



# Buckingham Town Council

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Town Clerk: Claire Molyneux

ENVIRONMENT  
COMMITTEE

Wednesday, 27 August 2025

Councillor,

You are summoned to an Extraordinary meeting of the Environment Committee of Buckingham Town Council which will be held on Monday 1<sup>st</sup> September 2025 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, 3.f, and 3.g, which will last for a maximum of 15 minutes. A member of the public shall not speak for more than 3 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. Community Centre Roof

To receive a report from the Estates Manager

[E/60/25](#)

### 4. Date of next meeting: Monday 6<sup>th</sup> October 2025.

## To Committee Members:

Cllr. T. Allen  
Cllr. F. Davies  
Cllr. L. Draper

Town Mayor  
Chair

Cllr. J. Harvey  
Cllr. H. Haydock  
Cllr. A. Mahi



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.

[www.buckingham-tc.gov.uk](http://www.buckingham-tc.gov.uk)

Cllr. R. Newall

Cllr. R. Newell                      Vice Chair

Cllr. L. O'Donoghue

Cllr. R. Poppe

Cllr. A. Schaefer

Cllr. S. Singh

Cllr. R. Stuchbury

**Buckingham Town Council**  
**Environment Committee**  
**Monday 1<sup>st</sup> September 2025.**

Contact Officer: Lee Phillips, Estates Manager

**Community Centre Roof Repairs**

**1. Recommendations**

- 1.1. Members agree to proceed with the quote from Company A
- 1.2. Members agree to apply for the remaining New Homes Bonus Funding of £23,982.71
- 1.3. Members agree to use the budget Community Centre - Structural Repairs (261/4085) for the remaining costs, provided they are within both budget and the Town Clerk's spending authority.

**2. Background**

- 2.1. It was agreed at the environment meeting held on the 7<sup>th</sup> April 2025 that Members agree to proceed with obtaining quotes to replace the southern face of the roof of the Buckingham Community Centre (minute number 670/24) to allow for the future installation of a PV system.
- 2.2. Buckingham Town Council has issued a Request for Quotation (RFQ) for the partial roof replacement of the southern elevation of the Buckingham Community Centre. The works will include the safe removal of asbestos, re-roofing, scaffolding, site clearance, and the installation of provisions for future PV panel installation.
- 2.3. A total of twelve roofing contractors were approached directly to submit a quote, based on their experience with similar projects, especially those involving asbestos-containing materials, it was also advertised locally on appropriate social media.

**3. Budget Costs**

- 3.1. Funding for this work has been sought from the New Homes Bonus scheme.
- 3.2. The estimated value for the works to replace the roof is approximately £25,195 (excluding VAT).

3.3. There will be a fee to suspend parking of 5 disabled parking spaces next to the community centre to allow the works to be safely carried out, the cost for this is to be confirmed.

3.4. There will be the cost of supply, fitting and providing a layout plan for solar panel brackets and flashing to be provided by a qualified electrician: this will cost approximately £3680. This will allow for the future fitting of the PV panel frames without disturbing the integrity of the roof.

3.5. The project budget is:

<b>Project element</b>	<b>Cost</b>
Roof Replacement	£25,195
Design, Supply and fit PV panel hooks and flashing.	£3,680
Parking suspension fee	TBC
<b>Project total so far</b>	<b>£28,874</b>

#### **4. Information**

4.1. To ensure the works are carried out safely, disabled parking bays adjacent to the Community Centre will need to be suspended. An application will be made to Buckinghamshire Council's Parking Services, and there will be a fee for this service.

4.2. As part of the procurement request, all contractors must demonstrate:

- Asbestos awareness training
- Appropriate equipment
- Waste carrier licenses
- Appropriate insurance

#### **5. Overview of Procurement**

5.1. An RFQ was issued on 10th July 2025, with a deadline for submission by 11:00 AM on Wednesday 13th August 2025. The procurement sought competitive quotations from twelve qualified contractors for essential roofing and asbestos removal works on the southern elevation of the Buckingham Community Centre.

5.2. Project Scope includes:

- Safe and compliant removal of asbestos cement tiles containing Chrysolite
- Full re-roofing, including new battens, membrane, and cement fibre slates
- Scaffolding and secure site fencing for the duration of the works
- Full site clearance and disposal of all materials, including asbestos waste

**5.3. Contractor Requirements:**

- Able to provide detailed method statements and RAMS
- Demonstrate asbestos awareness training
- Hold appropriate insurance (£10 million Public Liability)
- Possess a valid waste carrier license

**5.4. Evaluation Criteria:**

All submissions have been assessed by BTC staff based on the following criteria as per the Council's procurement policy:

- Price, with a full cost breakdown
- Ability to meet the project scope and timeline
- Experience with asbestos-containing materials

**6. Quotations Received**

6.1. Below is a summary of the quotations received from prospective contractor, along with the company location and the corresponding contract price:

<b>Company Name</b>	<b>Contract Price</b>	<b>Location</b>
<b>Company A</b>	£25,195	Within 10 miles of BTC Offices

6.2. Company A has provided all the required information required to meet all of the evaluation criteria requested in the request for quotation.