



# BUCKINGHAM TOWN COUNCIL

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Town Clerk: Claire Molyneux

ENVIRONMENT  
COMMITTEE

Wednesday, 14 December 2022

Councillor,

You are summoned to a meeting of the Environment Committee of Buckingham Town Council which will be held on Monday 19<sup>th</sup> December 2022 at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Please note that the meeting will be preceded by a Public Session in accordance with Standing Orders 3.e and 3.f, which will last for a maximum of 15 minutes. Members of the public can attend the meeting in person. If you would like to address the meeting virtually, please email [committeeclerk@buckingham-tc.gov.uk](mailto:committeeclerk@buckingham-tc.gov.uk) or call 01280 816426 for details.

The meeting can be watched live on the Town Council's YouTube channel here:  
<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSlfcZC9Q/>

Claire Molyneux  
Town Clerk

## AGENDA

### 1. Apologies for absence

Members are asked to receive apologies for absence.

### 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 31<sup>st</sup> October 2022 and received at Full Council on 28<sup>th</sup> November 2022. [Copy previously circulated](#)

### 4. Action report

To receive the report and note the updated information.

[Appendix A](#)

### 5. Budgets

5.1 To receive the latest figures.

[Appendix B](#)

5.2 Proposed budget savings

To discuss and agree the proposed budget savings to the 2023/24 budget.

[E/124/22](#)

5.3 To receive and discuss the updated proposed budget figures for 2023/24

[Appendix C](#)



Twinned with Mouvaux, France;



Neurkirchen-Vluyn, Germany



Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't. All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk can send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

**6. Fees 2023 – Lace Hill**

To receive a report from the Lace Hill Sports and Community Centre Coordinator.

[E/125/22](#)

**7. Bourton Park**

7.1 Bourton Park removal of bridge no.2

To receive a report from the estates manager and agree any recommendations.

[E/126/22](#)

7.2 Bourton Management plan

To receive a report regarding the updated Bourton Park Management Plan and agree any recommendations.

[E/127/22](#)

[Appendix D](#)

7.3 Tiny Forests

To receive a report from the Estates Administrator.

[E/128/22](#)

[Appendix E](#)

**8. Brackley Road cemetery right hand chapel**

To receive a verbal update regarding a subsidence insurance claim.

**9. Lost property policy**

To note the lost property database.

[Appendix F](#)

**10. Buckingham Community Flood Plan**

10.1 To review the [Section 19 Flood Investigation report](#) into the December 2020 Buckingham flood.

10.2 To receive a report about recommendations made in the Section 19 Flood Investigation report into the December 2020 Buckingham flood.

[E/129/22](#)

10.3 To note the Buckingham Community Flood Plan review – aside from a numbering correction there are no changes.

[Appendix G](#)

**11. Climate Emergency Action Plan**

To receive and discuss updates to the Climate Emergency Action Plan.

[Appendix H](#)

**12. Updates from representatives on outside bodies**

To receive verbal updates from Councillors.

**13. News releases**

**14. Chair's announcements**

**15. Date of next meeting:** Monday 13<sup>th</sup> February 2023.

**To Committee members:**

Cllr. R. Ahmed

Cllr. F. Davies

Cllr. Mrs. M. Gateley      Town Mayor

Cllr. S. Hetherington

Cllr. Mrs. L. O'Donoghue

Cllr. A. Osibogun

Cllr. A. Ralph

Cllr. A. Schaefer      Chair

Cllr. R. Stuchbury

Cllr. R. Willett      Vice-Chair

**COMMITTEE IN PRIVATE SESSION**

**Exclusion of public and press**

**RECOMMENDED** In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

**16. St Rumbold's Field Green Spaces update**

To receive a verbal update from the Town Clerk regarding St Rumbold's Field green spaces.

No.	Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
1	Environment	92/15; 904/15;640/16 ; 309.4/17- 463; 206/18; 126/19	Sports Pitch Provision	Historical correspondence and agreements to be reviewed by the Town Clerk.	Town Clerk	To be reviewed following the new SPD introduction	Ongoing
2	Environment	884/18	Compliments and Complaints Log	Members <b>AGREED</b> the report be brought back to Environment Committee in six months time in the same format.	Committee Clerk		Mar-23
3	Environment	314/20;1078/2 0	New Cemetery	Full Council Min 1160/20 Proposed by Cllr. Stuchbury, seconded by Cllr. O'Donoghue and unanimously <b>AGREED</b> that the Town Council proceed with the immediate purchase of the allotment and cemetery land outlined from money held with the Council's general reserve for a total cost of £87,000. The Council's solicitor has been instructed accordingly.	Town Clerk	Update from New College - 09/12/22 - They will chase their solicitor.	Ongoing
4	Environment	319/20	Lace Hill Doors	<b>AGREED</b> for a report regarding an additional external fire exit door is brought back to the next committee meeting.	Estates Manager	Estates Manager awaiting designs.	For the Spring
5	Environment	771/20 & 1088/20	Tingewick Road Greenspaces	Members <b>AGREED</b> for the Town Council to take on the green spaces and play areas, provided that Barratts agree a suitable initial payment, and that the development of the green spaces are completed satisfactorily, in line with the agreed plans.	Town Clerk	Agreed to recommend to Full Council - subject to agreement following formal response from Barratts Homes	verbal update on agenda
6	Environment	123/21	'Buckingham Community Flood Response Plan'	Proposed by Cllr. Whyte, seconded by Cllr. O'Donoghue and unanimously <b>AGREED</b> to note the draft Buckingham Community Flood Response Plan and recommend to establish a Working Group after the publication of Buckinghamshire Council's Section 19 report. The Working Group would include representatives from all local stakeholders and their remit would be to review the Section 19 report and reflect any changes within the draft Buckingham Community Flood Response Plan	Deputy Town Clerk		On agenda
7	Environment	323/21	Ford	to <b>RECOMMEND</b> to form a working party to formulate recommendations for a future meeting of the Environment Working Group and to launch a public consultation in liaison with the Buckingham Society.	Estates Manager	Community Board have requested evidence of community support and match funding. Project to be reviewed for December update.	Feb-23

No.	Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
8	Environment	398/21	Play Area Replacement	Play Areas Replacement – Members AGREED for the town Clerk to revisit agreements with the unitary Council regarding Section 106 funding the replacement of play area equipment	Town Clerk (with Estates Administrator)	Section 106 funding agreed for renovation of the toddler play area in Bourton Park. Public consultation completed and formal tender documents to be published for deadline on the 3rd November 2022.	Agreed by Full Council - Tender being finalised
9	Environment	543	Castle Hill Information Board	It is recommended that Members agree to allow the proposed board to be installed on the Church Green, conditional on the exact location and final design being agreed by the Town Clerk in consultation with the Chair of the Environment Committee		Buckingham Society are progressing	Ongoing
10	Environment	679/21	Community Centre Survey	Presented to committee. Actions in progress	Estates Manager	Fire Risk Assessment on agenda - structural survey to follow	Feb-23
11	Environment	690	Railway Walk Conservation Group	It was agreed that the Town Council works with relevant organisations to support training for a new coordinator.	Estates Manager		Mar-23
12	Environment	826	Pollution	To ask Buckinghamshire Council to conduct a new survey into the levels of noise, air pollution and particulates, particularly on the A421, and furnish Buckingham Town Council with the results of all previous surveys on record and what steps it is taking to deal with any unsafe levels of pollution.	Town Clerk	Awaiting response - To be chased by Town Clerk	Ongoing
13	Environment	374	Green Flag Award	The Estates Manager informed Members that a report will be brought to the next meeting to look at applications for funding to improve the park, and consideration of whether to concentrate on this rather than the Green Flag Award.	Estates Manager		On agenda - Management plan
14	Environment	381	Climate Emergency Action Plan	Members discussed the possibility of increasing the number of bike racks available in the town, the cost of this and the possibility of putting it forward as a sports and leisure project under s106. It was <b>AGREED</b> that the Town Clerk will investigate s106 options.	Town Clerk		On agenda - Management plan
15	Environment	387	Tingewick Road Green spaces	Cllr. Shaefer Proposed that she and the Town Clerk will meet to discuss writing to Barratts Management Committee and seeking the view of Buckinghamshire Council. Cllr. Stuchbury Seconded. Members <b>AGREED</b> unanimously.	Town Clerk & Cllr. Shaefer	Discussed during agenda setting meeting	Verbal update on agenda



No.	Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
16	Environment	388	Community Centre fire risk assessment	Cllr. Stuchbury proposed that we write to the Community Centre Committee and request a copy of their constitution. Cllr. Ralph Seconded. Members unanimously <b>AGREED</b> .	Town Clerk	Request sent	Awaits updates

13/12/2022  
09:48**Buckingham Town Council**

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**Detailed Income & Expenditure by Budget Heading 31/12/2022****Month No: 9****Committee Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>ENVIRONMENT</u></b>							
<b><u>201 Environment</u></b>							
3995 NI Environment	0	13,912	17,139	3,227		3,227	81.2%
3996 Pensions ERS Environment	0	36,179	47,391	11,212		11,212	76.3%
4004 Salaries environment	(584)	150,764	201,836	51,072		51,072	74.7%
4068 Community Service	0	4,000	11,006	7,006		7,006	36.3%
4112 Environment Equipment	63	5,700	9,688	3,988	142	3,846	60.3%
4168 Defibrillators	0	219	518	299		299	42.2%
Environment :- Indirect Expenditure	<b>(521)</b>	<b>210,774</b>	<b>287,578</b>	<b>76,804</b>	<b>142</b>	<b>76,662</b>	<b>73.3%</b>
<b>Net Expenditure</b>	<b>521</b>	<b>(210,774)</b>	<b>(287,578)</b>	<b>(76,804)</b>			
<b><u>202 Roundabouts</u></b>							
1051 Roundabout no. 1	0	2,288	2,288	0			100.0%
1052 Roundabout no. 2	0	1,219	1,219	0			100.0%
1053 Roundabout no. 3	0	333	2,002	1,669			16.6%
1054 Roundabout no. 4	0	2,551	2,551	0			100.0%
1056 Roundabout no. 6	0	1,386	2,718	1,332			51.0%
1057 Roundabout no. 7	0	1,386	1,386	0			100.0%
Roundabouts :- Income	<b>0</b>	<b>9,163</b>	<b>12,164</b>	<b>3,001</b>			<b>75.3%</b>
4108 Roundabout	0	2,105	1,366	(739)		(739)	154.1%
Roundabouts :- Indirect Expenditure	<b>0</b>	<b>2,105</b>	<b>1,366</b>	<b>(739)</b>	<b>0</b>	<b>(739)</b>	<b>154.1%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>7,058</b>	<b>10,798</b>	<b>3,740</b>			
<b><u>203 Maintenance</u></b>							
4082 Allotments	0	2,101	2,101	0		0	100.0%
Maintenance :- Indirect Expenditure	<b>0</b>	<b>2,101</b>	<b>2,101</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>

<b>Net Expenditure</b>		<b>0</b>	<b>(2,101)</b>	<b>(2,101)</b>	<b>0</b>			
<u>204 Devolved services expenses</u>								
1017	Devolved services income	0	20,992	20,964	(28)		100.1%	
	Devolved services expenses :- Income	<b>0</b>	<b>20,992</b>	<b>20,964</b>	<b>(28)</b>		<b>100.1%</b>	
4124	Devolved services	0	5,615	7,500	1,885	1,885	74.9%	
Devolved services expenses :- Indirect Expenditure		<b>0</b>	<b>5,615</b>	<b>7,500</b>	<b>1,885</b>	<b>0</b>	<b>1,885</b>	<b>74.9%</b>

**Net Income over Expenditure**

<b>0</b>	<b>15,377</b>	<b>13,464</b>	<b>(1,913)</b>
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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
<u>205 Grounds maintenance</u>								
4033	Waste disposal	267	3,133	3,000	(133)	(133)	104.4%	Further bin required, increase in prices since budget set
4035	Machinery	0	1,262	2,500	1,238	375	863	65.5%
4036	Fuel (Mower)	0	1,635	1,200	(435)	(435)	136.2%	Fuel price increase
4037	Sundries	26	714	2,606	1,892	2	1,890	27.5%
4063	Vehicle hire and running costs	94	10,979	16,884	5,905	500	5,405	68.0%
Grounds maintenance :- Indirect Expenditure		<b>388</b>	<b>17,723</b>	<b>26,190</b>	<b>8,467</b>	<b>877</b>	<b>7,591</b>	<b>71.0%</b>

**Net Expenditure**

<b>(388)</b>	<b>(17,723)</b>	<b>(26,190)</b>	<b>(8,467)</b>
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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
<u>248 Depot</u>								
4013	Equipment purchase	0	2,000	4,070	2,070	2,070	49.1%	
4055	Alarm	0	0	431	431	431	0.0%	
4225	Rates	0	4,142	4,412	270	270	93.9%	
4601	Repairs & maintenance fund	0	591	840	249	249	70.3%	
4602	Electricity	0	1,292	1,000	(292)	(292)	129.2%	Price increases
4603	Water	0	318	850	532	532	37.4%	
Depot :- Indirect Expenditure		<b>0</b>	<b>8,341</b>	<b>11,603</b>	<b>3,262</b>	<b>0</b>	<b>3,262</b>	<b>71.9%</b>

**Net Expenditure**

<b>0</b>	<b>(8,341)</b>	<b>(11,603)</b>	<b>(3,262)</b>
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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
<u>249 C Meadow toilets &amp; Shopmobility</u>								
1085	Shopmobility income	0	141	40	(101)		352.5%	
C Meadow toilets & Shopmobility :- Income		<b>0</b>	<b>141</b>	<b>40</b>	<b>(101)</b>		<b>352.5%</b>	
4602	Electricity	0	0	518	518	518	0.0%	
4603	Water	0	0	518	518	518	0.0%	
4608	Shopmobility	0	187	1,077	890	6	883	18.0%
4612	Contractor charge	0	6,967	9,600	2,633	2,633	72.6%	

4709 MAINTENANCE	0	564	539	(25)		(25)	104.6%	Electrical checks carried out, price increases
C Meadow toilets & Shopmobility :- Indirect Expenditure	<b>0</b>	<b>7,718</b>	<b>12,252</b>	<b>4,534</b>	<b>6</b>	<b>4,528</b>	<b>63.0%</b>	

**Net Income over Expenditure**

<b>0</b>	<b>(7,577)</b>	<b>(12,212)</b>	<b>(4,635)</b>				
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250 Lace Hill

1026 Lace Hill Community Centre	0	22,779	45,929	23,150			49.6%
1027 Solar income	0	0	2,000	2,000			0.0%
Lace Hill :- Income	<b>0</b>	<b>22,779</b>	<b>47,929</b>	<b>25,150</b>			<b>47.5%</b>
4050 Lace Hill playing fields	0	0	500	500		500	0.0%
4118 Solar panels	0	0	362	362		362	0.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4158 Lace Hill gas	0	1,584	4,202	2,618		2,618	37.7%
4159 Lace Hill electricity	0	2,750	1,500	(1,250)		(1,250)	183.3%
4160 Lace Hill water	0	349	300	(49)		(49)	116.5%
4161 Lace Hill repairs & Maintenance	0	3,039	3,707	668	83	585	84.2%
4162 Lace Hill contractor charge	251	3,739	6,800	3,061		3,061	55.0%
4164 Lace Hill equipment	0	354	3,717	3,363		3,363	9.5%
4202 Firework display	(146)	0	0	0		0	0.0%
4225 Rates	0	9,731	10,072	342		342	96.6%
Lace Hill :- Indirect Expenditure	<b>105</b>	<b>21,547</b>	<b>31,160</b>	<b>9,613</b>	<b>83</b>	<b>9,530</b>	<b>69.4%</b>
<b>Net Income over Expenditure</b>	<b>(105)</b>	<b>1,232</b>	<b>16,769</b>	<b>15,537</b>			

Price increases

Price increases

251 Chandos Park

1030 Bowls income	0	592	592	0			100.0%
1035 TENNIS COURT RENT	0	0	674	674			0.0%
Chandos Park :- Income	<b>0</b>	<b>592</b>	<b>1,266</b>	<b>674</b>			<b>46.8%</b>
4601 Repairs & maintenance fund	0	2,590	3,570	980		980	72.5%
4602 Electricity	0	967	539	(428)		(428)	179.5%
4603 Water	0	1,427	1,346	(81)		(81)	106.0%
4606 Bowls Club Maintenance	0	1,238	2,000	762	3	759	62.1%
Chandos Park :- Indirect Expenditure	<b>0</b>	<b>6,223</b>	<b>7,455</b>	<b>1,232</b>	<b>3</b>	<b>1,229</b>	<b>83.5%</b>

Price increases

Price increases

**Net Income over Expenditure**

<b>0</b>	<b>(5,631)</b>	<b>(6,189)</b>	<b>(558)</b>				
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252 Bourton Park

4106 Play area maintenance	(148)	0	0	0		0	0.0%
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4601	Repairs & maintenance fund	0	6,692	7,839	1,148	60	1,088	86.1%
	Bourton Park :- Indirect Expenditure	<b>(148)</b>	<b>6,692</b>	<b>7,839</b>	<b>1,148</b>	<b>60</b>	<b>1,088</b>	<b>86.1%</b>
	<b>Net Expenditure</b>	<b>148</b>	<b>(6,692)</b>	<b>(7,839)</b>	<b>(1,148)</b>			
<u>253 Cemeteries</u>								
1041	Burial fees	0	14,582	24,000	9,418			60.8%
	Cemeteries :- Income	<b>0</b>	<b>14,582</b>	<b>24,000</b>	<b>9,418</b>			<b>60.8%</b>
4225	Rates	0	959	500	(459)		(459)	191.8%
4265	New cemetery maintenance	0	0	3,500	3,500		3,500	0.0%
4601	Repairs & maintenance fund	0	1,197	4,198	3,001	1,670	1,331	68.3%
4602	Electricity	0	212	250	38		38	85.0%
4617	Memorial testing	0	0	2,156	2,156		2,156	0.0%
4619	New cemetery repayments	0	20,683	58,647	37,964		37,964	35.3%

Refund of £1136.87 received, under budgeted

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
4620	Expenses for burial duties	0	2,480	5,175	2,695	2,695	47.9%	
	Cemeteries :- Indirect Expenditure	<b>0</b>	<b>25,532</b>	<b>74,426</b>	<b>48,894</b>	<b>1,670</b>	<b>47,224</b>	<b>36.5%</b>
	<b>Net Income over Expenditure</b>	<b>0</b>	<b>(10,950)</b>	<b>(50,426)</b>	<b>(39,476)</b>			

254 Chandos Park Toilets

4612	Contractor charge	0	6,997	10,736	3,739	3,739	65.2%	
4709	MAINTENANCE	0	1,112	1,077	(35)	(35)	103.2%	
	Chandos Park Toilets :- Indirect Expenditure	<b>0</b>	<b>8,109</b>	<b>11,813</b>	<b>3,704</b>	<b>0</b>	<b>3,704</b>	<b>68.6%</b>
	<b>Net Expenditure</b>	<b>0</b>	<b>(8,109)</b>	<b>(11,813)</b>	<b>(3,704)</b>			

general maintenance required and general price increases

255 Railway Walk & Castle Hill

1039	Community Funding H.O.B.	0	3,000	0	(3,000)			0.0%
1040	Donations Received	0	600	0	(600)			0.0%

Funding received

Funding received

Railway Walk & Castle Hill :- Income	0	3,600	0	(3,600)				
4120 Friends of Groups	0	175	1,077	902	5,100	(4,198)	489.8%	
4709 MAINTENANCE	0	236	1,035	799		799	22.8%	
Railway Walk & Castle Hill :- Indirect Expenditure	0	411	2,112	1,701	5,100	(3,399)	261.0%	

Funding to be received as above

**Net Income over Expenditure**

0	3,189	(2,112)	(5,301)
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256 Storage Premises

4066 Grenville garage rent	0	448	722	274		274	62.1%
Storage Premises :- Indirect Expenditure	0	448	722	274	0	274	62.1%

**Net Expenditure**

0	(448)	(722)	(274)
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258 Cemetery Lodge

1061 Cemetery Lodge rental income	0	5,280	11,350	6,070			46.5%
Cemetery Lodge :- Income	0	5,280	11,350	6,070			46.5%
4034 PWLB repayments inc. interest	0	2,351	4,072	1,721		1,721	57.7%
4609 Cemetery Lodge maintenance	0	104	3,105	3,001		3,001	3.3%
Cemetery Lodge :- Indirect Expenditure	0	2,455	7,177	4,722	0	4,722	34.2%

**Net Income over Expenditure**

0	2,825	4,173	1,348
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260 CCTV

4100 CCTV maintenance	0	1,006	3,400	2,394		2,394	29.6%
CCTV :- Indirect Expenditure	0	1,006	3,400	2,394	0	2,394	29.6%

**Net Expenditure**

0	(1,006)	(3,400)	(2,394)
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261 Community Centre

4085 Structural repairs	0	7,000	7,000	0		0	100.0%
4091 Chamber	0	1,594	1,051	(543)		(543)	151.7%
Community Centre :- Indirect Expenditure	0	8,594	8,051	(543)	0	(543)	106.7%

Chamber works, to be reclaimed from New Home Bonus Fund

**Net Expenditure**

0	(8,594)	(8,051)	543
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262 Parks General

4101 Seats and bins	0	1,483	1,483	0		0	100.0%
4102 Dog bins	0	0	4,502	4,502	4,350	152	96.6%
4106 Play area maintenance	148	1,258	5,266	4,008		4,008	23.9%
4122 Tree works	0	5,432	17,000	11,568	20	11,548	32.1%

4270	Bridges	0	2,066	2,066	0	0	100.0%
4275	Play area replacement fund	0	0	5,000	5,000	5,000	0.0%
4276	Tree wardens	0	258	1,035	777	777	25.0%
	Parks General :- Indirect Expenditure	<b>148</b>	<b>10,497</b>	<b>36,352</b>	<b>25,855</b>	<b>4,370</b>	<b>21,485</b> <b>40.9%</b>
	<b>Net Expenditure</b>	<b>(148)</b>	<b>(10,497)</b>	<b>(36,352)</b>	<b>(25,855)</b>		
	ENVIRONMENT :- Income	<b>0</b>	<b>77,129</b>	<b>117,713</b>	<b>40,584</b>		<b>65.5%</b>
	Expenditure	<b>(28)</b>	<b>345,889</b>	<b>539,097</b>	<b>193,208</b>	<b>12,311</b>	<b>180,897</b> <b>66.4%</b>
	Grand Totals:- Income	<b>0</b>	<b>77,129</b>	<b>117,713</b>	<b>40,584</b>		<b>65.5%</b>
	Expenditure	<b>(28)</b>	<b>345,889</b>	<b>539,097</b>	<b>193,208</b>	<b>12,311</b>	<b>180,897</b> <b>66.4%</b>
	<b>Net Income over Expenditure</b>	<b>28</b>	<b>(268,761)</b>	<b>(421,384)</b>	<b>(152,623)</b>		
	<b>Movement to/(from) Gen Reserve</b>	<b>28</b>	<b>(268,761)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 31/12/2022

Month No: 9

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>EARMARKED RESERVES</u></b>							
901 Ear-marked reserves							
9001 Youth Council	0	0	2,015	2,015		2,015	0.0%
9002 Cemetery development	0	44,371	56,460	12,089		12,089	78.6%
9003 Legal Costs	0	0	2,000	2,000		2,000	0.0%
9004 Solar panels at Lace Hill	0	0	6,379	6,379		6,379	0.0%
9005 Website	0	0	4,000	4,000		4,000	0.0%
9006 Speed watch	0	0	598	598		598	0.0%
9010 Flood relief fund	0	0	826	826		826	0.0%
9011 War memorial	0	0	500	500		500	0.0%
9012 Christmas lights	0	1,370	2,279	909		909	60.1%
9013 Youth projects	0	0	3,000	3,000		3,000	0.0%
9015 Charter fairs	0	330	5,471	5,141		5,141	6.0%
9025 Play area replacement	5,067	15,726	64,379	48,653		48,653	24.4%
9027 Green Buckingham	0	35	226	191		191	15.4%
9029 Circular Walk	0	0	5,399	5,399		5,399	0.0%
9030 Tourism leaflets	0	0	2,404	2,404		2,404	0.0%
9035 Parks Development	1,180	15,986	21,405	5,419	2,230	3,189	85.1%
9040 Park run	0	0	89	89		89	0.0%
9045 Access for All	0	0	251	251		251	0.0%
9049 Neighbourhood Plan	0	0	22,000	22,000		22,000	0.0%
9050 Bridge Repairs	0	20,555	40,450	19,895	19,895	(0)	100.0%
9051 Office development / furniture	0	4,476	6,172	1,696		1,696	72.5%
9052 Depot equipment	0	0	15,000	15,000		15,000	0.0%
9053 AEDs	0	0	555	555		555	0.0%
9054 Lace Hill repairs & Maintenance	0	0	25,000	25,000		25,000	0.0%
9055 River rinse	0	0	250	250		250	0.0%
9057 Cemetery Lodge repairs	0	4,820	10,000	5,180		5,180	48.2%
9058 Bowls Club Pavillion repairs	0	7,230	8,000	770		770	90.4%
9059 Making good / boundary repairs	0	0	45,000	45,000		45,000	0.0%
9061 Covid bounce back events	0	0	906	906		906	0.0%
9062 Grants	0	0	2,280	2,280		2,280	0.0%
9063 Twinning	0	0	361	361		361	0.0%
9065 Purchase cemetery & allotment	0	0	87,000	87,000		87,000	0.0%
9066 Swan Sculpture Project	0	6,872	1,474	(5,398)		(5,398)	466.2%
9067 Training	0	0	2,000	2,000		2,000	0.0%
9068 Insurance	0	2,195	2,937	742		742	74.7%
9069 Computer Equipment	0	0	1,000	1,000		1,000	0.0%
9070 Rates	0	0	1,706	1,706		1,706	0.0%

9071	Community Service	0	0	2,769	2,769	2,769	0.0%	
9072	One Off Events	0	632	1,000	368	368	63.2%	
9073	Tourism Events	0	0	700	700	700	0.0%	
9074	Accessibility	0	0	2,513	2,513	2,513	0.0%	
9075	Recruitment	0	0	1,000	1,000	1,000	0.0%	
	Ear-marked reserves :- Indirect Expenditure	<b>6,247</b>	<b>124,598</b>	<b>457,754</b>	<b>333,156</b>	<b>22,125</b>	<b>311,031</b>	<b>32.1%</b>
	<b>Net Expenditure</b>	<b>(6,247)</b>	<b>(124,598)</b>	<b>(457,754)</b>	<b>(333,156)</b>			
	EARMARKED RESERVES :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>
	Expenditure	<b>6,247</b>	<b>124,598</b>	<b>457,754</b>	<b>333,156</b>	<b>22,125</b>	<b>311,031</b>	<b>32.1%</b>
	Grand Totals:- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>
	Expenditure	<b>6,247</b>	<b>124,598</b>	<b>457,754</b>	<b>333,156</b>	<b>22,125</b>	<b>311,031</b>	<b>32.1%</b>
	<b>Net Income over Expenditure</b>	<b>(6,247)</b>	<b>(124,598)</b>	<b>(457,754)</b>	<b>(333,156)</b>			
	<b>Movement to/(from) Gen Reserve</b>	<b>(6,247)</b>	<b>(124,598)</b>					

**Buckingham Town Council**  
**Environment Committee**  
**Monday 19<sup>th</sup> December 2022.**

Contact Officer: Lee Phillips

**Proposed Budget Savings**

**1. Recommendations**

- 1.1 It is recommended that members agree not to re-new the Community payback scheme, 'service level agreement' for 2023/24. Saving £11,006 from the annual budget.
- 1.2 It is recommended that members agree not to continue with the Social Enterprise scheme (grass cutting) in 2023/24. Saving £7,500 from the annual budget.

**2. Background**

2.1 The predicted budget for 2023/24 will have to have a substantial increase so options to make savings where possible have been sought. These 2 options have been chosen as they are services that we can and have been carrying out in-house and will have the least amount of impact on the service provided by the council.

2.2 Community Service = Community Pay Back scheme was where a team of up to 10 people and a supervisor who had to carry out community payback would come and carry out work in the town once per week. The work they carry out includes painting, vegetation clearing, footpath edging out and leaf clearing. The scheme is run by the probation service and an agreed fee is paid to the probation service for this (through a service level agreement). The team has not returned since the lockdown, the work they carry out has been for the last 3 years and can continue to be carried out by the green spaces team.

2.3 Social Enterprise Scheme – Grass cutting scheme. This scheme gives around 6 people a chance to carry out part time grass cutting of the verges around the estates in Buckingham. Approximately 500 hours of part time work is carried out throughout the season. Some of the mowers have now come to the end of their serviceable life and will need replacing at an approximate cost of £2500.

**3. Budget Costs**

Currently the budgets are:

3.1 - Community Service: current budget £11,006 (budget code 201/4068) note: this was the SLA from 2019 so if the Service Level Agreement was to be re-instated it would be expected a sizable uplift would be added to this figure.

3.2 Devolved Services - Expenses (Social Enterprise scheme – grass cutting)  
£7,500 (budget code 204/4124)

3.3 If both items are not renewed it would give a total saving of £18,506 plus any imposed uplift.

Budget Code	Cost Centre	Name	Description	Budgeted Expenditure 2022	Predicted Expenditure 2022	Budgeted Income 2022	Predicted income 2022	Recommended budgeted expenditure 2023	Recommended budgeted income 2023	Reason
201	3995	NI Environment		£17,139	£20,868			£22,100		Estimated only - awaits National pay award agreement
201	3996	Pensions ERS Environment		£47,391	£54,269			£57,470		Estimated only - awaits National pay award agreement
201	4004	Salaries environment		£201,836	£220,146			£233,135		Estimated only - awaits National pay award agreement
201	4068	Community Service	Community Payback scheme	£11,006	£4,000			£11,006		Can be held or bring work in house?
201	4112	Environment Equipment	General Environment equipment and sundries	£9,688	£9,688			£10,260		Predicted 5.9% Increase
201	4168	Defibrillators	Service and maintenance of AED's	£518	£518			£518		Can be held
202	1051	Roundabout 1 Sponsorship	Sponsor agreement			£2,288	£2,288		£2,576	increase of 12.6% (RPI) as per the sponsorship agreements (from budgeted income)
202	1052	Roundabout 2 Sponsorship	Sponsor agreement			£1,219	£1,219		£1,373	increase of 12.6% (RPI) as per the sponsorship agreements
202	1053	Roundabout 3 Sponsorship	Sponsor agreement			£2,002	£333		£2,254	increase of 12.6% (RPI) as per the sponsorship agreements
202	1054	Roundabout 4 Sponsorship	Sponsor agreement			£2,551	£2,551		£2,872	increase of 12.6% (RPI) as per the sponsorship agreements
202	1056	Roundabout 6 Sponsorship	Sponsor agreement			£2,718	£1,386		£3,060	increase of 12.6% (RPI) as per the sponsorship agreements
202	1057	Roundabout 7 Sponsorship	Sponsor agreement			£1,386	£1,386		£1,561	increase of 12.6% (RPI) as per the sponsorship agreements
202	4108	Roundabout Expenditure	New and replacement signage	£1,366	£2,105			£2,110		Three new sponsors this year and potential for three more next year
203	4082	Allotments	Fundig for Bourton Road Allotments	£2,101	£2,101			£2,101		Can be held
204	1017	Devolved services income	Buckinghamshire Highways devolved services agreement			£20,964	£20,992		£20,992	No movement on any increase from Buckinghamshire Council
204	4124	Devolved services expenses	Social enterprise grass cutting	£7,500	£5,600			£7,500		Hold steady for this year or consider bringing in house to save money.
205	4033	Waste disposal	Waste collection for parks and buildings	£3,000	£5,100			£5,610		Increased recycling and increased rubbish collection
205	4035	Machinery	Servicing and replacment Grounds equipment	£2,500	£2,500			£2,650		Predicted 5.9% increase
205	4036	Fuel (Mower)	Fuel for mowers and grounds maintenance equipment	£1,200	£1,900			£2,300		Red diesel no longer available and increase in price
205	4037	Sundries	Grounds maintenance sundries	£2,606	£2,606			£2,750		Predicted 5.9% increase
205	4063	Vehicle hire and running costs	Fuel, servicing and repairs of 3 vehicles	£16,884	£12,500			£7,000		No vehicle hire this year, just running costs for three vehicles and fuel for two vehicles. Some of running cost has gone to electric bill. 10% due to fuel costs
248	4013	Depot Equipment purchase	Equipment and sundries for depot	£4,070	£4,070			£4,070		Electrical work and Welfare to come
248	4055	Depot Alarm	Service and upkeep of alarm system	£431	£431			£500		Slight increase
248	4225	Depot Rates	Business rates	£4,412	£4,142			£4,556		Will rise with Septembers CPI - 10.1%
248	4601	Depot Repairs & maintenance fund	repairs and maintenance of the depot	£840	£840			£900		
248	4602	Depot Electricity	2 electricity supplies 1 for building and one for EV charging	£1,000	£2,000			£2,000		Inceased standing charges, electricity costs and additional EV charging. Fixed until Sept 2025
248	4603	Depot Water	Water supply	£850	£500			£550		Previously overbudgeted
249	1085	Shopmobility income	Hire of scooters			£40	£200		£200	Likely to be held
249	4602	Shopmobility Electricity	electric supply	£518	£518			£600		Predicted increase
249	4603	Shopmobility Water	water supply	£518	£518			£600		Predicted Increase
249	4608	Shopmobility expenditure	service of scooters etc.	£1,077	£1,077			£1,250		Predicted 5.9% increase
249	4612	Contractor charge	Toilet cleaning and maintenance	£9,600	£9,600			£10,560		10% predicted
249	4709	Maintenance	Shop mob and toilets	£539	£565			£600		Slight overspend - Predicted increase
250	1026	Lace Hill Community Centre Income	Hall's and pitch hire			£45,929	£39,000		£40,250	This was unrealistically budgeted and the target will not be met. Uplift at 5.9%
250	1027	Solar income	export of un-used electricity			£2,000	£0		£0	Eon will not even engage in order to change the meter. However only offering around 3p per unit so best case wouldn't make half of what has been budgeted.
250	4050	Lace Hill playing fields	pitch maintenance	£500	£500			£550		Realistic increase
250	4118	Solar panels	panel and system maintenace	£362	£362			£380		Service costs
250	4158	Lace Hill gas	gas supply for heating and hot water	£4,202	£4,202			£4,202		Fixed prices until July 2025
250	4159	Lace Hill electricity	electrcity supply	£1,500	£6,384			£7,660		Massively underbudgeted and increased costs. Solar panels have decreased chargable usage by 2/3rds. However 20% uplift realistic.
250	4160	Lace Hill water	water supply	£300	£350			£385		10% predicted
250	4161	Lace Hill repairs & Maintenananc	repairs and maintenance for building	£3,707	£3,707			£3,707		Frozen for this year
250	4162	Lace Hill contractor charge	Planned maintenance costs	£6,800	£6,800			£7,200		Alarm and other servicing costs

250	4163	Lace Hill alarm	maintenance of alarm system	£0	£0			£0	£0	Move into 4162
250	4164	Lace Hill equipment	supply of equipment and sundries	£3,717	£3,717			£3,000		Planned reduction in costs
250	4225	LH Rates	Business rates	£10,072	£9,731			£10,704		Will rise with Septembers CPI - 10.1%
251	1030	Bowls Club Lease income	Lease agreement			£592	£592		£627	At 5.9 - Subject to rent review
251	1035	Tennis Club Lease income	Lease agreement			£674	£674		£714	At 5.9 - Subject to rent review
251	4601	Repairs & maintenance fund	Chandos Park maintenance	£3,570	£3,570			£3,780		Predicted at 5.9
251	4602	Electricity	Chandos Park toilets electric supply	£539	£1,600			£1,600		Massively underbudgeted for this year. Now fixed until 2025
251	4603	Water	water supply	£1,346	£2,000			£2,120		5.9% increase however this cost is being investigated and will be clarified.
251	4606	Bowls Club Maintenance	bulding maintenance	£2,000	£2,469			£2,120		5.9% on the budgeted as the overspend is due to one of electrical upgrade This is considerably higher than the current rent
252	4601	Bourton Park repairs & maintenance fund	Park maintenace	£7,839	£7,839			£8,300		Predicted 5.9%
253	1041	Burial fees	Cemetery fees income			£24,000	£24,000		£27,050	Uplift of RPI (12.6%).
253	4225	Rates	Business rates	£500	£959			£1,056		Rebate issued but still higher than expected. To be further investigated
253	4265	New cemetery maintenance	New Cemetery maintenance	£3,500	£3,500			£3,500		Planned fencing works as soon as land purchased. To be held.
253	4601	Repairs & maintenance fund	Current Cemetery maintenance	£4,198	£4,198			£4,445		New burial equipment needed - increase by 5.9
253	4602	Electricity	Cemetery electricity supply	£250	£800			£960		20% increase predicted. Contract too small to move supplier.
253	4617	Memorial testing	Testing and repairs of memorials	£2,156	£2,156			£2,156		Costs held
253	4619	New cemetery repayments	Currently budgeted PWLB repayment cost	£58,647	£58,647			£58,647		Current budgeted repayment
		New cemetery repayments	Proposed PWLB additional increase		£0			£70,000		At public consultation
253	4620	Expenses for burial duties	Burial costs	£5,175	£5,175			£5,510		6.5% rise as costs such as digger hire expected to rise more than 5.9%
254	4612	Chandos Toilets Contractor charge	Cleaning and maintenace	£10,736	£10,736			£11,810		10% contractor increase predicted.
254	4709	Chandos Toilets Maintenance	Building and toilets maintenace	£1,077	£1,077			£1,185		10% increase - as was reduced last year incorrectly
255	1039	COMMUNITY FUNDING	Temporary budget line for funding income			£0	£3,600	£0	£0	Heart of Bucks and Waitrose funding (to be spent) will not be repeated.
255	4120	Friends of Groups	Includes insurance	£1,077	£1,077			£1,140		Predicted 5.9% Increase
255	4709	MAINTENANCE	Railway Walk and Castle Hill	£1,035	£1,035			£1,096		Predicted 5.9% Increase
256	4066	Grenville garage rent	Storage of signage and cones etc.	£722	£722			£765		Predicted 5.9%
258	1061	Cemetery Lodge rental income	Rent with management fee taken off			£11,350	£11,350		£11,747	3.5% predicted at this time, but a rent review is ongoing
258	4034	Cem Lodge PWLB repayments inc. interest	PWLB repayments	£4,072	£4,702			£4,702		Typo on last year's budget. Correct figure is £4702 (and will remain the same)
258	4609	Cemetery Lodge maintenance	Building maintance cost	£3,105	£3,105			£3,105		Can be held as lots of work work done this year
260	4100	CCTV maintenance	Mobile unit and fixed cctv data and maintenace costs	£3,400	£2,500			£2,500		Can be reduced.
261	4085	Community Centre Structural repairs	Building maintenace costs	£7,000	£12,000			£15,000		Dependent on fire survey and structural surveys. Overspend predicted if fire engineer report agreed.
261	4091	Chamber	Chamber maintenance costs	£1,051	£1,051			£1,051		Can be held
262	4101	Seats and bins	Repacment and maintenace cost for BTC dog and litter bins around town	£1,483	£1,550			£1,605		Overspend due to need to replace additional Dog bin
262	4102	Dog bins	Bin emptying contract	£4,502	£4,502			£4,660		Predicted increase 5.9%
262	4106	Play area maintenance	Maintenace of all play areas	£5,266	£5,266			£5,450		Predicted increase 5.9%
262	4122	Tree works	Tree works budget for all BTC areas	£17,000	£17,000			£17,600		Predicted increase 5.9%
262	4270	Bridges	Bourton Park Bridge repairs	£2,066	£2,066			£45,000		Budget for cost of removing Bridge 2. Estimate only
262	4275	Play area replacement fund	Play area replacement budget to be put into reserve fund	£5,000	£5,000			£5,000		Budget straight to to EMR
262	4276	Tree wardens	To fund tree warden activities	£1,035	£1,035			£1,100		Predicted 5.9% increase

		TOTALS	£539,097	£571,252	£117,713	£109,571		£717,447	£115,276	
		Budget 2022	£421,384							
		Predicted actual spend 2022	£461,681					£602,171		
		ACTUAL OVERSPEND	-£40,297	-9.56%				£180,787		
		Budget 2023								
		BUDGET increase								
		Budget to budget percentage increase						42.90%	Actual increase	39%

		Budget 2023. Without items highlighted in yellow						£470,765		
		BUDGET increase. Without items highlighted in yellow						£49,381		
		Budget to budget percentage increase. Without items highlighted in yellow						12%		

**BUCKINGHAM TOWN COUNCIL**  
**ENVIROMENT COMMITTEE**  
**MONDAY 19<sup>TH</sup> DECEMBER 2022**

Contact Officer: Sam Hoareau

**Hire Rates Increase for Lace Hill Sports & Community Centre (LHSCC)**

**1. Recommendations**

- 1.1. It is recommended that Members agree the increased room hire rates as proposed below from April 2023 and continue to offer '10 for the price of 9' as a booking incentive.
- 1.2. It is recommended that Members agree to increase the sports pitches hire rates by 4%.
- 1.3. It is recommended that Members agree the hire rates to be reviewed again in December 2023, for the following financial year.

**2. Information**

2.1. It would be difficult to present and interpret all previous year's pricing structures due to various changes made to standard rates, block booking discounts, incentives, and additional categories. However, for reference, below are the casual/ad hoc hire rates from 2016 when the LHSCC opened, up until now and the proposed:

- Sports Hall adult weekday from £18.33 to £16 and proposed £17
- Sports Hall adult weekend from £25 to £25 and proposed £30
- Sports Hall concessions weekday from £11.67 to £12 and proposed £14
- Sports Hall concessions weekend from £15 to £16 and proposed £18
- Committee Room adult weekday from £15 to £13 and proposed £14
- Committee Room adult weekend from £21.67 to £18 and proposed £19
- Committee Room concessions weekday from £8.33 to £10 and proposed £12
- Committee Room concessions weekend from £15 to £13 and proposed £15

2.2. Below are the current set of room hire rates for LHSCC which were implemented from April 2022 onwards and were agreed at environment on Monday 28<sup>TH</sup> February 2022-minute number 681/22. These hire rates had an average £0.50p increase across the board and there was no increase for 2020/2021 due to the pandemic.



	Committee Room		Sports Hall	
	Weekday	Weekend	Weekday	Weekend
	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
Concessions (Junior / Community)	£10	£13.00	£12.00	£16.00
Adult / Commercial	£13.00	£18.00	£16.00	£25.00

*Book 10 hours / sessions and get 10 for the price of 9.*

*All Badminton bookings to be charged at Weekday Concession rate.*

*Additional charges may apply for Bank Holiday bookings, Christmas, and New Year. Please enquire for further information.*

### **3. Proposed New Hire Rates For 2023/24**

3.1. With the general increase in energy rates and other commodities being experienced across the UK, the proposed new hire rates will contribute towards the sustainability of the LHSCC and the Council's budget.

	Committee Room		Sports Hall	
	Weekday	Weekend	Weekday	Weekend
	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
Concessions (Junior / Community)	£12	£15	£14	£18
Adult / Commercial	£14	£19	£17	£30

*Book 10 hours / sessions and get 10 for the price of 9.*

*All Badminton bookings to be charged at weekday concession rate.*

*Additional charges may apply for Bank Holiday bookings, Christmas and New Year. Please enquire for further information.*

3.2. Impact of proposed new hire rates mean an average increase of 13%. When comparing the hire rates of other local facilities, it was apparent that some of the current hire rates were too low, especially with the block booking discount applied e.g., currently the committee room is £9 per hour when block booked, with the new rates it will still be a very reasonable £10.80 per hour. All 24 of our long-term bookings benefit from the 10% block booking discount.

3.3. Badminton hires have always had a separate reduced rate. They are low impact hires and often fill small gaps when the hall is not in use. It is proposed that the badminton rate is charged at the same rate of the concession weekday.

3.4. Room increases percentage breakdown:

<b>Committee Room</b>						
	Weekday Hourly Rate		% Increase	Weekend Hourly Rate		% Increase
	Current	Proposed		Current	Proposed	
<b>Concessions</b>	£10.00	£12.00	20.00	£13.00	£15.00	15.38
<b>Adult</b>	£13.00	£14.00	7.69	£18.00	£18.00	0.00

<b>Sports Hall</b>						
	Weekday Hourly Rate		% Increase	Weekend Hourly Rate		% Increase
	Current	Proposed		Current	Proposed	
<b>Concessions</b>	£12.00	£14.00	16.67	£16.00	£18.00	12.50
<b>Adult</b>	<b>£16.00</b>	<b>£16.00</b>	<b>0.00</b>	<b>£25</b>	<b>£30.00</b>	<b>20.00</b>

3.5. The new rates are still competitive, for reference, other local venue hire prices looked at with similar capacity and facilities included are as follows:

	Venue A	Venue B	Venue C
Hourly adult weekday rate (hall)	£18.33		
Hourly junior weekday rate (hall)	£11.66		
Hourly adult weekend rate (hall)	£25		
Hourly junior weekend rate (hall)	£18.33		

Weekday hourly (hall)		£13.50	
Saturday hourly (hall)		£13.50	
Sunday hourly (hall)		£18.70	
Weekday hourly (hall)			£16
Weekend hourly (hall)			£20

#### 4. Sports Pitch Hire Charges

4.1. The current 2022/23 pitch hire rates are:

	Casual Booking	Half Permit (15 games)		Full Permit (30 games)	
	Per 2 Hr Session	Pitch Only	Pitch, Dressing Rooms & Showers	Pitch Only	Pitch, Dressing Rooms & Showers
<b>Adult (Base)</b>	£96.49	£1340	£1608.25	£2680.42	£3216.51
<b>Junior (20% Discount)</b>	£77.19	£1072.17	£1286.60	£2144.34	£2573.20

4.2. All rates were increased in line with inflation from April 2022.

4.3. It is proposed that rates for pitch and changing room facilities rise in line with Buckingham United's 4% increase this year as per their ten-year contract.

4.4. Proposed 2023/24 pitch rates are:

	Casual Booking	Half Permit (15 games)		Full Permit (30 games)	
	Per 2 Hr Session	Pitch Only	Pitch, Dressing Rooms & Showers	Pitch Only	Pitch, Dressing Rooms & Showers
<b>Adult (Base)</b>	£100.35	£1393.60	£1672.58	£2787.64	£3345.17
<b>Junior (20% Discount)</b>	£80.28	£1115.05	£1338.06	£2230.11	£2676.13

**Buckingham Town Council**  
**Environment Committee**  
**Monday 19<sup>th</sup> December 2022.**

Contact Officer: Lee Phillips

**Bourton Park Footbridge Removal.**

## **1. Recommendations**

- 1.1 It is recommended that it is agreed in principal that bridge number 2 is removed and not replaced due to the proximity of bridge 1 that already crosses the river.
- 1.2 It is recommended that it is agreed to allow the office to proceed in obtaining proposals and quotes to remove the bridge.
- 1.3 It is recommended that £45,000 is budgeted for in the next year financial for the removal of the bridge.

## **2. Background**

2.1 In 2019 an initial condition report of all of the timber bridges was carried out by 'BM Trada' where the following comments were made:

*The primary structural glulam elements to Bridge 2 are extensively decayed at their bearing ends, as well as at their top edges along the full length. BM TRADA cannot confirm that the extent of fungal decay does not currently present a significantly increased risk of structural failure of Bridge 2. Even if extensive structural repairs were carried out to Bridge 2, there is evidence of the on-set of delamination in many locations, attributable to fungal decay at or close to glue-lines, or to simple glue-line deterioration over time.*

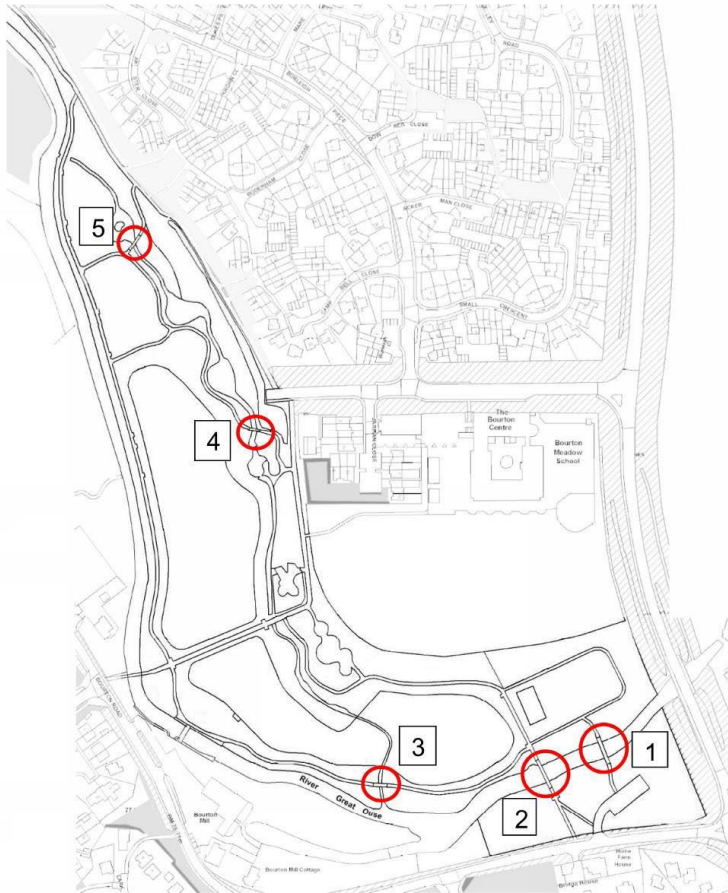
*In BM TRADA's view the glulam elements of Bridge 2 are at the end of their service life.*

Bridges 1,3,4 and 5 are constructed in a different way to bridge 2, using solid hardwood timber elements which can be repaired and replaced with relative ease whereas bridge 2 is of structural glulam components

2.2 A survey was carried out to establish the weight of the bridge to allow contractors to calculate the best means of removing it and what lifting equipment may be required. The total weight of the bridge is estimated to be up to 16 tonnes and with the deck and rails removed up to 11 tonnes for just the structural beams.

2.3 Weekly checks are being carried out on the bridge to ensure it is still safe to use with minor repairs being carried out when required.

Bourton Park



### 3. Budget Considerations.

An initial budget figure of around £45,000 is envisaged for the removal of the bridge. The remaining mounds for the ramps to the bridge would have to be levelled and the retaining walls and sections of the path removed. This would then leave the footpath leading from Bourton Rd. to a dead end at the river.

### 4. Options

The options that have been considered are:

1. Remove the bridge and replace with another bridge, the removal of the bridge and replacement with a new one, would cost in the region of £50,000 on top of the cost of removing the existing bridge.
2. Remove the bridge and do not replace.
3. Close the bridge, fence off and remove the bridge at a later date.

**Buckingham Town Council**  
**Environment Committee**  
**Monday 19<sup>th</sup> December 2022.**

**Bourton Park Management & Improvement Plan**

Contact Officer: Nina Stockill, Estates Administrator

**1. Recommendations**

1.1 It is recommended that Members receive and agree the updated Bourton Park Management Plan and Bourton Park Improvement Plan

1.2 Members to agree for Officers to identify funding opportunities to address priorities identified within the Bourton Park Improvement Plan.

**2. Information**

2.1 The purpose of the Management and Improvement Plans are to create a framework on what the priorities are for improving Bourton Park. It also provides the evidence and rationale for seeking future investment/funding in the park and underpins the thinking behind future improvement schemes.

2.2 We know the Town Council's budgets are not enough to deliver all the improvements needed and as such, only forms only part of the picture. Timescale responsibilities and estimated costs have been identified to assist in applying for external funding to deliver the Improvement Plan. Officers will explore new avenues for funding, which may range from Section 106 applications to National Governing Bodies or charitable foundations.

2.3 The Plans are built on feedback from the recent Park Survey (Sept 2022), reflecting the needs and aspirations of residents and park users. It may be necessary to carry out more focussed consultation on specific priorities as part of future funding bids.

2.4 The initiatives identified within the Parks Improvement Plan will be actioned as soon as resources are identified. The Improvement Plan will be updated and reviewed by Environment Committee on an annual basis.



# **BOURTON PARK**

## **MANAGEMENT PLAN**

### **2021 - 2025**





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## Plan Overview

The Management Plan will establish a path forward for providing high quality, community-driven park facilities and recreation opportunities for Buckingham's residents. The Plan will set goals and priorities for the Town Council's Estates Team and recommend specific improvements for the next 5-10 years, and will guide decisions about planning, developing or implementing parks, recreation programs or recreational facilities. The previous Plan was prepared in 2020.

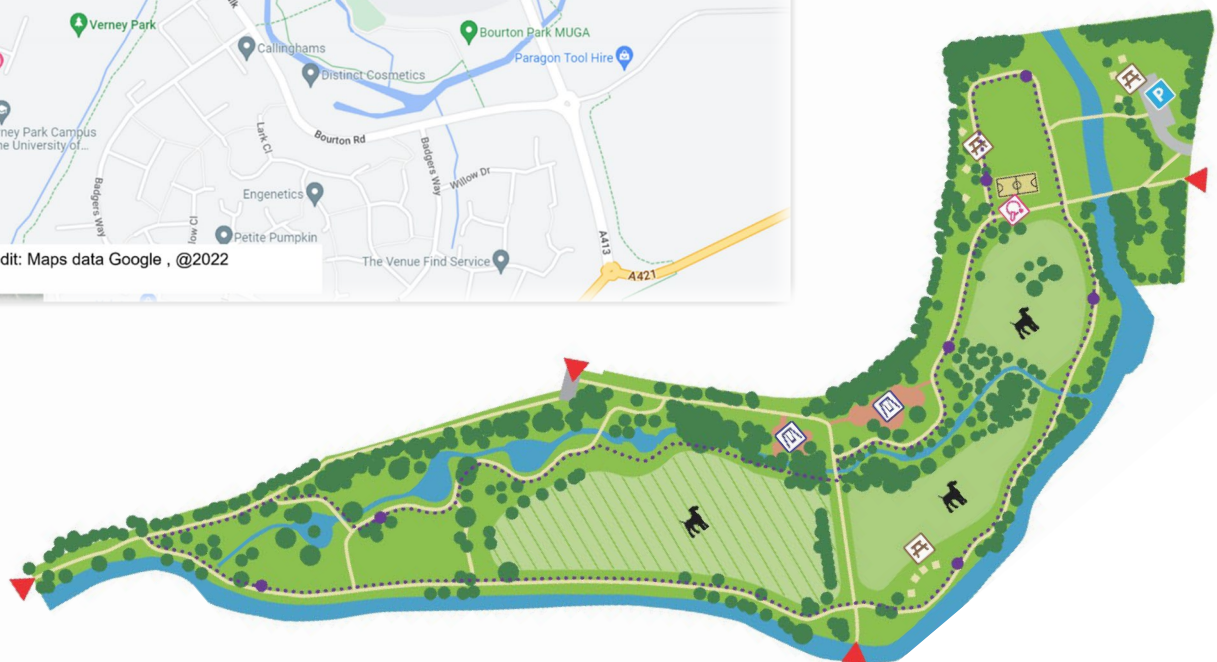
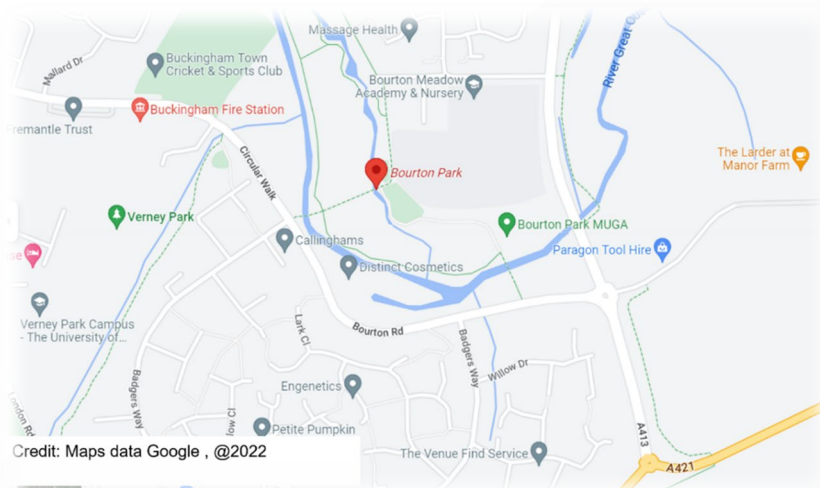
## What are the primary goals of the Parks Plan?

- **Engage the community:** Engage local residents to inform the plan and identify priorities.
- **Plan for the future:** Plan strategically for improvements and upgrades to Bourton Park.

## What will the Parks Plan do?

- Identify new facilities/amenities, building on previous efforts.
- Provide an understanding of what our park provides, and what is valued by the community.
- Have clear direction on the short and long-term priorities, in order to develop the park and provide the facilities and services the community has asked for.

## Location of Bourton Park



## Bourton Park Facts

# 15k

**Approx  
population of  
Buckingham**



**Two children's  
play areas**

# 1990s

**Park created,  
previously the land  
was used for hay  
production**



**3**

**grassy paddocks**

# 7.6<sub>ha</sub>

**Landscaped park  
land**



**Extensive network  
of footpaths and  
cycle routes**



**Large dog  
paddock, host to  
annual public  
events**

# 3,400<sub>m2</sub>

**Wildflower  
meadow**



## What We Know

The Park’s Plan is built on what we’ve heard through regular community consultation and planning processes.

## What We’ve Heard

The most recent Park User survey was conducted in September 2022 and focussed on how people accessed the park’s recreation facilities and how satisfied they were with the amenities.

**236** people completed the survey, an increase in engagement of 43% from the previous 2017 park consultation.

**77%** said the general appearance of Bourton Park was either ‘very good’ or ‘good’.

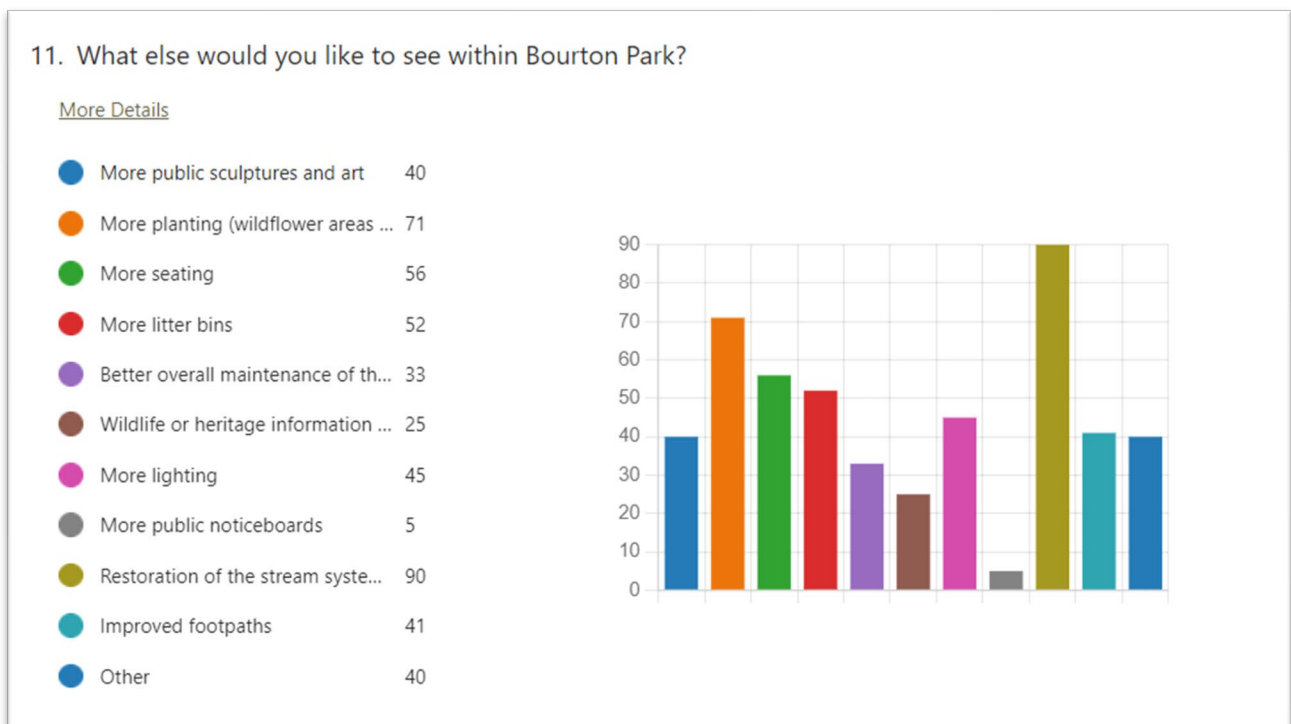
Among households who used facilities once or more per week, the top four most popular things to do in Bourton Park include:

- **Walking/Jogging** (89% of households)
- **Exercising the dog** (66% of households)
- **Visiting the play areas** (70% of households)
- **Observe the wildlife** (48% of households)

The survey also provided feedback on the relative importance of existing recreation facilities, and the need for certain amenities.

## What else would you like to see in Bourton Park?

Topping the list of desirables was the restoration of the park’s pond system, more wildflower planting and additional park benches.



## Building from Past Plans

Past community consultations have laid the foundation for developing amenities within Bourton Park, including:

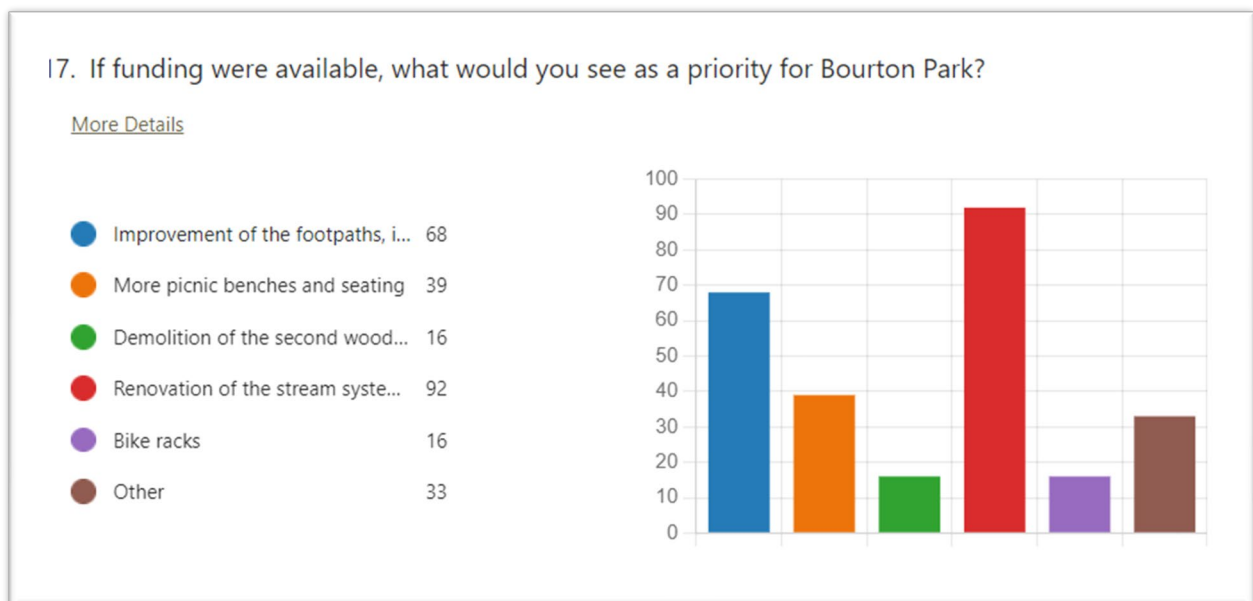
- The installation of new Otter Sculptures 2018
- Introduction of wildflower meadows 2016
- Creation of wildlife information boards 2017

## Park Priorities

Residents have said the following are their top three priorities for Bourton park's developments are:

1. Renovation of the stream system
2. Improvement of the footpath including new tarmac paths to the accessible picnic benches
3. More picnic benches and seating to be installed in the park

The removal of the park's condemned wooden footbridge is to be included as an additional and unavoidable priority.



Although the removal of the condemned footbridge was not scored as a high priority by visitors to the park, it is key to ensuring that the site is a safe and healthy environment and therefore is a high priority for the future of Bourton Park. When specifically asked about the bridge removal project, residents were overwhelmingly in support of relandscaping the area and realigning the footpaths to ensure connectivity from the Bourton Road into the park.

## Removal of wooden footbridge and realignment of footpath

Bourton Park has two wooden footbridges connecting the Bourton Road with the park. Following a recent structural survey one of the footbridge (pictured) has been listed for demolition as it is reaching the end of its useful life and would be too expensive to replace or repair.



The bridge that has been marked for demolition is opposite the multiuse games area and leads to the kissing gate on the Bourton Road. The bridge is still safe for public use and (as with all equipment and structures in the park) is inspected on a weekly basis.

A connecting footpath from the Bourton road footpath entrance that leads to where the bridge will be removed then will need a section of new footpath along the river's edge to the remaining bridge.





## Renovation of the Stream system

Proposals are being sought for the provision of a management plan to enhance the ecology and to improve the amenity value of the pond system in Bourton Park. A detailed action plan will be required so the Town Council can implement the correct management of the pond system over the coming years.



Key issues that need addressing include:

- Banks need re-establishing from the penstock end of the stream system
- Some of the ponds and stream have become overgrown and silted up
- Establishment of more diverse vegetation to help encourage more wildlife and make the ponds look more visually appealing.
- Advice on how any work undertaken can minimise the impact on wildlife in Ponds.
- Consideration given to the amenity value of the ponds within the setting of Bourton park and its proximity to local primary schools
- Ensure that the ponds provide the best wildlife habitat possible.

## Improvement of the footpaths including new tarmac paths to the accessible picnic benches

Bourton Park has an extensive connection of footpaths that emphasize a strong relationship with the natural environment, connecting the park to recreation amenities, extending beyond the park towards the town centre. The footpaths form part of the popular Circular walk and the Ouse Valley Way Cycle route. The footpaths accommodate multiple or shared uses, such as pedestrians and bicyclists, or a single use, such as joggers or dog walkers.



The Council wishes to improve access for members of the public around Bourton Park and requires a Contractor to undertake construction works to adapt, reconfigure and refurbish a number of areas of footpath and bridges around the Park. A number of footpaths are in relatively poor condition and require resurfacing. This will require substantial funding due to the large amount of paths in the park. It is recommended that the paths are repaired and all loose material removed, then have a new bituminous macadam surface course to over-layer all of the paths with some areas requiring building up. The paths require widening to make them suitable for the range of mobility scooters and buggies which now use the park and additional paths need to provide wheelchair access to the accessible picnic benches.



Renovation of the footpaths was identified as high priority from our most recent park user survey. There is a Junior parkrun held solely in Bourton Park on a Sunday morning and a normal parkrun on a Saturday morning, both of which are extremely popular and run by a group of local volunteers. There are various privately run, walking, running and canine exercise groups who also utilise the park for their activities throughout the week.

Renovation of the footpaths would help keep the network safe to use for cyclists and pedestrians, but will also hopefully encourage more people to walk and cycle in the long term.

### **Additional picnic benches and seating**

Buckingham Town Council would like to purchase and installation of a range of benches for Bourton Park. The Town Council have received several requests for additional benches during the lockdown period and it was identified as a key priority from our most recent park user survey. Benches enable people to rest while enjoying the towns green spaces, and also provide somewhere for people to meet and talk outdoors. The proposal would add additional benches in



current locations, enabling more people to gather and talk. The locations have been identified as sites where people already use benches socially, and where there is no significant level of anti-social behaviour.

The benches have each been chosen to be consistent with those already in place in the park. In total the Town Council would like to purchase 3 benches in the below locations;

1x bench along the new wildflower walk, adjacent to river in Bourton Park

1 x accessible picnic bench adjacent to the car park

1 x accessible picnic bench in the toddler play area

As well as the purchase of 3 new benches, the Town Council are also requesting funding (see previous priority) for a path to an existing wheelchair accessible picnic bench in Bourton Park.

The project would involve laying tarmac to this bench, which can be difficult to access in a wheelchair or scooter when the ground is muddy. It is hoped the project would enhance the use and enjoyment of the town's green spaces by wheelchair and scooter user.

## How will we get there?

### The Bourton Park Improvement Action Plan 2021-2025

The Bourton Park Improvement Plan shows the specific actions required to achieve the priorities previously shown in the Management Plan. It seeks to take on board wherever possible the issues and aspirations identified through community consultation.

The Improvement Action Plan is divided into proposals based on eight objectives that are aligned with Keep Britain Tidy's Green Flag Award criteria:

- To create a sense that people and their dogs are warmly welcomed into Bourton park;
- To best ensure that the site is a safe and healthy environment;
- To provide what people can expect to find in the way of standards of appearance, facilities and maintenance;
- To manage the park in environmentally sensitive ways;
- To identify the value of conservation and care of the historic character of the park
- To encourage community involvement;
- To best promote and market the park;
- To reflect on the above in terms of management and regular review

The initiatives within the Park Improvement Action Plan will be implemented as resources become available and discussions progressed on issues that require further consideration. Stakeholders for each of the actions have been identified, including partners:– from within the Council, Buckinghamshire Council, Environment Agency, park users and local residents.

All actions are annually reviewed.

**OBJECTIVE:** To create a sense that people and their dogs are warmly welcomed into Bourton park;

**Leaders:** L. Phillips (Manager) C. Molyneaux (Town Clerk)

**Annual Review Date:** Feb 2023

**Liaison/Partnership:** Buckinghamshire Council, park users and local businesses that utilise the park.

No.	Action	Who is Responsible for Action	Target Date For Achieving Funding and Implementation					Funding Sources/Comments	Evidence of community support from park user consultation
			2021	2022	2023	2024	2025		
	Installation of two cycle racks in Bourton Park's senior play area, to help promote cycling in the area.	BTC		x	x			Seek £5k funding from Community Board with match funding from revenue budget	From the most recent consultation, bike racks were seen as the lowest priority for funded improvements in Bourton Park. It is recommended this action is deleted.
	Replacement of three public Noticeboards	BTC			x			Potential bid for section 106 funding for park improvements. Approximate £5466 (+VAT) to replace all the noticeboards in Bourton Park.	The three notice boards in Bourton Park are in high traffic areas and we know from past event feedback that many residents access information from the park's noticeboards. The current models have reached the

## Appendix D

									end of their useful life and two have been patched repaired in the last 12 months.
Replacement of five park litter bins	BTC		x						Revenue budget, replaced in Autumn 2022 with steel bins. 30% of consultees ranked 'additional litter bins' as a priority for Bourton Park, with numerous comments on where the additional bins should be located.
Paddock B fencing - Remove along hedge when fails	BTC			x	x	x			To be carried out by Greenspaces Team within park's revenue budget

**OBJECTIVE** To best ensure that the site is a safe and healthy environment;

**Leaders:** L. Phillips (Manager) C. Molyneaux (Town Clerk)

**Annual Review Date:** Feb 2023

**Liaison/Partnership:** Buckinghamshire Council, ROPSA, Parks Users and local businesses that utilise the park.

No.	Action	Who is Responsible	Target Date for Funding and Implementation					Funding Sources /Comments	Evidence of community support from park user consultation
			2021	2022	2023	2024	2025		
	Accessibility of Footpaths - re-surfacing and widening required to most footpaths and ramps to footbridges need further investigation. Extended to improve accessibility.	BTC and specialist contractor			x			Section 106 funding for park improvements. Estimate required for resurfacing the footpaths.	40% of consultees said the improvements of footpaths was a top priority for Bourton Park. Over two thirds of park users (83%) walk to the park and the most popular reason given for using the park was to walk/jog or exercise the dog.
	Repair of timber footbridges	BTC and specialist contractor		x	x	x		Essential maintenance work that is already in progress. The	Not applicable

## Appendix D

						funding of the bridge repairs is being taken from the Council's earmarked reserves.
Removal of timber footbridge	BTC and specialist contractor		x			The funding of the bridge repairs is being taken from the Council's earmarked reserves. 77% of those asked said the condemned bridge in Bourton Park should be removed with the footpath being realigned and the remaining area landscaped.
Realignment of footpath from Bourton Road (kissing gate) and landscaping			x			Section 106 funding for park improvements. Approximate cost for realigning the footpath will need to be sought. 53% of consultees said the quality of footpath surfaces were poor – very poor.
Replacement of toddler play area equipment	BTC and specialist contractor		x	x		Funded from Section 106 and to be completed by Spring 2023 budget at £125,000

**OBJECTIVE** To provide what people can expect to find in the way of standards of appearance, facilities and maintenance;

**Leaders:** L. Phillips (Manager) C. Molyneaux (Town Clerk)

**Annual Review Date:** Feb 2023

**Liaison/Partnership:** Buckinghamshire Council, ROPSA, Parks Users and local businesses that utilise the park.

No.	Action	Who is responsible	Target Date for Funding/Implementation					Funding Sources/Comments	Evidence of community support from park user consultation
			2021	2022	2023	2024	2025		
	Future Town Council compost facility to be located at the Tingewick Road Cemetery	BTC and specialist contractor			x	x	x	To be completed as part of the new cemetery design and costed within the build.	Not applicable
	Installation of additional picnic benches and seating				x			Section 106 funding for park improvements Approximate costs £7,500	Additional seating was one of the top five most requested facilities from the park user consultation, with numerous comments such as “more picnic benches near the play areas”.

**OBJECTIVE** To manage the park in environmentally sensitive ways

**Leaders:** L. Phillips (Manager) C. Molyneaux (Town Clerk)

**Annual Review Date:** Feb 2023

**Liaison/Partnership:** Buckinghamshire Council, Parks Users and local businesses that utilise the park, Local Association of Councils and other best practice examples.

No.	Action	Who is responsible	Target Funding/Implementation	Date for					Funding Sources/Comments	Evidence of community support from park user consultation
				2021	2022	2023	2024	2025		
	Volunteer Bat survey to be undertaken and follow up on any actions identified	BTC and local Group					x		North Bucks Bat Group and volunteer/officer time	
	Paddock B – additional tree planting and creation of willow arch.	BTC					x	x	Revenue budget, volunteer time, and seek funding from the community board and woodland trust	42% of those asked, wanted more planting and increased biodiversity in Bourton Park.
	River banks - wildflower planting as part of the annual wildflower planting plan review	BTC	X	x	x	x	x	x	Revenue parks budget	
	Tree planting in specific locations around Bourton Park	BTC	X	x	x	x	x	x	Revenue Budget, volunteer time and possible funding for small clusters of trees from donations	



Appendix D

						(memorial trees), private organisations or individuals.
Renovation Plan to increase access and usage of the Otter's Pond and stream system, including dipping pond and platform.	BTC in consultation with the Environment Agency	x	x			Section 106 funding for park improvements Approximate costs £175,000 53% of park users wish to see the park's stream and pond system restored. The initiative was listed as the number one top priority for Bourton Park.

**OBJECTIVE** To identify the value of conservation and care of the historic character of the park

**Leaders:** L. Phillips (Manager) C. Molyneaux (Town Clerk)

**Annual Review Date:** Feb 2023

**Liaison/Partnership:** Buckinghamshire Council, Parks Users and local businesses that utilise the park, Buckingham based Volunteer conservation groups, Buckingham Canal Society, Buckingham Society and other interested parties.

No.	Action	Who	Target Date					Funding/Comments	Evidence of community support from park user consultation
			2021	2022	2023	2024	2025		
	Installation of an information board at the eastern end of the park, highlighting old course of the Buckingham Canal and its heritage value to the town/park.	BTC and Buckingham Canal Society				x	x	Buckingham Canal Society to fund the information sign, to be installed by BTC.	58% of consultees rated the level/range of information boards as poor – very poor in Bourton Park.
	Volunteers - Annual review of group's needs, any support required and involvement in community projects				x	x	x	Funding of volunteer groups to be sought from Heart of Bucks with the aim of group becoming self-sustaining	

**OBJECTIVE** To encourage, develop and enhance community involvement in the park

**Leaders:** L. Phillips (Manager) C. Molyneaux (Town Clerk)

**Annual Review Date:** Feb 2023

**Liaison/Partnership:** Buckinghamshire Council, Parks Users and local businesses that utilise the park, Buckingham based Volunteer conservation groups, Buckingham Canal Society, Buckingham Society and other interested parties.

No.	Action	Who is responsible	Target Date for funding/implementation					Funding/Comments	Evidence of community support from park user consultation
			2021	2022	2023	2024	2025		
					x	x		BTC Officer time	
	Work with Bourton Meadow and other local primary schools in helping designing improvements to the 'Otters Pond'	BTC and local primary schools			x	x		BTC Officer time	
	Promotion of local conservation groups and participation in annual Town Council tree planting events	BTC	x	x	x	x	x	BTC Officer time	

**OBJECTIVE** To best promote and market the park;

**Leaders:** L. Phillips (Manager) C. Molyneaux (Town Clerk) L. Stubbs (Deputy Town Clerk)

**Annual Review Date:** Feb 2023

**Liaison/Partnership:** Local Newspapers Local Community Tourist Information

No.	Action	Who is responsible	Target Date for Funding/Implementation					Funding Sources/Comments	Evidence of community support from park user consultation
			2021	2022	2023	2024	2025		
	Annually review and update management plan every December	BTC officer and Councillors	X	x	x	x	x	To be signed off by Environment Committee	
	Ongoing programme of press releases on park improvements as and when they are achieved	BTC	X	X	X	X	X	Office time	
	Park user survey to be refreshed in 2022 and then every two years	BTC		X		X		Officer time	

## How We Will Know When We Have Arrived?

Each of the specified outcomes shown in the Parks Improvement Action Plan will be reviewed at the completion of the specific action to ensure that the intended results are obtained or that appropriate follow up action is determined. The review will take the following format:

- There will be a formal review of the Management Plan on an annual basis in February. This will review all of the actions shown for completion within that year and progress towards the objectives. This review will ensure that any remedial action is taken if the actions are not achieved and that any actions that no longer remain appropriate are deleted. It will also ensure that changing needs and priorities are taken into account by reviewing the Improvement Plan quarterly and making appropriate adaptations to it. This formal review will be undertaken by the relevant committees of Buckingham Town Council and appropriate stakeholders.
- In addition to the above formal reviews, there will remain the opportunity for volunteer groups or other stakeholders or individuals to make specific comment regarding any of the actions shown in this management plan through the established communication system on a formal or informal basis.
- Individual staff will be asked to check that what is contained in the plan is what happens in practice.
- The Estates Manager will draw up any changes to the management plan and Improvement plan and will record the reasons for the changes.
- Regular site and safety inspections in the park will continue and will include monitoring of the actions of this plan. The results of these site inspections will be discussed at the Estate Team meeting and incorporated into future revisions of this plan, for approval at Committe

**Buckingham Town Council**  
**Environment Committee**  
**Monday 19<sup>th</sup> December 2022.**

**Tiny Forest, Bourton Park**

Contact Officer: Nina Stockill, Estates Administrator

**1. Recommendations**

1.1 It is recommended that Members discuss and agree, in principle, to participate in the Tiny Forest project, subject to due diligence.

**2. Information**

2.1 [Earth Watch](#) is an environmental charity and Independent Research Organisation, planting Tiny Forests with communities across the UK. To date they have planted 150 tennis court sized woods, densely populated with native trees.

2.2 The Tiny Forest projects is designed to reconnect people with nature, learning about its value and the challenges facing us all, through citizen science projects. They engage communities to plant, monitor and maintain each Tiny Forest, collecting environmental and social data to asses the benefits they provide over time between each forest.

2.2 Earth Watch has secured funding for 200+ trees planted densely in a tennis court sized plot (200m2) and has approached the Town Council to identify a site within Bourton Park.

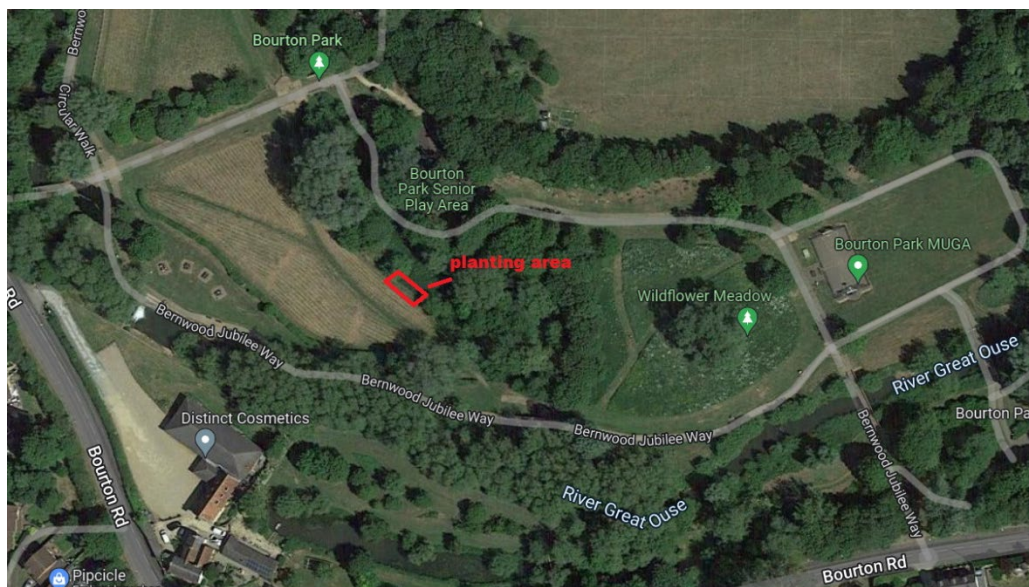
2.3 Earth Watch will undertake all of the consultation, recruitment of volunteers, site preparation, planting and publicity. Over the coming years, Earthwatch will collect data and assess the benefit of the Tiny Forest. Alongside the help of the local community, they will use this site to monitor carbon absorption, flood mitigation, thermal comfort, and biodiversity, as well as measure environmental and social benefits gained.

2.4 Early in the process Earth watch recruits a Tree Keeper Team (Tree Wardens) from local residents and these people become the champions of the Tiny Forest. Through citizen science monitoring lead by Earth watch we keep volunteers engaged with the Tiny Forest. The Tiny Forest will be handed over after the planting day and request that the Town Council build long term maintenance into the park's plan.

2.5 Buckingham Town Council will need to enter into a land agreement that guarantees as far as possible to leave the Tiny Forest in place for 10 years monitoring.

2.6 One of the objectives identified within the Bourton Park's Improvement Plan is 'To encourage, develop and enhance community involvement in the park' and the ethos of the Tiny Forest project would address the action to 'involve communities in annual trees planting events'.

2.6 A plot of 200m<sup>2</sup> has been identified within Bourton Park's middle paddock, connecting with an existing wooded area, formally known as the AVDC wildlife conservation area. Please see below photos for an indication of the planting area.



2.7 Further information on the background and aims of the initiative are contained within the attached presentation.





**tinyforest**

Powered by earthwatch  
EUROPE

**For climate-proof, nature  
friendly urban areas**



# Why do we need Tiny Forests?

Environmental issues such as flooding, heat stress and loss of biodiversity are increasingly affecting urban areas; and this is only expected to worsen in the face of climate change and increasing urbanisation.

Creating thriving and climate-resilient urban areas that support economic growth, whilst also enhancing livelihoods and wellbeing, is a considerable challenge.

Tiny Forests can play a part in facing this challenge by offering multiple co-benefits: reconnecting people with nature, raising awareness – and helping to mitigate the impacts – of climate change, as well as providing nature-rich habitat patches to support urban wildlife.



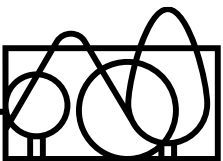
# Introducing Tiny Forests



We plant dense fast-growing native woodlands, based on an established forest management method developed in the 1970s by Dr Akira Miyawaki.

We engage communities to plant, maintain and monitor each forest over time. We reconnect people with nature and raise awareness of climate change.

We collect environmental and social data relating to every forest we plant, to assess the benefits they provide over time and between forests.





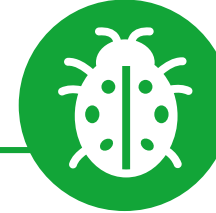
# A closer look at a Tiny Forest



**600 trees** planted densely in a tennis-court size plot, maximising benefits per m<sup>2</sup> of land



Planting method encourages **accelerated forest development** and uses **no chemicals or fertilisers**



**Low management and maintenance** requirements after the first two years



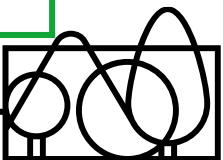
**Rich biodiversity**, capable of attracting over 500 animal and plant species within the first 3 years



A nature-rich **accessible green space** and inspiring **outdoor classroom** for people to reconnect with nature



Monitoring data gathered by citizen scientists to help understand how Tiny Forests develop, and quantify the **climate benefits**



# Social benefits

Tiny Forests provide a publicly accessible place for people to relax, enjoy and appreciate nature in the built environment.

They can support health and wellbeing through simple aesthetic value, actively watching wildlife, personal involvement in the project and as an educational resource or skills-building experience.

Each forest is expected to engage:

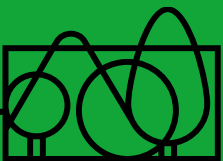
- **Up to 100 volunteers** on planting day, providing a tangible way for communities to take environmental action
- **Up to 40 people** on monitoring days, providing opportunities to learn about scientific methods and the benefits of trees
- **4-6 volunteers as a Keeper Team** to act as the forest ambassadors and support with maintenance
- The **wider community**, visitors and school children as an inspiring place to enjoy nature

Growing evidence base on the benefits of trees for **improved mental and physical health**.

Creating opportunities for people to **come together as a community** to care for and maintain their local forest.

Increasing people's connection to nature through **education, engagement and citizen science** activities.

Raising awareness of the **climate crisis** and the importance of nature-based solutions in urban areas.



# How do we create a Tiny Forest?

Once the plot is secured there are only five steps to establish a Tiny Forest:

## Step 1 Plan

We conduct a soil survey to assess soil structure and hydrology. Based on site specific insights, we determine which native species to plant to make the forest more resilient.

## Step 2 Design

We work up a planting design with the optimal species composition, and bespoke features such as pathways or clearings, we create an inviting, accessible and functional space.

## Step 3 Prepare

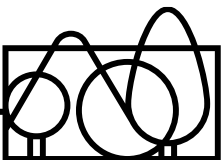
We prepare the site, and in particular the soil, to optimise growing conditions and maximise outcomes.

## Step 4 Plant

We engage your staff and local community for a volunteering day during the planting season, and to support ongoing care and use of the forest, if required.

## Step 5 Monitor

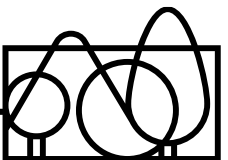
Basic care of the forest is recommended for the first two years.  
  
Monitoring data is collected during the growing seasons.



# Monitoring the forest

With the help of citizen scientists, we are gathering data from all the Tiny Forests we plant to understand the growth and development dynamics, environmental and social benefits over time.

<b>Thermal comfort</b>	Using thermometers to assess the temperature difference between the inside of the forest and surrounding area along a transect.
<b>Flood mitigation</b>	Assessing the forest's ability to store water through assessing soil characteristics including texture, colour, moisture and compaction.
<b>Biodiversity</b>	Conducting species surveys focusing on pollinators and soil dwelling organisms.
<b>CO<sub>2</sub> absorption</b>	Measuring above-ground biomass through tree height and stem diameter to assess carbon capture potential.
<b>Social</b>	Conducting social surveys with local residents and volunteers to better understand how the community is utilising the forest and the benefits it is providing.



# Tiny Forests grow quickly



JAN  
17

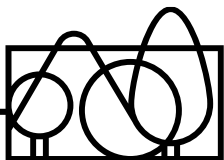
JUN  
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SEP  
17



\*After two growing seasons (planted in winter 2015)





# Our first UK Tiny Forest - Witney, Oxfordshire



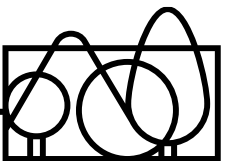
Planting day, March 2020



First growing season



Monitoring event, September 2020





# Why do schools need Tiny Forests?

Our education system does not equip children with the skills needed to contribute to realising a sustainable future.

- Young people are speaking out about their concerns for the environment.
- The School Climate Strikes and Teach the Future campaign outline a clear need for a response to the climate emergency through education.
- According to a recent YouGov poll, 75% of teachers do not feel equipped with the knowledge to educate students on the climate crisis.

There is a concerning disconnect between children and nature.

- 75% of children in the UK spend less time outdoors than prisoners.
- Increased urbanisation and modern lifestyles have impacted on access to nature, with some children spending as little as 16 minutes outside a day.
- Schools are increasingly looking for safe, outdoor activities that complement classroom education; particularly in light of the COVID-19 crisis.



# Delivering Tiny Forests with schools

## Host a forest

Host a Tiny Forest either in the school grounds, or nearby. The school community get involved in creating a forest design, planting and monitoring of the forest – creating an inspiring space for outdoor learning to build student connection to nature.

## Tiny Forest webinar

An interactive digital session introducing teachers and educators to Earthwatch and Tiny Forests - covering global and local environmental challenges and how to engage students in experiential outdoor learning connected to the national curriculum.

## Teacher and educator training session

Teacher training session providing teachers with the knowledge and confidence to lead outdoor education and use Tiny Forests as a learning resource. Sessions include deeper discussions on climate change and biodiversity loss and hands-on demonstrations of activities that can be run with students at different key stages.

## Student workshops

A whole school assembly followed by two class sessions delivered in the Tiny Forest. Content is tailored by age group, with a focus on key stage 2 and 3, and will engage students in monitoring activities, as well as explore wider environmental challenges with connections to personal, school wide and community actions for the planet.\*

\*All activities are hosted by Earthwatch and are delivered by our learning experts and a member of our Tiny Forest research team.



# Benefit summary

Establish a branded, nature rich green space, for the benefit of employees, the local community and wildlife.

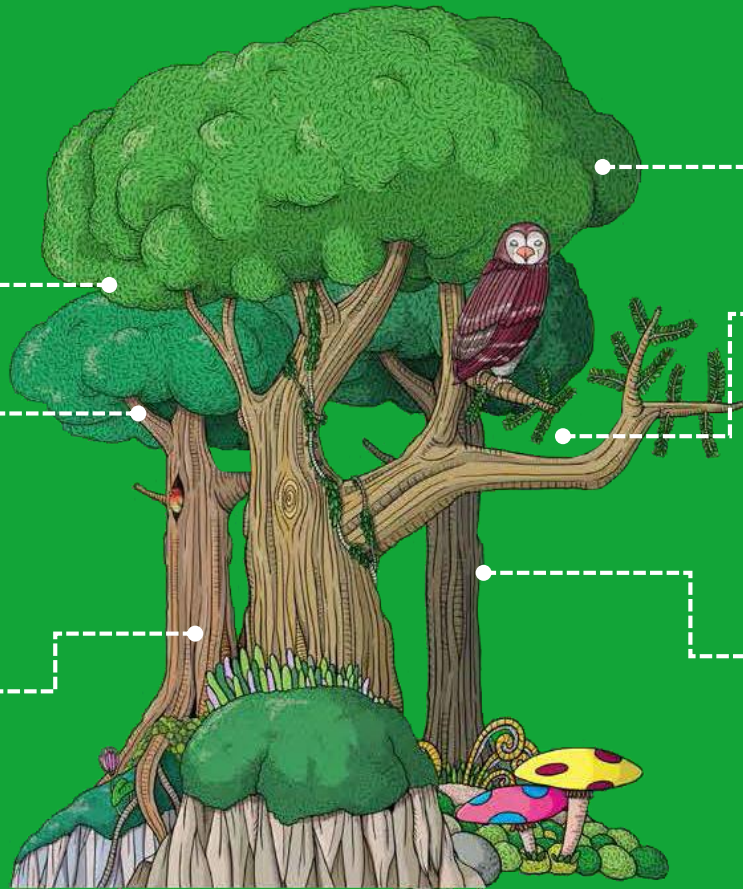
Demonstrate your commitment as a responsible business taking practical action on the climate and ecological emergencies.

Direct links to national and local sustainability and climate strategies.

Purpose-led volunteering opportunities that complement your CSR, sustainability and wellbeing agendas.

Positive environmental impact such as increased biodiversity and carbon capture.

Contribute to a science-based project that informs the development of nature-based solutions to climate-proof our cities.





# Supporting a Tiny Forest

## Funding of £30,000 + VAT will enable Earthwatch to:

- △ Use our Five step approach to create a new Tiny Forest, which your organisation can brand.
- △ Provide a volunteer or team-building day for your staff and/or community (typically 40-100 people) to plant the Tiny Forest, including an environmental education session.
- △ Build capacity of the Tiny Forest Keeper Team, engaging 4-5 employees/community members as “Keepers” (1hr/month required mostly in spring/summer to water and weed for first two years).
- △ Engage your staff and/or your community in a monitoring event\* to raise awareness and collect valuable data on urban nature-based solutions for climate change.
- △ Train volunteers to monitor the environmental and social benefits of the forest for at least two years, contributing to our data platform and giving you scientific data to use in your reporting and communications.

**An additional investment of £10,000 +VAT would enable us to provide full education package - webinar, teacher training event and student workshops - to enable young people to act to protect our planet**

\*By using citizen science, which actively involves non-scientists in scientific research, collecting and analysing data.





**We are seeking  
visionary funders  
and land owners  
to help us make this aim  
a reality.**








# Super Tiny, Super Powerful

For more information:

Ed Nemeshanyi | [enemeshanyi@earthwatch.org.uk](mailto:enemeshanyi@earthwatch.org.uk)

Featured in:



	<b>Buckingham Town Council</b> <b>Lost Property Policy &amp; Procedure</b>	<b>Date Agreed:</b> <b>Minute Number:</b> <b>Prepared by: Town Clerk</b> <b>Version: 1</b>
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Buckingham Town Council will, wherever possible, and practicable return lost property to its rightful owner. Where it is not possible for the property to be returned to the owner, the Town Council will dispose of the property in a responsible manner and where appropriate that disposal should benefit a local reuse charity.

### **Background Information**

From time to time items are found on Town Council land such as bicycles, children's scooters etc. There is limited space for these items to be stored and the Town Council acknowledges that there should be a consistent way to deal with these items. This policy and procedure aims to take the following into consideration: limited storage space, limited staffing and a responsibility to reuse and recycle items.

### **Procedure**

#### **1. Items Found**

All items that are found are to be recorded and logged. The record should include:

- Item
- Date Found
- Location item was found
- Serial number, identifying marks and description
- Photo
- Date item will be advertised until
- Date item will be donated/disposed
- Where and when it was donated/disposed

The details of any found items that may have an intrinsic value e.g. mobile phone, bicycles will be checked with the local neighbourhood police team and their instructions followed.

#### **2. Advertising the missing item**

The item will be advertised on the Town Council's website and the Town Council's Facebook Page for two weeks from the date they are logged on the Council's system.

#### **3. Disposal of the item**

If the item is not claimed within two months, then the two methods of disposal available are as follows:

- a. If the item is in poor condition then it should be disposed of responsibly by the Town Council being recycled whenever possible.
- b. If the item is in good condition and has an intrinsic value, then all efforts should be made to donate the item to a local reuse charity (see Appendix A).

#### **4. Accountability**





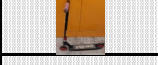
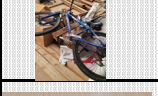



To ensure that items are dealt with in an appropriate manner, a log will be kept by the Estates Team to record information on all items found including date and method of disposal. Log entries will be reported annually at Environment Committee.

#### **Appendix A**

Example of local reuse projects:

- Furze Down School. Maintenance Hub
- [Milton Keynes Re-Use Community Project - Reuse MK](#)
- [Home | Florence Nightingale Hospice Charity \(fnhospice.org.uk\)](#)
- [Kiln Farm Furniture Shop - Willen Hospice \(willen-hospice.org.uk\)](#)
- [Cycle Saviours | Milton Keynes Christian Foundation \(mkchristianfoundation.co.uk\)](#)
- [Recycle or donate old mobile phones with Oxfam | Oxfam GB](#)



	Item	Date found	Location	Serial number, identifying mark and condition	Photo	Advertise until	Disposal/ Donation by	How/Where was it disposed/ donated
1	Mens Grey Mountain Bike	Early May 2022	Bourton	Evans Cycle label 'enjoy the ride'. Serial No: 071837548. Dark Grey Colour		19/07/2022	06/09/2022	Donated to cycle saviours September 2022
2	BMX	Early May 2023	Bourton	Black bike with 'To the edge' on rear of frame. Lock attached. Labels read 'Made in Tunisia FS 1820000C' Serial No FR3006 Mismatched wheels		20/07/2022	07/09/2022	Donated to cycle saviours September 2022
3	Hoverboard	Early May 2024	Chandos Park	Rose gold, scuffed condition underneath. No serial number.		19/07/2022	06/09/2022	Donated to cycle saviours September 2022
4	Bank Card	04/07/2022	Chandos Park	Bank card with personal details. Photo on file		18/07/2022	05/09/2022	Destroyed 28/10/2022
5	Girls Bike	12/07/2022	Chandos Park	Btwin' written on navy blue frame. Pink mud guards, pedals and handles. Like new condition. Black wire basket on the front.		26/07/2022	13/09/2022	Claimed, email and photographs provided as proof of ownership 14/07/2022
6	Black Scooter	18/07/2022	Lace Hill	JdBUY' written on the stand, Red faded handles and wheels.		01/08/2022	18/09/2022	Donated to cycle saviours September 2022
7	Blue Mountain Bike	22/07/2022	Town Centre	Giant' boys blue mountain bike with straight handle bars. Left propped by the public toilets. Rust on the gears.		08/08/2022	08/10/2022	Donated to cycle saviours September 2022
8	Black Framed Ready Readers	28/08/2022	Town Centre	Black and silver framed ready readers found at Bandjam		31/08/2022	02-Sep	Claimed, person came to the office and gave full description of item.
9	Red child bike	26/09/2022	Bourton Park	Red child's bike with black trims. Styled to look like a motorcross bike. 'AVIGO' and 'MOTOBIKE' stickers		10/09/2022	10/11/2022	To be donated to Furze down School December 2022
10	Purple girls bike	05/10/2022	Bourton Park by Wier	Raleigh bike silver and purple frame. 'Krush' on the frame and covered in pink hearts.		19/10/2022	07/12/2022	To be donated to Furze down School December 2022

**Buckingham Town Council**  
**Environment Committee**  
**Monday 19<sup>th</sup> December 2022.**

Contact Officer: Louise Stubbs, Deputy Town Clerk

## **Buckingham Community Flood Response Plan**

### **1. Recommendations**

- 1.1. It is **RECOMMENDED** the Buckingham Flood Resilience event is used to seek updates from partner agencies about the recommendations identified in Section 19 flood investigation report from partner agencies.

### **2. Background**

- 2.1. Members agreed that a Group would be set up after the publication of the section 19 report. This group should include representatives from all local stakeholders and their remit would be to review the Section 19 report and reflect any changes required to the Buckingham Community Flood Response Plan in response.
- 2.2. The Buckingham December 2020 section 19 flood report was published in February 2022 and circulated to members.
- 2.3. According to [Buckinghamshire Council](#), the Section 19 flood investigation report does not “*provide an action plan or strategy for specific actions*” however it does include recommendations.
- 2.4. The section 19 flood investigation recommended that the Town Council:
  - 2.4.1. “Complete the update of the Community Flood Plan and publish and provide community training and exercising of the new Community Flood Plan (in progress) (Buckingham Town Council, in progress)”

### **3. Update on the Buckingham Community Flood Plan**

- 3.1. Since the December 2020 flooding the Town Council has been recruiting Flood Warden volunteers through a number of means including: social media, the website, newsletter articles and having a physical presence at Buckinghamshire Council Flood Resilience events.
- 3.2. Contacting, by letter, everyone that lives in the at risk flood area, and asking if they would like to be on our phone and email contact lists for flood alerts and updates from the Town Council

- 3.3. Taken part in a Buckingham Community Flood Plan exercise, working with Senior Resilience Officers at Buckinghamshire Council to test the draft flood plan and have an in person training exercise for the Flood Wardens and phone volunteers.
- 3.4. Finalised the Buckingham Community Flood Plan which was reviewed and agreed at the Environment Committee on the 18<sup>th</sup> October 2021.
- 3.5. Visited homes of residents with flood defences installed for a second training session with Flood Wardens who could not take part in the exercise. This introduced wardens to a variety of defences, how to install them and taking video and photographs that can be used for future promotion of the flood plan.
- 3.6. Officers attended a joint partner Flood Resilience event to publicise the plan, alongside representatives from Buckinghamshire Council Strategic Flood Management Team and the Community Board, the Environment Agency, and the Flood Mobile which advises on personal flood defences.
- 3.7. Future actions will include: a third in person Flood Warden training event in 2023, working with Senior Resilience Officers at Buckinghamshire Council.
- 3.8. Residents on our flooding risk contact list will be contacted to remind them of the Buckingham Flood Plan, ask them to check their personal flood defences, and ensure we have the correct contact details and they would still like to take part in the plan.
- 3.9. The Council will attend all further Buckingham Flood Resilience events. The cancelled November 2022 event is now expected to take part in 2023.

#### **4. Buckingham Flood Resilience events and section 19 report recommendations:**

- 4.1. The following recommendations were made in the section 19 flood report:
  - 4.1.1. Verify and implement flood warning area extents and triggers improvements considering the flooding in Buckingham in December 2020 (Environment Agency, temporary update complete, full verification in progress, due to be completed by winter 2022/23)
  - 4.1.2. Use sewer flow monitor alarms to speed up response to flooding at March Edge, Red flag 2-hour response time to resident reports of flooding at March Edge (Anglian Water, complete)
  - 4.1.3. Complete the update of the Community Flood Plan and publish and provide community training and exercising of the new Community Flood Plan (in progress) (Buckingham Town Council, in progress)
  - 4.1.4. Raising/relocating level gauge at Buckingham (Environment Agency, planned)

- 4.1.5. Invest in further flood modelling and mapping for the River Great Ouse at Buckingham (Environment Agency, planned)
  - 4.1.6. Develop a catchment-wide Flood Response Framework to ensure consistency in response between the different Local Resilience Forums which cover the Great Ouse catchment (Environment Agency, planned)
  - 4.1.7. Determine the ownership of the March Edge, Linden Village flood embankment, and take appropriate action to ensure there is a maintenance plan in place (Environment Agency, supported by Buckinghamshire Council)
- 4.2. As the Buckingham Flood Resilience events are joint events with Buckinghamshire Council and the Environment Agency these are ideal opportunities to seek updates from partner agencies about the recommendations identified in Section 19 flood investigation report from partner agencies.
- 4.3. The recommendations in the section 19 report did not make any recommendations that are contrary to the Buckingham Community Flood Plan or require updates to it.

# Buckingham Community Flood Response Plan



Buckingham Town Council



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- 3 Introduction
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- 6-7 Community Flood Plan – Roles and Responsibilities – Organisations
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- 8 Actions during an alert
- 9 Actions during a warning
- 10 Actions during a severe warning
- 11 Stand down procedure
- 12 Flood warden script
- 12 Staff telephone volunteer script
- 13 Advice to residents in the event of an alert
- 14 Advice to residents in the event of a warning
- 15 Advice to residents in the event of a severe warning
- 16 Useful Contacts

## **Introduction**

### **Ownership**

This document is owned by Buckingham Town Council.

The Buckingham Town Council Community Flood Response Plan outlines the actions and procedures to be coordinated by Buckingham Town Council (BTC) before, during and after any flooding event.

In the event of a flood, the emergency services have overall command. If residents are informed by the Police, Fire and Rescue Service or any other responding agencies to stop their activity or evacuate the area, they should do as instructed. The actions and procedures defined in this plan are intended to be used as a guide, to coordinate the Buckingham Town Council response to any flooding event.

### **Aims**

To ensure Buckingham Town Council play a vital part in the multi-agency response and support Buckingham residents by coordinating the community flood response, ensuring residents are informed and supported before, during and after a flooding event.

### **Objectives**

This plan should achieve the following objectives:

1. To define the roles and responsibilities of all personal before, during and after a flooding event.
2. To warn and inform the local community and other stakeholders before, during and after a flooding event.
3. To provide support to all town residents, in particular those who are deemed vulnerable, before, during and after a flooding event.
4. To work with Buckinghamshire Council and other agencies, to ensure that Buckingham is represented in the wider multi-agency response to flooding.
5. To work in conjunction with other relevant services. To provide signposting, advice and guidance to all residents and stakeholders in the case of flood events.

## **Roles and Responsibilities - Individuals**

### **Community Flood Coordinator (CFC)**

The CFC has overall responsibility for coordinating the local flood response during office hours. This includes:

- Gathering information regarding the flood alert or warning;
- Liaising with the Buckinghamshire Council, Environment Agency and other organisations (being the point of contact) as necessary;
- Participating in the Buckinghamshire Council IMT (if established);
- Contacting and coordinating Flood Volunteers and advise on actions required;
- Establishing a location as a control point (flood warning only);
- Surveying the affected areas and reporting back to Buckinghamshire Council;
- Ensuring that any communication activity to the affected public is coordinated with Buckinghamshire Council Communications Team;
- Providing updates to Town Council Members of the situation;

This role will be undertaken by the Buckingham Town Council Clerk or in their absence the Deputy Town Clerk or Estates Manager in that descending order. Whilst this role is during office hours, officers of the Town Council may undertake the role outside of office hours. In the extreme situation where an officer of Buckingham Town Council cannot fulfil this role, the role will be undertaken by Buckinghamshire Council Local Authority Liaison Officer (LALO).

### **Community Flood Wardens (CFW)**

(This role can be performed by members of BORG if required)

This role is undertaken by members of the community who have volunteered for the role and are not themselves at risk of having their property flooded. They are the primary channel of communication in the event of a community flood response.

- Attending a pre-determined location when notified by the (BTC) Flood Plan (Response) Co-ordinator that they are required to support a flood response;
- Acting in accordance with any instructions provided by the (BTC) Flood Plan (Response) Co-ordinator;
- Deploy to their assigned route and inform the community of the situation and advise them to prepare for flooding;
- If appropriate assist vulnerable residents in putting flood protection measures in place and moving furniture as required but not to the point where this prevents warning other residents on their route;
- Help and advise vulnerable people and/or those requiring assistance and help move them to safety early if required;
- Providing any relevant details and/or information from residents to the (BTC) Flood Plan (Response) Co-ordinator.
- Providing it is safe to do so, surveying the affected areas and reporting back to the (BTC) Flood Plan (Response) Co-ordinator;
- Supporting any recovery activities after the flooding event is over.
- Create photographic/video record and list effected properties.



### **BTC Communications Lead**

A critical part of the response to a flooding event is warning and informing the community providing information, reassurance and guidance to keep them safe. During an emergency the primary role of BTC Communications Officer is to coordinate the release of information to the community with internal and external partners. This may include:

- Liaising with other partner agency's press officers to ensure that the media message is consistent.
- Ensure that timely and consistent community safety messages reach members of the public and other relevant stakeholders in areas of the emergency or major incident, using all available media outlets;
- Communicate with the public all information that can be accurately released without prejudicing the operational response;
- Arrange the dissemination of an extensive and wide-ranging collection of guidance, advice and information bulletins to support and help those affected by the incident.
- Start and maintain a flooding incident log.
- Lead on the co-ordination of information when the response phase is completed and the handover to recovery has been implemented.

### **BTC Staff Telephone Volunteers (STV)**

- Contact residents via the telephone and advise them to prepare for flooding.
- Give suitable advice
- Keep records of addresses where no contact is made
- Record and refer (to the CFC or emergency services as appropriate) any address where the occupant declares themselves vulnerable or requests help.
- Where required

### **BTC Green Spaces Team (GST)**

- Fit flood defences to BTC properties.
- Where safe make visual assessments/photos/video of key locations along the river.
- Assist with deploying sandbags where appropriate.
- Back up the CFW where required.

### **BC Local Authority Liaison Officer (LALO)**

- Gathering information to feedback as necessary;
- Liaison with emergency responders on behalf of Buckinghamshire Council;
- Providing the affected community with an initial point of contact with Buckinghamshire Council and Buckingham Town Council;
- Assessing the wider impact of the incident on both the council and the community;

- In the situation where an officer of Buckingham Town Council cannot fulfil this role, the LALO will take on the role of **Community Flood Coordinator (CFC)**

## **Roles and Responsibilities - Organisations**

### **Buckingham Town Council**

The role of Buckingham Town Council is to coordinate the community flood response, ensuring residents are informed and supported before, during and after in the event of a flooding incident ensuring that Buckingham Town Council plays a vital part in the multi-agency response.

Please note that the officers of Buckingham Town Council do not provide a 24/7 response capability.

### **Buckinghamshire Council**

The role of Buckinghamshire Council during a flooding event is to:

- Support the emergency services, Buckingham Town Council and other agencies involved in the immediate response, including:
  - Assistance in the evacuation of the local community;
  - Provision of rest centres, with food and beverages, beds, and welfare services;
  - Clearance of debris and restoration of roadways, provision of engineering services and emergency signing;
  - Structural advice and guidance, and making safe or demolishing dangerous structures;
  - Communicating with the Public;
  - Re-housing of those made homeless, in both the short and long term;
  - Environmental health management;
  - Participate in any multi-agency structures that are established and representing Buckingham Town Council if required;
- Put in place processes to enable the community to recover and return to normality as soon as possible.

### **Environment Agency (EA)**

The Environment Agency (EA) monitors river levels on main rivers to provide a flood warning service to the public, media and emergency responders. The Environment Agency has a three-level warning system: Flood Alert, Flood Warning, and Severe Flood Warning.

- Flood Alerts are issued for large areas such as an entire river catchment and may include several towns and communities. They usually indicate the initial level of flooding, particularly low-lying land and roads. Flood Warnings are issued for specific areas having an identified flood risk.
- Flood Warnings advise people at risk of flooding to take action to protect their property.

- Severe Flood Warnings indicate a potential danger to life and property and urge people to take immediate action, including possible evacuation. 'Warnings no longer in force' messages will be issued when the risk of further flooding has passed, indicating that floodwaters are receding, and no further flooding is expected.

Warnings can be sent out to individual households in identified flood zones. This is done on an 'opt out' system. Individuals can register to receive flood warnings.

During a flooding incident, the EA

- Prioritise crews to check grilles, culverts etc to maximise flow capacity on vulnerable watercourses.
- Monitor and record flood levels and flows.
- Maintain and operate Environment Agency owned flood defences.
- Provide professional advice as to the likely extent / duration / impact of the flooding.

### **Property Owners**

Responsible for protecting their own property during times of flooding. Local authorities and other agencies may assist depending on resources. Property owners within a flood warning area can receive warnings direct to their home or work through the Environment Agency's Floodline Warning Direct System.

### **Riparian Owners (owner of the land adjacent to a watercourse)**

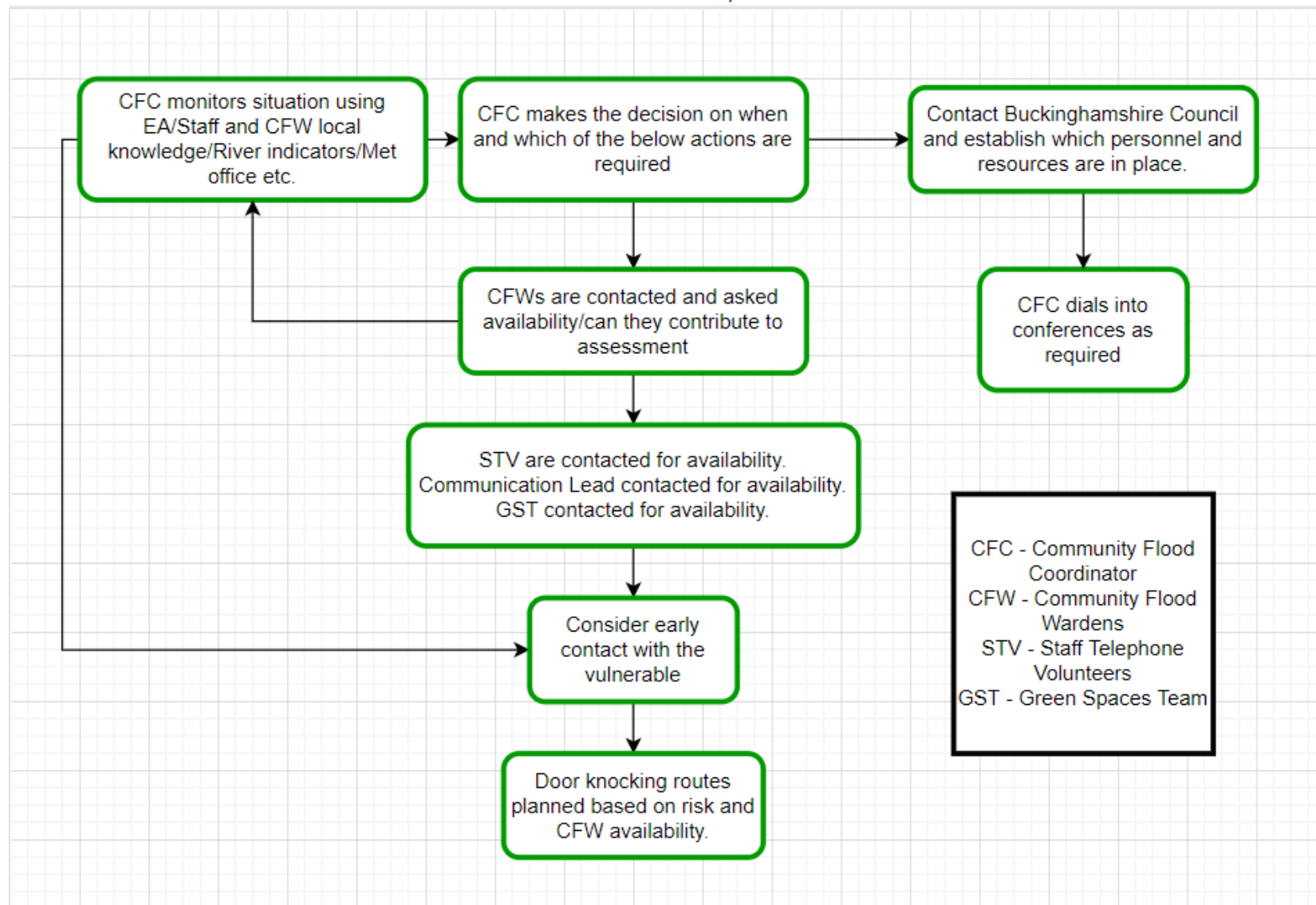
Are responsible for maintaining their section of the watercourse so as to accept flow from the upstream neighbour and pass it on to the downstream neighbour without significant alteration. They are not liable to improve a natural watercourse.

### **Health & Safety**

Buckingham Town Council has a duty of care to ensure the health and safety of its employees and volunteers in the event this plan is activated. All employees and volunteers must have read and be familiar with the Buckingham Town Council Health & Safety Policy, the arrangements thereunder and have undertaken training appropriate to their role.

The CFC should ensure that the generic Community Flood Plan Risk Assessment is read and understood prior to deploying any volunteers. A Dynamic Risk Assessment template should be completed by the CFC prior to deployment to ensure that any, additional risks specific to the flooding event have been considered. The CFC must ensure all staff and volunteers are aware of the hazards and control measures in place.

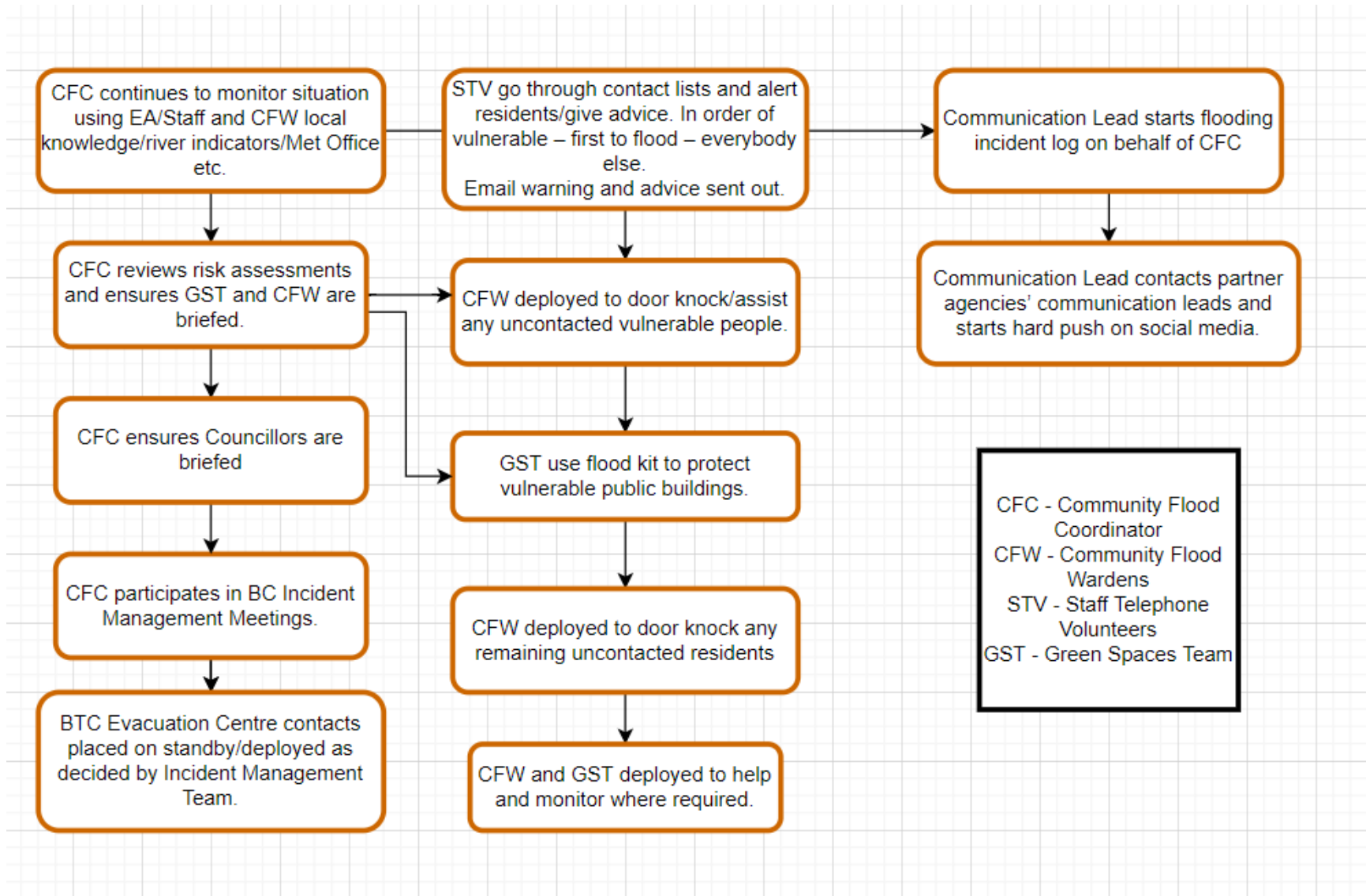
## Flood Alert Response.



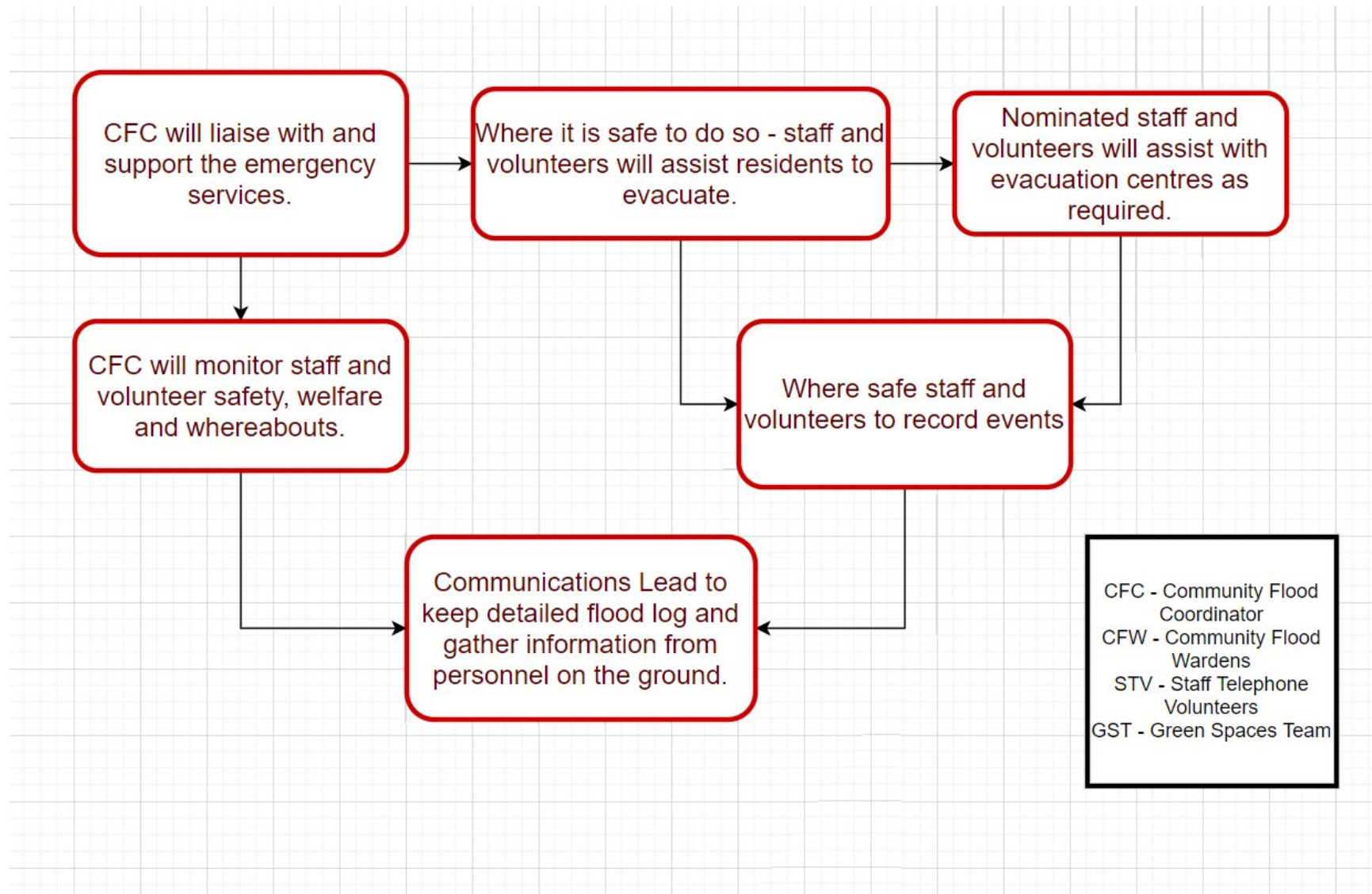
Flood Warning Response (To be implemented after flood alert actions)

Buckingham Flood Plan

Reviewed December 2022



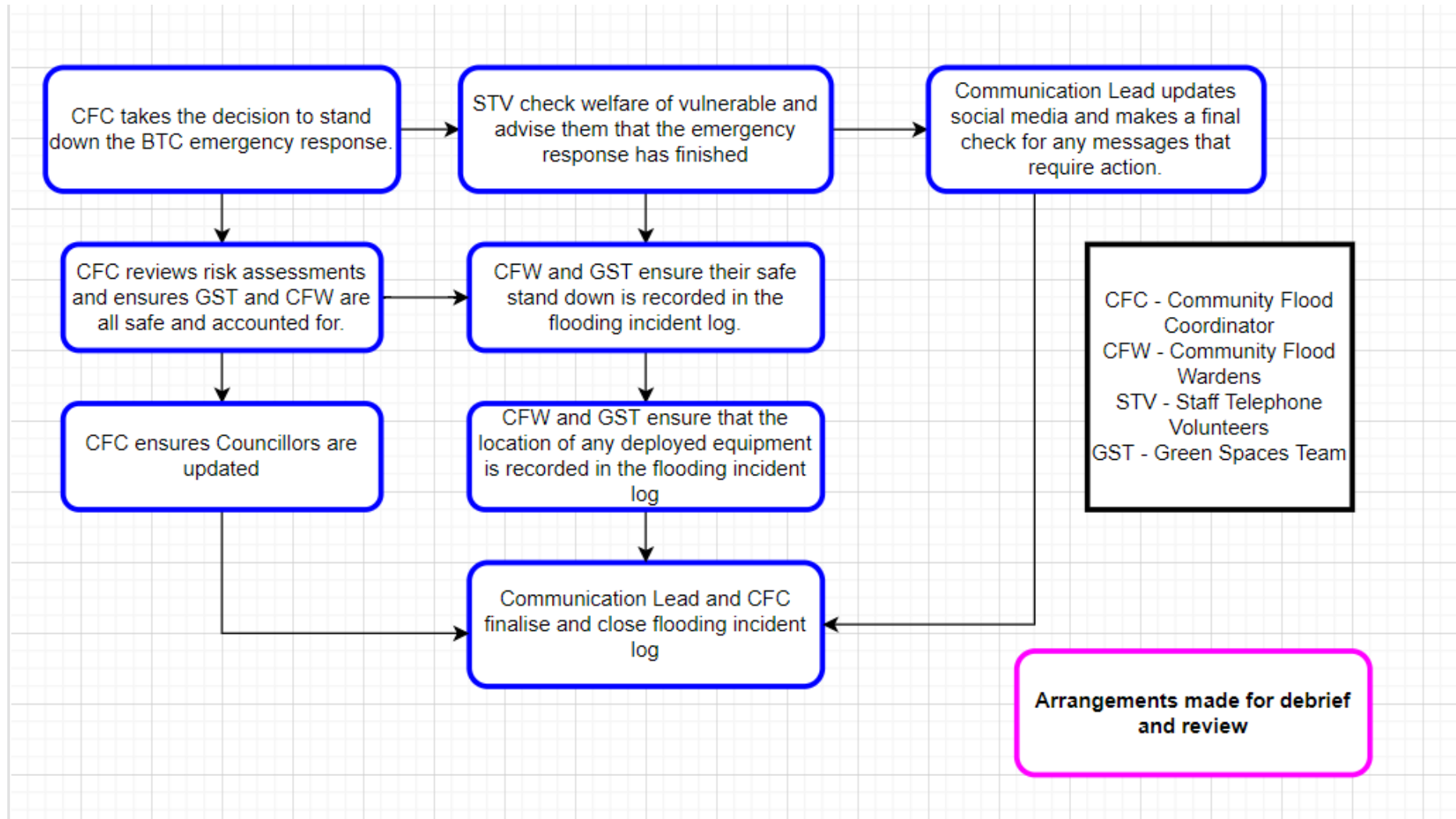
**Severe Warning Response (To be implemented after flood warning actions)**



CFC - Community Flood Coordinator  
CFW - Community Flood Wardens  
STV - Staff Telephone Volunteers  
GST - Green Spaces Team



Stand Down Procedure



## Flood Warden Door-Knock Script.

Hello,

**I am a Flood Warden from Buckingham Town Council. The Environment Agency has issued an alert/warning/severe warning of flooding in this area.**

**Have you received the alert/warning and do you understand what it means?**

*Use the appropriate flood warning advice on pages 13-15 to explain what it means and how they should prepare.*

**Is anyone in the property vulnerable? If yes take details and make the CFC aware.**

**Do you believe any of your neighbours to be vulnerable? If yes take details and make the CFC aware.**

## Telephone Volunteer Script

Hello,

**I am calling from Buckingham Town Council. The Environment Agency has issued an alert/warning/severe warning of flooding in this area.**

**Have you received the alert/warning and do you understand what it means?**

*Use the appropriate flood advice on pages 11-13 to explain what it means and how they should prepare.*

**Is anyone in the property vulnerable? If yes take details and make the CFC aware.**

**Do you believe any of your neighbours to be vulnerable? If yes take details and make the CFC aware.**



## What to do if you get a flood alert

A flood alert means you need to prepare: **flooding is possible.**

If you haven't already done so, you should:

Check your flood risk and sign up for flood warnings - <https://flood-warning-information.service.gov.uk/long-term-flood-risk> OR call Floodline on 0345 988 1188.

Keep up to date with the latest situation - check Floodline on 0345 988 1188 or follow @EnvAgency and #floodaware on Twitter for the latest flood updates.

Read the EA's - What to do in a flood - guide at <https://tinyurl.com/crjvf2a3>

Have a bag ready with vital items like insurance documents and medications in case you need to leave your home

Check you know how to turn off your gas, electricity and water mains supplies

Plan how you'll move family and pets to safety.



## What to do if you get a flood warning

A flood warning means you need to act: **flooding is expected**. You should do all the actions for a flood alert but also:

Move vehicles to higher ground if it's safe to do so

Move family and pets to safety

Move important items upstairs or to a safe place in your property, starting with cherished items and valuables, then furniture and furnishings

Turn off gas, electricity and water supplies if it's safe to do so; never touch an electrical switch if you're standing in water

If you have property protection products such as flood barriers, or air brick covers, use them now

Keep track of the latest situation



## What to do if you get a severe flood warning

A severe flood warning means **there is danger to life: you must act now.**

Call 999 if you're in immediate danger

Follow advice from the emergency services and evacuate if you're told to do so

Make sure you have an emergency kit including a torch, spare batteries, mobile phone and charger, warm clothes, important numbers like your home insurance, water, food, first aid kit and any medicines and baby care items you may need

Alert neighbours and offer help if it's safe to do so

Avoid driving or walking through flood water: just 30cm (1 foot) of fast flowing water could move your car and even shallow moving water can knock you off your feet

Keep your family and pets away from floodwater – it may contain heavy debris, sharp objects, open manhole covers, sewage and chemicals

Wash your hands if you've been in contact with flood water which may contain toxic substances

## **Useful Contacts**

Floodline - 0345 988 1188

Buckingham Town Council – 01280 816426

Buckinghamshire Council -0300 131 6000

National Flood Forum – 01299 403055

Buckingham Citizen's Advice – 01280 816787

Environment Agency 03708 506 506

Anglian Water 03457 145 145



## Buckingham Town Council Climate Emergency Action Plan

At Full Council on the 15<sup>th</sup> July 2019 Members AGREED:

*“That Buckingham Town Council declares a climate emergency and commits to encourage Buckingham to become carbon neutral. This will help to raise the profile of this vital issue and secure external support and funding. It is also proposed that Buckingham Town Council also signs up to the Covenant of Mayors to track our progress and link with towns around the world who are cutting emissions. Our aim is to make the Town Council carbon neutral by 2030 and encouraging the town’s population, organisation and businesses to work with us in that aim.”*

Local Councils that have declared a climate emergency tend to do so to provide leadership and help educate their communities about both the threat of and solutions to the climate crisis. This should then act to harness “people power” to make that change possible at all levels, especially driving higher levels of government to act and ultimately force them to pull the economic and legislative levers needed to reverse global warming and restore a safe climate.

This action plan sets locally determined actions with measures to deliver the objectives both within the Council and across the town. The actions are measurable with targets that hold the Council to account. This Climate Emergency Action Plan is an over-arching pledge that identifies the following priority areas of change:

### **Objectives**

- a) Energy - to reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat.
- b) Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.
- c) Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.
- d) Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water
- e) Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.



## Buckingham Town Council's Climate Emergency Action Plan

Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.				
	Action	Measure	Responsibility	Update
1.	<b>Creation of a Climate Emergency webpage to enable discussion, idea sharing and extend public awareness of the issues.</b>	Number of visitors per year	Resources Committee	Feedback from the public meeting added to the website.
2.	<b>Information can be made available in Buckingham library and on notice boards to maximise public awareness and access to information</b>	Number of contacts made	Resources Committee	Investigate a display for 2022/2023
3.	<b>Encourage practical action by local people through proactive communication campaigns.</b>	Number of visitors per year to webpage	TC&E and Environment Committee	<p>Monthly social media content planning sessions allow for a regular programme of environmental campaigns and initiatives</p> <p>The office has engaged with local schools to discuss our Action Plan and how they can get involved in community climate action. It is suggested that the office contact local schools and ask what additional information/input they would like from the Town Council.</p> <p>As a way of generating further engagement, competitions and awards for innovative approaches to tackle the climate emergency should be promoted by the council.</p>



4.	<b>Consultation on the Buckingham Neighbourhood Plan refresh will enable detailed consultation on the proposed changes.</b>		Planning Committee	Consultation to be rolled out 2022/2023
5.	<b>Encourage the formation of Local Climate Action Groups.</b>	One formed	Climate Champions	Due to lack of interest, it is suggested this action is revisited in 2023.
6.	<b>Host a public meeting on the issue.</b>	One per year	Climate Champions	It is suggested that the Town Council host an information stall on climate change at every public event in Buckingham, as deemed appropriate. Feedback from each event is to be reviewed in line with the objectives of the Climate Emergency Action Plan's objectives
<b>Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat</b>				
	<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Updates</b>
7.	<b>Implement an Energy Audit of all Council buildings, operations and vehicles</b>	Actions implemented	Resources Committee	Eco Audit is currently taking place across a number of stages.
8.	<b>Change BTC energy provider to renewable/ green tariffs</b>	Moved to green tariffs by 2022/23	Environment Committee	Solar Panels installed October 2021 at Lace Hill.



9.	<b>Offset carbon emissions by planting more trees (whenever possible)</b>	One tree planting project per year	Environment Committee	16 <sup>th</sup> Jan 2022 were 250 trees planted, including 12 x Black Poplars. An additional tree planting was undertaken by the Greenspaces Team at Lace Hill sport pitches on 17/02/2022 including 7 x Silver birch, 3 x Gingko and expansion of the hedge line with 125 hornbeam whips. In November 2022 there were 420 trees planted within hedging at Brackley Road Cemetery and Bourton Park, along with a memorial tree donated by the WI.
10.	<b>Investigate the environmental impact of Town Council events</b>	Publication of Environmental Impact Assessment for each relevant event	Town Centre & Event Committee	Introduced an Environmental Impact Assessment for Town Council led events with over 250 participants/attendees, as part of the existing Events Management Plan.
11.	<b>Minimise the climate impact from development and encourage a low carbon economy through our Neighbourhood Development Plan by:</b> <ul style="list-style-type: none"> <li>• Encourage a sustainable pattern of development supported by a low carbon transport infrastructure</li> <li>• Promote sustainable design in and in the overall town by interrogating every planning application (large or small) with our developing set of</li> </ul>	% of new builds in the parish to be low carbon properties	Planning Committee	To be considered through consultation on the Buckingham Neighbourhood Plan refresh. Consultation to be rolled out in 2022/2023 Draft design guide prepared which takes account of this.
		% of new builds in the parish to be low carbon properties	Planning Committee	



	<p><b>'zero carbon planning questions'</b></p> <ul style="list-style-type: none"> <li>• <b>Protecting against the needless destruction and/or removal of tree from our parish</b></li> </ul>			
12.	<b>Install renewable energy generation on Council owned buildings</b>	Installation of Photovoltaic Panels on all the Lace Hill Centre, The Community Centre and the new cemetery building (once constructed).	Full Council and Resources Committee	Greenway Solar Panels commissioned and installed 55 Trina Solar Vertex S 380W all black split cell mono photovoltaic (solar) panels at the Lace Hill Sports and Community Centre.
<b>Economy, Housing &amp; Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water</b>				
	<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Update</b>
13.	<b>Provide recycling facilities at all Town Council Events and within Town Council owned buildings.</b>	One mixed recycling bin per event	TC&E /Environment	Recycling bins are now being provided at all Town Council events. In particular, noting the success of recycling Biffa bins at Music in the Market & Bandjam. Recycling in all BTC offices (including Lace Hill Centre's public areas) now implemented.
14.	<b>Work with and support litter picking initiatives around town including the</b>	One Town Council event per year in	TC&E Committee	



	<b>increased promotion of annual River rinse events.</b>	addition to the two annual river rinses.		<p>April 2022 - Assisted Lace Hill primary school with advice and the supply of litter pickers for this year's Great Big School Clean.</p> <p>Buckingham Community Board (from the Build Back Better fund) have donated:  <i>30 x litter pickers and hoops</i>  <i>50 x rolls of biodegradable bin bags (these come in boxes of 20)</i>  <i>30 x hi-vis</i>  <i>30 sets of gloves</i>  <i>1 x pop-up storage bins</i></p> <p>All of the equipment will be housed at the Town Council's depot for community use.</p>
14	<b>Investigate possibilities of rainwater harvesting for all new town council buildings and use the water for planters and hanging baskets</b>	One per new build (owned by BTC)	Resources Committee	To be considered within the construction design stage of the new cemetery buildings.
15.	<b>Promote the installation of the water bottle refill station in Chandos Park and the national refill initiative</b>	Number of interactions through Social Media	Environment Committee and Resources Committee	<b>COMPLETE</b> <u>Water bottle refill</u> station installed and positively received.
16.	<b>Actions implemented to eliminate the use of single-use plastics within Council offices/buildings.</b>	No purchases of single use plastics	Resources Committee	The Council no longer purchases single use plastic items for events and for use within its offices. This is written within the town Council's Sustainable Purchasing Policy. The plastic-free message was promoted as part of the 'Rubbish Campaign' and launch of the water bottle refill station in Chandos Park. Example: Tetrapack water 'bottles' have been purchased for staff use at this year's Celebrate Buckingham.



17.	<b>Implement waste education and promotional campaigns</b>	Number of interactions through social media and with groups including schools	Resources Committee	2021's Local Democracy Week was focus on Climate Change and the office met with both senior schools to further discuss how they can get involve in Climate Community Action. The Office Apprentice ran a Recycling Mosaics competition with the Buckingham School to create artworks for display in the Tourist Information Centre.
18.	<b>Request a carbon footprint of any Town Council investment and seek to reduce this by switching to investments supporting renewable energy projects and eco-enhancements.</b>	Measure and publish low carbon emission certification	Resources Committee	To be considered within the forthcoming Eco Audit
19.	<b>Buy local, fair-trade, recycled, plastic free, repairable and sustainable products wherever possible/available.</b>	Consideration of a procurement strategy	Resources Committee	Wherever possible sustainable materials will always be sourced from local providers.  July 2021: Full Council adopted a <u>Sustainable Purchasing and Procurement Policy</u>
20.	<b>Ask grant applicants to consider the impact on the environment of their project and any steps they can take to mitigate them. Members to consider these responses when allocating grant funds.</b>		Resources Committee	From 2021/21 each applicant must state how their organisation is working to reduce the environmental impact of their project.
<b>Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.</b>				
	<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Updates</b>



21.	<b>Explore more bike parking facilities around the town, including local schools and businesses.</b>	5 more racks by 2021	Planning Committee	All new development housing has either a shed big enough to house a bike, or (for flats) a room for cycle parking, generally at the rate of 1 per flat.
22.	<b>Consider holding an event that promotes cycling around the town</b>	To be considered on a future agenda of TC&E	Town Centre & Events Committee	An electric bike company invited to the Spring Green fair in April 2022 with demo models.
23.	<b>Replace BTC owned vehicles and green spaces equipment with suitable electric models when existing petrol, and diesel vehicles come to the end of their usable life, resulting in full replacement with electric vehicles by 2030.</b>	Replace each vehicle at the appropriate point in its lifecycle.	Environment Committee	Electric vans (total - two Renault Kangoo) leased in Winter 2019 and Summer 2020. Aim for full replacement of all vehicles with electric alternatives by 2030. Once the new cemetery is up and running there are plan to purchase other electric powered machinery, such as ride-on mowers.
24.	<b>Refurbish and promote the town's benches to assist walkers to take short rests. Advertise Buckingham as a 'pedestrian friendly town' on the Council's <u>'Walks and Maps'</u> section of the website.</b>	Replace each bench at the appropriate point in its lifecycle.	Environment Committee	Walking trails regularly promoted via <u>Buexplore</u> along with healthy outdoor activities. Greenspaces team have refurbished or repaired a number of park benches throughout the town and are seeking funding for additional picnic benches in Bourton Park.
25.	<b>Work with Buckinghamshire Council to extend/ improve cycle/ walking network</b>		Full Council	The Greenspaces Team have maintained walking and cycling routes across BTC land holdings and under agreement with others. The Town Council have provided feedback to Buckinghamshire Council to support the introduction of a cycle





				<p>scheme between Gawcott and Buckingham via the Emergency Active Travel fund.</p> <p>The Greenspaces Team are preparing a bid to the community board for the installation of 3 bike rack in Bourton Park.</p>
26.	<b>Work with Buckinghamshire Council on increasing EV charge points on public land</b>		Full Council	<p>Initial contact has been made with electric vehicle Induction charging company (Char.gy) to identify potential solutions. Chandos Road -street parking is being considered for a piolet project.</p> <p>Buckinghamshire Council have agreed to install 8 charging points in Cornwall's Meadow and Western Avenue.</p>
<b>Food &amp; Land - to promote sustainable land management, including tree planting to help absorb carbon &amp; water.</b>				
	<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Updates</b>
27.	<b>Finalise Flood Plans with local partners</b>	Number of contacts established	Environment & Resources Committee	<p>Meetings have been held between Buckinghamshire Council and the Town Council to discuss how to ensure a coordinated response to future flood plans. Flooding advice has been added to the town council website. All properties at risk will be written to each year with details of the Council's plan and sources of support.</p>
28.	<b>Advise residents on steps to increase resilience</b>	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	
29.	<b>Promote the community flood warden scheme</b>	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	



30.	<b>Protect and enhance native species and habitats. Promoting and supporting opportunities for environmental enhancement and regeneration</b>	One environmental campaign per year	Environment Committee	Installation of <u>wildflower boards in Bourton Park</u> to promote the planting of native wildflower species (April 2021). Thousands of native <u>Woodland bulbs</u> were planted around Bourton Park in September 2020. For 2022 the popular wild flower, meadow in Bourton Park will be reseeded with native flowering wildflowers. Within the Autumn 2022, additional bulb planting will be planned for sections of Lace Hill, the Holocaust Memorial and Otters Brook Play Area. Three new bird boxes are installed in Bourton Park by volunteer, Michael hunt. Providing nesting sites for small birds.
31.	<b>Support local food production including the provision of more allotments for people to grow their own food.</b>	Number of allotment holders at the new Tingewick Road Allotment site	Full Council	The Town Council continues to signpost new applicants to the Allotment society and <u>Edible Woodland</u> and is working with Buckinghamshire Council on potential sites for community gardening sites in 2022.
32.	<b>Seek adequate garden space or community spaces for growing food in all future development.</b>	One community space per new development	Full Council and Planning Committee	To be reviewed within the refresh of the NDP
33.	<b>Purchase (where possible) locally produced and fair-trade food for the Council's use and civic events.</b>	All BTC events	Town Centre & Events Committee	Incorporated within planning for all Town Council events. Referencing the town Council's Sustainable Procurement Strategy
34.	<b>Review of grass verges and hedges to identify areas to be trimmed less and later in the year to support more wildflowers and insects</b>	To be considered within Greenspaces Strategy and Management Plan for Parks	Environment Committee	The grass cutting plan is reviewed annually by Environment Committee in March. The paddocks and sections of the bypass are cut later in the year to support and promote biodiversity. There will be three large sections of the Bypass planted with wildflower seed, the rotavated sections are now visible along the bypass.



35.	<b>Each year allocate a section of land to be planted with wildflowers.</b>	One per year	Environment Committee	A new section of <u>wildflowers was planted</u> in 2020 in Bourton Park, on the car park side of the river. Plans are in place to 're-wild' sections of verge along the bypass with wildflowers and grasses during 2022. The Town Council has planted the equivalent of 16 tennis courts of wildflowers since 2017. <u>Wildflowers were distributed at Spring Green Fair – April 2022.</u>
36.	<b>Plan a new eco-friendlier cemetery to include planting more trees and wildflowers.</b>	Measure and publish plans and low carbon emission certification	Environment Committee	Proceeding with the tender process for the first phase of the planning and design of the new cemetery.
37.	<b>Work with the Tree Wardens, in promotion of the Tree Charter.</b>	5 new Tree Wardens signed up per year.	Environment Committee	Tree Wardens are regularly contact by the Planning Clerk for input into Tree Applications and several Wardens took part in January's tree planting event in Heartlands Park.
38.	<b>Look to legally protect the future of the riverside parks in Buckingham, including Chandos Park, Bourton Park and Heartlands as parkland.</b>	Future agenda of Environment Committee 2019/20	Planning Committee and Environment Committee	To be reviewed following resolution of devolution discussions.