



Buckingham Town Council

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Town Clerk: Claire Molyneux

ENVIRONMENT
COMMITTEE

Wednesday, 22 July 2026

Councillor,

You are summoned to a meeting of the Environment Committee of Buckingham Town Council which will be held on Monday 27th July 2026 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 committeeadmin@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 approve or not approve 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 8th June 2026.

[Copy previously circulated](#)

4. Budgets

To receive the latest figures.

[Appendix A](#)

5. Shop Mobility

5.1 New Scooters - to receive a report from the Deputy Town Clerk

5.2 Hire and Terms – to receive a report from the Deputy Town Clerk

[E/20/26](#)

[E/21/26](#)

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. Lace Hill Banners

To receive a report from the Deputy Town Clerk

[E/22/26](#)**7. Railway Walk Group**

To receive a report from the Senior Administrator

[E/23/26](#)**8. Cemeteries and Allotments**

8.1 Tingewick Road Cemetery – to receive a report from the Estates Manager

[E/24/26](#)

8.2 Tingewick Road Cemetery handbook

[Appendix B](#)

8.3 Derrick Isham Allotments - to agree to raise a steering group

9. Happy to Chat benches

To receive a report from the Senior Administrator

[E/25/26](#)**10. Speed Indicator Device (SID) proposal for Buckingham**

To receive a report from the Estates Manager

[E/26/26](#)**11. Motion: Cllr. Allen**

I propose that the Town Council undertakes a series of biodiversity surveys across its estate during the spring and summer. These surveys will provide this Committee with quality evidence to help inform future estate management decisions. Where possible, members of the public will be encouraged to take part in the surveys, helping to raise awareness of Buckingham's biodiversity.

12. Action report

To receive the report and note the updated information.

[Appendix C](#)**13. News releases****14. Chair's announcements – for information only****15. Date of next meeting:** Monday 12th October 2026**To Committee Members:**

Cllr. T. Allen

Cllr. F. Davies

Cllr. L. Draper

Cllr. J. Harvey

Cllr. H. Haydock

Cllr. A. Mahi

Cllr. R. Newall

Town Mayor

Vice Chair

Chair

Cllr. Ruth Newell

Cllr. L. O'Donoghue

Cllr. R. Poppe

Cllr. A. Schaefer

Cllr. R. Stuchbury

COMMITTEE IN PRIVATE SESSION**Exclusion of public and press**

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

16. Confidential Update

To receive a verbal update from the Town Clerk.

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13:20

Buckingham Town Council

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Detailed Income & Expenditure by Budget Heading 01/07/2026

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation
<u>ENVIRONMENT</u>								
<u>201 Environment EXPENDITURE</u>								
3995 NI Environment	7,287	27,200	19,913		19,913	26.8%		
3996 Pensions ERS Environment	14,936	64,500	49,564		49,564	23.2%		
4004 Salaries environment	65,798	264,500	198,702		198,702	24.9%		
<u>202 Roundabouts INCOME</u>								
1051 Roundabout no. 1	3,014	3,014	0			100.0%		
1052 Roundabout no. 2	1,606	1,606	0			100.0%		
1053 Roundabout no. 3	2,636	2,636	0			100.0%		
1054 Roundabout no. 4	3,359	3,359	0			100.0%		
1056 Roundabout no. 6	0	3,579	3,579			0.0%		Aldi roundabout – signs being designed
1057 Roundabout no. 7	1,826	1,826	(0)			100.0%		
<u>202 Roundabouts EXPENDITURE</u>								
4108 Roundabout	0	2,000	2,000		2,000	0.0%		
<u>203 Maintenance EXPENDITURE</u>								
4082 Bourton Road Allotments	0	2,458	2,458		2,458	0.0%		
<u>205 Grounds maintenance EXPENDITURE</u>								
4033 Waste disposal	519	6,294	5,775		5,775	8.3%		
4035 Machinery	0	2,973	2,973		2,973	0.0%		
4036 Fuel (Mower)	357	1,900	1,543		1,543	18.8%		
4037 Sundries	1,391	3,646	2,255	208	2,048	43.8%		
4063 Vehicle hire and running costs	1,453	7,237	5,784		5,784	20.1%		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation
<u>248 Depot EXPENDITURE</u>								
4013 Equipment purchase	0	5,462	5,462		5,462	0.0%		
4055 Alarm	615	650	35		35	94.6%		
4225 Rates	5,501	5,450	(51)		(51)	100.9%		Bill arrived after precept
4601 Repairs & maintenance fund	0	900	900		900	0.0%		
4602 Electricity	255	2,030	1,775		1,775	12.5%		
4603 Water	0	700	700		700	0.0%		
<u>249 C Meadow Toilets/Shopmobility INCOME</u>								
1085 Shopmobility income	0	250	250			0.0%		
<u>249 C Meadow Toilets/Shopmobility EXPENDITURE</u>								
4602 Electricity	0	600	600		600	0.0%		
4603 Water	0	3,500	3,500		3,500	0.0%		
4608 Shopmobility	613	1,000	387		387	61.3%		
4612 Contractor charge	3,242	12,316	9,074		9,074	26.3%		
4709 Maintenance	0	1,500	1,500	59	1,441	4.0%		
<u>250 Lace Hill INCOME</u>								
1026 Lace Hill Community Centre	21,895	41,000	19,105			53.4%		
1027 Solar income	0	1,200	1,200			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	596	5,112	4,516		4,516	11.7%		
4159 Lace Hill electricity	721	8,000	7,279		7,279	9.0%		
4160 Lace Hill water	0	1,236	1,236		1,236	0.0%		
4161 Lace Hill Repair & Maintenance	662	5,066	4,404	3,395	1,009	80.1%		
4162 Lace Hill Planned Maintenance	402	8,275	7,873	75	7,798	5.8%		
4164 Lace Hill equipment	222	3,200	2,978	75	2,903	9.3%		
4225 Rates	9,408	10,768	1,360		1,360	87.4%		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation
<u>251 Chandos Park INCOME</u>								
1030 Bowls income	0	673	673			0.0%		
1035 Tennis Court Rent	0	836	836			0.0%		
<u>251 Chandos Park EXPENDITURE</u>								
4601 Repairs & maintenance fund	6,331	10,431	4,100		4,100	60.7%		
4602 Electricity	54	650	596		596	8.3%		
4603 Water	272	5,500	5,228		5,228	4.9%		
4606 Bowls Club Maintenance	1,632	2,342	710	142	568	75.8%		
<u>252 Bourton Park EXPENDITURE</u>								
4601 Repairs & maintenance fund	1,638	54,774	53,136	35,860	17,276	68.5%		
<u>253 Cemeteries INCOME</u>								
1041 Burial fees	6,832	33,500	26,668			20.4%		
1112 Allotments Income	0	650	650			0.0%		
<u>253 Cemeteries EXPENDITURE</u>								
4225 Rates	3,757	3,147	(610)		(610)	119.4%		Bill arrived after precept
4265 Cemetery Maintenance	2,298	8,000	5,702	247	5,455	31.8%		
4286 Tingewick Rd Rates	0	4,000	4,000		4,000	0.0%		
4287 Tingewick Rd Electricity	0	1,500	1,500		1,500	0.0%		
4288 Tingewick Rd Water	0	1,000	1,000		1,000	0.0%		
4289 Allotments Water and Maintenanc	0	650	650		650	0.0%		
4602 Electricity	78	600	522		522	13.0%		
4617 Memorial testing	0	1,500	1,500		1,500	0.0%		
4619 Cemeteries Development	15	6,569	6,554	1,437	5,117	22.1%		
4620 Expenses for burial duties	2,643	6,250	3,607		3,607	42.3%		
<u>254 Chandos Park toilets EXPENDITURE</u>								
4612 Contractor charge	3,242	12,316	9,074		9,074	26.3%		
4709 Maintenance	568	3,500	2,932		2,932	16.2%		
<u>255 Railway Walk & 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	173	680	507		507	25.5%		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation
<u>258 Cemetery Lodge INCOME</u>								
1061 Cemetery Lodge rental income	3,465	12,704	9,239			27.3%		
<u>258 Cemetery Lodge EXPENDITURE</u>								
4034 PWLB repayments inc. interest	0	4,702	4,702		4,702	0.0%		
4609 Cemetery Lodge maintenance	1,103	3,400	2,297		2,297	32.5%		
<u>260 CCTV EXPENDITURE</u>								
4100 CCTV maintenance	0	4,600	4,600		4,600	0.0%		
<u>261 Community Centre EXPENDITURE</u>								
4085 Structural repairs	0	17,594	17,594	94	17,500	0.5%		
4091 Chamber	1,027	1,200	173		173	85.6%		
<u>262 Parks General EXPENDITURE</u>								
4101 Seats and bins	0	2,310	2,310	311	1,999	13.5%		
4102 Dog bins	0	4,800	4,800	353	4,447	7.4%		
4106 Play area maintenance	3,557	19,423	15,866	4,452	11,414	41.2%		
4112 Environment Equipment	1,309	11,489	10,180	15	10,165	11.5%		
4122 Tree works	24,272	59,810	35,538	3,328	32,210	46.1%		
4168 Defibrillators	757	800	43		43	94.6%		
4275 Play area replacement fund	0	10,500	10,500		10,500	0.0%		
4276 Conservation Volunteers	0	2,240	2,240		2,240	0.0%		
4280 Machinery Repair / Replace	0	2,500	2,500	7,732	(5,232)	309.3%		Tractor Purchase, minute 74/26, EMR 354 to cover
4281 Vehicle Repair / Replace	0	2,500	2,500		2,500	0.0%		
<u>264 Tingewick Road Cemetery EXPENDITURE</u>								
4282 New Cemetery PWLB Repayments	38,077	150,661	112,584		112,584	25.3%		
4285 New Cemetery PWLB Expenditure	20,393	0	(20,393)	38,201	(58,594)	0.0%		
Grand Totals:- Income	44,632	106,833	62,201			41.8%		
Expenditure	227,175	882,546	655,371	95,984	559,387	36.6%		
Net Income over Expenditure	(182,543)	(775,713)	(593,171)					

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Earmarked Reserves

Account	Opening Balance	Income	Expenditure	Closing Balance
326 EMR CEMETERY DEVELOPMENT	48,100.00	38,378.00	0.00	86,478.00
328 EMR FLOOD RELIEF FUND	826.00	0.00	0.00	826.00
333 EMR PLAY AREA REPLACEMENT	67,932.00	32,068.00	0.00	100,000.00
335 EMR GREEN SPACES DEVELOPMENT	14,778.00	15,222.00	0.00	30,000.00
339 EMR DEPOT EQUIPMENT	11,000.00	4,874.00	0.00	15,874.00
340 EMR AEDS	133.00	0.00	0.00	133.00
341 EMR LHSCC REPAIRS & MAINT	28,000.00	0.00	0.00	28,000.00
343 EMR BOWLS PAVILION REPAIRS	2,493.00	0.00	0.00	2,493.00
344 EMR MAKING GOOD/BOUNDARY REP	45,000.00	0.00	0.00	45,000.00
353 EMR WILDLIFE CONSERVATION VOLU	3,732.00	2,240.00	0.00	5,972.00
354 EMR MACHINERY REPLACE & REPAIR	12,449.00	2,500.00	0.00	14,949.00
355 EMR BUILDINGS REPLACE & REPAIR	4,090.00	2,635.00	0.00	6,725.00
357 EMR VEHICLE REPLACEMENT & REPA	7,343.00	2,657.00	0.00	10,000.00
362 EMR BIODIVERSITY AUDIT	0.00	2,000.00	0.00	2,000.00
	205,376.00	102,574.00	0.00	307,950.00

Buckingham Town Council**Environment Committee****Monday 27th July 2026.**

Contact Officer: Deputy Town Clerk

Replacement of Shopmobility Scooters**1. Recommendation**

To inform Members of the changes to the Shopmobility scooters following the failure of one of the existing scooters, and to outline the costs incurred and value achieved. Members are asked to note the report

2. Background

2.1 Existing Scooter Failure: The larger Shopmobility scooter (the blue scooter) suffered a mechanical failure and was assessed as being beyond economical repair. The scooter was a 2002 model and required a replacement motor at an estimated cost in excess of £400, with no guarantee that this would restore the scooter to reliable working order. In addition, replacement parts for this model have become increasingly difficult to source due to its age.

2.2 Cost of Replacement: A like-for-like replacement scooter with similar size and capability would typically cost between £3,000 and £5,000.

2.3 Purchase of a Low-Use Hire Scooter: Enquiries were made with SJ Mobility, who advised that they were intending to dispose of a large hire scooter that had seen very little use. Although it had been regularly serviced and maintained, it had not been hired out for approximately three years and was due to be sold through auction for £700. Following negotiations, SJ Mobility agreed to sell the scooter to Shopmobility for £400. The scooter is a 2008 model, has had very low usage, remains fully serviceable, and benefits from readily available replacement parts.

2.4 Donation of a Second Scooter: A member of the public contacted The Deputy Town Clerk following the recent death of his father and offered to donate an almost new mobility scooter, explaining that it only required replacement batteries. He had been unable to sell the scooter and wished for it to continue benefiting the community through Shopmobility. Advice was sought from SJ Mobility regarding the suitability of the scooter and the anticipated cost of replacement batteries. Based on the make and model, they confirmed that it was well worth assessing.

SJ Mobility agreed to:

- Collect the scooter from the owner's home in Calvert.
- Carry out a full inspection for safety and suitability.
- Service the scooter.
- Replace the batteries if appropriate.
- Deliver the scooter to Shopmobility.

They further agreed that, should the scooter prove unsuitable or unsafe, they would dispose of it free of charge. The only cost to Shopmobility would be the replacement batteries, priced at £56.54 each (two required).

Following inspection, SJ Mobility confirmed that the donated Quingo Classic scooter was in very good condition, safe for use, and suitable for the Shopmobility fleet. New batteries were fitted and the scooter has now been brought into service.

2.5 Disposal of Obsolete Scooter: SJ Mobility also disposed of the obsolete and non-operational blue scooter at no additional cost.

3. Financial Implications

Item	Cost
Megalite Scooter	£400.00
Two replacement batteries for Quingo Classic	£113.08
Total Cost	£513.08

4. Conclusion

Through negotiation, partnership working with SJ Mobility, and the generous donation from a member of the public, Shopmobility has replaced one aged non-operational scooter and added a second high-quality scooter for a total expenditure of **£513.08**.

This represents exceptional value for money when compared with the estimated cost of purchasing a single new large mobility scooter (£3,000–£5,000). In addition to replacing the failed scooter, the service has increased the availability of mobility scooters for users while ensuring that the service offered remains safe, reliable, and maintainable.



Buckingham Town Council**Environment Committee****Monday 27th July 2026.**

Contact Officer: Deputy Town Clerk

Amended Hire Forms and Terms & Conditions for Shopmobility**1. Recommendation**

Members are asked to approve the following updates to the Registration/Hire Form and Terms and Conditions

2. Background**2.1 Registration/Hire Form**

Two new scooters have recently been added to the Shopmobility fleet. The registration/hire form has been updated to include these scooters, together with their specifications and weight limits.

A new section has also been added to clarify that passengers (whether people or pets) must not be carried on the scooters.

2.2 Terms and Conditions

The Terms and Conditions, which are to be signed alongside the registration/hire form, have been reviewed and updated, taking into account the terms used by other Shopmobility schemes.

While the majority of the content remains unchanged, the document has been reformatted into bullet points to improve readability for users. In addition, the following amendments have been made:

- Buckingham Town Council reserves the right to recover up to 50% of the cost of repairs for damage caused to Shopmobility equipment.
- The inclusion of the three-strike process, as discussed and agreed in previous meetings.

Shopmobility Registration Form

First Name

Surname

Date of Birth

Address

Telephone number

Email address

Please tick YES or NO to the following questions:

Do you suffer from muscle spasms in arms or hands that would affect your ability to control a scooter? YES NO

Do you suffer from seizures? YES NO

Do you suffer from blackouts? YES NO

Do you suffer from impaired vision? (not corrected by glasses or contacts lenses) YES NO

If you have answered YES to any of the above, Shopmobility will require a letter from your doctor stating that you are able to operate the powered equipment in a safe manner.

I have read and understand the terms and conditions printed overleaf.

I have received tuition and am confident to use the equipment

Print Name

Date

Hirer Signature

For office use only - ID Checked

Passport ☐ Driving licence ☐ Other _____

I confirm I have tutored this hirer on the correct use of the equipment and I have witnessed them use the equipment safely. I have made them aware of the terms and conditions overleaf.

Staff Name

Signature

Terms and conditions- to be read in conjunction with the terms of hire

I will use the equipment with due care and attention. I will not travel at excessive speed and will travel at walking pace only.

I will not use the equipment on the road apart from crossing it.

I have been informed that some equipment is fitted with a seat belt, and that it is my choice whether or not I wear it.

I take full responsibility for the consequences of my actions.

I have been informed that there is a weight restriction on the equipment I am about to borrow. I take full responsibility should I exceed this. Weight limits:

- MegaLite weight limit = 160kg / 25 stone
- Quingo Classic weight limit = 160kg / 25 stone
- Medium Shop Rider weight limit = 136kg / 21 Stone
- Small Scout Drive weight limit = 130kg / 20.5 Stone

I will only use dropped kerbs, or very low kerbs, and will not go down kerbs at an angle.

I will remove the key when the scooter is left unattended, and ensure that the equipment is not causing an obstruction to others.

I will not carry passengers (people or pets) or let anyone else operate the equipment.

I will not carry bags on the handlebars and overload them.

If I put a handbag strap over the steering column, I will make sure that it is not touching the controls before switching the scooter on.

I will inform Shopmobility of any medication, or medication changes that could stop me operating a powered mobility aid in a safe manner and I understand that I might be requested to provide a letter from my doctor confirming this.

I will not take the scooter or wheelchair outside the Town Centre, without the prior permission of Shopmobility Staff.

I will not use the equipment under the influence of alcohol and/or illegal drugs.

I will not use the equipment to trade, sell or collect money.

I will report any accident or damage, no matter how small, on my return.

Please take details such as:- name and address of persons involved, injuries if any, place and time of an accident.

Data Protection The personal data that you provide will be used in the determination of your application, matters in connection with any equipment issued and for reference in the event of future applications you might make, the legal basis for this processing is that it is necessary for compliance with the legal obligations to which Buckingham Town Council is subject. You must complete this form in order for us to determine your suitability for equipment and enable us to administer your equipment should any be granted. If you do not complete this form, we will not be able to determine your suitability so the application will be refused. Your data will be kept for the duration of the time you use equipment issued by Buckingham Town Council and will be destroyed after 6 years. You have the right to access your personal data and to complain if you think your data is being used incorrectly. You may also have other rights, such as to have your data corrected or erased. For the Data Controller and Data Protection Officer's contact details contact the Town Clerk.

General information regarding the scheme • All information that you give is treated in the strictest confidence • You can view your registration file at any time, as long as you have proof of identity •

Buckingham Town Council**Environment Committee****Monday 27th July 2026.**

Contact Officer: Deputy Town Clerk

Lace Hill Sports and Community Centre Banner Policy**1. Recommendation**

Members are asked to approve the proposed update to the Lace Hill Sports and Community Centre (LHSCC) Banner Policy. Feedback from users indicates that the current banner charges are too expensive, resulting in organisations choosing not to advertise.

2. Background

2.1 The current policy allows up to five advertising banners at LHSCC, charged at:

- £25 per month for not-for-profit organisations; and
- £50 per month for all other businesses and organisations.

2.2 Feedback suggests these charges are too high and therefore there is little to no uptake. It is therefore proposed that the policy be revised as follows:

a) Commercial long-term hirers of LHSCC may display a banner for £10 per month.

b) Charitable and not-for-profit organisations may display a banner for £5 per month, regardless of whether they hire the centre.

c) All other businesses and organisations may display a banner for £25 per month.

d) A maximum of five banners will continue to be permitted.

e) To qualify as a long-term hirer, an organisation must book the centre for a minimum of 10 weeks. To receive the reduced banner rate, the banner booking must also cover a minimum 10-week period. This will help ensure regular rotation of banners should demand exceed the available spaces.

2.3 Banners will be prioritised in order of – Long term hirers, charitable and not for profit, then other businesses.

2.4 It has come to my attention that demand for banner advertising has decreased considerably. Discussions with previous users indicate that the primary reason for this is the current cost. Some long-term hirers would like to display their banner throughout the duration of their hire; however, under the current charging structure this would cost £600 per year, which many cannot afford.

- 2.5 The proposed changes aim to increase banner uptake, encourage more organisations to advertise, and ultimately generate greater overall income from banner hire.

3. Financial Implications

The proposed reduction in banner hire charges is intended to increase demand and improve overall income from banner advertising at Lace Hill Sports and Community Centre. While the charge per banner will be lower, increased occupancy of the available banner spaces is expected to generate higher overall revenue than the current pricing structure.

Buckingham Town Council**Environment Committee****Monday 27th July 2026**

Contact Officer: Senior Administrator

Railway Walk Conservation Group Update**1. Recommendation**

- 1.1. It is recommended that the Environment Committee:
Notes the progress made in re-establishing the Railway Walk Conservation Group.
- 1.2. Agrees that the Greenspaces Team and office continue to work in partnership with the Railway Walk Conservation Group to support practical conservation work along Railway Walk.
- 1.3. Approves funding of £3,050 in total, with £2,240 coming from budget code 262/4276 and £810 to come from EMR 353. Which will be used for:

Public liability and contents insurance for the group (estimated £250 per annum)

The purchase of a secure tool shed (£2,300)

Equipment including wheelbarrows, first aid kit, padlock etc. (£500)

2. Background

- 2.1. Members will recall that the Railway Walk Conservation Group was originally established to support the management and enhancement of Railway Walk through practical conservation work undertaken by volunteers. Over time, the group became inactive due to a lack of volunteers willing to coordinate activities.
- 2.2. Following recent discussions, Cllr Haydock has kindly agreed to take on the role of Group Coordinator. This provides the leadership needed for the group to become active once again and ensures that this valuable volunteer initiative can be sustained into the future.
- 2.3. The intention is for the group to work alongside the Town Council's Greenspaces Team, undertaking appropriate conservation and habitat management projects that complement the Town Council's existing site maintenance programme.

3. Progress Update

Significant progress has been made in preparing the group for its relaunch.

3.1. Governance and Insurance

The group has now established the necessary governance arrangements, including:

- A formal constitution.

- Three committee members to oversee the group's activities.
- The formation of a dedicated bank account to administer payments.
- Research has been undertaken into suitable public liability insurance, and a quotation of approximately £250 per annum has been obtained (to be confirmed). As previously agreed in principle by the Council, it is proposed that this cost is met by Buckingham Town Council to enable the group to operate safely.

3.2. Volunteer Management

Draft volunteer sign-in sheets and risk assessments have been prepared using templates provided by The Conservation Volunteers (TCV). These documents will be finalised before practical volunteering sessions commence and will ensure appropriate health and safety procedures are followed.

3.3. Publicity

A programme of publicity has been prepared to support the relaunch of the group. Promotion will be undertaken through committee members and the Council's usual communication channels to encourage local residents to become involved.

A copy of one of the group's promotional flyers is attached to this report for Members' information.

3.4. Tool Storage

Discussions are currently taking place with the University regarding the potential installation of a secure tool shed at the Chandos Road building. This would provide a permanent base for the group's equipment and reduce the need to transport tools to each volunteering session.

The estimated cost of purchasing and installing a suitable tool shed is £2,300.

3.5. Volunteer Engagement

On Monday 20 July, the Railway Walk Conservation Group hosted a guided walk entitled "Bertie's Walk Orchard Talk" as part of Fringe Week.

The event was well attended and proved to be an excellent opportunity to introduce local residents to the aims of the group and the biodiversity found locally. Importantly, it generated interest from a number of potential new volunteers who expressed a willingness to become involved in future activities.





JOIN US!

BUCKINGHAM RAILWAY WALK CONSERVATION GROUP

Sponsored by:
 Buckingham
Town Council



SUPPORT WILDLIFE
CREATE AND CARE FOR
LOCAL HABITATS THAT NATURE
CAN THRIVE IN.



ENJOY OUTDOORS
GET ACTIVE, LEARN NEW
SKILLS AND ENJOY
OUR GREENSPACES.



MEET NEW PEOPLE
FRIENDLY, WELCOMING
GROUP - EVERYONE IS
WELCOME.



MAKE A DIFFERENCE
PRACTICAL CONSERVATION
WORK THAT BENEFITS
EVERYONE.



LOCAL AND VALUED
HELP KEEP THESE
SPECIAL PLACES
FOR FUTURE GENERATIONS.

MONTHLY CONSERVATION DAYS (First Saturday of every month)











10.30AM - 12:30PM

Meet at the
University Car
Park
Chandos Road
(unless stated
otherwise).

GET INVOLVED!

All tools & equipment provided. To find out more or join our mailing list, contact Heather:

 **07979 902 517**
 **heather.haydock@btinternet.com**
 **Search Buckingham Railway Walk on Facebook**





Buckingham Town Council
Environment Committee
Monday 27th July 2026

Contact Officer: Estates Manager

Tingewick Road Cemetery

1. Recommendations

- 1.1. Members agree to approve the Cemetery Handbook for Tingewick Road Cemetery.
- 1.2. Members agree to allow the pre-purchase of burial plots at Brackley Road Cemetery once Tingewick Road Cemetery is opened.
- 1.3. Members to note the information in the report below

2. Background

- 2.1. To allow officers to manage the cemetery and for the public the Handbook explains how Tingewick Road Cemetery is managed and sets out the rules and regulations for the new cemetery.

3. Information

- 3.1. The Tingewick Road Cemetery is due to start operation in Late September
- 3.2. The official opening of the Cemetery and allotments will be scheduled for late September.
- 3.3. In Brackley Road Cemetery the pre-purchase of burial plots will be allowed again once the new cemetery is up and running. The office maintains a waitlist of friends and families of Brackley Road cemetery who wish to be informed once the remaining burials plots are available for pre-purchase.
- 3.4. Types of Burial plots at Tingewick Rd Cemetery:

Burial Plot Type	Memorial Options	Planting & Decorations	Suitable For
Traditional Burial Plot	Greater choice of memorials and approved kerb sets	Families may place seasonal wreaths and personal tributes within the kerb set, as long as they are safe, appropriate, and do not affect routine maintenance or extend beyond the grave boundary.	Families seeking flexibility and a traditional style grave
Lawn Burial Plot	Headstone within the concrete	Seasonal wreaths and personal tributes are permitted only within the boundary of the concrete rafter. No items may be placed	Families preferring a neat, open lawn cemetery

	memorial foundation only	on the surrounding lawn or beyond the limits of the rafter, as this may interfere with cemetery maintenance.	
Enclosed Family Plot	Shared or individual memorials (subject to approval)	Limited planting and personal items permitted	Multiple family burials within a dedicated landscaped area
Children's Burial Plot	Memorials in accordance with Cemetery Regulations	Seasonal wreaths, small toys and personal tributes are permitted as long as they are safe, appropriate and do not obstruct maintenance or neighbouring plots.	Children aged 18 years and under
Muslim Burial Section	Memorials in accordance with Cemetery Regulations	Families may place seasonal wreaths and personal tributes within the plot, as long as they are safe, appropriate, and do not affect routine maintenance or extend beyond the grave boundary.	Families wishing to observe Islamic burial traditions

3.5 To make it really clear to cemetery users the difference between the new 'Lawned' and 'Traditional' burial sections at Tingewick Road Cemetery, we will make it clear what is expected within each section on the Exclusive Rights of Burial form which they are signing to agree. We will also produce clear guidance that will be available to users, including indicative photographs.



Buckingham Town Council Tingewick Road Cemetery Handbook

A guide for families, visitors, funeral directors and memorial masons

Published by Buckingham Town Council. This handbook explains how Tingewick Road Cemetery is managed, how to purchase and use burial plots, what to expect when arranging a burial, and how graves and memorials should be cared for.

Important note: This handbook is intended as a practical guide. It should be read alongside the Council's forms and fees, which may be updated from time to time.



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Tingewick Road Cemetery Visitor Map

A peaceful place to remember



Car Parking



Disabled Parking



EV Charging



Disabled Parking
with EV Charging



Water Tap



Work Area

Welcome

Buckingham Town Council welcomes you to Tingewick Road Cemetery. The cemetery has been designed to provide a peaceful, respectful and inclusive place for burial, remembrance and quiet reflection for the people of Buckingham and the surrounding community.

Purpose of the Handbook

This handbook has been prepared to help families, funeral directors, faith representatives, memorial masons and visitors understand the services available at the cemetery and the rules that help keep it safe, dignified and well maintained.

Contact Details

For cemetery enquiries, plot purchases, burial bookings, memorial applications and general advice, please contact Buckingham Town Council at:

The Buckingham Centre, Verney Close, Buckingham, Bucks, MK18 1JP.

Telephone: 01280 816801. Fax: 01280 816426.

Email: cemetery@buckingham-tc.gov.uk.

Office hours are Monday to Thursday, 9:00 AM to 5:00 PM, and Friday, 9:00 AM to 3:00 PM.

Detailed plans and registers are available at the Town Council offices.

1. About Tingewick Road Cemetery

Introduction

Tingewick Road Cemetery, which opened in **Month** 2026, is intended to serve the residents of Buckingham for over 100 years. Managed and maintained by Buckingham Town Council, the cemetery provides a respectful and peaceful environment for the deceased and their families. The Council's aim is to ensure the cemetery remains a well-kept, environmentally sustainable and fitting place for remembrance. The cemetery is located on Tingewick Road, Buckingham, off the A422 bypass, and is divided into sections for lawn plots, traditional burials, children's plots, a Muslim burial area and enclosed family plots.

Multi-faith Cemetery

The cemetery is intended to serve people of different faiths, beliefs and traditions. The Council will seek to support reasonable religious and cultural requirements where these can be accommodated safely, lawfully and within the cemetery regulations.

Opening Hours

The cemetery is open daily from dawn to dusk. Access is via the main gates from the A422 roundabout. The Council reserves the right to close the cemetery or limit entry at any time for safety, maintenance, operational or other appropriate reasons.

Accessibility, Parking and Facilities

The cemetery has its own car park with 30 parking bays, including two disabled parking bays and two self-pay electric vehicle charging points. Vehicle access outside the car park is not permitted except for funeral services and only with prior permission or arrangement through the Town Council. The cemetery car park and cycle racks remain open at all times, and pedestrian and cycle access is unrestricted. The cemetery has smooth accessible footpaths, seating areas, clear signage and designated spaces for future expansion. There are no toilet facilities or indoor spaces for services on site.

Waste, Recycling and Water

Litter and green waste bins are provided throughout the cemetery. Visitors are encouraged to dispose of all rubbish responsibly, including dog waste. Floral tributes and wreaths should be placed in the green waste bins for recycling. Water points and watering cans are located near the main entrance for visitors to water plants. The water is non-potable and should not be used for drinking. Watering cans must be returned empty after use. During freezing weather, water supplies may be temporarily turned off to prevent damage. The use of pesticides and insecticides is strictly prohibited.

Dogs and Visitor Conduct

Pets are allowed at the cemetery but must be kept on a leash and under control at all times. Owners are responsible for cleaning up after their pets, and dog waste may be placed in the cemetery litter bins. Visitors must behave respectfully during their time in the cemetery. Disorderly or indecent conduct, intoxication, playing games, offensive language, damaging property, riding bicycles, scooters or unauthorised motor vehicles, and allowing dogs to foul without promptly removing the waste are prohibited.

2. Purchasing a Burial Plot

What is the Exclusive Right of Burial?

Purchasing a burial plot does not mean that the purchaser owns the land. The land remains the property of Buckingham Town Council. What is purchased is the Exclusive Right of Burial, which gives the deed holder the legal right to authorise burials within the grave, authorise memorials, apply for additional inscriptions and transfer ownership if required. The Exclusive Right of Burial is granted for 99 years. During that period, only the person who owns the right, or someone they give permission to, can be buried in that grave. Once the right expires, the cemetery may contact the family to renew it. If it is not renewed, the right to use the grave may pass back to the Town Council.

Purchasing a Burial Plot

Families may purchase burial rights in accordance with the Council's current eligibility criteria, availability and fees. Applications should be made using the Council's approved form and will not be confirmed until all required information and payment have been received.

Resident and Non-resident Eligibility

For the purposes of this handbook, a "Resident of Buckingham" is defined as a person living in the civil parish of Buckingham at the time of death, or a person who has lived in the civil parish of Buckingham within the last five years. There may be other exceptional circumstances in which a person may be deemed a resident of Buckingham, and each such application will be considered on its merits by the Town Council. Fees are based on the residency of the deceased person to be interred into the grave, rather than the owner, as validated by the Council's criteria.

Choosing, Reserving and Purchasing in Advance

Plots are available for pre-purchase in sections of Tingewick Road Cemetery that are currently in use, including lawn plots, enclosed family plots, children's plots and traditional burial plots. The selection of grave spaces is determined by the Council, which will, where possible, take the purchaser's wishes into consideration. Please contact the Estates Manager to discuss availability, advance purchase and adjacent plot requests.

Town Council Grave Allocation Procedure

Grave spaces are allocated by Buckingham Town Council in accordance with the cemetery plan, the sections currently open for use, operational requirements and the long-term management of the cemetery. The Council will consider the wishes of families wherever possible, including requests for a particular section, plot type or proximity to an existing family grave. However, the Council cannot guarantee a specific plot unless the Exclusive Right of Burial has already been purchased and recorded.

Plots will normally be allocated in the next available suitable grave space within the relevant section, taking account of the type of burial required, grave depth, accessibility, ground conditions, drainage, safety, maintenance needs and any religious or cultural requirements that have been agreed with the Council. Allocation decisions may also take account of future cemetery development and the need to use burial land efficiently and fairly.

Where adjacent plots are requested (known as a side-by-side plot), the Council will advise whether this is possible within the area currently in use. Adjacent plots can only be secured where the Council permits advance purchase or reservation and the relevant Exclusive Rights of Burial have been purchased. Without this, the Council cannot hold nearby spaces.

In exceptional circumstances, the Council may allocate a grave outside the usual sequence where this is necessary for operational, safety, religious, accessibility or

family reasons. Any such decision will be made by the Council or authorised officers and recorded in the cemetery records.

Types of Burial Plot

- Lawn plots
- Traditional plots
- Enclosed family plots
- Children's plots
- Muslim burial section

Purchase, Surrender and Re-purchase of Unused Burial Plots

If the owner of a Deed of Grant decides that they do not wish to use an unused burial plot, the Town Council may, but is not obliged to, re-purchase the burial plot from the owner. The re-purchase of unused burial plots, or surrender of the burial deeds, will be at the original price paid for the plot. Please contact the Council office for further information.

Changing Ownership

Ownership of the Exclusive Right of Burial may need to be transferred if the registered owner has died, if ownership is being assigned during the owner's lifetime, or if a family wishes to regularise the records before a burial or memorial application. The Council may require legal documents such as a deed of assignment, grant of probate, letters of administration, statutory declaration or other evidence before updating the register.

Lost Deeds, Surrender and Renewal

Where a Deed of Grant of Burial has been mislaid, the person giving notice of interment must provide proof of identity. If that person is not the deed owner, a letter of authorisation from the deed owner will also be required. Where the deed owner is the deceased, authority for the interment is presumed under Section 10(6) of the Local Authorities' Cemeteries Order 1977. In such cases, next of kin and close relatives are advised to agree who should take the assignment or transfer of the Exclusive Right. A charge is payable for this service.

3. Arranging a Burial

Step-by-step Guide to Arranging a Burial

1. Contact a funeral director or, if arranging the funeral independently, contact Buckingham Town Council as soon as possible.
2. Confirm whether the burial will be in a new grave, an existing grave, a children's plot, the Muslim burial section, an enclosed family plot, a traditional plot, a lawn plot or a cremated remains plot.
3. Check who owns the Exclusive Right of Burial for the grave and whether written permission is required before the burial can take place.
4. Discuss any religious, cultural, accessibility, timing or family requirements with the funeral director and the Council at the earliest opportunity.

5. Complete the Council's Notice of Interment form and submit it with all required documents at least three full working days before the burial, unless a shorter period has been agreed for religious reasons.
6. Pay the applicable fees when the Notice of Interment is submitted.
7. Wait for written confirmation from the Council before confirming final arrangements with mourners, ministers, celebrants or other attendees.
8. On the day of the funeral, follow the directions of the funeral director and any authorised Council staff on site.
9. After the burial, allow time for the grave to settle and follow the cemetery rules on flowers, temporary markers and memorial applications.

Step 1: Contact the Council or Funeral Director

Most families choose to appoint a funeral director, who will usually liaise with the Council on their behalf. Families who wish to arrange a funeral independently should contact the Council directly before making firm arrangements. Early contact is especially important where a burial is requested at short notice, where there are religious or cultural requirements, or where the grave is to be reopened.

Step 2: Confirm the Grave or Plot Type

The Council will need to know whether the burial is to take place in a new grave or an existing grave. If a new grave is required, the Council will advise which plot types are available and will allocate a grave in accordance with the cemetery plan, operational requirements and the Council's grave allocation procedure. Where possible, the Council will take family wishes into account, but specific locations cannot always be guaranteed unless burial rights have already been purchased.

Step 3: Check Ownership and Permission

Where a grave has an existing Exclusive Right of Burial, the registered deed holder must usually give written permission for the burial to take place. If the deed holder is the person who has died, the Council will advise what authority is required and whether the Exclusive Right should be transferred after the burial. If the deed has been lost, proof of identity and, where relevant, authorisation from the deed holder may be required before the interment can proceed.

Step 4: Agree the Date, Time and Requirements

The proposed date and time must be agreed with the Council before the funeral is confirmed. The Council will consider cemetery availability, contractor availability, staffing, grave preparation, access arrangements, weather conditions and any religious or cultural requirements. Weekend and Bank Holiday burials are by special arrangement only and may be subject to additional fees.

Step 5: Submit the Notice of Interment and Documents

The Notice of Interment form must be completed accurately and submitted with all required documents. The Council may need the Registrar's certificate for burial or cremation, coroner's paperwork where applicable, written permission from the registered grave owner, and any other forms required by the Council. The person

submitting the notice is responsible for ensuring that the information is correct. Errors, missing documents or late submission may delay the burial.

Step 6: Pay Fees and Receive Confirmation

All applicable fees must be paid when the Notice of Interment is submitted, unless the Council has agreed otherwise. Fees may vary depending on residency, plot type, burial type, whether a grave is being reopened, whether out-of-hours arrangements are requested, and whether any additional administration is needed. The burial should not be treated as confirmed until the Council has accepted the paperwork, received payment and confirmed the booking.

Step 7: Grave Preparation

Once a booking is confirmed, authorised cemetery staff or contractors will prepare the grave. This may include locating the grave, checking the ground, removing or protecting nearby items where necessary, excavating the grave, installing any required shoring, managing spoil safely and making the area safe for the funeral. Weather, flooding, ground conditions and the presence of nearby memorials may affect how the grave is prepared.

Step 8: The Day of the Funeral

On the day of the funeral, the funeral director will normally lead the cortège and co-ordinate with Council staff or contractors on site. Vehicles must use designated routes and parking areas unless prior permission has been given. Mourners should take care on paths, grassed areas and around open graves, particularly during wet, icy or windy weather. Visitors are asked to respect other funerals, graves and visitors while on site.

Step 9: After the Burial

After the service, the grave will be backfilled and made safe. Some settlement is normal following a burial, and the Council will monitor, level, top-dress and seed the grave in accordance with its maintenance schedule. Families should not attempt to level the grave themselves. Flowers, wreaths and temporary markers may be placed only in accordance with the cemetery rules. A permanent memorial must not be installed until the Council has approved the application and the grave is suitable.

Booking an Interment

All interments must be booked in advance by telephone and confirmed in writing using the Council's Notice of Interment form. The completed form must be received by the Town Council at least three full working days before the burial, unless otherwise agreed for religious reasons. The person submitting the form is responsible for any mistakes or missing information. All fees must be paid when the form is submitted. Incomplete or late forms may delay the burial and may result in additional charges. For burial interments, soil may need to be temporarily placed on neighbouring graves.

Hours of Interment

Day of interment	April to September	October to March
Monday to Friday	10.00am to 3.30pm	10.00am to 2.30pm
Weekends and bank holidays	By special arrangement only	By special arrangement only

Documentation Required

- Registrar's certificate for burial or cremation, often known as the Green Form, where applicable
- Coroner's paperwork, where applicable
- Written permission from the registered owner of the Exclusive Right of Burial, unless the deceased was the registered owner
- Completed Council interment form and any other documents required by the Council

Religious Requirements

Tingewick Road Cemetery is a multi-faith cemetery that welcomes burials for people of all faiths and beliefs. All grave spaces are un-consecrated. Families wishing for a grave to be consecrated or blessed are responsible for making the necessary arrangements with their chosen religious minister or faith representative, and prior agreement must be obtained from the Council. The Council recognises the diverse needs of the community and has provided a dedicated section for Muslim burials, with plots orientated towards Mecca. Weekend and Bank Holiday burials may be considered by special arrangement, subject to staff and contractor availability, operational requirements and additional fees.

Preparing the Grave

Graves will be prepared by authorised cemetery staff or contractors. Excavation, shoring, safe access, weather conditions, flooding, ground stability and nearby memorials will be managed in accordance with health and safety requirements and recognised cemetery practice.

Funeral Cortèges

Funeral cortèges should follow the directions of the funeral director and any Council staff on site. Vehicles must use designated routes and parking areas unless prior arrangements have been agreed.

Following the Burial

After the service, the grave will be backfilled and made safe. Ground settlement is normal following a burial, and the Council will level and maintain the grave in accordance with its maintenance schedule. Flowers and temporary markers may be placed only in line with cemetery rules. Permanent memorials should not be installed until the Council has given permission and the ground is suitable.

Cremated Remains

Loose scattering of ashes is not permitted anywhere in the cemetery. Interment of cremated remains must be arranged with the Council in advance and must comply with the cemetery regulations.

Pets

Pets may not be buried in human graves unless expressly permitted by Council policy and applicable law. Families should contact the Council before making any arrangements involving pet remains or pet tributes.

4. Types of Burial Plots**Traditional Burial Plots (Sections A and B)**

Traditional plots offer full burial options with more flexibility in memorial design and plot boundaries. The grave is level with the surrounding ground and laid to grass. Single or double-depth burials may be available subject to cemetery allocation. Kerb sets are permitted in designated areas where they comply with size, material and installation requirements. Planting and decorations are permitted within the boundaries of the kerb set where they do not interfere with grounds maintenance. Owners or their representatives are responsible for the upkeep of kerb sets, planting and decorative elements.

Lawn Plots (Sections C, D and E)

A lawn plot is designed for a neat, level appearance. Graves are flush with the surrounding turf and the ground is maintained as grass by the Town Council. Only memorials placed within the concrete rafter at ground level are allowed. Kerb sets, planting, mounds, raised features, ornaments, statues and decorations beyond the concrete rafter at the head of the plot are prohibited and may be removed without compensation.

Enclosed Family Plots (Section G)

Enclosed family plots are intended for multiple interments within a defined, landscaped area. Options include three double-depth burial plots for up to six full burials, plus space for cremated remains after the last full burial, or two double-depth burial plots for up to four full burials, plus space for cremated remains after the last full burial. These plots are surrounded by yew hedging maintained by the Council cemetery team, with surrounding ground laid to gravel. Shared or individual headstones, small planting and personal items may be permitted subject to Council approval.

Children's Plots (Section F)

The children's section is reserved for the burial of children aged 18 and under and provides a respectful area for remembrance. Children's burial plots are laid out to smaller dimensions than standard adult graves. Families and funeral directors should liaise with the Cemetery Team before burial so that the most appropriate plot can be allocated and any specific family wishes considered where possible. Flowers, small plants and personal tributes such as toys, artwork or soft tributes may be allowed

where they remain within the plot and do not obstruct maintenance or encroach on adjacent plots.

Muslim Burial Section (Section H)

The Muslim burial section has been provided to meet the religious requirements of the Muslim community and is managed with respect for Islamic burial practices. Burial plots within this section are orientated towards the Qibla, the direction of Makkah/Mecca. Families and funeral directors should contact the Cemetery Team as early as possible to discuss burial arrangements, including any religious requirements, weekend or Bank Holiday requests and operational arrangements. Memorials, planting, ornaments, fencing, kerb sets and other decorative items must comply with the Council's regulations unless specifically authorised in writing.

4. Memorials

Memorials are an important part of remembrance, but they must be managed carefully to protect safety, appearance and dignity across the cemetery. No memorial may be installed, altered or added to without the Council's written approval.

Memorial Applications and Approval

Applications for memorials must include a drawing or illustration and be submitted to the Council for approval. No memorial, additional inscription, vase, kerb, tablet or other permanent item may be installed or altered without the Council's written consent. Additional inscriptions or additional memorials on a plot must also be approved by the Council before being made.

Memorial Masons and Installation Standards

Only BRAMM-registered memorial masons may work in the cemetery. Memorial masons must contact the Council before carrying out repairs or installations to ensure there are no conflicts with scheduled funeral services. Memorial masons will need the grave number and deed number before submitting an application. All memorials must include the plot number and the memorial mason's name engraved on the rear base and must follow the NAMM Code of Working Practice where applicable.

Size, Materials and Inscriptions

Headstones must not exceed 75 cm high, 60 cm wide and 10 cm deep. A base for the headstone may accommodate up to two flower holders, but must not exceed 60 cm wide, 21 cm deep and 8 cm high. The Council encourages the use of biodegradable grave markers, such as wooden plaques or locally sourced stone, to minimise environmental impact. Kerb edging is only allowed within the traditional burial area and enclosed family plots and must be approved before installation. The permitted size for a single plot kerb set is 2 m by 76 cm.

Temporary Markers and Memorial Safety

Temporary markers no larger than 30 cm by 30 cm may be placed for up to one year. The Council reserves the right to remove them after this time. Graves will be top-dressed and seeded once they have settled.

Memorials should not normally be placed within the first six months after for full burials, this excludes ashes interments or unless approved by the Council.

The deed owner is responsible for maintaining the memorial in good condition. The Council reserves the right to charge for repairs if maintenance is not properly carried out and is not responsible for the security of memorials, plants, flowers or other items left on graves.

Memorial Benches

The Council can arrange for the purchase and installation of pre-approved style of memorial bench with inscription, in certain allocated locations subject to availability costs of which are available on request.

5. Looking After a Grave

Families are welcome to care for graves in a way that is respectful, safe and consistent with the character of the cemetery.

Flowers, Plants and Vases

Planting is only allowed in traditional and enclosed family plots and must not interfere with other graves or cemetery maintenance. Maintenance of the grave area is the deed owner's responsibility, except for grass cutting, which is undertaken by the Council's Greenspaces Team. Only non-breakable vases and containers are permitted, and items must be kept off grass areas to facilitate mowing. The Council will remove breakable or inappropriate items. Fresh flowers are welcomed, but visitors are asked to avoid non-biodegradable materials such as plastic or silk flowers, which can deteriorate and be displaced by the wind.

Christmas Wreaths, Toys and Personal Tributes

Wilted floral tributes will be removed and recycled as part of regular maintenance. Seasonal wreaths, small toys and personal tributes may be allowed where they are safe, appropriate, kept within the grave space and do not obstruct maintenance. Ornaments may be removed by the Council if they are offensive, unsafe, excessive or disrupt the peace and dignity of the cemetery.

Cleaning Memorials

Memorials should be cleaned gently using methods suitable for the stone or material. Harsh chemicals, abrasive tools and pressure washing can cause damage and should be avoided unless recommended by a qualified memorial mason.

Council Maintenance

The Council is responsible for general cemetery maintenance, including grounds care, paths and communal areas. Families remain responsible for approved memorials and permitted items placed on individual graves.

6. Cemetery Regulations

The cemetery regulations are designed to protect the dignity, safety and appearance of the cemetery for all users. Visitors must behave respectfully and follow any

reasonable instruction from authorised Council staff. The Council may remove unauthorised, unsafe or inappropriate items and may restrict access where necessary for safety, maintenance or operational reasons.

- Respect funeral services, mourners and other visitors.
- Keep to designated paths and avoid walking over graves where possible.
- Do not damage, move, deface or interfere with memorials, plants, graves, seating or cemetery property.
- Dispose of litter, dog waste and green waste in the correct bins.
- Do not use pesticides or insecticides in the cemetery.
- Do not ride bicycles, scooters or motor vehicles in the cemetery except where authorised by the Council.
- Keep dogs on a leash and under control at all times.
- Do not use offensive language, behave in a disorderly or indecent manner, play games or enter the cemetery while intoxicated.
- Do not use the cemetery for unauthorised commercial activity, filming, events or gatherings.
- Follow all posted signs and temporary safety notices.

7. Fees

Cemetery fees are reviewed annually, the current fees list is available in Appendix A

All cemetery fees must be paid in full at the time the relevant application is submitted, unless the Council has agreed alternative arrangements in advance. This includes fees for the purchase of Exclusive Rights of Burial, interments, reopening graves, memorial permits, additional inscriptions, deed transfers, duplicate deeds and renewals.

Payments should be made using the payment methods accepted by Buckingham Town Council at the time of application. Applicants should contact the Council office for current payment options, payment references and instructions before making payment.

Funeral directors acting on behalf of a family are responsible for ensuring that payment is made promptly and that any purchase order, remittance advice or payment reference clearly identifies the deceased person, the grave number where known, and the type of service being paid for.

The Council may delay or refuse to confirm a booking, issue a deed, approve a memorial application or carry out an interment until the correct payment has been received. Additional charges may apply for late, incomplete or amended applications, or for out-of-hours arrangements such as weekend or Bank Holiday burials.

8. Bereavement Support

Bereavement affects people in different ways. If you are struggling to cope with your grief or are concerned about your mental health, please speak to your GP. If you or someone else is at immediate risk of harm, call 999 or attend your nearest Accident & Emergency department.

Immediate Emotional Support

Organisation	Telephone	Website	Support
Samaritans	116 123 (free, 24 hours a day)	samaritans.org	24-hour confidential emotional support for anyone in distress or experiencing bereavement.
Cruse Bereavement Support	0808 808 1677	cruse.org.uk	Bereavement counselling, information and support for adults, children and young people.
Child Bereavement UK	0800 02 888 40	childbereavementuk.org	Support for bereaved children, young people, parents, families and professionals.

Specialist Support

Organisation	Telephone	Website	Support
SANDS	0808 164 3332	sands.org.uk	Support following the death of a baby.
The Lullaby Trust	0808 802 6868	lullabytrust.org.uk	Support after sudden infant death syndrome (SIDS).
Miscarriage Association	01924 200 799	miscarriageassociation.org.uk	Support following miscarriage, ectopic pregnancy or molar pregnancy.
UKSOBS (Survivors of Bereavement by Suicide)	0300 111 5065	uksobs.com	Peer support for people bereaved by suicide.
WAY (Widowed and Young)	No national helpline	widowedandyoung.org.uk	Support for people aged 50 and under whose partner has died.
RoadPeace	0845 4500 355	roadpeace.org	Support following fatal road collisions.

Practical Help

Organisation	Telephone	Website	Support
Bereavement Advice Centre	0800 634 9494	bereavementadvice.org	Practical guidance after a death.
Citizens Advice	Contact your local	citizensadvice.org.uk	Legal, financial and practical advice.

	Citizens Advice		
MoneyHelper	0800 011 3797	moneyhelper.org.uk	Free government-backed financial guidance, including benefits and funeral costs.
The Bereavement Register	020 7089 6403	thebereavementregister.org.uk	Helps stop unwanted mail addressed to someone who has died.

Funeral and Memorial Advice

Organisation	Telephone	Website	Support
The Good Funeral Guide	No telephone helpline	goodfuneralguide.co.uk	Independent advice and information on funeral planning, costs and choices.
Natural Death Centre	01962 712 690	naturaldeath.org.uk	Guidance on family-led funerals, natural burial and environmentally friendly funeral options.
National Association of Funeral Directors (NAFD)	0121 711 1343	nafd.org.uk	Information on choosing a funeral director and finding an NAFD member.
National Association of Memorial Masons (NAMM)	01788 542 264	namm.org.uk	Find accredited memorial masons and information on memorial standards and best practice.

Appendix A - Cemetery Fees

Fee category	Resident fee 2026/27	Non-resident fee 2026/27
Single plot, double depth, 99 years	£627	£1,254
Double side-by-side plot	£1,125	£2,250
Child's plot, under 18	Cost paid by CFF	Cost paid by CFF
Enclosed garden plot, 2 plots with space for 4 full burials	£2,508	£5,016

Enclosed garden plot, 3 plots with space for 6 full burials	£3,762	£7,524
Single depth adult interment	£490	£982
Re-open an existing grave	£490	£982
Digging fee for ashes	£144	£286
New memorial permit	£142	£287
Additional inscription, including kerb sets and tablets	£68	£144
Duplicate deed	£28	£56
Transfer deed	£28	£56
Deed renewal fee	£28	£56
Memorial seating	Price on request	Price on request

Children's Funeral Fund: The Children's Funeral Fund for England can help pay for some funeral costs for a child under 18 or a baby stillborn after the 24th week of pregnancy. Claims for burial or cremation fees are usually made directly by the burial or cremation provider, and families should not normally be charged for the fees covered by the scheme.

Fees can be made payable by Cheque to:

Buckingham Town Council

Or via BACS

Account Name: Buckingham Town Council

Sort code: 30-91-39

Lloyds Bank

Account Number: 00051660

Ref: Your plot number

Buckingham Town Council**Environment Committee****Monday 27th July 2026**

Contact Officer: Senior Administrator

Happy to Chat Benches**1. Recommendation**

1.1. That Members approve the replacement of two 'Happy to Chat' plaques on existing benches located in Chandos Park and Riverside walk, at a cost of £47.20 per plaque (total £94.40), to be funded from budget 262 4101 Seats and Bins.

Or

1.2. That Members approve the installation of two new 'Happy to Chat' plaques and the replacement of the existing two plaques, at a cost of £47.20 per plaque (four plaques in total, £188.80), to be funded from budget 262 4101 Seats and Bins.

2. Background

2.1. At the June 2024 meeting, Members considered a report on the introduction of the Happy to Chat initiative within Buckingham and agreed to install plaques on benches at Chandos Park and Riverside Walk to encourage social interaction and help tackle loneliness within the community.

2.2. Following that decision, the plaques were successfully installed on the agreed benches. The initiative has formed part of the Town Council's wider commitment to promoting community wellbeing and creating welcoming public spaces.

2.3. As the initiative has now been established, Members are invited to consider extending it to two further locations. The proposed benches are:

- An existing bench within Bourton Park, providing an opportunity for visitors using the park and play area to engage in conversation.
- An existing bench at Lace Hill, serving a growing residential community and providing another welcoming place for people who may wish to stop for a chat.

2.4. The new plaques will follow the same design and specification as those already installed, measuring approximately 9 x 3 inches and fitted using tamper-proof fixings to reduce the risk of vandalism and ensure they do not present a hazard to users.

2.5. Unlike the original plaques, the new plaques will not include the existing QR code. The QR code currently directs users to a Buckinghamshire Council webpage that is no longer available. Instead, it is proposed that the plaques display a URL directing people to the Town Council's website information page, which can provide up-to-date advice, support and signposting for social wellbeing, including services

and activities to help address loneliness and social isolation for people of all ages within the community.

3. Budget Implications

3.1. The cost of each plaque is £47.20, giving a total cost of £94.40 for two additional plaques.

3.2. Funding would need to be taken from budget 262 4101 – Seats and Bins.

Buckingham Town Council**Environment Committee****Monday 27th July 2026**

Contact Officer: Estates Manager

Speed Indicator Device proposal**1. Recommendations**

- 1.1. Members agree to the proposal from The Brackley Road Action Group for the Town Council's formal support and sponsorship for the installation of an interactive speed sign (Speed Indicator Device / MVAS) on Brackley Road.
- 1.2. Members agree to allow the Greenspaces team to install the sign following the agreement from Highways.
- 1.3. Members agree to budget £120 for future maintenance/replacement of batteries.

2. Background

- 2.1. The following correspondence was received:

I am writing to you as a resident of Buckingham to request the Town Council's formal support and sponsorship for the installation of an interactive speed sign (Speed Indicator Device / MVAS) on Brackley Road.

Speeding on this road is a growing concern for local residents, and we (The Brackley Road Action Group) would like to take proactive action to improve road safety.

To make this as simple as possible for the Town Council, please note that we already have full funding secured and the physical sign equipment ready.

There will be zero cost to the taxpayer or the Town Council budget for this acquisition. Having won a £4,000 grant from Thames Valley police and also recieved a generous donation of £500 from the Buckingham 10K race, we have sufficient funds to cover the device, any costs regarding section 171 or any traffic management to install the pole.

As Buckinghamshire Council requires these signs to be sponsored and managed via local authority entities for liability and licensing purposes, I am asking if Buckingham Town Council would be willing to formally adopt or sponsor this sign. This would allow us to submit the official Buckinghamshire Council application form and arrange for a Highways technician to approve the specific roadside location/posts.

3. Budget Costs

- 3.1. The unit has a solar panel with 2 batteries (approx. £60 each), the battery will need replacement every 2-3 years. The solar panel will need a clean

every couple of years and we'll need to monitor the sign to ensure its working properly.

- 3.2. The post and fixings will be supplied, which will need to be installed by the town council's greenspaces team, approximate location marked by the X below.



No.	Committee	Minute No.	Action	Action Required	Update	Deadline
1	Environment	884/18	Compliments and Complaints Log	Members AGREED the report be brought back to Environment Committee in six months time in the same format.		Due on December agenda
2	Environment	319/20	Lace Hill Doors/walls	AGREED 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
3	Environment	302/24 7/10/24 76/26 8/06/26	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." Cllrs Harvey and Haydock will carry out a survey on the seating outside the town centre.		In progress
4	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.
5	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.		Railway walk group established and functioning
9	Environment	69/26 08/06/2026	Happy to Chat benches	To bring a report to Committee exploring possibility of two more Happy to Chat benches in Bourton Park.		On agenda
11	Environment	72/26 08/06/2026	Christmas tree hole	Deputy Town Clerk to organise repair of Christmas tree hole.		Work underway
12	Environment	73/26 08/06/2026	Environment Agency/ Bourton Park riverbank works	Senior Administrator to issue joint press release.		At outset of work commencing