

BICESTER TOWN COUNCIL



ENVIRONMENT COMMITTEE MEETING

Ref: ENV03/1718

MONDAY 9th OCTOBER 2017

at

7.00 pm

THE GARTH, LAUNTON ROAD, BICESTER

Circulation:

Town Mayor: Councillor Les Sibley

Committee Members

**Cllr Sean Gaul – Chairman
Cllr Lawrie Stratford – Vice Chair
Cllr Jolanta Lis
Cllr David Magee
Cllr Richard Mould
Cllr Debbie Pickford
Cllr Lynn Pratt
Cllr Les Sibley
Cllr Jason Slaymaker
Cllr Rose Stratford**

Non-Committee Members

**Cllr David Anderson
Cllr Nick Cotter
Cllr Melanie Magee
Cllr Nick Mawer
Cllr Dan Sames**

**Bicester Advertiser
Bicester Library
Bicester Review
BTC Copy**



Council Offices,
The Garth,
Launton Road,
Bicester
Oxon, OX26 6PS

Telephone: 01869 252915

Fax: 01869 324554

Email:

enquiries@bicester.gov.uk

Monday 2nd October 2017

Sir/Madam

To all Members of the Environment Committee

You are hereby summoned to attend a meeting of the Environment Committee to be held on **Monday 9th October 2017 at The Garth, Launton Road, Bicester OX26 6PS** to commence at **7.00pm** for the transaction of the following business.

**Samantha Shippen
Chief Officer**

Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to meetings) Act 1960.

Copy Attached	Agenda item No	AGENDA
	1	APOLOGIES FOR ABSENCE
	2	DECLARATIONS OF INTEREST Councillors are reminded to declare any interests on any item on this agenda in accordance with Bicester Town Council's Code of Conduct.
✓	3	MINUTES OF ENVIRONMENT COMMITTEE To confirm the minutes and RESOLUTIONS of the following Environment Committee meeting: ENV02/1718 31 JULY 2017
	4	PUBLIC SESSION In accordance with Standing Orders 1 d-f, members of the public may make representations, ask questions and give evidence in respect of any item of business included in the agenda.

copy Attached	Agenda Item No	AGENDA
		Time allocated shall not exceed 10 minutes. No member of the public shall speak for more than 2 minutes.
✓	5	MINUTES OF EVENTS WORKING PARTY Councillors to confirm the minutes and RECOMMENDATIONS of the Events Working Party held on 28 th September 2017, BE02/1718 in Appendix A of the Minutes.
✓	6	GROUNDS MAINTENANCE STATEMENT Committee is asked to consider the attached report and recommendations.
	7	ALLOTMENTS
✓	7.1	Update: Committee is asked to consider the attached report.
	7.2	Allotments Working Party: Report to follow.
✓	8	PLAY AREA REVIEW Committee is asked to consider the attached report and recommendations.
✓	9	RABBLE GAMES Committee is asked to consider the attached report and recommendations.
	10	DAMAGED BENCHES/BINS Committee is asked to consider request form Cllr Sean Gaul to discuss the damaged benches and bins around the town.
✓	11	CEMETERY MANAGEMENT Committee is asked to consider the attached report and recommendations.
✓	12	FORWARD PLAN Committee is asked to review and comment on the forward plan.
	13	DATE OF NEXT MEETING: Monday 11th December 2017 at 7PM CLOSE OF MEETING

Minutes of a meeting of the Bicester Town Council Environment Committee held on **Monday 31st July 2017** at **The Garth, Launton Road, Bicester OX26 6PS** at **7pm** for the transaction of the following business.

Present:

Cllr Sean Gaul - Chairman
 Cllr Jolanta Lis
 Cllr Richard Mould
 Cllr Debbie Pickford
 Cllr Lynn Pratt
 Cllr Les Sibley
 Cllr Jason Slaymaker

In attendance:

Cllr Nick Mawer
 Chris Johnson – Operations Manager
 Angie Suter - Administrator

Minute No.	Agenda No.	MINUTE
147/1718	1.	<p>APOLOGIES FOR ABSENCE</p> <p>RESOLVED that apologies be received from Cllr Dave Magee, Cllr Lawrie Stratford and Cllr Rose Stratford.</p>
148/1718	2.	<p>DECLARATIONS OF INTEREST</p> <p>No declarations of interest were received.</p>
149/1718	3.	<p>MINUTES</p> <p>RESOLVED to confirm the minutes of the Environment Committee meeting held on:</p> <p>ENV01/1718 12 June 2017</p>
150/1718	4.	<p>PUBLIC SESSION</p> <p>There were no public questions.</p>
151/1718	5.	<p>PLAY AREA REVIEW</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. TO APPROVE the recommendations for play areas highlighted in the supporting document. 2. Officers investigate designs/costings for those play areas identified within the supporting documentation for refurbishment and report to the Environment Committee for approval. 3. That a consultation programme be conducted in those areas recommended for closure.

Minute No.	Agenda No.	MINUTE
152/1718	6.	<p>ALLOTMENTS UPDATE</p> <p>RESOLVED that:</p> <ol style="list-style-type: none"> 1. The report be noted. 2. Officers contact Allotment Representatives to ascertain which plots are not being worked and if they know why.
153/1718	7.	<p>GARTH PARK WATERING</p> <p>RESOLVED that following a discussion regarding watering and the general look of Garth Park, a memorial bed be placed next year to commemorate the 100yr anniversary of the end of WW1. The Operations Manager to bring a proposal for the memorial bed for next year to an Environment Committee later in the year.</p>
154/1718	8	<p>SKATE PARK</p> <p>RESOLVED that the Committee:</p> <ol style="list-style-type: none"> 1. AGREE that the Skate Park is replaced as soon as practicable; 2. AGREE that preference is for a concrete low maintenance facility of suitable quality to allow for mixed wheeled use; 3. AGREE a maximum budget of £150,000 to be allocated to the project; 4. AGREE the final detailed specification be delegated to the Chief Officer in consultation with Cllr Sean Gaul, Cllr Nick Mawer, Cllr Richard Mould, Cllr Jason Slaymaker and with his approval, Cllr David Magee.
155/1718	9.	<p>FORWARD PLAN</p> <p>RESOLVED that Committee agreed to:</p> <p>REMOVE: Review of Bicester Town Council owned play areas. REMOVE: Skate Park. ADD: Planting for 2018.</p>
156/1718	10.	<p>DATE OF NEXT MEETING: Monday 9th October 2017, 7pm</p> <p>CLOSE OF MEETING: 8:25pm</p>

Minutes of a meeting of the **Bicester Town Council Events Working Party** held on **Thursday 28th September 2017** at 10.00am at The Garth, Launton Road, Bicester.

Present:

Cllr Jolanta Lis - Chairman
Cllr Richard Mould
Cllr Les Sibley
Cllr Rose Stratford

In Attendance:

Chris Johnson
Samantha Shippen
Laura Wilson
Tom Duckham - CDC
Carmen Hoepper - OYAP

1 APOLOGIES FOR ABSENCE

Apologies received from Cllr Lynn Pratt.

2 MINUTES

Members confirmed the Minutes of the meeting held on 23rd March 2017 **BE01/1718**.

The Chief Officer gave an update that Bicester Village had confirmed that we can use the surplus sponsorship from Teddy Bear's Picnic for other Bicester Town Council events.

3 MARKETS

The CDC Officer talked through his written report. The Working Party **RECOMMENDED:**

- **That a schedule of Markets 2018 be provided at the earliest opportunity and that this be shared with 'What's on in Bicester' in order to minimise conflicts of dates of other events in and around the town.**
- **Requested the Markets have more involvement with the CDC Town Centre Initiative.**
- **Was advised that the food stalls at the Friday Market are licensed through CDC and concerns should be directed to Environmental Health.**
- **Made requests for future markets included 'crafts' and 'vintage'.**
- **Discussed that for 2018, Officers look at offering more of the Community Markets (using the template of the Big Lunch Markets)**

4 CHRISTMAS LIGHTS 2017

The Working Party discussed the report for the 2017 Christmas Lights event including:

- The location of the event and several concerns with regards to relocation to Market Hill due to health and safety.
- Moving the event to Market Square however, the attendees would not see the lights go on in Sheep Street.

It was **RECOMMENDED** that:

- **The Bicester Christmas Lights Event remain in Sheep Street in the same locale as 2016 with a view to discussing alternate options for 2018 ahead of the budget setting in November 2017.**
- **Officers of CDC and BTC to work together on a plan for the 2017 event and bring to an additional meeting of the Events Working Party with the potential to close the Market Square and put the fairground there thus generating income for the event.**
- **In the spirit of the Partnership Agreement, Chief Officer to speak to CDC in relation to the high cost of 'change of use' of the Market Square car park.**
- **Officers to meet with OYAP to confirm plans for the Lantern Parade.**
- **Options of creating a Bicester Town Council programme that is funded through advertising instead of, or as well as, using the Bicester Advertiser.**
- **Nativity Animals be booked at the cost of £650.**

5 CENTENARY OF WW1 CONCERT

The Working Party discussed how, as a Garrison Town, the Council should commemorate the Centenary of the end of WW1 and it was suggested that a Military Concert be planned. Initial contact has been made and a provisional date of Saturday 7th July 2018 for the Waterloo Band & Bugles of 7th Bn RIFLES. Costs are yet to be confirmed and a report will follow to this Working Party once received.

It was **RECOMMENDED** that:

This event be added to the 2018 summer events schedule subject to costs and sponsorship (and that the Air Cadets Band could play at the WW1 Centenary Concert).

Further discussion took place with regards to the 100th Anniversary of the Royal Air Force.

It was **RECOMMENDED** that:

Cllr Mould to speak to Bicester Heritage with regards to a joint event.

6 FORWARD PLAN

- Markets be an ongoing agenda item
- Christmas Lights event/plan – 26th October 2017
- WW1 Centenary Event – 23rd November 2017
- Exhibition to be held in the Chamber in the week of Centenary event – 23rd November 2017

- Summer Events Schedule 2018 – 26th October 2017
- Review of ticket prices for events – 23rd November 2017

7 DATE OF NEXT MEETING: Thursday 26th October 2017, 10am, Council Chamber

CLOSE OF MEETING: 12:00pm

RECOMMENDATIONS of the Bicester Town Council Events Working Party held on Thursday 28th September 2017.

3 MARKETS

The Working Party **RECOMMENDED**:

- That a schedule of Markets 2018 be provided at the earliest opportunity and that this be shared with 'What's on in Bicester' in order to minimise conflicts of dates of other events in and around the town.
- Requested the Markets have more involvement with the CDC Town Centre Initiative.
- Was advised that the food stalls at the Friday Market are licensed through CDC and concerns should be directed to Environmental Health.
- Made requests for future markets included 'crafts' and 'vintage'.
- Discussed that for 2018, Officers look at offering more of the Community Markets (using the template of the Big Lunch Markets)

4 CHRISTMAS LIGHTS 2017

It was **RECOMMENDED** that:

- The Bicester Christmas Lights Event remain in Sheep Street in the same locale as 2016 with a view to discussing alternate options for 2018 ahead of the budget setting in November 2017.
- Officers of CDC and BTC to work together on a plan for the 2017 event and bring to an additional meeting of the Events Working Party with the potential to close the Market Square and put the fairground there thus generating income for the event.
- In the spirit of the Partnership Agreement, Chief Officer to speak to CDC in relation to the high cost of 'change of use' of the Market Square car park.
- Officers to meet with OYAP to confirm plans for the Lantern Parade.
- Options of creating a Bicester Town Council programme that is funded through advertising instead of, or as well as, using the Bicester Advertiser.
- Nativity Animals be booked at the cost of £650.

5 CENTENARY OF WW1 CONCERT

It was **RECOMMENDED** that:

This event be added to the 2018 summer events schedule subject to costs and sponsorship (and that the Air Cadets Band could play at the WW1 Centenary Concert).

It was **RECOMMENDED** that:

Cllr Mould to speak to Bicester Heritage with regards to a joint event.

ENVIRONMENT COMMITTEE MEETING

MONDAY 9TH OCTOBER 2017

GROUNDS MAINTENANCE UPDATE

Committee Chairman: Cllr Mr. S Gaul

Contact Officer: Chris Johnson – Operations Manager
01869 252915 chris.johnson@bicester.gov.uk

Ward Affected: All

1. BACKGROUND INFORMATION

- 1.1. Our contract managers Cherwell District Council wish to pursue an alternative strategy for delivery of its Grounds Maintenance services and has agreed to end its contract early with the current contractor. This is the official statement to be used in all correspondence and communication regarding this area of business.
- 1.2. Following extensive negotiations, a mutually agreed end date of our Landscape Maintenance Contract with Quadron Services occurred on 30th September 2017.
- 1.3. Selective condition was agreed to ensure that there were no claims by either party following the contract end date which included:
 - The settlement of August and Septembers monthly contract fee by the Council.
 - Ensure TUPE process is engaged and followed for staff engaged on the contract by Quadron Services.
 - An agreed Press Statement made between the 2 parties.
- 1.4. Temporary contract arrangements have been made with Continental Landscapes Ltd from 1st October 2017 until 31st March 2018.
- 1.5. Cherwell District Council will be going through an accelerated tendering process to identify a new contractor to deliver grounds maintenance services with a commencement start date of 1st April 2018.
- 1.6. A timetable for the tendering process is yet to be agreed with all organisations involved.
- 1.7. Cherwell District Council will be engaging with all parties involved to consult on the future contract specification which will include:
 - Area Specifications
 - Bill of Quantities
 - Schedule of Rates
 - In-House Works
 - Items removed from the existing contract spec
- 1.8. It is anticipated that Cherwell District Council will require a commitment from Bicester Town Council regarding the future grounds maintenance delivery and

contact of the services required. The date for response is estimated to be at the end of November 2017.

- 1.9. Bicester Town Council now has a short period of time to review and amend any future contract specification and services currently delivered.

2. FINANCIAL INFORMATION

- 2.1. The cost of the interim Bicester Town Council services is an additional £10,567.73. However, this will be absorbed by the default penalties created by our previous contractors Quadron.
- 2.2. There will also be an increase (50% shared with Cherwell District Council) for the maintenance of the Oxfordshire County Council highway verge maintenance. Awaiting cost from Cherwell District Council.

3. RECOMMENDATIONS

- 3.1. A working party is formed to look at the future delivery of the Bicester Town Council grounds maintenance.
- 3.2. Working party to consist of BTC members and officers.
- 3.3. Environment Committee authorises BTC Officers to implement small contract changes.
- 3.4. Significant changes to the contract delivery will be recommended to the Environment Committee at an additional meeting if required (date to be set).

ENVIRONMENT COMMITTEE MEETING

MONDAY 9TH OCTOBER 2017

ALLOTMENTS TENANCY UPDATE

Committee Chairman: Cllr Mr. S Gaul

Contact Officer: Chris Johnson – Operations Manager
01869 252915 chris.johnson@bicester.gov.uk

Ward Affected: All

Following non-payment of tenancy fees, notices were served to 19 tenants by the Chief Officer in accordance with the Tenancy Agreement and Allotment Acts. Invoices will be issued for the outstanding rent and any remedial work required following termination, again in line with the tenancy agreement.

Since these notices were served we now have only 5 plots with outstanding payments and they have again been contacted in accordance with the Tenancy Agreement and Allotment Acts.

The breakdown of the locations with vacancies are as follows:

- Claypits x 3
- Leach Road x 2

The vacant areas will now be prepared accordingly for any new tenants wishing to have a plot. The appropriate media work will also take place to reflect current the vacancies.

ENVIRONMENT COMMITTEE MEETING

MONDAY 9TH OCTOBER 2017

PLAY AREA REVIEW

Committee Chairman: Cllr Mr. S Gaul

Contact Officer: Chris Johnson – Operations Manager
01869 252915 chris.johnson@bicester.gov.uk

Ward Affected: All

1. BACKGROUND INFORMATION

1.1. Following a site visit on Thursday 29th June 2017, a clear picture of what provision is offered in each ward across the Town and what needs to be achieved over a period to address some of the issues the play areas are currently experiencing.

1.2. Summary of site visit:

3 areas requiring urgent refurbishment (paint and equipment)

- Launton Meadows
- Villiers Road
- Kestrel Way

5 areas requiring urgent refurbishment (paint only)

- Bryony Road
- George Street
- Meredith Close
- Kings Meadow
- Merganser Drive

1.3. The following recommendations were agreed at the previous Environment Committee meeting:

- Environment Committee to approve recommendations highlighted in the supporting documentation.
- Officer to investigate designs/costings for those play areas identified within the supporting documentation and report to the Environment Committee for approval.
- Consultation programme to be conducted on those areas recommended for closure.

1.4. To achieve an appropriate outcome from this review we need to accomplish the following:

- Robust and high quality equipment
- Increased play provision
- Large choice of equipment options
- Removal of all old equipment
- Meets the customer needs
- Financially viable

- Would receive positive customer feedback
- Would look far more attractive to visitors/residents

However, the above areas come at a cost and it is anticipated that the budget to achieve such goals would be in the region of £150,000

2. FINANCIAL INFORMATION

2.1. Our current budget (EMR 1900 9011 Play Area & Open Spaces Investment) is £70,716 and after consultation with play area specialists and contractors would not achieve the Council's main outcome which is to improve the play area value and quality within the sites identified.

Should the Council choose to go ahead using the existing budget it would be reduced to the following issues/compromises:

- Inferior quality materials
- Limited choice of equipment
- Limited choice of options
- Basic play provision offered
- Some existing features will have to remain in place
- Poor customer feedback
- Financially not viable

2.2. Current budget (EMR 1900 9011 Play Area & Open Spaces Investment): £70,716

2.3. Required budget to achieve agreed recommendations: Estimated £150,000

3. RECOMMENDATIONS:

3.1. Painting refurbishment works completed using local traders (3 quotations to be obtained).

3.2. The Environment Committee agrees the additional funding and works within a budget of £150,000 to complete the agreed recommendations set.

3.3. The Environment Committee recommends the increased funding of up to £79,284 and makes a request to the Finance Committee to agree this recommendation.

3.4. A consultation programme is conducted with the local residents (full refurbishment areas only) to identify further information on desired equipment spec and requirements.

**BICESTER TOWN COUNCIL
Environment COMMITTEE**

Monday 9th October 2017

Rabble Games in Bicester

Chairman: Councillor Sean Gaul
☎ 07894 959820 sean.gaul@hotmail.com

Contact Officer: Samantha Shippen – Chief Officer
☎ 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: North

1. Background

- 1.1 A resident approached the Council in August to gain permission to organise and run Rabble Games in Bure Park Nature Reserve. Rabble is a way of getting fit for people who find the gym boring, it involves immersive team games like Dodgeball, British Bulldog and capture the Flag. More information can be found at <http://joinrabble.com/>
- 1.2 Initially, the Operations Manager offered the use of the outdoor pitches at Bure Park which were turned down due to the “lack of natural features like trees that make the games possible”.
- 1.3 A booking is understood to have now been made for evening sessions at Whitelands Farm Sports Ground 3G pitch, the request to Bicester Town Council is for use of the Bure Park Nature Reserve on Saturday mornings.
- 1.4 The resident has provided a detailed risk assessment and evidence of £5m public liability insurance. She has adequately evidenced how she can make sure that casual users are aware of an activity going on with flags and markers and is aware that exclusive use is not possible.

2. Other Considerations

- 2.1 Under the Natural Environment and Rural Communities Act 2006, the Council has a public sector duty to have regard to conserving biodiversity as part of our policy or decision making. This would be in addition to our responsibility to properly manage the eco balance of the designated local nature reserve to protect the various species. The Chief Officer has therefore consulted with Cherwell District Council Officers who have better expertise and awaits advice which should be available prior to the Committee meeting.
- 2.2 If possible areas which may be suitable within the Bure Park Nature Reserve will be identified, as will areas that should not be used because of particular species sensitivity.
- 2.3 As a partner organisation in Bicester Healthy New Town it is important that this Council seeks to assist residents in increasing their participation in exercise and physical activity. Supporting a resident led initiative would meet several of the Council’s aims.
- 2.4 It is understood that participants would pay a fee to take part, therefore similar to other organised sports such as football, it is recommended that the Council charge a fee should approval be granted for the activity. This would generate an income which

would be used to offset additional inspections and restoration of wear and tear to the area. The Operations Manager recommends that a similar fee to mini pitch use (currently £16.50 + VAT) would be a suitable fee.

- 2.5 As with any new activity, it would be advisable to give a trial period, which enable both the Council and the user to review use and any issues to be reviewed. In the winter time the area is likely to sustain more wear and tear, therefore a review in April may be appropriate.

3. Recommendation

The Committee is recommended to **AGREE that**

1. Subject to the outcome of advice regarding biodiversity, Rabble Games are permitted in identified areas on Saturday mornings until the end of April 2018;
2. That a fee of £16.50 +VAT per session is charged.
3. Delegation of authority is given to Officers to undertake a review in April 2018 and agree to continue use if appropriate.

**BICESTER TOWN COUNCIL
Environment COMMITTEE**

Monday 9th October 2017

CEMETERY MANAGEMENT

Chairman: Councillor Sean Gaul
☎ 07894 959820 sean.gaul@hotmail.com

Contact Officer: Samantha Shippen – Chief Officer
☎ 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: North

1. Background

A walkaround of the Cemetery was undertaken on 17 August by the Chief Officer and the Administrator responsible for the cemetery. The initial purpose was to enable a number of outstanding queries to be investigated, but the opportunity was taken to have a general overview of the site.

2. Findings

- 2.1 Generally the cemetery is well maintained by the Town Council Staff. There were however a significant number of graves where the existing rules are not being complied with, particularly in relation to lawned graves with kerbs and a substantial amount of earthenware and glass vases and ornaments throughout the cemetery.
- 2.2 There are a number of graves where, upon investigation, the staff have been advised that the “grave owners” will do the maintenance in front of a headstone themselves, some of which are not being maintained. This arrangement could lead to a differential in maintenance and should be reviewed.
- 2.3 The noticeboards throughout the cemetery are in need of refurbishment. The noticeboards are used to display the Cemetery Rules, upon further investigation, it appears that the rules may not have been updated since 2005, therefore a review is advised. (Appendix 1 shows current rules)
- 2.4 A number of photographs have been taken to illustrate the findings some of which will be shown at the meeting.
- 2.5 Following discussion with the Chairman of this Committee, a visit by Councillors and Officers to review the Cemetery is recommended.

3. Recommendation

The Committee is recommended to **AGREE that**

1. A visit to the cemetery for councillors be organised as soon as practicable by officers who will accompany the group;
2. That a further report be brought to the next meeting of the Committee with a review of the Cemetery rules;
3. Noticeboards be refurbished and updated.

APPENDIX 1



BICESTER TOWN COUNCIL

RULES & REGULATIONS

FOR

BICESTER CEMETERY

2005

Made under Section 214 & Schedule 26 of the Local Government Act 1972,
Article 3 of the Local Authorities Cemeteries Order 1977
(as amended), and the
Local Authorities Cemeteries Order 1986 for the proper management, regulation and
control of
BICESTER CEMETERY

ADMISSION TO THE CEMETERY

The main entrance to the Cemetery is open to the public at all times. In addition the latest extension to the Cemetery has kissing gates at both ends which are also open at all times. This is a legal requirement as it is bisected by Bicester rural footpath No. 6A. The remaining side gates are opened each weekday morning at 7.30 a.m. and closed at 3.55p.m.

VISITORS HEALTH AND SAFETY REGULATIONS

No dogs are allowed in the Cemetery unless on a lead and kept under control and faeces must be cleaned up (**FOULING OF LAND ACT 1996**). No child under 12 years of age

will be admitted to the Cemetery except under the care of a responsible person. All visitors are requested to stay on defined pathways except whilst visiting graves.

Bicycles **must not** be ridden in the Cemetery. Motor vehicles are also prohibited from entering the Cemetery except with the expressed consent of the Clerk. The Council will exclude from the Cemetery at any time any person who in its opinion conducts himself/herself in a noisy, disorderly or unseemly manner. Also the Council would like to point out the dangers of climbing or leaning on memorials in the Cemetery.

No glass or earthenware jars or vases shall be placed on any grave. Any such jars or vases will be removed by the Cemetery staff.

CLERK'S OFFICE HOURS

The Clerk's Office is situated at the Council Offices, Garth Park, Launton Road, Bicester, OX26 6PS.

The Office is open to the public from 10.00a.m. to 5.00 p.m. each weekday except on Friday when the offices close at 3.00 p.m. A plan illustrating the location and numbering of grave spaces in the Cemetery is kept at the Clerk's Office and may be inspected free of charge by all interested parties.

CEMETERY OFFICE

The Cemetery Office is situated at the Chapel in the old section of the Cemetery and is open each weekday from 7.30a.m. to 12.30 p.m. and 1.30p.m. to 3.30 p.m. Cemetery grave records and location plans are also kept here, also any enquiries can be dealt with by the Cemetery staff.

REGISTER OF BURIALS

A register of burials is kept by the Clerk at The Garth. Searches in the register, which contains information concerning the name and age of the person buried, the date of the burial and the grave number may be made during office hours. Certified extracts may be obtained therefrom on payment of the prescribed fee set out in the Town Council's table of fees and charges.

EXCLUSIVE RIGHT OF BURIAL

The exclusive right of burial for a period of 99 years in any specific unpurchased grave may be purchased either simultaneously when submitting a notice for an interment, or for future use.

Grave spaces can be purchased by either inhabitants or non-inhabitants of the Parish of Bicester area. However where non-inhabitants purchase grave spaces the charges are doubled. The selection of grave spaces shall be determined by the Clerk who will nevertheless take into consideration the purchasers' wishes.

It is important to note that the grave space still remains in the ownership of the Bicester Town Council.

MEMORIALS

No memorial or vase shall be erected except over a grave in respect of which the exclusive right of burial has been granted.

MEMORIAL SAFETY AND RESPONSIBILITY

All memorials shall be kept in good repair and in the default thereof the Council reserves the right to remove any such memorials to a place of safety or to require the plot owners to repair or remove them.

All memorials shall remain at the sole risk of the owner of the Exclusive Right of Burial of the grave plot and the Council shall not be responsible for any damage or breakages which may occur through adverse weather conditions or vandalism.

For safety purposes, memorials removed for the purpose of interments shall be taken away from the Cemetery by the funeral directors or their agents.

Neither monumental masons nor gravediggers shall work in the Cemetery outside the normal working hours of the cemetery staff.

LAWN CEMETERY

The following regulations will apply to the Lawn Cemetery.

All graves shall be left flat. No mounds, plinths or kerbs shall be permitted to be placed on any grave.

As soon as convenient after reinstatement of a grave, the Council will seed the whole area of the grave, except for an area extending over a depth of 2' (61cm) from the head of the grave. This area is for the installation of a memorial.

Also the Council will permit, within this area at the head of the grave, the planting of small hardy plants, flowers or miniature rose bushes. No memorial, tree, shrub, plant, jar, vase or flower bulbs shall be placed on the turfed or seeded area which must be left undisturbed at all times.

Memorials not exceeding 3' (91.5 cm) in height may with permission be erected upon the grave within the 2' (61cm) and must be in line existing memorials and the positioning in all other respects is to be approved by the Clerk. The headstone shall be of a type or design approved by the Clerk on behalf of the Council in accordance with the Cemetery regulations and the number of the grave shall be engraved on the back of the headstone.

The Council at its discretion would allow a substantial wooden cross to be placed on a grave upon prior application to the Clerk. Any temporary wooden cross that falls into disrepair will be removed. All plants, small rose bushes, flower vases or headstones must be maintained, cared for or kept in a state of tidiness or good repair as the case may be by the person planting, erecting or placing the same and in default thereof the Council shall remove or deal with them as they think fit.

The Council reserve the right to remove any dead or old, dirty plastic flowers which look unkempt and untidy and to reinstate any neglected graves.

The Council reserves the right of passage over all graves for purposes in connection with the Cemetery.

The Council would also like to point out that we may have to excavate a grave next to your plot and we may need to place the spoil on it. This inconvenience will be kept to a minimum and the area will be cleaned up as soon as possible after the interment.

The scattering of ashes on graves is not permitted but arrangements can be made to place the ashes under the turf, with consent of the Clerk.

ORNAMENTS AND TOYS

The Council shall not be responsible for any loss or damage which may occur during ground maintenance or vandalism.

The above extracts are taken from The Rules & Regulations of Bicester Cemetery, 2005.

Copies of the Rules & Regulations can be obtained from the Cemetery Chapel during working hours or from the offices of Bicester Town Council at The Garth, Launton Road, Bicester, during office hours.

FORWARD PLAN: 2017 / 2018

POLICY COMMITTEE		
MEETING DATE	ITEM	COMMENT
	Closure policy for cemetery	Pending
July	London road Level Crossing	Watching brief
	Assets Policy	Pending
	LMO at NW Bicester	
	Burial Ground	
FINANCE COMMITTEE		
MEETING DATE	ITEM	COMMENT
05/12/17	Med-Long Term Strategy	
05/12/17	Income from new development - short/mid & long term	
05/09/17	Review Internal Audit contract	On September agenda
TRAFFIC ADVISORY GROUP		
MEETING DATE	ITEM	COMMENT
	Park Run – Parking Issues	
	Mallards Way Traffic	

ENVIRONMENT COMMITTEE		
MEETING DATE	ITEM	COMMENT
19 Feb 2018	Planting for next year	
PLANNING COMMITTEE		
MEETING DATE	ITEM	COMMENT
Oct 2017	East West Rail	Invite East West Rail to Planning Meeting when the consultation process starts
	London Road Level Crossing	Ongoing – Live issue
Sept 2017	A2 Dominion	Invite A2 dominion to discuss the next phase once the application has been submitted.