

Minutes of a meeting of the Bicester Town Council Environment Committee held on **Monday 27th February 2017** at **The Garth, Launton Road, Bicester OX26 6PS** at **7pm** for the transaction of the following business.

Present:

Cllr Lynn Pratt
 Cllr Debbie Pickford
 Cllr Dave Magee
 Cllr Jolanta Lis
 Cllr Les Sibley
 Cllr Rose Stratford
 Cllr Lawrie Stratford

In attendance:

Cllr Sean Gaul
 Cllr Dan Sames
 Chris Johnson – Operations Manager
 Laura Wilson

In accordance with the Public Bodies (admission to meetings) Act 1960, members of the public were in attendance.

Minute No.	Agenda No.	
326/1617	1.	APOLOGIES FOR ABSENCE RESOLVED that apologies were received from Cllr Richard Mould.
327/1617	2.	DECLARATIONS OF INTEREST RESOLVED that no declarations of interest were received.
328/1617	3.	MINUTES RESOLVED to confirm the minutes of the Environment Committee meeting held on: 16 th December 2016, ENV03/1617
329/1617	4.	MINUTES OF EVENTS WORKING PARTY The Committee RESOLVED to accept the minutes of the Events Working Party meeting held on: 8 th December 2016, BE04/1617
330/1617	5.	PUB IN THE PARK RESOLVED that the Committee agreed to the recommendations: 1. The Council makes charges to be agreed by the Operations Manager and the associated groups for the following items: <ul style="list-style-type: none"> - Garth Park Hire - Buildings Hire - Stage and Marquee Hire - Crowd Barriers - Any other BTC owned provision

Minute No.	Agenda No.	
		<p>2. To approve staff may work for an external event (should staff wish to work). Costs to be met by event organiser.</p> <p>3. A BTC Senior Staff member to be present throughout the event and paid for their time whilst on site during the whole period of this proposed event (not toil). Costs to be met by event organiser.</p> <p>4. A BTC staff member to clear the park prior to the event set up and paid for their time whilst on site during the whole period of this proposed event (not toil). Costs to be met by event organiser.</p> <p>5. Event organisers to negotiate with the Garth Park Café to offer first refusal for food provision.</p> <p>6. Event organisers to pay an appropriate security deposit (level to be agreed) to cover any damage within the hired areas.</p> <p>7. Minimum of six SIA registered security staff present throughout the event located at appropriate positions within the park.</p> <p>8. Organisers to provide a minimum of eight working staff or volunteers throughout the event to provide cover of all required services (including gate management).</p> <p>9. Organisers to submit a full event management file for approval by the Operations Manager not less than 30 calendar days prior to the event.</p> <p>10. Operations Manager to issue a clear set of terms and conditions to include/cover all areas such as:</p> <ul style="list-style-type: none"> - Area plans - Security measures - Waste removal - Liability / Insurances - Safety Plans / Risk Assessments - Cleaning up procedures - Timings - Costs <p>11. All future applications for bookings to be reviewed upon receipt</p>
331/1617	6.	<p>MERGANSER DRIVE PLAY AREA - ROUNDABOUT</p> <p>Operations Manager gave verbal update advising that the roundabout from Shakespeare Drive was not suitable and that Section 106 money is being sought to replace the Merganser Drive roundabout.</p> <p>RESOLVED that the information be NOTED.</p>
332/1617	7.	<p>PROPOSAL FROM BICESTER GREEN</p> <p>Operations Manager gave verbal update to advise that the application is with the Planning Department.</p> <p>RESOLVED that the information be NOTED.</p>
333/1617	8.	<p>ANNUAL FEES AND CHARGES</p> <p>RESOLVED that the Committee agree the following:</p>

Minute No.	Agenda No.																																																										
		<p>1. No increase for the 2017/18 financial year except for Cemetery fees and charges:</p> <p>Sports Pitches</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Current Cost (prices Ex VAT)</th> <th>Start Date</th> </tr> </thead> <tbody> <tr> <td>Adult Pitch Only</td> <td>£37.50</td> <td>1st August 2017</td> </tr> <tr> <td>Adult Pitch & Pavilion</td> <td>£42.50</td> <td>1st August 2017</td> </tr> <tr> <td>Junior Pitch Only</td> <td>£27.50</td> <td>1st August 2017</td> </tr> <tr> <td>Junior Pitch & Pavilion</td> <td>£30.50</td> <td>1st August 2017</td> </tr> <tr> <td>Intermediate Pitch Only</td> <td>£19.50</td> <td>1st August 2017</td> </tr> <tr> <td>Intermediate Pitch & Pavilion</td> <td>£22.50</td> <td>1st August 2017</td> </tr> <tr> <td>Mini Pitch Only</td> <td>£16.50</td> <td>1st August 2017</td> </tr> <tr> <td>Mini Pitch & Pavilion</td> <td>£19.50</td> <td>1st August 2017</td> </tr> <tr> <td>Pavilion Only – Charity Organisation</td> <td>£15.00 per hour</td> <td>1st August 2017</td> </tr> <tr> <td>Pavilion Only – Commercial Organisation</td> <td>£25.00 per hour</td> <td>1st August 2017</td> </tr> </tbody> </table> <p>Open Spaces</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Cost (prices Ex VAT)</th> </tr> </thead> <tbody> <tr> <td>Hire of Open Spaces Non-Working Day</td> <td>Min Charge £100.00</td> </tr> <tr> <td>Hire of Open Spaces Working Day</td> <td>Min Charge £200.00</td> </tr> </tbody> </table> <p>Allotments</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Cost (Per Year)</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Plot Range</td> <td>Small (4m x 10m) £20.00</td> </tr> <tr> <td>Standard (5m x 12m) £30.00</td> </tr> <tr> <td>Large (6m x 14m) £40.00</td> </tr> <tr> <td>Rotavating Plots</td> <td>£25.00 per hour and per employee. Excludes materials and specialist hire tools.</td> </tr> </tbody> </table> <p>External Maintenance Works</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Cost (prices Ex VAT)</th> </tr> </thead> <tbody> <tr> <td>External Maintenance Duties</td> <td>£25.00 per hour and per employee. Excludes materials and specialist hire tools.</td> </tr> </tbody> </table> <p>Garth Park Room Hire</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Chamber Hire Only <i>Partners / Charities</i></td> <td>£20.00 per hour</td> </tr> <tr> <td>Members Room Only <i>Partners / Charities</i></td> <td>£10.00 per hour</td> </tr> </tbody> </table>	Description	Current Cost (prices Ex VAT)	Start Date	Adult Pitch Only	£37.50	1 st August 2017	Adult Pitch & Pavilion	£42.50	1 st August 2017	Junior Pitch Only	£27.50	1 st August 2017	Junior Pitch & Pavilion	£30.50	1 st August 2017	Intermediate Pitch Only	£19.50	1 st August 2017	Intermediate Pitch & Pavilion	£22.50	1 st August 2017	Mini Pitch Only	£16.50	1 st August 2017	Mini Pitch & Pavilion	£19.50	1 st August 2017	Pavilion Only – Charity Organisation	£15.00 per hour	1 st August 2017	Pavilion Only – Commercial Organisation	£25.00 per hour	1 st August 2017	Description	Cost (prices Ex VAT)	Hire of Open Spaces Non-Working Day	Min Charge £100.00	Hire of Open Spaces Working Day	Min Charge £200.00	Description	Cost (Per Year)	Plot Range	Small (4m x 10m) £20.00	Standard (5m x 12m) £30.00	Large (6m x 14m) £40.00	Rotavating Plots	£25.00 per hour and per employee. Excludes materials and specialist hire tools.	Description	Cost (prices Ex VAT)	External Maintenance Duties	£25.00 per hour and per employee. Excludes materials and specialist hire tools.	Description	Cost	Chamber Hire Only <i>Partners / Charities</i>	£20.00 per hour	Members Room Only <i>Partners / Charities</i>	£10.00 per hour
Description	Current Cost (prices Ex VAT)	Start Date																																																									
Adult Pitch Only	£37.50	1 st August 2017																																																									
Adult Pitch & Pavilion	£42.50	1 st August 2017																																																									
Junior Pitch Only	£27.50	1 st August 2017																																																									
Junior Pitch & Pavilion	£30.50	1 st August 2017																																																									
Intermediate Pitch Only	£19.50	1 st August 2017																																																									
Intermediate Pitch & Pavilion	£22.50	1 st August 2017																																																									
Mini Pitch Only	£16.50	1 st August 2017																																																									
Mini Pitch & Pavilion	£19.50	1 st August 2017																																																									
Pavilion Only – Charity Organisation	£15.00 per hour	1 st August 2017																																																									
Pavilion Only – Commercial Organisation	£25.00 per hour	1 st August 2017																																																									
Description	Cost (prices Ex VAT)																																																										
Hire of Open Spaces Non-Working Day	Min Charge £100.00																																																										
Hire of Open Spaces Working Day	Min Charge £200.00																																																										
Description	Cost (Per Year)																																																										
Plot Range	Small (4m x 10m) £20.00																																																										
	Standard (5m x 12m) £30.00																																																										
	Large (6m x 14m) £40.00																																																										
Rotavating Plots	£25.00 per hour and per employee. Excludes materials and specialist hire tools.																																																										
Description	Cost (prices Ex VAT)																																																										
External Maintenance Duties	£25.00 per hour and per employee. Excludes materials and specialist hire tools.																																																										
Description	Cost																																																										
Chamber Hire Only <i>Partners / Charities</i>	£20.00 per hour																																																										
Members Room Only <i>Partners / Charities</i>	£10.00 per hour																																																										

Minute No.	Agenda No.		
			Normal Rate – As per standard fees plus £220.00 for unsociable hours
		<p style="text-align: center;">The Environment Committee approves the recommended fees and charges, to be reported back to the Finance Committee and recommended to the Policy Committee for approval.</p>	
334/1617	9.	<p>2. All fees and charges to be reviewed annually.</p> <p>BICESTER MUSIC FESTIVAL CHARITABLE DONATION</p> <p>RESOLVED that Committee agreed:</p> <p>That Bicester Town Council issue a cheque for the surplus amounting to £3,691, which can then be presented to Kamran's Ward with Bicester Village at a suitable time.</p>	
335/1617	10.	<p>FORWARD PLAN</p> <p>The Committee reviewed the Forward Plan. RESOLVED that the following changes be made:</p> <p>OCC – Oxfordshire Together To be moved to POLICY</p> <p>Garth Park Information Boards To be REMOVED</p> <p>Park Run – Parking Issues To be REMOVED</p> <p>Play Area Official Opening To be REMOVED</p> <p>Mallards Way Traffic To be moved to TRAFFIC ADVISORY GROUP</p>	
336/1617	11.	<p>INFORMATION SHEET(S)</p> <p>None to note.</p>	
337/1617	12.	<p>DATE OF NEXT MEETING: 18th April 2017 at 7pm</p> <p>CLOSE OF MEETING: 7:30pm</p>	