



BUCKINGHAM TOWN COUNCIL

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

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Town Clerk: Mr. C. P. Wayman

Tuesday, 12 July 2016

Councillor,

You are summoned to a meeting of the **Environment Committee** of Buckingham Town Council will be held on **Monday 18th July 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 Tuesday 31st May 2016 and approved at Full Council on the 17th June 2016.

Copy previously circulated

4. Action Report

To receive the report and note the updated information.

Appendix A

5. Budgets

To receive the latest figures

Appendix B

6. Lace Hill Community Centre

6.1 To receive three quotations for goalposts for the football pitches and agree a supplier.

E/19/16

6.2 To receive various options for signage and discuss and agree a preferred style

Appendix C

7. Tree Maintenance Software

To receive a report from the Green Spaces Manager and discuss and agree the purchase of a software system

E/20/16

Buckingham



Twinned with Mouvaux, France



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

8. Community Flood Kits

To receive an offer from EA/BCC and discuss and agree whether to accept it. **E/21/16**

9. Bourton and Chandos Parks

To receive a verbal update from the Greenspaces Manager on any matters relating to the Parks

10. Cemetery

To receive a verbal update from the Greenspaces Manager on any matters relating to the Cemetery

11. (95/15) Church

To receive a verbal update on the installation of a yew hedge

12. Embleton Way Pavilion

To discuss and agree whether to support the s106 application

Appendix D

13. Health

To receive for information a press release supplied by Cllr. Stuchbury

Appendix E

14. Access Awareness

15. BCWP

To receive a verbal report from the Chair on the meeting held earlier in the day.

16. News Releases

17. Chair's Announcements

18. Date of Next Meeting: Monday 5th September 2016.

To:

Cllr. Ms. J Bates
Cllr. T. Bloomfield
Cllr. P. Collins
Cllr. Mrs. M. Gateley
Cllr. J. Harvey
Cllr. P. Hirons
Cllr. D. Isham – Vice Chair
Cllr. A. Mahi - Mayor

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

APPENDIX A

Minute No	Action Required	Action Taken	Result
215/11, 334/11 & 709/14 86.2/16	Discussion Paper – Renewable Energy	Report regarding fuel poverty – Solar panels for Community centre. Issue with testing of roof to be resolved	Awaiting communication from AVE on Transfer of building
737.2 & 344/13	Cemetery Paths	Works underway	Complete
741/11	Chandos Park lime trees	GSM to produce report regarding planting a replacement row of trees as one of the lime trees had to be removed	To be within Chandos Park Management Plan
481/12 & 498.3	BMX Track	Look into possibilities for new BMX track and if it could be included in the Neighbourhood plan	Under S106 for Moreton Road
878/13, 508/12, 499/14;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
708/14, 87/15. 95/16	Bollards at Church	Parking issue on grass to side of Church, proposed planting of yew hedge	
90/15	Entrance signs for Bourton Park	get prices for entrance signage to areas of Bourton park and information boards	
92/15 & 904/15	Sports Pitch Provision	pursue the areas at Verney Park 'triangle' and along Gawcott Road were taken forward and that funding be sought for the surveys required.	Ongoing Gawcott Road appears unworkable
255/15 & 91/16	Green Flag Status	Areas to be addressed where the criteria is not currently met, put in an application for Bourton Park.	
839/14, 257/15 90/16	Table Tennis Table Bourton Park	Pricing being sought Option C agreed 31/5/16	Ongoing
261/15	Access Awareness	Consider suitable sites in Town centre for further benches	2 locations being considered
502/15	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	Investigate In discussions with BCC
771/15			
630/15	Wild flower planting for bees – Bourton Park	Some small Areas along river bank seeded, plans to be made for 2 small paddocks, cutting regime altered to help wild-flowering plants.	Ongoing
774/15	Bus Shelters	GSM to identify possible locations and funding	Investigate
774/15	Access	GSM to contact University re repairs to path GSM to report on flooding by St.Rumbolds Well	Investigate
776/15 86.3/16	Festival of Health MK CCG	highlight Buckingham's role in the history of the movement of community nursing. Members felt it worth pursuing and celebrating and AGREED that Cllr Harvey should progress the matter.	
905/15 (831/14 & 93/15)	Devolved/Transferable Land & Chris Nicholls Walk	revisit the potential sites and provide further analysis based on cost, liability per year and social value to the town – a potential list of 3-5 sites	Ongoing
88/16 89.3/16	Lace Hill Community Centre	explore the prospect of a bylaw on the playing fields making them a no dog zone	Awaiting response from AVDC Neil Pasmore & Joe Houston
84/16	Cemetery Handbook	Updates to handbook and forms to be brought to committee for agreement	
86.4 & 97/16	Dog bins	Investigate costs of single bin	

Items not started

ongoing items

completed items

APPENDIX A

92/16	Crocus Planting	Discuss locations with Rotary	
93/16	Town Action Group -- preservation of trees	Refer to Full Council	27 th June agenda
95/16	Parking at church	Discussions re yew hedge; letter to church	
96/16	Michaelmas Cottage	Research Party Wall Act; write to resident	
99/16	Edible Woodland	2 nd invoice; Chair & Accounts to resolve	Ongoing
101/16	News release	Dog waste as minuted	

Items not started

ongoing items

completed items

11/07/2016

Buckingham Town Council

09:51

Detailed Income & Expenditure by Budget Heading 30/06/2016

Page No 1

Month No : 3

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>EARMARKED RESERVES</u>								
901	<u>EARMARKED RESERVES</u>							
9006	NAG	372	0	1,598	1,598		1,598	0.0 %
9009	CAPITAL RESERVE	43,547	0	66,453	66,453	66,453	0	100.0 %
9011	WAR MEMORIAL	0	0	931	931		931	0.0 %
9012	CHRISTMAS LIGHTS	0	0	6,753	6,753		6,753	0.0 %
9013	YOUTH PROJECTS	0	0	3,270	3,270		3,270	0.0 %
9015	CHARTER FAIRS	1,606	0	7,795	7,795		7,795	0.0 %
9018	REPAIR OF FOOTPATHS	2,965	0	2,966	2,966	2,966	0	100.0 %
9019	MEMORIAL TESTING	0	0	2,874	2,874		2,874	0.0 %
9025	PLAY AREA REPLACEMENT	0	0	17,121	17,121		17,121	0.0 %
9027	GREEN BUCKINGHAM GROUP	0	0	226	226		226	0.0 %
9029	CIRCULAR WALK MAINT	0	0	5,399	5,399		5,399	0.0 %
9030	TOURISM LEAFLETS	0	0	3,402	3,402		3,402	0.0 %
9032	BUCK NEIGHBOURHOOD DEV	18,601	0	1,200	1,200		1,200	0.0 %
9033	DESTINATION BUCKINGHAM	9,717	2,418	4,451	2,033		2,033	54.3 %
9034	RIVER AND POND MAINTENANCE	1,507	0	0	0		0	0.0 %
9035	PARKS DEVELOPMENT	11,355	11,993	43,192	31,199	20,774	10,425	75.9 %
9036	ELECTION COSTS	2,812	0	3,188	3,188		3,188	0.0 %
9037	JUBILEE BOOK	1,358	0	0	0		0	0.0 %
9038	NEW VEHICLE	15,180	0	13,815	13,815	13,815	0	100.0 %
9039	BARRIERS FOR EVENTS	560	0	2,608	2,608		2,608	0.0 %
9040	PARK RUN	98	20	0	-20		-20	0.0 %
9041	MVAS	1,818	0	0	0		0	0.0 %
9042	HOSTING OF TWINNING EVENT	0	0	2,000	2,000		2,000	0.0 %
9043	NEW BAGS AND LEAFLETS	0	0	1,532	1,532		1,532	0.0 %
9044	COMEDY NIGHT	0	0	2,057	2,057		2,057	0.0 %
9045	ACCESS FOR ALL	-500	0	0	0		0	0.0 %
9046	PLANNING DISPLAY EQUIPMENT	0	0	5,242	5,242		5,242	0.0 %
9047	FUTURE EVENTS	0	335	2,760	2,425	335	2,090	24.3 %
EARMARKED RESERVES :- Expenditure		110,997	14,766	200,833	186,067	104,343	81,724	59.3 %
Net Expenditure over Income		110,997	14,766	200,833	186,067			
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EARMARKED RESERVES :- Expenditure		110,997	14,766	200,833	186,067	104,343	81,724	59.3 %
Income		0	0	0	0			0.0 %
Net Expenditure over Income		110,997	14,766	200,833	186,067			

ENVIRONMENT

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
201	ENVIRONMENT							
4068	COMMUNITY SERVICE	4,680	0	6,750	6,750		6,750	0.0 %
4069	GRIT / SALT BINS	600	0	900	900		900	0.0 %
4101	SEATS AND BINS	556	0	3,000	3,000		3,000	0.0 %
4112	ENVIRONMENT EQUIPMENT	5,738	938	6,000	5,062	48	5,013	16.4 %
4113	EDIBLE WOODLAND	0	0	130	130		130	0.0 %
4118	GREEN WASTE DISPOSAL	300	0	300	300		300	0.0 %
	ENVIRONMENT :- Expenditure	11,874	938	17,080	16,142	48	16,093	5.8 %
	Net Expenditure over Income	11,874	938	17,080	16,142			
202	ROUNDBABOUTS							
4108	ROUNDBABOUT	9,181	0	1,622	1,622		1,622	0.0 %
	ROUNDBABOUTS :- Expenditure	9,181	0	1,622	1,622	0	1,622	0.0 %
1051	ROUNDBABOUT NO 1 OPEN	2,014	2,024	2,054	-30			98.5 %
1052	ROUNDBABOUT NO 2 ELLA	1,074	1,079	1,564	-485			69.0 %
1053	ROUNDBABOUT NO 3	1,762	1,771	1,798	-27			98.5 %
1054	ROUNDBABOUT NO 4 R & B	374	2,258	2,235	23			101.0 %
1056	ROUNDBABOUT NO 6 EUROLANE	2,405	2,417	2,453	-36			98.5 %
1057	ROUNDBABOUT NO 7 RING ROAD	1,226	1,232	1,251	-19			98.5 %
	ROUNDBABOUTS :- Income	8,856	10,781	11,355	-574			94.9 %
	Net Expenditure over Income	325	-10,781	-9,733	1,048			
203	MAINTENANCE							
4063	VEHICLE HIRE AND RUNNING	4,554	1,373	6,000	4,627		4,627	22.9 %
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	2,873	11,820	8,947	0	8,947	24.3 %
	Net Expenditure over Income	10,336	2,873	11,820	8,947			
204	DEVOLVED SERVICES EXPENSES							
4124	DEVOLVED SERVICES	25,668	6,731	24,102	17,371	119	17,252	28.4 %
	DEVOLVED SERVICES EXPENSES :- Expenditure	25,668	6,731	24,102	17,371	119	17,252	28.4 %
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	-13,622	-3,890	9,732			

Month No : 3

Committee Report

		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	5,906	6,740	834		834	87.6 %
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	12,517	20,350	7,833	0	7,833	61.5 %
	Net Expenditure over Income	0	12,517	20,350	7,833			
249	PUBLIC TOILETS							
4225	RATES	0	0	8,000	8,000		8,000	0.0 %
4602	ELECTRICITY	0	0	1,000	1,000		1,000	0.0 %
4603	WATER	0	0	2,500	2,500		2,500	0.0 %
4612	CONTRACTOR CHARGE	0	0	15,000	15,000		15,000	0.0 %
4709	MAINTENANCE	0	0	1,000	1,000		1,000	0.0 %
	PUBLIC TOILETS :- Expenditure	0	0	27,500	27,500	0	27,500	0.0 %
	Net Expenditure over Income	0	0	27,500	27,500			
250	LACE HILL							
4050	LACE HILL PLAYING FIELDS	11,693	0	7,500	7,500		7,500	0.0 %
4158	LACE HILL GAS	0	488	2,500	2,012		2,012	19.5 %
4159	LACE HILL ELECTRICITY	0	309	2,500	2,191		2,191	12.4 %
4160	LACE HILL WATER	0	0	2,500	2,500		2,500	0.0 %
4161	LACE HILL REPAIRS & MAINT	0	410	5,000	4,590	133	4,458	10.8 %
4162	LACE HILL CONTRACTOR	0	0	20,000	20,000		20,000	0.0 %
4163	LACE HILL ALARM	0	0	500	500		500	0.0 %
4164	LACE HILL EQUIPMENT	0	4,584	11,250	6,666		6,666	40.7 %
4225	RATES	0	0	8,000	8,000		8,000	0.0 %
	LACE HILL :- Expenditure	11,693	5,790	59,750	53,960	133	53,827	9.9 %
1025	LACE HILL COMMUNITY CENTRE	0	208	0	208			0.0 %
1026	LACE HILL COMMUNITY CENTRE	0	852	14,000	-13,148			6.1 %
	LACE HILL :- Income	0	1,060	14,000	-12,940			7.6 %
	Net Expenditure over Income	11,693	4,730	45,750	41,020			
251	CHANDOS PARK							
4106	PLAY AREA MAINTENANCE	483	111	500	389		389	22.2 %

Month No : 3

Committee Report

		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	166	7,180	7,014		7,014	2.3 %
4602	ELECTRICITY	533	0	400	400		400	0.0 %
4603	WATER	1,284	310	1,500	1,190		1,190	20.7 %
4605	HORTICULTURAL CONTRACT	15,254	0	2,968	2,968		2,968	0.0 %
	CHANDOS PARK :- Expenditure	19,728	587	12,548	11,961	0	11,961	4.7 %
1030	BOWLS INCOME	550	0	550	-550			0.0 %
1035	TENNIS COURT RENT	625	0	625	-625			0.0 %
	CHANDOS PARK :- Income	1,175	0	1,175	-1,175			0.0 %
	Net Expenditure over Income	18,553	587	11,373	10,786			
<u>252</u>	<u>BOURTON PARK</u>							
4106	PLAY AREA MAINTENANCE	546	329	500	171		171	65.9 %
4122	TREE WORKS	0	0	6,129	6,129		6,129	0.0 %
4601	REPAIRS& MAINTENANCE FUND	5,741	294	12,000	11,706		11,706	2.5 %
4605	HORTICULTURAL CONTRACT	26,501	0	10,278	10,278		10,278	0.0 %
	BOURTON PARK :- Expenditure	32,788	624	28,907	28,283	0	28,283	2.2 %
	Net Expenditure over Income	32,788	624	28,907	28,283			
<u>253</u>	<u>CEMETERY</u>							
4225	RATES	960	192	1,300	1,108		1,108	14.8 %
4601	REPAIRS& MAINTENANCE FUND	1,642	0	4,000	4,000	27	3,973	0.7 %
4602	ELECTRICITY	774	131	400	269		269	32.6 %
4605	HORTICULTURAL CONTRACT	22,094	0	6,380	6,380		6,380	0.0 %
4620	EXPENSES RE BURIAL DUTIES	9,637	2,541	6,500	3,959		3,959	39.1 %
4621	NEW CEMETERY PLANNING	0	0	20,000	20,000		20,000	0.0 %
	CEMETERY :- Expenditure	35,107	2,863	38,580	35,717	27	35,689	7.5 %
1041	BURIAL FEES	19,054	5,206	12,500	-7,295			41.6 %
	CEMETERY :- Income	19,054	5,206	12,500	-7,295			41.6 %
	Net Expenditure over Income	16,053	-2,342	26,080	28,422			
<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			

Month No : 3

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>255</u>	<u>RAILWAY WALK & CASTLE HILL</u>							
4120	FRIENDS OF GROUPS	437	258	2,000	1,742		1,742	12.9 %
4122	TREE WORKS	2,803	0	1,500	1,500		1,500	0.0 %
	RAILWAY WALK & CASTLE HILL :- Expenditure	3,240	258	3,500	3,242	0	3,242	7.4 %
	Net Expenditure over Income	3,240	258	3,500	3,242			
<u>256</u>	<u>STORAGE PREMISES</u>							
4053	GRENVILLE	1,243	0	0	0		0	0.0 %
4066	GRENVILLE GARAGE RENT	0	100	650	550		550	15.4 %
4073	COLLEGE FARM	3,250	-1,083	1,000	2,083		2,083	-108.3
	STORAGE PREMISES :- Expenditure	4,493	-984	1,650	2,634	0	2,634	-59.6 %
	Net Expenditure over Income	4,493	-984	1,650	2,634			
<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	0	223	223		223	0.0 %
	KEN TAGG PLAYGROUND :- Expenditure	32,365	1,224	1,223	-1	0	-1	100.1 %
1079	GRANTS FOR PLAYGROUND	29,851	0	0	0			0.0 %
	KEN TAGG PLAYGROUND :- Income	29,851	0	0	0			
	Net Expenditure over Income	2,514	1,224	1,223	-1			
<u>258</u>	<u>CEMETERY LODGE</u>							
4034	PWLB REPAYMENTS INCL	4,702	0	4,702	4,702		4,702	0.0 %
4609	CEMETERY LODGE MAINT	56	0	500	500		500	0.0 %
	CEMETERY LODGE :- Expenditure	4,759	0	5,202	5,202	0	5,202	
1061	CEMTERY LODGE RENTAL	9,294	788	9,450	-8,662			8.3 %
	CEMETERY LODGE :- Income	9,294	788	9,450	-8,662			8.3 %
	Net Expenditure over Income	-4,536	-788	-4,248	-3,460			
<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	0	898	898		898	0.0 %
	OTTERS BROOK :- Expenditure	3,528	111	1,548	1,437	0	1,437	7.2 %
	Net Expenditure over Income	3,528	111	1,548	1,437			

Month No : 3

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>			
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	ENVIRONMENT :- Expenditure	212,943	33,533	271,282	237,749	327	237,422	12.5 %
	Income	108,222	38,187	76,472	-38,285			49.9 %
	Net Expenditure over Income	<u>104,721</u>	<u>-4,654</u>	<u>194,810</u>	<u>199,464</u>			

BUCKINGHAM TOWN COUNCIL

ENVIRONMENT

MONDAY 18th July 2016

Agenda Item no. 6.1

Committee Chairman: Cllr. R Newell

Contact Officer: Dean Jones

Sport equipment quotations

Lace Hill Sport and Community Centre Football pitches are coming into use from mid-September. To ensure the Centre and pitches are ready for use, it is necessary to purchase goal posts, boot brushes and benches. We have based our options on recommendations from Buckingham United, FC Buckingham and Buckingham Rugby Club who will become the main users from September.

Prices have been sourced as follows and include nets, sockets, aluminium frames and 11 aside 24x8 football goals. Two boot brush rails and changing room benches complete with ground fixings and clothing hooks. Pictures have been attached in the appendix for reference.

Goals

Company	Price	Delivery	Total
A	£913.00	-	£913.00
B	£627.52	£133.00	£760.52
C	£937.67	-	£937.00

Officer Recommendation - B

Boot Brushes

Company	Price	Length	Delivery	Total
A	£294	1.2m	£54.00	823.00
B	£515	1.8m	-	760.52
C	£550	2.4m	-	1202.00

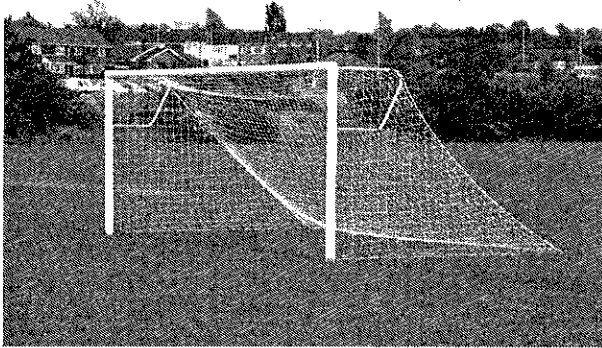
Officer Recommendation - C

Benches

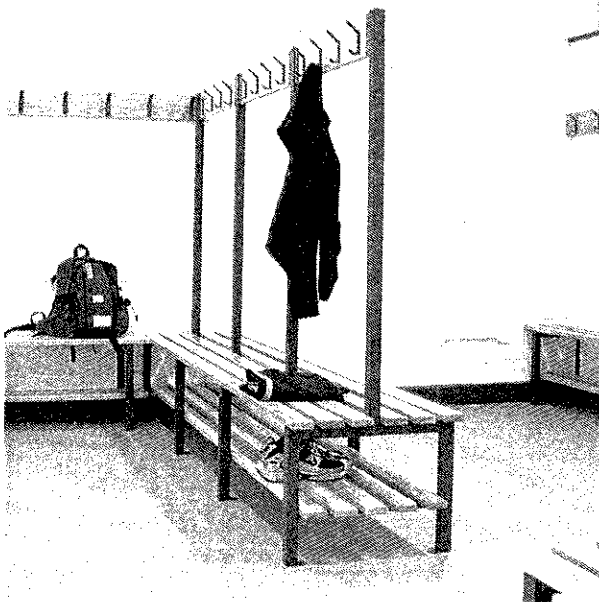
Company	Delivery	Total
A	£3,603.10	Supply and Install
B	£7,979.73	Supply only
C	£5,436	Supply only

Officer Recommendation - A

Sport equipment examples



11 aside, adult, 24x8 Aluminum socketed goal posts



Benches with clothing hooks and ground fixing



Boot brush

option 1

**LaceHill
Sports & Community Centre**



option 2

**Lace Hill
Sports & Community Centre**



option 3

**LaceHill
Sports & Community Centre**



option 4

**LaceHill
Sports & Community Centre**





LaceHill Sports & Community Centre

LaceHill
Academy

ARIAL option 1

LaceHill

Sports & Community Centre

ARIAL option 2

LaceHill

Sports & Community Centre

BUCKINGHAM TOWN COUNCIL

ENVIRONMENT COMMITTEE

MONDAY 18TH JULY 2016.

Agenda item no: 7

Contact Officer: Lee Phillips

Tree Management Software

Background:

A key part of the good management practice of the Town Councils Parks and Cemetery is the inspection and management of the Tree stock within those areas, the administration of this needs to be recorded in an accurate and efficient manner and it is proposed that a management software package is used to facilitate this.

Information:

It is a legal requirement that the Town Council to 'Do all that is reasonably practicable to ensure that people are not exposed to risk to their health and safety' this means in term of trees that an inspection program needs to be in place and a procedure for any remedial works be put in place.

We previously had an independent tree survey carried out which indicated we had in the region of 1500 individual trees not including the groups of trees so there could well be in the region of 2000 trees that will need recording. We will use the previous surveys data as a base to locate the trees and give basic information.

The tree management software that is proposed will create an inventory of the trees and keep a record of their details, condition, what works will be required and when they will need re-inspecting. Included within this is a form of risk assessment for each tree to give an analytical assessment as to the safety of each tree.

In summary we are looking for:

- Mapping and inventory of trees
- Works scheduling
- Re-Inspection schedules
- Risk assessment based tree survey
- To be used with our android tablet for surveying
- Use of existing base data from last survey or AVDC's base data.

Currently the tree surveying is being done using paper records using the survey carried out 4 years ago as a base. This method is not only time consuming it means every tree is looked at every year when possibly not every tree needs inspecting every year but using these software packaged you can indicate if the tree needs

looking at again in 6 months, 1, 2 or 3 years' time depending on the condition and potential risk of the tree usually zoned into high or low risk areas.

Having this management software in place will save a huge amount of time surveying it will ensure record keeping is always kept up to date. The trees will be plotted using GPS onto a digital mapping system and then surveyed using a tablet device which can plot the exact location, take pictures and details of the tree can be logged. The database is then saved on the network in the office.

The base mapping will be obtained through public service mapping agreement licence which means we can access the digital mapping required free of charge.

3 custom made tree management software packages have been investigated and are summarised below:

A. Eztreev

The Ezytreev system is arguably the most fully comprehensive system available and has a large amount of options and reporting methods which means it can be customised to how we would want the program to work for us. This is clearly reflected in the price, the software being mainly used by large organisations and authorities across the country (AVDC use this system).

Single 'concurrent' user:

Tree Inventory	£4,000
EzyMapping	£1,500
Data-collection licence	£750

Total initial Cost = £6,250

Maintenance from year 2 would be:

Tree inventory & mapping	£1,100
Data- collection	£375

Total annual cost = £1,475

B. Arbortrack

This is a web based product so the data would be kept and managed by the company so it would work directly from the tablet and stored in "The Cloud". This is a very comprehensive program designed for large scale organisations or professional tree surveyors.

The cost of a single licence for a PC and a pen tablet, iOS or android, is £10,000

C. Pear Technology - Treeminder.

Treeminder and gps maplink	- £800
PT mapper	- £800

Initial system training	- £450
Data licencing	- £200
Software for Android device	- £600
Total initial cost :	= £2,850

Annual maintenance cost (technical support/ software updates) = £350

Recommendation:

That members agree to purchase the software system C. Treeminder £2850 to be taken from the Parks Development budget (901/9135) and agree to the annual maintenance budget of £350 to be taken from environment equipment (201/4112)

BUCKINGHAM TOWN COUNCIL

ENVIRONMENT COMMITTEE

MONDAY 18TH JULY 2016.

Agenda item no: 8

Contact Officer: Town Clerk

Community Flood Kits

Background:

Some time ago at the Buckingham flood review meetings, a Community Flood Kits project was discussed. The project would provide a start-up emergency kit to communities that have completed community emergency or flood plan and formed a group of volunteers; it would help volunteers respond and support the wider community and act as an incentive to other communities to participate.

Information:

Funding for the first phase has been approved and the EA & BCC have identified Buckingham as one of the first communities that could receive funding for a Kit, and are asking if the Town Council & Flood Action Group would be interested in obtaining one. Money for the Kits, up to £1500, to be spent in this financial year, is offered. The Town Council would be responsible for storage, maintenance, restocking and correct usage of the equipment. Kits can be customised to the town's specific needs and response, and be used as the Council/FAG sees fit.

The full Kit list is in draft at present, but will contain as a minimum:

- | | |
|--------------------------|----------------------------|
| • Waterproof storage box | • Maps |
| • Hi-vis jackets | • Notepads |
| • Loudhailer | • Emergency blankets |
| • 2-way digital radios | • Hand & surface sanitiser |
| • Gloves | • First aid kit |
| • Tape | • aquasacs |

Recommendation:

That the Town Council agrees to acquire, maintain and re-supply as necessary a Community Flood Kit

S106 Projects

Authorisation Form



Planning Details

Planning Application No:

Development:

Total Received:

Current Balance:

Date Received by AVDC:

S106 Wording: 'local sport and leisure facilities determined by the Council in accordance with community needs as identified in the SPG'

Project

Main Contact: GRAHAM ELLIS

Tel: 07973853651 or 01280 848060 (home)

Email: grahamellis@btopenworld.com

Site: Embleton Scout HQ and Community Centre, BUCKINGHAM

Overview (maximum 150 words – full details to be provided in 'Project Detail')

To enable completion of the Major Redevelopment of Embleton Way Changing rooms into a new Scout HQ and Community Centre. This additional funding is required to 'fit out' the now completed building to be fit for use by the Community. There have been a substantial number of unforeseen costs in relation to Health and Safety, fire regulations and electrical upgrading which have exhausted the build budget and contingency. Hence the need for additional funding.

We wish to open our doors in September and have an official opening ceremony due on 10th September 2016.

Total amount of S106 funds requested	£ 13,000
Other funding secured?	£ Nil for this element to date
Total cost of project	£ 13,000

Payment Details

Bank Name: HSBC Market Hill Buckingham MK18 1JL

Account Name: 3rd Buckingham Scout Group

Account Number: 51014153

Sort Code: 40-15-33

Project Detail

Project Proposal:

We require additional funding to complete the Major conversion works at Embleton Way.

During the construction a number of changes to the project have been necessary to ensure the safety of the building in its expected operation as a Scout HQ and a Public Community centre. There are detailed below:

1) Health and Safety:

Provision of a fixed staircase to the storage area upstairs rather than using the ceiling access with a drop down ladder. (£6000)

Installing a lockable housing over the underfloor heating pipework to protect the installation and the public. (£750)

Installing a metal mesh grid in front of the externally located heat pump to protect the installation and the public. (£264)

2) Fire regulations:

Installation of an enlarged hatch from the Annex to the kitchen to provide additional Community amenity (not in original scope) and safer service has meant that we need to install a metal fire proof shutter (£3598)

To ensure we meet current electrical standards for the whole building, we have upgraded the lighting circuitry in the existing building (£3223)

These additional costs Total £13,835. To date these costs have been met from the funding streams we have been able to secure.

NOW we have to complete the project with the following list of 'Fit out' items:

Embleton Way Community Facility and Scout HQ Fit Out List

	Est Cost (incl VAT)	
Building Fit Out		
Internal and external Signage	1000	
Heating in Existing Building	4200	
Fire System enhancements	250	
Disabled fittings	400	
WiFi connectivity	300	6150
Main Hall		
80 folding chairs incl Trolleys	1000	
10 long tables incl Trolleys	710	
2 White boards	60	
2 Notice Boards	60	
		1830

Expand on your summary given on the front page of this form. Try to be specific about **what** you will do, **when**, and **how** you will do it. Include any **consents** required (Planning; Environment Agency) the project **timescale**, or how this funding fits in if this is **part of a larger project**.

Utility Cupboard		
Vacuum Cleaner	100	
Mops, buckets, steps	70	170
Three Meeting Rooms		
3 Large tables	300	
3 Small tables	180	
30 stackable chairs	900	
3 White Boards	120	1500
Kitchen		
New cupboards	900	
Worksurface and sink	600	
Hot Water Boiler	400	
Fridge	250	
First Aid Kits	50	
Microwave	250	
Crockery/cutlery/glasses	700	
Utensils, Saucepans	200	3350
TOTAL		13000

Project Demand:

The statement of demand was included in the original project proposal which included a substantial consultation in the Town

Tell us how you have identified the **need** for the project within your Town or Parish. Include details of **consultation** and/or demand for the project, and how you think your project will meet this need.

Project Outcomes:

This project will complete the conversion of a disused Changing Room facility (over 10 years old) into a new Scout HQ and a Community Centre which can be available for small charities, community groups. It has a large Annex and several small meeting rooms which will be furnished and heated with these funds as well as provide good kitchen facilities for all.

Please tell us what **outcomes** you hope to achieve and how you will **measure** these. How will the project increase user numbers from current levels?

For AVDC Use

Signature

Enter Date

Community Spaces Authoriser:

Cabinet Member for Leisure,
Communities and Civic Amenities:

Planning Authoriser:

To approve this proposal, please sign & date above.

Healthcare Review in discussions to ensure alignment with local STP

6th July 2016



Given the importance of aligning plans for the future of local healthcare, discussions are now underway to ensure the direction of travel for the Bedfordshire and Milton Keynes Healthcare Review is consistent with the developing Sustainability and Transformation Plan (STP) for Bedfordshire, Luton and Milton Keynes.

It is expected that discussions between the Healthcare Review, NHS England and STP partners will continue throughout the Summer. While these discussions take place, the recommendations published by the Healthcare Review on 8 June that were due to be considered by the Programme's Joint Committee have been put on hold.

Bedfordshire and Milton Keynes CCGs both recognise that the uncertainty surrounding the Review is unsettling for local people, patients and hospital staff and remain fully committed to working closely with NHS England and STP partners to provide clarity on timescales and next steps as soon as possible.