



Buckingham Town Council

Town Council Office, Buckingham Centre,
Verney Close, Buckingham, MK18 1JP
01280 816426

office@buckingham-tc.gov.uk

Town Clerk: Claire Molyneux

ENVIRONMENT
COMMITTEE

Wednesday, 14 February 2024

Councillor,

You are summoned to a meeting of the Environment Committee of Buckingham Town Council which will be held on Monday 19th February 2024 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 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 agree the minutes of the Environment Committee meeting held on 20th November 2023.

[Copy previously circulated](#)

4. Budgets

To receive the latest figures.

[Appendix A](#)

5. Motion: Cllr. Gateley

This Committee seeks to work with local schools to promote and establish "no idle zones" in the areas outside all schools in Buckingham.



Twinned with Mouvaux, France;

Neukirchen-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. Motion: Cllr. Harvey

This Town Council is committed to the well-being of everyone who lives, studies, visits, plays and generally enjoys being in our town. This Town Council is well aware that for a whole array of reasons there are people in the town who can feel lonely or who might like or need someone to talk with. The idea of yellow park 'friendship' benches emerged a few years ago - whereby some benches are painted yellow to indicate that these are places where people can expect to have a conversation with anyone who happens to sitting on the same bench. (Further details can be seen here: <https://getactiveabc.com/chatty-benches/> & <https://yellow-bench.com/> & <https://calgary.ctvnews.ca/bright-yellow-bench-brings-calgarians-together-to-talk-about-mental-health-1.4410350?cache=yes%3FautoPlay%3Dtrue%3FclipId%3D89578>) The Town Council asks that the Town Clerk bring back a discussion paper to determine where a few of such benches might be created in the green spaces we own and elsewhere in the town (in partnership with the Shire Council).

7. Motion: Cllr. Stuchbury

That Buckingham Town Council write to Villiers and request that we take ownership of the two benches previously located outside the Old Town Hall. The benches should be placed somewhere appropriate in our town centre for residents to enjoy.

8. Tingewick Road Green Spaces update

To receive a verbal update from the Estates Manager.

9. Tree Management Policy

To receive a report from the Estates Manager and Estates Administrator.

[E/152/23](#)
[Appendix B](#)

10. Commonwealth War Graves Signage at Brackley Road Cemetery

To receive a report from the Estates Administrator.

[E/153/23](#)
[Appendix C](#)

11. Compliments and complaints log

To receive the Green Spaces compliments and complaints log.

[Appendix D](#)

12. Devolved Services Agreement

To receive a verbal update from the Estates Manager/Town Clerk.

13. Climate Emergency Action Plan

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

[Appendix E](#)

14. Health

14.1. To agree a committee response to the Swan Practice Partner Survey.

14.2. To note the [review on health provision/GP surgeries](#).

[Appendix F](#)

15. Action report

To receive the report and note the updated information.

[Appendix G](#)

16. News releases**17. Chair's announcements****18. Date of next meeting:** Monday 15th April 2024.**To Committee Members:**

Cllr. R. Ahmed

Vice Chair

Cllr. F. Davies

Chair

Cllr. L. Draper

Cllr. M. Gateley

Cllr. J. Harvey

Cllr. L. O'Donoghue

Cllr. A. Ralph

Cllr. A. Schaefer

Cllr. R. Stuchbury

Cllr. R. Willett

Town Mayor

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.

19. Buckingham Community Centre advice following the motion from Cllr. Davies

To receive a report from the Compliance and Projects Manager.

[E/154/23](#)

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
<u>ENVIRONMENT</u>							
<u>201 Environment</u>							
3995 NI Environment	15,722	20,582	4,860		4,860	76.4%	
3996 Pensions ERS Environment	40,982	57,963	16,981		16,981	70.7%	
4004 Salaries Environment	178,687	230,926	52,239		52,239	77.4%	
4112 Environment Equipment	7,906	10,260	2,354		2,354	77.1%	
4168 Defibrillators	223	518	295		295	43.1%	
<u>202 Roundabouts</u>							
1051 Roundabout no. 1	2,576	2,576	0			100.0%	
1052 Roundabout no. 2	1,373	1,373	0			100.0%	
1053 Roundabout no. 3	0	2,254	2,254			0.0%	Roundabout Sponsorship still available
1054 Roundabout no. 4	2,594	2,872	278			90.3%	Pay monthly DD (Feb and March outstanding)
1056 Roundabout no. 6	765	3,060	2,295			25.0%	Roundabout Sponsorship Jan – Mar 24
1057 Roundabout no. 7	1,561	1,561	0			100.0%	
4108 Roundabout	888	2,110	1,222		1,222	42.1%	
<u>203 Maintenance</u>							
4082 Allotments	2,101	2,101	0		0	100.0%	
<u>204 Devolved services expenses</u>							
1017 Devolved services income	22,881	20,992	(1,889)			109.0%	Received more income than anticipated
<u>205 Grounds maintenance</u>							
4033 Waste disposal	3,990	5,610	1,620		1,620	71.1%	
4035 Machinery	413	2,650	2,237	1,242	994	62.5%	

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
4036 Fuel (Mower)	1,806	2,300	494		494	78.5%	
4037 Sundries	1,449	2,750	1,301		1,301	52.7%	
4063 Vehicle hire and running costs	2,975	7,000	4,025		4,025	42.5%	
<u>248 Depot</u>							
4013 Equipment purchase	0	4,070	4,070		4,070	0.0%	
4055 Alarm	517	500	(17)		(17)	103.4%	Price increases
4225 Rates	4,349	4,556	207		207	95.5%	
4601 Repairs & maintenance fund	157	900	743		743	17.4%	
4602 Electricity	1,058	2,000	942		942	52.9%	
4603 Water	350	550	200		200	63.7%	
<u>249 C Meadow Toilets/Shopmobility</u>							
1085 Shopmobility income	215	200	(15)			107.5%	
4602 Electricity	0	600	600		600	0.0%	
4603 Water	0	600	600		600	0.0%	
4608 Shopmobility	774	1,250	476		476	61.9%	
4612 Contractor charge	6,967	10,560	3,593		3,593	66.0%	
4709 Maintenance	1,162	600	(562)		(562)	193.7%	Unexpected electrical works to lights and sensors
<u>250 Lace Hill</u>							
1026 Lace Hill Community Centre	41,850	40,250	(1,600)			104.0%	More income received than anticipated
1103 LA Sector VAT Refund	1,584	0	(1,584)			0.0%	Refund of non-business use VAT
4050 Lace Hill playing fields	280	550	270		270	51.0%	
4118 Solar panels	0	380	380		380	0.0%	
4158 Lace Hill gas	3,798	4,202	404		404	90.4%	
4159 Lace Hill electricity	3,001	7,660	4,659		4,659	39.2%	
4160 Lace Hill water	542	385	(157)		(157)	140.7%	Price increases

Detailed Income & Expenditure by Budget Heading 31/01/2024

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Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
4161	Lace Hill Repair & Maintenance	4,208	3,707	(501)		(501)	113.5%	Unexpected costs due to heating system repairs
4162	Lace Hill Planned Maintenance	8,571	7,200	(1,371)		(1,371)	119.0%	Unexpected costs due to heating system repairs
4164	Lace Hill equipment	2,176	3,000	824	1,601	(777)	125.9%	Unexpected Heating system and CCTV call out costs
4225	Rates	10,354	10,704	350		350	96.7%	
<u>251 Chandos Park</u>								
1030	Bowls income	627	627	0			100.0%	
1035	Tennis Court Rent	714	714	0			100.0%	
1102	UG Cable Wayleave Tennis Court	3	0	(3)			0.0%	
4601	Repairs & maintenance fund	211	3,780	3,569	6,802	(3,233)	185.5%	Playground equipment as per minute S106 due
4602	Electricity	230	1,600	1,370		1,370	14.4%	
4603	Water	1,380	2,120	740		740	65.1%	
4606	Bowls Club Maintenance	397	2,120	1,723		1,723	18.7%	
<u>252 Bourton Park</u>								
4601	Repairs & maintenance fund	6,867	8,300	1,433		1,433	82.7%	
<u>253 Cemeteries</u>								
1041	Burial fees	17,661	27,050	9,389			65.3%	
4225	Rates	2,201	1,056	(1,145)		(1,145)	208.4%	This cost has been confirmed to be correct.
4265	New cemetery maintenance	0	3,500	3,500		3,500	0.0%	
4601	Repairs & maintenance fund	2,973	4,445	1,472	935	537	87.9%	
4602	Electricity	346	960	614		614	36.0%	
4617	Memorial testing	79	2,156	2,077	2,077	0	100.0%	
4619	Cemeteries Development	31,654	69,647	37,993	2,405	35,588	48.9%	
4620	Expenses for burial duties	2,707	5,510	2,803		2,803	49.1%	

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Committee Report

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<u>254 Chandos Park toilets</u>							
4612 Contractor charge	6,997	11,810	4,813		4,813	59.2%	
4709 Maintenance	1,159	1,185	26		26	97.8%	
<u>255 Railway Walk & Castle Hill</u>							
4120 Friends of Groups	0	1,140	1,140		1,140	0.0%	
4709 Maintenance	431	1,096	665	168	497	54.6%	
<u>256 Storage Premises</u>							
4066 Grenville Garage Rent	499	765	266		266	65.2%	
<u>258 Cemetery Lodge</u>							
1061 Cemetery Lodge rental income	5,797	11,747	5,950			49.3%	
4034 PWLB repayments inc. interest	2,351	4,702	2,351		2,351	50.0%	
4609 Cemetery Lodge maintenance	115	3,105	2,990		2,990	3.7%	
<u>260 CCTV</u>							
1097 Grants Received	4,000	0	(4,000)			0.0%	Grant to cover costs *
4100 CCTV maintenance	6,500	2,500	(4,000)		(4,000)	260.0%	Grant received to cover costs *
<u>261 Community Centre</u>							
4085 Structural repairs	0	15,000	15,000	5,545	9,455	37.0%	

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
4091 Chamber	1,032	1,051	19		19	98.2%	
<u>262 Parks General</u>							
1064 Section 106 income	121,043	0	(121,043)			0.0%	S106 received to cover playground spends *
4101 Seats and bins	273	1,605	1,332		1,332	17.0%	
4102 Dog bins	(278)	9,010	9,288	4,072	5,217	42.1%	
4106 Play area maintenance	9,341	6,966	(2,375)	13,828	(16,203)	332.6%	To be covered by S106
4122 Tree works	8,735	28,200	19,465	4,188	15,277	45.8%	
4270 Bridges	361	45,000	44,640		44,640	0.8%	
4275 Play area replacement fund	0	5,000	5,000		5,000	0.0%	
4276 Tree wardens	0	1,100	1,100		1,100	0.0%	
4607 SECTION 106	120,300	0	(120,300)		(120,300)	0.0%	Bourton Toddler park covered by S106*
Grand Totals:- Income	225,244	115,276	(109,968)			195.4%	
Expenditure	512,266	653,173	140,907	42,862	98,045	85.0%	
Net Income over Expenditure	(287,022)	(537,897)	(250,875)				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>EARMARKED RESERVES</u>						
901 Ear-marked reserves						
9002 Cemetery development	0	52,433	52,433		52,433	0.0%
9010 Flood relief fund	0	826	826		826	0.0%
9011 War memorial	0	2,000	2,000	2,000	0	100.0%
9019 Memorial testing & Repairs	0	2,000	2,000	2,000	0	100.0%
9025 Play area replacement	0	52,932	52,932		52,932	0.0%
9035 Parks Development	11,986	12,230	244		244	98.0%
9040 Park run	0	89	89		89	0.0%
9050 Bridge Repairs	13,263	13,263	(0)		(0)	100.0%
9052 Depot equipment	3,785	11,635	7,850		7,850	32.5%
9053 AEDs	0	555	555		555	0.0%
9054 Lace Hil repairs & Maintenance	0	25,000	25,000		25,000	0.0%
9057 Cemetery Lodge repairs	0	5,180	5,180		5,180	0.0%
9058 Bowls Club Pavillion repairs	0	770	770		770	0.0%
9059 Making good / boundary repairs	0	45,000	45,000		45,000	0.0%
9065 Purchase cemetery & allotment	0	87,000	87,000		87,000	0.0%
Grand Totals:- Income	0	0	0			
Expenditure	29,034	310,913	281,879	4,000	277,879	
Net Income over Expenditure	(29,034)	(310,913)	(281,879)			

Buckingham Town Council
Environment Committee
Monday 19th February 2024

Contact Officer: Estates Admin & Estates Manager


Tree Management Policy

1. Recommendations

- 1.1. Members agree to approve the Tree Management Policy, to be reviewed triennially.

2. Background

- 2.1. The Tree Management Policy sets out how Buckingham Town Council proposes to manage trees within Buckingham Town Council's ownership.
- 2.2. The Tree Management Policy formalises existing Town Council practices, plans and schedules related to the management of trees within Town Council owned land.
- 2.3. The Policy aims to provide transparent, unambiguous statements of how the Town Council will manage its tree stock across the town, with clear responsibility for the management and care of trees to ensure that the Town Council meets its legal obligations whilst protecting the green environment of Buckingham.
- 2.4. The Section referring to Subsidence has been verified by our insurance company.
- 2.5. This policy will be reviewed triennially by the Environment Committee.

	Buckingham Town Council Tree Management Policy	Date Agreed: Minute Number: Prepared by: Town Clerk Version: 1 To be reviewed triennially
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Buckingham Town Councils Policy on Tree Management

Buckingham Town Council recognises the amenity and environmental value of trees, including as a means of carbon sequestration. This policy aims to establish guidelines for the sustainable management of trees to ensure safety, enhance the overall well-being of residents, promote environmental sustainability, and maintain a healthy urban treescape.

1. Introduction

- 1.1. The Town Council has committed to an annual Tree Planting event to meet the objective within its [Climate Emergency Action Plan](#): Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.
- 1.2. Whilst the majority live and grow without incident, some specimens pose challenges and risks that need to be managed. This policy outlines how we intend to increase the number of trees across Buckingham, how we intend to manage the tree stock effectively, and how we reduce the risk that certain trees pose to the public.
- 1.3. The Town Council is only responsible for trees located on land owned by the Town Council. This tree policy does not cover trees in private ownership which are outside of Buckingham Town Council's control. Trees in private ownership are the responsibility of the private landowner. The policy also does not cover [Tree Preservation Orders](#).
- 1.4. The overall aim of the tree policy is to ensure that our tree stock is retained, enhanced, and increased in a proactive manner whilst ensuring the health, safety, and well-being of the public and property.

2. Management of the Council's Trees

- 2.1. Buckingham Town Council's Estates Manager is responsible for a rolling inspection programme of the Council's trees. Tree management software is used to ensure that a robust tree management schedule is in place. Tree inspections are undertaken on a yearly basis by the Estates Manager, allowing for monitoring and management of the tree stock. Basic pruning is undertaken by the Town Council staff and any more complicated tree work will be done by specialist tree contractors, e.g.. if climbing is required.

- 2.2. This information is held on a database of trees and plotted on a mapping system. The programme assesses the trees' condition and health whilst highlighting any work that may be required to ensure the tree is retained in the best possible condition.
- 2.3. If a tree is highlighted to be dead, dying, diseased or dangerous and is posing an unacceptable risk to public safety, it will be identified for pruning or felling and either the in-house team or a specialist contractor employed to undertake the work.
- 2.4. The decision to prescribe work to a tree is calculated on a risk basis by the Estates Manager.
- 2.5. In conjunction with the inspection programme, the Town Council will maintain a rolling maintenance programme carrying out cyclical works and works highlighted by the Greenspaces Team or Estates Manager. This rolling programme helps to reduce avoidable risks and issues.
- 2.6. Felling and or pruning will not be undertaken for the following reasons:
- Blocking light
 - Television or satellite signals
 - Residents do not 'like' the tree
 - Leaf, sap, or fruit drop
 - Unproven allegations of subsidence or direct damage
 - Construction of dropped kerbs or new driveways
 - Perceived threat
 - The tree's size; 'it's got too big'
 - The tree 'moves in the wind'
 - Bird droppings
 - Aphids
 - Individuals' medical conditions
- 2.7. The above is not an exhaustive list but is representative of a number of customer enquiries. Further to an inspection, the Estates Manager may agree to undertake a variety of pruning operations to remedy complaints provided that the long-term health, appearance, or potential development of the tree is not affected.
- 2.8. As part of good arboriculture management, the removal of trees will be carried out when it will benefit the long-term development of adjacent better-quality trees i.e. woodland and copse management. Furthermore, formative pruning may be carried out following the Estates Manager (or qualified contractor's) inspections, for example:
- Removal of crossing, weak or competitive branches
 - Crown balancing
 - Dead wooding
 - Crown lifting
 - Crown thinning
- 2.9. All arisings from tree works where possible will be used in a variety of situations on site or within the town including mulches for shrub beds, habitat piles or dead standing timber where suitable.

3. Wildlife and Conservation

- 3.1. Tree works shall be carried out whilst ensuring adherence to all wildlife and conservation laws are adhered to including:
- Wildlife and Countryside Act 1981 (amended 1995)
 - The Wildlife and Countryside Act 1981(England and Wales) (Amendment) Regulations 2004
 - Countryside and Rights of Way Act 2000 4 Tree Management Policy 2018-2021
 - The Town and Country Planning (Trees) (Amendment) (England) Regulations 2008
 - The Conservation of Habitats and Species Regulations 2010
 - The Conservation (Natural Habitats, &c.) (Amendment) Regulations 2007
 - The Hedgerows Regulations 1997
- 3.2. The Council recognises the different levels of risk represented by a hazard tree when it is located in different sites and will manage them appropriately.
- 3.3. Higher levels of risk will be acceptable in locations where there is a lower footfall e.g. middle of a woodland area as opposed to a highway situation. This will allow the retention of veteran trees without undue risk whilst encouraging biodiversity and habitat retention.

4. Communication

- 4.1. If significant tree works are planned and where possible the Town Council will communicate with the public and Councillors as to what and why any arboriculture work is being carried out. In some instances site notices will be used.
- 4.2. In the event of emergency health and safety work that must be carried out immediately (e.g. storm conditions), an Officer will notify Councillors and other stakeholders retrospectively.
- 4.3. Felling is the last resort and will only be carried out when deemed necessary by the Qualified Officer. However, public safety is paramount and for this reason the public will be informed of tree works, via Councillors and notices, but will not be consulted for approval.

5. Subsidence

- 5.1. When the Town Council receives a subsidence claim the Town Councils insurance company, supported by the Town Councils Estates Manager and, where appropriate, an Arboriculture Consultant, will manage all claims relating to subsidence. When investigating claims of subsidence and damage to properties from a tree owned and maintained by the Council, the onus will be on the claimant to provide evidence that the tree is the cause. Each case is considered individually.
- 5.2. The claimant or their building insurers may have to submit a structural engineer's report demonstrating that on balance of probability the tree is the cause of the damage. This

will enable the Town Council to review the evidence and determine the appropriate course of action.

- 5.3 The Council will challenge unwarranted claims based on insufficient or inaccurate evidence. A successful claim will not necessarily result in the tree being felled. Options include remedial work to the tree such as heavy repeated crown reductions to prevent further damage.

6. Replacement Trees

- 6.1. It is the Council's policy that every effort is made to plant more trees than are felled and ensure that over the years the Town retains its tree stock for future generations. However it is recognised that it is not always practical or prudent to replace a tree in the same location or with the same species that was previously planted.
- 6.2. The Town council will always aim to plant the 'right tree in the right place' to ensure the longevity and suitability of the tree stock.
- 6.3. The Council will work proactively to manage or facilitate replacement tree planting, which may include but not be limited to, working with the community and Buckingham Tree Wardens, considering annual planting schemes, including memorial trees, and community woodlands.

END

Buckingham Town Council
Environment Committee
Monday 19th February 2024

Contact Officer: Estates Admin

Signage Indicating Commonwealth War Graves (CWGC) at Brackley Road Cemetery

1. Recommendations

- 1.1. Members agree to apply for a standard sized CWGC war grave sign to be fixed to the metal railings out the front of Brackley Road Cemetery.

2. Background

- 2.1. The Commonwealth War Graves Commission (CWGC) honours the 1.7 million men and women of the Commonwealth forces who died in the First and Second World Wars.
- 2.2. This is done through building/maintaining cemeteries and memorials at locations in more than 150 countries and territories, and preservation of their archives detailing grave locations, burial/reburial and exhumation records, and recordings of 'concentration' gravesites (where battlefield cemetery burials, isolated burials, and previously unburied remains were gathered).
- 2.3. There are 10 Commonwealth war graves in Brackley road cemetery. For more information on the war graves at Buckingham Brackley Rd Cemetery please visit [Find War Dead | Search Results | CWGC](#)
- 2.4. The sign will be installed, paid for and maintained by the Commission free of charge and on a permanent basis.

Signage Indicating War Graves Frequently Asked Questions

1. What do we need to do to get a CWGC War Grave sign(s)?

- Choose your preferred a sign size.
- Identify a suitable location for the sign to be fitted (*please see notes below*)
- Take a photo of the chosen location, with the paper template to indicate the exact location of the sign. (*please see notes below*) OR describe the entrance(s) on your application form and our team will install it in the best location for your site.
- Complete the CWGC application form. Please include our reference number from the original email.
- Email your completed application form to ukna.signs@cwgc.org including a photograph clearly showing the exact sign location.

2. What do the signs look like and how big are they?



Standard Sign: 430mm x 230mm



Small Sign: 210mm x 150mm

There is a slight variation on the wording, depending on the number of war graves in the churchyard. For example, "At this location there **is a** Commonwealth War Grave" or "At this location **there are** Commonwealth War Graves."

The signs are made from high-quality aluminium.

3. Where should the sign be fitted?

The sign should be fitted as close to the public entrance of the burial ground as possible, but the exact location is up to you. We will fit it where you feel it is most appropriate providing that we can adequately maintain the sign in the future.

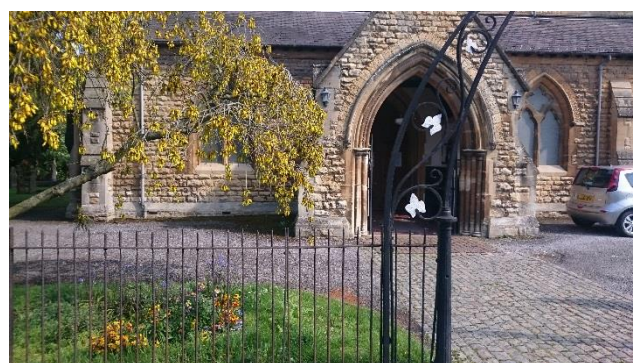
The signs can be attached to railings, masonry, gates or notice boards. Alternatively, we can supply a stand-alone post. Care will be taken when fitting the signs not to damage the important fabric of buildings. Please contact us if you have any queries over the suggested location.

4. Why do you need me to take a photo?

It is really important that we fit the sign in the agreed upon location, a clear photograph indicating where it should be fitted will help us to place it correctly.

Ideally we suggest that you print the paper template below and temporarily affix it where you would like the sign. You may send multiple photographs if you think it would be helpful.

Alternatively, indicate the entrance where a sign is required and our experienced Operations team will use their judgement to fit the sign in the best location.



Proposed sign location clearly marked, key surrounding features are visible



Proposed sign location not marked.



Proposed sign location clearly marked, key surrounding features are visible.



Photograph is too close, key surrounding features are NOT visible.

Please remember that the template is not to scale

The Standard Sign is 430mm x 230mm

The Small Sign is 210mm x 150mm

5. When will the sign be fitted?

We aim to install each sign as soon as possible within an estimated 12 months. Alternatively, your sign can be sent in the post for you to install yourself.

6. Planning permission

Due to the size of the sign, it does not require planning or advertisement consent. However, if your burial ground is within an area of special control, for example a conservation area, you should check with your local authority that there are no local planning requirements.

7. How much will it cost me to get a sign?

Nothing. All signs will be installed, paid for and maintained by the Commission free of charge and on a permanent basis.

8. Where can I find out more information the Commission?

Please feel free to get in touch with us, via the following links:

For general enquiries:

CWGC Enquiries Team
Telephone: 01628 507200
Email: Enquiries@cwgc.org
Website: www.cwgc.org



Please Print for location indication.

NOT TO SCALE.



The Standard Sign is 430mm x 230mm

The Small Sign is 210mm x 150mm

Ref	Date	Problem	Location	Does person want feedback	Who is responsible for area	Outcome/ Follow up	Completed
s137	06/10/2023	<p>I'm writing to you as Clerk to the Town Council, about the sale of the public areas in Linden Village last year by the previous owner, Deloitte. The new owner is a company called Blue Sky Property Estates Ltd.</p> <p>I would be grateful to have any up to date information that you may have about the sale please.</p> <p>I would also be glad to have this issue put onto the agenda of the next BTC Environmental Committee meeting in December 2023. Has a date for this meeting been set yet?</p>	Linden Village	y	Blue Sky Properties	LP responded with further information	
s138	07/10/2023	<p>My friend and I attended the Environmental Committee meeting on 2 October, I would like to thank the Committee for making us welcome. We attended as we had been informed by the council that the open spaces on Linden Village would be on the agenda, sadly it wasn't.</p> <p>Please would you let me know if the new owners of the open spaces, Blue Sky Properties have been contacted and what can be done to ensure they carry out their responsibilities re grass cutting and maintenance of the trees?</p> <p>I also mentioned the alarming state of the river, in places it is very narrow, banks have subsided, rushes encroached and fallen branches have been left to block the river path. I worry that a few days of heavy rain would cause the river to flood again. Please would you let me know what the Town Council and the Environment Committee, plan to do about it?</p> <p>Finally please would you explain why the council is having an election, when that will be and when Linden Village open spaces will be on the agenda.</p> <p>My apologies for the long list of questions, I look forward to hearing from you</p>	Linden Village	y	Mixed responsibilities	LP responded with further information	
s139	October	<p>As you are aware all the green space and possibly the pathways and trees were purchased by and became, possibly, the responsibility of a company called Bluesky Properties Estates Ltd., First Floor, Winston House, 349 Regents Park Road, London, N3 1DH. I have sight of the land registry documents but it is very unclear as to what their responsibilities are. I don't think they are allowed to build on any of the spaces however as residents of the estate we have other concerns.</p> <p>All the green spaces have not been touched for some time and I am sure your involvement changed when Deloitte's sold it on to them. However, I was hoping the town council could help to find out what this Company's liabilities are and how best we can get them enforced to maintain the spaces.</p> <p>The grass does really need cutting before the onset of autumn and most of the trees need some kind of attention or coppicing. I'm not aware of any pathway problems at this moment in time.</p>	Linden Village	y	Blue Sky Property Estates	LP responded with further information	
s140	19/10/2023	<p>I just wanted to get in contact to find out whether it was the town council who is responsible for cutting the grass in the local area?</p> <p>I am a daily dog walker and talking to others who use the same routes</p> <ol style="list-style-type: none"> 1. Strip of grass that runs down back of Badgers 2. Fields at back of University Verney Campus <p>These areas have not been cut for a good 2 months now, the grass is very long which makes it very difficult to pickup your dog mess and also makes it very wet for walking around.</p> <p>I have noticed that the area around the playground at the bottom of Badgers has been cut twice in this period and only just last week!! Why do they not cut the strip at the back of badgers which is used frequently by dog walkers and people doing the circular walk at the same time!?</p>		Yes	Bucks Council	emailed StreetScene and replied to resident	Yes

s141	14/11/2023	Could you please pass on my massive thanks to the two men who helped out with the flooding at Western Avenue on Monday 13th November? They were so helpful to our elderly neighbour and would not leave until they had a solution. Then came back with sandbags to help in the future. I was a bit rude at first but I was just cross that we are still having to deal with the bad drains (not your fault). We are very lucky to have people like those guys to help out when needed. I'm sorry I couldn't remember their names. Anyway, thanks again!	Western Avenue	N	N/A		Yes
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Buckingham Town Council Climate Emergency Action Plan

At Full Council on the 15th 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
3.	Encourage practical action by local people through proactive communication campaigns.	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.</p> <p>As a way of generating further engagement, competitions and awards for innovative approaches to tackle the climate emergency are promoted by the council.</p>
5.	Encourage the formation of Local Climate Action Groups.	One formed	Climate Champions	A Community Climate café hosted its first meeting on 22 nd April 2023 @ 10am in Buckingham Library and also attended Celebrate Buckingham to consult on the public's climate priorities.
6.	Host a public meeting on the issue.	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.



Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat

	Action	Measure	Responsibility	Updates
10.	Investigate the environmental impact of Town Council events	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 400 participants/attendees, as part of the existing Events Management Plan. A summary of which, is reviewed by TC&E Committee.

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

	Action	Measure	Responsibility	Update
13.	Provide recycling facilities at all Town Council Events and within Town Council owned buildings.	One mixed recycling bin per event	TC&E /Environment	Recycling bins are now being provided at all Town Council events. 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.	Work with and support litter picking initiatives around town including the increased promotion of annual River rinse events.	One Town Council event per year in addition to the two annual river rinses.	TC&E Committee	Community Litter Picking kits are housed at the Town Council's depot and Buckingham Library for community use. The equipment is in regular use by community groups, including weekly litter picks by pupils at Furze Down School.



Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.				
	Action	Measure	Responsibility	Updates
22.	Consider holding an event that promotes cycling around the town	To be considered on a future agenda of TC&E	Town Centre & Events Committee	Cycling and walking trails are promoted through the Tourist Information Centre and will be publicised at the Spring Green Fair. The Spring Green Fair 2023 featured a stand from Dr Bike, offering cycle repairs and second hand bike sales.
Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.				
	Action	Measure	Responsibility	Updates
33.	Purchase (where possible) locally produced and fair-trade food for the Council's use and civic events.	All BTC events	Town Centre & Events Committee	Incorporated within planning for all Town Council events. Referencing the Town Council's Sustainable Procurement Strategy



Partner Engagement Survey

The Swan Practice are committed to improving and developing how we work with our Partners in and around Buckingham.

As part of this, we would really value your feedback on The Swan Practice as well as suggestions you may have of opportunities to work together.

Please could we ask that you take a few minutes to complete this brief engagement form.

We appreciate your feedback.

1.What do you value about the Swan Practice?

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2.What gaps do you feel exist in the health and wellbeing service provision within Northern Buckinghamshire?

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3.Do you believe there will be opportunities for collaborative working between your organisation and the Swan Practice and Network over the next 5 years? If yes, please provide suggestions of what this might involve and what the main objective of this work would be.

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Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
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/ with BNDP at this time	With BNDP
Environment	884/18	Compliments and Complaints Log	Members AGREED the report be brought back to Environment Committee in six months time in the same format.	Committee Clerk		On agenda
Environment	319/20	Lace Hill Doors	AGREED for a report regarding an additional external fire exit door is brought back to the next committee meeting.	Estates Manager	This project will need to be restarted.	Paused
Environment	771/20 & 1088/20	Tingewick Road Greenspaces	Members AGREED 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	Offer received and legal team have been instructed to start transfer process	Going through the legal processes
Environment	632/22	Rent review Chandos Bowls Club and Tennis Club	Cllr. Gateley Proposed, Cllr. Willett Seconded and Members unanimously AGREED .	Estates Manager	Meeting with Tennis club been held and awaiting one with Bowls Club	Tennis club completed.
Environment	70/23 193/23	Bourton Park bridges.	Members agreed to add the bridges to the action list. Cllr. Stuchbury Proposed an explanatory press release regarding the current status of the bridges. Cllr. Harvey Seconded. Member unanimously AGREED .	Estates Manager Deputy Town Clerk	ROW application has been submitted. Quote gathering underway.	Ongoing
Environment	70/23	No mow May	Members agreed to discuss this at the next meeting following social media discussions about this year's mowing.	Estates Administrator		Press release before next cutting season
Environment	192/23	Solar panels - Buckingham Community Centre	A request will be made to the Town Clerk for an update on Community Centre solar panels.	Town Clerk	The alarm issue needs resolving first.	Alarm designs have been sent to the risk assessor to confirm compliance.
Environment	PS 2/10/23	Linden Village green spaces/ maintenance	The Estates Manager to contact the resident who attended the public session. The resident expressed concerns about the lack of river maintenance and repair and the exposed cable near the children's park.	Estates Manager	Resident spoken to. Discussions with BC regarding the mowing are underway.	Ongoing
Environment	344/23	Bus shelter repairs	Member agreed a press release when Purdah has ended and the repairs to the bus shelter are complete.	Deputy Town Clerk	Completed	

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
Environment	432/23	Pollution	<p>Motion Cllr. Harvey AGREED:</p> <p>This committee therefore resolves to ask the Shire council to reveal all the information it has about vehicular pollution in our town (in the light of the new figures) and ask:</p> <ul style="list-style-type: none"> - what action is being taken to measure road sourced pollution in Buckingham - especially areas near the main roads (A421, A413 and A422) although we understand that there is currently some monitoring taking place. - what their specific plans are to reduce air pollution in our town and - what local action is being taken to mitigate the impact on road sourced pollution on the health of our local population. 	Town Clerk	Letter sent, awaits reply.	
Environment	439/23	Shrub bed at Community Centre	Members requested that this is added to the action list.	Environment Committee		