



# BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, CORNWALLS MEADOW,  
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Town Clerk: Mr. C. P. Wayman

Tuesday, 01 September 2015

Councillor,

You are summoned to a meeting of the **Environment Committee** of Buckingham Town Council will be held on **Monday 7<sup>th</sup> September 2015** at 7pm in the Town Council Chamber, Cornwall's Meadow, Buckingham.

Mr. C. P. Wayman  
Town Clerk

Please note that the Environment Committee meeting will be preceded by Public Session lasting for a maximum of 15 minutes, in accordance with Standing Order 1.3.

## 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 20<sup>th</sup> July 2015 and approved at Full Council on the 17<sup>th</sup> August 2015.

**(E/02/15) Copy previously circulated**

**4. Action Report**

To receive the report and note the updated information.

**Appendix A**

**5. Budgets**

To receive the latest figures

**Appendix B**

**6. Ken Tagg Play Area Tender**

To receive the bids for the play area tender and agree that following consultation with residents the office may proceed with the preferred supplier

*Documents to be circulated by email*

**7. Bourton Park and Cemetery footpath Tender**

To receive the bids for the footpath tender and agree

*Documents to be circulated by email*

Buckingham



LOCAL COUNCIL  
AWARD SCHEME  
FOUNDATION



Twinned with Mouvaux, France

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

- 8. Grounds Maintenance Contract Tender**  
To receive the grounds maintenance specification and bills of quantity; to agree to proceed with the tender process **Appendix C**
- 9. Aylesbury Vale Clinical Commissioning Group AGM**  
To note the AGM and agree any action **Appendix D**
- 10. Photovoltaic Generator at Buckingham Community Centre**  
To receive the tender documents **Appendix E**
- 11. Access Awareness**  
To receive a verbal update from Cllr Strain-Clark
- 12. BCWP**  
To receive a verbal update from Cllr Newell
- 13. S106 Monies Received**  
To note for information email from AVDC allocated funding; forthcoming projects to be considered following sports pitch provision project **Appendix F**
- 14. News Releases**
- 15. Chair's Announcements**
- 16. Date of Next Meeting:** Monday 26<sup>th</sup> October 2015.

**To:**

Cllr. Ms. J Bates  
Cllr. T. Bloomfield  
Cllr. G. Collins  
Cllr. P. Collins  
Cllr. J. Harvey  
Cllr. P. Hirons  
Cllr. D. Isham – Vice Chairman  
Cllr. A. Mahi - Mayor

Cllr. Ms. R. Newell – Chair  
Cllr. Mrs. L. O'Donoghue  
Cllr. M. Smith  
Cllr. Mrs. C. Strain-Clark  
Cllr. R. Stuchbury

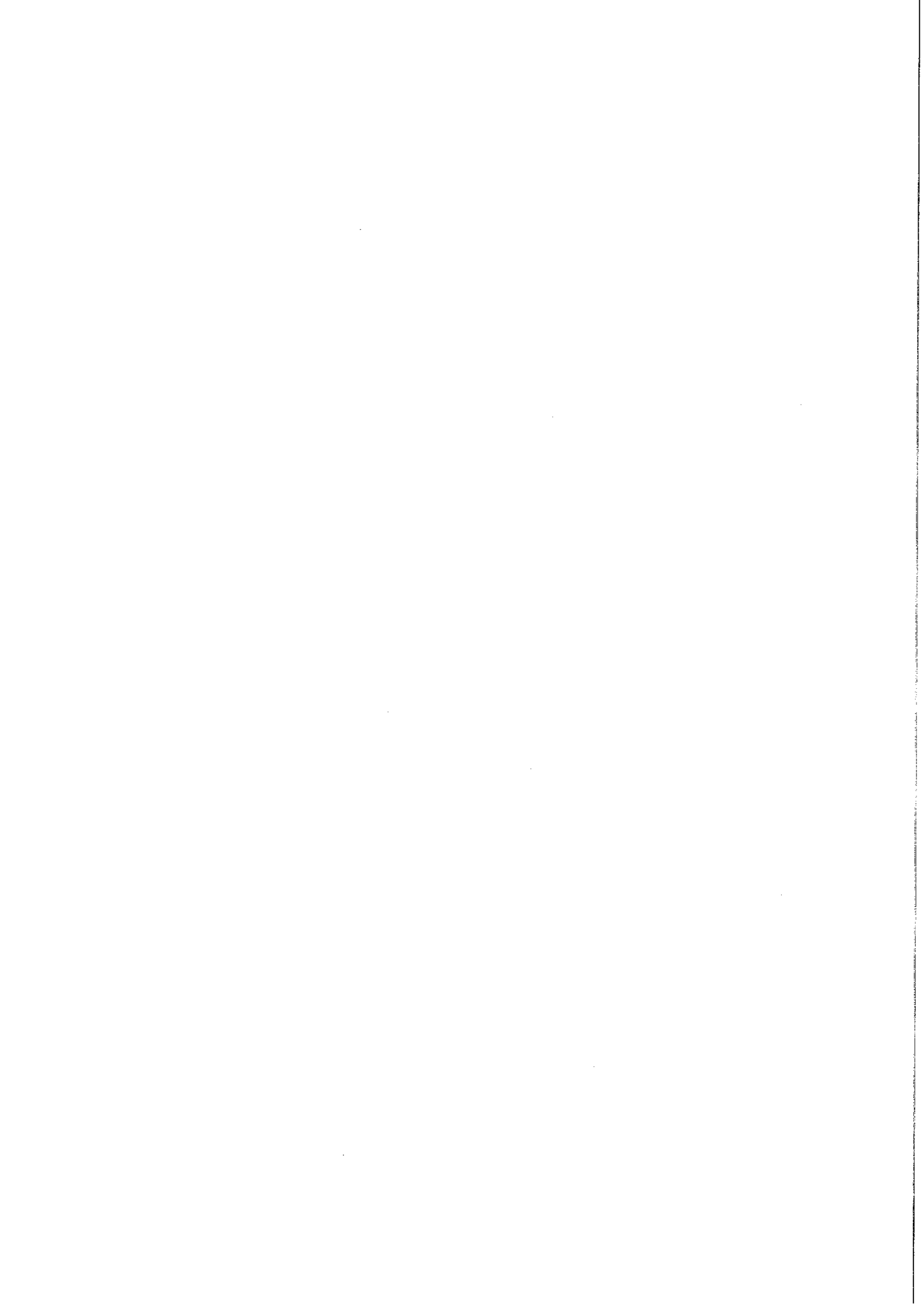
**APPENDIX A**

<b>Minute No</b>	<b>Action Required</b>	<b>Action Taken</b>	<b>Result</b>
215/11, 334/11 & 709/14	Discussion Paper – Renewable Energy	Report regarding fuel poverty – Solar panels for Community centre. Issue with testing of roof to be resolved	ON AGENDA
737.2 & 344/13	Cemetery Paths	Prices to be sought for a replacement of all paths, budgets to be set aside in earmarked reserves for the replacement footpath	ON AGENDA
741/11	Chandos Park lime trees	GSM to produce report regarding planting a replacement row of trees as one of the lime trees had to be removed	To be within Chandos Park Management Plan
481/12	BMX Track	Look into possibilities for new BMX track and if it could be included in the Neighbourhood plan	Incorporated in S106 agreement for Moreton Rd. ph.3
878/13, 598/12, 199/14;830/14	Bourton Ponds Project	Public being consulted as to opinion of proposed plans, funding being sought,	Ongoing
330/14	Ken Tagg Play Area	Replacement of play equipment	ON AGENDA
580/14	Purchase or rental of New Premises	investigate the purchasing or rental of suitable premises	Ongoing
705/14 & 326/10 & 218/13	Cemetery Burial Space	Report to be brought to committee regarding further provision	
708/14, 87/15	Bollards at Church	Parking issue on grass to side of Church	Ongoing
831/14 & 93/15	Chris Nicholls Walk	Seek information on ownership and possibility of taking over	Ongoing
832/14	MVAS sign	Purchase and install 2 <sup>nd</sup> sign	Received sign
90/15	Entrance signs for Bourton Park	get prices for entrance signage to areas of Bourton park and information boards	
92/15	Sports Pitch Provision	Sports provision questionnaire issued, follow up meetings to be arranged	ACTION TOWN CLERK ONGOING
255/15	Green Flag Status	Areas to be addressed where the criteria is not currently met. With a view to put in an application for the Cemetery, Bourton and Chandos Parks.	Ongoing
839/14, 257/15	Table Tennis Table Bourton Park	Pricing being sought	Ongoing
261/15	Access Awareness	Consider suitable sites in Town centre for further benches	Cllr Harvey to update

Items not started

ongoing items

completed items



27/08/2015

## Buckingham Town Council

15:46 Detailed Income &amp; Expenditure by Budget Heading 31/08/2015

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Month No : 5

## Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>ENVIRONMENT</b>								
<u>201</u>	<u>ENVIRONMENT</u>							
4068	COMMUNITY SERVICE	6,980	1,560	6,750	5,190		5,190	23.1 %
4069	GRIT / SALT BINS	0	0	1,800	1,800	900	900	50.0 %
4101	SEATS AND BINS	576	0	3,000	3,000		3,000	0.0 %
4112	ENVIRONMENT EQUIPMENT	5,800	2,473	6,000	3,527	203	3,324	44.6 %
4118	GREEN WASTE DISPOSAL	300	300	360	60		60	83.3 %
	ENVIRONMENT :- Expenditure	<b>13,656</b>	<b>4,333</b>	<b>17,910</b>	<b>13,577</b>	<b>1,103</b>	<b>12,474</b>	<b>30.4 %</b>
	<b>Net Expenditure over Income</b>	<b>13,656</b>	<b>4,333</b>	<b>17,910</b>	<b>13,577</b>			
<u>202</u>	<u>ROUNABOUTS</u>							
4108	ROUNABOUT	7,924	3,071	10,000	6,929	5,367	1,562	84.4 %
	ROUNABOUTS :- Expenditure	<b>7,924</b>	<b>3,071</b>	<b>10,000</b>	<b>6,929</b>	<b>5,367</b>	<b>1,562</b>	<b>84.4 %</b>
1051	ROUNABOUT NO 1 OPEN	1,982	2,014	2,032	-18			99.1 %
1052	ROUNABOUT NO 2 ELLA	1,057	1,074	1,547	-473			69.4 %
1053	ROUNABOUT NO 3	1,735	1,762	1,778	-16			99.1 %
1054	ROUNABOUT NO 4 R & B	0	0	2,211	-2,211			0.0 %
1056	ROUNABOUT NO 6 EUROLANE	2,367	2,405	2,426	-21			99.1 %
1057	ROUNABOUT NO 7 RING ROAD	1,207	1,226	1,237	-11			99.1 %
	ROUNABOUTS :- Income	<b>8,348</b>	<b>8,482</b>	<b>11,231</b>	<b>-2,749</b>			<b>75.5 %</b>
	<b>Net Expenditure over Income</b>	<b>-424</b>	<b>-5,410</b>	<b>-1,231</b>	<b>4,179</b>			
<u>203</u>	<u>MAINTENANCE</u>							
4063	VEHICLE HIRE AND RUNNING	3,880	2,162	6,000	3,838		3,838	36.0 %
4082	ALLOTMENTS	1,500	1,500	1,500	0		0	100.0 %
4102	DOG BINS	2,867	0	4,000	4,000		4,000	0.0 %
	MAINTENANCE :- Expenditure	<b>8,247</b>	<b>3,662</b>	<b>11,500</b>	<b>7,838</b>	<b>0</b>	<b>7,838</b>	<b>31.8 %</b>
	<b>Net Expenditure over Income</b>	<b>8,247</b>	<b>3,662</b>	<b>11,500</b>	<b>7,838</b>			
<u>204</u>	<u>DEVOLVED SERVICES EXPENSES</u>							
4124	DEVOLVED SERVICES	0	16,992	29,770	12,778	3,033	9,746	67.3 %
	DEVOLVED SERVICES EXPENSES :- Expenditure	<b>0</b>	<b>16,992</b>	<b>29,770</b>	<b>12,778</b>	<b>3,033</b>	<b>9,746</b>	<b>67.3 %</b>
1017	DEVOLVED SERVICES INCOME	17,750	20,490	32,000	-11,510			64.0 %
	DEVOLVED SERVICES EXPENSES :- Income	<b>17,750</b>	<b>20,490</b>	<b>32,000</b>	<b>-11,510</b>			<b>64.0 %</b>
	<b>Net Expenditure over Income</b>	<b>-17,750</b>	<b>-3,498</b>	<b>-2,230</b>	<b>1,268</b>			

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## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>250</u> <u>PLAYING FIELDS</u>							
4050 MAINTENANCE OF FIELDS	0	1,260	7,500	6,240		6,240	16.8 %
PLAYING FIELDS :- Expenditure	<b>0</b>	<b>1,260</b>	<b>7,500</b>	<b>6,240</b>	<b>0</b>	<b>6,240</b>	<b>16.8 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>1,260</b>	<b>7,500</b>	<b>6,240</b>			
<u>251</u> <u>CHANDOS PARK</u>							
4106 PLAY AREA MAINTENANCE	139	272	500	228		228	54.4 %
4601 REPAIRS& MAINTENANCE FUND	6,890	1,879	7,180	5,301		5,301	26.2 %
4602 ELECTRICITY	371	433	500	67		67	86.6 %
4603 WATER	2,313	736	1,500	764		764	49.1 %
4605 HORTICULTURAL CONTRACT	15,014	5,085	15,470	10,385	10,170	216	98.6 %
CHANDOS PARK :- Expenditure	<b>24,727</b>	<b>8,405</b>	<b>25,150</b>	<b>16,745</b>	<b>10,170</b>	<b>6,576</b>	<b>73.9 %</b>
1030 BOWLS INCOME	550	0	550	-550			0.0 %
1035 TENNIS COURT RENT	625	0	750	-750			0.0 %
CHANDOS PARK :- Income	<b>1,175</b>	<b>0</b>	<b>1,300</b>	<b>-1,300</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>23,552</b>	<b>8,405</b>	<b>23,850</b>	<b>15,445</b>			
<u>252</u> <u>BOURTON PARK</u>							
4106 PLAY AREA MAINTENANCE	359	334	500	166		166	66.8 %
4601 REPAIRS& MAINTENANCE FUND	9,614	204	12,000	11,796	4,025	7,771	35.2 %
4605 HORTICULTURAL CONTRACT	26,084	8,834	26,867	18,033	17,667	366	98.6 %
4708 PLAY EQUIPMENT	39,095	0	0	0		0	0.0 %
BOURTON PARK :- Expenditure	<b>75,151</b>	<b>9,372</b>	<b>39,367</b>	<b>29,995</b>	<b>21,692</b>	<b>8,303</b>	<b>78.9 %</b>
1078 NEW HOMES BONUS	38,513	0	0	0			0.0 %
BOURTON PARK :- Income	<b>38,513</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>Net Expenditure over Income</b>	<b>36,638</b>	<b>9,372</b>	<b>39,367</b>	<b>29,995</b>			
<u>253</u> <u>CEMETERY</u>							
4225 RATES	2,251	384	1,300	916		916	29.5 %
4601 REPAIRS& MAINTENANCE FUND	2,725	1,037	4,760	3,723		3,723	21.8 %
4602 ELECTRICITY	295	537	400	-137		-137	134.2 %
4605 HORTICULTURAL CONTRACT	21,746	7,365	22,510	15,145	14,729	416	98.2 %
4620 EXPENSES RE BURIAL DUTIES	3,489	4,245	5,000	755		755	84.9 %
CEMETERY :- Expenditure	<b>30,506</b>	<b>13,568</b>	<b>33,970</b>	<b>20,402</b>	<b>14,729</b>	<b>5,673</b>	<b>83.3 %</b>
1041 BURIAL FEES	12,486	10,817	10,000	817			108.2 %
1045 CEMETERY WAR GRAVES COMM	60	0	60	-60			0.0 %
CEMETERY :- Income	<b>12,546</b>	<b>10,817</b>	<b>10,060</b>	<b>757</b>			<b>107.5 %</b>
<b>Net Expenditure over Income</b>	<b>17,960</b>	<b>2,751</b>	<b>23,910</b>	<b>21,159</b>			

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## Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>254</u>	<u>CHANDOS PARK TOILETS</u>							
4612	CONTRACTOR CHARGE	11,984	0	12,500	12,500		12,500	0.0 %
4709	MAINTENANCE	1,035	0	1,000	1,000		1,000	0.0 %
	CHANDOS PARK TOILETS :- Expenditure	<b>13,019</b>	<b>0</b>	<b>13,500</b>	<b>13,500</b>	<b>0</b>	<b>13,500</b>	<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>13,019</b>	<b>0</b>	<b>13,500</b>	<b>13,500</b>			
<u>255</u>	<u>RAILWAY WALK</u>							
4120	BTCV GRANT PAYMENT	434	0	2,000	2,000		2,000	0.0 %
4122	TREE WORKS	1,478	347	1,500	1,153		1,153	23.1 %
	RAILWAY WALK :- Expenditure	<b>1,913</b>	<b>347</b>	<b>3,500</b>	<b>3,153</b>	<b>0</b>	<b>3,153</b>	<b>9.9 %</b>
	<b>Net Expenditure over Income</b>	<b>1,913</b>	<b>347</b>	<b>3,500</b>	<b>3,153</b>			
<u>256</u>	<u>STORAGE PREMISES</u>							
4053	GRENVILLE	0	0	650	650		650	0.0 %
4073	COLLEGE FARM	3,250	0	3,250	3,250		3,250	0.0 %
	STORAGE PREMISES :- Expenditure	<b>3,250</b>	<b>0</b>	<b>3,900</b>	<b>3,900</b>	<b>0</b>	<b>3,900</b>	<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>3,250</b>	<b>0</b>	<b>3,900</b>	<b>3,900</b>			
<u>257</u>	<u>KEN TAGG PLAYGROUND</u>							
4106	PLAY AREA MAINTENANCE	231	65	500	435		435	13.0 %
4122	TREE WORKS	0	280	500	220		220	56.0 %
4123	PLAYGROUND REFURBISHMENT	0	0	40,000	40,000		40,000	0.0 %
4605	HORTICULTURAL CONTRACT	1,024	347	1,150	803	694	109	90.5 %
	KEN TAGG PLAYGROUND :- Expenditure	<b>1,255</b>	<b>692</b>	<b>42,150</b>	<b>41,458</b>	<b>694</b>	<b>40,764</b>	<b>3.3 %</b>
1079	GRANTS FOR PLAYGROUND	0	0	40,000	-40,000			0.0 %
	KEN TAGG PLAYGROUND :- Income	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>-40,000</b>			<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>1,255</b>	<b>692</b>	<b>2,150</b>	<b>1,458</b>			
<u>258</u>	<u>CEMETERY LODGE</u>							
4034	PWLB REPAYMENTS INCL	4,702	0	4,702	4,702		4,702	0.0 %
4225	RATES	-1,309	0	0	0		0	0.0 %
4609	CEMETERY LODGE MAINT	0	0	500	500		500	0.0 %
	CEMETERY LODGE :- Expenditure	<b>3,394</b>	<b>0</b>	<b>5,202</b>	<b>5,202</b>	<b>0</b>	<b>5,202</b>	<b>0.0 %</b>
1061	CEMETERY LODGE RENTAL	8,436	2,363	8,000	-5,637			29.5 %
	CEMETERY LODGE :- Income	<b>8,436</b>	<b>2,363</b>	<b>8,000</b>	<b>-5,637</b>			<b>29.5 %</b>
	<b>Net Expenditure over Income</b>	<b>-5,042</b>	<b>-2,363</b>	<b>-2,798</b>	<b>-435</b>			

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## Committee Report

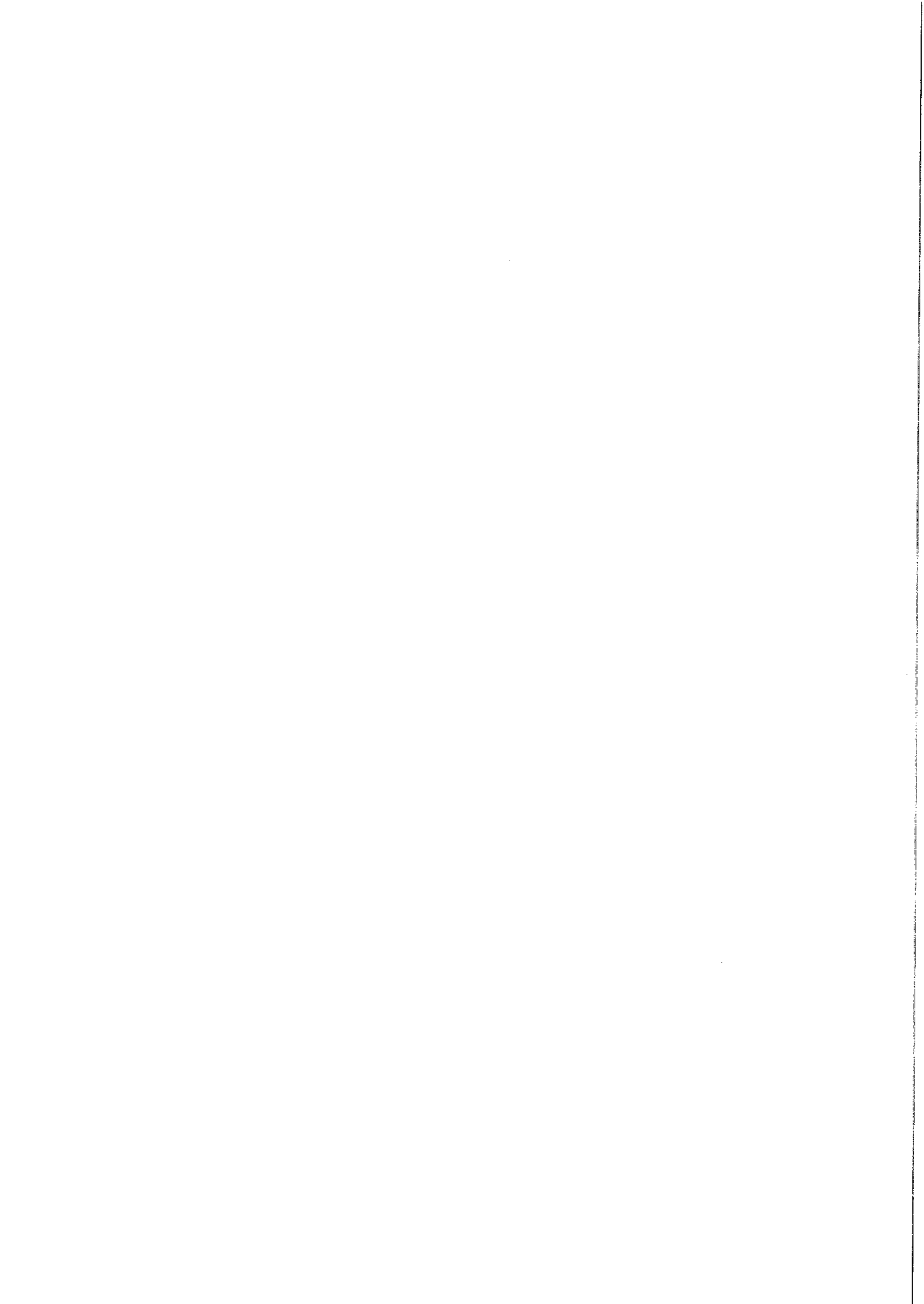
	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>259</u> <u>OTTERS BROOK</u>							
4106 PLAY AREA MAINTENANCE	70	134	500	366		366	26.8 %
4122 TREE WORKS	0	80	230	150		150	34.8 %
4605 HORTICULTURAL CONTRACT	3,262	1,105	3,360	2,255	2,210	46	98.6 %
OTTERS BROOK :- Expenditure	<b>3,332</b>	<b>1,319</b>	<b>4,090</b>	<b>2,771</b>	<b>2,210</b>	<b>562</b>	<b>86.3 %</b>
<b>Net Expenditure over Income</b>	<b>3,332</b>	<b>1,319</b>	<b>4,090</b>	<b>2,771</b>			
<u>260</u> <u>CCTV</u>							
4100 CCTV ONGOING COSTS	696	0	1,002	1,002		1,002	0.0 %
CCTV :- Expenditure	<b>696</b>	<b>0</b>	<b>1,002</b>	<b>1,002</b>	<b>0</b>	<b>1,002</b>	<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>696</b>	<b>0</b>	<b>1,002</b>	<b>1,002</b>			
ENVIRONMENT :- Expenditure	<b>187,070</b>	<b>63,021</b>	<b>248,511</b>	<b>185,490</b>	<b>58,997</b>	<b>126,493</b>	<b>49.1 %</b>
Income	<b>86,768</b>	<b>42,151</b>	<b>102,591</b>	<b>-60,440</b>			<b>41.1 %</b>
<b>Net Expenditure over Income</b>	<b>100,302</b>	<b>20,870</b>	<b>145,920</b>	<b>125,050</b>			



Month No : 5

## Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b><u>EARMARKED RESERVES</u></b>								
901	<u>EARMARKED RESERVES</u>							
9006	NAG	78	0	1,598	1,598		1,598	0.0 %
9009	CAPITAL RESERVE	0	0	110,000	110,000		110,000	0.0 %
9011	WAR MEMORIAL	750	0	931	931		931	0.0 %
9012	CHRISTMAS LIGHTS	0	0	4,369	4,369		4,369	0.0 %
9013	YOUTH PROJECTS	0	0	3,270	3,270		3,270	0.0 %
9015	CHARTER FAIRS	0	372	11,140	10,768		10,768	3.3 %
9018	REPAIR OF FOOTPATHS	28,035	2,965	5,931	2,966		2,966	50.0 %
9019	MEMORIAL TESTING	2,663	0	2,874	2,874		2,874	0.0 %
9025	PLAY AREA REPLACEMENT	0	0	17,121	17,121		17,121	0.0 %
9026	TRIM TRAIL	4,810	0	0	0		0	0.0 %
9027	GREEN BUCKINGHAM GROUP	0	0	226	226		226	0.0 %
9029	CIRCULAR WALK MAINT	8,894	0	5,247	5,247		5,247	0.0 %
9030	TOURISM LEAFLETS	524	0	3,402	3,402		3,402	0.0 %
9031	YOUTH MUSIC EVENT	0	0	1,200	1,200		1,200	0.0 %
9032	BUCK NEIGHBOURHOOD DEV	10,242	0	18,601	18,601		18,601	0.0 %
9033	DESTINATION BUCKINGHAM	4,631	1,911	4,815	2,904		2,904	39.7 %
9034	RIVER AND POND MAINTENANCE	0	0	5,000	5,000		5,000	0.0 %
9035	PARKS DEVELOPMENT	14,315	11,355	32,129	20,774		20,774	35.3 %
9036	ELECTION COSTS	0	0	6,000	6,000		6,000	0.0 %
9037	JUBILEE BOOK	0	0	1,600	1,600		1,600	0.0 %
9038	NEW VEHICLE	0	15,180	28,995	13,815		13,815	52.4 %
9039	BARRIERS FOR EVENTS	0	560	3,168	2,608		2,608	17.7 %
9040	PARK RUN	-250	98	250	152		152	39.2 %
9041	MVAS	-1,177	84	1,177	1,093	2,571	-1,478	225.5 %
9042	HOSTING OF TWINNING EVENT	0	0	2,000	2,000		2,000	0.0 %
9043	NEW BAGS AND LEAFLETS	0	0	1,532	1,532		1,532	0.0 %
9044	COMEDY NIGHT	0	0	2,057	2,057		2,057	0.0 %
	EARMARKED RESERVES :- Expenditure	<b>73,515</b>	<b>32,526</b>	<b>274,633</b>	<b>242,107</b>	<b>2,571</b>	<b>239,536</b>	<b>12.8 %</b>
1070	DESTINATION BUCKINGHAM	10,000	0	0	0			0.0 %
	EARMARKED RESERVES :- Income	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>			
	<b>Net Expenditure over Income</b>	<b>63,515</b>	<b>32,526</b>	<b>274,633</b>	<b>242,107</b>			
	EARMARKED RESERVES :- Expenditure	<b>73,515</b>	<b>32,526</b>	<b>274,633</b>	<b>242,107</b>	<b>2,571</b>	<b>239,536</b>	<b>12.8 %</b>
	Income	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>63,515</b>	<b>32,526</b>	<b>274,633</b>	<b>242,107</b>			





# BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,  
VERNEY CLOSE, BUCKINGHAM, BUCKS, MK18 1JP.

Telephone/Fax: (01280) 816 426

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

[www.buckingham-tc.gov.uk](http://www.buckingham-tc.gov.uk)

Town Clerk: Mr. C. P Wayman



QUALITY  
PARISH &  
TOWN  
COUNCIL  
SCHEME

## Grounds Maintenance Specification 2016/17.

### 1. Grass Cutting

#### 1.1 General Amenity Grass Maintenance

1. The Contractor must manage and maintain grass in accordance with the specification. All grass cutting will be carried out with equipment that is properly maintained in accordance with the manufacturer's recommendations. Equipment used for grass cutting shall have cutting edges that are sharp and properly set. This specification for Grass Maintenance sets out the standards that the Contractor must comply with.
2. The frequency for grass cutting shall be **15 cuts** per annum. The grass should be cut on a 14 day cycle throughout the season (the season being the middle of March to the Middle of October). The Programme of Work should show when and how each area will be cut throughout the cutting period. It should be noted, however, that the specified standards apply to all areas at all times, and the Contractor must allow for any work required outside the normal cutting season.
3. Work shall be carried out sequentially so that all grass within an area is cut on the same day. Clippings thrown onto paths and beds shall be removed as work progresses.
4. Before every cut the Contractor shall inspect all areas to be mowed, and shall remove all litter, debris and items and obstructions, which might cause damage or injury, all such items being collected and disposed of offsite in the appropriate manner. This work to be co-ordinated with any grass cutting activity to ensure that no more than one hour elapses between the litter collection and the commencement of mowing.
5. In certain areas flowering bulbs have been planted or have become naturalised. In such areas mowing shall stop before the emergence of bulbs and the Contractor shall not cut the grass until a minimum period of 8 weeks has elapsed after completion of flowering, this being agreed prior to cutting, with the Authorised Officer.
6. The filling of mowers and trimmers with fuel and oil must be carried out off grass areas with due regard to the requirements of Environmental Protection Legislation, avoiding contamination of land & water courses
7. Mowing shall be carried out as close as possible to obstructions. Mowing around obstructions and in the proximity of margins shall be undertaken to the same

standard as that applied to the main area as per the specification. This 'back up' (strimming) work shall be undertaken at the same time as the main area.

8. The length of grass must be maintained within the limits specified. The grass must be cleanly cut and there should be no tearing, ribbing or jaggings of the blades of grass, the cut height should be a maximum of 30mm.
9. Clippings must be 'Flown Even Over Ground' – This means the clippings can be left on the site but must be spread evenly over the entire area. The clippings must not be left 'windrows' neither should there be any large deposits of clippings in one place.
10. At no time must the turf be scalped creating bare patches. At no time must machines leak oil, petrol, diesel or other noxious substances that are likely to damage the grass sward, any damaged areas are to be re-instated as soon as practicable.
11. Grass shall be cut at the frequency indicated in Table A. It is preferable to use a cylinder mower to enhance the appearance of the grass. All excess arising's shall be removed to a designated green waste recycling area.
12. Where practical to do so, cuts shall be in parallel lines, varying the direction from time to time.
13. When working on grass areas, the Contractor shall, be considerate of members of the public, operations must be carefully planned to avoid disruption.
14. Grass reinstatement - Seeding should be used for repairing grass. A hard wearing Amenity Grass seed mix is to be used.
15. Strimming and trimming of grass shall be undertaken by the Contractor to remove grass around obstructions and around or adjacent to walls, fences and hedges between the applications of Glyphosate.
16. All strimming or trimming operations shall be carried out at the same frequency as other cutting operations on the same site. Each operation shall be timed to coincide with regular grass cutting operation at the site.
17. The grass shall be strimmed or trimmed to match the height of cut grass applicable to the site maintained. This shall apply to both grass around obstacles and grass adjacent to boundaries.
18. Blowers shall be used to remove grass from pathways so that the pathway is left free from grass clippings.
19. Sites will be monitored to ensure a high quality of cut is achieved.

### **Circumstances preventing grass being cut**

20. Occasionally the cutting program will have to be altered if an interment at the cemetery is being carried out at the cemetery, the authorised officer will tell the contractor when this will be carried out and the grass will not be cut during the funeral and all vehicles, equipment and personnel must be out of sight.
  
21. Where the Contractor is unable to keep to the Programme because of the effects of inclement weather, then they shall immediately notify the Authorised Officer. Where the delay is minimal, the Contractor can make up the lost time on the same Cutting cycle. If the Contractor cannot make up the lost time on the same cycle, then, subject to the written approval of the Authorised Officer, the Programme will be amended and Buckingham Town Council will not pay the Contractor for any time lost or work not done because of inclement weather.
  
22. On any occasion where any grass cannot be cut because of vehicles parked on grass areas the Contractor will note the location and, if possible, the registration number of the vehicle and inform the Authorised Officer within one working day.
  
23. The Programme may only be amended, with the approval of the Authorised Officer, to meet weather and other variable circumstances as necessary.
  
24. The following table summarises the grass cutting and associated operations that must be carried out

**Table A - Summary**

<b>Operation</b>	<b>All grass</b>
Type of preferred Machine	Cylinder
No. of cuts per annum	15
Cut to a height of	30mm
Distribution of clippings	Flown even over ground
Edges	Trimmed/strimmed arisings removed from pathways on the same day as mowing
Included Operations	Apply Glyphosate around tree bases, obstacles, fence lines, wall bases etc within grass maintained areas and removal of all litter before cutting

## 1.2 Grass cutting in Bourton Park Paddocks (A,B,C)

1. The Contractor must manage and maintain Rough cut grass areas (Paddocks A,B,C) in accordance with the specification. All grass cutting will be carried out with equipment that is properly maintained in accordance with the manufacturer's recommendations. Equipment used for grass cutting shall have cutting edges that are sharp and properly set. This specification for Grass Maintenance sets out the standards that the Contractor must comply with.
2. The frequency of cuts varies for each Paddock listed in the Bills of Quantity.
3. Rough cut areas are to be cut with rotary or flail mowers to an approximate height of 75mm.
4. Before every cut the Contractor shall inspect all areas to be mowed, and shall remove all litter, debris and items and obstructions, which might cause damage or injury, all such items being collected and disposed of offsite in the appropriate manner. This work to be co-ordinated with any grass cutting activity to ensure that no more than one hour elapses between the litter collection and the commencement of mowing.
5. Mowing shall be carried out as close as possible to obstructions. Mowing around obstructions and in the proximity of margins shall be undertaken to the same standard as that applied to the main area as per the specification. This 'back up' (strimming) work shall be undertaken at the same time as the main area.
6. The Programme may only be amended, with the approval of the Authorised Officer, to meet weather and other variable circumstances as necessary.
7. Timing of the cuts is to be previously agreed with the Authorised Officer to take into consideration any events taking place in the park.

### 8. Table B- Summary

Operation	All grass
Type of preferred Machine	Rotary
No. of cuts per annum	Paddock A: 4 cuts. Paddocks B&C: 1 cut.
Cut to a height of	75mm
Distribution of clippings	Flown even over ground
Edges	Trimmed/strimmed, arisings removed from pathways on the same day as mowing
Included Operations	Apply Glyphosate around tree bases, obstacles, fence lines, wall bases etc within grass maintained areas and removal of all litter before cutting

### 1.3 By-pass Grass Cutting

9. The frequency for grass cutting shall be **8 cuts** per annum. The Programme of Work should show when and how each area will be cut throughout the cutting period and be agreed with the authorised officer.
10. Work shall be carried out sequentially so that all grass within an area is cut on the same day. Clippings thrown onto paths and beds shall be removed as work progresses.
11. Before every cut the Contractor shall inspect all areas to be mowed, and shall remove all litter, debris and items and obstructions, which might cause damage or injury, all such items being collected and disposed of offsite in the appropriate manner. This work to be co-ordinated with any grass cutting activity to ensure that no more than one hour elapses between the litter collection and the commencement of mowing.
12. In certain areas flowering bulbs have been planted or have become naturalised. In such areas mowing shall stop before the emergence of bulbs and the Contractor shall not cut the grass until a minimum period of 8 weeks has elapsed after completion of flowering, this being agreed prior to cutting, with the Authorised Officer.
13. Mowing shall be carried out as close as possible to obstructions. Mowing around obstructions and in the proximity of margins shall be undertaken to the same standard as that applied to the main area as per the specification. This 'back up' (strimming) work shall be undertaken at the same time as the main area.
14. Clippings must be 'Flown Even Over Ground' – This means the clippings can be left on the site but must be spread evenly over the entire area. The clippings must not be left 'windrows' neither should there be any large deposits of clippings in one place.
15. Blowers shall be used to remove grass from pathways so that the pathway is left free from grass clippings.
16. On any occasion where any grass cannot be cut because of vehicles parked on grass areas the Contractor will note the location and, if possible, the registration number of the vehicle and inform the Authorised Officer within one working day.
17. Within areas of the By-pass with a speed limit above 40mph the contractor must ensure Chapter eight signage is used to allow for edge of mower to run close to live traffic and no vehicles are to be placed in running lane.
18. **Table C – Summary.**

<b>Operation</b>	<b>All grass</b>
Type of preferred Machine	Rotary or Cylinder
No. of cuts per annum	8
Cut to a height of	50mm

Distribution of clippings	Flown even over ground
Edges	Trimmed/strimmed, arisings removed from pathways on the same day as mowing
Included Operations	Apply Glyphosate around tree bases, obstacles, fence lines, wall bases etc within grass maintained areas and removal of all litter before cutting

## 2 Emptying of Litter Bins

Number of bins in each location

1. In all cases the emptying procedure for litter bins shall be:
  - i) remove lid where applicable; keys available from Buckingham Town Council;
  - ii) remove all matter deposited in the lined bin liner;
  - iii) clear out any litter lying inside the casing of the bin;
  - iv) replace the bin liner and re-line with a new plastic sack;
  - v) properly re-assemble the bin including locking it closed where applicable;
  - vi) cleanse the immediate area of the litter bin, including removing any waste or litter which may have been dumped or placed in around the bin;
  - vii) report all defects, graffiti or fly posting on, or damage to litter bins immediately to the Authorised Officer for appropriate action.

## 3 Litter Picking

1. The aim of the contract is to ensure that all hard-surfaces, grassed and shrub areas covered by this Contract are kept free from litter, fallen branches, detritus and refuse in accordance with the terms of this contract.
2. For the purpose of this contract "Litter" means any waste that has been thrown down, dropped or deposited inappropriately, and can be small items such as bags, food wrappers, cans, bottles, paper and boxes, but also extends to larger items that might be found out of place; including accumulations of dumped waste, or such things as discarded traffic cones and wheels.
3. The removal and disposal of any fly-tipped waste from any of the locations is included in the contract cost as long as any item can be picked up by 2 people. If any item is too large to remove the Authorised Officer must be informed immediately.
4. Windblown material in the branches of trees and below three metres above ground level is also considered to be Litter for the purpose of this contract.



5. All waste must be removed from site and disposed of in a licensed waste disposal facility.
6. It is a legal requirement for the contractor to be a registered waste carrier. Further information, and details on how to register can be found at <http://www.environment-agency.gov.uk/business/sectors/wastecarriers.aspx>

The timing of the litter picks and bin emptying are:

Chandos Park:

104 occasions per year.

3 visits per week in summer (Monday, Thursday, Saturday), 1 visit per week in winter (Monday).

Cemetery:

104 per year. 2 per week - Summer & Winter (Monday and Thursday).

Bourton Park:

78 occasions per year. 2 visits per week in summer (Monday and Thursday), 1 visit per week in Winter (Monday).

Otters Brook:

78 occasions per year. 2 visits per week in summer (Monday and Thursday), 1 visit per week in Winter (Monday).

Ken Tagg:

78 occasions per year. 2 visits per week in summer (Monday and Thursday), 1 visit per week in Winter (Monday).

Railway Walk

78 occasions per year. 2 visits per week in summer (Monday and Thursday), 1 visit per week in Winter (Monday).

**NOTE:** In terms of this specification:

Summer = April – September.

Winter= October- March.

The Code of Practice for Litter and Refuse (COPLR) issued by the Secretary of State under section 89(7) of the Environmental Protection Act 1990. The COPLR can be found online at: <http://archive.defra.gov.uk/environment/quality/local/litter/code/documents/cop-litter.pdf>

#### 4. Shrub Bed Maintenance

1. Where shrubs have grown into a hedge formation these shall be kept as a hedge and trimmed back to the last year's growth point to maintain good form. Any diseased or dead wood is to be removed.
2. All shrub pruning is to follow good horticultural practices including removal of any suckers, damaged or diseased material.
3. All arising's to be removed from site immediately and dispose of as green waste at relevant green re-cycling facility, chipped arising's may be left on site with prior agreement of the authorised officer.
4. Beds to be kept weed free, herbicide is to be used to kill any weed growth, residual herbicides (or Pre-emergence herbicide) may not be used.
5. All shrub beds to be kept litter free.

## **5. Hedge Cutting**

1. Hedge cutting operations to be carried out between June and October except flail hedge cutting which is to be carried out between November and January.
2. All arising's to be removed from site immediately and dispose of as green waste at relevant green re-cycling facility or arrangements for the disposal chipped material may be made with the Authorised Officer prior to any cutting operation. However if the chipped material is not required all arising's must be removed from site immediately.
3. Base of hedges to be kept weed free, herbicide is to be used to kill any weed growth, residual herbicide may be used in certain situations only with consent from the Authorised Officer.

## **6 Paths and Paved Areas**

1. Paths and paved areas as defined in the Bills of Quantity should be kept free of moss, weeds by using herbicide application; this is to be approved by the Authorised Officer.
2. Leaf and Tree litter shall be removed from all footpaths throughout the year, this is to be carried in line with the bin emptying and litter picking 2 occasions in the summer and once per week in winter. All arisings shall be removed from site by the Contractor at his/her own expense.

## Bills of Quantity - - Buckingham Town Council.

Site	Operation	Number of operations per anum.	Action Required	Area	Specification Reference
Bourton Park	Amenity Grass Cut	15	General Grass Cut	33,800m <sup>2</sup>	1.1
	Paddock A	4 Cuts per year.	June/July/August/September. Scheduled Rate per cut to be provided as well.	10,400m <sup>2</sup>	1.2
	Paddock B	1	Cut in September	4,000m <sup>2</sup>	1.2
	Paddock C	1	Cut in September	3,500m <sup>2</sup>	1.2
	Litter-pick/Litter Bin Collections	78 occasions per year. 2 per week - Summer. 1 per week - Winter	Litter pick entire site and empty litter bins.	11 litter bins	2&3
	Shrub bed maintenance	1 additional bin empty and litter pick of Car Park per week = 52 occasions per year.	Litter pick Car Park and surrounding area and empty 1 litter bin	1 litter bin	
	Hedge cut	2 Cuts per year	Trim back shrub beds		4
		2 Cuts per year		95 linear m.	5
		Number of herbicide applications required to keep paths weed free will vary (minimum 2 per annum)	Weedkilling of all hard surfaces	1,592m <sup>2</sup>	6
		Herbicide Application of all paved areas			

<b>Chandos Park</b>	Amenity Grass Cutting	15	General Amenity Grass Cut	10,500 m2	1.1
	Litter-pick/Litter Bin collection	104 occasions per year. 3 visits per week in summer, 1 visit per week in winter.	Litter pick site and empty litter bins	8 litter bins	2&3
	Hedge cut	2 occasions per year	Hedge around Bowls Club and within Park	65 linear m.	5
	Herbicide Application of all paved areas	Number of herbicide applications required to keep paths weed free will vary (minimum 2 per annum)	weedkilling of all hard surfaces	850m2	6
<b>Cemetery</b>	Amenity Grass Cutting	15	General Grass Cut	23,500m2	1.1
	Litter-pick/Litter Bin collection	104 occasions per year 2 per week - Summer & Winter.	Litter pick site and empty litter bins and green waste bins.	7 litter bins and 4 Green Waste bins.	2&3
	Hedge Cut	2 occasions per year	hedges above 1.6m	256 linear m.	5
		2 occasions per year	hedges below 1.6m	65 linear m.	5
	Herbicide Application of all paved areas	Number of herbicide applications required to keep paths weed free will vary (minimum 2 per annum)	weedkilling of all hard surfaces	1,970m2	6
<b>Roundabouts</b>	Amenity Grass cutting	15	General Grass Cut	7 roundabouts	1
	Shrub bed maintenance	2 occasions	cut hedges	7 roundabouts	5
	Herbicide application	2 occasions	Shrub beds	7 roundabouts	7



	Highways Grass Cutting	8	Highways Grass cut	50,919m <sup>2</sup> *	1.3
<b>Railway Walk</b>					
	Litter picking/ Bin emptying	78 occasions per year 2 per week - Summer 1 per week - Winter	Litter pick site and empty litter bins	2 litter bins	

\*amount to be extended. TBC



Aylesbury Vale  
Clinical Commissioning Group

Save the  
Date!

## A very different Annual General Meeting 2015

Thursday 17 September 2015, 6pm to 7.30pm  
The Gateway and Buckingham details (TBC)

“A very different AGM in  
a relaxed environment”

Get involved with how your GPs manage NHS services. Find out what we've done and what we're planning. You'll also meet healthcare professionals and can;

- ask questions about local healthcare services
- take part in a FREE chair-based exercise session
- see our plans and decide if you want to get involved.

We want to hear your questions and encourage all submissions:



01296 585 900



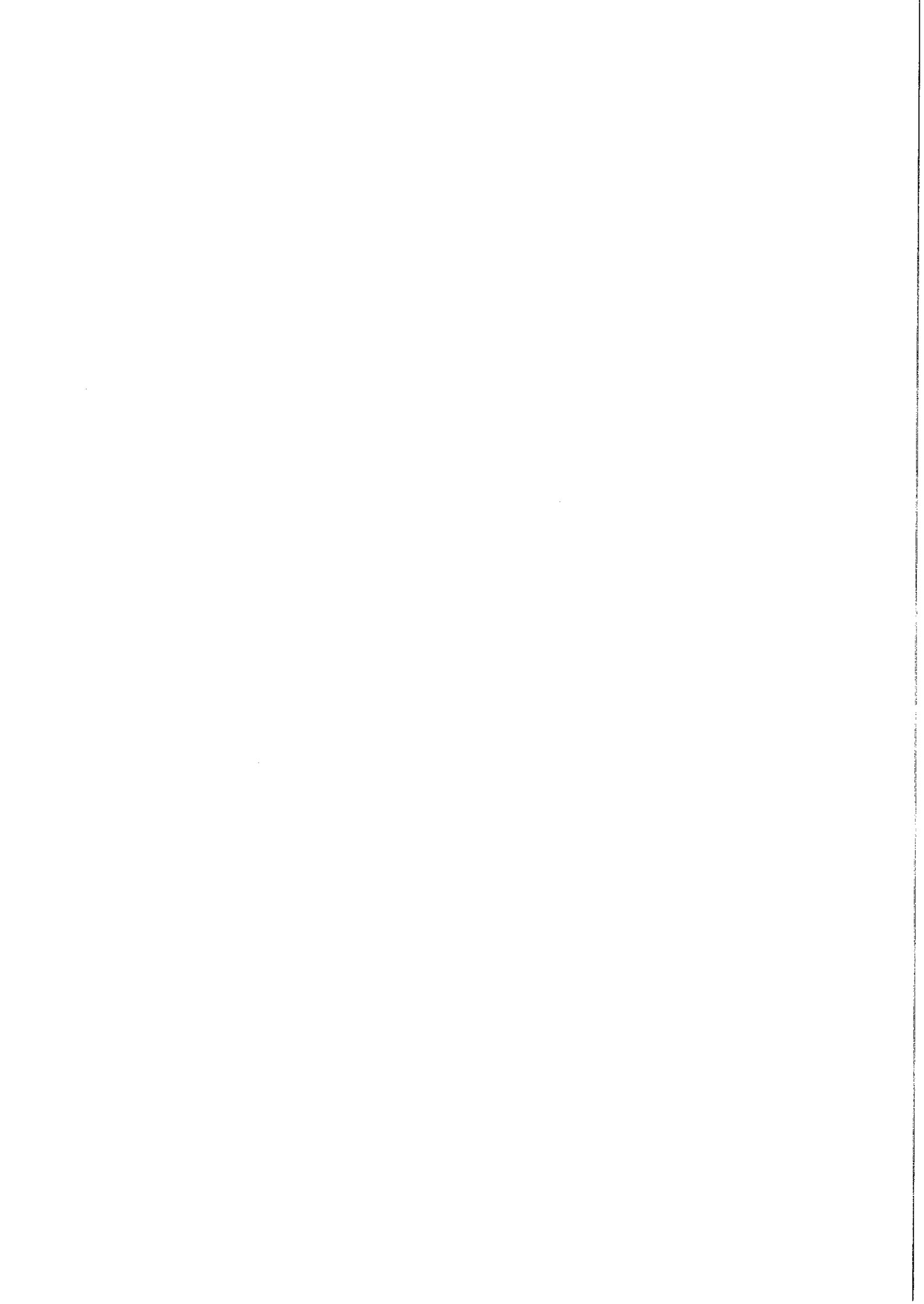
[www.aylesburyvaleccg.nhs.uk](http://www.aylesburyvaleccg.nhs.uk)



#askAVCCG



[avccg.feedback@nhs.net](mailto:avccg.feedback@nhs.net)





# Supply and Installation of Photovoltaic Generator at Buckingham Community Centre

**Client**

Buckingham Town Council,  
Buckingham Centre, Verney Close, Buckingham, MK18 1JP.

**Address of Site**

Buckingham Community Centre  
Cornwall's Meadow  
Buckingham  
MK18 1RP

**Tender return to**

Mr. Christopher Wayman, Town Clerk,  
Address as above for Client

**Closing Date:**

**All Queries to:** Mr. Christopher Wayman 01280 816426 or  
townclerk@buckingham-tc.gov.uk  
Questions and requests for clarifications are welcome.

**Project Overview**

This invitation to tender is for the supply and installation of approximately 19kW photovoltaic cells (although more cost effective schemes will be considered) on the South Eastern roof of Buckingham Community Centre; plus associated equipment for connection to the electricity grid. The amount of generation will depend on the strength of the roof, cost and access for maintenance. Replies to this tender must include a design proposal and the maximum capacity of photovoltaic panels that the roof will be able to bear using the proposed design. There is the opportunity for a site visit on request. The design must include all inverters, protection and metering required. The installation will include connection to distribution network. A maintenance agreement is also required. The contract will be fixed price.

The roof of the Community Centre is tiled with asbestos tiles; details of the asbestos report are included in the tender documents.

## Detailed Specification

	<b>Materials and activities to be supplied</b>
1	<p>Detailed drawings and design of the photovoltaic mounting, inverters, metering and protection. This must include an assessment of the weight bearing capability of the roof and the weight that the photovoltaic panels will exert. This should taking into account all operating conditions including wind, snow and ice loading. This should be in the form of a structural engineer's report and confirmation that the integrity of the roof will not be compromised. Details of the mounting and fixing techniques are required. Details of location of the inverter, access and how maintenance can be carried out should be included. The efficiency of the panels, an estimate of the output and the methodology of the calculations should be included. The design should include a real-time display of the power generated. Please state if remote monitoring is possible and the type of communication links that can be used. Plans of the centre are included with this tender document. A site visit is available on request.</p>
2	<p>Supply of photovoltaic panels, mounting equipment, electrical connection, isolation, inverters, protection and metering. The supplied equipment and installer shall be registered under the Microgeneration Certification Scheme.</p> <p>Technical details, including efficiency, shall be provided for all equipment with the tender. All electrical equipment shall be compliant with the relevant standards including:</p> <ul style="list-style-type: none"> <li>• Fire resistance standards BS476 - Part L,</li> <li>• wind uplift standards BS6399</li> <li>• weatherproofing standards, BS5534</li> <li>• Depending on the type of PV module:               <ul style="list-style-type: none"> <li>BS EN 61215:2005 Crystalline silicon terrestrial photovoltaic (PV) modules. Design qualification and type approval;</li> <li>BS EN 61646:1997, IEC 61646:1996 Thin-film terrestrial photovoltaic (PV) modules. Design qualification and type approval.</li> </ul> </li> <li>• IEE Wiring Regulations (BS7671:2008),</li> <li>• G83 or G59 compliant protection</li> <li>• BERR MIS 3002</li> </ul> <p>A site visit is available upon request.</p>
3	<p>Provision of health and safety policies and procedures for installation. Full method statements and risk assessments are required. Including a separate risk assessment and method statement for dealing and handling of asbestos.</p>
4	<p>Provision of scaffolding, PPE and safe systems of work as required for safe installation of the photovoltaic panels and other equipment.</p>
5	<p>Installation of the mounting equipment, photovoltaic panels, and all equipment required for connection to the grid; this may include but not be limited to wiring, isolators, trunking, labels, panels, frames, invertors, meters, protection devices. Notifying the local Distribution Network</p>

	Operator.
6	Make good any damage to the building or grounds. Provide a guarantee that the installation will not damage the weather proofing of the roof.
7	Carry out commissioning tests of the PV and electrical connections.
8	Remove all waste.
9	Provision of documentation for health and safety and maintenance and end-of-life disposal of all components installed.
10	It is not yet clear whether the site will be registered under the CDM regulations. In any event, the successful tenderer will be required to fulfil the responsibilities of a principal contractor in managing health and safety on site and employing safe systems of work. There are no other contractors expected to be working on the site at the same time.

Replies outlining more than one design option are welcome.

### **Examples of Previous Similar Work**

Please provide examples of three similar projects carried out.

### **Insurance**

Please provide details of your insurance cover for the following:

- Public Liability
- Employers Liability
- Professional Indemnity

### **Time Schedule**

The photovoltaic panels should be installed during an agreed time period; work is not expected to take more than 10 calendar days. This should include site set-up and removal (e.g. scaffolding). Please specify expected working hours.

A detailed programme of work is required to satisfy the client that the work can be completed. A full design suitable for a planning application must be ready so that the process can be completed ready for installation during the dates above.

### **Access**

The car park will be available for vehicle parking (however, charging does apply). Storage of equipment will need to be negotiated.

Access to the site is public however, it is expected that the work will take place between 8am and 5pm.

### **Welfare**

Access to water, shelter and toilet facilities can be made available if needed.

If a temporary shelter or cabin is required, this must be supplied by the contractor and stated in the reply to the tender.

**Communications:** No phone or fax facilities will be available. A contact number for the person in charge of the site works will be required.

**Health and Safety**

The tenderer will be responsible for compliance with all health and safety regulations, good housekeeping, civil works, safe storage of equipment.

**Proof of competency**

Please provide all relevant accreditation certification. Installers of the Photovoltaic panels must be part of the Microgeneration Certification Scheme. Please provide details of any environmental management accreditation. Please provide details of any BRE listings.

**Warranty required**

Life time guarantee for the photovoltaic panels: minimum 20 years.  
Mounting frame and installation hard ware: minimum 20 years  
Invertor: minimum 10 years  
All other electrical components: minimum 20 years  
Warranty details for all other work.

**Payment schedule**

Payment within 30 days from submission of invoice following satisfactory completion of work. The 30 days is open to negotiation. The contract is a fixed price. No additional payments will be made unless there is a significant variation to the contract agreed. Any changes for which additional payments will be sought shall be agreed, prior to the change being made, in writing by the client or nominated representative and the tenderer. Please specify the lead in time required to place an order ready for installation in March as detailed above.

**Maintenance Contract**

Details of maintenance contracts or options offered together with different options for the length of contract, a minimum of 5 years is required.

**Selection of respondent**

The decision of which respondent to select will take into account:

- Cost, discounts and value for money,
- Efficiency of the system,
- Access and maintenance,
- Ongoing support available
- Track record of the installer
- Timescales for installations.

We are not bound to award the tender to one or any proposal.

### Information Required in Tender Returns

Configuration and additional weight of all the proposed equipment. Demonstration that this will not cause the roof to be overloaded even with wind loading	
Health and Safety policies and procedures including additional information required regarding asbestos	
Details of equipment supplied	
Detailed schedule of work	
Certification of equipment	
Competency Certifications	
Warranty details	
Maintenance options	
Costs and total price	

<i>Item No.</i>	<i>Floor level</i>	<i>Block Name</i>	<i>Location</i>	<i>Item</i>	<i>Asbestos content</i>	<i>Extent</i>	<i>Material Risk</i>	<i>Recommendation</i>
004	0 - Ground	Main	02	Asbestos bitumen sink pad(s)	Chrysotile	<1 sq m	4	Label & monitor condition
007	0 - Ground	Main	08	Asbestos thermoplastic floor tile(s)	Chrysotile	4 sq m	4	Label & monitor condition
009	0 - Ground	Main	12	Asbestos thermoplastic floor tile(s)	Chrysotile	4 sq m	3	Label & monitor condition
010	0 - Ground	Main	13	Asbestos thermoplastic floor tile(s)	Chrysotile	4 sq m	3	Label & monitor condition
012	0 - Ground	Main	14	Asbestos thermoplastic floor tile(s)	Chrysotile	5 sq m	3	Label & monitor condition
021	01 - First	Main	25	Asbestos insulating board panels to wall(s)	Amosite	4 sq m	7	Encapsulate, label & monitor condition (or remove as part of planned works)
022	01 - First	Main	25	Asbestos cement flue	Chrysotile	10 linear metres	5	Label & monitor condition
025	External	Main	32	Asbestos cement roof tile(s)	Chrysotile	700 sq m	5	Monitor condition

**Item Register and Management Report**

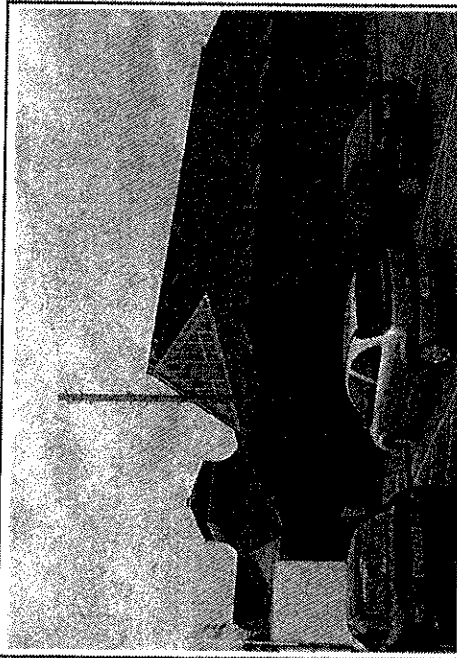
**Buckingham Community Centre, Cornwall's Meadow**

**Report No.: S8993**

Room: 32	Block: Main	Floor level: External
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**Item Details**

Item number: 025	Sample number: 226/361
Item: Asbestos cement roof tile(s)	
Asbestos content: Chrysotile	
Comments: Not applicable.	



Approximate extent: 700 sq m	Material score: 5
Priority: Low	Licensable: No (see appendix III)
Surface treatment: Unencapsulated asbestos cement	Condition: Minor scratches
Accessibility: Low	Recommendations: Monitor condition

**Management Detail**

Previous audit date:

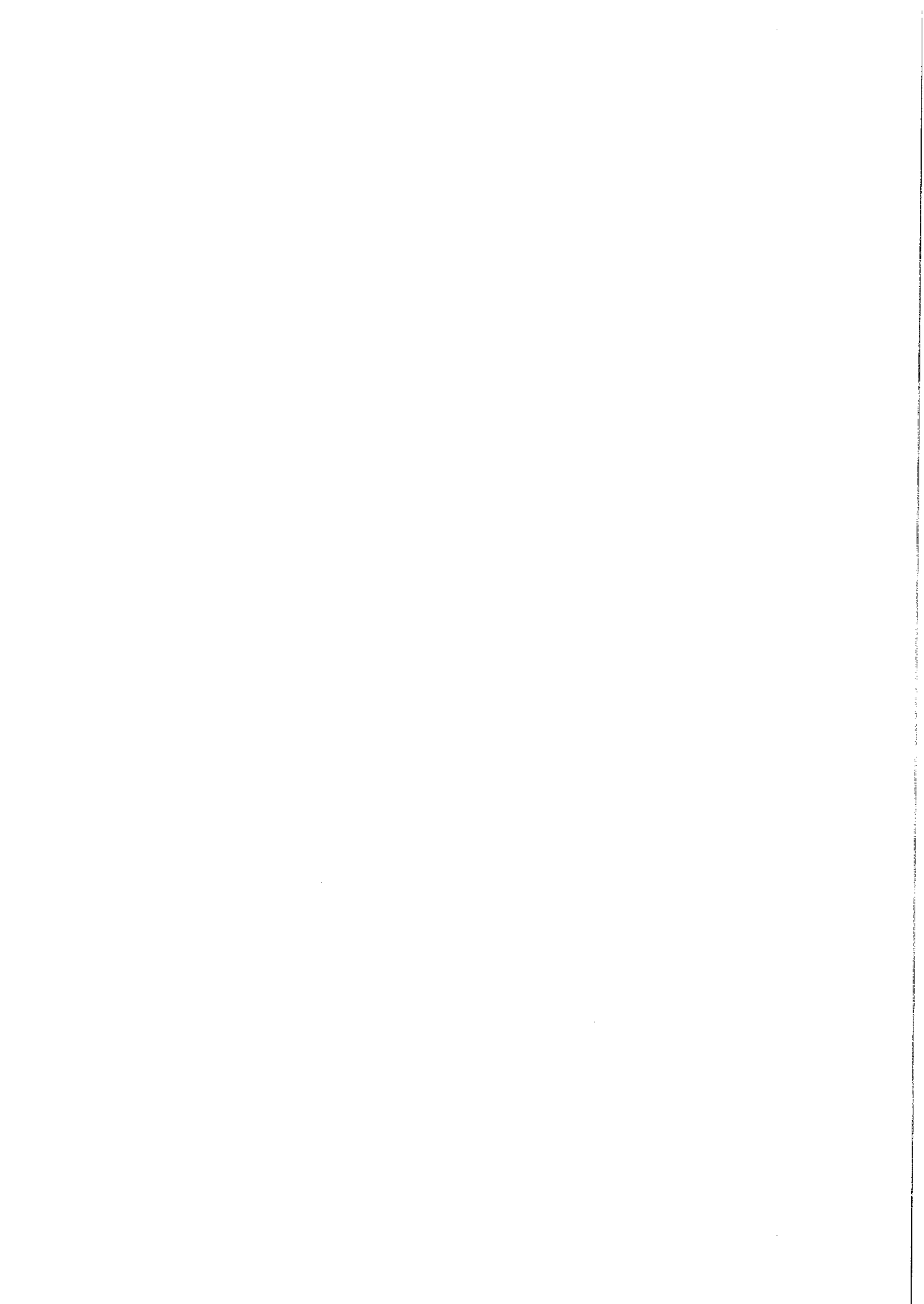
Re audit date:

Action taken:

Removal contractor:

Date:

Consultant / analyst:





**Committee Clerk**

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**From:** Office@buckingham-tc.gov.uk  
**Sent:** 14 July 2015 10:18  
**To:** greenspaces@buckingham-tc.gov.uk; Claire Bolton  
**Subject:** FW: Receipt of S106 Monies  
**Attachments:** Receipt of S106 Letter.docx; Sport & Leisure SPG Appendix 2.pdf; S106 Authorisation Form.doc; S106 Parish Town Flowchart.pdf; S106 Parish Town Other Funding.pdf; Play Space Guide inc examples.pdf

Environment not Planning, I think  
Katharine

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**From:** Houston, Joe [<mailto:JHouston@aylesburyvaledc.gov.uk>]  
**Sent:** 13 July 2015 09:25  
**To:** 'office@buckingham-tc.gov.uk'  
**Cc:** Cllr Simon Cole; Cllr Tim Mills; Cllr Howard Mordue; Cllr Robin Stuchbury  
**Subject:** Receipt of S106 Monies

Dear Chris,

I am pleased to confirm receipt of the sum of £29,547 from the development at Station Terrace, Buckingham (14/02685/APP) on 12 June 2015. This money is to be spent on creating or improving local sport & leisure facilities in Buckingham (or Buckingham Parish Cluster) within the next ten years.

I have attached information regarding the S106 authorisation and claims processes, together with other funding advice on improving play area advice. Please let me know if you have any queries or wish to discuss the suitability of a project.

Regards,

Joe Houston  
Senior Community Spaces Officer,  
Leisure Services,  
Aylesbury Vale District Council,  
18 Pembroke Road,  
Aylesbury,  
Bucks. HP20 1DB

Tel: 01296 585173  
[www.aylesburyvaledc.gov.uk](http://www.aylesburyvaledc.gov.uk)

For all enquiries regarding our contracted Horticultural & Street Cleansing Services please visit:  
<http://www.johnconner.co.uk/our-clients/aylesbury-vale-district-council>

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