



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, CORNWALLS MEADOW,
BUCKINGHAM. MK18 1RP

Telephone/Fax: (01280) 816 426

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

Town Clerk: Mr. C. P. Wayman

Tuesday, 18 October 2016

Councillor,

You are summoned to a meeting of the **Environment Committee** of Buckingham Town Council will be held on **Monday 24th October 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 Monday 5th September 2016 and approved at Full Council on the 3rd October 2016 (**E/03/16**)

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 Sports and Community Centre

To discuss and agree the following reports from the Deputy Town Clerk:

6.1 Lace Hill Sports and Community Centre Hire Agreement

E/40/16

6.2 Lace Hill Sports and Community Centre domain name

E/41/16

7. Sports Pitch Provision

To discuss progress of this issue as requested by Cllr. Stuchbury

8. Sport in Buckingham

To receive and discuss a report by Cllr. Bates

Appendix C

Buckingham



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD

Twinned with Mouvaux, France



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

9. Dog Waste Bins – Mary MacManus Drive

To discuss a request from residents in Mary MacManus Drive. The below minute refers:

97/16 Dog bin

97.1 Noted a request from residents in Mary MacManus Drive.

97.2 Members asked that the Green Spaces Manager to explore the cost of additional dog bins, what the ongoing costs are and understand what the issues are.

[Clerk's Note Costs of a single bin are as follows: £374.12 per bin, emptying is £60.05 for 52 empties, £86.25 for 78 and £112.44 for 104]

10. Dog Bylaws – Lace Hill and Bourton Park

To receive and discuss a report from The Greenspaces Manager

E/42/16

11. Football Pitch Maintenance Equipment

To receive and discuss a report from The Greenspaces Manager

E/43/16

12. Bus Shelters

To receive a written report from the Town Clerk

E/44/16

13. Bourton Park Interpretation Boards and Signage

E/45/16

14. Access Awareness

15. BCWP

To receive a verbal report of meeting on 24th October 2016 from Cllr. Newell

16. News Releases

17. Chair's Announcements

18. Date of Next Meeting: Monday 12th December 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 Chairman
Cllr. A. Mahi Mayor

Cllr. Ms. R. Newell Chairman
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	Writing 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	In Process of specifying
92/15 & 904/15	Sports Pitch Provision	pursue the area at Verney Park 'triangle' and that funding be sought for the surveys required.	On Agenda 24/10
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.	Working on Park Management Plans
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	On Agenda 24/10
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.	On Agenda for December 2016
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	On Agenda 24/10
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 On Agenda 24/10

Items not started

ongoing items

completed items

APPENDIX A

92/16	Crocus Planting	Discuss locations with Rotary	completed
95/16	Parking at church	Discussions re yew hedge; letter to church	Agreed planting to take place in November
96/16 386/16	Michaelmas Cottage	write to resident	Sent letter to resident to resolve.
99/16	Edible Woodland	2 nd invoice; Chair & Accounts to resolve	Resolved
101/16	News release	Dog waste as minuted	Awaiting result of meeting

Items not started

ongoing items

completed items

18/10/2016

Buckingham Town Council

12:38

Detailed Income & Expenditure by Budget Heading 31/10/2016

Page No 1

Month No : 7

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	6,240	510	92.4 %
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	2,532	6,000	3,468	657	2,811	53.1 %
4113	EDIBLE WOODLAND	0	0	130	130		130	0.0 %
4118	GREEN WASTE DISPOSAL	300	371	300	-71		-71	123.7 %
	ENVIRONMENT :- Expenditure	11,874	2,903	17,080	14,177	6,897	7,280	57.4 %
	Net Expenditure over Income	11,874	2,903	17,080	14,177			
202	ROUNABOUTS							
4108	ROUNABOUT	9,181	676	1,622	946	946	0	100.0 %
	ROUNABOUTS :- Expenditure	9,181	676	1,622	946	946	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	-10,106	-9,733	373			
203	MAINTENANCE							
4063	VEHICLE HIRE AND RUNNING	4,554	2,964	6,000	3,036	628	2,408	59.9 %
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	4,464	11,820	7,356	628	6,728	43.1 %
	Net Expenditure over Income	10,336	4,464	11,820	7,356			
204	DEVOLVED SERVICES EXPENSES							
4124	DEVOLVED SERVICES	25,668	13,721	24,102	10,381	4,835	5,546	77.0 %
	DEVOLVED SERVICES EXPENSES :- Expenditure	25,668	13,721	24,102	10,381	4,835	5,546	77.0 %
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	-6,631	-3,890	2,741			

Continued on Page No 2

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
248	DEPOT							
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	0	12,647	20,350	7,703	0	7,703	62.1 %
	Net Expenditure over Income	0	12,647	20,350	7,703			
249	PUBLIC TOILETS							
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	65	1,000	935		935	6.5 %
	PUBLIC TOILETS :- Expenditure	0	65	27,500	27,435	226,222	-198,787	822.9 %
	Net Expenditure over Income	0	65	27,500	27,435			
250	LACE HILL							
4050	LACE HILL PLAYING FIELDS	11,693	500	7,500	7,000		7,000	6.7 %
4158	LACE HILL GAS	0	1,201	2,500	1,299		1,299	48.0 %
4159	LACE HILL ELECTRICITY	0	1,168	2,500	1,332		1,332	46.7 %
4160	LACE HILL WATER	0	0	2,500	2,500		2,500	0.0 %
4161	LACE HILL REPAIRS & MAINT	0	6,218	5,000	-1,218		-1,218	124.4 %
4162	LACE HILL CONTRACTOR	0	0	20,000	20,000	350	19,650	1.8 %
4163	LACE HILL ALARM	0	1,420	500	-920		-920	284.0 %
4164	LACE HILL EQUIPMENT	0	6,169	11,250	5,081	3,999	1,082	90.4 %
4225	RATES	0	0	8,000	8,000		8,000	0.0 %
	LACE HILL :- Expenditure	11,693	16,677	59,750	43,073	4,349	38,724	35.2 %
1026	LACE HILL COMMUNITY CENTRE	0	11,519	14,000	-2,481			82.3 %
	LACE HILL :- Income	0	11,519	14,000	-2,481			82.3 %
	Net Expenditure over Income	11,693	5,158	45,750	40,592			
251	CHANDOS PARK							
4106	PLAY AREA MAINTENANCE	483	111	500	389		389	22.2 %

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4601	REPAIRS& MAINTENANCE FUND	2,174	2,968	7,180	4,212	460	3,751	47.8 %
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	1,150	2,968	1,818	1,731	87	97.1 %
	CHANDOS PARK :- Expenditure	19,728	4,603	12,548	7,945	2,192	5,754	54.1 %
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	4,603	11,373	6,770			
<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	622	12,000	11,378		11,378	5.2 %
4605	HORTICULTURAL CONTRACT	26,501	4,149	10,278	6,129	5,809	319	96.9 %
	BOURTON PARK :- Expenditure	32,788	5,101	28,907	23,806	5,809	17,997	37.7 %
	Net Expenditure over Income	32,788	5,101	28,907	23,806			
<u>253</u>	<u>CEMETERY</u>							
4225	RATES	960	580	1,300	720		720	44.6 %
4601	REPAIRS& MAINTENANCE FUND	1,642	1,165	4,000	2,835		2,835	29.1 %
4602	ELECTRICITY	774	220	400	180		180	54.9 %
4605	HORTICULTURAL CONTRACT	22,094	2,553	6,380	3,827	3,722	105	98.4 %
4620	EXPENSES RE BURIAL DUTIES	9,637	3,612	6,500	2,888		2,888	55.6 %
4621	NEW CEMETERY PLANNING	0	0	20,000	20,000		20,000	0.0 %
	CEMETERY :- Expenditure	35,107	8,129	38,580	30,451	3,722	26,729	30.7 %
1041	BURIAL FEES	19,054	9,586	12,500	-2,914			76.7 %
	CEMETERY :- Income	19,054	9,586	12,500	-2,914			76.7 %
	Net Expenditure over Income	16,053	-1,457	26,080	27,537			
<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			

		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	<u>3,240</u>	<u>258</u>	<u>3,500</u>	<u>3,242</u>	<u>0</u>	<u>3,242</u>	<u>7.4 %</u>
	Net Expenditure over Income	<u>3,240</u>	<u>258</u>	<u>3,500</u>	<u>3,242</u>			
<u>256</u>	<u>STORAGE PREMISES</u>							
4053	GRENVILLE	1,243	0	0	0		0	0.0 %
4066	GRENVILLE GARAGE RENT	0	299	650	351		351	46.0 %
4073	COLLEGE FARM	3,250	-1,083	1,000	2,083		2,083	-108.3
	STORAGE PREMISES :- Expenditure	<u>4,493</u>	<u>-784</u>	<u>1,650</u>	<u>2,434</u>	<u>0</u>	<u>2,434</u>	<u>-47.5 %</u>
	Net Expenditure over Income	<u>4,493</u>	<u>-784</u>	<u>1,650</u>	<u>2,434</u>			
<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	93	223	130	130	0	99.9 %
	KEN TAGG PLAYGROUND :- Expenditure	<u>32,365</u>	<u>1,317</u>	<u>1,223</u>	<u>-94</u>	<u>130</u>	<u>-224</u>	<u>118.3 %</u>
1079	GRANTS FOR PLAYGROUND	29,851	0	0	0			0.0 %
	KEN TAGG PLAYGROUND :- Income	<u>29,851</u>	<u>0</u>	<u>0</u>	<u>0</u>			
	Net Expenditure over Income	<u>2,514</u>	<u>1,317</u>	<u>1,223</u>	<u>-94</u>			
<u>258</u>	<u>CEMETERY LODGE</u>							
4034	PWLB REPAYMENTS INCL	4,702	2,351	4,702	2,351		2,351	50.0 %
4609	CEMETERY LODGE MAINT	56	316	500	184		184	63.2 %
	CEMETERY LODGE :- Expenditure	<u>4,759</u>	<u>2,667</u>	<u>5,202</u>	<u>2,535</u>	<u>0</u>	<u>2,535</u>	<u>51.3 %</u>
1061	CEMETERY LODGE RENTAL	9,294	7,084	9,450	-2,366			75.0 %
	CEMETERY LODGE :- Income	<u>9,294</u>	<u>7,084</u>	<u>9,450</u>	<u>-2,366</u>			<u>75.0 %</u>
	Net Expenditure over Income	<u>-4,536</u>	<u>-4,417</u>	<u>-4,248</u>	<u>169</u>			
<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	374	898	524	524	0	100.0 %
	OTTERS BROOK :- Expenditure	<u>3,528</u>	<u>485</u>	<u>1,548</u>	<u>1,063</u>	<u>524</u>	<u>539</u>	<u>65.2 %</u>
	Net Expenditure over Income	<u>3,528</u>	<u>485</u>	<u>1,548</u>	<u>1,063</u>			

Month No : 7

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	72,928	271,282	198,354	256,253	-57,899	121.3 %
	Income	108,222	59,323	76,472	-17,149			77.6 %
	Net Expenditure over Income	<u>104,721</u>	<u>13,605</u>	<u>194,810</u>	<u>181,205</u>			

BUCKINGHAM TOWN COUNCIL

ENVIRONMENT

MONDAY 24th October 2016

Agenda Item no.6.1

Committee Chairman: Ruth Newell

Contact Officer: Claire Childs

Hire Agreement Amendment for Lace Hill Sports and Community Centre

A Hire Agreement was put in place prior to the opening of the Lace Hill Sports and Community Centre (LHSCC).

The LHSCC has been in operation for over six months and this has highlighted that some of the clauses in the agreement are not sufficient / inaccurate and that there is a need to add in some additional clauses, in order to formalise the agreement between the Town Council and the Hirer's.

There is also a need to add in hire end date, rate renewals times and renewal deadlines such as for the outdoor pitches, as these were omitted from the original agreement.

This hire agreement includes some information that was held in a separate policy, and therefore negates the need to have separate documents.

I believe it was previously agreed that a management committee would oversee the operation of the LHSCC and the hire agreement was written as such, however it is felt that as the contract is a legal document it should be between Buckingham Town Council and the Hirer.

Officer Recommendation

To review and agree the new hire agreement.

To agree that all existing Hirer's can be issued with a new contract.

Attachments

Revised Hire Agreement

Code of Conduct

Previous Hire Agreement



Hire Agreement

The Lace Hill Sports and Community Centre is owned and operated by Buckingham Town Council. The facilities available for hire are:

- Sports Hall (maximum capacity 100 people)
- Committee Room (maximum capacity 40 people)
- 2 x Outdoor Grass Pitches

Other associated facilities that can be hired in addition include:

- Kitchen
- Changing Rooms and Showers
- Storage (Shared)

This agreement is made between:

Buckingham Town Council, Buckingham Centre, Verney Close, Buckingham MK18 1JP ("The Council")

And **The "Hirer":**

Company
Name

Purpose
of Hire

Will the hire require a temporary events notice? ☐ Yes ☐ No

Contact
Name

Address:

Contact
Number(s)

Email
Address:

The Hirer is permitted to use:

- | | | | |
|-----------------------------------------|---------------------------------------------------|------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Sports Hall | <input type="checkbox"/> Kitchen 1 | <input type="checkbox"/> Changing Room 1 | <input type="checkbox"/> Officials Room 1 |
| <input type="checkbox"/> Committee Room | <input type="checkbox"/> Kitchen 2 | <input type="checkbox"/> Changing Room 2 | <input type="checkbox"/> Officials Room 2 |
| <input type="checkbox"/> Grass Pitch 1 | <input type="checkbox"/> Storage (Committee Room) | <input type="checkbox"/> Changing Room 3 | <input type="checkbox"/> Storage (Outdoor) |
| <input type="checkbox"/> Grass Pitch 2 | <input type="checkbox"/> Storage (Main Hall) | <input type="checkbox"/> Changing Room 4 | <input type="checkbox"/> |

Duration of Hire:

Date From:

Date to:

Day(s) and
Time(s):

Fee & Deposit:

Fee:

Damage
Deposit:

Does booking meet VAT exemption rules: Yes ☐ No ☐

Do special conditions apply? Yes ☐ No ☐
If yes, please see special conditions attached



Terms of Hire

1. All hires will be agreed by Buckingham Town Council ("The Council"). The Council reserves the right to refuse a booking if it is deemed inappropriate. Any disputes will be taken to the Buckingham Town Council Environment Committee.
2. The person signing this agreement shall be deemed the Hirer. The Hirer must be 18 years of age or older.
3. The Hirer will pay the damage deposit upon signing this agreement to secure the arrangement, by either cheque or bank transfer. The deposit will be refunded within 28 days of the termination of the period of hire, provided that no damage or loss has been caused to the premises or contents.
4. Hire Rates are subject to change by The Council. Rates are separated into three categories; Junior Rates – use of the facilities by a junior club, or an activity that caters for juniors (under 18's); Local Community Rates – use of the facilities by local community groups within the MK18 postcode area who are not for profit organisations; Adult Rates – non local community over 18 groups, or those using for commercial purposes.
5. The Hirer will pay the fee agreed in full. If the agreement is for a 'private hire' or a one off event, the fee will be paid in advance of the event. If the agreement is for a 'long term hire', the fee will be calculated for a period of at least ten hires, in line with local council and VAT rules. A payment schedule for the long term hire will be agreed on an individual basis. If the long term hire period is altered, this will result in the fee being altered due to compliance with these rules. Further information on these rules can be found at www.nalc.gov.uk. Hires for the sports pitches or courts that do not meet the long term hire period, will be charged at a rate that includes VAT.
6. All cheques should be made payable to Buckingham Town Council. Bank transfer payments should be made to Buckingham Town Council Account Number 00051660 Sort code 30-91-39.
7. Where necessary, additional hire conditions may be issued to The Hirer, depending on the use or specifics of the agreed hire. These special conditions shall form part of the hire agreement and shall be subject to these terms and conditions.
8. The contract and hire rate will be reviewed on at least an annual basis; but in respect of long term hires, at the end of each ten hire period.
9. In respect of outdoor pitch hire, where hire is agreed for a full season (generally running from September to May), in order to secure the use of the pitch for the following season a renewal agreement should be agreed and signed by the end of June. Any additional interest in utilising the outdoor pitch will be discussed with the current Hirer who shall have first refusal on renewal, provided no complaints or damages have occurred, and provided fees have been paid in accordance with the existing agreement.
10. The facilities are normally available between 7am and 11pm. Bookings required outside of this time will be considered on an individual basis dependent on the proposed use. The premises must be booked for the actual time that they are to be used, which must include preparation, clearing up and the actual function.
11. The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers / performers. The maximum permitted numbers are 100 people in the Sports Hall, 40 people in the Committee Room.
12. The Hirer will abide with, and will ensure that all users within their hire abide with, the code of conduct for the Sports Hall and the Changing Room areas at all times. Any actions or behaviour exhibited outside of the code of conduct may result in the Hire being cancelled.
13. The Hirer will be issued with an induction sheet providing information about fire safety, accident reporting, key holder policy, code of conducts, rules around signing in and out sheet/register etc. The Hirer must make themselves familiar with this information and ensure they operate within the policies, when on the premises.
14. Long Term Hirer's will be issued with a key and alarm fob and shall be responsible for unlocking and securing the building. The Hirer must sign a Key Holder Policy which must be adhered to at all times, and on termination of a contract the Hirer shall return all keys and fobs immediately. If any items are lost or require replacement, the cost will be met by the Hirer.
15. At the end of the hire, the Hirer is responsible for leaving the premises and surrounding areas in a clean, tidy and functional condition, replacing any equipment or furniture in its original position, and securing the premises, unless directed otherwise.
16. The Hirer shall only use the permitted facilities, including the car park and surrounding areas, for the purposes agreed, and shall not sub-let or use the facilities for any unlawful purposes, or in any unlawful way. The Hirer will not bring, or allow, anything into the premises



that may endanger the premises or its users.

17. Where equipment is available as part of the hire, such as plates, cups etc. these may be used. However these must be washed, cleaned, dried and returned to their original location after use. Any consumables such as tea, coffee, milk, sugar are to be supplied by the Hirer.
18. The Hirer is responsible for making sure that the premises are not left unattended or insecure at any time during or at the end of the hire period. The Hirer agrees to be present at all times during the hire and to be responsible for supervision of the premises, its' fabric and contents; the care of those using the premises under their hire; the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking arrangements.
19. The Hirer shall be respectful of the allocated disabled parking spaces and ensure that they are utilised by blue badge holders only.
20. No activity that might constitute a risk to Health and Safety, the premises or its surroundings shall be carried out.
21. Smoking in all parts of the premises (including the toilet and changing room areas) is strictly forbidden.
22. The Hirer must make themselves aware of the fire safety procedure, and is responsible for ensuring that this information is passed to all present during the hire and that all aspects of the procedure are adhered to. The Hirer is responsible for ensuring that all fire exits are in good working order and routes are free from obstructions; there are no obvious fire hazards, or tripping or slipping hazards. In the event of a fire emergency, the Hirer is responsible for alerting the emergency services and evacuating the building.
23. The Hirer must report all accidents involving injury to the public to Buckingham Town Council as soon as possible. Any failure of equipment that either belongs to the premises, or has been brought in by the Hirer must also be reported as soon as possible.
24. The premises are not licenced premises. A licence is not required to stage a performance of live music, or play recorded music, or put on amplified live music if it takes place between 8am and 11pm and the audience is no more than 500 people. A licence is not required to stage a performance of a play or a performance of dance if it takes place between 8am and 11pm; and the audience is no more than 500 people. A licence is not required to stage an indoor sporting event if it takes place between 8am and 11pm; and the number of spectators is not more than 1000 people. In any other circumstances, a licence may be required.
25. If The Council agrees to hire the premises for a licensable event, it will be the Hirer's responsible to apply for a Temporary Events Notice. A temporary event notice (TEN) is required if you wish to hold an event, involving less than 500 people, at which one or more licensable activities will take place, such as serving or selling alcohol, providing late-night refreshments, or putting on regulated entertainment.
26. If a TEN is granted, a copy is to be provided to The Council in advance of the event; and no activities are to occur on the premises or in the surrounding area during the period of hire, which contravene the TEN.
27. The Hirer will not allow the consumption, serving or selling of alcohol on the premises, unless the relevant licence has been issued, and unless The Council has given explicit consent on receipt of the relevant licence.
28. The Hirer shall ensure that, in order to avoid disturbing neighbours and to avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk, or to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way must be asked to leave the premises. No illegal drugs may be brought onto the premises.
29. Amplified sound must be contained within the building and the Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.
30. The Hirer shall ensure that nothing is done on, or in relation to, the premises in contravention of the Law relating to gaming, betting and lotteries.
31. The Hirer, and those using the facilities in their charge, must not make any alterations or additions including attaching anything to the walls, floors or ceilings without prior written permission from The Council, nor must they in any way damage any part of the building, furniture, equipment etc. If any permission is granted, the Hirer must remove all articles at the end of the hiring unless otherwise agreed. Any unauthorised articles left on the premises will be disposed of. The Hirer will make good, to the satisfaction of The Council, any damage caused by such installation and removal.
32. The Council reserves the right to charge the Hirer for any loss or damage caused to the premises or equipment therein.
33. The Council will not be responsible or liable for, or in respect of, any damage to or loss of any property, placed or left in the premises, including property stored in the shared storage areas. Property left in the storage areas must be by prior agreement, and only agreed



items may be stored.

34. The Hirer must ensure that any electrical appliances brought into the premises are certified as safe and in good working order, and have a valid test certificate (i.e. PAT); and are used in a safe manner and at owners' risk. Use must be supervised at all times, and no electrical appliances are to be left operational when the premises are unoccupied.
35. No naked flames, in the form of candles, gas cookers, incense burners etc. are permitted on the premises. The Hirer shall ensure that no unauthorised heating appliances shall be brought onto the premises. Portable Liquefied Propane Gas (LPG) heating appliances will not be used.
36. The Hirer shall have sufficient, relevant insurance to carry out the activities they have hired the premises for. The Hirer will be liable for:
 - a. the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises or the contents of the premises during their hire period;
 - b. all claims, losses, damages and costs made against or incurred by The Council, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and;
 - c. All claims, losses, damages and costs made against or incurred by The Council, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and the Hirer will indemnify The Council against such liabilities.
37. The Council is insured against any claims arising out of its own negligence.
38. The Hirer shall ensure that any activities for children comply with the provisions of the Children Act 1989 and subsequent legislation, and that only fit and proper persons, who have passed Disclosure and Barring Service (DBS) checks where required, have access to the children and vulnerable adults. If the Hirer is a childcare organisation they must provide a copy of their safeguarding policy, in addition to ensuring staff hold a valid DBS check.
39. If responsible for children or vulnerable adults on the premises, in accordance with the codes of conduct, the Hirer must adopt controls and practices to ensure protection at all times, particularly in respect of changing room facilities. The following principles must be obeyed:
 - a. The use of video, photographic and mobile phone imaging equipment is prohibited within the toilet and changing room areas
 - b. All changing rooms are to be utilised as single sex (i.e. male / female) and all customers should use the appropriate changing room
 - c. Adults must not change or shower at the same time, in the same facility as children under the age of 18. Adults should make use of alternative changing rooms.
40. The Hirer shall, if selling goods on the premises, comply with trading laws and any code of practice used in connection with such sales.
41. The Hirer shall, if preparing, serving or selling food, observe all relevant Food Health and Hygiene Legislation and Regulations. In particular, dairy products, meat and seafood on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The Premises are provided with a refrigerator. Food may only be stored on the Premises with the prior written permission of The Council. The Hirer must provide a copy of their food hygiene certificate.
42. The Hirer shall ensure that no unauthorised heating or cooking appliances are used in the Premises. No form of Barbecue or other portable cooking appliance will be authorised.
43. The Hirer shall ensure that no animals, except service animals, are brought into the Premises. No animals of any kind are to enter the kitchen at any time.
44. The Hirer shall be responsible for putting all rubbish produced as a result of the Hire in the appropriate bins in the Bin Store. The Hirer may be charged if rubbish is not appropriately disposed of.
45. A private Hirer (one-off booking) may cancel the hire in writing up to 48 hours before the hire date commencement and in such case the Hirer shall be entitled to a refund of any deposit already paid. A private Hirer providing less than 48 hours' notice of cancellation shall be charged the full fee.
46. A long term Hirer (ten-week block booking) must provide 28 days' notice to cancel the booking, and all outstanding fees must be paid up to the date of the termination.
47. Refunds will only be given in exceptional circumstances, and requests should be made in writing to Buckingham Town Council, Buckingham Centre, Verney Close, Buckingham MK18 1JP.
48. The Council reserves the right to cancel the hire agreement at any time if the facilities are required for purposes of national or local



importance (such as council meetings, emergencies such as shelter) not anticipated at the time of hire. Where possible, seven days' notice of any such cancellation will be given, and any fee will be returned to the Hirer.

49. The Council reserves the right to cancel the hire agreement at any time if the facilities are not being used for the purpose in which they were hired; if a complaint is received about the Hirer and their use of the facility, or if there is damage to the premises or contents as a result of the hire which deem it necessary to cease the hire.
50. The Council reserves the right to cancel the hire agreement at any time if there is repeated failure to pay the required fee on time, or the facility is not being used.
51. This hire agreement constitutes permission only to use the premises, and confers no tenancy or other right of occupation to the Hirer.

In signing this agreement you, the Hirer, are accepting responsibility for your use of the premises during the period of occupation.

On behalf of the Hirer:

I have read and understood, and I agree to the conditions of Hire for the Lace Hill Sports and Community Centre.

Name:

Date:

A duly authorised representative of the Hirer / Hiring Organisation

Signature:

On behalf of Buckingham Town Council:

Name:

Position:

A duly authorised representative on behalf of Buckingham Town Council

Signature:

Date:



Code of Conduct – Sports Hall

The following are strictly forbidden in the Sports Hall:

- Wearing black-soled shoes
- Spitting on the floors or walls
- Using offensive language, fighting, bullying or aggressive behaviour
- Smoking

The following principles must be obeyed:

- Those responsible for minors are required to adopt controls and practices to ensure minors are protected at all times under the care of a responsible nominated adult
- The use of video, photographic and mobile phone imaging equipment is prohibited within the toilet and changing room areas
- No running is allowed within the corridors or changing rooms
- No football boots are to be worn inside the building at any time
- Equipment provided should be used for the purpose that it is designed



Code of Conduct – Changing Rooms

The following principles must be obeyed:

- Those responsible for minors are required to adopt controls and practices to ensure minors are protected at all times under the care of a responsible nominated adult
- The use of video, photographic and mobile phone imaging equipment is prohibited within the toilet and changing room areas
- All changing rooms are to be utilised as single sex (i.e. male / female) and all customers should use the appropriate changing room
- Adults must not change or shower at the same time, in the same facility as children under the age of 18. Adults should make use of alternative changing rooms.
- Fighting, bullying or aggressive behaviour of any kind will not be tolerated
- No running is allowed within the corridors or changing rooms
- No football boots are to be worn in the building at any time
- Players and officials must not clean their boots on the side of the building, in changing rooms, in sinks or in the showers

Lace Hill Community Centre

Lace Hill Community Centre Hire Agreement

Parties

- 1) Lace Hill Community Centre of Lace Hill, Buckingham MK18 acting by its management committee ("The Community Centre")
- 2) The person or organisation named in clause 1.2 ("Hirer")

AGREED as follows:

In consideration of the hire fee described in clause 1.3, the Community Centre agrees to permit the Hirer to use the premises described in clause 1.4 for the purpose described in clause 1.5 for the period(s) described in clause 1.1. The answers to the questions and the details inserted in clauses 1 and 2 and their sub-clauses below are terms of this agreement. This hiring Agreement includes the annexed Standard Conditions of Hire and any SPECIAL CONDITIONS of Hire provided in the accompanying booking letter.

1.1 Date(s) required:

Day(s) / Month(s)

Duration of Hire (Hours) From

1.2 Hirer:

(a) Name

(b) Organisation

(c) Name of Organisation's

(d) Address:

(e) Contact Telephone numbers:

(f) Contact e-mail address:

1.3 Hirer Fee: Deposit: Balance:

The Hirer shall pay a deposit at least one third of the cost of the booking. The balance of the booking fee is being payable on or before the conclusion of the event for which the premises are hired (the deposit having been paid when the agreement is signed).

Special Deposit Balance:

This special deposit is to be paid upon the signing of this Hire Agreement and will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents nor complaints made to the Community Centre about noise or other disturbance during the period of the hiring as a result of the hiring.

1.4 Premises to be Hired

Lace Hill Community Centre

Hall: Yes Kitchen: Yes Entrance Hall and Lavatories: Yes

1.5 Purpose/ description of hiring

Will this be a public event? No Is this commercial use? No

Is food (other than biscuits /cakes) to be provided for the event? Yes/No

2. The Community Centre has a premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event:

Activity	The hall is licensed for	Times for which the activity is licensed	Indicate activities to take place at your event
a. The performance of plays	yes		
b. The exhibition of films	yes		
c. Indoor sporting events	yes		
d. The performance of live music	yes		
e. The playing of recorded music	yes		
f. The performance of dance			
g. Entertainments similar to those in a-f	Yes		
h. Making music	Yes		
i. Dancing	Yes		
j. Entertainment similar to those in a-f	Yes		
k. The provision of hot food/drink after 11pm	Yes		
l. The sale of alcohol	Yes		

- 2.1 Where a licensable activity will take place, the Hirer hereby acknowledges receipt of a copy of the conditions of the Premises Licence for the premises, in accordance with which the hiring must be undertaken, and agrees to comply with all obligations therein.

- 2.2 Have you indicated at 2 (l) that alcohol will be available for sale at Your event? Yes/No

If you answer yes to the above question, you will need to seek written permission from the management committee, complete a separate form detailing your requirements, and follow the procedure in clause 2.5 below.

- 2.3 The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers. Main Hall maximum capacity 100 people.

- 2.4 The hall has a licence with the performing Right Society for the performance of and from Phonographic Performance Licence (PPL)

- 2.5 In order to hold a licensable activity on the premises or on part of the premises not covered by the hall's Premises License, a Temporary Event Notice (TEN) will need to be given to the licensing authority.

The Hirer shall obtain the written consent of the management committee on the form provided for this purpose before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENS which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the hall management committee and the local voluntary organisations.

3. The Hirer agrees with the Community Centre to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.

Lace Hill Community Centre

It is hereby agreed that the Standard Conditions of Hire together with any Special Conditions of Hire and additional conditions imposed under the Premises Licence (2.1) shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Community Centre and the Hirer.

5. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

Dated:

SIGNED BY:

(name in Capitals) SHERILL HOLLAND

A duly authorised representative on behalf of the Community Centre Management Committee:

SIGNED BY: _____ the person named at 1.2(a) above or at 1.2(c) above, duly authorised, on behalf of the organisation named at 1.2(b) above, where applicable:

SUB-COMMITTEE ? UNDER ENVIRONMENT.

COMMERCIAL GROUPS -

OCCUPANCY - RATES - % OF COST -

Standard conditions of hire

These standard conditions apply to all hiring of the Community Centre and a copy should be given to all hirers. If the Hirer is in any doubt as to the meaning of the following, the Hall secretary or Booking Clerk should immediately be consulted.

1. Age

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

2. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervisions of car parking arrangements so as to avoid obstruction of the highway. As directed by the Hall Secretary, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Use of premises

The Hirer shall not use the premises (including the car park) for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

4. Insurance and indemnity

(a) The hirer shall be liable for:

- (i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises.
- (ii) all claims, losses, damages and costs made against or incurred by the Community Centre management committee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
- (iii) all claims, losses, damages and costs made against or incurred by the Community Centre management committee, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and

Subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the Community Centre management committee and the Community Centre's employees, volunteers, agents and invitees against such liabilities.

(b) The Community Centre shall take out adequate insurance to insure the liabilities described in sub-clauses (a) (ii) and (iii) above. The Community Centre shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of the Community Centre management committee and the Community Centre employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of liability and the monies received under the insurance policy.

(c) Where the Community Centre does not insure the liabilities described in sub-clauses (a) (ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Community Centre Secretary. Failure to produce such policy and evidence of cover will render the hiring void and enable the Community Centre Secretary to rehire the premises to another Hirer. The Community Centre is insured against any claims arising out of its own negligence.

5. Gaming, betting and lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

6. Music Copyright Licensing

The Hirer shall ensure that the Community Centre holds relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, the hirer holds a licence.

7. Film

Children shall be restricted from viewing age-restricted films classified according to the recommendations of British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

8. Childcare Act 2006

The Hirer shall ensure that any activities for children under eight years of age comply with the provision of the childcare Act 2006 and the safeguarding Vulnerable Groups Act 2006 and only fit and proper persons who have passed the appropriate Criminal Records Bureau checks should have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the Community Centre management committee with a copy of their CRB check adults are taking part in activities. The Hirer shall provide the Community Centre management committee with a copy of their CRB check and Child Protection Policy on request.

9. Public safety compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and the hall's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The Hirer shall also comply with the hall's health and safety policy.

The Fire Service shall be called to any outbreak of fire, however slight, and details shall be given to the secretary of the management committee.

(a) The Hirer acknowledges that they have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuation the hall.
- The location and use of fire equipment. (Include diagram of location when handing over keys.)
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.

Lace Hill Community Centre

- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- Location of the first aid box.
- (b) In advance of any activity whether regulated entertainment or not the Hirer shall check the following items:
 - That all fire exits are unlocked and panic bolts in good working order.
 - That all escape routes are free of obstruction and can be safely used for instant free public exit
 - That any fire doors are not wedged open
 - That exit signs are illuminated
 - That there are no obvious fire hazards on the premises.
 - That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching notice).

10 Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particular late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

11 Drunk and disorderly behaviour and supply of illegal drugs

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Act 2003.

12 Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the food Temperature Regulations. The premises are provided with a refrigerator but not with a thermometer.

13 Electrical appliance safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the Hirer must make use of it in the interest of public.

14 Stored equipment

The Community Centre accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed. The Community Centre may use its discretion in any of the following circumstances:

- (a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended.
- (b) Failure by the Hirer to dispose of any property brought on to the premises for the purpose of the hiring. This may result in the Community Centre Management committee disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

16 Accidents and dangerous occurrences

Any failure of equipment belonging to the Community Centre or brought in by the Hirer must also be reported as soon as possible. The Hirer must report all accidents involving injury to the public to a member of the Community Centre management committee as soon as possible and complete the relevant section in the Community Centre's accident book. Certain types of accident or injury must be reported on a special form to the Incident Contact Centre. The Community Centre secretary will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

17 Explosives and flammable substances

The hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part of the premises and that
- (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.

18 Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

19 Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Community Centre. No animals whatsoever are to enter the kitchen at any time.

20 Fly posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the Community Centre's management committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

21 Sale of goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on manufacturers' Recommended Retail Prices

22 Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Community Centre is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the

Lace Hill Community Centre

Community Centre. The Community Centre reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) The premises being required for use as a Polling Station for a parliamentary or Local Government election or by-election
- (b) The Community Centre management committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- (c) The premises becoming unfit for the use intended by the Hirer
- (d) An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Community Centre shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

23 End of hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Community Centre hall shall be at liberty to make an additional charge.

24 No alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without prior written approval of the Community Centre Committee. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Community Centre remain in the premises at the end of the hiring. It will become the property of the Community Centre unless removed by the Hirer who must make good to the satisfaction of the Community Centre any damage caused to the premises by such removal.

25 No rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

26 Commercial Hirers

The Community Centre is bound to preserve and hereby reserves the right to terminate this Agreement by not less than 7 days notice in writing to the Hirer in the event of the hall being required on the same date/time for the fulfilment of its charitable purposes.

In the event of such termination by the Community Centre, the Community Centre shall refund to the Hirer all monies paid by the Hirer to the Community Centre. The Community Centre shall not however be liable to make any further payment to the Hirer in respect of expenses, costs or losses incurred directly or indirectly by the Hirer in relation to the termination.

Lace Hill Community Centre

Lace Hill Community Use Lettings Policy

The Purpose of the Policy

The purpose of this policy is to set out the basis under which Lace Hill Community Centre facilities may be used by third parties.

This policy has been drawn up by the Buckingham Town Council to provide instructions for the Community Centre Management on how such lettings should be managed.

Policy Statement

The Lace Hill Community Centre is accessible for community use through controlled lettings under the management of Buckingham Town Council. For completeness on this matter this statement covers all facilities to be made available to the community, which extends beyond the sports facilities.

- The Lettings Tariff is defined by the Community Centre Management group and to be agreed by Buckingham Town Council. This is reviewed annually or more frequently should the need arise.
- On enquiry, all potential hirers will be given a copy of the booking form, terms and conditions of hire and the lettings tariff.

Sporting Facilities

The site is able to offer the following facilities for community benefit:

External

- 1 Multi-use games area (MUGA) – 30 x 24m
- 2 Grass pitches – 90 x 50m

PUBLIC ACCESS - AT ALL TIMES

ARE WE ALLOWED TO CHARGE? - USE FOR SPORTS GROUPS FREE.

Buckingham Town Council would however wish to restrict the use of the pitch and grass area by the community during inclement weather to preserve the facilities to meet the demands of those who have a need for the pitches for league games

Internal

- Main Sports Hall – internal dimensions 18.3 x 10.37m
- Committee Room – internal dimensions 8.24 x 6.79m
- 2 Kitchens
- Changing facilities – 2 male and 2 female changing areas with toilets. Separate disabled, changing and toilet facility.

The community facilities have two car parks. The larger located on the Sports Centre side holding approximately xx spaces including xx disabled parking spaces. The other car park located on the Lace Hill Academy building side holding 55 spaces including 10 disabled spaces. This car park is only to be used for overflow or upon prior agreement between the hirer and Lace Hill Academy.

Hours of Use

Hours of use for the facilities are expected to be as follows:

Sports facilities:

- Monday – Friday 9.30am to 10pm during term time / 9am – 10pm – school holidays
- Saturday & Sunday: 9am – 5pm

Access beyond the above times may be granted upon prior agreement with the Community Centre Management Group.

Lace Hill Community Centre

Access

Access to the sports facilities will be gained through the Community Centre entrance under the management of the Community centre staff / Buckingham Town Council Staff.

Management Responsibilities

At all times the facilities will be managed by Buckingham Town Council and users will be expected to abide by the Terms and Conditions of Letting. Buckingham Town Council reserve the right to terminate any letting where there is evidence that the organisation is in breach of any of the terms and conditions of hire or effects unnecessary damage to the facility.

Calculation of the Lettings Tariff

Actual Tariffs will be subject to review by Buckingham Town Council and to be agreed by Town Councillors. Tariffs will be reviewed each year and set with due regard to charges for similar facilities within the local area.

Definition of Letting Type

Junior Group – for use of the facilities by a junior club or an activity that caters for juniors (U18's)

Local Community Group – for use of the facilities by the local community. Those from the M9 postcode area who are non profit organisations

Adult Group – any use of the facilities by non local community adult groups (over 18's) or those using for commercial purposes

Summary

The site has been designed with high regard for community access and availability. As such Buckingham Town Council are able offer commitment to both support and develop opportunities with the local community. Buckingham Town Council is committed to supporting and enriching the lives of those from the local community. As such letting of the facility is constantly reviewed to ensure that it meets the needs of the local community in terms of the cost, quality and variety of activity. The facilities will be managed by dedicated community centre staff under the management of Buckingham Town Council. The usage policy and lettings tariff is defined by the Community Centre Management Group and is subject to approval by Buckingham Councillors. These are both reviewed annually.

Dis. Access - PARKING IN TERMS / C.J.

Lettings Tariff

2016/17

Sports Hall

Prices are per Session

? How long? reply?

	Weekday		Weekend Day		Weekend Evening
	Pay per Session	Block (10 weeks)*	Pay per session	Block (10 weeks)*	Pay per session
Adult Rate	£55	£450	£75	£550	£150
Local Community Group	£45	£350	£65	£450	
Junior Clubs	£35	£250	£45	£350	

Blocks

SWAN POOL ? SCHOOL ?

Lace Hill Community Centre

Committee Room

	Summer		Weekend Day		Weekend Evening
	Pay per session	Block (10 weeks)*	Pay per session	Block (10 weeks)*	Pay per session
Adult Rate	£45	£350	£65	£450	£100
Local Community Group	£35	£250	£55	£350	
Junior Clubs	£25	£150	£45	£250	

Grass Football Pitch Match Rate – 2 Hours per session

	Casual Booking	Half Permit (15 games)		Full Permit (30 games)	
		Pitch Only	Pitch & Dressing room & showers	Pitch Only	Pitch & Dressing room & showers
Adults	£40	£450	£550	£800	£900
Juniors	£30	£250	£350	£400	£500

*Prices are subject to change and are charged at the rate deemed appropriate by the Sports Centre Manager.

Lettings Procedure

- Hirers must apply on Hire Agreement Form and must sign to confirm that they have read and agreed the terms and conditions of hire.
- All users are required to provide proof of Insurance with the Hire Agreement Form.
- On receipt of an application form, the Community Centre Management committee will
 - Verify that the request is capable of being fulfilled, and meets the terms defined herein
 - All new requests shall be subject to the approval of the Community Centre Manager. All requests whether approved or not shall be reviewed and ratified by the Community Centre Management Group and presented to Buckingham Town Council at its next meeting.
 - On acceptance (and approval where required) the school will send confirmation of the letting, and an invoice.
- For regular lettings an invoice will be sent quarterly or annually by agreement. No refunds will be given if the hirer is unable to fulfil his/her part of the lettings agreement.

Terms and Conditions of hire

All such lettings shall be subject to the following terms and conditions:

Responsibility of Hirer

- It is the Hirer's responsibility to leave rooms, entrance areas, toilets / showers and equipment in a satisfactory state and to remove their own rubbish. The Hirer is responsible for any breakages or damage.
- All organisations will be expected to have Public Liability Insurance; evidence of the insurance must be submitted.

Lace Hill Community Centre

For monitoring purposes the Hirer will be responsible for completing and returning the monitoring sheets within the time table specified.

4. Smoking is not permitted anywhere on the facility, no alcohol is permitted on the premises at any time. For the benefit of all our customers and local residents we would ask that you do not use abusive language whilst at the facility.
5. Only service animals (such guide dogs, hearing dogs etc) are admitted to the facility.
6. No food or drink is allowed in any of the sports facilities. Food and drink should be consumed in the foyer near reception. Plastic water bottles may be taken in to the hall / pitch but should be disposed of after the booking time.
7. Each facility will have equipment that is available for use. The Hirer should identify at the time of booking what equipment will be required. All equipment provided will be maintained and regularly checked for defects. Any problems should be reported to the Management group.
8. Any dispute relating to the hire of the facility will be referred to the Management group.
9. Variations to this contract agreed by the Hirer and the Management group may be made when the contract is renewed.
10. Guests and other visitors should be made aware of these conditions and regulations.
11. The person making the booking will be responsible for payment, behaviour of their group and any damage caused by group members.
12. To respect the facility and community. This includes vacating the facilities promptly and quietly, not to cause any purposeful damage or to deface any of the facilities and surrounding area, no foul language to be used and disposing of any litter in the bins provided.

Disclosure / Qualification

13. Those admitted to the facility must observe the conditions and regulations. The contract of hire **MUST** be signed by at least one adult who must remain on the premises during the contract of hire. No young person, under the age of 16 years without adult supervision.
14. All adults either coaching or helping with **junior teams** must hold a current, satisfactory disclosure check and appropriate level of qualification. By signing the booking form, you are confirming that all adults coaching or helping have both. Adults who are either going through disclosure or have yet to go through disclosure should not take part in sessions until the disclosure process has been satisfactorily completed. **This is the responsibility of the team.** If you require assistance for your team in relation to disclosure or qualifications, please contact Buckingham Town Council.

Payment

15. All bookings must be paid at least one week in advance. The weekly fee relating to each booking must be paid in full prior to the bookings start time – **NO PAY – NO PLAY**. Payments made are non-refundable within seven days of the booking. Payment method should be indicated on the booking form.

Usage Policy

16. Bookings are not granted on a first come first served basis. Each application is evaluated against our community usage policy. As a result all bookings are reviewed on an annual basis. For more information please ask the centre manager.

Lace Hill Community Centre

Cancellations

17. If payment is not received as described above, the booking will automatically be cancelled. The user will be liable to meet the full booking cost. No notice will be given. Should Buckingham Town Council deem that any block booker is continually abusing the block booking system in anyway, then Buckingham Town Council will retain the right to cancel that block booking with a minimum of 7 days notice in writing.
18. The Management group reserve the right to refuse admission, or to evict, any person from the facility.
19. Should Buckingham Town Council require any area of their facility that is normally used by a block booking for the purposes of a special event or similar, Buckingham Town Council will inform any block bookings affected with a minimum of 7 days notice in writing.
20. No cancellations will be accepted within the block booking period. It is the responsibility of the block booking applicant to ensure that each weeks' activity is paid for irrespective of use or not.
21. Repeated failure to pay or appear for the booking will result in termination of the entire block booking.
22. Cancellations or modifications to an existing booking cannot be made less than 48 hours before the session is due to start. This does not apply to block bookings
23. Booking customers cancelling in line with this cancellation policy will receive a credit which can be redeemed against future sessions.
24. All customers failing to cancel a booking within the defined period, or failing to attend a pre-booked activity will be charged the full fee for the activity in question.
25. Refunds will only be given in exceptional circumstance and requests in writing must be addressed to Buckingham Town Council, The Buckingham Centre, Verney Close, Buckingham, MK18 1JP.
26. Any block booking applicant wishing to terminate their entire block booking must forward their requesting in writing to the Community Centre Manager no later than 28 days before the requested termination date. All outstanding fees must be paid up to date before the termination request will be accepted.

Charges

27. Our charges are listed overleaf. Charges include use of communal changing accommodation, showers, floodlights, electricity, water, gas and VAT.

Booking Time

28. Bookings finish one minute before the hour or half hour, for example 5.00pm to 5.59pm to ensure there is a smooth and quick turnaround for teams.
29. The schedule of date & time, room and equipment to be let must be indicated on this form. All periods of hire are inclusive of setting up and setting down time. This should be borne in mind when making bookings.

Photographs

30. From time to time photographs may be taken of activities for promotional purposes. If you have any objections to your child / team being photographed, please inform us in writing.
31. It is the hirer's responsibility to ensure that any photographs or videos involving children are only taken and used with prior consent of the child's parent / guardian.

Lace Hill Community Centre

Liability

32. Lace Hill Community Centre will not be held liable for accident to person(s) or loss of property by any person or organisation during or in connection with bookings at any of the facilities at Lace Hill Community Centre. Anyone entering or using the facility does so at his or her own risk, and the Management group accept no liability in respect of any loss, damage or injury, howsoever caused. It is the hirer's responsibility to undertake a risk assessment of their activities and provide to the school. Any accidents that do occur should be noted in the facility accident book.

Supervision

33. If you organise a child's team (Under 16) please ensure parents or responsible adults accompany their children into the venue and are responsible for their safety before and after the booking.

Footwear

34. Players should wear appropriate footwear. Please see our Code of Conduct form for further details.

Receipts

35. Receipts for hire of equipment must be retained in order to receive a refund. Teams are responsible for all equipment while on hire - any lost or damaged equipment must be replaced. Receipts for hire of the facilities can be provided if requested.

IN LINE WITH OTHER LOCAL FACILITIES
BRING HIRE COSTS BACK TO AGREE

Lace Hill Community Centre

Lace Hill Community Centre Code of Conduct Changing Rooms

General

Use of video, photographic and mobile phone imaging equipment is prohibited.

Sign

Those responsible for minors are required to adopt controls and practices to ensure minors are protected at all times under the care of a responsible nominated adult.

All changing rooms are single sex i.e. male and female. All customers should use the appropriate changing rooms provided. Family changing facilities are available for parents to accompany their children.

Children over the age of eight are also required to use their respective changing rooms.

Adults must not change or shower at the same time (using the same facility) as children. Adults should make use of alternative changing rooms or disabled changing rooms.

No fighting, bullying, pushing or throwing other users.

* No running or tag games allowed.

No football boots to be worn in the changing rooms or main building at any time.

Players and officials must not clean their boots on the side of the building, in changing rooms, in sinks or in the showers.

Nappies

Used nappies must be disposed of in special bins for nappy disposal which are located in the changing rooms.

Children/Changing Room

SAFE GARDING

GROUPS HAVE ACCREDITED DBS CHECKED? ETC

Sport in Buckingham

Buckingham Town Council has demonstrated its commitment to improving access to sport for residents by prioritising investment of \$106 monies in new sports facilities. Encouraging participation in sport and exercise for all ages and abilities is a key government priority with a view to improving both physical and mental health. BTC could support this by introducing initiatives to improve access to sport and exercise in the town, especially building on enthusiasm that may have been generated by the Olympics and Paralympics, and helping to make Buckingham an active and healthy town.

The suggestion is that an initial step would be to create a centralised 'register' of exercise, activity and sports clubs/organisations, both non-profitmaking and commercial, for both the able-bodied and disabled, with contact details which would be accessed via a link on the BTC website, but making clear that BTC was not promoting or endorsing any of them. This would not be restricted to clubs and organisations based in Buckingham but include those that are reasonably accessible from the town.

While recognising that such listings have proven difficult to keep up to date in the past, it's possible that this might prove more successful now that many such organisations use electronic media for their communications. And if a dedicated resource was identified within the BTC office to maintain the listing, this might have a greater chance of success. The Lace Hill Coordinator might be able to help with this. A basis for the listing could be the list generated by the questionnaire issued for use in preparing the Neighbourhood Development Plan.

As a follow up to this, a sports and activities 'marketplace' could be organised, with clubs and organisations taking stalls to provide information about their sport and what their organisation has to offer. This could be held in the Cattlepens and combined with taster sessions stretched across the parks and facilities that BTC has, eg touch rugby in Chandos Park, with basketball in the MUGA, tennis on the courts, cricket and football in Bourton Park etc. Taking the current town events calendar into consideration the suggestion is that this event take place on a Sunday in March/April.

BUCKINGHAM TOWN COUNCIL

ENVIRONMENT

MONDAY 24th October 2016

Agenda Item no. 6.2

Committee Chairman: Ruth Newell

Contact Officer: Claire Childs

Domain name address for Lace Hill Sports and Community Centre

It was mentioned in a previous committee meeting that it would be beneficial to include contact details on the signage outside of the Lace Hill Sports and Community Centre (LHSCC). However it was thought that this would make the sign too cramped.

The website URL on the Town Council website LHSCC page is:
<http://www.buckingham-tc.gov.uk/community-matters/lace-hill-community-centre/>
which would be very long to include on a sign, therefore it is suggested to purchase a more relevant and specific domain name, which could redirect to this page on the existing website.

Prices are available for 1, 2, 3, 4, 6, 8 and 10 year periods. As examples the costs are £1.99 for one year, £13.98 for two years, £41.94 for four years or £69.90 for 10 years and currently the following domain names are available to purchase:

www.lacehillsportsandcommunity.co.uk
www.lacehillsportsandcommunity.org.uk
www.lacehillsportsandcommunity.uk
www.lacehillsportsandcommunity.org
www.lacehillsportsandcommunity.club

Officer Recommendation

To purchase the www.lacehillsportsandcommunity.co.uk website domain name for 10 years (at a cost of £69.90) to redirect to the existing web page on the Buckingham Town Council website.

BUCKINGHAM TOWN COUNCIL

ENVIRONMENT COMMITTEE

MONDAY 24th OCTOBER 2016.

Agenda item no: 10

Contact Officer: Lee Phillips

Dogs in Lace Hill Community centre and Bourton Park

Background:

With the football pitches and open spaces coming in to use at Lace Hill and issues being raised in Bourton Park the lack of responsible dog ownership is becoming more of a problem. This report is being brought to the committee to look at what laws are currently in place and what options are available to the Council

Information:

Lace Hill

According to the national average there are 162 dogs (24% of 677 houses) that live on the Lace Hill estate alone and the largest open space on the estate is the 2 football pitches that the Town Council own so it's inevitable that fouling is going to be an issue on the pitches. 2 dog bins are due to be installed once the footpath across the site is completed and appropriate signage is required.

Bourton Park

This busy park has had a number of complaints made on social media about dogs off the lead around the play areas and fouling which is a park wide problem.

Existing Laws

Dog Fouling:

Prior to August 2006, the Dogs (Fouling of Land) Act 1996 applied. Designations made under this act will remain in force until the local authority makes a Dog Control Order on the same land. Which states it is illegal to let your dog foul public land may be subject to a fine of up to £1000.

Keeping dogs under control:

It's against the law to let a dog be dangerously out of control anywhere, such as: in a public place, in a private place, e.g. a neighbour's house or garden, in the owner's home. The law applies to all dogs.

Your dog is considered dangerously out of control if it:

- injures someone
- makes someone worried that it might injure them

A court could also decide that your dog is dangerously out of control if either of the following apply:

- it attacks someone's animal
- the owner of an animal thinks they could be injured if they tried to stop your dog attacking their animal

You can get an unlimited fine or be sent to prison for up to 6 months (or both) if your dog is dangerously out of control. You may not be allowed to own a dog in the future and your dog may be destroyed. If you let your dog injure someone you can be sent to prison for up to 5 years or fined (or both). If you deliberately use your dog to injure someone you could be charged with 'malicious wounding'. If you allow your dog to kill someone you can be sent to prison for up to 14 years or get an unlimited fine (or both). If you allow your dog to injure an assistance dog (eg a guide dog) you can be sent to prison for up to 3 years or fined (or both). This clearly needs to be enforced by the police and if any incidents occur the police need to be contacted immediately.

Dog Control Order (now Public Spaces Protection Orders)

Powers in the Anti-social Behaviour, Crime and Policing Act 2014 will enable the police, councils and others to deal with people who behave anti-socially. Crucially, they provide maximum flexibility, allowing local agencies to work together to develop reasonable, proportionate and necessary responses to deal with anti-social behaviour.

There are five different orders that can be made and the Town Council would have to decide which orders and in what areas:

- Fouling of the land by dogs – the offence of failing to remove dog faeces
- Dog on lead – ensuring a dog is kept on a lead
- Dog on lead by direction – offence of not putting a dog on a lead when directed to by an authorised officer
- Dogs exclusion – offence of permitting a dog to enter land from which it is excluded
- Dogs (Specified Maximum) – offence of taking more than a specified number of dogs on to land.

Public spaces protection order (PSPO):

The PSPO is designed to deal with a particular nuisance or problem in an area. The behaviour must be having a detrimental effect on the quality of life of those in the community, it must be persistent or continuing and it must be unreasonable. The PSPO can impose restrictions on the use of that area which apply to everyone who is carrying out that activity. The orders are designed to ensure that the law-abiding majority can enjoy public spaces, safe from anti-social behaviour. The council can make a PSPO on any public space within its own area but before doing so it must consult with the local police and AVDC. The council must also consult whatever community representatives it thinks appropriate. This could relate to a specific group, (for instance a residents' association), or an individual or group of individuals, (for instance, regular users of a park or for specific activities such as busking or other types of street entertainment).

Before making a PSPO, the council also has to publish the draft order in accordance with regulations made by the Secretary of State. An interested person can challenge the validity of a PSPO in the High Court on two grounds: (1) that the council did not have the powers to make the order or to include prohibitions or requirements, or (2) that one of the requirements (for instance, consultation) had not been complied with. An 'interested person' means an individual who lives in the restricted area or who works or regularly visits that area.

The Public Spaces Protection Order will have to be enforced by issuing Fixed Penalty Notices (FPN) by an Enforcement Officer or by the PCSO's. AVDC currently have a Dog warden who can issue FPN however the dog warden for AVDC has very limited time available to patrol the whole district.

The successful policing of any order that is put in place is key to the order achieving success and is also the toughest part of the putting any order in place.

Full training would be required for any enforcement officers and also training will be required to ensure we are implementing the fixed penalty notices legally and certain procedures will have to be put in place to issue Fixed penalty notices legally. These include the officer having a uniform including Hi-vis, clear ID, note book, taking photos and details from the culprit and issuing a Fixed Penalty Notice (FPN) ticket, adequate back room support will also be required to record and monitor the issuing of all FPN's, all of which has to be carried out correctly to make the FPN legal. This will need to be put in an operational policy which will have to be published

There is also the practical difficulties if left to our current staff as they are only available during the week during the day and most offenses will occur out of hours in the early evenings and at weekends, there is also the question of if it is the best use of our staff time, patrolling the parks looking for offenders. A risk assessment would also have to be made to ensure the safety of the staff and we'd need to see if 2 people would be required in case of abuse received from any possible offenders.

There is the possibility of outsourcing the policing of the order or possibly working with the local PCSO team, this will need to be investigated further as we are not in a position to set this up in house without taking up a disproportionate amount of staff time and resources, out-sourcing this task would be a far more practical solution.

Recommendations:

Install Signage for Lace Hill Pitches and Surrounding areas stating that Dog fouling is illegal and offenders could be fined.

Re-new signage for Bourton Park

Dogs to be kept out or on a lead signs in area around 2 play areas, allowing dogs off the lead in the large paddock but with signage that dogs should be kept under control.

Investigate making reporting issues easier possibly with an online form we could have on the Town Councils website and promoting what we are doing and why we

want this information. Another idea is to have QR code labels which could then be put up around our parks and link to the online reporting form.

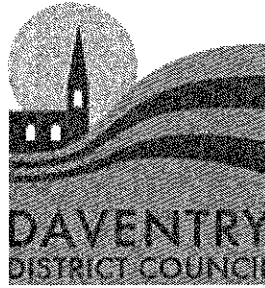
To implement a PSPO we need to prove there is a problem and that we have done everything we can to resolve the issue. To achieve this we need to put up clear signage of what is expected in different areas and make it easy to report any issues to us so we have recorded evidence of the problems and then we can justify putting in place control orders.

Agree to investigate further the setting up PSPO's further then investigate the practicalities of enforcing any dog control orders. Contact AVDC and the local Police team to see if there is anything else we do to resolve the issues and what they think to implementing a PSPO and if they would be able to work with the Town Council on enforcing any order.

Attached:

Example Public spaces Protection Order from Daventry District Council.
Guidance on issuing Fixed Penalty Notices and Enforcement Officers.

EXAMPLE P.S.P.O.



The Anti-social Behaviour, Crime and Policing Act 2014

The Public Spaces Protection Order - (Daventry District Council) 2015

Daventry District Council (in this order called "the Authority") hereby makes the following Order:

This Order comes into force on Tuesday the 1st December 2015 for a period of 3 years.

General provisions:

1. This order applies to all land in the administrative area of the Authority to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission.
2. A person who fails to comply with any obligation imposed by this order is guilty of a criminal offence by virtue of section 67(1) of the Anti-social Behaviour Crime and Policing Act 2014 and liable to a fine on summary conviction not exceeding level 3 on the standard scale.

Obligations on persons with dogs:

3. Fouling

If a dog defecates at any time on land to which this order applies a person who is in charge of the dog at the time must remove the faeces from the land forthwith unless

- (a) he has reasonable excuse for failing to do so; or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

4. Leads by order

A person in charge of a dog on land to which this order applies must comply with a direction given to him by an authorised officer of the Authority to put and keep the dog on a lead unless

- (a) he has reasonable excuse for failing to do so; or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

An authorised officer may only give a direction under this order if such restraint is reasonably necessary to prevent a nuisance or behaviour by the dog that is likely to cause annoyance or disturbance to any other person, or to a bird or another animal.

5. Leads

A person in charge of a dog on land detailed in Schedule 1 below must keep the dog on a lead unless

- (a) he has reasonable excuse for failing to do so; or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

6. Exclusion

A person in charge of a dog must not take it into or keep it within a fenced/enclosed children's play area and signed at its entrance(s) as a "dog exclusion area" (whether the sign uses those particular words or words and/or symbols having like effect) which is designated and marked for children's play unless

- (a) he has reasonable excuse for failing to do so; or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

7. Means to pick up

A person in charge of a dog on land to which this order applies must have with him an appropriate means to pick up dog faeces deposited by that dog unless

- (a) he has reasonable excuse for failing to do so; or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

The obligation is complied with if, after a request from an authorised officer, the person in charge of the dog produces an appropriate means to pick up dog faeces.

8. Exemptions

Nothing in this order shall apply to a person who –

- (a) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
- (b) a person with a disability affecting their mobility, manual dexterity or ability to lift, carry or move everyday objects and who relies upon a dog trained by a prescribed charity for assistance.

For the purpose of this order:

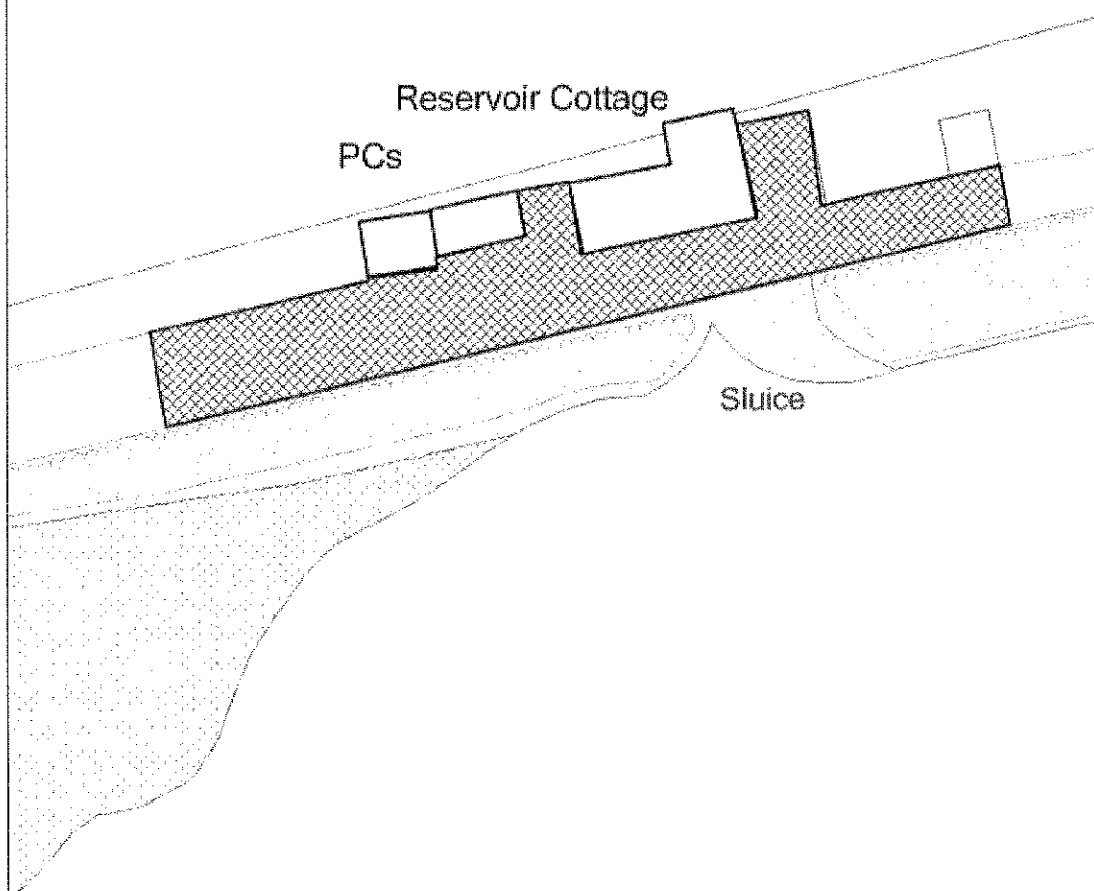
- A person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
- Placing the faeces in a receptacle on the land which is provided for the purpose, or for the disposal of waste, shall be sufficient removal from the land;
- Being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces
- “an authorised officer of the Authority” means an employee, partnership agency or contractor of Daventry District Council who is authorised in writing by Daventry District Council for the purposes of giving directions under the Order.

Schedule 1 - Daventry Country Park

Dogs on Leads - Public Spaces Protection Order



Dogs to be kept on leads within marked area



Fixed penalty notices: issuing and enforcement by councils

From: Department for Environment, Food & Rural Affairs (<https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs>)

First published: 23 March 2015

Last updated: 9 May 2016, see all updates

How councils and other authorities issue fixed penalty notices (FPNs) for environmental offences, fine limits and how money can be spent.

Contents

- Who can issue fixed penalty notices
- What to include on fixed penalty notices
- Set penalty levels
- Getting payment
- Authorising enforcement staff
- Appeals
- Taking offenders to court for non-payment
- Keeping records
- Issuing FPNs to young people
- Income from FPNs
- Publishing your enforcement strategy
- Legislation

Fixed penalty notices (FPNs) can be issued to deal with environmental offences like:

- littering
- fly-tipping
- dog control offences
- graffiti
- fly-posting
- nuisance parking (people selling or repairing cars on the road)
- abandoned vehicles
- leafleting without permission on land where leafleting is restricted ('designated land')
- failing to nominate a key holder or give the council key holder details in an alarm notification area
- failing to provide a waste carrier licence (<https://www.gov.uk/waste-carrier-or-broker-registration>) (for businesses transporting their own waste)
- failing to provide a waste transfer note (<https://www.gov.uk/how-to-dispose-of-nonhazardous-waste/overview>) when moving non-hazardous waste

Who can issue fixed penalty notices

Different authorities have the power to issue FPNs for specific offences.

Authority	Offence
District council, London Borough council, Council of the City of London, Unitary authority	Littering, fly-tipping, graffiti, fly-posting, dog control offences, alarm noise (no nominated keyholder), Noise Act offences, nuisance parking, unauthorised distribution of free literature on designated land, abandoning a vehicle, waste receptacle offences, failure to produce a waste transfer note or waste carrier's licence
County council	Unauthorised distribution of free literature on designated land Only if designated: littering, graffiti, fly-posting

Authority	Offence
Common Council of the Isles of Scilly	Littering, graffiti, fly-posting, dog control offences, alarm noise (no nominated keyholder), Noise Act offences, nuisance parking, unauthorised distribution of free literature on designated land
Parish council	Littering, graffiti, fly-posting, dog control offences (under its own Dog Control Orders)
Police Community Support Officers (on behalf of district council or unitary authority)	Littering, dog control offences Only if authorised: graffiti, fly-posting
Environment Agency	Failure to produce a waste transfer note or waste carrier's licence
Broads Authority	Littering, graffiti, dog control offences
National Park Authority	Littering, abandoning a vehicle (in areas where the National Park authority is also the planning authority)

What to include on fixed penalty notices

FPNs must state all of the following:

- the alleged offence, for example, littering or graffiti
- details about the offence, for example, what sort of litter was dropped
- where and when the offence took place
- how the FPN has been issued (in person or by post)
- the fine imposed (and if there's a discount for paying early)
- when the fine must be paid by (this must be at least 14 days)
- how the fine can be paid

If you have an appeals process, you should also include instructions for how to appeal.

Set penalty levels

Depending on the offence, you can charge penalties within certain limits.

Offence	Default penalty	Minimum full penalty	Maximum full penalty	Minimum discounted penalty
Littering (http://www.legislation.gov.uk/ukpga/1990/43/section/88)	£75	£50	£80	£50
Dog control offences (http://www.legislation.gov.uk/ukpga/2005/16/part/6/chapter/1/crossheading/fixed-penalty-notices)	£75	£50	£80	£50
Graffiti (http://www.legislation.gov.uk/ukpga/2003/38/part/6/crossheading/penalty-notices-for-graffiti-and-flyposting)	£75	£50	£80	£50
Fly-posting (http://www.legislation.gov.uk/ukpga/2003/38/part/6/crossheading/penalty-notices-for-graffiti-and-flyposting)	£75	£50	£80	£50
Unauthorised distribution of free literature on designated land (http://www.legislation.gov.uk/ukpga/1990/43/schedule/3A/crossheading/fixed-penalty-notices)	£75	£50	£80	£50
Alarm noise: failure to nominate key-holder or to notify local authority of key-holder's details (http://www.legislation.gov.uk/ukpga/2005/16/section/73)	£75	£50	£80	£50

Offence	Default penalty	Minimum full penalty	Maximum full penalty	Minimum discounted penalty
Nuisance parking (http://www.legislation.gov.uk/ukpga/2005/16/part/2/crossheading/nuisance-parking-offences-fixed-penalty-notice)	£100	£100	£100	£60
Abandoning a vehicle (http://www.legislation.gov.uk/ukpga/2005/16/section/10)	£200	£200	£200	£120
Fly-tipping (http://www.legislation.gov.uk/cy/uksi/2016/334/made)	£200	£150	£400	£120
Failure to produce a waste transfer note (http://www.legislation.gov.uk/ukpga/1990/43/section/34A)	£300	£300	£300	£180
Domestic waste receptacle offences (http://www.legislation.gov.uk/ukpga/1990/43/section/47ZA)	£60	£60	£80	£40
Industrial and commercial waste receptacle offences (http://www.legislation.gov.uk/ukpga/1990/43/section/47ZA)	£100	£75	£110	£60
Noise exceeding permitted level - domestic premises (http://www.legislation.gov.uk/ukpga/1996/37/section/8)	£100	£75	£110	£60
Noise exceeding permitted level - licensed premises (http://www.legislation.gov.uk/ukpga/1996/37/section/8)	£500	£500	£500	£500 - no discount allowed

Parish councils can set their own level for dog control offences, but must use the levels set by their district council for other offences.

Getting payment

You can demand payment within 14 days.

You can also accept payment in instalments, if people can't afford to pay the full amount.

Sending reminder letters

If you decide to send out reminder letters to ask for payment you should wait at least 7 days from the date the FPN was issued.

These should tell the recipient all of the following:

- how much they must pay
- when they must pay by
- what happens if they don't pay
- how they can appeal (if they can appeal)

Authorising enforcement staff

Enforcement officers must be authorised in writing by the authority they issue FPNs for.

Parish council enforcement staff must also complete an approved training course (<http://network.keepbritaintidy.org/legalandenforcementtraining/1469>).

All enforcement officers should also:

- receive appropriate training
- have a uniform, identification and a Police and Criminal Evidence Act (PACE) notebook

They should follow guidance on how to issue FPNs (<https://www.gov.uk/guidance/enforcement-officers-issuing-fixed-penalty-notice>).

Appeals

If you have an appeals system, include the following information about how to appeal against the FPN:

- how, when and where to appeal
- what happens if the appeal is successful (no further action will be taken and the FPN will be cancelled)
- what happens if the appeal is rejected and the offender doesn't pay
- how to complain

Taking offenders to court for non-payment

You should take offenders to court if penalties aren't paid.

You must wait 14 days after issuing an FPN before you can take legal action.

You must begin legal proceedings within 6 months of the offence.

Keeping records

You must keep records of both:

- FPNs issued, from issue through to payment or prosecution
- any evidence in case the FPN goes to court

Issuing FPNs to young people

You can't issue FPNs to anyone younger than the age of 10.

You can contact the parents or legal guardians of offenders younger than the age of 10, to make them aware of their child or ward's behaviour.

Your enforcement officers should use special procedures for offenders aged younger than 18 and work with both the youth offending team and children's services. Find out about special procedures for juveniles in the guidance for authorised enforcement officers (<https://www.gov.uk/guidance/enforcement-officers-issuing-fixed-penalty-notices>).

Income from FPNs

There are rules for how different authorities can use income from FPNs.

Councils

Councils must use income from FPNs as set out in this table.

Offence	FPN money can be spent on functions relating to:
Litter (http://www.legislation.gov.uk/ukpga/2005/16/section/96)	Litter, dog control, graffiti and fly-posting
Graffiti (http://www.legislation.gov.uk/ukpga/2005/16/section/96)	Litter, dog control, graffiti and fly-posting
Dog control (http://www.legislation.gov.uk/ukpga/2005/16/section/96)	Litter, dog control, graffiti and fly-posting
Fly-posting (http://www.legislation.gov.uk/ukpga/2003/38/part/6/crossheading/penalty-notices-for-graffiti-and-flyposting)	Litter, dog control, graffiti and fly-posting
Unauthorised distribution of free printed material on designated land (http://www.legislation.gov.uk/ukpga/1990/43/section/94A)	Litter, dog control, graffiti and fly-posting
Nuisance parking (http://www.legislation.gov.uk/ukpga/2005/16/section/8)	Road traffic, litter and refuse

Offence	FPN money can be spent on functions relating to:
Abandoning a vehicle (http://www.legislation.gov.uk/ukpga/2005/16/section/10)	Road traffic, litter and refuse
Fly-tipping (http://www.legislation.gov.uk/cy/uksi/2016/334/made)	There are no restrictions on how councils can use income
Noise exceeding permitted levels - domestic premises (http://www.legislation.gov.uk/ukpga/2005/16/section/83)	Statutory noise nuisance, noise at night and audible intruder alarms
Noise exceeding permitted levels - licensed premises (http://www.legislation.gov.uk/ukpga/2005/16/section/83)	Statutory noise nuisance, noise at night and audible intruder alarms
Alarm noise - no keyholder (http://www.legislation.gov.uk/ukpga/2005/16/section/75)	Statutory noise nuisance, noise at night and audible intruder alarms
Failing to show waste documents (http://www.legislation.gov.uk/ukpga/1990/43/section/73A)	Waste on land

Exceptions

There are no restrictions on how the following councils can use income from these FPNs:

- councils rated as 'excellent', 'good' or 4, 3 or 2 stars
- a parish council approved as a Quality Parish Council

There are no restrictions on how councils can use income from fly-tipping FPNs.

Other authorities

National Park authorities can use FPN receipts for their own litter enforcement.

The Broads authority can use FPN receipts for functions relating to litter and anti-social behaviour.

The Environment Agency must pay its FPN receipts to the Secretary of State.

PCSOs must pay their FPN receipts to their local authority.

Publishing your enforcement strategy

You should make your enforcement strategy publicly available and include details of:

- offences included in your FPN scheme
- how much you'll fine people for each offence
- details of any early payment discounts
- how FPNS are issued
- how you deal with juvenile offenders
- what you'll do if offenders don't pay
- how to appeal (if you offer that option)
- how you'll spend money received from FPNs
- records you'll keep

Legislation

This legislation relating to fixed penalty notices includes:

- Environmental Protection Act 1990 (<http://www.legislation.gov.uk/ukpga/1990/43/contents>)
- Clean Neighbourhoods and Environment Act 2005 (<http://www.legislation.gov.uk/ukpga/2005/16/contents>)
- Anti-social Behaviour Act 2003 (<http://www.legislation.gov.uk/ukpga/2003/38/contents>)
- Anti-social Behaviour, Crime and Policing Act 2014 (<http://www.legislation.gov.uk/ukpga/2014/12/contents/enacted>)
- Refuse Disposal (Amenity) Act 1978 (<http://www.legislation.gov.uk/ukpga/1978/3/contents>)
- Environmental Offences (Fixed Penalties) (Miscellaneous Provisions) Regulations 2007 (<http://www.legislation.gov.uk/ksi/2007/739/contents/made>)
- Environmental Offences (Use of Fixed Penalty Receipts) Regulations 2007 (<http://www.legislation.gov.uk/uksi/2007/901/contents/made>)

- Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016 (<http://www.legislation.gov.uk/cy/uksi/2016/334/made>)

Contents

Published: 23 March 2015

Updated: 9 May 2016

+ full page history

- 9 May 2016 Updated as fixed penalty notices can be used for fly-tipping.
- 23 March 2015 First published.

From: Department for Environment, Food & Rural Affairs (<https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs>)

Guidance

Enforcement officers: issuing fixed penalty notices

From: Department for Environment, Food & Rural Affairs
(<https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs>)

First published: 23 March 2015

How and when you can issue fixed penalty notices (FPNs), if you've been authorised by a district or parish council, or another authority.

Contents

- Overview
- Police community support officers (PCSOs)
- Your equipment
- When to issue fixed penalty notices
- When not to issue a fixed penalty notice
- How to issue an FPN
- Getting the offender's details
- Gathering evidence
- Issuing FPNs on private land
- Children
- Juveniles

Overview

Before you can issue fixed penalty notices (FPNs) you must be authorised to do so.

Different authorities have different powers to issue FPNs (<https://www.gov.uk/guidance/fixed-penalty-notices-issuing-and-enforcement-by-councils>).

You should be familiar with your authority's:

- powers
- strategy for issuing and enforcing FPNs
- penalty levels
- areas where FPNs are used

Police community support officers (PCSOs)

PCSOs are authorised to issue FPNs for littering and dog control offences.

Some police forces also authorise their PCSOs to issue FPNs for fly-posting and graffiti.

Your equipment

You should be provided with a uniform and a PACE notebook (designed to record evidence in compliance with the Police & Criminal Evidence Act 1984

(<http://www.legislation.gov.uk/ukpga/1984/60/contents>)).

You must carry evidence that you're an authorised enforcement officer.

When to issue fixed penalty notices

Only issue an FPN when all of the following apply:

- an offence has been committed
- an FPN is a proportionate response
- there's evidence to support prosecution if the offender doesn't pay the fixed penalty
- the offender understands why the FPN is being issued
- you believe that the name and address offered by the offender are correct

When not to issue a fixed penalty notice

Don't issue an FPN if any of the following apply:

- there's no criminal liability
- enforcement action is inappropriate or would be disproportionate for the offence
- prosecution is more suitable
- littering is done accidentally

No criminal liability

Don't issue an FPN in the following cases:

- the person in question is exempt, eg a blind person whose dog has fouled in an area where a dog control order applies
- the offender is a child under the age of 10 (inform the child's parents instead)

Enforcement action is inappropriate or disproportionate

Don't issue an FPN in the following cases:

- it's not in the public interest to do so
- the offender is vulnerable
- the offence is trivial

Prosecution is more suitable

Don't issue an FPN in the following cases:

- the offence is major, eg deliberate smashing of glass or racist graffiti
- the offence is committed by a persistent offender
- the offender is violent or aggressive

Accidental littering

Don't issue FPNs for accidental littering, for example if something falls from someone's pocket.

Only issue FPNs where there is evidence of intent to drop litter.

Give offenders the chance to pick up litter before you issue an FPN. Warn them that you will issue an FPN if they don't.

How to issue an FPN

You should issue FPNs on the spot, if possible.

You can also issue them by post if necessary.

Getting the offender's details

Ask the offender for their details.

Call the police for assistance in the following cases:

- the offender refuses to give you their details
- you suspect the offender has given you false details

A police community support officer (PCSO) can detain the offender for up to 30 minutes before a police constable arrives.

The offender can be fined an additional amount on top of the FPN, if they refuse to give you details, or provide false details.

Using the DVLA's database

You can use the Driver and Vehicle Licensing Agency (DVLA) vehicle keeper database to find out the owners of vehicles used in connection with the following offences:

- littering
- dog fouling
- fly-posting

Gathering evidence

Record evidence in your PACE notebook. Include a description of all of the following:

- the offence
- the date and time
- the name and address of the offender
- the age of the offender
- the offender's appearance
- the weather and light conditions at the time

Issuing FPNs on private land

You must have permission from the landowner or occupier before you enter private land to issue FPNs.

This applies to privately owned land which the public can access.

The only exception is for waste collection authorities investigating fly-tipping. They can enter private land without permission.

Children

You can't issue FPNs to children under 10, as they are below the age of criminal responsibility.

You can contact their parents to make them aware of the offence.

Juveniles

Juveniles are aged 10 to 17.

You should check your authority's enforcement strategy (<https://www.gov.uk/guidance/fixed-penalty-notice-issuing-and-enforcement-by-councils>) for dealing with juveniles before issuing FPNs to them.

When issuing FPNs to juveniles, you should:

- always be in uniform
- never touch a young person
- approach from the front, not behind
- identify yourselves and offer formal identification
- ideally work in pairs

Juveniles aged 16 to 17

You must get all of the following from the offender:

- name
- address
- age
- date of birth

Also get the name and address of a parent or legal guardian of the offender.

You must tell the young offender that this information will be shared with their local youth offending team.

If you need to interview a young person under 17 under caution you must do so with an appropriate adult (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/117682/appropriate-adults-guide.pdf) present.

If you have any doubts as to whether the offender is 16 or over, follow the procedures for dealing with 10 to 15 year olds.

Juveniles aged 10 to 15

You can issue an FPN to 10 to 15 year olds on the spot in the following cases:

- if you know the offender
- if the offender's school has agreed to the use of FPNs

You must tell the offender's parents, guardian or school as soon as possible.

If you don't know the offender or their school hasn't agreed to the use of an FPN, get the young person's details, and details of their parents or legal guardian to make further enquiries.

If it's decided that an FPN is suitable, issue it to the offender in person with a parent or legal guardian present.

If you have to issue the FPN in writing, notify the offender's parent or legal guardian at the same time.

Contents

Published: 23 March 2015

From: Department for Environment, Food & Rural Affairs

(<https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs>)

BUCKINGHAM TOWN COUNCIL

ENVIRONMENT COMMITTEE

MONDAY 24TH OCTOBER 2016.

Agenda item no: 11

Contact Officer: Lee Phillips

Football Pitch Maintenance Equipment**Background:**

The Maintenance of the 2 new football pitches at Lace Hill Sports and Community Centre will come over to the Town Council from November onwards. Costs have been sought to purchase the equipment required.

Information:

The tasks we will take in house are:

Mowing of the 2 pitches, Fertilising of pitches (minimum of twice per year), Shallow tine aeration, drag matting.

Company	A	B	C	D	E	F
Towed spreader - Wessex FS170T (fertiliser, seed, salt)	£900.00	£797.00	£860.00			
Drag Mat - Sisis 6'		£594.00	n/a	£480.00		
3 pc. Towed Gang Mower - Dennis Guilford						
New		RRP £3850.00				
Used (fully serviced and 12 month warantee)		£2,750.00				
Aerator/spiker -Logic LTA 160. Terrator - Slitter. 1.6m wide inc. set of 5x22.5kg weights.			£2,075.00		RRP.£2,350	£2,305.00

Recommendation:

That members agree to the purchase of the pitch maintenance equipment which come to a total of: £6102.00 to be taken from Lace Hill Playing Fields (4050/250)

BUCKINGHAM TOWN COUNCIL

ENVIRONMENT COMMITTEE

MONDAY 24th October 2016

Agenda item no: 12

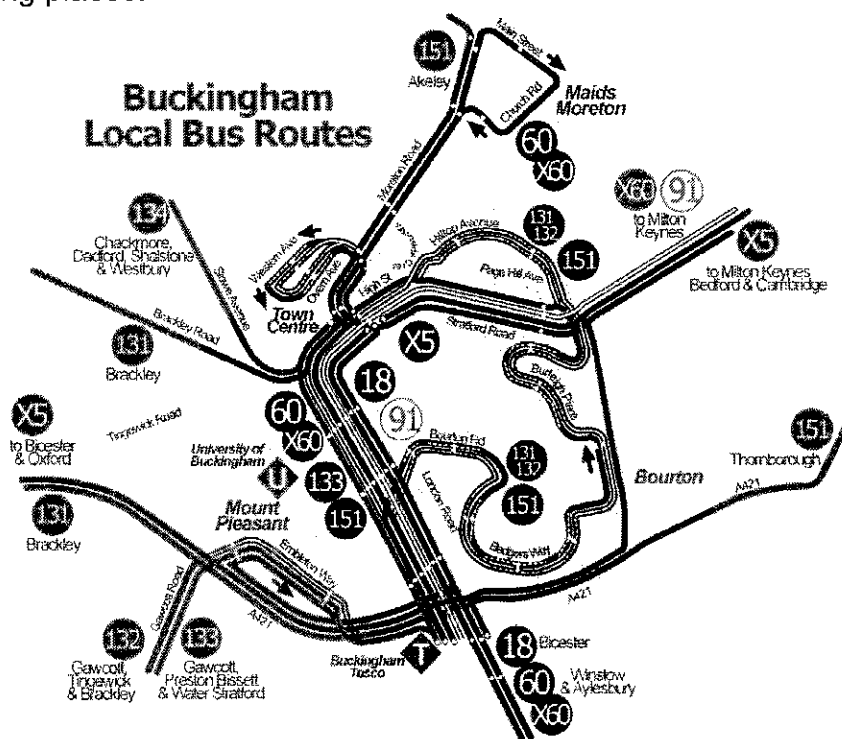
Contact Officer: Christopher Wayman

Background:

The issue over bus stops has been a long ongoing story over a number of years. In 2013 the Town Council purchased and installed a new bus shelter on Moreton Road. Since then Members decided (774/16) there needed to be a wider view of the bus stop and shelter provision in the town, with consideration of potential sites on Chandos and London Road. As a result this report has been written.

Information:

The Town of Buckingham has 10 buses which pass into the town and link the Town to the following places:



Currently there is one bus shelter in Tesco's and two on the London Road by the superstore. The two on London Road are run by JC Decaux on behalf of BCC, there are Town Council shelters on Stratford Road, and Moreton Road. AVDC has a bus shelter in the Town Centre at the bus station.

Across the 6 bus shelters there are currently 3 different styles.

In the town there are (in addition to the 6 bus shelters) there are the following bus stops:

2 On London Road by the footpaths by Badgers Way and Meadway

- 2 On London Road by the Buckingham School
- 2 On London Road by Chandos Road
- 2 On Embleton Way by the green
- 2 On Embleton Way by the Primrose Way
- 1 On the bypass opposite the bus shelter by Linden Village
- 1 On Stratford Road (by Pitt Green) opposite the bus shelter
- 2 On Moreton Road at the bottom near the public toilets
- 2 On Moreton Road by Western Avenue
- 2 On Moreton Road by Highlands Road

There have been no other recent requests for a bus shelter to be installed.

In 2013 the Bus Shelter on Moreton Road was purchased and installed from Shelter Solutions at a cost of approximately £2,500.

BUCKINGHAM TOWN COUNCIL

ENVIRONMENT COMMITTEE

MONDAY 24th October 2016

Agenda item no: 12

Contact Officer: Lee Phillips

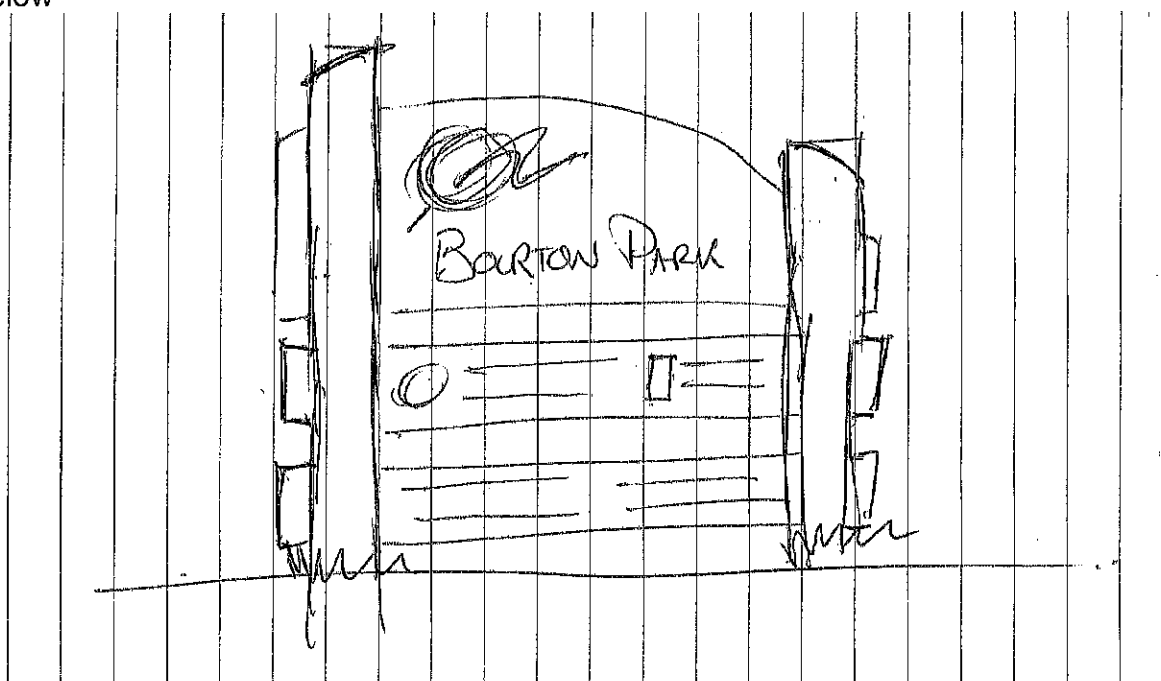
Background:

As part of the goal to obtain Green Flag status for the Bourton Park the report undertaken earlier this year highlighted a need to install entrance signs at the park and to include some interpretation boards within the park.

The entrance signs would be situated at March Edge entrance, Burleigh Piece and would replace the existing one at the entrance to the car park. The interpretation signs would be placed near the entrance at Burleigh Piece, by the Silver bridge at Badgers and at the car park.

Information:

Prices have been obtained for a bespoke "ladder" entrance sign similar to the sketch below



Three companies sent in prices – Fitzpatrick Woolmer, The Grain Sign Company and Nature Sign Design. All companies gave rough estimates due to the complexity of the logo. However, it may be best to obtain the sign with a disk insert area to install the Town Council's logo on a disk. This would allow the Council to show the full colour of the logo and may aid in the sign weathering better later in life.

Each price is per sign:

Company A – 1.1m wide cost £575-£625 + shipping
Company B - £850 - £1050 + £75 shipping
Company C – 1m wide £482 +£85 shipping

The price for the interpretation board graphic design element from Black Dog Designs (our normal supplier for design work) is £625 for all three boards. This would consist of a full colour map for use on all three boards and labelled with key features. Each board can have different graphics and writing to pick out different information and or history on the park and the landscape.

Prices for the interpretation sign stands will be tabled at the meeting.

Recommendation

That Members agree to purchase three entrance signs via company C and that three interpretation boards are purchased. The Parks Development budget 901/9035 (currently stands at £4,000) is used for the cost with any further expenditure coming from the Bourton Park Maintenance Budget