



# Buckingham Town Council

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Town Clerk: Claire Molyneux

ENVIRONMENT  
COMMITTEE

Wednesday, 19 November 2025

Councillor,

You are summoned to a meeting of the Environment Committee of Buckingham Town Council which will be held on Monday 24<sup>th</sup> November 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/UC89BUTwVpjAOEIdSIfcZC9Q/>

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 6<sup>th</sup> October 2025.

[Copy previously circulated](#)

### 4. Shopmobility fees

To receive a report from the Town Clerk.

[E/109/25](#)

### 5. Allotments

#### 5.1. Three year plan

To receive a report from the Estates Administrator.

[E/110/25](#)

#### 5.2. Plot Holder Agreement

To receive a report from the Estates Administrator.

[E/111/25](#)



Twinned with Mouvaux, France;

Neukirchen-Vluyn, Germany



Valmadrera, Italy



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. Budgets**

To receive the latest figures.

To receive the draft budget for 2026/2027.

[Appendix A](#)  
[Appendix B](#)**7. Unauthorised Encampments Policy**

To receive and agree the recommended policy from the Parks and Green Spaces Working Group.

[Appendix C](#)**8. Bulb planting at Lace Hill**

To receive a report from the Estates Administrator.

[E/112/25](#)**9. Green Spaces compliments and complaints**

To receive the compliments and complaints log.

[Appendix D](#)**10. Lost property log**

To receive and note the current lost property log and actions taken.

[Appendix E](#)**11. Action report**

To receive the report and note the updated information.

[Appendix F](#)**12. News releases****13. Chair's announcements – for information only****14. Date of next meeting:** Monday 16<sup>th</sup> February 2026**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.

**15. Memorial safety inspection repairs**

To receive a report from the Estates Administrator.

[E/113/25](#)**To Committee Members:**

Cllr. T. Allen

Cllr. F. Davies

Cllr. L. Draper

Cllr. J. Harvey

Cllr. H. Haydock

Cllr. A. Mahi

Cllr. R. Newall

Cllr. R. Newell

Town Mayor

Chair

Cllr. L. O'Donoghue

Cllr. R. Poppe

Cllr. A. Schaefer

Cllr. S. Singh

Cllr. R. Stuchbury

**Buckingham Town Council  
Environment Committee  
Monday 24<sup>th</sup> November 2025.**

Contact Officer: Town Clerk

**Shopmobility fees**

**1. Recommendations**

1.1. Members agree to freeze the Shopmobility fees.

**2. Background**

2.1. Currently Shopmobility Scooters are free to hire for the day

2.2. Wheelchair hire is charged at Sat–Tue hire £9. Tue-Sat hire £12. Per week £21.

2.3. These fees are unchanged from the previous year and it is recommended to freeze them again.

**Buckingham Town Council**  
**Environment Committee**  
**Monday 24<sup>th</sup> November 2025.**

Contact Officer: Estates Administrator

**Three-Year Development Plan for the Derrick Isham Allotments**

## **1. Recommendations**

It is recommended that Members:

1. Approve the three-year development plan for the Derrick Isham Allotments.
2. Formally endorse the creation of a Steering Group to progress the Allotment Association.
3. Volunteer to participate in a Steering Group to progress the formation of an Allotment Association, and that the Steering Group be authorised to work with officers and allotment holders to develop a proposed structure, constitution, and timeline for establishing the Association. The Steering Group shall report back to the relevant Committee with updates and recommendations for approval.
4. Agree to a formal handover to a fully constituted Allotment Association at the end of Year 3, or sooner if possible, subject to readiness review.

## **2. Introduction**

- 2.1. This report outlines a structured three-year plan for the establishment, development, and eventual handover of the Derrick Isham Allotments to a fully formed and constituted Allotment Association. The plan ensures that the site is legally compliant, financially sustainable, environmentally responsible, and governed by a community-led body by the end of Year 3.
- 2.2. The approach balances Council oversight with community involvement, providing a stable and supportive transition towards autonomous management.

## **3. Background and Rationale**

- 3.1. Buckingham Town Council has committed to creating new allotment provisions on the Tingewick Road, adjacent to the new cemetery site.
- 3.2. Transferring management to an Allotment Association after establishment aligns with best practice for long-term allotment governance, reducing future administrative burden on the Town Council and enhancing community ownership.

## 4. Vision and Objectives

### 4.1. Vision

To create a well-managed, community-driven allotment site that enhances local wellbeing and becomes fully self-governed by a robust and transparent Allotment Association within three years.

### 4.2. Objectives

Form and constitute a representative Allotment Association with strong governance  
Ensure financial sustainability through appropriate rent setting and budgeting.  
Establish safe, accessible, and well-serviced allotment plots.  
Develop a thriving community of plot-holders engaged in site improvement.  
Transfer operational responsibility to the Allotment Association by the end of Year 3.

## 5. Three-Year Implementation Plan

### Year 1: Site Establishment and Early Engagement

*(Council-led, Allotment Association development begins)*

#### Administrative Setup

- Produce an agreement between the Council and plot holders acknowledging that management will transfer to an Allotment Association, and that plot holders will, at that point, be required to sign a new agreement with the Association as the new leaseholder.
- Develop a rental structure and payment system.

#### Site Preparation

- Finalise site layout: plot size mix, pathways, green waste areas.
- Install water troughs, notice board and signage.
- Implement soil improvement plan if required.

#### Community Engagement and Allotment Association Steering Group

- Launch initial awareness communications (website updates, social media, local press, newsletter) to introduce the allotments, outline anticipated plot availability, and invite expressions of interest for joining the Steering Group.
- Create a temporary Steering Group to explore forming an Allotment Association.
- Review waiting list and allocate initial plots.
- Hold an inaugural meeting with early plot-holders.
- Arrange Council-supported training on governance, roles, and responsibilities.

## **Budget and Funding**

- Secure Council budget for setup and maintenance.
- Identify external grants (e.g., community gardening, biodiversity, or heritage funds).
- Begin discussions on long-term financial modelling.

## **Year 2: Allotment Association Formation**

*(Shared responsibility between Council and emerging Allotment Association)*

### **Formation of the Allotment Association**

- Steering Group transitions into a formal Allotment Association.
- Develop Constitution, membership rules, and committee roles (Chair, Treasurer, secretary and 5 x committee members)
- Council provides guidance to ensure compliance with regulatory standards and good governance practices.
- Open membership to all plot-holders.
- Hold public information sessions at town Council events to engage prospective plot holders and continue promoting opportunities to join the Association as roles or vacancies arise.

### **Financial Planning and Training**

- Produce a three-year budget plan (rent income, site maintenance costs, reserves).
- Provide links to training on health and safety, site management, and record keeping via the [National Allotment Association](#) of which the Town Council is a member.
- Draft an agreement between the Allotment Association and Town Council outlining future roles and responsibilities.

### **Gradual Transfer of Responsibilities**

- Allotment Association takes on day-to-day communication with plot-holders.
- Allotment Association begins minor site maintenance such as waste disposal, recycling and adherence to rules laid out in plot holder agreements.
- Council retains responsibility for major repairs, hedge trimming, mowing of communal paths and legal compliance.

## **Year 3: Full Maturation and Handover**

*(Allotment Association -led, Town Council oversight only)*

### **Finalising the Governance Structure**

- Hold official elections for the Allotment Association Committee.
- Adopt and ratify the constitution and policies.
- Implement transparent financial oversight and reporting mechanisms to the Town Council.

### Management Agreement Finalisation

- Council and Allotment Association sign a formal Lease or Management Agreement detailing:
  - Responsibilities for maintenance, health & safety, and inspections
  - Payment or peppercorn rent terms
  - Reporting requirements
  - Dispute resolution processes

### Full Handover

- Allotment Association assumes full operational control of the Derrick Isham Allotments.
- Council retains strategic oversight and landlord responsibilities where required.
- Annual review meetings established between Allotment Association and Council.

## 6. Risk Assessment and Mitigation

Risk	Likelihood	Impact	Mitigation Strategy
Low Allotment Association engagement	Medium	Medium	Early outreach through publicity and Town Council events.
Governance difficulties	Medium	High	Training, templates, mentoring from National Allotment Society and local allotment groups.
Financial shortfalls	Low	High	Conservative budgeting, phased rent increases, grant applications.
Site misuse or vandalism	Low	Medium	Secure fencing, CCTV, community presence, police partnership.

## 7. Financial Overview

A detailed financial plan would be prepared separately, but key principles include:

- Council covers most capital costs in Years 1 and 2.
- Rental income supports ongoing maintenance from Year 3 onwards.
- Allotment Association gradually assumes financial responsibility for day-to-day operations.
- Major capital repairs remain the Council's responsibility unless otherwise

**Buckingham Town Council**  
**Environment Committee**  
**Monday 24<sup>th</sup> November 2025.**

Contact Officer: Estates Administrator

**Derrick Isham Allotments – Interim Tenancy Agreement and allotment rules**

### **1. Recommendation**

That the Environment Committee:

- 1.1. Approves the draft interim Derrick Isham Allotment Tenancy Agreement for use with the Allotment Steering Group.
- 1.2. Notes the temporary nature of the agreement and its role as a holding arrangement until full site details are finalised.
- 1.3. Approves Schedule 1 of the Derrick Isham Allotment Tenancy Agreement for use with the Allotment Steering Group and early plot holder enquiries.

### **2. Background**

2.1. Buckingham Town Council is entering the implementation phase of the Derrick Isham Allotments project. As part of this work, tenancy agreements must be issued to the first group of plot holders to ensure that the site is operated legally, safely, and in accordance with good horticultural practice.

2.2. This report presents the interim Tenancy Agreement intended for the first tranche of plot holders. These tenants will take occupation once the allotment site is formally opened.

2.3. The interim agreement will remain in place only until a fully constituted Allotment Association is established. Once the Association assumes management responsibilities, plot holders will be required to sign a new tenancy agreement directly with the Association.

### **3. Incomplete Sections of the Tenancy Agreement**

3.1. At this stage, the Estates Team is still finalising essential elements of the site layout, including:

- Full plot size mix
- Final plot numbering
- Pathway layout
- Green-waste and communal areas

3.2. Because these details are not yet confirmed, Sections 2 (Allotment) and 3 (Tenancy and Rent) of the Tenancy Agreement cannot currently be completed. These sections require specific information relating to:

- Exact plot dimensions and identification
- Final rent charges for each plot size
- Confirmation of included amenities (e.g., water access)

3.3. Once the layout plan and size schedule have been finalised, officers will return to the Environment Committee with:

- A complete list of plot sizes
- A proposed schedule of fees
- Updated versions of Sections 2 and 3 of the Tenancy Agreement for approval

3.4. The interim agreement allows tenants to proceed with initial preparations while ensuring that all statutory and safety conditions are in place. Final tenancy terms will be formalised once full site details are confirmed.

#### **4. Summary of Key Terms of the Interim Agreement**

The interim agreement establishes:

- 4.1. Cultivation and permitted-use requirements.
- 4.2. Conduct rules, health and safety provisions, and compliance obligations.
- 4.3. Termination arrangements.
- 4.4. Administrative provisions including change of contact details and notices.
- 4.5. A clear statement that a new tenancy will be required once the Allotment Association is formally established.

#### **5. Schedule 1 – Rules and Justification**

<b>Topic</b>	<b>Summary of Rules</b>	<b>Justification (Why the Rule Exists)</b>
Trees	No planting or cutting of trees without Council consent.	Prevents excessive shading, safety hazards, and long-term maintenance issues.
Hedges & Paths	Tenants must maintain boundaries, hedges, and shared paths; barbed wire not allowed.	Ensures safe movement, prevents disputes, and avoids injuries.
Security	No duplicating keys/codes; gates must be locked; access controlled.	Protects users and property, reduces vandalism, and improves safety for lone users.

<b>Topic</b>	<b>Summary of Rules</b>	<b>Justification (Why the Rule Exists)</b>
Inspection	Council Officers may inspect plots.	Ensures compliance and safety.
Water, Hoses & Fires	Responsible water use; hoses prohibited; fires banned.	Conserves water, ensures fair access, and prevents smoke nuisance or fire risk.
Dogs	Dogs must be on a lead and kept within the tenant's plot.	Prevents fouling, protects wildlife, and ensures safety.
Livestock	No livestock (including bees and chickens).	Avoids noise, odour, welfare issues, and management complications.
Buildings & Structures	Limits on shed/greenhouse size; no glass; structures must be safe.	Controls appearance, reduces hazards, and limits fire risk.
Waste & Materials	No dumping; manure must be covered; carpets prohibited.	Prevents pollution, deters vermin, and avoids soil contamination.
Chemicals & Pest Control	Permitted chemicals only; must be used responsibly.	Protects wildlife, neighbours, and meets legal requirements.
Notices	Plot numbers must be visible; other signage requires consent.	Aids identification and reduces visual clutter.
Car Parking	Vehicles only in designated areas.	Maintains clear and safe access routes.



# BUCKINGHAM TOWN COUNCIL

E/111/25

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,  
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Telephone/Fax: (01280) 816 426

Email: office@buckingham-tc.gov.uk  
www.buckingham-tc.gov.uk

Town Clerk: Claire Molyneux

*(Buckingham Town Council – Tenant Version, including future transfer to Allotment Council)*

THEIR AGREEMENT is made the.....day of.....

BETWEEN

(1) Buckingham Town Council

("the Council") and

(2).....

("the Tenant")

Of.....

NOW IT IS AGREED as follows

## 1. Interpretation

- 1.1. Words referring to one gender will be read as referring to any other gender and words referring to the singular will be read as referring to the plural and vice versa.
- 1.2. Where the Tenant is more than one person the obligations and liabilities will be joint and several obligations and liabilities of those persons.
- 1.3. The clause headings do not form part of their Agreement and will not be taken into account in its interpretation.

## 2. Allotment

- 2.1. The Council agrees to let and the Tenant agrees to take all that piece of land situated at The Derrick Isham Allotments numbered xx on the Council's allotment plan and containing approximately                      square metres ("the Allotment Garden").

## 3. Tenancy and Rent

- 3.1. The Allotment Garden shall be held on a yearly tenancy from                      at an annual rent of £                      which is payable to the Council by the Tenant on the 1<sup>st</sup> of April each year ("the Rent Day").
- 3.2. Three months' notice of any rent increase will be given by the Council to the Tenant in                      April of the preceding year to take effect the following year.

- 3.3. Water supply shall (not) be included in the rental charge. (If not included see Schedule 1 condition 5.1)
- 3.4. Where additional amenities are provided on the Allotment Site these will be taken into account when setting the following year's rent.

#### **4. Cultivation and Use**

- 4.1. The Tenant shall use the plot as an allotment garden only as defined by the Allotments Act 1922 (that is to say wholly or mainly for the production of vegetable, fruit and flower crops for consumption or enjoyment by the Tenant and their family) and for no other purpose and keep it free of hazards, e.g. broken glass or scrap metal etc., and reasonably free from weeds and noxious plants and in a good state of cultivation and fertility and in good condition.
- 4.2. The Tenant may not carry on any trade or business from the Allotment Site (A small amount of surplus produce may be sold as ancillary to the provision of crops for the family.)
- 4.3. The Tenant shall have at least  $\frac{1}{4}$  of the Allotment Garden under cultivation of crops after 3 months and at least  $\frac{3}{4}$  of the Allotment Garden under cultivation of crops after 12 months and thereafter.
- 4.4. The maximum amount of the Allotment Garden allowed to be hard landscaped e.g. patio, internal paths etc is 20%.

#### **5. Prohibition on Underletting**

- 5.1. The Tenant shall not underlet, assign or part with possession of the Allotment Garden or any part thereof. (Their shall not prohibit another person, authorised by the Tenant, from cultivation of the plot for short periods of time when the Tenant is incapacitated by illness or is on holiday, the site representative to be informed of the other person's name.)

#### **6. Conduct**

- 6.1. The Tenant must at all times during the tenancy observe and comply fully with all enactments, statutory instruments, local, parochial or other byelaws, orders or regulations affecting the Allotment Site.
- 6.2. The Tenant must comply with the conditions of use attached as Schedule 1.
- 6.3. The Tenant must not cause, permit or suffer any nuisance or annoyance to any other plot holder or neighbouring resident of the Allotment Site and must conduct themselves appropriately at all times.
- 6.4. The Allotment Garden may not be used for any illegal or immoral purposes and the Tenant must observe all relevant legislation or codes of practice relating to activities they carry out on the Allotment Garden.
- 6.5. The Tenant must comply at all times with the Schedule of rules of the Council from time to time (a copy of the Schedule of rules current at the time of signing their agreement is attached to their agreement. A copy of the Allotment Schedule of rules can be found on the allotment's noticeboard.

- 6.6. The Tenant shall not enter onto any other plot at any time without the express permission of the relevant plot holder.
- 6.7. Any person who accompanies the Tenant to cultivate or harvest may not at any time enter onto another plot without the express permission of the relevant plot holder. The Tenant is responsible for the actions of children and others entering the Allotment Site with their permission.
- 6.8. The Tenant must not remove produce from any other plot without the express permission of the relevant plot holder.

## 7. Lease Terms

- 7.1. The Tenant must observe and perform all conditions and covenants that apply to the Allotment Site contained in any lease under which the Council hold the Allotment Site.

## 8. Termination of Tenancy

- 8.1. The tenancy of the Allotment Garden shall terminate
- 8.1.1. automatically on the Rent Day next after the death of the Tenant, or
  - 8.1.2. on the day on which the right of the Council to occupy determines by reason of notices served on the Council in compliance with S1(b) (c) or (d) Allotments Act 1922, or
  - 8.1.3. by re-entry after three months previous notice in writing to the Tenant on account of the land being required for building mining or any other industrial purpose or for roads or sewers necessary in connection with any of those purposes, or
  - 8.1.4. by the Council giving the Tenant at least twelve months notice in writing expiring on or before 6 April or on or after 29 September in any year, or
  - 8.1.5. by the Tenant giving the Council 28 days notice in writing, or
  - 8.1.6. by re-entry if the rent is in arrears for not less than 40 days, or
  - 8.1.7. by re-entry if the Tenant is not duly observing the conditions of their tenancy, or
  - 8.1.8. by re-entry if the Tenant becomes bankrupt or compounds with their creditors.
9. In the event of the termination of the tenancy the Tenant shall return to the Council any property (keys, etc.) made available to them during the Tenancy and shall leave the plot in a clean and tidy condition. If in the opinion of the Council the plot has not been left in a satisfactory condition, any work carried out by the Council to return the plot to a satisfactory condition shall be charged to the Tenant (section 4 Allotments Act 1950).

## 10. Change of Contact Details

10.1. The Tenant must immediately inform the Council of any change of name, address, email or other contact details.

**11. Notices**

11.1. Any notice given under their agreement must be in writing and to ensure safe receipt should be delivered by hand or sent by registered post or recorded delivery. A notice may be sent by email if a confirmatory hard copy is delivered by hand or sent by registered post or recorded delivery on the same day.

11.2. Any notice served on the Tenant should be delivered at or sent to their last known home address. Any notice served on the Council should be sent to the address given in their agreement or any address specified in a notice given by the Council to the Tenant.

11.3. A notice sent by registered post or recorded delivery is to be treated as having been served on the third working day after posting whether it is received or not.

11.4. A notice sent by email is to be treated as served on the day on which it is sent or the next working day where the fax or email is sent after 1600 hours or on a nonworking day, whether it is received or not, unless the confirmatory copy is returned to the sender undelivered.

Executed by the Council by signing by two members of the committee

In the presence of

Signed by the Tenant

In the presence of

**SCHEDULE OF RULES FOR DERRICK ISHAM ALLOTMENTS**

## Conditions of Use

**1. Trees**

- 1.1. The Tenant shall not without the written consent of the Council cut or prune any trees, apart from carrying out the recognised pruning practices of fruit trees.
- 1.2. The Tenant shall not plant any trees other than dwarf fruiting trees and or fruiting bushes without the prior consent of the Council.

**2. Hedges and Paths**

- 2.1. The Tenant shall keep every hedge that forms part of the boundary of their Allotment Garden properly cut and trimmed, all pathways between plots trimmed and well maintained up to the nearest half width by each adjoining tenant, keep all ditches properly cleansed and maintained and keep in repair any other fences and any other gates or sheds on their Allotment Garden.
- 2.2. The Tenant shall not use any barbed or razor wire (or similar) for a fence adjoining any path on the Allotment Site.
- 2.3. Public paths and haulage ways (roads) must be kept clear at all times.
- 2.4. All paths must be kept a minimum of 45 centimetres wide.

**3. Security**

- 3.1. The Tenant shall be issued with a key/code/card to access the Allotment Site either by car or on foot. No replicas are to be made. No codes shall be passed to anyone other than the person authorised by the Tenant to work on their Allotment Garden under paragraph 5 of the Agreement.
- 3.2. The key/code/card is to be used by the Tenant only or by an authorised person under paragraph 5 of the Agreement.
- 3.3. The main access gate shall be closed and locked at all times. (For the protection of lone tenants and prevention of unauthorised visitors, the emergency services will be provided with keys). Please ensure that the gate is locked at all times after you enter and after you leave the Allotment Site.

**4. Inspection**

- 4.1. An officer of the Council, if so directed, may enter allotment gardens for inspection of the state of cultivation and general condition of the plot, sheds, greenhouses, polytunnels and full access must be given by the Tenant to the officer at a mutually agreed, mutually convenient time.

**5. Water/Hoses /Fires**

- 5.1. The Tenant shall within 21 days of demand pay such reasonable sum as may be demanded of them for the cost of their water use.
  - 5.2. The Tenant shall practice sensible water conservation, utilise covered water butts on sheds and other buildings and consider mulching as a water conservation practice.
  - 5.3. The Tenant shall have consideration at all times for other tenants when extracting water from water points. No hoses are to be used at any time.
  - 5.4 No fires are permitted on the Allotment Site.
- 6. Dogs**
- 6.1. The Tenant shall not bring or cause to be brought onto the Allotment Site a dog unless it is held at all times on a leash, and remains on the Tenant's Allotment Garden only. Any faeces to be removed and disposed of off site by the Tenant.
- 7. Livestock**
- 7.1. Tenants shall not keep any animals or livestock on the Allotment Garden.
- 8. Buildings and Structures**
- 8.1. The Tenant shall not erect any building or other erection on the Allotment Garden other than a shed, greenhouse or poly tunnel on each allotment plot for the use with the relevant allotment plots as authorised by the Planning Permission and in accordance with the specification detailed in 8.6.
  - 8.2. Only glass substitutes such as polycarbonate, perspex or other alternatives may be used in any permitted structures.
  - 8.3. The Tenant shall keep all sheds, greenhouses, polytunnels and other structures in good repair to the satisfaction of the Council.
  - 8.4. Oil, fuel, lubricants or other inflammable liquids shall not be stored in any shed except in an approved container with a maximum capacity of 5 litres for use with garden equipment only.
  - 8.5. The Council will not be held responsible for loss by accident, fire, theft or damage from Allotment Garden.
  - 8.6. Tenants are permitted to erect either:
    - 8.6.1. One shed with maximum external dimensions of 8 feet by 6 feet (8ft x 6ft) and one greenhouse with maximum external dimensions of 8 feet by 6 feet (8ft x 6ft),Or
    - 8.6.2. One polytunnel with maximum external dimensions of 8 feet by 10 feet (8ft x 10ft)
  - 8.7. subject to prior written approval from the Allotment Committee. All structures must be securely constructed, well maintained, and sited in a manner that does not cause obstruction or nuisance to neighbouring plot holders.

## 9. General

- 9.1. The Tenant shall not deposit or allow other persons to deposit on the Allotment Garden any rubbish, refuse or any decaying matter (except manure and compost in such quantities as may reasonably be required for use in cultivation) or place any matter in the hedges, ditches or dykes in or surrounding the Allotment Site.
- 9.2. The Tenant must cover any manure on the Allotment Garden which has not been dug in.
- 9.3. All non compostable waste shall be removed from the Allotment Site by the Tenant.
- 9.4. The Tenant shall not utilise carpets or underlay on the Allotment Garden.

## 10. Chemicals, Pests, Diseases and Vermin

- 10.1. Only commercially available products from garden or horticultural suppliers shall be used for the control of pests, diseases or vegetation.
- 10.2. When using any sprays or fertilisers the Tenant must
  - 10.2.1. take all reasonable care to ensure that adjoining hedges, trees and crops are not adversely affected and must make good or replant as necessary should any damage occur, and
  - 10.2.2. so far as possible select and use chemicals, whether for spraying, seed dressing or for any other purpose whatsoever, that will cause the least harm to members of the public, game birds and other wildlife, other than vermin or pests, and
  - 10.2.3. comply at all times with current regulations on the use of such sprays and fertiliser.
- 10.3. The use and storage of chemicals must be in compliance with the all relevant legislation.
- 10.4. Any incidence of vermin (rats) on the Allotment Site must be reported to the Council.

## 11. Notices

- 11.1. The Tenant will endeavour to maintain the plot number provided by the Council in good order and ensure it is visible at all times.
- 11.2. The Tenant shall not erect any notice or advertisement on the Allotment Site without prior consent of the Council.

## 12. Car Parking

- 12.1. Only the Tenant or persons acting for them shall be permitted to bring cars onto the site and they must be parked in the designated areas for parking shown on the allotment plan and not obstruct the haulage ways at any time.

Detailed Income & Expenditure by Budget Heading 30/11/2025

Month No: 8

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation
<b><u>ENVIRONMENT</u></b>								
<b><u>201 Environment EXPENDITURE</u></b>								
3995 NI Environment	17,159	26,112	8,953		8,953	65.7%		
3996 Pensions ERS Environment	35,679	62,851	27,172		27,172	56.8%		
4004 Salaries environment	151,042	253,650	102,608		102,608	59.5%		
<b><u>202 Roundabouts INCOME</u></b>								
1051 Roundabout no. 1	480	2,881	2,401			16.7%		Part year sponsorship, new sponsor from Jan 26
1052 Roundabout no. 2	1,535	1,535	0			100.0%		
1053 Roundabout no. 3	2,520	2,520	0			100.0%		
1054 Roundabout no. 4	3,211	3,211	0			100.0%		
1056 Roundabout no. 6	3,422	3,422	0			100.0%		
1057 Roundabout no. 7	1,746	1,746	0			100.0%		
<b><u>202 Roundabouts EXPENDITURE</u></b>								
4108 Roundabout	580	2,000	1,420	55	1,364	31.8%		
<b><u>203 Maintenance EXPENDITURE</u></b>								
4082 Allotments	2,350	2,350	0		0	100.0%		
<b><u>205 Grounds maintenance EXPENDITURE</u></b>								
4033 Waste disposal	3,766	6,081	2,315		2,315	61.9%		
4035 Machinery	0	2,973	2,973		2,973	0.0%		
4036 Fuel (Mower)	1,144	1,900	756		756	60.2%		
4037 Sundries	357	3,251	2,894	193	2,701	16.9%		
4063 Vehicle hire and running costs	2,938	7,242	4,304	597	3,707	48.8%		

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>248 Depot EXPENDITURE</u>									
4013 Equipment purchase	588	5,462	4,874		4,874	10.8%			
4055 Alarm	581	600	19		19	96.8%			
4225 Rates	5,240	4,928	(312)		(312)	106.3%	312	Covered by EMR	
4601 Repairs & maintenance fund	212	900	688		688	23.6%			
4602 Electricity	809	1,660	851		851	48.8%			
4603 Water	141	635	494		494	22.2%			
<u>249 C Meadow Toilets/Shopmobility INCOME</u>									
1085 Shopmobility income	211	245	34			86.1%			
<u>249 C Meadow Toilets/Shopmobility EXPENDITURE</u>									
4602 Electricity	0	600	600		600	0.0%			
4603 Water	1,784	600	(1,184)		(1,184)	297.3%		Higher bill than anticipated, no previous to gauge	
4608 Shopmobility	397	1,000	603	158	445	55.5%			
4612 Contractor charge	7,454	11,774	4,320		4,320	63.3%			
4709 Maintenance	819	1,000	181		181	81.9%			
<u>250 Lace Hill INCOME</u>									
1026 Lace Hill Community Centre	19,399	42,000	22,601			46.2%			
1027 Solar income	0	150	150			0.0%			
<u>250 Lace Hill EXPENDITURE</u>									
4050 Lace Hill playing fields	0	555	555		555	0.0%			
4118 Solar panels	0	400	400		400	0.0%			
4158 Lace Hill gas	948	5,112	4,164		4,164	18.5%			
4159 Lace Hill electricity	807	7,202	6,395		6,395	11.2%			
4160 Lace Hill water	183	1,124	941		941	16.3%			
4161 Lace Hill Repair & Maintenance	2,145	4,800	2,655		2,655	44.7%			
4162 Lace Hill Planned Maintenance	1,261	8,200	6,939	148	6,791	17.2%			
4164 Lace Hill equipment	782	3,200	2,418	105	2,314	27.7%			
4225 Rates	10,354	0	(10,354)		(10,354)	0.0%		Covered by Reserve as per minute	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>251 Chandos Park INCOME</u>									
1030	Bowls income	644	644	0		100.0%			
1035	Tennis Court Rent	799	799	0		100.0%			
<u>251 Chandos Park EXPENDITURE</u>									
4601	Repairs & maintenance fund	114	4,088	3,974	3,974	2.8%			
4602	Electricity	315	800	485	485	39.3%			
4603	Water	1,036	2,535	1,499	1,499	40.9%			
4606	Bowls Club Maintenance	0	2,120	2,120	2,120	0.0%			
<u>252 Bourton Park EXPENDITURE</u>									
4601	Repairs & maintenance fund	5,246	11,000	5,754	34,060 (28,306)	357.3%	3,555	Bridge repairs from EMR	
<u>253 Cemeteries INCOME</u>									
1041	Burial fees	15,491	27,729	12,238		55.9%			
<u>253 Cemeteries EXPENDITURE</u>									
4225	Rates	3,026	2,494	(532)	(532)	121.3%	532	Covered by EMR	
4265	New cemetery maintenance	536	3,500	2,964	2,964	15.3%			
4601	Repairs & maintenance fund	1,238	5,000	3,762	823 2,939	41.2%			
4602	Electricity	430	1,035	605	605	41.6%			
4617	Memorial testing	0	2,253	2,253	1,811 442	80.4%			
4619	Cemeteries Development	46,890	57,544	10,654	822 9,832	82.9%			
4620	Expenses for burial duties	2,682	5,785	3,103	3,103	46.4%			
<u>254 Chandos Park toilets EXPENDITURE</u>									
4612	Contractor charge	7,339	11,774	4,435	4,435	62.3%			
4709	Maintenance	783	2,000	1,217	367 849	57.5%			
<u>255 Railway Walk &amp; Castle Hill EXPENDITURE</u>									
4709	Maintenance	0	1,180	1,180	1,180	0.0%			
<u>256 Storage Premises EXPENDITURE</u>									
4066	Grenville garage rent	386	650	264	264	59.4%			
<u>258 Cemetery Lodge INCOME</u>									
1061	Cemetery Lodge rental income	7,865	12,099	4,234		65.0%			
<u>258 Cemetery Lodge EXPENDITURE</u>									
4034	PWLB repayments inc. interest	2,351	4,702	2,351	2,351	50.0%			
4609	Cemetery Lodge maintenance	2,038	3,375	1,337	1,337	60.4%			
<u>260 CCTV EXPENDITURE</u>									
4100	CCTV maintenance	2,387	4,000	1,613	1,613	59.7%			

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>261 Community Centre EXPENDITURE</u>									
4085	Structural repairs	10,023	19,910	9,887	32,815	(22,928)	215.2%	Covered New Homes Bonus	
4091	Chamber	34	1,150	1,116		1,116	2.9%		
<u>262 Parks General EXPENDITURE</u>									
4101	Seats and bins	0	2,000	2,000		2,000	0.0%		
4102	Dog bins	0	4,660	4,660		4,660	0.0%		
4106	Play area maintenance	3,516	14,000	10,484	3,638	6,845	51.1%		
4112	Environment Equipment	3,513	11,050	7,537	1,207	6,330	42.7%		
4122	Tree works	4,290	36,760	32,470		32,470	11.7%		
4168	Defibrillators	95	560	465	837	(372)	166.4%	Will be covered by EMR	
4275	Play area replacement fund	0	10,500	10,500		10,500	0.0%		
4276	Conservation Volunteers	600	2,240	1,640		1,640	26.8%		
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%		
4284	Biodiversity Audit	0	2,000	2,000		2,000	0.0%		
<u>264 New Cemetery INCOME</u>									
1109	PWLB Income New Cemetery	1,173,099	0	(1,173,099)			0.0%	**	
<u>264 New Cemetery EXPENDITURE</u>									
4282	New Cemetery PWLB Repayments	33,321	33,321	(0)		(0)	100.0%		
4285	New Cemetery PWLB Expenditure	737,480	0	(737,480)		(737,480)	0.0%	**	
Grand Totals:- Income		<b>1,230,422</b>	<b>98,981</b>	<b>(1,131,441)</b>			<b>1243.1%</b>		
Expenditure		<b>1,119,190</b>	<b>697,148</b>	<b>(422,042)</b>	<b>77,637</b>	<b>(499,679)</b>	<b>171.7%</b>		
<b>Net Income over Expenditure</b>		<b>111,232</b>	<b>(598,167)</b>	<b>(709,399)</b>					

18/11/2025  
10:52

**Buckingham Town Council**

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**Earmarked Reserves**

Account	Opening Balance	Net Transfers	Closing Balance
326 EMR CEMETERY DEVELOPMENT	44,596.49	3,503.51	48,100.00
328 EMR FLOOD RELIEF FUND	826.00		826.00
329 EMR WAR MEMORIAL	600.00	-600.00	0.00
333 EMR PLAY AREA REPLACEMENT	57,932.00	10,000.00	67,932.00
335 EMR GREEN SPACES DEVELOPMENT	8,916.00	5,862.00	14,778.00
337 EMR BRIDGE REPAIRS	44,640.00	-8,195.42	36,444.58
339 EMR DEPOT EQUIPMENT	7,850.00	3,150.00	11,000.00
340 EMR AEDS	850.00		850.00
341 EMR LHSCC REPAIRS & MAINT	25,000.00	3,000.00	28,000.00
342 EMR CEMETERY LODGE REPAIRS	500.00	-500.00	0.00
343 EMR BOWLS PAVILION REPAIRS	2,493.00		2,493.00
344 EMR MAKING GOOD/BOUNDARY REP	45,000.00		45,000.00
353 EMR WILDLIFE CONSERVATION VOLU	1,461.00	2,271.00	3,732.00
354 EMR MACHINERY REPLACE & REPAIR	9,949.00	2,500.00	12,449.00
355 EMR BUILDINGS REPLACE & REPAIR	6,500.00		6,500.00
357 EMR VEHICLE REPLACEMENT & REPA	3,445.00	3,898.00	7,343.00
	<b>260,558.49</b>	<b>24,888.09</b>	<b>285,446.58</b>

Cost Code	Budget Code	Name	Description	Budgeted Expenditure 2025 - 2026	Predicted Expenditure 2025 - 2026	Budgeted Income 2025 - 2026	Predicted income 2025 - 2026	Recommended budgeted expenditure 2026 - 2027	Recommended budgeted income 2026 - 2027	Reason
201	3995	NI Environment		26,112	26,112			27,156		Holding figure - for resources
	3996	Pensions ERS Environment		62,851	62,000			64,480		Holding figure - for resources
	4004	Salaries environment		253,650	253,650			263,796		Holding figure - for resources
202	1051	Roundabout no. 1				2,881	1,440		3,014	New sponsor due to start in Jan
	1052	Roundabout no. 2				1,535	1,535		1,606	RPI increase as per contract
	1053	Roundabout no. 3				2,520	2,520		2,636	RPI increase as per contract
	1054	Roundabout no. 4				3,211	3,211		3,359	RPI increase as per contract
	1056	Roundabout no. 6				3,422	3,422		3,579	RPI increase as per contract
	1057	Roundabout no. 7				1,746	1,746		1,826	RPI increase as per contract
	4108	Roundabout		2,000	2,000			2,000		Can be held
203	4082	Allotments		2,350	2,350			2,458		Rename Bourton Rd allotments and increase of rpi as per agreement
205	4033	Waste disposal		6,081	6,081			6,294		3.5 uplift
	4035	Machinery		2,973	2,973			2,973		Can be held
	4036	Fuel (Mower)		1,900	1,900			1,900		Can be held
	4037	Sundries		3,000	3,000			3,000		Slight reduction
	4063	Vehicle hire and running costs		7,000	7,000			7,242		Can be held
248	4013	Equipment purchase		5,000	5,462			5,462		Can be held - underspend to EMR 339 for stairs and fire alarm
	4055	Alarm		600	581			650		Slight increase
	4225	Rates		4,928	5,240			5,450		4% Increase
	4601	Repairs & maintenance fund		900	900			900		Can be held
	4602	Electricity		1,660	1,660			2,030		Increase due to new tariff
	4603	Water		635	635			700		10% increase expected
249	1085	Shopmobility income				245	250	250		Slight increase
	4602	Electricity		600	600			600		Can be held
	4603	Water		600	3,200			3,500		Significant increase expected as meter has been fitted.
	4608	Shopmobility		1,000	1,000			1,000		Can be held
	4612	Contractor charge		11,774	11,774			12,316		RPI % uplift in Mar (estimate 4.6%)
	4709	Maintenance		1,000	1,000			1,500		Add changing places equipment service
250	1026	Lace Hill Community Centre				42,000	39,000		40,000	Slight increase on predicted
	1027	Solar income				150	1,200		1,200	Awaiting new SEG tariff (est £1200)
	4050	Lace Hill playing fields		555	555			555		Can be held
	4118	Solar panels		400	400			400		Can be held
	4158	Lace Hill gas		5,112	5,112			5,112		Fixed until 2028
	4159	Lace Hill electricity		7,202	7,200			8,000		New tariff - standing charge from 120p to 610p looking to change (downgrade) meter
	4160	Lace Hill water		1,124	1,124			1,236		
	4161	Lace Hill Repair & Maintenance		4,800	4,800			5,000		Slight increase
	4162	Lace Hill Planned		8,200	8,200			8,200		Can be held
	4164	Lace Hill equipment		3,200	3,000			3,200		Can be held
	4225	Rates		10,354	10,354			10,768		4% increase - Note this came from gen reserve last budget
251	1030	Bowls income				644	644		2,898	RPI for september 4.5%
	1035	Tennis Court Rent				799	799		836	RPI for september 4.5%
	4601	Repairs & maintenance fund		4,088	4,088			4,100		Slight increase
	4602	Electricity		800	800			650		Reduction due to new tariff
	4603	Water		2,535	5,000			5,500		Substantial increase due to water meter
	4606	Bowls Club Maintenance		2,120	2,120			2,200		Slight increase
252	4601	Repairs & maintenance fund		11,000	11,000			51,000		Penstock to ponds bank repairs

253	1041	Burial fees			27,729	27,729		32,500	Increase due to new cemetery pre-purchases
	4225	Rates	2,494	3,026			3,147		Rename Brackley Road rates
	New	Tingewick Road rates					4,000		Awaits quote
	4265	New cemetery maintenance	3,500	3,000			8,000		Combine with 4601 and rename cemeteries maintenance
	4601	Repairs & maintenance fund	5,000	5,000			0		
	4602	Electricity	1,035	1,035			600		Rename Brackley Road electricity will reduce due to new tariff
	New	Tingewick Road electricity	0	0			1,500		Estimate
	New	Tingewick Road water	0	0			1000		Estimate
	4617	Memorial testing	2,253	2,253			1,500		Most have been repaired so can be reduced
	4619	Cemeteries Development	70,000	88,265			5,000		5000 to remain on this budget line the rest to merge with 4282 to pay PWLB
	4620	Expenses for burial duties	5,785	5,785			6,250		Increase as over two sites
	New	Allotments income	0	0				650	Estimate
	New	Allotments water and maintenance	0	0			650		Estimate
254	4612	Contractor charge	11,774	11,774			12,316		RPI % uplift in Mar (estimate 4.6%)
	4709	Maintenance	2,000	2,000			3,500		Increase by 1400 per year for wallgate hand basin service contract and sewerage pump service of £450
255	4709	Railway Walk / Castle Hill Maintenance	1,180	1,180			1,180		Can be held
256	4066	Grenville garage rent	650	650			680		Slight price increase expected
258	1061	Cemetery Lodge rental income			12,099	12,099		12,704	5% contracted increase
	4034	PWLB repayments inc. interest	4,702	4,702			4,702		Cemetery lodge
	4609	Cemetery Lodge maintenance	3,375	3,375			3,400		Slight increase
260	4100	CCTV maintenance	4,000	4,000			4,600		Additional unit at cemetery/allotments
261	4085	Structural repairs	17,500	19,910			17,500		Can be held at this time
	4091	Chamber	1,150	1,150			1,200		Slight increase
262	4101	Seats and bins	2,000	2,000			2,000		Can be held
	4102	Dog bins	4,660	4,660			4,800		Increase expected
	4106	Play area maintenance	14,000	14,000			14,000		Can be held
	4112	Environment Equipment	11,050	11,050			11,050		Can be held
	4122	Tree works	35,000	36,760			38,000		Increase required
	4168	Defibrillators	560	560			800		EMR has been spent
	4275	Play area replacement fund	10,500	10,500			10,500		To EMR
	4276	Conservation volunteers	2,240	2,240			2,500		Increase to expand projects
	4280	Machinery Repair / Replace	2,500	2,500			2,500		To be held
	4281	Vehicle Repair / Replace	2,500	2,500			2,500		To be held
	4284	Biodiversity Audit	2,000	2,000			0		To EMR to include Rumbolds
264	4282	New Cemetery PWLB Repayments	2,600	2,600			66,642		
TOTALS			684,112	711,346	98,981	95,595	757,596	106,808	
Budget 2025 - 2026			585,131						
Predicted actual spend with EMR 2025- 2026			615,751				650,788		
BUDGET increase/decrease							65,657		
Budget to budget percentage increase							11.22%		
Without Penstock repairs							4.38%		



Date agreed	Committee	Minute number	Renewal date
	Environment		

## BUCKINGHAM TOWN COUNCIL

### ILLEGAL ENCAMPMENTS ON COUNCIL-OWNED LAND POLICY

#### 1. Purpose of this Policy

The purpose of this policy is to outline Buckingham Town Council's approach to managing unauthorised encampments on Town Council owned land. The Town Council is committed to safeguarding public spaces for community use and will act promptly to remove any unauthorised encampments that interfere with the public's lawful enjoyment of such land.

#### 2. Definition

An *unauthorised encampment* is defined as the occupation of land without the landowner's permission, typically involving vehicles or temporary dwellings such as caravans or tents.

This policy applies only to land owned or managed by Buckingham Town Council. If encampments occur on land owned by other authorities (e.g., Buckinghamshire Council or private landowners), the Town Council will notify the appropriate landowner but holds no enforcement powers.

#### 3. Policy Statement

Buckingham Town Council does not permit any unauthorised encampments on land under its ownership or management. Any encampment established without permission will be treated as unlawful, and the Council will seek immediate removal of the encampment through the appropriate legal channels.

The Council recognises its responsibilities to balance the rights of individuals with the rights of the wider community. However, where an encampment prevents public use, damages the land, or poses risks to health, safety, or public order, the Town Council will pursue eviction as a matter of urgency.

#### 4. Guiding Principles

In managing illegal encampments, Buckingham Town Council will be guided by the following principles:

**Prompt Action:** The Council will seek immediate eviction where public use of land is interfered with.

**Partnership:** The Council will work closely with Buckinghamshire Council, Thames Valley Police and other agencies where appropriate.

**Legal Compliance:** Action will be taken in line with current legislation, including but not limited to:

- The Criminal Justice and Public Order Act 1994
- The Police, Crime, Sentencing and Courts Act 2022
- Human Rights Act 1998
- Relevant case law and guidance issued by the Government

**Public Protection:** The Council will prioritise the safety, access and enjoyment of public spaces for the community.

#### 5. Procedures

Upon receiving a report of an illegal encampment on Council-owned land, the following steps will be taken:

##### Initial Assessment

A site visit will be conducted by the Town Clerk or authorised staff to assess the scale, nature, and impact of the encampment.

Photographic evidence and notes will be recorded.

Any damage, safety risks, or interference with public use will be documented.

##### Notification to Authorities

If appropriate, Buckinghamshire Council's Gypsy and Traveller Liaison Team will be notified immediately.

Thames Valley Police will be informed.

##### Commencement of Eviction Process

Where appropriate, the Town Council will issue a notice requiring the occupiers to vacate the land.

If the site is not vacated voluntarily, the Council will initiate legal proceedings for possession through the County Court or seek enforcement support from Buckinghamshire Council or Police under their powers.

### **Site Clearance and Restoration**

Once vacated, the Town Council will arrange for the safe removal of any waste or hazardous materials.

The land will be restored for public use as soon as possible.

Following an unauthorised access, the Town Clerk will conduct a review of site access.

### **6. Review of Policy**

This policy will be reviewed every two years, or sooner if changes in legislation or local circumstances require it.

DRAFT

**Buckingham Town Council**  
**Environment Committee**  
**Monday 24<sup>th</sup> November 2025.**

Contact Officer: Estates Administrator

**Bulb Planting with Buckingham Scouts**

**1. Recommendations**

- 1.1. Members agree to note the report.

**2. Background**

- 2.1. Buckingham Town Council office were approached by the 1<sup>st</sup> Buckingham Scouts to see if they could assist with any environmental initiatives to help the group work towards a badge.
- 2.2. The Estates Team had scheduled an inhouse bulb planting session at Lace Hill to supplement the work already undertaken by Lace Hill primary school two year previous.
- 2.3. The Estates Team supported a bulb planting session with the Buckingham Scouts on Sunday 12th October, from 2–4pm at Lace Hill and plant 750 daffodils and snowdrops around the fringes of a wooded area overlooking the football pitches.

**3. Budget Costs**



- 3.1. The cost of bulbs from a wholesale provide cost £84 (ext. VAT).
- 3.2. The Scouts group provided their own tools and PPE equipment.

**4. Environmental Impact**

- 4.1. Biodiversity Boost: Bulbs such as Daffodils and snowdrops provide early-season nectar and pollen for pollinators like bees, butterflies, and other insects when few other flowers are blooming. This supports a healthy ecosystem.
- 4.2. Habitat Creation: Bulbs contribute to the understorey vegetation, offering shelter and food sources for small mammals, birds, and invertebrates, enhancing habitat complexity.
- 4.3. Aesthetic and Educational Value: Besides environmental benefits, woodland bulbs add natural beauty and can encourage community engagement and awareness about local ecosystems.

Date	How was Comments Were Made	Problem	Location	Who is responsible for area	Action Required	Outcome/ Follow up
22/05/2025	Email	<p>Can someone help me clarify the rules for walking dogs in public areas. on multiple occasions my wife has been walking our dog on leash when she has been approached by a large German Sheppard dog who is off leash. My wife has had to pickup our dog who is small and nervous around larger dogs causing stress to both my wife and our dog. My wife has asked the owner on multiple occasions to control her dog who is off leash to then be insulted and racially abused for asking the lady to keep her dog on leash.</p> <p>i thought that there was a rule that dogs need to be kept on leash at all times in public spaces.</p> <p>We are not against people letting their dogs run, but common decency should prevail in these situations and being racially insulted for asking nicely to put her dog back on it's lead should not be tolerated and I want to know the councils policy and what action could be taken here.</p>	Public spaces	BTC	Estates Manager to contact	Estates Manager responded.
03/06/2025	In person	There's concern that fat balls may be being placed in the undergrowth around Bourton Park, which could make dogs unwell if eaten.	Bourton Park	BTC	Public awareness campaign to be raised by Estates Team	Campaign completed.

## Lost Property Log

Item	Date found	Location	Serial number, identifying mark and condition	Photo	Advertise until	Disposal or Donation by	How/Where was it disposed/donated
Childrens Water Bottle	21/06/2025	Bourton Park CBD	Old/used	In the Estates Administrator's drawer	Mid July	Estates Administrator	Recycled
Womens Scarf	21/06/2025	Bourton Park CBD	Used	In nina's Desk	Mid July	Estates Administrator	Donated to charity
Music Stand	26/08/2025	Bandjam Event	No marks. Good condition		Mid September	Will be donated to charity	
Music Stand	26/08/2025	Bandjam Event	No marks. Good condition		Mid September	Will be donated to charity	

Committee	Minute No.	Action	Action Required	Update	Deadline
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.		On agenda
Environment	319/20	Lace Hill Doors/walls	<b>AGREED</b> for a report regarding an additional external fire exit door is brought back to the next committee meeting.	This project will need to be restarted. The walls in the Sports will need to be completed first.	Paused
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 <b>AGREED</b> .	ROW has been diverted from one bridge to other	Awaiting EA consent for bridge removal work (application made in July 2025)
Environment	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."		Awaits updates
Environment	408/24 25/11/24	Motion: Cllr. Gateley	In order to take the issue of No Idling Zones outside primary schools further, I propose that Buckingham Town Council Members carry out a survey to ascertain the scale of the problem, and how to proceed thereafter.		Members have been liaising with the MP on a multiagency strategy.
Environment	411/24 25/11/24	Public seating	Cllr. Ralph will raise the possibility of a new bench at the Buckingham Society meeting.		Awaits updates
Environment	668/24 7/4/25	Railway Walk Conservation Group	We will look at our conservation groups after the summer and see how we can support them.	Business and Community Engagement Officer	Meetings arranged
Environment	70/25 9/6/25	Buckingham Primary School	<b>AGREED</b> to respond to BPS, accepting their invitation to visit the site and offer to write to BC in support of their application if that is what they would like us to do.		To be chased
Environment	75/25 09/6/25	Working Group	Members agree to form a working group to examine various matters in our parks and green spaces and to set relevant policies.	First item on the agenda	Has met twice - work underway.
Environment	196/25 28/7/25	Tree Tags	<b>AGREED</b> that Buckingham Town Council be added to the text on all tree tags.		In progress

Committee	Minute No.	Action	Action Required	Update	Deadline
Environment	311/25 06/10/25	Devolved services	<b>AGREED</b> amendment to 1.2: to include 'that plenty of time is given, prior to Buckingham Town Council's Precept meeting' when advising Buckinghamshire Council.	Town Clerk	Devolved services updated