



Buckingham Town Council

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Town Clerk: Claire Molyneux

ENVIRONMENT
COMMITTEE

Wednesday, 20 November 2024

Councillor,

You are summoned to a meeting of the Environment Committee of Buckingham Town Council which will be held on Monday 25th November 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 note that the Environment Committee minutes from 7th October 2024 will be presented at the next Environment Committee meeting.

4. Budgets

- 4.1 To receive the latest figures.
- 4.2 To receive a report from the Town Clerk.
- 4.3 To receive proposed budgets for 2025/26.

[Appendix A](#)
[E/96/24](#)
[Appendix B](#)



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.

5. Motion: Cllr. Gateley

In order to take the issue of No Idling Zones further, I propose that Buckingham Town Council Members carry out a survey to ascertain the scale of the problem, and how to proceed thereafter.

6. S106 application for Chandos Park

To receive a report from the Estates Manager.

[E/97/24](#)

7. Bourton Park Management Plan – Improvements Plan update

To receive a report from the Estates Administrator.

[E/98/24](#)
[Appendix C](#)

8. Public Seating

To receive a report from the Estates Administrator.

[E/99/24](#)

9. Air Quality

To receive a report from the Town Clerk.

[E/100/24](#)

10. Action report

To receive the report and note the updated information.

[Appendix D](#)

11. News releases**12. Chair's announcements****13. Date of next meeting:** Monday 17th February 2025**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.

14. Buckingham Community Centre Boiler Replacement

To receive a report from the Estates Manager.

[E/101/24](#)

15. Confidential report

To receive a report from the Town Clerk.

[E/102/24](#)

To Committee Members:

Cllr. F. Davies
Cllr. L. Draper
Cllr. M. Gateley
Cllr. J. Harvey
Cllr. A. Mahi

Chair
Vice Chair

Cllr. L. O'Donoghue
Cllr. A. Ralph
Cllr. A. Schaefer Town Mayor
Cllr. R. Stuchbury

Detailed Income & Expenditure by Budget Heading 19/11/2024

Month No: 8

Committee Report

ENVIRONMENT

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation
<u>201 Environment EXPENDITURE</u>								
3995 NI Environment	12,409	22,249	9,840		9,840	55.8%		
3996 Pensions ERS Environment	32,109	61,577	29,468		29,468	52.1%		
4004 Salaries environment	135,370	250,670	115,300		115,300	54.0%		
<u>202 Roundabouts INCOME</u>								
1051 Roundabout no. 1	2,805	2,805	0			100.0%		
1052 Roundabout no. 2	1,495	1,495	0			100.0%		
1053 Roundabout no. 3	2,454	2,454	0			100.0%		
1054 Roundabout no. 4	3,127	3,127	0			100.0%		
1056 Roundabout no. 6	3,332	3,332	0			100.0%		
1057 Roundabout no. 7	1,700	1,700	0			100.0%		
<u>202 Roundabouts EXPENDITURE</u>								
4108 Roundabout	553	2,205	1,652		1,652	25.1%		
<u>203 Maintenance EXPENDITURE</u>								
4082 Allotments	2,288	2,288	0		0	100.0%		
<u>204 Devolved services expenses INCOME</u>								
1017 Devolved services income	0	24,000	24,000			0.0%		No income to receive
<u>205 Grounds maintenance EXPENDITURE</u>								
4033 Waste disposal	3,552	5,610	2,058		2,058	63.3%		
4035 Machinery	1,574	2,915	1,341		1,341	54.0%		
4036 Fuel (Mower)	1,591	2,533	942		942	62.8%		
4037 Sundries	1,177	3,025	1,848	0	1,848	38.9%		
4063 Vehicle hire and running costs	2,044	7,060	5,016		5,016	29.0%		
<u>248 Depot EXPENDITURE</u>								
4013 Equipment purchase	0	5,000	5,000		5,000	0.0%		
4055 Alarm	548	560	12		12	97.9%		
4225 Rates	4,784	4,641	(143)		(143)	103.1%	143	EMR
4601 Repairs & maintenance fund	295	900	605		605	32.8%		
4602 Electricity	1,114	2,000	886		886	55.7%		
4603 Water	147	635	488		488	23.1%		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>249 C Meadow Toilets/Shopmobility INCOME</u>									
1085 Shopmobility income	236	200	(36)			118.0%		More income than expected	
<u>249 C Meadow Toilets/Shopmobility EXPENDITURE</u>									
4602 Electricity	0	600	600		600	0.0%			
4603 Water	0	600	600		600	0.0%			
4608 Shopmobility	739	1,002	263		263	73.8%			
4612 Contractor charge	6,687	10,450	3,763		3,763	64.0%			
4709 Maintenance	0	6,600	6,600		6,600	0.0%			
<u>250 Lace Hill INCOME</u>									
1026 Lace Hill Community Centre	25,336	41,000	15,664			61.8%			
1027 Solar income	0	150	150			0.0%			
<u>250 Lace Hill EXPENDITURE</u>									
4050 Lace Hill playing fields	267	550	283		283	48.6%			
4118 Solar panels	0	380	380		380	0.0%			
4158 Lace Hill gas	1,501	4,600	3,099		3,099	32.6%			
4159 Lace Hill electricity	1,227	6,500	5,273		5,273	18.9%			
4160 Lace Hill water	645	1,086	441		441	59.4%			
4161 Lace Hill Repair & Maintenance	4,642	4,000	(642)		(642)	116.0%		MUGA repairs, insurance claim received (Resources)	
4162 Lace Hill Planned Maintenance	3,807	7,920	4,113	1,809	2,304	70.9%			
4164 Lace Hill equipment	1,369	3,754	2,385	177	2,208	41.2%			
4225 Rates	10,354	11,048	694		694	93.7%			
<u>251 Chandos Park INCOME</u>									
1030 Bowls income	627	650	23			96.5%			
1035 Tennis Court Rent	0	778	778			0.0%			
<u>251 Chandos Park EXPENDITURE</u>									
4601 Repairs & maintenance fund	0	3,950	3,950	330	3,620	8.4%			
4602 Electricity	610	1,471	861		861	41.5%			
4603 Water	2,150	2,449	299		299	87.8%			
4606 Bowls Club Maintenance	1,655	2,120	465		465	78.1%			
<u>252 Bourton Park EXPENDITURE</u>									
4601 Repairs & maintenance fund	7,365	10,508	3,143		3,143	70.1%			
<u>253 Cemeteries INCOME</u>									
1041 Burial fees	12,796	29,400	16,604			43.5%			
<u>253 Cemeteries EXPENDITURE</u>									
4225 Rates	2,421	2,349	(72)		(72)	103.1%	72	EMR	
4265 New cemetery maintenance	0	7,000	7,000	3,500	3,500	50.0%			
4601 Repairs & maintenance fund	1,534	5,825	4,291		4,291	26.3%			

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A	
4602 Electricity	1,139	1,000	(139)		(139)	113.9%		estimated bill, reading sent, credit due		
4617 Memorial testing	4,770	4,330	(440)		(440)	110.2%	2,000			
4619 Cemeteries Development	123,887	106,415	(17,472)	17,100	(34,572)	132.5%	104,204			
4620 Expenses for burial duties	1,799	5,785	3,986		3,986	31.1%				
<u>254 Chandos Park toilets EXPENDITURE</u>										
4612 Contractor charge	6,687	10,450	3,763		3,763	64.0%				
4709 Maintenance	496	14,035	13,539		13,539	3.5%				
<u>255 Railway Walk & Castle Hill EXPENDITURE</u>										
4709 Maintenance	3,726	1,145	(2,581)		(2,581)	325.4%	3,400			
<u>256 Storage Premises EXPENDITURE</u>										
4066 Grenville garage rent	383	626	243		243	61.2%				
<u>258 Cemetery Lodge INCOME</u>										
1061 Cemetery Lodge rental income	7,573	11,781	4,208			64.3%				
<u>258 Cemetery Lodge EXPENDITURE</u>										
4034 PWLB repayments inc. interest	2,351	4,702	2,351		2,351	50.0%		EMR		
4609 Cemetery Lodge maintenance	2,562	3,260	698	7,340	(6,642)	303.7%				
<u>260 CCTV EXPENDITURE</u>										
4100 CCTV maintenance	2,304	4,000	1,696		1,696	57.6%				
<u>261 Community Centre EXPENDITURE</u>										
4085 Structural repairs	15,674	30,390	14,716	607	14,109	53.6%				
4091 Chamber	231	1,100	869		869	21.0%				
<u>262 Parks General EXPENDITURE</u>										
4101 Seats and bins	0	1,765	1,765		1,765	0.0%				
4102 Dog bins	0	13,686	13,686	4,072	9,614	29.7%				
4106 Play area maintenance	3,189	9,316	6,127	900	5,227	43.9%				
4112 Environment Equipment	1,228	11,286	10,058	66	9,991	11.5%				
4122 Tree works	13,690	36,105	22,415		22,415	37.9%				
4168 Defibrillators	283	550	267		267	51.4%				
4275 Play area replacement fund	0	10,000	10,000		10,000	0.0%				
4276 Tree wardens	0	2,240	2,240		2,240	0.0%				
4280 Machinery Repair / Replace	0	2,500	2,500		2,500	0.0%				
4281 Vehicle Repair / Replace	0	2,500	2,500		2,500	0.0%				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>264 New Cemetery EXPENDITURE</u>									
4282 New Cemetery PWLB Repayments	0	2,600	2,600		2,600	0.0%			
Grand Totals:- Income	61,480	122,872	61,392			50.0%			
Expenditure	430,926	748,416	317,490	35,901	281,590	62.4%			
Net Income over Expenditure	(369,445)	(625,544)	(256,099)						

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
320	EARMARKED RESERVES	321,140.00	-321,140.00	0.00
325	EMR YOUTH COUNCIL	0.00	2,015.00	2,015.00
326	EMR CEMETERY DEVELOPMENT	0.00	64,617.45	64,617.45
327	EMR LEGAL COSTS	0.00	530.17	530.17
328	EMR FLOOD RELIEF FUND	0.00	826.00	826.00
329	EMR WAR MEMORIAL	0.00	600.00	600.00
330	EMR CHRISTMAS LIGHTS	0.00	2,171.00	2,171.00
331	EMR TOWN IN BLOOM	0.00	1,000.00	1,000.00
332	EMR CHARTER FAIRS	0.00	5,141.00	5,141.00
333	EMR PLAY AREA REPLACEMENT	0.00	57,932.00	57,932.00
334	EMR TOURISM LEAFLETS	0.00	883.00	883.00
335	EMR GREEN SPACES DEVELOPMENT	0.00	8,916.00	8,916.00
336	EMR NEIGHBOURHOOD PLAN	0.00	-1,439.00	-1,439.00
337	EMR BRIDGE REPAIRS	0.00	44,640.00	44,640.00
338	EMR OFFICE DEVELOPMENT / FURNI	0.00	156.00	156.00
339	EMR DEPOT EQUIPMENT	0.00	7,850.00	7,850.00
340	EMR AEDS	0.00	850.00	850.00
341	EMR LHSCC REPAIRS & MAINT	0.00	25,000.00	25,000.00
342	EMR CEMETERY LODGE REPAIRS	0.00	7,840.00	7,840.00
343	EMR BOWLS PAVILION REPAIRS	0.00	2,493.00	2,493.00
344	EMR MAKING GOOD/BOUNDARY REP	0.00	45,000.00	45,000.00
345	EMR EMERGENCY GRANTS	0.00	3,000.00	3,000.00
346	EMR TWINNING	0.00	2,483.00	2,483.00
348	EMR SCULPTURE TRAIL	0.00	800.00	800.00
349	EMR TRAINING	0.00	8,953.00	8,953.00
350	EMR COMPUTERS & SOFTWARE	0.00	5,633.00	5,633.00
351	EMR RATES	0.00	1,491.69	1,491.69
352	EMR ACCESSIBILITY	0.00	2,513.00	2,513.00
353	EMR WILDLIFE CONSERVATION VOLU	0.00	1,461.00	1,461.00
354	EMR MACHINERY REPLACE & REPAIR	0.00	9,949.00	9,949.00
355	EMR BUILDINGS REPLACE & REPAIR	0.00	6,500.00	6,500.00
356	EMR RESOURCING RESERVE	0.00	38,466.00	38,466.00
357	EMR VEHICLE REPLACEMENT & REPA	0.00	3,445.00	3,445.00
358	EMR STAFFING COSTS	0.00	3,949.42	3,949.42
		321,140.00	44,525.73	365,665.73

Buckingham Town Council
Environment Committee
Monday 25th November 2024

Contact Officer: Town Clerk

Budget 2025-2026

1. Recommendations

- 1.1. It is recommended that Members review, discuss and agree to send the attached Environment budget 2025-2026 to the Precept Meeting via the Resources Committee.

2. Background

- 2.1. Each budget line has been scrutinised and an explanation given for the recommended amount. On a few occasions where no other information has been available, a percentage increase has been used. Many budget lines are subject to contract and use a fixed RPI, most commonly September 2024 which has been pencilled into this budget at 3.5% although independent sources suggest it may be as low as 2.7%.
- 2.2. The wages, pensions and NI budgets are subject to change as the current year pay deal has only just been finalised and the Resources Committee have primacy on matters of staffing.
- 2.3. This budget recommends a 4.88% overall increase although it needs to be understood that predictions could change before the final precept meeting, as more information becomes available.

Environment Committee Budget 2024 - 2025

Cost Code	Budget Code	Name	Description	Budgeted Expenditure 2024 - 2025	Predicted Expenditure 2024 - 2025	Budgeted Income 2024 - 2025	Predicted income 2024 - 2025	Recommended budgeted expenditure 2025 - 2026	Recommended budgeted income 2025 - 2026	Reason
201	3995	NI Environment		£22,249	£22,249			£23,361		Holding figure - for Resources.
	3996	Pensions ERS Environment		£61,577	£61,577			£64,656		Holding figure - for Resources.
	4004	Salaries environment		£250,670	£250,670			£263,204		Holding figure - for Resources.
202	1051	Roundabout no. 1	Income			£2,805	£2,805		£2,903	Sept RPI as per contract
	1052	Roundabout no. 2	Income			£1,495	£1,495		£1,547	Sept RPI as per contract
	1053	Roundabout no. 3	Income			£2,454	£2,454		£2,540	Sept RPI as per contract
	1054	Roundabout no. 4	Income			£3,127	£3,127		£3,236	Sept RPI as per contract
	1056	Roundabout no. 6	Income			£3,332	£3,332		£3,449	Sept RPI as per contract
	1057	Roundabout no. 7	Income			£1,700	£1,700		£1,760	Sept RPI as per contract
	4108	Roundabout	Signage	£2,205	£2,000			£2,000		Hold at expected
203	4082	Allotments	Grant	£2,288	£2,288			£2,368		Sept RPI as per contract
204	1017	Devolved services income				£24,000	£0	£0	£0	No offer at this time
205	4033	Waste disposal		£5,610	£5,750			£5,900		Budget tight for this year - Increases expected
	4035	Machinery		£2,915	£2,915			£2,973		Small 2% increaae
	4036	Fuel (Mower)		£2,415	£1,800			£1,900		Reduction on expected due to devolved services
	4037	Sundries		£3,025	£2,500			£3,000		Slight reduction
	4063	Vehicle hire and running costs		£7,000	£5,550			£7,000		Underspend to EMR. Can be held
248	4013	Equipment purchase	Depot	£5,000	£5,000			£5,000		Alterations required for fire regs. To EMR.
	4055	Alarm	Depot	£560	£560			£600		Slight increase
	4225	Rates	Depot	£4,641	£4,784			£4,928		Estimated 3% increase
	4601	Repairs & maintenance fund	Depot	£900	£900			£900		Can be held
	4602	Electricity	Depot	£2,000	£1,600			£1,660		3.5% on expected
	4603	Water	Depot	£635	£600			£635		Can be held
249	1085	Shopmobility income				£200	£240		£245	Slight increase
	4602	Electricity	C Meadow	£600	£600			£600		Can be held
	4603	Water	C Meadow	£600	£600			£600		Can be held
	4608	Shopmobility	C Meadow	£600	£600			£1,000		Increase to servicing costs
	4612	Contractor charge	C Meadow	£10,450	£11,464			£11,865		Sept RPI as per contract
	4709	Maintenance	C Meadow	£6,600	£6,600			£1,000		Can be reduced as the doors will have been refurbished
250	1026	Lace Hill Community Centre	L Hill			£41,000	£41,000		£42,000	Realistic expected income
	1027	Solar income	L Hill			£150	£0		£150	This year's payment due at the start of the next financial year.
	4050	Lace Hill playing fields	L Hill	£550	£550			£555		Slight increase
	4118	Solar panels	L Hill	£380	£380			£400	£380	Can be held
	4158	Lace Hill gas	L Hill	£4,600	£4,939			£5,112		Estimated 3.5% increase
	4159	Lace Hill electricity	L Hill	£6,500	£6,958			£7,202		Estimated 3.5% increase
	4160	Lace Hill water	L Hill	£1,086	£1,086			£1,124		Estimated 3.5% increase
	4161	Lace Hill Repair &	L Hill	£4,000	£4,500			£4,800		Underbudgeted - increase on expected
	4162	Lace Hill Planned	L Hill	£7,920	£7,920			£8,200		Expected to rise above inflation
	4164	Lace Hill equipment	L Hill	£3,000	£3,000			£3,200		Slight increase
	4225	Rates	L Hill	£11,048	£10,354					Last year's rise less than expected - can be held
251	1030	Bowls income	Income			£650	£627		£627	Sept RPI as per contract
	1035	Tennis Court Rent	Income			£778	£778		£806	Sept RPI as per contract
	4601	Repairs & maintenance fund	Chandos	£3,950	£3,950			£4,088		3.5% increase
	4602	Electricity	Chandos	£1,400	£1,400			£800		Late bill was rolled into this year so can be reduced.
	4603	Water	Chandos	£2,449	£2,449			£2,535		Estimated increase
	4606	Bowls Club Maintenance	Chandos	£2,120	£2,500			£2,120		Can be held as significant work completed this year.
252	4601	Repairs & maintenance fund	Bourton Park	£10,000	£10,000			£11,000		Larger increase - tight budget
253	1041	Burial fees	Income			£29,400	£27,000		£26,500	Small increase on this years expected - fewer burials.
	4225	Rates	Old Cemetery	£2,349	£2,421			£2,494		Estimated 3% increase on expected
	4265	New cemetery maintenance	New Cemetery	£3,500	£3,500			£3,500		Underspend to EMR. Hold
	4601	Repairs & maintenance fund	Old Cemetery	£4,890	£5,825			£5,000		Minor increase on
	4602	Electricity	Old Cemetery	£1,000	£1,000			£1,035		Estimated 3.5% increase
	4617	Memorial testing		£2,253	£2,253			£2,253		Additional Budget was bought over from EMR - can be held.
	4619	Cemeteries Development		£69,647	£50,000			£70,000		Additional Budget was bought over from EMR - Will be combined with 4282 when required.
	4620	Expenses for burial duties		£5,785	£5,000			£5,785		Can be held
254	4612	Contractor charge	CP Toilets	£10,450	£11,464			£11,865		Sept RPI (3.5%) as per contract
	4709	Maintenance	CP Toilets	£14,035	£14,035			£2,000		Can be reduced - last year's increase to pay for a new pump.

Environment Committee Budget 2024 - 2025

[illegible]

Buckingham Town Council
Environment Committee
Monday 25th November 2024

Contact Officer: Lee Phillip Estates Manager

Chandos Park S106 Funding

1. Recommendations

- 1.1. That members note the below updates and agree to proceed with the S106 application for the item detailed below.

2. Background

- 2.1. At the Environment Committee meeting on 12th June 2023, Members agreed for the office to apply for S106 contribution of £13,593 for Chandos Park Improvements (minutes 36/23.2).
- 2.2. There is a balance of £802 - the Section 106 funding from Oddfellows Hall, Well Street 19/03398/APP - which must be applied to improvements in Chandos Park.
- 2.3. As previously noted by Members, themes from our 2023 Chandos Park User consultation informed our previous funding bids to improve the park, and resulted in the installation of new play equipment, upgrading the MUGA surfacing and improved variety of sports and games facilities.
- 2.4. One of the most popular uses of Chandos Park is for picnics and social gatherings. It is proposed that the remaining balance of the Section 106 funds be used to install a new wooden picnic bench on a concrete pad along the riverbank. This area is likely to be regularly used by senior school and university students who frequent the park to study. It is also a popular spot during the summer months, particularly with families who enjoy watching their children paddle in the river.
- 2.5. It is recommended that Councillors approve the purchase of a hardwood picnic bench from Broxap at the cost of £984. This addition will complement the existing style picnic benches in the park, and the quality and durability of the hardwood will ensure that the bench stands the test of time, providing a lasting and attractive seating option for park users.

Buckingham Town Council
Environment Committee
Monday 25th November 2024.

Contact Officers: Nina Stockill, Estate Administrator

Bourton Park Improvement Plan Update 2024

1. Recommendations

- 1.1. It is recommended that Members note the updated Improvement Plan, including the next steps for refreshing the Bourton Park Management Plan in 2025.

2. Introduction

- 2.1. The Bourton Park Management and Improvement Action Plans were originally approved by the Environment Committee in November 2019. The Improvements Plan outlines key enhancements aimed at improving the park's facilities, accessibility, and overall user experience. It has been developed following consultation with local stakeholders and park users, and it reflects the community's priorities detailed within the Bourton Park Management Plan.
- 2.2. Additionally, please note that a **full refresh of the Bourton Park Management Plan will be scheduled for 2025**. This will allow us to assess the long-term needs of the park and incorporate any new developments or changes.
- 2.3. It is important to update the improvement plan every **five years** to ensure that it remains relevant, reflects the evolving needs of the community, and addresses sustainability and accessibility. Regular updates allow us to adapt to changes in user preferences, environmental standards, and available funding.

The Bourton Park Improvement Action Plan 2021-2025

The Bourton Park Improvement Plan shows the specific actions required to achieve the priorities 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. Molyneux (Town Clerk)

Annual Review Date: Nov 2024

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

No.	Action	Who is Responsible for Action	Target Funding	Date For Achieving Implementation					Funding Sources/Comments	Evidence of community support from park user consultation
				2021	2022	2023	2024	2025		
	Replacement of three public noticeboards in Bourton Park	BTC				x			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 end of their useful life and two have been patched repaired in the last 12 months.	Replacement notice board were installed September 2024.
	Replacement of five park litter bins	BTC					x		Revenue budget, replaced in Winter 2024 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	To kept under review and remove at the appropriate time when fencing fails.

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

Leaders: L. Phillips (Manager) C. Molyneux (Town Clerk)

Annual Review Date: Nov 2024

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	x	Section 106 funding for park improvements and FCC Community Action Funding	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	Repair work complete November 2023

								funding of the bridge repairs is being taken from the Council's earmarked reserves.	
	Removal of timber footbridge	BTC and specialist contractor				x	x	The funding of the bridge repairs is being taken from the Council's earmarked reserves. Consultation stage for alignment of RoW in progress.	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	x	x	Consultation stage for alignment of RoW in progress.	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	Completed May 2023

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

Leaders: L. Phillips (Manager) C. Molyneux (Town Clerk)

Annual Review Date: Nov 2024

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	Not feasible within the revised budget for the new cemetery design.	A small composting area will be located at the new Cemetery whilst utilising the existing space at Brackley road Cemetery for the bulk of the Town Council's green waste.
	Installation of additional picnic benches and seating						x	Section 106 funding for park improvements Approximate costs £7,500	Four additional benches/picnic tables have been purchased for Bourton Park and will be installed in Winter 2024/25.

OBJECTIVE To manage the park in environmentally sensitive ways

Leaders: L. Phillips (Manager) C. Molyneux (Town Clerk)

Annual Review Date: Nov 2024

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 Date for Funding/Implementation					Funding Sources/Comments	Evidence of community support from park user consultation
			2021	2022	2023	2024	2025		
	Paddock B – additional tree planting.	BTC				x	x	Revenue budget, volunteer time, and seek funding from the community board and woodland trust	Tiny forest created in paddock B – Winter 2023.
	River banks - wildflower planting as part of the annual wildflower planting plan review	BTC	X	x	x	x	x	Revenue parks budget	Wildflower meadow resown 2024.
	Tree planting in specific locations around Bourton Park	BTC	X	x	x	x	x	Revenue Budget, volunteer time and possible funding for small clusters of trees from donations (memorial trees), private organisations or individuals.	Over the last five years the Town Council have planted 1,782 new trees in Buckingham

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

Leaders: L. Phillips (Manager) C. Molyneux (Town Clerk)

Annual Review Date: Nov 2024

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. Molyneux (Town Clerk)

Annual Review Date: Nov 2024

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		
	Work with Bourton Meadow and other local primary schools in helping designing improvements to the 'Otters Pond'	BTC and local primary schools					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. Molyneux (Town Clerk) Deputy Town Clerk

Annual Review Date: Nov 2024

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	Next consultation to take place 2025 for Management Plan refresh

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.
- 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 Committee.

Buckingham Town Council
Environment Committee
Monday 25th November 2024.

Contact Officers: Nina Stockill, Estates Administrator

Public Seating

1. Recommendations

- 1.1. It is recommended that Members note the report, including the next steps for engagement.
- 1.2. To note and request volunteers for the Chair's proposal to have Committee Members survey the current seating provisions in the town.

2. Background

- 2.1. At Environment Committee on the 15th October the following motion was agreed: *"This Committee agrees to create a Seating Strategy - to take stock of existing provision and to consider how best to improve the availability of public benches (etc.) where there is need and demand, and to take into account previous decisions about seating and benches made by this Council."*
- 2.2. Following an online feedback session, the Town Council has identified a demand for additional seating options in key areas of the town. Residents expressed a desire for more comfortable spaces to rest, socialise, and relax.

3. Key Findings

3.1. Popular Locations for Seating:

- Outside the Community Centre: A central hub for events and activities.
- Green Spaces: Areas like Chandos Park were highlighted as ideal for relaxing.
- Near Local Businesses: Proximity to cafes and shops was mentioned.

3.2. Types of Seating Requested:

- Benches with back support.
- Tables and chairs for dining (picnic tables).
- Accessible seating options.

3.3. Additional Considerations:

- Accessibility for all residents.
- Maintenance and durability of materials.
- Aesthetic alignment with the town's character and existing street furniture.

4. Proposed Actions

4.1. Site Assessments: Office to conduct evaluation of suggested locations to determine feasibility and impact.

4.2. Existing Provision: Cllr. Davies has proposed conducting a survey of the existing seating provision in the parish of Buckingham. This task is to be undertaken by Committee Members and feedback given to a future meeting of Environment Committee.

4.3. Engagement with Local Landowners: Collaborate with appropriate landowners to support seating areas that encourage foot traffic and enhance visitor/resident experience.

5. Feedback Summary

Proposed Location	Rationale	Additional Comments
More benches along the planting bed adjacent to the Buckingham Community Centre.	Older generation need somewhere to rest whilst waiting for a lift.	An additional bench to accompany the existing metal bench. Speak to Buckingham Society to be considered as part of their renovation plans for the planting bed.
Missing bench outside Dandy Lion, Cornwalls Meadow.	Previous bench was in regular use by shoppers and visitors to the town	A replacement bench is now in place, donated by the AED project.
Additional picnic benches in Chandos Park.	Not enough picnic tables on a sunny day. Regularly used by park users throughout the year.	An additional picnic bench will be located in Chandos Park as part of the remaining Section 106 allocation from Oddfellows Hall, Well Street 19/03398/APP.

Buckingham Town Council
Environment Committee
Monday 25th November 2024.

Contact Officer: Town Clerk

Air Quality

1. Recommendations

1.1. Members note the response.

2. Background

- 2.1. Minute 432/23 - Carried Motion from Cllr. Harvey 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:
- 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.

3. Outcome – response received

- 3.1. 'The monitoring results for the diffusion tubes that were installed in January 2023 were included in the [Annual Status Report](#). However, I have included the results for the A421 below. Their locations can be seen on the map on the reviews and annual report webpage. Please see screenshot below. [Air quality management reviews and annual reports | Buckinghamshire Council](#)
- The annual status report also includes progress on ongoing projects to improve air quality in Buckinghamshire. Monitoring results must exceed an objective set by Defra before any consideration can be made on whether to declare an AQMA. The annual mean objective for NO₂ is 40µg/m³.

The Air Quality Action Plan is being reviewed after going through public consultation and once adopted this will be published on the Council website in January 2025. Outside of AQMAs the measures are focused on reducing emissions from traffic by encouraging more sustainable and active travel as well as encouraging the uptake of low emission vehicles.

Diffusion Tube ID	Site Name	2023 (µg/m ³)
AV45	A421/ London Road Buckingham	17.28
AV46	Embleton Way, Buckingham	34.6

[illegible]

Minute No.	Action	Action Required	Action Owner	Update	Deadline
439/23	Shrub bed at Community Centre	Members requested that this is added to the action list.	Environment Committee	Buckingham Society in discussions with Buckinghamshire Council	No current actions
619/23	Motion: No idle zones	Cllr. Gateley offered to draft a letter to be sent to schools. The Compliance and Projects Manager suggested that the letter is agreed by the office who will approach schools initially to seek engagement.	Town Clerk when draft received.	letters sent, visited schools, community board involved with schools.	Completed
623/23	Value of trees	Cllr. Stuchbury Proposed that the Estates Manager looks at the system of adding a value to trees.	Estates Manager		On going
Public session	Boules court	The Town Clerk will make contact to discuss this further and a report can be brought to a future Environment Committee meeting.	Town Clerk	No suitable site identified at this time.	On going
194/24	Air Quality Action Plan survey	Set up a group of Members to meet early September to create a response to the survey.	Compliance and Projects Manager		completed
198/24	Cornwalls Meadow toilet doors	Double check that the other toilets in the town are available. Write to the original contractor to tell them that this work is being undertaken due to their poor quality work. Ask the Community Centre Management Committee to open the Community Centre toilets during the closure.	Estates Manager	Awaiting start date for works	Ongoing
302/24 7/10/24	Motion: Cllr. Harvey	"This Committee agrees to create a Seating Strategy - to take stock of existing provision and to consider how best to improve the availability of public benches (etc.) where there is need and demand, and to take into account previous decisions about seating and benches made by this Council."	Estates Administrator		On agenda
306/24 7/10/24	Action report	Write to Villiers thanking them for the benches.	Town Clerk		Completed
307/24 7/10/24	Action report	Press release on seating strategy - ask residents where they would like seating in the town.	Estates Administrator		Completed