



BUCKINGHAM TOWN COUNCIL

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

Tuesday, 30 August 2016

Councillor,

You are summoned to a meeting of the **Environment Committee** of Buckingham Town Council will be held on **Monday 5th September 2016** 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 18th July 2016 and approved at Full Council on the 15th August 2016.

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. Lace Hill

6.1 To discuss and agree a quote for Lace Hill Sports and Community Centre signage **E/30/16**

6.2 To discuss and agree funding door installation and repair works (4161/250) Price to be brought to the meeting.

Appendix C

7. Town Action Commission

To discuss and agree on how to proceed with the Town Action Commission

8. Correspondence – Buckingham AED Project

To discuss and agree funding a public access defibrillator at Lace Hill Community Centre.

Appendix D

9. Access Awareness

Buckingham



Twinned with Mouvaux, France



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

10. BCWP

11. News Releases

12. Chair's Announcements

13. Date of Next Meeting: Monday 24th October 2016.

To:

Cllr. Ms. J Bates
Cllr. T. Bloomfield
Cllr. P. Collins
Cllr. Mrs. M. Gateley
Cllr. J. Harvey
Cllr. P. Hirons
Cllr. D. Isham (Vice Chair)
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

Minute No	Action Required	Action Taken	Result
215/11, 334/11 & 709/14 86.2/16	Discussion Paper – Renewable Energy	Report regarding fuel poverty – Solar panels for Community centre. Issue with testing of roof to be resolved	Awaiting communication from AVE on Transfer of building
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 & 498.3	BMX Track	Look into possibilities for new BMX track and if it could be included in the Neighbourhood plan	Under S106 for Moreton Road
878/13, 598/12, 199/14;830/14	Bourton Ponds Project	Public being consulted as to opinion of proposed plans, funding being sought,	On Hold
705/14 326/10 & 218/13	Cemetery Burial Space	Report to be brought to committee regarding further provision	Update when available
90/15	Entrance signs for Bourton Park	get prices for entrance signage to areas of Bourton park and information boards	
92/15 & 904/15	Sports Pitch Provision	pursue the area at Verney Park 'triangle' and that funding be sought for the surveys required.	Ongoing
255/15 & 91/16	Green Flag Status	Areas to be addressed where the criteria is not currently met, put in an application for Bourton Park.	
839/14, 257/15 90/16	Table Tennis Table Bourton Park	Pricing being sought Option C agreed 31/5/16	Ongoing
261/15	Access Awareness	Consider suitable sites in Town centre for further benches	2 locations being considered
502/15 771/15	Access Awareness	Step from Church Street to Church is a problem for access to church due to high step Cllr. Strain-Clark to supply photos	BCC asked to undertake work should be done on next rotation
630/15	Wild flower planting for bees – Bourton Park	Some small Areas along river bank seeded, plans to be made for 2 small paddocks, cutting regime altered to help wild-flowering plants.	Ongoing
774/15	Bus Shelters	GSM to identify possible locations and funding	Investigate
774/15	Access	GSM to contact University re repairs to path GSM to report on flooding by St.Rumbolds Well	Done
776/15 86.3/16	Festival of Health MK CCG	highlight Buckingham's role in the history of the movement of community nursing. Members felt it worth pursuing and celebrating and AGREED that Cllr Harvey should progress the matter.	
905/15 (831/14 & 93/15)	Devolved/Transferable Land & Chris Nicholls Walk	revisit the potential sites and provide further analysis based on cost, liability per year and social value to the town – a potential list of 3-5 sites	Ongoing
88/16 89.3/16	Lace Hill Community Centre	explore the prospect of a bylaw on the playing fields making them a no dog zone	Awaiting response from AVDC Neil Pasmore & Joe Houston
84/16	Cemetery Handbook	Updates to handbook and forms to be brought to committee for agreement	
86.4 & 97/16	Dog bins	Investigate costs of single bin	£374.12 per bin and then emptying is £60.05 for 52 empties £86.25 or 78 and £112.44 for 104

Items not started

ongoing items

completed items

APPENDIX A

92/16	Crocus Planting	Discuss locations with Rotary	
95/16	Parking at church	Discussions re yew hedge; letter to church	Agreed—planting to take place in November
96/16	Michaelmas Cottage	Research Party Wall Act; write to resident	
99/16	Edible Woodland	2 nd invoice; Chair & Accounts to resolve	Resolved
101/16	News release	Dog waste as minuted	

Items not started

ongoing items

completed items

30/08/2016

Buckingham Town Council

12:03

Detailed Income & Expenditure by Budget Heading 31/08/2016

Page No 1

Month No : 5

Committee Report

ENVIRONMENT

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
201	ENVIRONMENT							
4068	COMMUNITY SERVICE	4,680	0	6,750	6,750		6,750	0.0 %
4069	GRIT / SALT BINS	600	0	900	900		900	0.0 %
4101	SEATS AND BINS	556	0	3,000	3,000		3,000	0.0 %
4112	ENVIRONMENT EQUIPMENT	5,738	1,470	6,000	4,530	662	3,869	35.5 %
4113	EDIBLE WOODLAND	0	0	130	130		130	0.0 %
4118	GREEN WASTE DISPOSAL	300	0	300	300		300	0.0 %
	ENVIRONMENT :- Expenditure	11,874	1,470	17,080	15,610	662	14,949	12.5 %
	Net Expenditure over Income	11,874	1,470	17,080	15,610			
202	ROUNABOUTS							
4108	ROUNABOUT	9,181	406	1,622	1,216	1,217	0	100.0 %
	ROUNABOUTS :- Expenditure	9,181	406	1,622	1,216	1,217	0	100.0 %
1051	ROUNABOUT NO 1 OPEN	2,014	2,024	2,054	-30			98.5 %
1052	ROUNABOUT NO 2 ELLA	1,074	1,079	1,564	-485			69.0 %
1053	ROUNABOUT NO 3	1,762	1,771	1,798	-27			98.5 %
1054	ROUNABOUT NO 4 R & B	374	2,258	2,235	23			101.0 %
1056	ROUNABOUT NO 6 EUROLANE	2,405	2,417	2,453	-36			98.5 %
1057	ROUNABOUT NO 7 RING ROAD	1,226	1,232	1,251	-19			98.5 %
	ROUNABOUTS :- Income	8,856	10,781	11,355	-574			94.9 %
	Net Expenditure over Income	325	-10,376	-9,733	643			
203	MAINTENANCE							
4063	VEHICLE HIRE AND RUNNING	4,554	2,507	6,000	3,493		3,493	41.8 %
4082	ALLOTMENTS	1,500	1,500	1,500	0		0	100.0 %
4102	DOG BINS	4,282	0	4,320	4,320		4,320	0.0 %
	MAINTENANCE :- Expenditure	10,336	4,007	11,820	7,813	0	7,813	33.9 %
	Net Expenditure over Income	10,336	4,007	11,820	7,813			
204	DEVOLVED SERVICES EXPENSES							
4124	DEVOLVED SERVICES	25,668	10,340	24,102	13,762	6,216	7,546	68.7 %
	DEVOLVED SERVICES EXPENSES :- Expenditure	25,668	10,340	24,102	13,762	6,216	7,546	68.7 %
1017	DEVOLVED SERVICES INCOME	39,992	20,353	27,992	-7,639			72.7 %
	DEVOLVED SERVICES EXPENSES :- Income	39,992	20,353	27,992	-7,639			72.7 %
	Net Expenditure over Income	-14,324	-10,013	-3,890	6,123			

Continued on Page No 2

Month No : 5

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>248</u>	<u>DEPOT</u>							
4013	EQUIPMENT PURCHASE	0	1,388	4,740	3,352		3,352	29.3 %
4055	ALARM	0	90	370	280		280	24.3 %
4225	RATES	0	4,398	4,500	102		102	97.7 %
4601	REPAIRS& MAINTENANCE FUND	0	6,036	6,740	704		704	89.6 %
4602	ELECTRICITY	0	734	2,500	1,766		1,766	29.4 %
4603	WATER	0	0	1,500	1,500		1,500	0.0 %
	DEPOT :- Expenditure	<u>0</u>	<u>12,647</u>	<u>20,350</u>	<u>7,703</u>	<u>0</u>	<u>7,703</u>	<u>62.1 %</u>
	Net Expenditure over Income	<u>0</u>	<u>12,647</u>	<u>20,350</u>	<u>7,703</u>			
<u>249</u>	<u>PUBLIC TOILETS</u>							
4074	Toilet Capital	0	0	0	0	226,222	-226,222	0.0 %
4225	RATES	0	0	8,000	8,000		8,000	0.0 %
4602	ELECTRICITY	0	0	1,000	1,000		1,000	0.0 %
4603	WATER	0	0	2,500	2,500		2,500	0.0 %
4612	CONTRACTOR CHARGE	0	0	15,000	15,000		15,000	0.0 %
4709	MAINTENANCE	0	0	1,000	1,000		1,000	0.0 %
	PUBLIC TOILETS :- Expenditure	<u>0</u>	<u>0</u>	<u>27,500</u>	<u>27,500</u>	<u>226,222</u>	<u>-198,722</u>	<u>822.6 %</u>
	Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>27,500</u>	<u>27,500</u>			
<u>250</u>	<u>LACE HILL</u>							
4050	LACE HILL PLAYING FIELDS	11,693	475	7,500	7,025		7,025	6.3 %
4158	LACE HILL GAS	0	1,027	2,500	1,473		1,473	41.1 %
4159	LACE HILL ELECTRICITY	0	478	2,500	2,022		2,022	19.1 %
4160	LACE HILL WATER	0	0	2,500	2,500		2,500	0.0 %
4161	LACE HILL REPAIRS & MAINT	0	947	5,000	4,053	751	3,303	33.9 %
4162	LACE HILL CONTRACTOR	0	0	20,000	20,000		20,000	0.0 %
4163	LACE HILL ALARM	0	1,420	500	-920		-920	284.0 %
4164	LACE HILL EQUIPMENT	0	5,971	11,250	5,279	3,603	1,676	85.1 %
4225	RATES	0	0	8,000	8,000		8,000	0.0 %
4602	ELECTRICITY	0	104	0	-104		-104	0.0 %
	LACE HILL :- Expenditure	<u>11,693</u>	<u>10,421</u>	<u>59,750</u>	<u>49,329</u>	<u>4,354</u>	<u>44,975</u>	<u>24.7 %</u>
1025	LACE HILL COMMUNITY CENTRE	0	208	0	208			0.0 %
1026	LACE HILL COMMUNITY CENTRE	0	5,405	14,000	-8,595			38.6 %
	LACE HILL :- Income	<u>0</u>	<u>5,613</u>	<u>14,000</u>	<u>-8,387</u>			<u>40.1 %</u>
	Net Expenditure over Income	<u>11,693</u>	<u>4,808</u>	<u>45,750</u>	<u>40,942</u>			

Month No : 5

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>251</u>	<u>CHANDOS PARK</u>							
4106	PLAY AREA MAINTENANCE	483	111	500	389		389	22.2 %
4601	REPAIRS& MAINTENANCE FUND	2,174	2,816	7,180	4,364	592	3,773	47.5 %
4602	ELECTRICITY	533	0	400	400		400	0.0 %
4603	WATER	1,284	373	1,500	1,127		1,127	24.9 %
4605	HORTICULTURAL CONTRACT	15,254	742	2,968	2,226	2,226	0	100.0 %
	CHANDOS PARK :- Expenditure	19,728	4,042	12,548	8,506	2,818	5,688	54.7 %
1030	BOWLS INCOME	550	0	550	-550			0.0 %
1035	TENNIS COURT RENT	625	0	625	-625			0.0 %
	CHANDOS PARK :- Income	1,175	0	1,175	-1,175			0.0 %
	Net Expenditure over Income	18,553	4,042	11,373	7,331			
<u>252</u>	<u>BOURTON PARK</u>							
4106	PLAY AREA MAINTENANCE	546	329	500	171		171	65.9 %
4122	TREE WORKS	0	0	6,129	6,129		6,129	0.0 %
4601	REPAIRS& MAINTENANCE FUND	5,741	294	12,000	11,706		11,706	2.5 %
4605	HORTICULTURAL CONTRACT	26,501	2,490	10,278	7,788	7,469	319	96.9 %
	BOURTON PARK :- Expenditure	32,788	3,114	28,907	25,793	7,469	18,324	36.6 %
	Net Expenditure over Income	32,788	3,114	28,907	25,793			
<u>253</u>	<u>CEMETERY</u>							
4225	RATES	960	386	1,300	914		914	29.7 %
4601	REPAIRS& MAINTENANCE FUND	1,642	145	4,000	3,855	715	3,140	21.5 %
4602	ELECTRICITY	774	159	400	241		241	39.8 %
4605	HORTICULTURAL CONTRACT	22,094	1,595	6,380	4,785	4,785	0	100.0 %
4615	BURIAL FEES	0	250	0	-250		-250	0.0 %
4620	EXPENSES RE BURIAL DUTIES	9,637	2,925	6,500	3,575		3,575	45.0 %
4621	NEW CEMETERY PLANNING	0	0	20,000	20,000		20,000	0.0 %
	CEMETERY :- Expenditure	35,107	5,460	38,580	33,120	5,500	27,620	28.4 %
1041	BURIAL FEES	19,054	7,656	12,500	-4,844			61.2 %
	CEMETERY :- Income	19,054	7,656	12,500	-4,844			61.2 %
	Net Expenditure over Income	16,053	-2,196	26,080	28,276			
<u>254</u>	<u>CHANDOS PARK TOILETS</u>							
4612	CONTRACTOR CHARGE	8,115	0	12,500	12,500		12,500	0.0 %
4709	MAINTENANCE	68	0	1,000	1,000		1,000	0.0 %
	CHANDOS PARK TOILETS :- Expenditure	8,183	0	13,500	13,500	0	13,500	0.0 %
	Net Expenditure over Income	8,183	0	13,500	13,500			

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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>255</u>	<u>RAILWAY WALK & CASTLE HILL</u>							
4120	FRIENDS OF GROUPS	437	258	2,000	1,742		1,742	12.9 %
4122	TREE WORKS	2,803	0	1,500	1,500		1,500	0.0 %
RAILWAY WALK & CASTLE HILL :- Expenditure		3,240	258	3,500	3,242	0	3,242	7.4 %
Net Expenditure over Income		3,240	258	3,500	3,242			
<u>256</u>	<u>STORAGE PREMISES</u>							
4053	GRENVILLE	1,243	0	0	0		0	0.0 %
4066	GRENVILLE GARAGE RENT	0	200	650	450		450	30.7 %
4073	COLLEGE FARM	3,250	-1,083	1,000	2,083		2,083	-108.3
STORAGE PREMISES :- Expenditure		4,493	-884	1,650	2,534	0	2,534	-53.6 %
Net Expenditure over Income		4,493	-884	1,650	2,534			
<u>257</u>	<u>KEN TAGG PLAYGROUND</u>							
4106	PLAY AREA MAINTENANCE	460	111	500	389		389	22.2 %
4122	TREE WORKS	280	0	500	500		500	0.0 %
4123	PLAYGROUND REFURBISHMENT	30,584	1,113	0	-1,113		-1,113	0.0 %
4605	HORTICULTURAL CONTRACT	1,041	56	223	167	167	0	99.9 %
KEN TAGG PLAYGROUND :- Expenditure		32,365	1,280	1,223	-57	167	-224	118.3 %
1079	GRANTS FOR PLAYGROUND	29,851	0	0	0			0.0 %
KEN TAGG PLAYGROUND :- Income		29,851	0	0	0			
Net Expenditure over Income		2,514	1,280	1,223	-57			
<u>258</u>	<u>CEMETERY LODGE</u>							
4034	PWLB REPAYMENTS INCL	4,702	0	4,702	4,702		4,702	0.0 %
4609	CEMETERY LODGE MAINT	56	44	500	456	250	206	58.9 %
CEMETERY LODGE :- Expenditure		4,759	44	5,202	5,158	250	4,908	5.7 %
1061	CEMTERY LODGE RENTAL	9,294	2,342	9,450	-7,108			24.8 %
CEMETERY LODGE :- Income		9,294	2,342	9,450	-7,108			24.8 %
Net Expenditure over Income		-4,536	-2,297	-4,248	-1,951			
<u>259</u>	<u>OTTERS BROOK</u>							
4106	PLAY AREA MAINTENANCE	134	111	500	389		389	22.2 %
4122	TREE WORKS	80	0	150	150		150	0.0 %
4605	HORTICULTURAL CONTRACT	3,314	224	898	674	673	0	100.0 %
OTTERS BROOK :- Expenditure		3,528	336	1,548	1,212	673	539	65.2 %
Net Expenditure over Income		3,528	336	1,548	1,212			

Month No : 5

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>260</u>	<u>CCTV</u>							
4100	CCTV ONGOING COSTS	0	0	2,400	2,400		2,400	0.0 %
	CCTV :- Expenditure	<u>0</u>	<u>0</u>	<u>2,400</u>	<u>2,400</u>	<u>0</u>	<u>2,400</u>	<u>0.0 %</u>
	Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>2,400</u>	<u>2,400</u>			
<hr/>								
	ENVIRONMENT :- Expenditure	212,943	52,939	271,282	218,343	255,547	-37,204	113.7 %
	Income	108,222	46,745	76,472	-29,727			61.1 %
	Net Expenditure over Income	<u>104,721</u>	<u>6,194</u>	<u>194,810</u>	<u>188,616</u>			

Month No : 5

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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EARMARKED RESERVES901 EARMARKED RESERVES

9006	NAG	372	0	1,598	1,598		1,598	0.0 %
9009	CAPITAL RESERVE	43,547	0	66,453	66,453	66,453	0	100.0 %
9011	WAR MEMORIAL	0	0	931	931		931	0.0 %
9012	CHRISTMAS LIGHTS	0	0	6,753	6,753		6,753	0.0 %
9013	YOUTH PROJECTS	0	0	3,270	3,270		3,270	0.0 %
9015	CHARTER FAIRS	1,606	0	7,795	7,795		7,795	0.0 %
9018	REPAIR OF FOOTPATHS	2,965	0	2,966	2,966	2,966	0	100.0 %
9019	MEMORIAL TESTING	0	0	2,874	2,874		2,874	0.0 %
9025	PLAY AREA REPLACEMENT	0	0	17,121	17,121		17,121	0.0 %
9027	GREEN BUCKINGHAM GROUP	0	0	226	226		226	0.0 %
9029	CIRCULAR WALK MAINT	0	0	5,399	5,399		5,399	0.0 %
9030	TOURISM LEAFLETS	0	0	3,402	3,402		3,402	0.0 %
9032	BUCK NEIGHBOURHOOD DEV	18,601	0	1,200	1,200		1,200	0.0 %
9033	DESTINATION BUCKINGHAM	9,717	2,963	4,451	1,488		1,488	66.6 %
9034	RIVER AND POND MAINTENANCE	1,507	0	0	0		0	0.0 %
9035	PARKS DEVELOPMENT	11,355	11,993	43,192	31,199	23,849	7,350	83.0 %
9036	ELECTION COSTS	2,812	0	3,188	3,188		3,188	0.0 %
9037	JUBILEE BOOK	1,358	0	0	0		0	0.0 %
9038	NEW VEHICLE	15,180	0	13,815	13,815	13,815	0	100.0 %
9039	BARRIERS FOR EVENTS	560	0	2,608	2,608		2,608	0.0 %
9040	PARK RUN	98	20	0	-20		-20	0.0 %
9041	MVAS	1,818	0	0	0		0	0.0 %
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 %
9045	ACCESS FOR ALL	-500	0	0	0		0	0.0 %
9046	PLANNING DISPLAY EQUIPMENT	0	0	5,242	5,242		5,242	0.0 %
9047	FUTURE EVENTS	0	335	2,760	2,425	335	2,090	24.3 %

EARMARKED RESERVES :- Expenditure	110,997	15,311	200,833	185,522	107,418	78,104	61.1 %
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Net Expenditure over Income	110,997	15,311	200,833	185,522
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EARMARKED RESERVES :- Expenditure	110,997	15,311	200,833	185,522	107,418	78,104	61.1 %
Income	0	0	0	0			0.0 %

Net Expenditure over Income	110,997	15,311	200,833	185,522
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BUCKINGHAM TOWN COUNCIL

ENVIRONMENT

MONDAY 5th September 2016

Agenda Item no.

Committee Chairman: Cllr. R Newell

Contact Officer: Dean Jones

Report on Lace Hill Signage

Members agreed to a design for the Lace Hill Sports and Community Centre sign at the Environment Committee meeting on 18th July 2016. The Deputy Town Clerk has received three quotations for the signage to include upright post signage on the approach to the building from either access point.

The quotations vary in terms of the material used. The recommendation provided takes into account the price, the materials used.

The upright post signs will include a contact telephone number and e-mail address as discussed in the previous meeting.

Officer Recommendation

To choose option B as the proposed materials for the signs are in keeping with other buildings in the area.

Building Signs and upright post signs

Company	Materials used for building sign	Materials used for upright posts	Total
A	Acrylic	Aluminium	£2861.79 + VAT
B	Perspex	Aluminium	£2952.30 + VAT
C	Aluminium	Aluminium	£2883.48 + VAT

Building sign



Upright sign



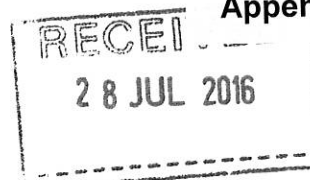
Buckingham Town Council
Lace Hill Sports and
Community Centre
Catchpin Street
Buckingham
MK18 7RR

Access door Installation and Door repair works

Item	Works	Notes	Costs
Automatic Front Door System			
	service/repair/re-commission automatic front door system	Tormax Automatic Swing doors. ensure it is working properly and sensors are set correctly	
	supply and fit 2 intruder alarm sensors into door	current sensors removed as being hit by closer arms, to be re-programed into alarm system	
	top manual locking bolt needs repairing on Left hand door		
	Door signage	Automatic door keep clear / to open press button (arrows) / Push to open /	
	Is it linked to Fire Alarm System - Test and ensure working ok	door needs to open when fire alarm is activated	
	screw down aluminium thresholds at both ends properly and seal in		
Lobby Door Access System			
	swipe card readers on external side of doors	25 fobs (same fob as committee room door)	
	Push to release button on inside of doors.		
	2 door release buttons one in nursery office and one in council office.		
	switch in both offices to turn system off		
	All wiring to be concealed in wall and above false ceiling		
	Emergency break glass to release door		
	Link doors to Fire Alarm system	Automatically release the doors mag lock on Activation of fire alarm	
	Correct signage required ' Automatic Fire Door Keep Clear' on both side of doors		
Committee Door Access System			
	swipe card reader	25 fobs (same fob as Lobby Door)	
	Push to release button on inside of doors.		
	2 door release buttons one in nursery office and one in council office.		
	switch in both offices to turn system off		
	All wiring to be concealed in wall and above false ceiling		
	Emergency break glass to release door		
	Link doors to Fire Alarm system	Automatically release the doors mag lock on Activation of fire alarm	
	Correct signage required ' Automatic Fire Door Keep Clear' on both side of doors		
2 Kitchen doors - Door Closers and door holders			
	overhead door closers required for both doors		
	automatic door holder and release mechanism for both doors		
	Link doors to Fire Alarm system	Automatically release the doors mag-lock on Activation of fire alarm	
External Fire doors			
	Service and carry out any repairs found to all external fire exit doors	4 doors	
Internal Fire Doors			
	Make all Fire doors compliant with all of the Fire safety regulations (The Regulatory Reform (Fire Safety) Order 2005)		
	Ensure correct signage is on all internal doors	'Fire Door Keep Shut' signs etc. and remove redundant signs	
	Ensure intumescent strips are correct and in place	repair/install any required	
	Ensure all double doors are hung correctly to ensure gap between 2 doors is correct width to comply with fire door regulations		
All Internal Doors			
	Finger protection for all door hinges	23x single leaf doors. 8x Double leaf doors. Colour to match existing doors.	
Office 1 Door closer			
	re-install missing door closer with new 'plate' on door		
Office 2 Door			
	Replace office door with FD30 door with vision panel windows	colour to match existing doors	
	to include: re-using lock/barrel so we can use the same key		

BUCKINGHAM AED PROJECT

saving lives in Buckingham town



Exec Sec: **Geoff Shaw** M.Sc.

Tel: 01280 812547

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Dean Jones
Buckingham Town Council – Deputy Town Clerk
Verney Close
Buckingham MK18 1JP

25 July 2016

Dear Dean

Thank you for your latest email. I saw Mr Griffiths and Elida Barson on 11 May. I explained the situation directly to them and confirmed to them the relevant costs. I am willing of course to discuss with you or the School to settle any queries and to allay any fears concerning the purchase and use of a public access defibrillator. I am of course willing to visit you or to meet others in the Town Council to help them to make any decision on the matter.

Our job as a charity is to do all we can to help you to eventually have a public access defibrillator in the vicinity of Lace Academy and the Community Centre. This might include a public demonstration to raise funds. Furthermore once purchased we are prepared to manage its installation and onward monitoring whilst we are still in existence. In terms of installation we have two cooperative competent people whom we can get to install the cabinet and connect the electricity (this has to be professionally done with a certificate as it is a public building).

We recommend either the *Cardiaid* or the *i-PAD*. In both cases we have negotiated special prices (discount of 35%), if bought through us. For school use we feel that the *i-PAD* has a marginal advantage over the *Cardiaid*, as it has a simple switch for the use with anybody under the age of eight years old (the *Cardiaid* uses different pads). If you purchase through us the price of the *Cardiaid* is £845 + VAT and the *i-PAD* £875 + VAT. These are both reliable, really easy to use (important) and have a record of reliability.

If the box is placed outside, the cabinet needs to have a small heater to protect the AED from frost damage: this uses a minute amount of electricity per year, say £10-15. We can buy the box made by a local firm in Northampton, Turtle Engineering for £525 + VAT. A slightly smaller more classy one to fit the *i-PAD* is available from Wel Medical and costs £590 + VAT. They do an indoor alarmed cabinet for £89 + VAT

It is very important that you have awareness sessions. We would see that these need to be done both with staff from the school and the Centre and one also for nearby residents in Lace Hill. We will run these for you in an appropriate place like the school hall or the main area of the Community Centre.

As the unit will have 24 hour public access, if bought by the Town Council, it should be free of VAT.

I look forward to hearing from you further.

Yours sincerely,

