Buckingham Town Council

Town Council Office, Buckingham Centre,
Verney Close, Buckingham, MK18 1JP
01280 816426
office@buckingham-tc.gov.uk

Town Clerk: Claire Molyneux

ENVIRONMENT COMMITTEE

Wednesday, 07 October 2026

Councillor,

You are summoned to a meeting of the Environment Committee of Buckingham Town Council which will be held on Monday 12th October 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 27th July 2026.
   Copy previously circulated

4. **Budgets**
   To receive the latest figures. **Appendix A**

Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't. All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk can send you a copy of any minutes, reports, or other information. To do this, send a request using the contact details set out above.

5. Fees

5.1 Lace Hill Sports and Community Centre Fees -
To receive a report from the LHSCC Co-Ordinator **E/60/26**

5.2 Shopmobility Fees
To receive a report from the Deputy Town Clerk **E/61/26**

5.3 Chamber Fees
To receive a report from the Deputy Town Clerk **E/62/26**

6. Community Centre Expenditure
To receive a report from the Estates Manager **E/63/26**

7. Derrick Isham allotments
To receive a report from the Estates Manager and Senior Administrator **E/64/26**

8. Seating Survey
To receive a report written by Cllr. Harvey and Cllr. Haydock **E/65/26**

9. Lighting system on Chandos Park Tennis Court **E/66/26**
To receive a request from Buckingham Lawn Tennis Club

10. Lace Hill Sports and Community Centre – Section 106 Funding **E/67/26**
To receive a report from the Town Clerk

11. Flood Resilience Publicity **E/68/26**
To receive a report from the Senior Administrator

12. Letters to Heaven
To receive a report from the Senior Administrator **E/69/26**

13. Action report
To receive the report and note the updated information. **Appendix B**

14. Motion: Cllr. Harvey

As part of the development of the Railway/Scenic walk, I would like to propose the following:

- The Town Council begins to explore the possibility of installing a poetry juke box similar to the one in Derry City whereby visitors can turn a crankshaft to power the equipment and then choose a recorded poem to be played out loud. The poems might be by famous or local poets including young people, read by the poets themselves. This could be funded by the National Lottery or similar body. See: https://www.poetryascommemoration.ie/2023/05/19/new-poetry-jukebox-commemorates-complex-shared-history-in-derrylondonderry/

- The Town Council begins to explore the possibility of installing a wind phone somewhere on the walk. (A Wind Phone is a beautifully simple idea: an old-fashioned telephone, often rotary, placed in a quiet space for reflection. Inspired by the original Wind Phone created by Itaru Sasaki in Ōtsuchi, Japan, in 2010, a disconnected phone booth became a place of comfort for thousands following the 2011 tsunami. Wind Phones offer a gentle invitation to pause, remember, and speak from the heart.) See https://www.mywindphone.com/

- The Town Council begins to explore the possibility of installing a wishing well for people to offer a penny or two in exchange for the chance to have a wish, perhaps commissioned from a local sculptor or artist. The aim would be to make people smile and leave the place with a smidgeon more hope that when they arrived. (https://fountains.com/the-psychology-behind-wishing-wells-origins-myths-why-we-toss-coins/?srsltid=AfmBOopEUvcDI01N102qFYi-7vjRGWt99AffaAuySF4DTYKeQIxViHm6)

The idea being to help make the Railway and Scenic walks more art-supporting, alluring and magical.

15. Motion: Cllr. Haydock

I would like to ask the Estates Manager to look into acquiring a new sign by the viewing platform at the end of the Railway Walk near the old station platform. The sign could explain that this area is a haven for wildlife and the area is managed to maintain and improve the ecology. It might also mention that the brown discoloration is due to rusting of old railway track and is not harmful. Depending on the additional cost of a larger sign, it could also say something about the wildlife you might see from the platform, with photos or illustrations.

16. News releases

17. Chair's announcements – for information only

18. Date of next meeting: Monday 30th November 2026

To Committee Members:

Cllr. T. Allen		Cllr. Ruth Newell
Cllr. F. Davies	Town Mayor	Cllr. L. O'Donoghue
Cllr. L. Draper	Vice Chair	Cllr. R. Poppe
Cllr. J. Harvey		Cllr. A. Schaefer
Cllr. H. Haydock	Chair	Cllr. R. Stuchbury
Cllr. A. Mahi		
Cllr. R. Newall		

Appendix A

Detailed Income & Expenditure by Budget Heading 07/10/2026

Month No: 6 **Committee Report**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation
ENVIRONMENT									
201	Environment EXPENDITURE								
3995	NI Environment	14,937	27,200	12,263		12,263	54.9%		
3996	Pensions ERS Environment	30,444	64,500	34,056		34,056	47.2%		
4004	Salaries environment	134,113	264,500	130,387		130,387	50.7%		
202	Roundabouts INCOME								
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	1,819	3,579	1,760			50.8%		Sponsorship from Oct – Mar only
1057	Roundabout no. 7	1,826	1,826	(0)			100.0%		
202	Roundabouts EXPENDITURE								
4108	Roundabout	847	2,000	1,153	212	941	53.0%		
203	Maintenance EXPENDITURE								
4082	Bourton Road Allotments	0	2,458	2,458		2,458	0.0%		
205	Grounds maintenance EXPENDITURE								
4033	Waste disposal	2,776	6,294	3,518		3,518	44.1%		
4035	Machinery	0	2,973	2,973		2,973	0.0%		
4036	Fuel (Mower)	1,004	1,900	896		896	52.8%		
4037	Sundries	1,676	3,646	1,970	298	1,672	54.2%		
4063	Vehicle hire and running costs	2,722	7,237	4,515		4,515	37.6%		

Appendix A

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation
248	Depot								
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	48	900	852		852	5.3%		
4602	Electricity	530	2,030	1,500		1,500	26.1%		
4603	Water	0	700	700		700	0.0%		
249	C Meadow Toilets/Shopmobility INCOME								
1085	Shopmobility income	80	250	170			32.0%		
249	C Meadow Toilets/Shopmobility EXPENDITURE								
4602	Electricity	0	600	600		600	0.0%		
4603	Water	367	3,500	3,133		3,133	10.5%		
4608	Shopmobility	613	1,000	387		387	61.3%		
4612	Contractor charge	5,403	12,316	6,913		6,913	43.9%		
4709	Maintenance	299	1,500	1,201	68	1,133	24.5%		
250	Lace Hill INCOME								
1026	Lace Hill Community Centre	29,741	41,000	11,259			72.5%		
1027	Solar income	669	1,200	531			55.8%		
250	Lace Hill EXPENDITURE								
4050	Lace Hill playing fields	0	555	555		555	0.0%		
4118	Solar panels	0	400	400		400	0.0%		
4158	Lace Hill gas	770	5,112	4,342		4,342	15.1%		
4159	Lace Hill electricity	(653)	8,000	8,653		8,653	(8.2%)		Refund for 25/26 received
4160	Lace Hill water	0	1,236	1,236		1,236	0.0%		
4161	Lace Hill Repair & Maintenance	4,088	5,066	978	101	877	82.7%		
4162	Lace Hill Planned Maintenance	1,368	8,275	6,907	240	6,667	19.4%		
4164	Lace Hill equipment	525	3,200	2,675	254	2,421	24.3%		
4225	Rates	9,408	10,768	1,360		1,360	87.4%		

Appendix A

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation
251	Chandos Park INCOME								
1030	Bowls income	673	673	0			100.0%		
1035	Tennis Court Rent	0	836	836			0.0%		
251	Chandos Park EXPENDITURE								
4601	Repairs & maintenance fund	6,331	10,431	4,100		4,100	60.7%		
4602	Electricity	152	650	498		498	23.4%		
4603	Water	1,469	5,500	4,031		4,031	26.7%		
4606	Bowls Club Maintenance	1,632	2,342	710	142	568	75.8%		
252	Bourton Park EXPENDITURE								
4601	Repairs & maintenance fund	38,943	54,774	15,831	1,580	14,251	74.0%		
253	Cemeteries INCOME								
1041	Burial fees	16,607	33,500	16,893			49.6%		
1112	Allotments Income	0	650	650			0.0%		
253	Cemeteries EXPENDITURE								
4225	Rates	3,757	3,147	(610)		(610)	119.4%		Bill arrived after precept
4265	Cemetery Maintenance	1,598	8,000	6,402	2,193	4,209	47.4%		
4286	Tingewick Rd Rates	0	4,000	4,000		4,000	0.0%		
4287	Tingewick Rd Electricity	46	1,500	1,454		1,454	3.1%		
4288	Tingewick Rd Water	0	1,000	1,000		1,000	0.0%		
4289	Allotments Water and Maintenance	0	650	650		650	0.0%		
4602	Electricity	119	600	481		481	19.8%		
4617	Memorial testing	0	1,500	1,500		1,500	0.0%		
4619	Cemeteries Development	1,388	6,569	5,181	439	4,742	27.8%		
4620	Expenses for burial duties	3,193	6,250	3,057		3,057	51.1%		
254	Chandos Park toilets EXPENDITURE								
4612	Contractor charge	5,403	12,316	6,913		6,913	43.9%		
4709	Maintenance	1,244	3,500	2,256		2,256	35.5%		

Appendix A

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation
255	Railway Walk & Castle Hill EXPENDITURE								
4709	Maintenance	389	1,180	791		791	32.9%		
256	Storage Premises EXPENDITURE								
4066	Grenville garage rent	347	680	333		333	51.0%		
258	Cemetery Lodge INCOME								
1061	Cemetery Lodge rental income	6,930	12,704	5,774			54.5%		
258	Cemetery Lodge EXPENDITURE								
4034	PWLB repayments inc. interest	2,351	4,702	2,351		2,351	50.0%		
4609	Cemetery Lodge maintenance	1,887	3,400	1,513		1,513	55.5%		
260	CCTV EXPENDITURE								
4100	CCTV maintenance	68	4,600	4,532		4,532	1.5%		
261	Community Centre EXPENDITURE								
4085	Structural repairs	0	17,594	17,594	94	17,500	0.5%		
4091	Chamber	1,027	1,200	173		173	85.6%		
262	Parks General EXPENDITURE								
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	3,819	19,423	15,604	4,299	11,305	41.8%		
4112	Environment Equipment	2,053	11,489	9,436		9,436	17.9%		
4122	Tree works	24,692	59,810	35,118	5,868	29,250	51.1%		
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	128	2,240	2,112		2,112	5.7%		
4280	Machinery Repair / Replace	0	2,500	2,500	7,732	(5,232)	309.3%		EMR

4281	Vehicle Repair / Replace	0	2,500	2,500		2,500	0.0%	
264	Tingewick Road Cemetery EXPENDITURE							
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%	EMR
		(309,702)	**(775,713)**	**(466,011)**				
	Grand Totals:- Income	**68,959**	**106,833**	**37,874**			**64.5%**	
	Expenditure	**378,662**	**882,546**	**503,884**	**62,386**	**441,499**	**50.0%**	
	Net Income over Expenditure	**(309,702)**	**(775,713)**	**(466,011)**				

Appendix A

Buckingham Town Council

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
337	EMR BRIDGE REPAIRS	9,253.21	0.00	9,253.21	0.00
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	4,449.15	2,275.85
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
		255,129.21	**102,574.00**	**13,702.36**	**344,000.85**

E/60/26

Buckingham Town Council

Environment Committee

Monday 12th October 2026.

Contact Officer: Lace Hill Sports and Community Centre Co-Ordinator

Lace Hill Hire Rates

1. Recommendations

1.1. It is recommended that Members agree to retain the 2026/2027 hire rates for the Sports Hall and Committee Room for the 2027/2028 financial year.

1.2. It is recommended that Members agree to continue the "10 for the price of 9" offer as a long-term booking incentive for the 2027/2028 financial year.

1.3. It is recommended that Members agree to increase the pitch hire fees in line with RPI as set out in the existing 10-year pitch hire contracts for the 2027/2028 financial year.

2. Information – Room Hire

2.1. A review of the room hire and pitch hire rates is undertaken each year to comply with the Council's financial regulations.

2.2. Below are the current set of room hire rates for LHSCC:

	Committee Room		Sports Hall	
	Weekday Hrly Rate	Weekend Hrly Rate	Weekday Hrly Rate	Weekend Hrly Rate
Concessions (Junior or Community)	£13.50	£16.50	£15.50	£19.50
Adult or Commercial	£15.50	£21.50	£18.50	£36.00

Book 10 hours/sessions and get 10 for the price of 9.
All Badminton booking to be charged at the weekday concession rate.
Additional charges may apply for Bank Holiday bookings, Christmas, and New Year on a case by case basis.

3. Background

3.1. The market comparison shows that LHSCC is competitive and therefore supports retaining current room hire rates for 2027-2028.

3.2. The 3 venues below are the closest comparison:

Venue	Published price indication	Competitive significance
Buckingham Community Centre	£56 large hall per hr £36 small hall per hr £75 for full venue per hr After midnight costs increase.	Town centre location, good parking facilities, operates for longer hire period. They set up and clear down for all hirers, industrial kitchen. Maximum capacity: Large room – 300 Small room – 50
Embleton Way	£55 weekday per 3hr £75 weekend per 3hr Weekday – 10-week block £450.	Venue states capacity 60
Maids Moreton	£16 per hr private/self-employed £8 per hr residents £32 per hr commercial	Resident subsidy and catering facilities. Evening private parties restricted to residents. Capacity 80

I do not consider that an increase is appropriate and we remain in line with current charges across. There was an increase of £0.50 per hour across the board for the financial year 2026/2027.

4. Sports Pitch Hire Charges

4.1. Buckingham Football Club has a 10-year contract which ends in 2027. There is an agreed fee rise with RPI per annum; for financial year 2027/2028 the increase is 4%.

4.2. Buckingham Football Club had a variation to their original agreement which included them taking over the maintenance and management of both pitches and taking this into account the fees were fixed at £2000.00 until the end of this current contract.

4.3. Tingewick Football Club's contract was renewed with increase with RPI in mind. They have also increased their hire commitment for season as detailed below:

Rates	Casual Booking	Half Permit (15 games)		Full Permit (30 games)	
	Per 2hr session	Pitch Only	Pitch & Changing Rooms	Pitch Only	Pitch & Changing Rooms
Adult (Base)	£105	£1450	£1740	£2899	£3479
Junior (20% discount)	£84	£1160	£1392	£2319	£2783

Period	Buckingham FC		Tingewick FC	
2026/27	2000.00	75 Games	£2025	25 Games
2025/26	2000.00	75 Games	£1159.65	15 Games

E/61/26

Buckingham Town Council

Environment Committee

Monday 12th October 2026

Contact Officer: Deputy 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.

E/62/26

Buckingham Town Council

Environment Committee

Monday 12 October 2026

Contact Officer: Deputy Town Clerk

Council Chamber Hire Rates

1. Recommendations

1.1. It is recommended that Members agree to freeze the Council Chamber hire rates for 2027/2028 financial year

2. Background

2.1. Historically the fees for hiring the chamber have mirrored the hire rates for the Committee Room at LHSCC.

2.2. There is a recommendation that the hire fees at the Committee Room remain the same for the 2027/2028 financial year

3. Current Council Chamber Hire Rates

	Council Chamber	
	Weekday Hourly Rate	Weekend Hourly Rate
Concessions (Junior or Community)	£13.50	£16.50
Adult or Commercial	£15.50	£21.50

E/63/26

Buckingham Town Council

Environment Committee

Monday 12th October 2026.

Contact Officer: Estates Manager

Community Centre Structural Repairs Budget Report

1. Recommendations

1.1. Members agree to note the following report.

2. Background

2.1. At the Environment Committee meeting held on the 27th July 2026 it was agreed:

172/26
Cllr. Stuchbury Proposed, Cllr. Harvey Seconded and Members unanimously AGREED to ask the Estates Manager for a report to be brought to the next Environment committee meeting detailing the structural repairs and their cost carried out over the last 5 years to the community centre and what is planned to be spent in the next fiscal year.

3. Budget Costs

3.1. 2022-2023

A/c Code 4085 Structural repairs **Annual Budget** 7,000

Centre 261 Community Centre
Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance		**0.00**
6	01/09/2022	A073	Purchase Ledger	Comm Centre Survey	7,000.00	
10	31/01/2023	C017	Purchase Ledger	Dado rail for chamber	567.20	
11	10/02/2023	C017	Purchase Ledger	dad rail chamber	567.20	
11	10/02/2023	C018	Purchase Ledger	dad rail chamber	567.20	
11	22/02/2023	M016	Purchase Ledger	roofing work comm centre	1,460.00	
11	22/02/2023	M016	Purchase Ledger	roofing work comm centre	100.00	

Account **Structural repair** **Account Totals** **9,694.40** **567.20**

Centre **Community Centre** **Net Balance Month 12** **9,127.20**

3.2. 2024-2025

A/c Code 4085 Structural repairs **Annual**
Budget 30,390

Centre 261 Community Centre
Committed 2,410

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance		**0.00**
1	03/04/2024	B016	Purchase Ledger	comm centre fire doors	4,995.00	
1	03/04/2024	S008	Purchase Ledger	annual aircon maint 24/25	641.81	
4	01/07/2024	A058	Purchase Ledger	community centre works	6,558.27	
4	10/07/2024	D011	Purchase Ledger	electrical boxes	5.78	
5	31/08/2024	F059	Purchase Ledger	fire risk assesment & report	550.00	
5	31/08/2024	F059	Purchase Ledger	fire risk assesment & report	27.90	
6	12/09/2024	M016	Purchase Ledger	community centre roof repairs	1,380.00	
6	12/09/2024	M016	Purchase Ledger	community centre roof repairs	1,180.00	
7	04/10/2024	M054	Purchase Ledger	cctv survey c meadow	335.00	
9	13/12/2024	M066	Purchase Ledger	boiler	2,560.00	
9	31/12/2024	S025	Purchase Ledger	fire safety signs/logs	22.19	
9	31/12/2024	S025	Purchase Ledger	freight costs	5.33	
10	17/01/2025	M066	Purchase Ledger	valves and expansion vessel	470.00	
11	03/02/2025	O060	Purchase Ledger	alarm system maint	121.00	
12	31/03/2025	1570	Journal	oakpark prepaid	657.85	

Account **Structural repairs** **Account Totals** **18,852.28** **657.85**

Centre **Community Centre** **Net Balance Month 12** **18,194.43**

3.3. 2025-2026

A/c Code 4085 Structural repairs **Annual**
Budget 19,910

Centre 261 Community Centre
Committed 94

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance		**0.00**
1	01/04/2025	1596	Journal	oakpark prepaid	657.85	
3	08/06/2025	B016	Purchase Ledger	SECURITY FIRE DOORS	2,410.00	
5	01/08/2025	A058	Purchase Ledger	3 hr drain down test fire	103.50	
5	01/08/2025	A058	Purchase Ledger	minor alram service	45.00	
6	24/09/2025	B088	Purchase Ledger	training access to work	174.00	
7	28/10/2025	CBP17	Cashbook	suspension of disabled bays	2,926.00	
8	03/11/2025	C039	Purchase Ledger	comm centre flooring	3,706.80	
8	11/11/2025	B016	Purchase Ledger	roof works comm centre	12,597.00	
8	28/11/2025	PARKING	Cashbook	suspension of parking bays	862.40	
9	01/12/2025	A073	Purchase Ledger	roof load assesment	395.00	
9	01/12/2025	C039	Purchase Ledger	wooden flooring for comm centr	3,706.80	
9	02/12/2025	T067	Purchase Ledger	comm centre solar panel prep	1,839.74	
9	02/12/2025	T067	Purchase Ledger	comm centre solar panel prep	1,839.75	

9	04/12/2025	G031	Purchase Ledger	boiler replacement comm centre	2,162.37
10	01/01/2026	B016	Purchase Ledger	roof works comm centre	6,299.00
10	01/01/2026	B016	Purchase Ledger	roof works community centre	6,299.00
10	08/01/2026	B016	Purchase Ledger	roof works community centre	2,196.00
12	31/03/2026	1678	Journal	1/2 boiler replacement cost	1,081.18
12	31/03/2026	1678	Journal	elec connection new cem	20,557.64
12	31/03/2026	1678	Journal	elec connection new cem	704.00

Account	**Structural repairs**	**Account Totals**	**48,220.21**		**22,342.82**
Centre	**Community Centre**	**Net Balance Month 12**	**25,877.39**		

3.4 There are currently no planned structural repairs for the next fiscal year.

E/64/26

Buckingham Town Council

Environment Committee

Monday 12th October 2026.

Contact Officer: Estates Manager and Senior Administrator

The Derrick Isham allotments

1. Recommendations

1.1. Members agree to note the information in the report below.
1.2. Members agree to approve the draft allotment holder agreement and schedule of rules.
1.3. Members to agree to appoint councillors Ruth Newell, Davies, Stuchbury and Haydock to the Allotments steering group which will report back to the Environment committee.
1.4. Members to agree that allotment plots are for the sole use of the residents of Buckingham.

2. Background

2.1. The allotments are hoped to be available from late October 2026. The water has now been connected.

3. Information

3.1. Management – this will be initially carried out by the Town Council with oversight of the steering group the aim to have the management devolved to a newly created allotment association in due course.
3.2. A Key policy to be adopted is that allotments plots are for residents of Buckingham only due to demand for allotment plots and that the allotments are being funded by the Buckingham Parish precept.
3.3. Allotment plots - (figures are subject to final plotting out on site) There will be 40 standard size allotments which will be 125m^2 or ‘5 poles’ which is half of the traditional 10 poles but is common practice to have this size plot to allow for demand and are a more manageable size. There will also be 5 mini-plots available which will be in the region of 75m^2, some of which will be located next to the car park for easy access. There is currently a waiting list of 32 people for plots, and 8 people have said they may be interested in joining the committee.
3.4. Allotment plot holder agreements - attached is a draft plot holders agreement which includes the schedule of rules, over time this will need to be amended and either by the town council via the steering committee.

3.5. Allotment Schedule of Rules - attached to the draft plot holder agreement is the schedule of rule that each plot holder will be signing up to. A list of those rules will displayed on the allotments noticeboard and plot holders will be issued with a new copy each time they renew their annual subscription.

3.6. Derrick Isham Allotment Association - it was previously agreed to set up a steering group to work towards setting up an allotments association this will start once the site is open and it is expected that the town council will work closely with them initially to get this set up and running. Members are referred back to the Three-year development plan agreed at Environment Committee on the 24th November 2025.

YEAR 1 ESTABLISH	**YEAR 2 DEVELOP**	**YEAR 3 HANDOVER**
Site Establishment & Early Engagement • Administrative Setup • Site Preparation • Community Engagement • Budget & Funding	Allotment Association Formation • Association Formation • Financial Planning & Training • Gradual Transfer of Responsibilities	Full Maturation & Handover • Governance Finalisation • Management Agreement • Full Operational Control

3.7. Water – The water used by the allotments will be metered (a separate internal meter has been installed) and these costs will taken from the plot fees income.

Derrick Isham Allotments



Plot lines and areas are indicative only and should not be relied upon as accurate representations of actual boundaries or dimensions.

BUCKINGHAM TOWN COUNCIL
ALLOTMENT TENANCY AGREEMENT
THE DERRICK ISHAM ALLOTMENTS, TINGEWICK ROAD, BUCKINGHAM

THIS AGREEMENT is made the ..... day of ..... 20.....

BETWEEN

(1) BUCKINGHAM TOWN COUNCIL of the Buckingham Centre, Verney Close, Buckingham MK18 1JP ("the Council"); and

(2) ..... ("the Tenant")

of .....

.....

NOW IT IS AGREED as follows.

1. Interpretation

1.1 In this Agreement the following expressions have the following meanings.

1.2 "the Allotment Site" means the Derrick Isham Allotments, Tingewick Road, Buckingham.

1.3 "the Allotment Garden" means the plot let to the Tenant under clause 2.1.

1.4 "Eligible Resident" means a person aged 18 or over whose sole or principal place of residence is within the civil parish of Buckingham, and who has provided the Council with evidence of that residence to the Council's reasonable satisfaction in accordance with clause 2.3.

1.5 "the Rent Day" means 1 April in each year.

1.6 "the Schedule of Rules" means the schedule of rules annexed to this Agreement, as amended by the Council from time to time in accordance with clause 7.2.

1.7 "the Haulage Ways" means the vehicular access roads on the Allotment Site as shown on the Council's allotment plan.

1.8 "the Main Paths" means the principal pedestrian paths on the Allotment Site as shown on the Council's allotment plan, which are maintained by the Council.

1.9 "the Shared Paths" means the paths lying between individual allotment gardens, which are maintained by the adjoining tenants under rule 2 of the Schedule of Rules.

1.10 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.

1.11 Where the Tenant is more than one person, the obligations and liabilities under this Agreement will be the joint and several obligations and liabilities of those persons.

1.12 A reference to a statute or statutory provision includes a reference to that statute or provision as amended, extended or re-enacted from time to time.

2. The Allotment Garden and Eligibility

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

2.2 The Council lets the Allotment Garden to the Tenant on the basis that the Tenant is and remains an Eligible Resident. That requirement, and the provision of evidence under clause 2.3, are conditions of this tenancy.

2.3 The Tenant shall provide the Council with evidence of their sole or principal place of residence:

(a) before the grant of this tenancy; and

(b) on or before each Rent Day thereafter, in accordance with clause 4.

2.4 Acceptable evidence shall be such documents as the Council may specify from time to time, as set out in rule 13 of the Schedule of Rules.

2.5 The Council shall not be obliged to grant this tenancy, or to allow it to continue, until evidence satisfactory to the Council has been provided under clause 2.3.

2.6 No more than one allotment garden may be held per household on the Allotment Site.

3. Tenancy, Rent and Deposit

3.1 The Allotment Garden shall be held on a yearly tenancy from ..... at an annual rent of £..... ("the Rent"). The Rent for the first year of the tenancy is payable in full on the signing of this Agreement, and thereafter the Rent is payable in full to the Council by the Tenant on the Rent Day in each year.

3.2 Not less than twelve months' notice of any increase in the Rent will be given by the Council to the Tenant. Such notice will be given on or

before the Rent Day in one year and the increase will take effect on the Rent Day in the following year.

3.3 The supply of water to the Allotment Site is included in the Rent. No separate charge is made to the Tenant for water.

3.4 No pro rata, part-year or partial-term discount shall apply under this Agreement. Where a tenancy commences part way through a year, the full annual Rent is payable.

3.5 The Tenant shall pay the Council a refundable deposit of **£80.00** in respect of the Allotment Garden on the signing of this Agreement. The deposit shall be held by the Council as security for the Tenant's compliance with the terms of this Agreement.

3.6 The Council may deduct from the deposit any outstanding Rent, charges, or the reasonable cost of remedying any breach of this Agreement, including (but not limited to) clearing the Allotment Garden, removing unauthorised structures or materials, repairing damage, or restoring the Allotment Garden to the condition required under this Agreement.

3.7 Subject to clauses 3.5 and 3.6, the deposit shall be refunded to the Tenant following termination of the tenancy and inspection of the Allotment Garden, provided that the Tenant has complied with the terms of this Agreement and no sums remain outstanding.

4. Annual Rent and Eligibility Confirmation

4.1 This tenancy is a yearly tenancy which shall continue from year to year until terminated in accordance with clause 9.

4.2 Not less than one month before each Rent Day, the Council will send the Tenant an annual notice requiring payment of the Rent for the coming year and current evidence of eligibility under clause 2.3, together with a current copy of the Schedule of Rules.

4.3 If the Rent is not paid, or evidence of eligibility satisfactory to the Council is not provided, by the Rent Day, the Council may exercise its rights under clause 9.

5. Cultivation and Use

5.1 The Tenant shall use the Allotment Garden as an allotment garden within the meaning of section 22(1) of the Allotments Act 1922, that is to say wholly or mainly for the production of vegetable or fruit crops for consumption by the Tenant and their family. The cultivation of flower crops is also permitted.

5.2 The Tenant shall keep the Allotment Garden free of hazards, such as broken glass or scrap metal, reasonably free from weeds and noxious

plants, and in a good state of cultivation and fertility and in good condition.

5.3 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 Tenant and their family.

5.4 The Tenant shall have at least one quarter of the Allotment Garden under cultivation of crops after three months, and at least three quarters of the Allotment Garden under cultivation of crops after twelve months and thereafter.

5.5 The maximum area of the Allotment Garden permitted to be hard landscaped, for example by patio or internal paths, is 20 per cent.

6. Underletting and Authorised Helpers

6.1 The Tenant shall not underlet, assign or part with possession of the Allotment Garden or any part of it.

6.2 The Tenant may authorise one or more named persons to assist in the cultivation of the Allotment Garden, provided that the Tenant notifies the Council in writing of their names. The Tenant remains responsible for the acts and omissions of any such person while they are on the Allotment Site.

6.3 An authorisation under clause 6.2 does not create any tenancy, licence or other interest in the Allotment Garden in favour of the person authorised, and may be withdrawn by the Council on reasonable grounds.

7. Conduct

7.1 The Tenant must comply at all times with all legislation, byelaws and regulations affecting the Allotment Site, and must not use the Allotment Garden for any illegal or immoral purpose.

7.2 The Tenant must comply at all times with the Schedule of Rules as amended from time to time. A copy of the Schedule of Rules current at the date of signing is attached to and forms part of this Agreement, and the current version is displayed on the noticeboard at the Allotment Site. An amendment to the Schedule of Rules takes effect on the Rent Day next following written notice of the amendment to the Tenant, unless the amendment is required by law or on grounds of health or safety, in which case it takes effect on the date stated in the notice.

7.3 The Tenant must not cause, permit or suffer any nuisance or annoyance to any other plot holder or to any neighbouring resident of the Allotment Site, and must conduct themselves appropriately at all times.

7.4 Neither the Tenant nor any person permitted onto the Allotment Site by the Tenant may enter onto another plot, or remove any items from it, without the express permission of the relevant plot holder. The Tenant is responsible for the actions of children and of any other person entering the Allotment Site with their permission.

8. Status of the Allotment Site and Future Use

8.1 The Council holds the freehold of the Allotment Site.

8.2 The Council reserves the right to bring the use of the whole or any part of the Allotment Site as allotments to an end, and to use the land for cemetery or burial purposes, or for any other purpose, at any time in the future, subject to obtaining any consent and any release of covenant required by law.

8.3 Where the Council requires the land for any purpose described in clause 8.2, the tenancy will be terminated by not less than twelve months' notice in writing under clause 9.1(d).

8.5 The Council may transfer or assign its interest as landlord under this Agreement, and the management of the Allotment Site, to an allotment association or other successor body, on giving the Tenant not less than three months' notice in writing. This tenancy shall continue on the same terms following any such transfer, and the deposit, less any proper deductions, will be transferred to the successor body to be held on the same terms.

9. Termination of Tenancy

9.1 The tenancy of the Allotment Garden shall terminate:

(a) automatically on the Rent Day next after the death of the Tenant (or, where the Tenant is more than one person, after the death of the last survivor of them); or

(b) on the day on which the right of the Council to occupy the Allotment Site determines by reason of notice served on the Council in compliance with section 1(1)(b), (c) or (d) of the Allotments Act 1922; or

(c) 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

(d) 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

(e) by the Tenant giving the Council 28 days' notice in writing; or

(f) by re-entry if the Rent is in arrears for not less than 40 days; or

(g) by re-entry if the Tenant is not duly observing the Schedule of Rules or any other condition of this tenancy; or

(h) by re-entry if the Tenant becomes bankrupt or compounds with their creditors.

9.2 Without prejudice to the generality of clause 9.1(g), a failure by the Tenant to remain an Eligible Resident, or to provide evidence of residence satisfactory to the Council under clause 2.3, is a breach of a condition of this tenancy and entitles the Council to re-enter under clause 9.1(g).

9.3 On the termination of the tenancy the Tenant shall return to the Council any property, including keys, made available to them during the tenancy, and shall leave the Allotment Garden in a clean and tidy condition. If in the opinion of the Council the Allotment Garden has not been left in a satisfactory condition, any work carried out by the Council to return it to a satisfactory condition shall be charged to the Tenant under section 4 of the Allotments Act 1950.

10. Change of Name or Contact Details

10.1 The Tenant must inform the Council in writing within 28 days of any change of name, principal address, email address or other contact details.

10.2 A change of principal address may affect the Tenant's eligibility under clause 2. On any change of principal address the Tenant must produce fresh evidence of residence in accordance with clause 2.3 within 28 days, whether or not the Council requests it.

11. Data Protection

11.1 The Council processes the Tenant's personal data to administer this tenancy and to verify eligibility, as part of a task carried out in the public interest under Article 6(1)(e) of the UK General Data Protection Regulation.

11.2 Where the Tenant produces a document as evidence of residence under clause 2.3, the Council will record only the type and date of the document, and the fact and date of the check, and will not retain a copy of the document.

11.3 The Council's privacy notice is available on the Council's website and on request from the Town Council Office.

12. Notices

12.1 Any notice given under this Agreement must be in writing and may be given by email, by delivery by hand, or by post.

12.2 A notice is validly given if sent to the postal or email address most recently notified by the recipient under clause 10, whether or not it is in fact received.

12.3 A notice is treated as served on the day it is delivered by hand or sent by email, or on the next working day where an email is sent after 1600 hours or on a non-working day, or on the second working day after posting.

12.4 A notice given by the Council terminating this tenancy under clause 9 must be sent by post, and also by email where the Tenant has provided an email address.

EXECUTION

Signed on behalf of Buckingham Town Council

Signature: ..... Date .....

Name: .....

Position: .....

Tenant's Declaration

I confirm that I have read, understood and agree to comply with the terms and conditions contained within this Allotment Tenancy Agreement and the accompanying Schedule of Rules.

I declare that my sole or principal place of residence is within the civil parish of Buckingham, and that the information I have provided in support of this tenancy is true and accurate.

I understand that eligibility for this allotment tenancy depends upon my being resident in the civil parish of Buckingham, and that I must produce evidence of that residence on application and each year on or before the Rent Day.

I confirm that no other allotment garden on the Allotment Site is held by a member of my household.

I understand that the Council reserves the right to use the Allotment Site for cemetery or burial purposes, or for any other purpose, in the future, subject to any consent and release of covenant required by law, and that in that event my tenancy may be terminated on not less than twelve months' notice.

I further understand and accept that any breach of this Tenancy Agreement or of the Schedule of Rules may result in enforcement action by the Council, including the termination of my tenancy and the forfeiture of my allotment plot, in accordance with the terms of this Agreement.

Signed by the Tenant

Signature: .....

Name: .....

Address: .....

.....

Plot Number: .....

Date: .....

For Council use only

Evidence of residence produced — type of document:
.....

Date of document: ..... Checked by:
.....

Date checked: ..... Deposit received (£80.00):
.....

SCHEDULE OF RULES

THE DERRICK ISHAM ALLOTMENTS

Conditions of Use

These rules form part of the Allotment Tenancy Agreement and are binding on the Tenant under clause 7.2 of that Agreement.

1. Trees

1.1 The Tenant shall not, without the written consent of the Council, cut or prune any tree, apart from carrying out the recognised pruning practices for fruit trees.

1.2 The Tenant shall not plant any tree other than a dwarf fruiting tree or fruiting bush without the prior consent of the Council.

2. Hedges, Paths and Boundaries

2.1 The Tenant shall keep every hedge that forms part of the boundary of their Allotment Garden properly cut and trimmed, shall keep the Shared Paths adjoining their Allotment Garden trimmed and well maintained up to the nearest half width, shall keep all ditches properly cleansed and maintained, and shall keep in repair any fence, gate or shed on their Allotment Garden.

2.2 The Council will maintain the Main Paths, the Haulage Ways and the hedges surrounding the Allotment Site, and will maintain any plot that is not let.

2.3 The Tenant shall not use barbed wire, razor wire or any similar material for a fence adjoining any path on the Allotment Site.

2.4 The Tenant shall not erect any polytunnel on their Allotment Garden.

2.5 The Main Paths and the Haulage Ways must be kept clear at all times.

2.6 All Shared Paths must be kept to a minimum width of 45 centimetres.

3. Security

3.1 The Tenant shall be issued with a key, code or card to access the Allotment Site either by car or on foot. No replica keys or cards are to be made, and no code shall be passed to anyone other than a person authorised by the Tenant under clause 6.2 of the Agreement.

3.2 The key, code or card is to be used by the Tenant only, or by a person authorised under clause 6.2 of the Agreement.

3.3 The main access gate must be kept closed and locked at all times, including after entering and after leaving the Allotment Site.

4. Inspection

4.1 An officer of the Council, or any person authorised by the Council, may enter any Allotment Garden at any reasonable time to inspect the state of cultivation and the general condition of the plot and of any shed, greenhouse or other structure. Where access is required to the inside of a locked shed, greenhouse or other structure, the Council will give the Tenant not less than 48 hours' notice, except in an emergency under rule 4.2 or on an inspection of animal housing under rule 7.4. The Tenant must give full access to the officer.

4.2 In an emergency, or where there is a risk to health, safety or property, the Council may enter an Allotment Garden without notice.

5. Water and Fires

5.1 The Tenant shall use water responsibly, practise sensible water conservation and use covered water butts on sheds and other buildings.

5.2 The Tenant shall show consideration at all times for other tenants when drawing water from the water points. No hoses or irrigation systems shall be connected to the water troughs at any time. Irrigation systems connected to tenants' own water butts are permitted, provided they do not cause a nuisance.

5.3 To draw water from the trough using portable water containers only.

5.4 The Tenant shall not wash tools, boots, vegetables, or any other items in the water troughs.

5.5 The water supply to the Allotment Site will normally be switched off between 1 November and 31 March each year to protect the water system from frost damage. The Council reserves the right to vary these dates where necessary because of weather conditions, maintenance requirements or operational reasons.

5.6 No fires are permitted on the Allotment Site, including barbecues.

6. Dogs

6.1 The Tenant shall not bring, or cause to be brought, onto the Allotment Site any dog unless it is held on a lead at all times while on the Allotment Site. A dog must not be taken onto any other tenant's allotment garden. Any faeces must be removed by the Tenant and disposed of off site.

7. Animals, Livestock, Hens and Rabbits

7.1 No animals, birds, poultry, bees or livestock of any kind may be kept on the Allotment Garden or elsewhere on the Allotment Site, save only to the limited extent required by rule 7.2. This prohibition includes, without

limitation, cats, pigs, goats, sheep, ducks, geese and cockerels. This rule does not prevent a Tenant from bringing a dog onto the Allotment Site in accordance with rule 6.

7.2 Section 12 of the Allotments Act 1950 entitles a tenant to keep hens (but not cockerels) or rabbits, otherwise than by way of trade or business, notwithstanding any provision to the contrary, and the Council cannot exclude that right. Section 12 does not, however, permit hens or rabbits to be kept in a place or manner that is prejudicial to health or a nuisance, and it does not override any other legislation.

7.3 The Council expects the highest standards of animal welfare. A Tenant who keeps hens or rabbits does so entirely at their own risk and expense, and must comply at all times with rules 7.4 to 7.12. Failure to comply is a breach of a condition of the tenancy, and may be relied on by the Council as evidence that the animals are being kept in a place or manner that is prejudicial to health or a nuisance, which section 12 does not protect.

7.4 The Tenant must obtain the prior written permission of the Council before bringing any hens or rabbits onto the Allotment Site. Application must be made not less than 28 days in advance and must specify the species, the number, and the housing, husbandry and welfare arrangements proposed. The Council will grant permission where the proposed arrangements comply with rules 7.5 to 7.10, and will not withhold permission where they do. The Tenant must not keep any hens or rabbits without permission, or exceed its terms. The Council may inspect the proposed arrangements before granting permission, and the animals, their housing and the records at any reasonable time thereafter.

7.5 The number of hens or rabbits that may be kept is limited to what the plot can hold to the standard of welfare required by these rules while continuing to meet the cultivation requirements of clause 5.4 of the Agreement. Accordingly:

(a) only hens or rabbits may be kept: no cockerels and no other poultry or animal;

(b) the maximum is three hens or three rabbits on a standard plot of about 125 square metres, and two hens or two rabbits on a mini-plot of about 75 square metres; these figures are maxima and confer no entitlement, and the Council may permit a lower number, or none, where a plot cannot accommodate the animals to the required standard;

(c) housing and runs, together with any shed, greenhouse, patio and paths, must not cause the Allotment Garden to fall below the cultivation proportion required by clause 5.4 of the Agreement, nor exceed the hard landscaping limit in clause 5.5;

(d) hens and rabbits may not be kept together on the same plot, and no hen or rabbit may be kept alone; rabbits must be kept in neutered, compatible pairs or groups; and

(e) hens and rabbits may be kept solely for the Tenant's own domestic use, and not for breeding for sale or for any trade or business.

7.6 The Tenant must comply with all legal requirements relating to the keeping of the animals, and in particular must:

(a) register with the Animal and Plant Health Agency as a keeper of birds before bringing any hens onto the Allotment Site, as required by law of all bird keepers in Great Britain, keep that registration current, and notify the Agency of any change within the required period;

(b) comply with the Animal Welfare Act 2006, meeting the animals' needs for a suitable environment, a suitable diet, normal behaviour, appropriate company and protection from pain, suffering, injury and disease, and have regard to the relevant Government welfare codes for the species kept;

(c) comply at their own cost with all disease control and biosecurity requirements, including any avian influenza prevention zone or housing order; and

(d) comply with the law governing the humane killing of animals, which must not take place in view of other plot holders or the public.

7.7 As to housing, welfare and feeding, the Tenant must ensure that:

(a) housing is secure, predator-proof, weatherproof, dry, well ventilated and of ample size, is kept clean and proofed against vermin, is locked at night, and is sited so as not to cause nuisance and not against a shared boundary;

(b) the animals have a secure run, permanently accessible from their housing, large enough for daily exercise and natural behaviour, including dust-bathing, foraging, perching and nesting for hens, and digging, grazing, hiding and gnawing for rabbits;

(c) rabbits have constant access to grass or good quality hay as the main part of their diet, protection from heat, damp and cold, daily checks for flystrike in warmer months, and up-to-date vaccination against myxomatosis and RVHD; and

(d) all animals have constant access to clean water and a sufficient and appropriate diet, no kitchen scraps or catering waste are fed, and all feed is stored in secure, vermin-proof containers.

7.8 The animals must be inspected and cared for at least twice each day, including at weekends and during holidays, and must be left in the care of a competent person during any absence of the Tenant. The Tenant must keep the animals in good health, obtain prompt veterinary treatment where needed, isolate any sick or injured animal without delay, maintain effective parasite and disease control, and must never neglect or abandon the animals.

7.9 The Tenant must ensure that no noise, odour, fly or vermin nuisance is caused to any plot holder or nearby resident, and that manure and soiled bedding are composted or removed so as not to accumulate. Any dead animal must be removed from the Allotment Site promptly and disposed of lawfully; no animal or carcass may be buried anywhere on the Allotment Site.

7.10 The Tenant must keep records of the number of animals kept, of the Agency registration, and of any veterinary and health treatment, and must produce them to the Council on request.

7.11 Where in the opinion of the Council the keeping of hens or rabbits is prejudicial to health, is causing a nuisance, does not comply with rules 7.4 to 7.10, or contravenes any enactment, the Council may by written notice require the Tenant to remedy the matter or to remove the animals from the Allotment Site within the period specified in the notice, and the Tenant must comply.

7.12 The Tenant is responsible for all costs and liabilities arising from the keeping of hens or rabbits, and shall indemnify the Council against any claim arising from it. The Council is not responsible for any loss of, or harm to, the animals. Nothing in this rule permits the keeping of any animal, bird or livestock other than hens or rabbits.

8. Buildings and Structures

8.1 The Tenant shall not erect any building or other structure on the Allotment Garden other than one shed and one greenhouse in accordance with rule 8.6, and housing and a run for hens or rabbits permitted under rule 7. All structures must comply with any planning permission and conditions applying to the Allotment Site.

8.2 Only glass substitutes, such as polycarbonate, may be used in any permitted structure.

8.3 The Tenant shall keep all sheds, greenhouses and other structures in good repair to the satisfaction of the Council.

8.4 Oil, fuel, lubricants and other inflammable liquids shall not be stored in any shed except in an approved container with a maximum capacity of 5 litres, and for use with garden equipment only.

8.5 The Council will not be held responsible for loss by accident, fire or theft, or for damage, arising on or from any Allotment Garden.

8.6 No shed, greenhouse or other structure may be erected, altered, extended, replaced or re-sited without the prior written permission of the Council. The Tenant may apply in writing for permission to erect either one shed with maximum external dimensions of 8 feet by 6 feet, or one greenhouse with maximum external dimensions of 8 feet by 6 feet.

8.7 Permission under rule 8.6 is at the discretion of the Council, acting reasonably, and may be granted subject to conditions, including conditions as to siting, dimensions, materials, construction, height, colour and appearance. The Council will give brief reasons for any refusal. The dimensions stated in rule 8.6 are a maximum and confer no entitlement. The Council will determine whether a structure complies with these rules and with any permission granted.

8.8 Where a structure has been erected without permission, or otherwise than in accordance with the permission granted, or where in the opinion of the Council a structure is unsafe, in disrepair, unsightly, or causes obstruction or nuisance to neighbouring plot holders, the Council may by written notice require the Tenant to alter or remove it. The Tenant must comply within 28 days of the notice. If the Tenant fails to do so, the Council may carry out the work and recover the reasonable cost from the Tenant or from the deposit.

9. General Plot Maintenance

9.1 The Tenant shall not deposit, or allow any other person to deposit, on the Allotment Garden any rubbish, refuse or decaying matter, except manure and compost in such quantities as may reasonably be required for use in cultivation, and shall not 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 use carpets or underlay on the Allotment Garden.

10. Chemicals, Pests, Diseases and Vermin

10.1 Only commercially available products approved for amateur or home garden use in the United Kingdom may be used on the Allotment Garden for the control of pests, diseases or vegetation.

10.2 When using any pesticide, herbicide, fungicide or fertiliser the Tenant must:

(a) keep the product in its original labelled container and apply it strictly in accordance with the manufacturer's instructions, without exceeding the stated application rate;

(b) not apply any spray in windy conditions or where there is a risk of drift onto an adjoining plot, path, hedge, tree or watercourse, and not apply any product outside their own Allotment Garden; and

(c) comply at all times with legislation governing the use of such products.

10.3 The Tenant must not use, store or bring onto the Allotment Site:

(a) any product approved only for professional or agricultural use;

(b) any product that is banned, withdrawn or no longer approved for use in the United Kingdom; or

(c) any rodenticide, except with the prior written consent of the Council.

10.4 All such products must be stored securely in their original containers, in a locked shed, out of the reach of children, and in quantities no greater than are reasonably required for the current season.

10.5 The Council may by written notice require the Tenant to remove from the Allotment Site any product that does not comply with rules 10.1 to 10.4, and the Tenant must comply within seven days.

10.6 The Tenant must report any sighting of, or evidence of, rats or other vermin on the Allotment Site, with the location, to the Council in writing within seven days.

10.7 The Tenant must not leave food waste, animal feed or uncovered compost on the Allotment Garden in a manner likely to attract vermin, and must take reasonable steps to remove any harbourage.

10.8 The Tenant must not lay bait or otherwise attempt to control rats or other vermin themselves without the prior written consent of the Council.

11. Plot Numbers and Signage

11.1 The Tenant will maintain the plot number provided by the Council in good order and ensure that it is visible at all times.

11.2 The Tenant shall not erect any notice or advertisement on the Allotment Site without the prior consent of the Council.

12. Vehicle Access and Parking

12.1 Only the Tenant, or a person authorised under clause 6.2 of the Agreement, shall be permitted to bring a vehicle onto the Allotment

Site. Vehicles must be parked in the designated parking areas shown on the allotment plan and must not obstruct the Haulage Ways at any time.

12.2 Vehicles may be driven only on the Haulage Ways. Driving on any unsurfaced or grassed Haulage Way is permitted only between 1 April and 31 October, and the Council may suspend that permission at any time if it considers ground conditions are unsuitable.

13. Evidence of Residence

13.1 On application, and each year on or before the Rent Day, the Tenant must produce one document from the list below, dated within the previous three months unless otherwise stated, showing the Tenant's name and an address within the civil parish of Buckingham:

(a) a Council Tax bill for the current financial year;

(b) a utility bill for gas, electricity, water or a landline telephone;

(c) a bank or building society statement;

(d) a current tenancy agreement or mortgage statement;

(e) correspondence from HM Revenue and Customs or the Department for Work and Pensions;

End of Schedule of Rules

Report to Buckingham Town Centre Environment Committee on Seating Outside the Town Centre

This report has been prepared by Cllrs Jon Harvey and Heather Haydock, who were asked to consider benches and potential sites for benches in the parks and streets of Buckingham. This complements a survey of seating in the town centre undertaken by the students of Furzedown School and reported in a video at a previous Environment Committee meeting

The report comprises five sections:

1. Streets: Locations of existing benches and sites for potential additional benches
2. Parks: Locations of existing benches and sites for potential additional benches
3. Costs and Funding Options for Additional Benches
4. Draft Seating Principles for Buckingham Town Council
5. Recommendations

1. Street Benches

We surveyed the six main roads from the town centre to the outskirts of Buckingham: Bourton Road, Brackley Road/West Street, London Road; Moreton Road, Stratford Road and Tingewick Road. These are likely to be the main routes for people walking into town and back.

We noted down the What3Words location of each bench and took a photo of it. We also looked to see where additional benches could be placed no more than 50-100 or so metres apart from each other. The guidance from Active Travel England and Age UK is to aim for seating every 50 metres.

Our survey findings are shown in the maps at Appendix 1. A blue circle represents an existing bench, a green triangle shows a site where a bench could be added and a red cross shows a stretch of road where it would be difficult to place a bench. (It would be very difficult to site a bench on Moreton Road between Summerhouse Hill and Highlands Road, and unfortunately that section is on a steep hill.)

In total there are 17 existing benches on these six roads, and 33 further benches would be needed to fill all the gaps (plus the two un-fillable gaps on Moreton Road hill).

The style, materials and comfort levels of street benches varies, with some illustrative examples shown in Appendix 1.

2. Park Benches

We followed a similar process for benches, including picnic benches, in Bourton, Heartlands and Chandos Parks, identifying locations using What3Words and taking photos. There was no need to identify potential sites for additional benches as they can be placed almost anywhere within a park. We would, however, note that it would be best to avoid areas that flood regularly and areas directly under trees where birds perch.

There are 16 benches in Chandos Park, with no >50m gaps between them, so no further benches are needed.

The maps for Bourton Park and Heartlands are shown in Appendix 2.

Buckingham Town Council's **Bourton Park** is well served for benches and we identified only two gaps that could be filled with additional benches or by relocating some of the existing benches; one between the dog walking paddock and Bourton Mill along the riverside, and one to the right of the Holocaust Memorial as you look from the MUGA.

Bourton Park/Heartlands link: the Buckinghamshire Council owned section between the footbridge by the football ground and the start of Bourton Park is poorly served with benches. There is one missing between the football ground and the river and a long stretch with no benches between the newly fitted children's playground and the start of Bourton Park. This area floods regularly, particularly around March Edge, so any benches would need to be well secured and resilient to water damage.

Heartlands Park is reasonably well served for benches alongside the paths that run from the football ground bridge to the town centre and beyond to the skate park, although some gaps have been identified. There are fewer benches, and fewer paths, in the direction of the Edible Woodland and Cricket Ground.

In total we have identified 11 gaps between existing benches that could be filled to improve the accessibility of Bourton and Heartlands Parks. Some of the existing benches are close together and could be relocated to fill gaps, but that still leaves a need for perhaps 7-8 additional benches. This includes a bench near the Edible Woodland in Heartlands Park where there is no access path.

The style, materials and comfort levels of park benches varies widely, even within an individual park, with illustrative examples shown in Appendix 2. There are two memorial benches in Bourton Park and designated 'Happy to Chat' benches in Bourton, Heartlands and Chandos Parks.

3. Costs and Funding Options for Additional Benches

This report has identified the following needs for additional benches outside the town centre in Buckingham, shown as green triangles in the maps at Appendices 1 and 2.

- 33 new street benches
- 7-11 new park benches, depending how many existing benches can be relocated
- 40-44 new benches in total

Milton Keynes City Council has a policy for encouraging commemorative benches and cites the cost of a new bench with a concrete base as £1,250 (Link: https://www.milton-keynes.gov.uk/environment-parks-and-open-spaces/commemorative-benches)

So the approximate cost of installing 40 benches would be around £50k, which is about the same price as one MUGA.

Buckingham Town Council (BTC) manages the land where two of these benches would go – both in Bourton Park where existing benches could be relocated. Therefore the delivery of any BTC Seating Strategy would primarily be through Buckinghamshire Council and is likely to require developer contributions (Section 106 and/or Community Infrastructure Levy (CIL).

Other potential funding sources could include BTC Precept, business sponsorship, family sponsorship (like MK), health funds for frailty support, National Lottery funding or crowd funding.

4. Draft Seating Principles

Some initial thoughts on potential principles for any future Seating Policy to be developed by Buckingham Town Council:

- There should be a bench every 50-100m on all major walking routes into and around town, including footpaths & bridleways.
- Where possible 'spare' land should be used for such benches, with permission of course.
- Where possible and financially feasible, every bench should be close to a streetlight or other light source.
- The benches should be made of recycled or reclaimed materials, be sited on a hard and weed resistant base and need minimal maintenance. Other seating options can be explored including ones which have bicycle racks as well.
- The benches should be seen as part of the Town Council's commitments to active travel, community development, healthy living, addressing loneliness and helping to tackle frailty.

5. Recommendations

Recommendations for Buckingham Town Council’s Environment Committee:

1. Ask the Estates Manager to consider the feasibility of adding or relocating two benches in Bourton Park. (In addition to the memorial bench already planned for a location close to the weir.)
2. Ask the Town Clerk to start a dialogue with Buckinghamshire Council about additional benches in Heartlands and between the football club and Bourton Park.
3. Recommend to the Full Council that we should work actively with Buckinghamshire Council to review existing policies and referral procedures (ours and theirs) to respond to offers of family or business sponsorship of benches.
4. Provide input to the BTC Section 106/CIL working group and look for opportunities to fund additional benches that way. (NB: The TC already has a couple of benches stored at the depot.)
5. Generally make it this Town Council’s policy to work proactively with all our partners to find ways to get more seating in the sites suggested.

6. Ask the Town Clerk to promote and improve existing ways by which members of the public can ask for an additional bench on a road or in a park.

In addition, we would also recommend that this committee (when the time is right)

7. Continue to closely scrutinise project plans for additional benches along the Railway/Scenic Walks when that project reaches the appropriate stage.
8. Review seating options for St Rumbold's nature and recreational areas.

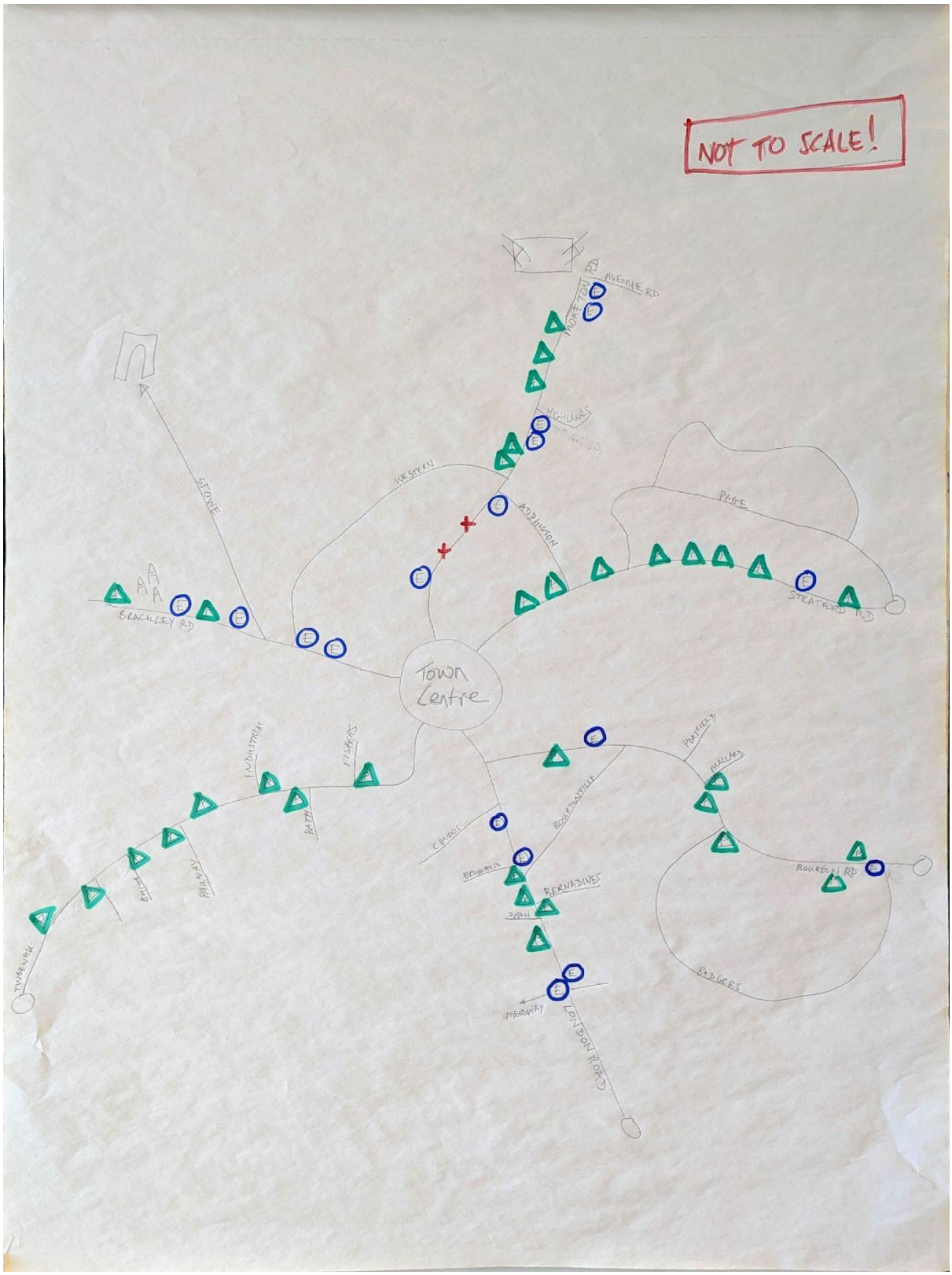
Cllr Heather Haydock & Cllr Jon Harvey

September 2026

E/65/26

Appendix 1: Existing and Potential Sites for Benches on Street

Key: Blue circle = existing bench
Green triangle = potential site for new bench
Red cross = no suitable sites available here



Some illustrative examples of benches in Buckingham's streets



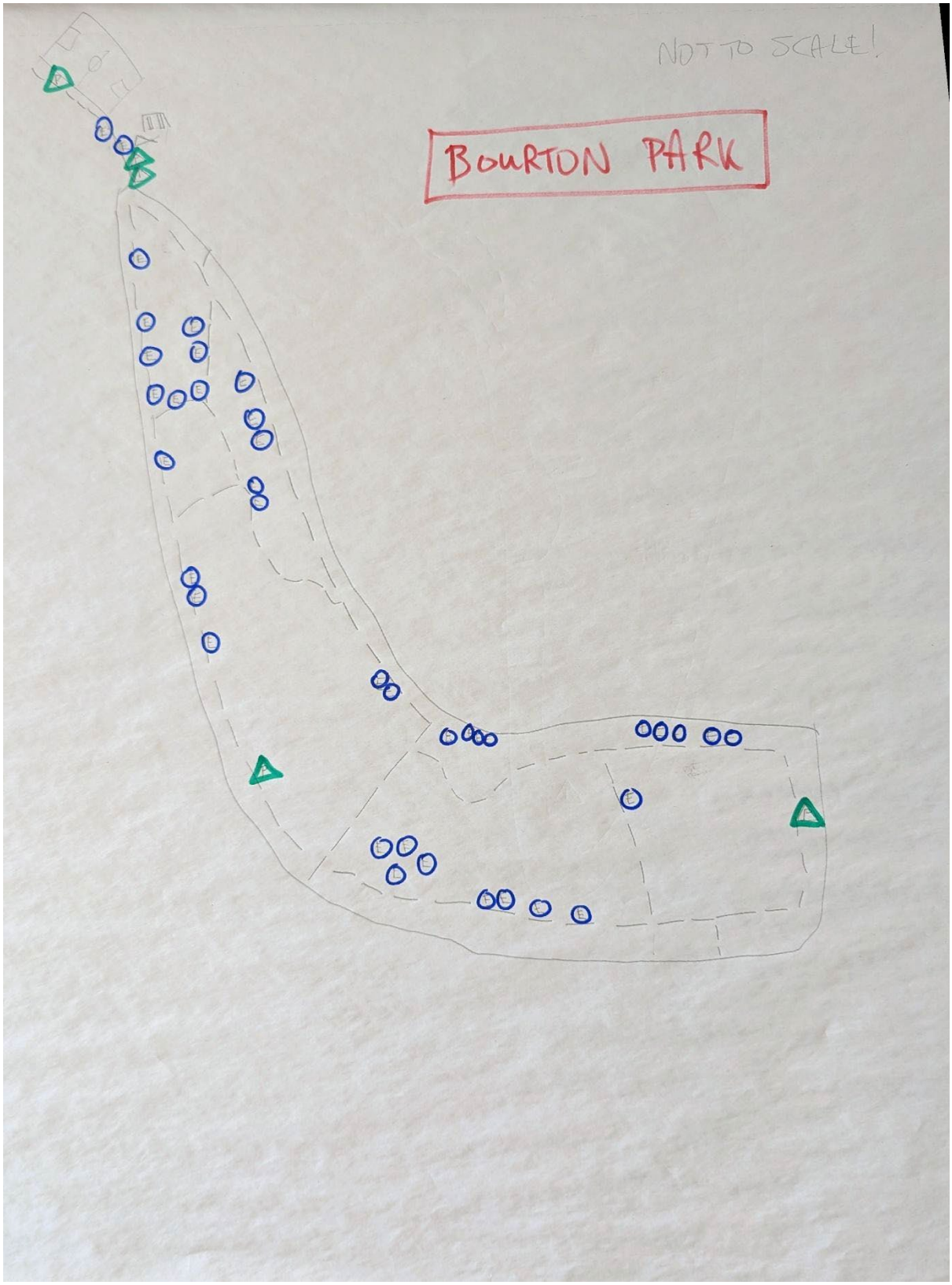




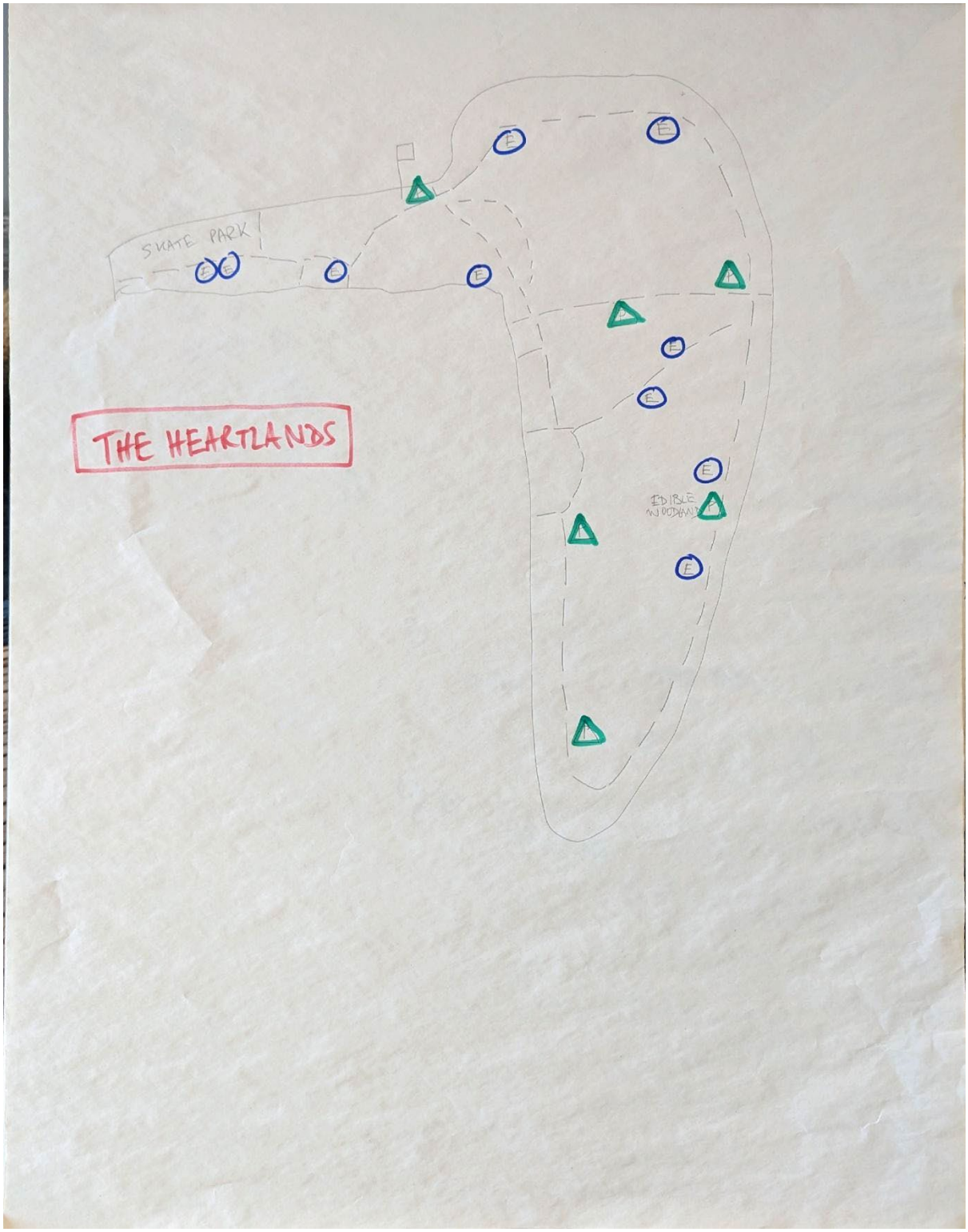


Appendix 2: Existing and Potential Sites for Benches in Parks

Key: Blue circle = existing bench Green triangle = potential site for new or relocated bench



E/65/26



E/65/26

Some illustrative examples of benches in Buckingham's streets









E/66/24

Buckingham Town Council
Environment Committee
Monday 12th October 2026.

Contact Officer: Senior Administrator

Buckingham Lawn Tennis Club, Proposed TWEENER Lighting system to Court 1, Chandos Park.

1. Recommendations

1.1. That Members agree in principle to Buckingham Lawn Tennis Club submitting a planning application for the proposed lighting system to Court 1, having considered the proposal against the Town Council's Dark Skies Policy and the community benefit of improving the existing court lighting, subject to planning permission being obtained and the Town Council's landlord consent being formally documented.

1.2. Authorises the Town Clerk, in consultation with the Chair of the Environment Committee, to issue written landlord consent subject to the following conditions:

- the lighting must be installed in accordance with the specification and lighting information submitted to the Council;
- the lights must be operated manually and only when required for use of the court;
- the lights must not be operated after 10.00pm;
- the lighting for Court 1 must remain individually controllable;
- the Club must obtain all necessary planning permissions and consents before installation;
- requests that the final installation is checked against the approved specification to ensure that the lighting is correctly positioned and adjusted to minimise glare and light spill towards neighbouring properties and
- any material change to the lighting specification, position, orientation or operating arrangements must be referred back to the Town Council for approval.

1.3. Notes that landlord consent does not constitute planning permission and that the planning application will be determined by the relevant planning authority.

2. Information

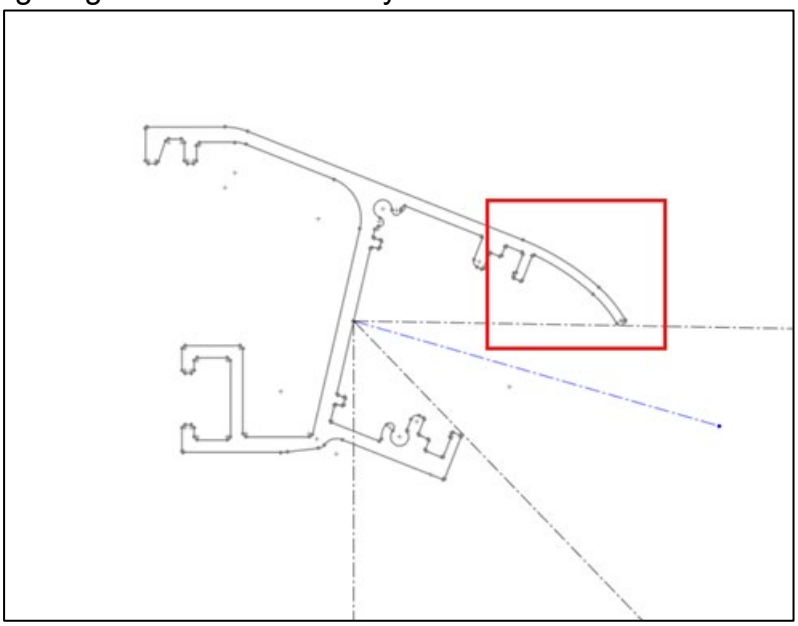
2.1. To consider a request from Buckingham Lawn Tennis Club (BLTC), the leaseholder of the tennis courts and clubhouse at Chandos Park, for the Town Council’s landlord consent to submit a planning application for additional lighting to the side of Court 1.

2.2. The Town Council owns Chandos Park and the tennis courts are leased to BLTC. Under clauses 4.11 and 4.12 of the lease, the Club is required to obtain the Council's written consent before carrying out the proposed works. Any consent can be subject to reasonable conditions.

3. Background

3.1. The Club has provided further information following questions from the Estates Team regarding the specification of the specialist lighting, potential light spill and how the lights would be operated.

3.2. The Club has advised that the proposed fittings are full cut-off, with shielding designed so that the beam does not project above the horizontal or downwards vertically. The information supplied states that the proposed lighting is the TWEENER system.



Cross section of lighting fixture, shielding outlined in red.

3.3. A lighting spillage study dated 21 September 2026 has also been provided. The study models a 35m x 15m outdoor tennis court with the TWEENER system and a mounting height of 2.6m system, rather than the large, high-mounted floodlights normally associated with football pitches. It includes a windbreaker on the back of the TWEENER, stated to provide up to 90% opacity, meaning the shielding is designed to direct light onto the court and minimise light escaping outside the playing area.

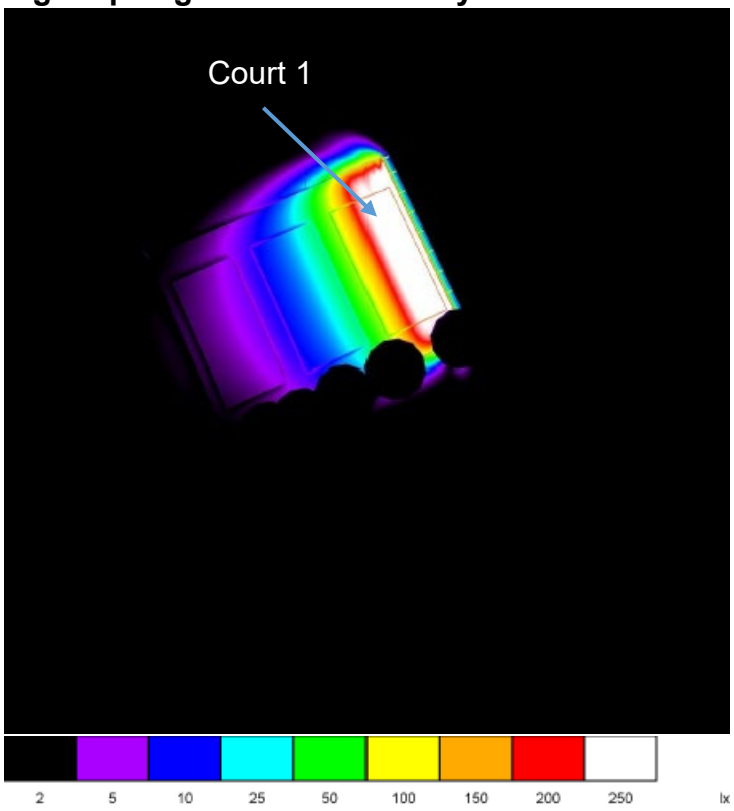
4. Potential impact on neighbouring properties

4.1. The report gives particular consideration to the potential impact of additional lighting on nearby residential accommodation, including Chandos Court.

4.2. The Club has advised that the lighting is directed away from the neighbouring flats and that the calculated light levels on the relevant surface are very low. The submitted study records an average illuminance of 0.24 lux, a minimum of 0.07 lux and a maximum of 1.10 lux on the surface closet to the neighbouring properties.

4.3. For illustrative purposed the average of 0.24 lux is broadly comparable to the amount of light produced by a full moon. The maximum of 1.10 lux is still very low, roughly equivalent to the light level you might experience in a dimly lit outdoor area at night.

Light spillage from Tweener system



4.4. The lighting manufacturer does, however, state that actual results may vary depending on factors including the position and adjustment of the luminaires, tolerances of the lamps, reflection factors and power supply.

5. Dark Skies Policy and Community Benefit

5.1. The proposal has been considered against the Town Council's Dark Skies Policy, adopted by the Environment Committee in April 2026. The policy applies to new lighting proposals on Town Council land and aims to balance safety, accessibility and community use with the protection of dark skies, biodiversity and neighbouring properties.

5.2. The policy states that outdoor lighting should be necessary, carefully directed, no brighter than required and operated only when needed. It also encourages the use of full cut-off or shielded fittings to minimise upward light spill and intrusion into neighbouring properties.

5.3. The proposed lighting would provide a benefit to the local community by improving the quality and usability of the tennis facilities at Chandos Park. The existing lighting arrangement currently provides illumination from the eastern side of the courts only, which limits the effectiveness and quality of lighting across the playing area.

5.4. The proposed system would provide more appropriate and evenly directed lighting to Court 1, allowing the facility to be used more effectively during darker evenings. This would support continued participation in organised tennis, including recreational use, club activities and opportunities for people to remain active during the autumn and winter months.

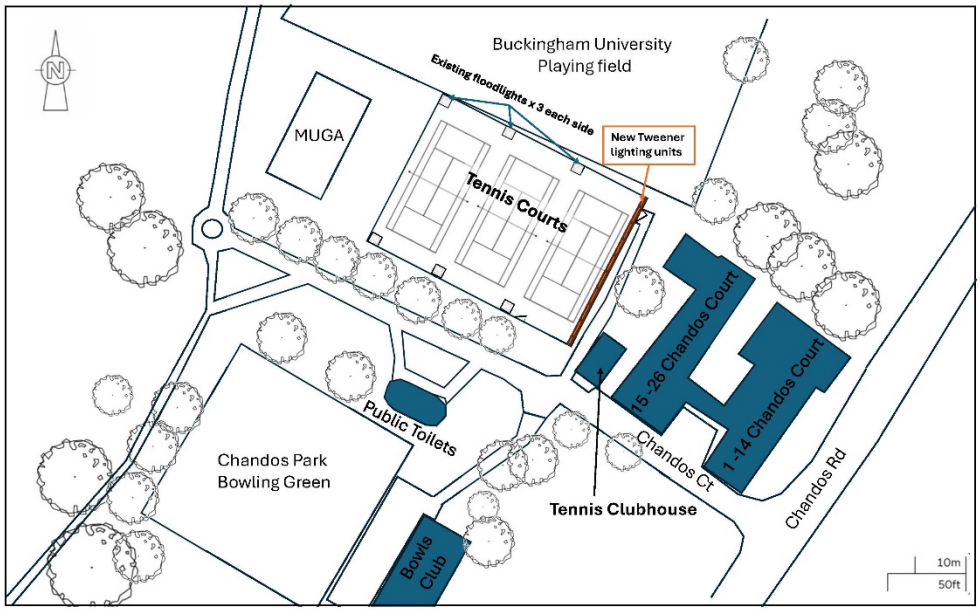
5.5. The Town Council is not currently aware of any complaints from neighbouring properties regarding the existing lighting of the tennis courts. This is noted as part of the Committee's consideration of the potential impact of the proposed improvement on neighbouring residents.

6. Proposed operation

6.1. BLTC has confirmed that:

- the lights would be used only when necessary by players;
- operation would be manual rather than by automatic timers;
- each court would have individually controllable lighting;
- there would be no dimming facility; and
- the lights would not be used later than 10.00pm.

These arrangements are consistent with the Club's existing approach to lighting the courts.



Site/Block Plan Proposed

E/67/26

Buckingham Town Council

Environment Committee

Monday 12th October 2026.

Contact Officer: Town Clerk

Lace Hill Section 106

1. Recommendations

1.1. Members agree that this committee supports a claim to section 106 funding from the site Q allocation, to be used to improve the Lace Hill Sports and Community Centre.

1.2. To agree to support the use of EMR 341 (money set aside for a second door at Lace Hill) to employ a professional company to draft plans for works to improve the energy efficiency, carbon footprint and commercial value of the Lace Hill Sports and Community Centre. These plans will be used to bid for the section 106 funding.

2. Background

2.1. Currently there is a pot of Section 106 money worth circa £1,256,561 which can be used by either Lace Hill Sports and Community Centre or the Swan Pool. It is recommended that BTC moves to quickly secure a significant amount of funding to improve our asset at Lace Hill.

2.2. The Climate Emergency Working Group have already identified that the LH Centre is our least carbon efficient asset. The scope of these works should consider upgrades such as - heat pumps capable of air conditioning, to replace the old gas boilers; improved insulation and sound deadening; wall boarding and protection.

2.3. This is specialist work which requires a professional to plan in order to gain the maximum benefit.

2.4. Should this project go ahead, due to the value of the works it would become a Full Council project.

E/68/26

Buckingham Town Council
Environment Committee
Monday 12th October 2026.

Contact Officer: Town Clerk/ Senior Administrator

Flood Resilience

1. Recommendations

The Environment Committee is asked to:

1.1. Receive this report for information and note the forthcoming Flood Resilience campaign

1.2. To agree the proposed distribution of the flood resilience flyer to streets and areas within Buckingham's flood risk zones, with particular emphasis on reaching new residents who may be unfamiliar with the local flood risk and available resilience measures; and updating our vulnerable resident contacts list as part of our flood plan review.

2. Information

2.1. The flood Resilience Campaign has two main goals:

- To raise awareness among residents in areas of Buckingham that have experienced flooding in the past, and particularly people who may be new to the town and unfamiliar with their local flood risk. This includes students and those in rented properties who may not be briefed by their letting agent.
- To update the vulnerable resident contact list so that the revised flood plan can target those in the most need of help.

2.2. The campaign will use a combination of door-to-door leaflet distribution, website information and social media publicity, supported by local organisations and community partners.

3. Flood resilience flyer communication

3.1. A double-sided flyer has been prepared for distribution to properties in streets and areas of the town that have experienced flooding previously. A copy of the proposed flyer is attached to this report. The main message of the campaign is:

CHECK → SIGN UP → PREPARE

3.2. The flyers will be distributed directly to streets and areas of Buckingham that have experienced flooding in the past.

3.3. Social media publicity will be launched at the same time as, or shortly after, the flyers are delivered.

3.4. The posts will reinforce the key messages contained in the flyer and direct residents to the Council's website for the full flood resilience information.

3.5. It is proposed that the campaign includes several follow-up social media posts over the following weeks.

4. Working with local organisations

4.1. The Council's Community and Business Officer has established contact with the University and the owners of Candleford Court, both of whom have agreed to share the Council's flood resilience publicity with their residents and students. This provides an additional way of reaching people who may be new to Buckingham and therefore unfamiliar with the town's history of flooding or the potential flood risks associated with their location.

4.2. Flood Action 4 Buckingham have also been briefed on the campaign.

NEW TO BUCKINGHAM? COULD YOUR HOME FLOOD?

CHECK → SIGN UP → PREPARE

Flooding doesn't only happen to homes beside a river. Heavy rain can cause surface-water flooding, while rivers, groundwater and drainage systems can also contribute.

A few minutes of preparation now could make a big difference later.

1 CHECK YOUR RISK

Find out whether your home could be affected. Search your postcode using the Government's flood risk checker. Don't rely on the map alone: ask neighbours and consider whether water could run towards your garden or garage.

SCAN → CHECK YOUR RISK

2 SIGN UP FOR WARNINGS

Get free flood warnings by phone, text or email and check the five-day flood forecast. Don't wait until the water is rising.

SCAN → GET FLOOD WARNINGS

3 MAKE A SIMPLE FLOOD PLAN

Take 10 minutes to make a plan:

- Move your car and valuables to safety.
- Protect important documents.
- Plan how to evacuate children, older people and pets.
- Choose an evacuation destination.
- Share the plan with everyone in your household.

SCAN → MAKE A PLAN

4 PROTECT YOUR HOME

Depending on your property, consider appropriate flood protection measures.
Get advice before spending money on flood protection.

SCAN → PREPARE

IF FLOODING IS EXPECTED

DON'T WAIT FOR THE WATER TO ARRIVE.

CHECK

Check the latest flood warnings and forecasts.

PREPARE

Move vehicles, valuables and essential items to safety.

STAY SAFE

Never walk or drive through flood water unless you are certain it is safe. Water can be deeper and faster-moving than it appears.

FOLLOW ADVICE

Take warnings seriously and be prepared to leave if advised.

Driving through flood water can create a wave that floods neighbouring properties or breaches their flood defences. If possible, take another route.



CHECK YOUR INSURANCE

If you've recently moved, check that your buildings and contents insurance includes appropriate flood cover.

If you're in a higher-risk area, finding suitable insurance can sometimes take longer - don't leave it until winter.

Scan the QR code on the right to sign up for Buckingham Town Council's flood notifications to receive important updates and advice when flooding is a risk. Do you have someone vulnerable living in your home? Please let us know so we can better understand where additional support may be needed during a flood.

E/69/26

Buckingham Town Council
Environment Committee
Monday 12th October 2026.

Contact Officer: Senior Administrator

Proposal for a Community Funded ‘Letters to Heaven’ Post Box at Brackley Road Cemetery

1.1. Recommendations

The Environment Committee is recommended to:

1.2. Receive the request from the resident regarding the proposed installation of a community-funded ‘Letters to Heaven’ memorial post box at Brackley Road Cemetery.
1.3. Support the initiative in principle, subject to the conditions set out within this report.
1.4. Allow the resident to seek community crowdfunding and donations towards the purchase of the memorial post box, mounting fixtures and information sign.
1.5. Agree that the final design, specification and installation arrangements must be approved by the Cemetery Manager before installation.
1.6. Agree that the location of the post box will be determined by the Cemetery Manager and must be suitable in terms of accessibility, safety and maintenance of the cemetery.
1.7. Note that the Greenspaces Team will undertake the routine emptying and maintenance of the box as part of their existing weekly cemetery checks, with the contents being handled and disposed of confidentially and respectfully.
1.8. Note that no installation or associated works will take place until funding has been secured, the Cemetery Manager has approved the final design and location, and any necessary installation requirements have been satisfied.

2. Background

2.1. The Greenspaces Team has received a proposal from a resident, made on behalf of the community, for the installation of a ‘Letters to Heaven’ memorial post box within Brackley Road Cemetery.

2.2. The proposed initiative is intended to provide cemetery visitors, particularly bereaved families and children, with a tangible and private way of maintaining a connection with loved ones who have died. Visitors would be able to place letters, birthday cards and personal messages into the box as a form of remembrance.

2.3. The resident advises that similar ‘Letters to Heaven’ initiatives operate at cemeteries and crematoria across the country.

2.4. The proposal is intended to be entirely community-funded. The resident has advised that the post box, mounting fixtures and an information sign would be funded through local community donations, meaning that there would be no initial purchase cost to Buckingham Town Council.

3. Proposed Arrangement

3.1. The proposed arrangements are that the memorial box would:

- Be clearly identified as a ‘Letters to Heaven Memorial Box’ and designed to be visually distinct in colour from a Royal Mail post box.
- Be securely installed in an accessible location within the cemetery by the Greenspaces Team.
- Have its final design, materials, mounting arrangements and appearance agreed with the Cemetery Manager.
- Have its final location determined by the Cemetery Manager, taking into account accessibility, cemetery operations, maintenance requirements and the visual appearance of the site.
- Be securely locked to prevent unauthorised access.
- Be emptied as part of the Council's routine cemetery checks.
- Have letters and cards handled and disposed of confidentially and respectfully by office staff.
- The resident's original proposal suggested that letters would not be opened or read and would instead be securely shredded. The Council would need to determine an appropriate operational procedure for the handling and disposal of the contents.

4. Budget Costs

4.1. The resident has advised that the purchase of the memorial post box, mounting fixtures and explanatory plaque would be funded entirely through community donations.

4.2. Subject to the Committee's approval, the resident would therefore be able to seek community crowdfunding for the initiative.

4.3. There would be expenditure incurred by Buckingham Town Council for the installation of the unit, depending on its final location.

4.4. The ongoing maintenance and emptying of the box would be incorporated into the Greenspaces Team's existing weekly cemetery checks. The office would also undertake the confidential disposal of letters and cards collected from the box.

Appendix B

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.	On agenda	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 liasing 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.		Working Group established.
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.		Completed
11	Environment	72/26 08/06/2026	Christmas tree hole	Deputy Town Clerk to organise repair of Christmas tree hole.		Completed
12	Environment	73/26 08/06/2026	Environment Agency/ Bourton Park riverbank works	Senior Administrator to issue joint press release.		Completed

Appendix B

No.	Committee	Minute No.	Action	Action Required	Update	Deadline
13	Environment	172/26 27/07/2026	Budgets	Estates Manager to bring report detailing the structural repairs and their cost carried out over the last 5 years to the community centre and what is planned to be spent in the next fiscal year.		On agenda
14	Environment	173/26 27/07/2026	Shop Mobility	changes agreed to Registration/Hire Forms and Terms and Conditions		Completed
15	Environment	174/26 27/07/2026	Lace Hill Banners	changes agreed to Lace Hill Banner policy		Completed
16	Environment	175/26 27/07/2026	Railway Walk Group	funding of £3,050 agreed to pay for insurance, purchase of a tool shed and tools		In negotiation with University of Buckingham
17	Environment	176/26 27/07/2026	Cemeteries and Allotments	A steering group for the Derrick Isham Allotments to be raised.		In progress, first site visit on 4 Nov 2026.
18	Environment	177/26 27/07/2026	Happy to Chat benches	Installation of 2 new plaques and replacement of 2 existing plaques		In progress
19	Environment	178/26 27/07/2026	Speed Indicator Device	Greenspaces team to install sign following agreement from Highways		In progress
20	Environment	179/26 27/07/2026	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."		In progress for Spring/Summer 2027.