations per anum.	Action Required	Area
Amenity Grass Cut	15	General Amenity Grass Cut	33,800m ²
Paddock A	6	April/May/June/July/September/October.	10,000m ²
Paddock B	1	Cut in September/October	3,600m ²
Paddock C	1	Cut in September/October	3,400m ²
River Bank	1	Cut in September/October	1080m of bank
Pond and Stream system	1	Cut in September/October	540 linear m.

- 2.6. The Greenspaces Team will consult with the calendar of events for 2022 to ensure Paddock A is cut before any large public events. However, the ground

will not maintained to the standard of Chandos Park, for example, because the nature of the land and the facility is different.

Bourton Park's Paddocks



Bourton Park Paddocks

**Buckingham Town Council
Climate Emergency Action Plan Update
December 2021**

Members are reminded that the Climate Emergency Action Plan is owned by Full Council and reviewed on an annual basis every March. Each Committee reviews Actions it is responsible for at every meeting and the Environment Committee receive a full copy of the Action Plan at every meeting.

Significant updates are marked in red.

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.”

Buckingham Town Council Climate Emergency Action Plan

Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.				
	Action	Measure	Responsibility	Update
1.	Creation of a Climate Emergency webpage to enable discussion, idea sharing and extend public awareness of the issues.	Number of visitors per year	Resources Committee	Page created on the Town Council’s website and has generated 124 page visits during the last year and, 114 unique page visits.

				Monthly social media content planning sessions allow for a regular programme of environmental campaigns and initiatives.
2.	Information can be made available in Buckingham library and on notice boards to maximise public awareness and access to information	Number of contacts made	Resources Committee	It is hoped we can arrange something with the Buckingham library, once business return to normal – Autumn 2021.
3.	Encourage practical action by local people through proactive communication campaigns.	Number of visitors per year to webpage	TC&E and Environment Committee	The Climate Emergency Webpage is the 2 nd most popular page on our website. Environmental social media campaigns are planned during the office's regular content planning meetings. The office has engaged with local schools to discuss our Action Plan and how they can get involved in community climate action.
4.	Consultation on the Buckingham Neighbourhood Plan refresh will enable detailed consultation on the proposed changes.		Planning Committee	Consultation to be rolled out in Summer 2022.
5.	Encourage the formation of Local Climate Action Groups.	One formed	Climate Champions	To be created following first public meeting on

				March 24 th 2022.
6.	Host a public meeting on the issue.	One per year	Climate Champions	To be incorporated in to the Annual Town Meeting on the 24 th March 2022.
Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat				
	Action	Measure	Responsibility	Updates
7.	Implement an Energy Audit of all Council buildings, operations and vehicles	Actions implemented	Resources Committee	Eco Audit is currently taking place across a number of stages. It is hoped that a final report will be ready for Spring 2022.
8.	Change BTC energy provider to renewable/ green tariffs	Moved to green tariffs by 2020/21	Environment Committee	Solar Panels installed October 2021 at Lace Hill.
9.	Offset carbon emissions by planting more trees (whenever possible)	One tree planting project per year	Environment Committee	Tree planting sessions: 12 th March and 7 th November 2020. Tree Planting sessions for Spring 2021 were postponed due to Covid-19 restrictions, there is an event arranged for 16 th Jan 2022 to coincide with arrangements for the Queen's Platinum Jubilee/Commonwealth

				Canopy Project.
10.	Investigate options for carbon offsetting Town Council event e.g. Bonfire & Fireworks	Publication of carbon offsetting certification for each relevant event	Town Centre & Event Committee	To be investigated as part of the Eco audit – October 2021
11.	Minimise the climate impact from development and encourage a low carbon economy through our Neighbourhood Development Plan by: <ul style="list-style-type: none"> • Encourage a sustainable pattern of development supported by a low carbon transport infrastructure • Promote sustainable design in and in the overall town by interrogating every planning application (large or small) with our developing set of 'zero carbon planning questions' • Protecting against the needless destruction and/or removal of tree from our parish 	% of new builds in the parish to be low carbon properties	Planning Committee	To be considered through consultation on the Buckingham Neighbourhood Plan refresh. Consultation to be rolled out in Summer 2022. Draft design guide prepared which takes account of this.
		% of new builds in the parish to be low carbon properties	Planning Committee	
12.	Install renewable energy generation on Council owned buildings	Installation of Photovoltaic Panels on all the Lace Hill Centre, The Community Centre and the new cemetery building (once constructed).	Full Council and Resources Committee	Greenway Solar Panels commissioned and installed 55 Trina Solar Vertex S 380W all black split cell mono photovoltaic (solar) panels at the Lace Hill Sports and Community Centre. Plans in place to install Solar Panels on the Tingewick Road

				Cemetery building.
Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water				
	Action	Measure	Responsibility	Update
13.	Provide recycling facilities at all Town Council Events and within Town Council owned buildings.	One mixed recycling bin per event	TC&E /Environment	Recycling bins are now being provided at all Town Council events. In particular, noting the success of recycling Biffa bins at Music in the Market & Bandjam. Recycling in all BTC offices (including Lace Hill Centre's public areas) now implemented.
14.	Work with and support litter picking initiatives around town including the increased promotion of annual River rinse events.	One Town Council event per year in addition to the two annual river rinses.	TC&E Committee	During October 2020 the Town Council launched a ' Rubbish Campaign ' to encourage residents to conduct individual litter picks, which was covered by national local council press. A new initiative #QuickLitterPick launched in Bourton Park to allow the public access to litter picking equipment, similar to the 2-minute beach clean.

				Quick Litter Pick 6-month Review to be brought to Committee December 2021
14	Investigate possibilities of rainwater harvesting for all new town council buildings and use the water for planters and hanging baskets	One per new build (owned by BTC)	Resources Committee	To be considered within the construction design stage of the new cemetery buildings. Resources 5/7/21 all Town Council owned buildings are considered for retrofitting rainwater harvesting for watering the town's planters and hanging baskets.
15.	Promote the installation of the water bottle refill station in Chandos Park and the national refill initiative	Number of interactions through Social Media	Environment Committee and Resources Committee	COMPLETE Water bottle refill station installed and positively received.
16.	Actions implemented to eliminate the use of single-use plastics within Council offices/buildings.	No purchases of single use plastics	Resources Committee	The Council no longer purchases single use plastic items for events and for use within its offices. The plastic-free message was promoted as part of the 'Rubbish Campaign' and launch of the water bottle refill station in Chandos Park.
17.	Implement waste education and promotional campaigns	Number of interactions through social	Resources Committee	October's Local Democracy Week was focus on Climate Change

		media and with groups including schools		and the office have been asked back to the Buckingham School to further discuss how they can get involve in Climate Community Action. The Office Apprentice is running a Recycling Mosaics competition with the two senior schools to create artworks for display at the Annual Town Meeting.
18.	Request a carbon footprint of any Town Council investment and seek to reduce this by switching to investments supporting renewable energy projects and eco-enhancements.	Measure and publish low carbon emission certification	Resources Committee	To be considered within the forthcoming Eco Audit commissioned by Resources.
19.	Buy local, fair-trade, recycled, plastic free, repairable and sustainable products wherever possible/available.	Consideration of a procurement strategy	Resources Committee	Wherever possible sustainable materials will always be sourced. The most recent example being the 7 new recycled plastic litter bins for the Brackley Road cemetery. July 2021: Full Council adopted a Sustainable Purchasing and Procurement Policy
20.	Ask grant applicants to consider the impact on the environment of their project and any steps they can take		Resources Committee	From 2021/21 each applicant must state how

	to mitigate them. Members to consider these responses when allocating grant funds.			their organisation is working to reduce the environmental impact of their project.
Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.				
	Action	Measure	Responsibility	Updates
21.	Explore more bike parking facilities around the town, including local schools and businesses.	5 more racks by 2021	Planning Committee	Approved applications for: RLS 13 + 6 at the Sports Hall and McDonalds 4 double-sided bike racks. All new development housing has either a shed big enough to house a bike, or (for flats) a room for cycle parking, generally at the rate of 1 per flat: St Rumbolds Fields 398 houses & flats Hamilton site 33 flats + 17 houses.
22.	Consider holding an event that promotes cycling around the town	To be considered on a future agenda of TC&E	Town Centre & Events Committee	An electric bike company is to invited to the Spring Green fair in April 2022.
23.	Replace BTC owned vehicles and green spaces equipment with suitable electric models when existing	Replace each vehicle at the	Environment Committee	Electric vans (total - two Renault Kangoo) leased

	petrol, and diesel vehicles come to the end of their usable life, resulting in full replacement with electric vehicles by 2030.	appropriate point in its lifecycle.		in Winter 2019 and Summer 2020. Aim for full replacement of all vehicles with electric alternatives by 2030. Once the new cemetery is up and running there are plan to purchase other electric powered machinery, such as ride-on mowers.
24.	Refurbish and promote the town's benches to assist walkers to take short rests. Advertise Buckingham as a 'pedestrian friendly town' on the Council's 'Walks and Maps' section of the website.	Replace each bench at the appropriate point in its lifecycle.	Environment Committee	Walking trails regularly promoted via Buxplore along with healthy outdoor activities. Greenspaces team have refurbished or repaired a number of park benches throughout the town and funding has been approved for another 8 benches/picnic tables via the Buckingham & Villages Community Board.
25.	Work with Buckinghamshire Council to extend/ improve cycle/ walking network		Full Council	The Greenspaces Team have maintained walking and cycling routes across BTC land holdings and under agreement with others. The Town Council have provided

				feedback to Buckinghamshire Council to support the introduction of a cycle scheme between Gawcott and Buckingham via the Emergency Active Travel fund.
26.	Work with Buckinghamshire Council on increasing EV charge points on public land		Full Council	Initial contact has been made with electric vehicle Induction charging company (Char.gy) to identify potential solutions. Chandos Road -street parking is being considered for a piolet project. Buckinghamshire Council have agreed to install 8 charging points in Cornwall's Meadow and Western Avenue.
Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.				
	Action	Measure	Responsibility	Updates
27.	Finalise Flood Plans with local partners	Number of contacts	Environment & Resources	Additional properties have been added to the

		established	Committee	list of vulnerable
28.	Advise residents on steps to increase resilience	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	addresses. A number of volunteers have come forward and investigation is underway to determine the appropriate policies, procedures, insurance and training for volunteer flood wardens.
29.	Promote the community flood warden scheme	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	Initial meetings have been held between Buckinghamshire Council and the Town Council to discuss how to ensure a coordinated response to future flood plans. Flooding advice has been added to the town council website. All properties at risk will be written to each year with details of the Council's plan and sources of support.
30.	Protect and enhance native species and habitats. Promoting and supporting opportunities for environmental enhancement and regeneration	One environmental campaign per year	Environment Committee	Installation of wildflower boards in Bourton Park to promote the planting of native wildflower species (April 2021). Thousands of native Woodland bulbs were planted around Bourton

				Park in September 2020. For 2022 the popular wild flower, meadow in Bourton Park will be reseeded with native flowering wildflowers.
31.	Support local food production including the provision of more allotments for people to grow their own food.	Number of allotment holders at the new Tingewick Road Allotment site	Full Council	The Town Council continues to signpost new applicants to the Allotment society and Edible Woodland and is working with Buckinghamshire Council on potential sites for community gardening sites in 2022.
32.	Seek adequate garden space or community spaces for growing food in all future development.	One community space per new development	Full Council and Planning Committee	To be reviewed within the refresh of the NDP
33.	Purchase (where possible) locally produced and fair-trade food for the Council's use and civic events.	All BTC events	Town Centre & Events Committee	Incorporated within planning for all Town Council events. Referencing the town Council's Sustainable Procurement Strategy
34.	Review of grass verges and hedges to identify areas to be trimmed less and later in the year to support more wildflowers and insects	To be considered within Greenspaces Strategy and Management Plan for Parks	Environment Committee	The grass cutting plan is reviewed annually by Environment Committee in March. The paddocks and sections of the bypass are cut later in the year to support and promote biodiversity.

35.	Each year allocate a section of land to be planted with wildflowers.	One per year	Environment Committee	A new section of wildflowers was planted in 2020 in Bourton Park, on the car park side of the river. Plans are in place to 're-wild' sections of verge along the bypass with wildflowers and grasses during 2021.
36.	Plan a new eco-friendlier cemetery to include planting more trees and wildflowers.	Measure and publish plans and low carbon emission certification	Environment Committee	Proceeding with the tender process for the first phase of the planning and design of the new cemetery. To enable this a sustainable design approach is to be taken in all aspects of the new cemetery. In particular; to reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat as well as recycling materials and ongoing resources e.g. water.
37.	Work with the Tree Wardens, in promotion of the Tree Charter.	5 new Tree Wardens signed up per year.	Environment Committee	Following promotion through our website and social media we've have signed up 8 new Tree

				<p>Wardens during 2020/21. A meeting of the Tree Wardens took place on the 26th November 2020 and Wardens were tasked with completing Tree Planting Surveys for their local area.</p> <p>Tree Wardens are regularly contact by the Planning Clerk for input into Tree Applications and all Wardens have been invited to take part in January's tree planting even in Heartlands Park.</p>
38.	Look to legally protect the future of the riverside parks in Buckingham, including Chandos Park, Bourton Park and Heartlands as parkland.	Future agenda of Environment Committee 2019/20	Planning Committee and Environment Committee	To be reviewed following resolution of devolution discussions.

**BUCKINGHAM TOWN COUNCIL
ENVIRONMENT COMMITTEE
MONDAY 6TH DECEMBER 2021**

Contact Officer: Paul Hodson, Town Clerk

Church Hill Information Board Proposal

1. Recommendation

- 1.1. It is recommended that Members agree to allow the proposed board to be installed on the Church Green, conditional on the exact location and final design being agreed by the Town Clerk in consultation with the Chair of the Environment Committee.

2. Proposal

- 2.1. The Buckingham Society have contacted the Town Council proposing to arrange for an information board to be created for installation on Church Hill, similar to the one that the Society has erected on the former railway station site. Church Hill has been suggested because a board there would be able to describe the history of the site – from the castle to the current church - both being important parts of Buckingham's history.
- 2.2. The proposed board would be arranged and installed by the Society. The Society is hoping to obtain funding for this from the Buckingham & Villages Community Board.
- 2.3. The board would be sited on Town Council land, so the Council would need to give permission for its installation.
- 2.4. No firm proposal has yet been made for the exact location of the board or the final contents.
- 2.5. The Society would remain responsible for the upkeep and eventual replacement or removal of the board in the long-term.
- 2.6. The church are not required to approve changes to the Church Green, however the church has indicated its support for the proposal.



Action Group: Buckingham and Villages Environment Action Group

Meeting date: 16 November 2021

ACTION NOTES

(high level notes for the purpose of tracking/monitoring activity)

Present:


Ade Osibogun (Chair), Mary Simons (Resident), Robin Stuchbury (Buckinghamshire Council), Ivo Haest (Steeple Claydon Parish Council), Steve Tribe (Thornborough Parish Council), Sue Hetherington (Buckingham Town Council and resident of Gawcott), Jo De Montgros (Thornborough Resident), Rebecca Nutley (Feedback Global), Corrinna Martin (Community Coordinator), Nina Stockhill (Buckingham Town Council), John Mortimer, Trisha Lightfoot (Tingewick Parish Council)

Apologies:

No	Topic	Notes
1	Present/ Introductions	Noted
2	Apologies	None received
3	Agree notes of last meeting	<ul style="list-style-type: none">• Sue Hetherington to work on forming a Swift Group and feedback at next meeting.• Terry to feedback on drainage scheme project.
4	Thornborough Parish Council – Holding Back the Waters Project	Steve Tribe outlined the project proposed by Thornborough Parish to help prevent flooding. The group discussed the Parish Council's request for funding and, following conversations, agreed to support the application.
	Flood Mobile	The group received information on the Flood Mobile and discussed the possible benefits as well as logistics. The group proposed that the Flood Mobile could tag on to the Spring Green Fair in Buckingham to ensure good footfall.
	Food Waste Overview in Buckinghamshire	Rebecca Nutley provided an overview of the impact of food waste and outlined some of the projects that Feedback Global had underway.



Appendix E

		<p>The group also discussed some possible ideas around reducing food waste including: A visit to Westbury (?) Community growing and allotments as well as storage options for produce e.g. natural larder Information app to provide information on storage and use by/ best before dates Skill sharing and learning with young people Shared apple press to use up all the old apples etc from community orchards/ allotments</p> <p> Feedback Buckingham food was</p>
	<p>For information: Draft River Basin Management Plans: https://consult.environment-agency.gov.uk/environment-and-business/draft-river-basin-management-plans Draft Second Cycle Flood Risk: https://consult.environment-agency.gov.uk/fcrm/draft-second-cycle-flood-risk-management-plans</p>	<p>Noted</p>
5	<p>Please email bvcb@buckinghamshire.gov.uk to suggest project ideas for future meetings</p>	<p>Noted</p>
	<p>Any other business, topics for future discussion</p>	<p>Nina Stockhill to bring an update on the Buckingham allotment ground at next meeting. Flood mobile to be prioritised Task tracker</p>
	<p>Agree date of next meeting: Tuesday 18th January 2021, 6pm</p>	<p>Noted</p>