



# BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, CORNWALLS MEADOW,  
BUCKINGHAM. MK18 1RP

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Town Clerk: Mr. C. P. Wayman

Monday, 22 May 2017

Councillor,

You are summoned to a meeting of the **Environment Committee** of Buckingham Town Council will be held on **Tuesday 30<sup>th</sup> May 2017** at 7pm in the Town Council Chamber, Cornwall's Meadow, Buckingham.

  
Mr. C. P. Wayman  
Town Clerk

Please note that the Environment Committee meeting will be preceded by Public Session lasting for a maximum of 15 minutes, in accordance with Standing Order 3.f.

## AGENDA

### 1. Election of Chair/Chairman

To elect a Chairman of the Committee for 2017-2018

### 2. Election of Vice Chair/Chairman

To elect a Chair/Chairman of the Committee for 2017-2018

### 3. Apologies for Absence

Members are asked to receive and accept apologies from members.

### 4. 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.

### 5. Minutes

To receive the minutes of the Environment Committee meeting held on Monday 3<sup>rd</sup> April 2017 and approved at Full Council on the 8<sup>th</sup> May 2017.

**Copy previously circulated**

### 6. Terms of Reference

To review and agree the terms of reference as agreed at Full Council

**Appendix A**

### 7. Action Report

To receive the report and note the updated information.

**Appendix B**

### 8. Budgets

To receive the latest figures

**Appendix C**

### 9. Festival of Health

Buckingham



Twinned with Mouvaux, France

*Members are reminded to declare any prejudicial interest as soon as it becomes apparent*

**10. HS2 Community Environment Fund**

Committee Members to formulate innovative project suggestions that would be of benefit to the town. Suggestions are to be feedback to the next Resources Committee meeting (minute 969/16 refers). **Appendix D**

**11. Section 106**

Committee Members to discuss and propose Section 106 projects (minute 915/16 refers)

**12. Interpretation Boards**

To receive a verbal update regarding new Interpretation Boards for Bourton Park (x2) and for the canal (x1) – funded by DBG

**13. Cattle Pens**

To receive a verbal update regarding the repainting of AVDC's finger post in the Cattle Pens – funded by DBG

**14. Access Awareness**

**15. Brackley Road Cemetery**

To receive and agree a response to correspondence **Appendix E**

**16. Town Action Commission**

To receive and comment on the Town Action Commission's Action Plan and note the Tree Warden Information **Appendix F**

**17. Chandos Road toilets**

17.1 To note a letter regarding the incident at Chandos Park toilets on the 11<sup>th</sup> February 2017. **Appendix G**

17.2 To receive a verbal report regarding recent issues at Chandos Road toilets **Appendix H**

**18. Lace Hill Sports & Community Centre**

18.1 To receive a verbal update regarding recent incident at Lace Hill Sports & Community Centre

18.2 To receive a written report from the Deputy Town Clerk regarding the Lace Hill Tea & Tots Group **E/05/17**

18.3 To receive a verbal report from the Deputy Town Clerk on Winslow Lions Football Club

**19. News Releases**

**20. Chair's Announcements**

**21. Date of Next Meeting:** Monday 17<sup>th</sup> July 2017.

**To:**

Cllr. Ms. J Bates  
Cllr. T. Bloomfield  
Cllr. P. Collins  
Cllr. Mrs. M. Gateley  
Cllr. J. Harvey  
Cllr. P. Hirons  
Cllr. D. Isham – Vice Chair  
Cllr. A. Mahi - Mayor

Cllr. Ms. R. Newell – Chair  
Cllr. Mrs. L. O'Donoghue  
Cllr. M. Smith  
Cllr. Mrs. C. Strain-Clark  
Cllr. R. Stuchbury



## Buckingham Town Council

### Terms of Reference

**Date Agreed: 06/05/2014**

Reviewed May 2017

**Minute Number: 7/14**

**Prepared by:**

Christopher Wayman

**Version: 2.0**

#### Name

1. The Committee shall be known as the **ENVIRONMENT COMMITTEE**.

#### Membership

2. Membership of the Committee is open to any Councillor who wishes to be a member
  - 2.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
3. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

#### Chairman

4. The Committee shall elect a Chair/Chairman at the first meeting after the Annual Town Council Meeting. The Chair/man's period of office is for one year.
5. The Committee shall elect a Vice-Chair/Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chair/Chairman's period of office is for one year.
6. The Chair/Chairman if present shall Chair the Committee meeting.

#### Conduct of the Meeting

7. All meetings of the Environment Committee shall be convened in accordance with the Town Council's standing orders and current legislation.
8. All business undertaken at the Environment Committee shall be done so in accordance with the Town Council's standing orders and current legislation

#### Area of Operations

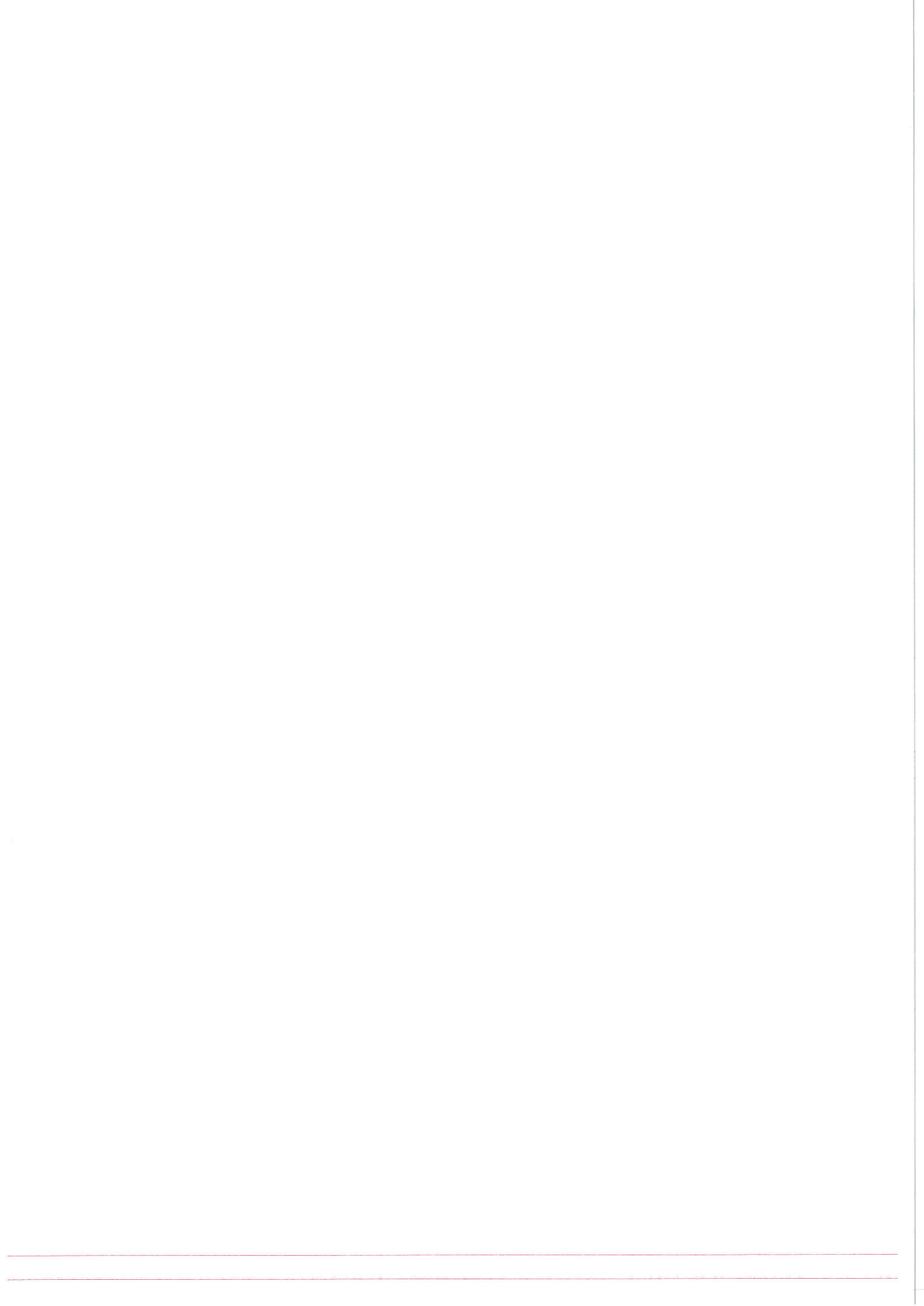
9. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
  - Town Council Property (excluding Office Accommodation)
  - Open Spaces in the Town and surrounding area
  - Community Facilities in the Town and surrounding area
  - Community Services in the Town and surrounding area
10. In addition to the areas of operation above the Environment Committee has the following responsibilities:

- 11.1) Overseeing the management, administration and provision of the following services:
  - Outside services including, parks, cemetery, open spaces and property within these areas
  - Devolved Services
- 11.2) Making recommendations to the Council following any investigation or review of any matter relating to the protection and improvement of Buckingham Town environment
- 11.3) Ensuring the proper maintenance of all street furniture owned by or supplied by the Council, and to recommend the purchase of additional or replacement street furniture where appropriate. In this context, “street furniture” includes waste bins, dog bins, seating and signage.
- 11.4) Managing all aspects of upkeep and maintenance of Brackley Road Cemetery, Chandos Park, Bourton Park, the Ken Tagg play area, Railway Walk, the Circular Walk, Castle Hill, the green at Gawcott and any other land or property acquired by the Council
- 11.5) Liaising with County and District Councils and other relevant agencies on the maintenance of items falling within their remit, including footpaths, pavements, cycle-ways, roads, waterways, horticultural and arboricultural works, play areas, play equipment and areas of open public space.
- 11.6) Making recommendations to the Council following any investigation or review of any matter relating to the purchase, sale or disposal of land or property
- 11.7) Obtaining such professional advice as deemed necessary to ensure the protection of the Council in respect of 11.6 above
- 11.8) Analysing any compulsory purchase proposals and advising the Council accordingly
- 11.9) Ensuring that any works carried out on the Council’s behalf are completed as specified, or otherwise completed to a satisfactory standard
- 11.10) Taking forward any other matters concerning land or property as required by the Council
- 11.11) Making representations to the appropriate authority on matters relating to the provision and maintenance of externally controlled lands and buildings within the town providing leisure facilities for residents and visitors
- 11.12) Making representation with regard to the external services that affect young people, the elderly, unemployed and impoverished citizens
- 11.13) Public Services - acting as the consultee, making representations, participating in and supporting as required all matters relating to
  - community care, social care and health services
  - policing, crime and ASB
  - education

## Further Information

11. The Committee has authority to proceed with all items within its budget, but must refer to full Council when non budgeted expenditure is anticipated.
12. The Committee shall appoint sub committees and working groups as and when it is deemed necessary and shall set out Terms of References for those bodies

13. The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit, and should make recommendations to Full Council regarding its own Terms of Reference.



Minute No	Action Required	Action Taken	Result	Social Value	Officer Effort	Urgency	Total
215/11, 334/11 & 709/14 86.2/16	Discussion Paper – Renewable Energy	Report regarding fuel poverty – Solar panels for Community centre. Issue with testing of roof to be resolved	Oh hold until transfer complete	2	3	2	7
741/11	Chandos Park lime trees	GSM to produce report regarding planting a replacement row of trees as one of the lime trees had to be removed	Writing Park Management plan	1	2	2	5
481/12 & 498.3	BMX Track	Look into possibilities for new BMX track and if it could be included in the Neighbourhood plan	Under S106 for Moreton Road	4	1	3	8
90/15 521/16	Entrance signs for Bourton Park	GSM to install new interpretation boards	On order	2	2	3	7
92/15; 904/15;640/16	Sports Pitch Provision	pursue the area at Verney Park 'triangle' and that funding be sought for the surveys required.	S106 agreed	4	1	2	7
513/16	Bourton Park Tree Works	GSM to survey trees in Bourton Park	Ongoing	2	1	3	6
255/15 91/16	Green Flag Status	Areas to be addressed where the criteria is not currently met, put in an application for Bourton Park.	Working on Park Management Plans	3	1	3	7
839/14, 257/15 90/16	Table Tennis Table Bourton Park	Pricing-being-sought Option C agreed 31/5/16	On order. Base has arrived. Should be installed June	2	3	3	8
261/15 783/16	Access Awareness	Consider suitable sites in Town centre for further benches	2 locations being considered	3	2	2	7
502/15 771/15	Access Awareness	Step from Church Street to Church is a problem for access to church due to high step	BCC asked to undertake work should be done	3	3	3	9

Items not started

ongoing items

completed items

APPENDIX B

522/16	Access-Awareness	Cllr. Strain-Clark to supply photos <del>TC to investigate the cost of improving access to the Community Centre entrance. Similar to the recent work undertaken on the door to the Council Chamber</del>	on next rotation	Completed	3	4	3	40		
630/15	Wild flower planting for bees – Bourton Park	Some small Areas along river bank seeded, plans to be made for 2 small paddocks, cutting regime altered to help wild-flowering plants.	Ongoing	Ongoing	2	3	1	6		
520/16	Bus Shelters	GSM to clarify who owns and maintains the shelter at the Bus Station.			1	3	1	5		
905/15 (831/14 & 93/15)	Devolved/Transferable Land & Chris Nicholls Walk	revisit the potential sites and provide further analysis based on cost, liability per year and social value to the town – a potential list of 3-5 sites	Ongoing	Ongoing	3	1	2	6		
787/16	Lace Hill Community Centre	Hire rates to be reviewed in 6 month (August 2017)			1	4	1	6		
86.4 & 97/16 517/16;642/16; 913/16	Dog bins  Dog Wardens	To locate a new dog waste bin in Mary MacManus Drive Investigate the idea of a poster competition Investigate the cost of installing bag dispensers and improved signage across the parks. Greenspaces Manager to report back on the number of recorded visits to Buckingham from the District's Dog Warden.	On order	On order.	3	3	3	9		
96/16 386/16 783/16 907/16	Michaelmas Cottage	write to resident	On order.	Waiting for an installation date.	1	4	1	6		
644/16	Seenie Walk	<del>Committee agreement to repair fence</del> Members <b>AGREED</b> to carry out an investigation into rights of way along the Railway and Seenie walks.		No current rights of way university indicated they	4	3	4	5		

Items not started

ongoing items

completed items



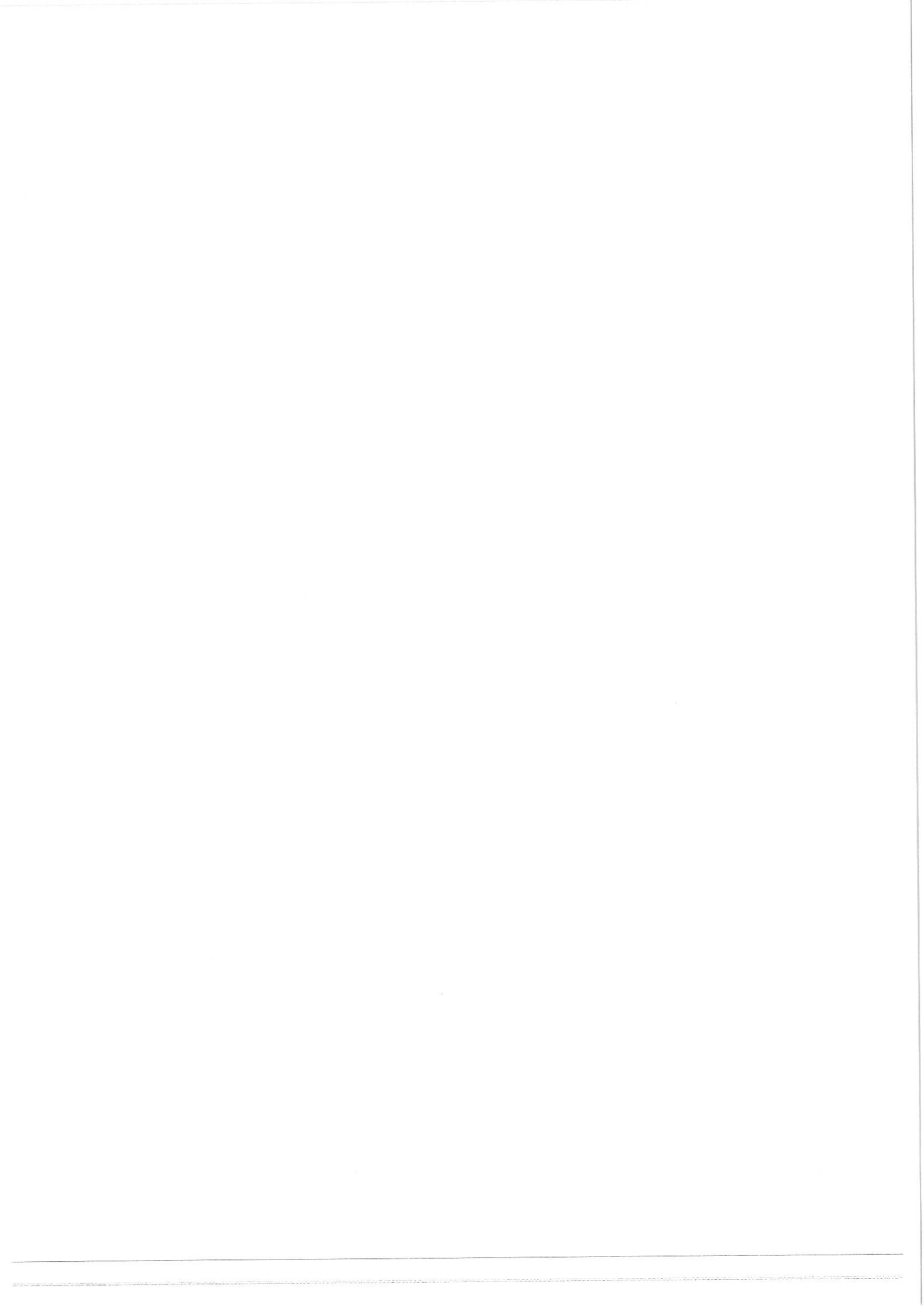
APPENDIX B

			would not allow one				
792/16	CCTV	GSM to produce a report on replacement system including effectiveness of current cameras and indicative costs.	Ongoing. Wish to install CCTV inside and outside Lacey Hill.	2	2	2	6
909/16	War Memorial	Town Clerk to investigate if there were any restrictions to be placed on the maintenance and repair of the War Memorial.	TC confirms there are no restrictions.				

Items not started

ongoing items

completed items



22/05/2017

## Buckingham Town Council

11:36 Detailed Income &amp; Expenditure by Budget Heading 31/05/2017

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## Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>ENVIRONMENT</b>								
<b>201 ENVIRONMENT</b>								
3995	NI ENVIRONMENT	0	798	9,460	8,662		8,662	8.4 %
3996	PENSION ERS ENVIRONMENT	0	2,166	18,800	16,635		16,635	11.5 %
4004	WAGES & SALARIES	0	9,711	120,000	110,289		110,289	8.1 %
4068	COMMUNITY SERVICE	6,000	1,560	6,820	5,260		5,260	22.9 %
4069	GRIT / SALT BINS	0	0	600	600		600	0.0 %
4101	SEATS AND BINS	0	0	1,000	1,000		1,000	0.0 %
4112	ENVIRONMENT EQUIPMENT	5,565	308	6,000	5,692	180	5,512	8.1 %
4118	GREEN WASTE DISPOSAL	371	0	500	500		500	0.0 %
	ENVIRONMENT :- Expenditure	<b>11,936</b>	<b>14,542</b>	<b>163,180</b>	<b>148,638</b>	<b>180</b>	<b>148,458</b>	<b>9.0 %</b>
	<b>Net Expenditure over Income</b>	<b>11,936</b>	<b>14,542</b>	<b>163,180</b>	<b>148,638</b>			
<b>202 ROUNDABOUTS</b>								
4108	ROUNDABOUT	1,622	0	1,700	1,700		1,700	0.0 %
	ROUNDABOUTS :- Expenditure	<b>1,622</b>	<b>0</b>	<b>1,700</b>	<b>1,700</b>	<b>0</b>	<b>1,700</b>	<b>0.0 %</b>
1051	ROUNDABOUT NO 1 OPEN	2,024	2,075	2,075	0			100.0 %
1052	ROUNDABOUT NO 2 ELLA	1,079	1,106	1,580	-474			70.0 %
1053	ROUNDABOUT NO 3	1,771	1,815	1,816	-1			100.0 %
1054	ROUNDABOUT NO 4 R & B	2,258	2,314	2,258	56			102.5 %
1056	ROUNDABOUT NO 6 EUROLANE	2,417	2,465	2,478	-13			99.5 %
1057	ROUNDABOUT NO 7 RING ROAD	1,232	1,257	1,264	-7			99.4 %
	ROUNDABOUTS :- Income	<b>10,781</b>	<b>11,032</b>	<b>11,471</b>	<b>-439</b>			<b>96.2 %</b>
	<b>Net Expenditure over Income</b>	<b>-9,159</b>	<b>-11,032</b>	<b>-9,771</b>	<b>1,261</b>			
<b>203 MAINTENANCE</b>								
4063	VEHICLE HIRE AND RUNNING	6,244	247	5,000	4,753		4,753	4.9 %
4082	ALLOTMENTS	1,500	0	1,500	1,500		1,500	0.0 %
4102	DOG BINS	4,196	0	4,550	4,550		4,550	0.0 %
	MAINTENANCE :- Expenditure	<b>11,940</b>	<b>247</b>	<b>11,050</b>	<b>10,803</b>	<b>0</b>	<b>10,803</b>	<b>2.2 %</b>
	<b>Net Expenditure over Income</b>	<b>11,940</b>	<b>247</b>	<b>11,050</b>	<b>10,803</b>			
<b>204 DEVOLVED SERVICES EXPENSES</b>								
4124	DEVOLVED SERVICES	19,919	1,490	20,500	19,010		19,010	7.3 %
	DEVOLVED SERVICES EXPENSES :- Expenditure	<b>19,919</b>	<b>1,490</b>	<b>20,500</b>	<b>19,010</b>	<b>0</b>	<b>19,010</b>	<b>7.3 %</b>
1017	DEVOLVED SERVICES INCOME	20,353	0	20,500	-20,500			0.0 %
	DEVOLVED SERVICES EXPENSES :- Income	<b>20,353</b>	<b>0</b>	<b>20,500</b>	<b>-20,500</b>			<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>-433</b>	<b>1,490</b>	<b>0</b>	<b>-1,490</b>			

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## Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>248</b>	<b>DEPOT</b>							
4013	EQUIPMENT PURCHASE	2,263	0	400	400		400	0.0 %
4055	ALARM	1,420	0	400	400		400	0.0 %
4225	RATES	4,398	3,868	4,500	632		632	86.0 %
4601	REPAIRS& MAINTENANCE FUND	6,325	275	1,000	725		725	27.5 %
4602	ELECTRICITY	1,138	0	2,500	2,500		2,500	0.0 %
4603	WATER	113	43	1,500	1,457		1,457	2.8 %
	DEPOT :- Expenditure	<b>15,658</b>	<b>4,186</b>	<b>10,300</b>	<b>6,114</b>	<b>0</b>	<b>6,114</b>	<b>40.6 %</b>
	<b>Net Expenditure over Income</b>	<b>15,658</b>	<b>4,186</b>	<b>10,300</b>	<b>6,114</b>			
<b>249</b>	<b>PUBLIC TOILETS</b>							
4074	TOILET CAPITAL	75,407	67,867	150,815	82,948	82,948	0	100.0 %
4225	RATES	0	0	8,000	8,000		8,000	0.0 %
4602	ELECTRICITY	0	0	1,000	1,000		1,000	0.0 %
4603	WATER	0	0	2,500	2,500		2,500	0.0 %
4608	SHOP MOBILITY	0	0	3,900	3,900		3,900	0.0 %
4612	CONTRACTOR CHARGE	0	0	15,000	15,000		15,000	0.0 %
4709	MAINTENANCE	159	0	1,000	1,000		1,000	0.0 %
	PUBLIC TOILETS :- Expenditure	<b>75,566</b>	<b>67,867</b>	<b>182,215</b>	<b>114,348</b>	<b>82,948</b>	<b>31,400</b>	<b>82.8 %</b>
1078	NEW HOMES BONUS	75,407	67,867	0	67,867			0.0 %
	PUBLIC TOILETS :- Income	<b>75,407</b>	<b>67,867</b>	<b>0</b>	<b>67,867</b>			
	<b>Net Expenditure over Income</b>	<b>159</b>	<b>0</b>	<b>182,215</b>	<b>182,215</b>			
<b>250</b>	<b>LACE HILL</b>							
4050	LACE HILL PLAYING FIELDS	7,098	0	13,000	13,000		13,000	0.0 %
4107	PRIDE OF PLACE	0	135	0	-135		-135	0.0 %
4158	LACE HILL GAS	6,667	837	2,500	1,663		1,663	33.5 %
4159	LACE HILL ELECTRICITY	3,849	364	2,500	2,136		2,136	14.6 %
4160	LACE HILL WATER	0	0	2,500	2,500		2,500	0.0 %
4161	LACE HILL REPAIRS & MAINT	6,509	161	10,000	9,839		9,839	1.6 %
4162	LACE HILL CONTRACTOR	8,485	906	10,000	9,094		9,094	9.1 %
4163	LACE HILL ALARM	175	104	500	396		396	20.9 %
4164	LACE HILL EQUIPMENT	15,491	0	10,000	10,000		10,000	0.0 %
4225	RATES	9,692	9,087	9,692	605		605	93.8 %
	LACE HILL :- Expenditure	<b>57,966</b>	<b>11,594</b>	<b>60,692</b>	<b>49,098</b>	<b>0</b>	<b>49,098</b>	<b>19.1 %</b>
1026	LACE HILL COMMUNITY CENTRE	33,665	5,372	25,000	-19,628			21.5 %
	LACE HILL :- Income	<b>33,665</b>	<b>5,372</b>	<b>25,000</b>	<b>-19,628</b>			<b>21.5 %</b>
	<b>Net Expenditure over Income</b>	<b>24,301</b>	<b>6,222</b>	<b>35,692</b>	<b>29,470</b>			

Month No : 1

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>251 CHANDOS PARK</b>							
4106	PLAY AREA MAINTENANCE	119	0	500	500	89	411 17.8 %
4601	REPAIRS& MAINTENANCE FUND	4,627	0	3,000	3,000		3,000 0.0 %
4602	ELECTRICITY	0	0	500	500		500 0.0 %
4603	WATER	1,246	115	1,500	1,385		1,385 7.7 %
4605	HORTICULTURAL CONTRACT	2,881	0	3,000	3,000		3,000 0.0 %
	CHANDOS PARK :- Expenditure	<b>8,874</b>	<b>115</b>	<b>8,500</b>	<b>8,385</b>	<b>89</b>	<b>8,296 2.4 %</b>
1030	BOWLS INCOME	550	0	550	-550		0.0 %
1035	TENNIS COURT RENT	625	0	625	-625		0.0 %
	CHANDOS PARK :- Income	<b>1,175</b>	<b>0</b>	<b>1,175</b>	<b>-1,175</b>		<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>7,699</b>	<b>115</b>	<b>7,325</b>	<b>7,210</b>		
<b>252 BOURTON PARK</b>							
4106	PLAY AREA MAINTENANCE	329	0	500	500	222	278 44.5 %
4122	TREE WORKS	0	0	7,000	7,000		7,000 0.0 %
4601	REPAIRS& MAINTENANCE FUND	6,068	242	9,618	9,376	2,021	7,356 23.5 %
4605	HORTICULTURAL CONTRACT	9,959	0	10,400	10,400		10,400 0.0 %
	BOURTON PARK :- Expenditure	<b>16,356</b>	<b>242</b>	<b>27,518</b>	<b>27,276</b>	<b>2,243</b>	<b>25,033 9.0 %</b>
	<b>Net Expenditure over Income</b>	<b>16,356</b>	<b>242</b>	<b>27,518</b>	<b>27,276</b>		
<b>253 CEMETERY</b>							
4225	RATES	968	101	1,300	1,199		1,199 7.7 %
4601	REPAIRS& MAINTENANCE FUND	2,162	0	3,000	3,000		3,000 0.0 %
4602	ELECTRICITY	471	66	400	334		334 16.6 %
4605	HORTICULTURAL CONTRACT	6,275	0	6,450	6,450		6,450 0.0 %
4617	MEMORIAL TESTING	0	0	2,000	2,000		2,000 0.0 %
4620	EXPENSES RE BURIAL DUTIES	8,478	997	6,500	5,503		5,503 15.3 %
4621	NEW CEMETERY PLANNING	0	0	20,000	20,000		20,000 0.0 %
	CEMETERY :- Expenditure	<b>18,354</b>	<b>1,164</b>	<b>39,650</b>	<b>38,486</b>	<b>0</b>	<b>38,486 2.9 %</b>
1041	BURIAL FEES	17,403	0	12,500	-12,500		0.0 %
	CEMETERY :- Income	<b>17,403</b>	<b>0</b>	<b>12,500</b>	<b>-12,500</b>		<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>951</b>	<b>1,164</b>	<b>27,150</b>	<b>25,986</b>		
<b>254 CHANDOS PARK TOILETS</b>							
4612	CONTRACTOR CHARGE	6,386	0	12,500	12,500		12,500 0.0 %
4709	MAINTENANCE	638	0	1,000	1,000		1,000 0.0 %
	CHANDOS PARK TOILETS :- Expenditure	<b>7,024</b>	<b>0</b>	<b>13,500</b>	<b>13,500</b>	<b>0</b>	<b>13,500 0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>7,024</b>	<b>0</b>	<b>13,500</b>	<b>13,500</b>		

Month No : 1

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>255 RAILWAY WALK &amp; CASTLE HILL</b>							
4120	FRIENDS OF GROUPS	663	0	1,000	1,000	1,000	0.0 %
4122	TREE WORKS	0	0	1,500	1,500	1,500	0.0 %
RAILWAY WALK & CASTLE HILL :- Expenditure		<b>663</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500 0.0 %</b>
<b>Net Expenditure over Income</b>		<b>663</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>		
<b>256 STORAGE PREMISES</b>							
4066	GRENVILLE GARAGE RENT	599	50	650	600	600	7.7 %
4073	COLLEGE FARM	-1,083	0	0	0	0	0.0 %
STORAGE PREMISES :- Expenditure		<b>-485</b>	<b>50</b>	<b>650</b>	<b>600</b>	<b>0</b>	<b>600 7.7 %</b>
<b>Net Expenditure over Income</b>		<b>-485</b>	<b>50</b>	<b>650</b>	<b>600</b>		
<b>257 KEN TAGG PLAYGROUND</b>							
4106	PLAY AREA MAINTENANCE	111	0	500	500	67	433 13.3 %
4122	TREE WORKS	0	0	500	500	500	0.0 %
4123	PLAYGROUND REFURBISHMENT	1,113	0	0	0	0	0.0 %
4605	HORTICULTURAL CONTRACT	223	0	230	230	230	0.0 %
KEN TAGG PLAYGROUND :- Expenditure		<b>1,447</b>	<b>0</b>	<b>1,230</b>	<b>1,230</b>	<b>67</b>	<b>1,163 5.4 %</b>
<b>Net Expenditure over Income</b>		<b>1,447</b>	<b>0</b>	<b>1,230</b>	<b>1,230</b>		
<b>258 CEMETERY LODGE</b>							
4034	PWLB REPAYMANTS INCL	4,702	0	4,702	4,702	4,702	0.0 %
4609	CEMETERY LODGE MAINT	416	0	2,000	2,000	2,000	0.0 %
CEMETERY LODGE :- Expenditure		<b>5,118</b>	<b>0</b>	<b>6,702</b>	<b>6,702</b>	<b>0</b>	<b>6,702 0.0 %</b>
1061	CEMTERY LODGE RENTAL	8,173	858	10,530	-9,672		8.1 %
CEMETERY LODGE :- Income		<b>8,173</b>	<b>858</b>	<b>10,530</b>	<b>-9,672</b>		<b>8.1 %</b>
<b>Net Expenditure over Income</b>		<b>-3,054</b>	<b>-858</b>	<b>-3,828</b>	<b>-2,970</b>		
<b>259 OTTERS BROOK</b>							
4106	PLAY AREA MAINTENANCE	111	0	500	500	67	433 13.3 %
4122	TREE WORKS	125	0	150	150	150	0.0 %
4605	HORTICULTURAL CONTRACT	898	0	915	915	915	0.0 %
OTTERS BROOK :- Expenditure		<b>1,134</b>	<b>0</b>	<b>1,565</b>	<b>1,565</b>	<b>67</b>	<b>1,498 4.3 %</b>
<b>Net Expenditure over Income</b>		<b>1,134</b>	<b>0</b>	<b>1,565</b>	<b>1,565</b>		

Month No : 1

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>260</u> <u>CCTV</u>							
4100 CCTV ONGOING COSTS	450	0	800	800		800	0.0 %
CCTV :- Expenditure	<u>450</u>	<u>0</u>	<u>800</u>	<u>800</u>	<u>0</u>	<u>800</u>	<u>0.0 %</u>
<b>Net Expenditure over Income</b>	<u>450</u>	<u>0</u>	<u>800</u>	<u>800</u>			
ENVIRONMENT :- Expenditure	<b>253,542</b>	<b>101,497</b>	<b>552,252</b>	<b>450,755</b>	<b>85,593</b>	<b>365,161</b>	<b>33.9 %</b>
Income	<b>166,957</b>	<b>85,129</b>	<b>81,176</b>	<b>3,953</b>			<b>104.9 %</b>
<b>Net Expenditure over Income</b>	<u><b>86,585</b></u>	<u><b>16,368</b></u>	<u><b>471,076</b></u>	<u><b>454,708</b></u>			

Month No : 1

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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**EARMARKED RESERVES****901 EARMARKED RESERVES**

9006	SPEED WATCH	0	0	598	598	598	0.0 %
9009	CAPITAL RESERVE	66,453	0	0	0	0	0.0 %
9012	CHRISTMAS LIGHTS	1,285	0	6,753	6,753	6,753	0.0 %
9015	CHARTER FAIRS	803	0	7,000	7,000	7,000	0.0 %
9018	REPAIR OF FOOTPATHS	2,966	0	0	0	0	0.0 %
9025	PLAY AREA REPLACEMENT	0	0	17,121	17,121	17,121	0.0 %
9027	GREEN BUCKINGHAM GROUP	0	0	226	226	226	0.0 %
9029	CIRCULAR WALK MAINT	0	0	5,399	5,399	5,399	0.0 %
9030	TOURISM LEAFLETS	0	0	3,402	3,402	3,402	0.0 %
9032	BUCK NEIGHBOURHOOD DEV	1,200	0	0	0	0	0.0 %
9033	DESTINATION BUCKINGHAM	3,601	-10,000	1,938	11,938	11,938	-516.0
9035	PARKS DEVELOPMENT	35,842	0	4,275	4,275	4,275	0.0 %
9036	ELECTION COSTS	0	0	3,188	3,188	3,188	0.0 %
9038	NEW VEHICLE	13,815	0	0	0	0	0.0 %
9039	BARRIERS FOR EVENTS	409	0	0	0	0	0.0 %
9040	PARK RUN	20	0	132	132	132	0.0 %
9042	HOSTING OF TWINNING EVENT	938	0	0	0	0	0.0 %
9045	ACCESS FOR ALL	13	0	485	485	485	0.0 %
9046	PLANNING DISPLAY EQUIPMENT	0	0	5,242	5,242	5,242	0.0 %
9047	FUTURE EVENTS	335	0	0	0	0	0.0 %
9048	BAG FUND	0	-1,500	1,000	2,500	2,500	-150.0
EARMARKED RESERVES :- Expenditure		<b>127,680</b>	<b>-11,500</b>	<b>56,759</b>	<b>68,259</b>	<b>0</b>	<b>68,259 -20.3 %</b>
<b>Net Expenditure over Income</b>		<b>127,680</b>	<b>-11,500</b>	<b>56,759</b>	<b>68,259</b>		
EARMARKED RESERVES :- Expenditure		<b>127,680</b>	<b>-11,500</b>	<b>56,759</b>	<b>68,259</b>	<b>0</b>	<b>68,259 -20.3 %</b>
Income		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0.0 %</b>
<b>Net Expenditure over Income</b>		<b>127,680</b>	<b>-11,500</b>	<b>56,759</b>	<b>68,259</b>		





# HIGH SPEED TWO PHASE ONE INFORMATION PAPER

## **C12: THE COMMUNITY AND ENVIRONMENT FUND AND BUSINESS AND LOCAL ECONOMY FUND**

This paper outlines information relating to the Community and Environment Fund (CEF) and the Business and Local Economy Fund (BLEF).

It will be of particular interest to those potentially affected by the Government's proposals for high speed rail.

This paper was prepared in relation to the promotion of the Bill for Phase One of the scheme which is now enacted. Although the contents were maintained and updated as considered appropriate during the passage of the Bill (including shortly prior to the enactment of the Bill in February 2017) the contents are now historic and are no longer maintained.

If you have any queries about this paper or about how it might apply to you, please contact the HS2 Helpdesk in the first instance.

**The Helpdesk can be reached at:**

**High Speed Two (HS2) Limited  
One Canada Square London  
E14 5AB**

**by email: [HS2enquiries@hs2.org.uk](mailto:HS2enquiries@hs2.org.uk)**

**or by phone: 020 7944 4908 (lines are open 24 hours)**

**Version 1.7**

**Last update 23<sup>rd</sup> February 2017**

# **C12: THE COMMUNITY AND ENVIRONMENT FUND AND BUSINESS AND LOCAL ECONOMY FUND**

## **1. Introduction**

- 1.1. High Speed Two (HS2) is the Government's proposal for a new, high speed north-south railway. The proposal is being taken forward in two phases: Phase One will connect London with Birmingham and the West Midlands and Phase Two will extend the route to Manchester, Leeds and beyond.
- 1.2. HS2 Ltd is the non-departmental public body responsible for developing and promoting these proposals. The company works to a Development Agreement made with the Secretary of State for Transport.
- 1.3. In November 2013, HS2 Ltd deposited a hybrid Bill<sup>1</sup> with Parliament to seek powers for the construction and operation of Phase One of HS2 (sometimes referred to as 'the Proposed Scheme'). The Bill is the culmination of nearly six years of work, including an Environmental Impact Assessment (EIA), the results of which were reported in an Environmental Statement (ES) submitted alongside the Bill. The Secretary of State has also published draft Environmental Minimum Requirements (EMRs), which set out the environmental and sustainability commitments that will be observed in the construction of the Proposed Scheme.
- 1.4. The Bill is being promoted through Parliament by the Secretary of State for Transport (the 'Promoter'). The Secretary of State will also appoint a body responsible for delivering the Proposed Scheme under the powers granted by the Bill.
- 1.5. This body is known as the 'nominated undertaker'. There may well be more than one nominated undertaker – for example, HS2 Ltd could become the nominated undertaker for the main railway works, while Network Rail could become the nominated undertaker for works to an existing station such as Euston. But whoever they are, all nominated undertakers will be bound by the obligations contained in the Bill and the policies established in the EMRs.
- 1.6. These information papers have been produced to explain the commitments made in the Bill and the EMRs and how they will be applied to the design and construction of the Proposed Scheme. They also provide information about the Proposed Scheme itself, the powers contained in the Bill and how particular decisions about the project have been reached.

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<sup>1</sup>The High Speed Rail (London – West Midlands) Bill, hereafter 'the Bill'.

## 2. Overview

- 2.1. This information paper provides details of the Community and Environment Fund (CEF) and the Business and Local Economy Fund (BLEF), which were announced by the Government in October 2014.
- 2.2. Originally, a total of £30m had been made available for these two funds, exclusive of administration costs. However, in response to the Select Committee's Second special report, published on 22<sup>nd</sup> February 2016, HS2 Ltd and DfT have committed to providing an additional £10 million of funding, making the available total £40 million. The aim of the Funds is to support good quality bids, therefore the drawdown of the full £40 million will depend on enough good quality bids coming forward.
- 2.3. It was also recognised that it would be useful for communities to have an indication of the likely minimum spend they would receive from these funds. On 12<sup>th</sup> October 2016, indicative regional allocations were announced for the two funds. The Phase One route was divided into three broad areas for the purpose of the regional indicative allocations, £15 million allocated for the Central Area, £7.5 million for Greater London area and £7.5 million for the West Midlands area. £10 million will remain unallocated to allow flexibility to fund bids for cross-border or route-wide projects, as well as to fund bids from areas affected by the construction of the Proposed Scheme, but geographically separated from the main route. Please see section 7 for more detail.
- 2.4. These funds are provided in addition to the comprehensive mitigation outlined in the Bill and ES to address the environmental impacts of Phase One. For examples see Information Paper E2: Ecological Impact, and Information Paper E6: Mitigation of Significant Community Effects on Public Open Space and Community Facilities. The ES also sets out wide-ranging measures which will enable local people and businesses to obtain employment and contracts arising from the construction and operation of Phase One. For further information on these measures, see Information Paper G4: Approach to Training and Employment.

## 3. The Community and Environment Fund

- 3.1. The objective of the CEF is:  
*To add benefit over and above committed mitigation and statutory compensation to communities along the route that are demonstrably disrupted by the construction of HS2. The CEF Local will focus on quality of life and environment in individual communities, while the CEF Strategic will focus on large projects across several communities and address strategic rather than purely local concerns. Wherever possible, the CEF fund will leave a sustainable legacy.*
- 3.2. There will be two types of CEF grant. The first is CEF Local, this grant will fund smaller projects (up to a maximum of £75,000 per project) which will benefit quality of life for individual communities. The second is CEF Strategic, these larger grants (from £75,000 up to a maximum of £1 million per project) will provide a legacy by

supporting projects which benefit multiple communities along the Phase One route. These grants may fund projects that cross a number of local authority areas. Both capital and revenue grants will be available. Initiatives the CEF may support might include:

- improved pedestrian, equestrian, or cycle access;
- landscape and nature conservation enhancement projects which increase biodiversity;
- enhancement or replacement of sports and recreational facilities;
- improved access and enhancements to public open space;
- provision of enhanced or new community facilities; and
- refurbishment/re-use of historic buildings and monuments.

- 3.3. Applications for both CEF grants will be invited from community-based voluntary organisations, charitable and not-for-profit bodies, social enterprises, schools and local authorities.

#### **4. The Business and Local Economy Fund**

- 4.1. The objective of the BLEF is:

*To add benefit over and above committed mitigation and statutory compensation to support local economies that are demonstrably disrupted by the construction of HS2.*

- 4.2. Initiatives BLEF may support might include:

- schemes to improve the local public realm, especially in retail and tourist areas;
- improved local cycling and pedestrian access to local economic centres;
- general promotional activity;
- creating and running events that increase footfall or promote business activity during seasonal periods; and
- projects that aim to increase tourist visits to an area.

- 4.3. It will be for local business support organisations, including local authorities, to identify appropriate projects which will help maintain business activity in local communities. Applications will be invited for capital or revenue grants from £10,000 up to a maximum of £1 million.

#### **5. Governance and management of the Funds**

- 5.1. The governance and management arrangements for the fund have been developed following consultation with local authorities, local enterprise partnerships and environmental NGOs.
- 5.2. The management of the funds will be outsourced to an existing grant-management body, which will be selected through a competitive process. This body will lead on the promotion of the funds, and work with bidders and

potential bidders to develop applications. It will finalise the detailed eligibility criteria, which will be agreed by the Secretary of State. It will undertake the assessment of bids against these criteria and will be responsible for making awards under £75,000.

- 5.3. For decisions on grant awards above £75,000, the grant-making body will receive the applications and put these to an independent panel, appointed by HS2 Ltd. Independent members of the Panel will have experience in delivery of successful community-led environmental projects, a track record in providing advice and support to small and medium size businesses and experience of managing local government or third sector grant programmes. The Panel will make recommendations to the Secretary of State on whether applications should be accepted. The final decision will be made by a senior civil servant in the Department for Transport with delegated authority from the Secretary of State. If the value of the grant request exceeds £250,000 or the senior civil servant disagrees with the Panel's recommendation, then the application will be decided by a Minister.
- 5.4. The grant-management body will be responsible for overseeing the payment of grants, and monitoring the progress of successful projects.

## **6. Eligibility for the Fund**

- 6.1. Detailed criteria and guidance for applicants will be finalised by the grant-management body. All applicants will be required to demonstrate that proposed projects will benefit communities or businesses affected by temporary or permanent disturbance, arising from construction works.
- 6.2. Grants will be awarded on the basis of the quality of the projects as opposed to ensuring a parity of distribution of the funds across all the affected communities. However, to ensure the inclusion of projects from affected communities across the length of the route, the grant-management body will support communities to help encourage and develop bids.
- 6.3. In the assessment of applications additional marks will be awarded to eligible projects which will benefit communities which lie within 1km of the route.

## **7. Indicative area allocations**

- 7.1. As described above, the funds have been indicatively allocated on a regional level; £15 million for the Central region, £7.5 million for Greater London and £7.5 million for the West Midlands with £10 million remaining unallocated for cross-boundary, route-wide projects or for bids from areas that are separate from the main route.
- 7.2. The West Midlands area includes Birmingham, Solihull and Coventry. The Central area covers the remainder of the planned HS2 Phase One route (outside Greater London) including, Staffordshire, Warwickshire, Buckinghamshire, Northamptonshire, Oxfordshire and Hertfordshire.

- 7.3. Allocation of funding in this way gives communities a degree of certainty about the level of funding available, while maintaining some flexibility on the allocation of funding. The three defined areas have been developed in this way to attract best quality bids, but reduce the pool of competition that the groups will face in each area. These indicative allocations will be used to guide the decision makers when assessing grant applications.
- 7.4. For communities experiencing demonstrable disruption from construction works which are considered 'off-route,' but are contained within the High Speed Rail Bill, successful projects will receive funding from the unallocated £10 million element of the funds.

## **8. Timing**

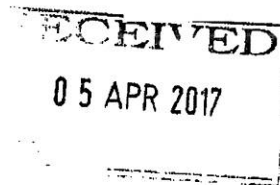
- 8.1. In January 2016, Cathy Elliott, currently Chief Executive of Community Foundations for Lancashire and Merseyside, was appointed as the Independent Panel Chair for the funds.
- 8.2. Cathy will now work with HS2 Ltd and DfT to appoint the other members of the Panel towards the end of 2016.
- 8.3. Once the panel has been established, we will work in collaboration with members to appoint the grant-management body with the aim that detailed guidance for applicants will be published by the end of 2016, in advance of a first call for applications.
- 8.4. The first grants from both funds will be awarded once the Bill has received Royal Assent.
- 8.5. Our expectation is that both the CEF and BLEF grants will need to be fully spent by the end of the first year of operation of Phase One.

## **9. Community Investment Plan**

9.1 In addition, HS2 Ltd is committed to requiring its contractors to participate in a Community Investment Plan (CIP), similar to that which Crossrail has in operation. For example, as part of the Crossrail CIP, a contractor sponsored the refurbishment of the playground area of a local primary school in Camden, and another contractor project-managed the design and installation of a new professional kitchen and utility area for a community centre in south Islington. HS2 Ltd is currently working on the scope of its CIP for inclusion in works instructions, to be ready for the invitation to tender (ITT) process that will begin in 2016.

## **10. Road Safety Fund**

- 10.1. The Government has separately announced a £30 million road safety fund that will be used to make improvements to places along the line of route – for



Town Council Offices  
Buckingham Centre  
Verney Close Buckingham  
MK18 1JP

4/4/2017

Dear Lee Phillips

You will recall that when my Father's grave was opened recently in preparation for the internment of my Mother on 9<sup>th</sup> March 2017, it was discovered that the expected double-depth grave turned out to be only a single depth one. This necessitated a fresh grave to be dug for my Mother nearby and the closing of my Father's grave, along with the re-erection of his headstone. It is acknowledged that this new grave has not been charged for and that everything was done to handle this very unfortunate situation with dignity and kindness.

The ramifications of this situation nevertheless continue to have an effect, as described below.

Once the rules regarding kerb sets was changed post 2007, we delayed our plans to install same until my Mother was also buried, for obvious and practical reasons. Once the the two graves have settled, we still plan to do this, although it is now a question of two kerb sets and an additional headstone. At least then the graves will mirror each other, even though I have to accept that my parents are not buried together.

We have made enquiries regarding a budget estimate for the purchase and installation of the above and of course we expect to meet the costs for my Father's grave. However, there is an additional expense for the works to my Mother's grave of c.£3,400 which would not have arisen had my Father's grave been correctly dug at the time. We feel it is not unreasonable, in the circumstances, to solicit a contribution for this extra cost from the management of the cemetery.

I look forward to reading your comments and remain,



**BUCKINGHAM TOWN ACTION COMMISSION (TAC)**  
**Tree, Hedgerow and Open Spaces Report**  
**Action Plan**

<b>Current – In place and continuing</b>					
<b>No</b>	<b>Action</b>	<b>Timescale</b>	<b>Led By</b>	<b>Summary progress against actions</b>	<b>RAG</b>
<b>C1</b>	Confirm ownership of all open spaces within the Town Council area	End June 2017 <i>then continuous when required</i>	Environment Committee / Estates Manager / AVDC Green Spaces / Other land owners		
<b>C2</b>	Set maintenance priorities and create routine maintenance plans	To be set for each Financial Year	Environment Committee / Estates Manager / AVDC Green Spaces / Other land owners		
<b>C3</b>	Make use of Assets of Community Value designations to provide additional protection to open spaces when ownership is unclear	<i>When Necessary</i>	Environment Committee Action List		

<b>Short Term – New Actions</b>					
<b>No</b>	<b>Action</b>	<b>Timescale</b>	<b>Led By</b>	<b>Summary progress against actions</b>	<b>RAG</b>
<b>S1</b>	a) Contact local schools to create more interest in trees, hedgerows and green spaces b) encourage them to take part in activities and send / share success stories to raise public awareness	End June 2017	Town Clerk		
<b>S2</b>	Create Tree Warden information leaflet(s) and support pack, to include information from AVDC enforcement, Forestry Commission, Wildlife Trust.....; circulate to and train all Tree Wardens	Environment Committee 17/07/2017	Environment Committee / Deputy Town Clerk		





**BUCKINGHAM TOWN ACTION COMMISSION (TAC)**  
 Tree, Hedgerow and Open Spaces Report  
**Action Plan**

Short Term – New Actions						
No	Action	Timescale	Led By	Summary progress against actions	RAG	
<b>S3</b>	Create a Tree Warden Working Group a) Contact interested parties, identified through TAC survey; and existing tree wardens to determine availability & areas of preference to cover b) Determine training requirements and support needs c) Organise wardens according to location / availability Hold regular meetings & provide support to tree warden volunteers	a & b - June 2017 c & d - September 2017	Existing Tree Wardens / Environment Committee / Planning Committee			
<b>S4</b>	Include outstanding trees in "Town Trails" leaflet	End July 2017	Buckingham Society / Tree Warden Working Group			
<b>S5</b>	Raise public awareness by publicising relevant information / leaflets on website, local forums, noticeboards etc... including links to relevant websites such as check-a-trade, trust a trader etc.	End August 2017 and Ongoing	Deputy Town Clerk			
<b>S6</b>	Produce information for property owners detailing their legal responsibilities under the planning system ( <i>utilise expected Tree Charter</i> )	End August 2017	Planning Committee Estates Manager			
<b>S7</b>	Organise an annual clean up event for green and open spaces, ( <i>coordinate with River Rinse</i> )	October 2017	Town Centre & Events Committee			
<b>S8</b>	Encourage Conservation Groups to hold "information sessions" and invite people to visit areas and learn about conservation, and promote important areas of town	October 2017 and Ongoing	Conservation Groups / Environment Committee			



**BUCKINGHAM TOWN ACTION COMMISSION (TAC)**  
Tree, Hedgerow and Open Spaces Report

**Action Plan**

Long Term - Ongoing Solutions			
No	Action	Timescale	Led By
L1	Create an arboreal, hedgerow and open space management plan, based on Vision and Design Statements	With Neighbourhood Plan	Environment Committee Planning Committee
L2	Identify ownership of all trees within the Town Council area <i>If possible, utilise previously available AVDC database of trees</i>	Ongoing	Environment Committee / Estates Manager / AVDC Green Spaces / Other land owners
L3	Identify ownership of all <u>planned</u> open spaces, tree or hedgerow developments	Each Planning Committee	Planning Committee
L4	Extend and complete the existing network of footpaths and embryonic linear parks, in conjunction with local authorities and community groups	When Possible	Planning Committee
L5	Provide advice to property owners: a) Give advice where possible, and when appropriate, regarding tree maintenance and planting b) provide information leaflets ( <i>upload and make available leaflets from actions S2 &amp; S6 when completed</i> )	a) Ongoing b) When actions S2 & S6 available	Tree Warden Working Group / All
L6	Encourage more tree wardens	Ongoing	Environment Committee / Tree Warden Working Group
L7	Encourage residents and local organisations to take ownership of maintenance	Ongoing	Environment Committee / Tree Warden Working Group
L8	Pay greater attention to boundaries when examining planning applications, particularly if boundaries contain trees and hedgerows making sure these are protected as far as possible <i>Consider requesting root protection zones, Tree Protection Orders, fenced off protection areas as standard when considering planning applications</i>	Each Planning Committee	Planning Committee

In addition to the Conservation Groups already in existence, Buckingham has an abundance of valuable green spaces that would benefit from the protection and input that Tree Wardens provide:

#### **Chandos Park**

Within easy walking distance of the town centre, Chandos Park provides the ideal setting for a picnic overlooking the River Great Ouse.

#### **Bourton Park (and Stratford Fields)**

A large recreational area with footpaths, playgrounds, a MUGA (Multi-Use Games Area), picnic sites, special dog exercising areas and a Trim Trail.

#### **River Great Ouse**

The River Great Ouse attractively winds its way through the centre of Buckingham and is flagged by plenty of green spaces, including Chandos Park, Heartlands, Stratford Fields and Bourton Park.

#### **Circular Walk**

Follow the circular walk from either Bourton or Chandos Park around the town perimeter, taking in the University, the River Great Ouse and the site of the old railway.

There are also valuable play areas and open spaces including **Ken Tagg Play Area** in Meadway, **Lace Hill Play Area** in Catchpin Street and **Otters Brook Play Area** which has recently been redeveloped with a zip wire, swings and other play equipment with some open space.



#### **Tree Warden Commitment**

A Tree Wardens commitment and expertise regarding trees and the environment are encouraged through:

- Training and workshops
- Field visits evening meetings
- Regular information on tree matters and grant sources
- Special Training Day and Information pack for all new tree wardens

The amount of time you will spend being a Tree Warden will vary depending on the time you have available – essentially as much, or as little, as you like.

**Interested? If you would like more information, or know someone who may be interested and would like further details please contact:**

Cllr Ruth Newell  
Buckingham Town Council  
Tel: 01280 816 426  
Email: [office@buckingham-tc.gov.uk](mailto:office@buckingham-tc.gov.uk)

# Interested in becoming a Tree Warden in Buckingham?



## What is a Tree Warden?

Tree Wardens are volunteers, appointed by parish councils or other community organisations, who gather information about their local trees, get involved in local tree matters and encourage local practical projects related to the trees and woods



## The Tree Council's Tree Warden Scheme

The Tree Warden Scheme is a national initiative to enable people to play an active role in conserving and enhancing their local trees and woods.

Tree Wardens are volunteers, appointed by parish councils or other community organisations, who gather information about their local trees, get involved in local tree matters and encourage local practical projects related to the trees and woods.

Nationally, Tree Wardens devote nearly two million volunteer hours a year to trees – time worth about £13 million!

## The Buckingham Tree Warden Scheme

gives local people who feel that trees matter an opportunity to:

- Champion the local trees and generate new tree related schemes
- Plant and care for trees and hedgerows
- Carry out woodland management
- Set up tree nurseries using seeds collected locally
- Survey and gather information about trees
- Provide early warning of threats, disease, decay or vandalism
- Involve their neighbours in tree projects and be a point of contact in the community, to answer tree related questions
- Meet like-minded local people and get involved in training and field trips
- Get involved in local initiatives such as awareness raising sessions or clear up campaigns
- Join (or form!) conservation groups
- Spearhead Tree Council initiatives, such as its Hedge Tree Campaign, to reverse the decline of trees in hedges



## What happens in Buckingham?

In addition to the parks and green spaces managed by Buckingham Town Council, Buckingham has a number of conservation groups, supported by Tree Wardens, that are heavily involved in looking after important areas of the town.

### Buckingham Railway Walk Conservation Group

A Wildlife conservation group maintaining a wildlife corridor along the western end of Buckingham.

### Maids Moreton Avenue Conservation Group

A residents' group looking after Maids Moreton Avenue, which is in a conservation area, that organises activities such as planting, surveys, bird and bat boxes, bug hotels and activities for children.

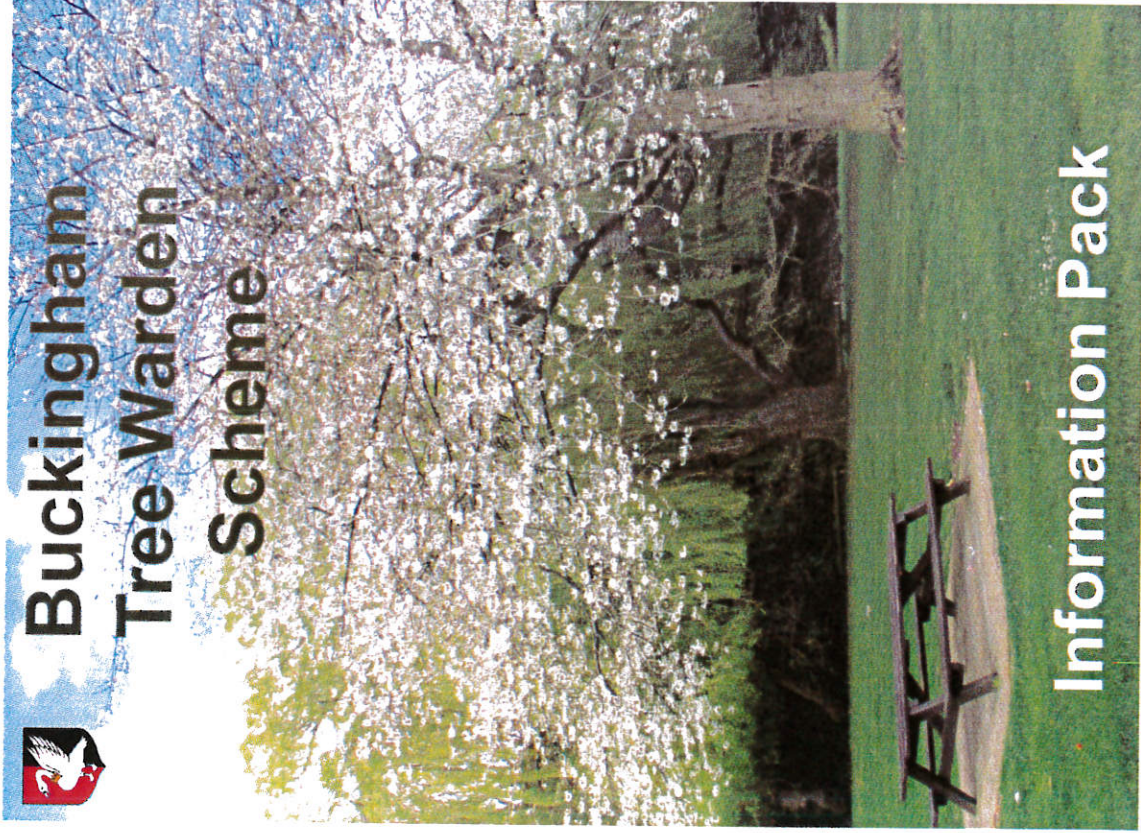
### Buckingham Canal Society (BCS)

BCS would like to see the canal reopened and seek to restore canal heritage for future generations

### Buckingham Society

Made up of volunteers who care passionately about Buckingham's surroundings, who campaign to enhance and improve the town.

It is our aim to support the setup of new conservation groups to cover other areas of Buckingham.



### What is a Tree Warden?

Tree Wardens are volunteers, appointed by parish councils or other community organisations, who gather information about their local trees, get involved in local tree matters and encourage local practical projects related to the trees and woods.

The **Buckingham Tree Warden Scheme** gives local people who feel that trees matter an opportunity to:

- Champion the local trees and generate new tree related schemes
- Plant and care for trees and hedgerows
- Carry out woodland management
- Set up tree nurseries using seeds collected locally
- Survey and gather information about trees
- Provide early warning of threats, disease, decay or vandalism
- Involve neighbours in tree projects and be a point of contact in the community, to answer tree related questions
- Meet like-minded local people and get involved in training and field trips
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- Spearhead Tree Council initiatives, such as its Hedge Tree Campaign, to reverse the decline of trees in hedges



### What does a tree warden do?

#### Propagating trees:

- Growing trees for community sites in the Town
- Setting up tree nurseries
- Trying to involve the Community

#### Planting and caring for trees and woodlands:

- Advice to landowners about woodlands, hedges or trees
- Importance of aftercare
- Involving schools and communities

#### Surveying:

- Local records of trees of local interest
- Contribute to the Ancient tree Inventory - [www.ancient-tree-hunt.org.uk](http://www.ancient-tree-hunt.org.uk)

#### Raising awareness and campaigns:

- Events and Campaigns – Green Monuments, Hedge Trees
- Trees and the law

#### Being the eyes and the ears in the Town:

- Spot incidents of vandalism, diseases, damage, illegal removal of trees in particular trees covered by Tree Protection Orders
- Reporting these incidents to the relevant landowner so that action can be taken as necessary.

#### Other activities:

- Taking up a new hobby or combining being a tree warden with an existing hobby such as photography, running, cycling or hiking

### Data Collection

To build up a picture of the local treescape, how it was evolved and factors affecting it, can help the work of the tree warden and form a useful database for the local community. It may well be possible to support projects which are happening district-wide.

#### Possibilities include:

- collecting a local reference database of information sources, grant aid, reputable tree surgery contractors, tree contacts etc.;
- researching and recording the history of local trees and woodlands;
- building up records of Tree Preservation Orders, landmark trees, Conservation Areas,
- Planting schemes and undertaking recording projects of hedges, woodland or landmark and veteran trees; and undertaking photographic surveys.



Buckingham Town Council may be able to tell you of any:

- ecological surveys done in the area – tree, hedge or historic (or you may wish to conduct your own);
- recent or planned planting;
- designations in your area – such as Common Land, Site of Scientific Interest (SSSI), Site of Nature Conservation Importance (SNCI), Notable Road Verge (NRV) or Scheduled Ancient Monument (SAM); and
- Conservation Area boundaries

## Do's and Don'ts

This is not intended to be unnecessarily restrictive but is there to protect you in our increasingly litigious society. It can also be useful when extracting yourself from difficult situations!

### Know your worth and your limitations:

- Tree wardens are valued volunteers but have no special powers or authority; they are not experts and are not expected to be. You may not know the answers to all the questions but should be able to find someone who does. You can still be a focus for actions in your locality as well as initiating your own projects.
- Landowners' permission **must** be sought before going onto their land, whether it is to conduct a hedge survey, check on a TPO or to remove stakes and ties.
- Do not get involved in disputes or antagonise situations. *Remember*, these are your neighbours, you live in this area. Be aware that although you may not always win the argument, a suitable compromise may be reached.
- Do not underestimate the importance of improving awareness and understanding of the value of trees in your local area.
- Age or physical ability is not necessarily a limiting factor. If you are unable to undertake physically demanding tasks, such as tree planting, you can still organise projects, gather tree information or give talks.
- If a tree appears dangerous, damaged or threatened in any way, tree wardens can act as an early warning system by alerting the tree officers at Aylesbury Vale District Council as soon as possible.
- Be willing to co-operate and involve others – tree wardens can work with others on tree projects, you do not have to work on your own.

- Tree wardens should not give technical advice, make decisions or offer opinions on matters relating to tree health, and particularly tree safety. This is the job of the professionally qualified tree officer, who has the legal right to deal with such matters. You could be legally liable for the consequences of any such advice given!

### Know Your Patch

One of the most useful things you, as a new tree warden, can do is to get to know your patch. Only by knowing your area well, the people who live there and what already exists, will you be able to understand what is needed.

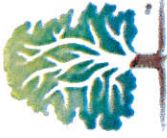
You will know not only the trees and green space in the local area but also the people and groups you may be working with, or who may be useful contacts in your work. This may then give you ideas for what to do next, perhaps even the beginnings of a plan!

While walking or cycling around your patch there are various issues to look out for:

- threatened trees;
- proposed development;
- Tree Preservation Orders (TPOs);
- parks and green spaces;
- possible planting areas; and
- newly planted trees requiring maintenance.

You can also start looking into land ownership and recent or proposed planting schemes; historic background and historic maps.

**The Arboricultural Association** has produced the following guidance in relation to:



### **Legislation for Trees**

The following advice applies to England only and is for guidance purposes only. Some trees are protected by legislation, and it is essential that you establish the legal status of trees prior to carrying out works to them. Unauthorised work to protected trees could lead to prosecution, resulting in enforcement action such as fines or a criminal record. Tree Preservation Orders, Conservation Areas, Planning Conditions, Felling Licences or Restrictive Covenants legally protect many trees in the UK.

### **Tree Preservation Orders (TPOs)**

TPOs are administered by Local Planning Authorities (LPA) – for Buckingham this is Aylesbury Vale District Council - and are made to protect trees that bring significant amenity benefit to the local area. This protection is particularly important where trees are under threat. All types of tree, but not hedges, bushes or shrubs, can be protected, and a TPO can protect anything from a single tree to all trees within a defined area or woodland. Any species can be protected, but no species is automatically protected by a Tree Preservation Order.

A TPO is a written order which, in general, makes it a criminal offence to cut down, top, lop, uproot, wilfully damage or wilfully destroy a tree protected by that order, or to cause or permit such actions, without the authority's permission. Anyone found guilty of such an offence is liable. In serious cases the case may be dealt with in the Crown Court where an unlimited fine can be imposed.

To make an application to carry out tree works you will need to complete an application form and submit it to the LPA.

The TPO application form can either be submitted through the Planning Portal or directly to the LPA. You can find out more about TPOs in the Department for Communities and Local Government guide titled Protected trees: A guide to tree preservation procedures (withdrawn 7 March 2014) and it's replacement The National Planning Policy Framework and relevant planning practice guidance document with particular reference to Tree Preservation Orders and trees in conservation areas. You might also find it helpful to seek the advice of a Arboriculturalist prior to making an application.

### **Conservation Areas**

Normal TPO procedures apply if a tree in a conservation area is already protected by a TPO. But if a tree in a conservation area is not covered by a TPO, you have to give written notice to the LPA (by letter, email or on the LPA's form) of any proposed work, describing what you want to do, at least six weeks before the work starts. This is called a 'section 211 notice' and it gives the LPA an opportunity to consider protecting the tree with a TPO.

You do not need to give notice of work on a tree in a conservation area less than 7.5 centimetres in diameter, measured 1.5 metres above the ground (or 10 centimetres if thinning to help the growth of other trees). You can find out more about trees in Conservation Areas in the Department for Communities and Local Government guide titled Protected trees: A guide to tree preservation procedures (withdrawn 7 March 2014) and it's replacement The National Planning Policy Framework and relevant planning practice guidance document with particular reference to Tree Preservation Orders and trees in conservation areas.

### **Trees and the planning system**

Under the UK planning system, LPAs have a statutory duty to consider the protection and planting of trees when granting planning permission for proposed development.



The potential effect of development on trees, whether statutorily protected (e.g. by a tree preservation order or by their inclusion within a conservation area) or not, is a material consideration that is taken into account when dealing with planning applications.

Where trees are statutorily protected, it is important to contact the LPA and follow the appropriate procedures before undertaking any works that might affect the protected trees.

Planning conditions are frequently used by LPAs as a means of securing the retention of trees, hedgerows and other soft landscaping on sites during development and for a period following completion of the development. If it is proposed to retain trees for the long term then a TPO is often used rather than a planning condition. If valid planning conditions are in place then anyone wishing to undertake work to trees shown as part of the planning condition must ensure they liaise with the LPA and obtain any necessary consent or variation.

The nature and level of detail of information required to enable an LPA to properly consider the implications and effects of development proposals varies between stages and in relation to what is proposed. Table B.1 of British Standard BS 5837:2012 *Trees in relation to design, demolition and construction – Recommendations* provides advice to both developers and LPAs on an appropriate amount of information that will need to be provided either at the planning application stage or via conditions.

For further information you are advised to contact either your LPA or to seek advice from an Arboricultural Association Registered Consultant.

### **Felling Licences**

Felling Licences are administered by the Forestry Commission. You do not need a licence to fell trees in gardens. However, for trees outside gardens, you may need to apply to the Forestry Commission for a felling licence, whether or not they are covered by a TPO.

### **Sites of Special Scientific Interest (SSSI)**

SSSIs are designated by the Statutory Nature Conservation Organisation (SNCO) for each country of the United Kingdom. They include some of our most spectacular and beautiful habitats - large wetlands teeming with waders and waterfowl, winding chalk rivers, gorse and heather-clad heathlands, flower-rich meadows, windswept shingle beaches and remote uplands moorland and peat bog. Each SSSI will have a management plan and a list of operations requiring the SNCOs consent prior to carrying out works.

Any activity that recklessly or intentionally harms the SSSI or its flora or fauna will be an offence liable on summary conviction to a fine not exceeding £20,000 or on conviction on indictment to an unlimited fine.

If you know the name of the Site of Special Scientific Interest in the area, you can find this here: [www.designatedsites.naturalengland.org.uk/](http://www.designatedsites.naturalengland.org.uk/)

### **Restrictive Covenants**

A restrictive covenant is a promise by one person to another, (such as a buyer of land and a seller) not to do certain things with the land or property. It binds the land and not an individual owner, it "runs with the land". This means that the restrictive covenant continues over the land or property even when the current owner(s) sells it to another person.

Restrictive covenants continue to have effect even though they may have been made many years ago and appear to be obsolete. Covenants or other restrictions in the title of a property or conditions in a lease may require the consent of a third party prior to carrying out some sorts of tree work, including removing trees and hedges. This may be the case even if TPO, CA and felling licence regulations do not apply. It may be advisable to consult a solicitor.

*Further information about TPO legislation can be found in the latest National Planning Policy Framework with particular reference to Tree Preservation Orders and trees in conservation areas.*

The Tree Council provides this helpful information about tree care...

## PLANNING

- ☛ **Choose your site carefully** - Give the tree plenty of room to grow, and plant away from buildings and overhead power lines.
- ☛ **Choose your tree carefully** – Look at the tree. Will it grow well in your planting site? Will it like the soil? Does it like sunny or shady places? Do you want a fruit tree?

## PLANTING

- ☛ **Take care before and after planting** – keep your tree's roots out of the wind. Make sure roots are kept wet during planting
- ☛ **Digging** – Dig the plant pit to the correct depth so roots are planted just below the surface. It should be wide enough to allow the roots to spread
- ☛ **Staking** – A stake is needed for three years at most, if the tree is taller than 1.5m when you plant it
- ☛ **Guards** – If there are rabbits, hares or deer in your area, use a tree guard

## MAINTENANCE

### Check the tree in March or April every year - Is it alive?

- ☛ If there are no leaves, look for green under the bark of twigs (scrape the surface with a fingernail or knife) and living buds.
- ☛ Fill in any gaps in the soil around the roots and use a foot to firm the new soil. Also, if the soil has been lifted by frost, firm it down.
- ☛ If the soil is waterlogged, channel/drain the excess water away from the tree. Look for damage caused by pests and diseases.
- ☛ **If the tree is dead**, try to work out why and correct the problem (seeking advice if necessary) before planting a new one.
- ☛ **Check the guards** - Tree guards are intended to stop animals – such as mice, rabbits, deer or horses – damaging young trees by eating the shoots and leaves or stripping the bark.

- ☛ Check the guards in spring and autumn to ensure they are effective (no bark missing or twigs bitten or broken off) and not rubbing or cutting into the tree.
- ☛ If a guard is inadequate or the risk has changed, consider different protection, e.g. a taller tube to protect against deer, or fencing to keep off cows and other farm animals.
- ☛ Repair/replace damaged guards.
- ☛ If a guard is damaging the tree, adjust, modify or replace it.
- ☛ Remove the guard when there is no longer a risk of damage and clear away any material that has built up inside.

## Pruning

- ☛ Careful pruning can prevent problems in later life. If a tree has two competing upright shoots, remove one at an early stage to leave a single main shoot. This can save the tree from possible future branch failure.

## Loosening

- ☛ Check the stake and the tie. Is the tie too tight? The tree stem should not be under pressure from the tie, and should not rub against the stake or guard.
- ☛ Does the tree still need a stake? A young tree should only need one until its roots have grown into undisturbed soil to give it stability, which generally takes a year. Check this in spring by releasing the tie and if the tree stays upright, remove the stake.
- ☛ If the tree leans and the roots move or if it is top heavy and bending over, shorten the stake (to just above the bend, if relevant) and replace the tie at the top of the stake to ensure the stem stands upright.

## Clearing

- ☛ Pull up any grass and weeds for a radius of at least half a metre around the tree. Take care to avoid damage to the tree's roots.
- ☛ Early in the year, when the soil is moist, cover the cleared area with a mulch mat, bark or brushwood chippings, or old piece of carpet. This helps retain moisture near the roots, reduces competition from weeds, and means there is no need to use grass-cutting machinery near the tree where it might damage the bark.

### Tree Survival in unsettled weather

In wet and windy weather, your first priority should be trees planted in the last three years. These newly planted trees often have roots that have not developed fully. As a result, they are not yet anchored firmly into the ground and are particularly at risk from extreme weather conditions such as high wind and heavy rainfall.

#### Spotting a tree with wind stress

The signs of wind stress vary according to tree species and age, but some common signs in young trees are:

- ↳ Leaning to one side, away from prevailing wind direction
- ↳ Splits at a weak fork
- ↳ Broken or splintered branches

#### Spotting signs of damage to a tree from waterlogged soils

It can be difficult to judge a tree's reaction to waterlogged soils, since trees in general are slow to show symptoms. Symptoms of water stress can include:

- ↳ Yellowing and early drop of some leaves
- ↳ The early onset of autumn color and full leaf drop
- ↳ Small leaf size
- ↳ Dead twigs and leaves at the ends of branches

#### Top 10 tips for caring for young trees in unsettled weather:

1. Since the weather is unpredictable, regularly check your trees to ensure that damage has not occurred due to extreme conditions and take appropriate action.
2. After stormy weather, check for abrasion on the bark caused by rubbing against the stake or loose ties. Replace the stake or re-tie the ties to prevent further abrasion.
3. If a stake has been snapped by the tree moving in windy weather, replace it and re-tie
4. To prevent newly planted trees from being rocked backwards and forwards and becoming loose, stake them firmly back in place if necessary. Re-stabilise wind blasted small stock that is not staked by treading the soil around it.
5. On windy sites, two or three stakes can be inserted opposite each other, or equally spaced around the tree outside the root ball, and secured to the trunk by long ties or a timber crossbar and tie.

6. If windy conditions have caused the tree to lean to one side or to become top heavy, reset or shorten the stake and replace the tie at the top of the stake to ensure the stem stands upright.
7. If your trees survive wind damage or waterlogging, remove any dead or damaged limbs once the bark has dried out.
8. Ensure that the tree guard has not filled with water, by raising its base above the soil level. Also check that it is not so tight to the tree that water cannot escape.
9. Mulching can reduce compaction and soil erosion that can often follow heavy rain.
10. If the tree has died due to waterlogging, replace with an appropriate species that tolerates wet soils, for example alder, willow or poplar.

### Tree Survival in Drought

If water is in short supply, ensure that the trees that are likely to need it most are your first priority. They are:

- ↳ Newly planted and other young trees which have limited roots, or roots that have not developed yet. Such trees often need water anyway, but in dry conditions it is essential. When a new street tree is planted, a watering pipe is sometimes installed so that it sticks up alongside. Use this to get water deep under the tree
- ↳ Trees planted where there is limited soil surface area around the tree and few other nearby places for water to soak into the ground – such as in pavements or car parks

#### Spotting a tree with drought stress

The signs of drought stress vary according to tree species, but some common early signs are:

- ↳ Foliage wilting during the day, but recovering at night
- ↳ Older leaves and needles looking brown, faded or yellow
- ↳ Leaves curling at the edges, or with brown blotching, brown edges or brown between the veins
- ↳ Leaves dropping prematurely, or appearing brown and shrivelled

If drought conditions last, symptoms can become more extreme including many or all leaves turning brown and shrivelled; whole shoots or branches dying back; the canopy appearing to have thinned because many leaves and branches have died; splits appearing in the bark. Another tell tale sign is if the soil around the tree becomes cracked and split.

### Top 10 tips for watering trees in a drought

1. Trees should be watered three times a month from April until the end of September. When possible avoid evaporation by watering early or late, not in the middle of the day.
2. Water slowly, to ensure that the water does not run off. The ground will probably be hard and it will take time for the water to permeate through the surface, so especially to begin with, water slowly and thoroughly.
3. Estimating the amount of water that a tree needs is difficult. A useful rule of thumb is a full watering can or five minutes with a hose, per 2.5cm/1in of trunk diameter at knee height.
4. Inadequate watering, which only wets the surface of the ground, can cause surface roots to grow and this could lead to more drought problems if the watering stops.
5. Concentrate efforts under the canopy of the tree, as this is where most of the roots are likely to be. Ensure that you water evenly so that no matter where the roots are, they get some water.
6. Don't concentrate all your watering around the base of the trunk, as most of the roots are likely to be further out.
7. To ensure the soil retains water, use mulch extensively around trees in a circle of at least 1m/3ft radius and to a depth of 10cm/4in. Use wood chips, shredded bark, leaves or evergreen needles as mulch. Make sure that the mulch is not touching the trunk.
8. If you use a watering can or hose, attach a watering rose to slow down the speed of watering and ensure the water doesn't run off. Alternatively, use a perforated hose and lay it around the tree under the canopy. Again, five minutes watering per 2.5cm/1in of stem diameter.
9. Another option is to drill 7mm<sup>3</sup>/<sub>4</sub> in holes in a bucket or watering can, and then stand it under the tree, so that the water drains out slowly into the soil.
10. Re-use "grey" water (such as bath water, but not dishwasher water because of the salt) whenever possible or collect any rain water from gutters in water butts.

*This leaflet has been prepared using information gathered from:  
The Tree Council, The Tree Advice Trust, The Arboricultural Association, The Forestry Commission and Aylesbury Vale District Council*

### Useful Contacts

[Aylesbury Vale District Council - Contacts](#)

**Main Switchboard:** 01296 585858

**Planning:** [devcon@aylesburyvaledc.gov.uk](mailto:devcon@aylesburyvaledc.gov.uk)

**Trees in conservation areas & TPO's:** [devcon@aylesburyvaledc.gov.uk](mailto:devcon@aylesburyvaledc.gov.uk)

**Report possible breach of planning control online:**

[www.aylesburyvaledc.gov.uk/report-possible-breach-planning-control](http://www.aylesburyvaledc.gov.uk/report-possible-breach-planning-control)

**Online Reporting (flytipping, graffiti, litter bins, street cleansing):**  
[www.aylesburyvaledc.gov.uk/general-reports](http://www.aylesburyvaledc.gov.uk/general-reports)

[Aylesbury Vale District Council - Advice & Guidance](#)

**Advice and guidance about trees:** [www.aylesburyvaledc.gov.uk/trees](http://www.aylesburyvaledc.gov.uk/trees)

**TPO Search:** [www.aylesburyvaledc.gov.uk/protected-tree-search](http://www.aylesburyvaledc.gov.uk/protected-tree-search)

**Wildlife & Conservation:** [www.aylesburyvaledc.gov.uk/section/wildlife-and-conservation](http://www.aylesburyvaledc.gov.uk/section/wildlife-and-conservation)

[Buckingham Town Council](#)

**Tree Warden Coordinator –** Cllr Ruth Newell 01280 815 229

**Estates Manager –** 01280 816 426

**Useful information and advice leaflets:**

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

[Other useful contacts:](#)

**Woodland Trust:** [www.woodlandtrust.org.uk/](http://www.woodlandtrust.org.uk/)

**Forestry Commission:** [www.forestry.gov.uk/](http://www.forestry.gov.uk/)

**The Tree Council:** [www.treecouncil.org.uk/](http://www.treecouncil.org.uk/)

**Arboricultural Association:** [www.trees.org.uk/](http://www.trees.org.uk/)

March 11<sup>th</sup> 2017

To The Buckingham Council

Dear Buckingham Council,

I am writing to you about the incident that took place on February 11<sup>th</sup> 2017.

My actions that day were not appropriate and it was wrong to do so. I sincerely apologise for lighting up Chandos Road toilets it was an unlawful act that I again am sorry about. Nothing like this or of any sort will happen again I can assure you.

Thank you!

Description	Location	Crime no.	Date reported	Date occurred	Camera footage	Time	Notes
picnic bench in river	Chandos Park	43160329954	24/11/2016		y		
fire in toilets	Chandos			12/02/2017	y	16:16	letter received from main culprit
fire in toilets	Chandos toilets	CRN.43170092340	30/03/2017	29/03/2017	y	15:30	Police talking with school (12-13 year olds involved) with fire brigade on education
suspect drug use	chandos	urn820	04/05/2017	12/04/2017	y	17:58	reported by parent at tennis club
Climbing into Bowls club over toilet roof	Chandos	URN: 42170136155	11/05/2017	02/05/2017	y	17:30	reported to us by bowls club



**BUCKINGHAM TOWN COUNCIL**  
**ENVIRONMENT COMMITTEE**

**Agenda item no: 18**

**Contact Officer:** Claire Childs

**Lace Hill Tea & Tots Handover**

The Lace Hill Sports & Community Centre (LHSCC) Coordinator introduced and set up a new parent and toddler group at the centre on January 30th, 2017. The group is running well with at least thirty adults, carers and grandparents who attend when they can with new faces still appearing each week. The group has had a fair few visitors from Rugby Tots to Musical Minis and First Aid talks who all did taster sessions for free and more. It was always the intention for the LHSCC Coordinator to eventually hand over the weekly management of the group to a responsible volunteer. From the start this volunteer has been a great asset with lots of knowledge and experience of working in nursery environments and of being a family support worker.

The LHSCC Coordinator would like to hand over the complete management of the group to the trusted volunteer. The volunteer will be required to sign the relevant hire agreement and pay the two-hour sports hall hire fee out of the entrance fee the group asks for. In order for the group and the volunteer to continue to supply snacks, new toys, batteries, cleaning products and to run special events during term times the LHSCC Coordinator is asking for the sports hall hire fee to be charged at half the normal rate for three months which would ensure sufficient funds are built up in order to pay for the above and also cover weeks where there would be an inevitable shortfall.

**Recommendation:** To agree the three months' half price hire fee for the sports hall to enable the group to continue running as it has been and to provide for the future.

**BUCKINGHAM TOWN COUNCIL**

**ENVIRONMENT COMMITTEE**

**Contact Officer: Claire Childs**

**Sports Pitch Hire Proposal – Winslow Lions FC**

FC Buckingham has an existing one year hire agreement for one of the two pitches at Lace Hill Sports & Community Centre (LHSCC). Next season FC Buckingham will become part of Winslow Lions FC. The LHSCC Coordinator has been approached by Winslow Lions FC and they have expressed a keen interest to continue with the hire of one of the two pitches on Saturday mornings for youth football.

Winslow Lions FC have reached full capacity at their current grounds and would like to secure a two-year hire agreement to secure the hire of one of the pitches for the next two seasons; 2017 – 2018 & 2018 – 2019. They will run two games in one session on Saturday mornings.

**Officer Recommendation**

To consider the two-year hire agreement with Winslow Lions FC as it would secure a guaranteed income for two years at the advertised rates. This would not result in any additional wear and tear as this is for the hire of the second pitch. Having three different local sports clubs hiring the pitches at LHSCC only enhances the community centre values.