

Minutes of a meeting of the Bicester Town Council Environment Committee held on **Monday 9<sup>th</sup> October 2017** at **The Garth, Launton Road, Bicester OX26 6PS** at **7pm** for the transaction of the following business.

**Present:**

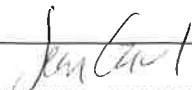
Cllr Sean Gaul – Chairman  
 Cllr Lawrie Stratford – Vice Chairman  
 Cllr Jolanta Lis  
 Cllr Dave Magee  
 Cllr Richard Mould  
 Cllr Lynn Pratt  
 Cllr Les Sibley  
 Cllr Jason Slaymaker  
 Cllr Rose Stratford

**In attendance:**

Cllr Nick Mawer  
 Chris Johnson – Operations Manager  
 Samantha Shippen – Chief Officer  
 Laura Wilson – Administrator

| Minute No. | Agenda No. | MINUTE  |
|------------|------------|---|
| 221/1718   | 1.         | <p><b>APOLOGIES FOR ABSENCE</b></p> <p><b>RESOLVED</b> that apologies be received from Cllr Debbie Pickford.</p>  |
| 222/1718   | 2.         | <p><b>DECLARATIONS OF INTEREST</b></p> <p>No declarations of interest were received.</p>  |
| 223/1718   | 3.         | <p><b>MINUTES OF THE ENVIRONMENT COMMITTEE</b></p> <p><b>RESOLVED</b> to confirm the minutes of the Environment Committee meeting held on:</p> <p><b>ENV02/1718 31<sup>st</sup> July 2017</b></p>   |
| 224/1718   | 4.         | <p><b>PUBLIC SESSION</b></p> <p>There were no public in attendance.</p>   |
| 225/1718   | 5.         | <p><b>MINUTES OF THE EVENTS WORKING PARTY</b></p> <p>The Committee <b>RESOLVED</b> to accept the following <b>RECOMMENDATIONS</b> from the minutes of the Events Working Party meeting held on:</p> <p>28<sup>th</sup> September 2017, <b>BE02/1718</b></p> <p><b>MARKETS</b></p> <ul style="list-style-type: none"> <li>• <b>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.</b></li> </ul> |

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| 226/1718   | 6.         | <ul style="list-style-type: none"> <li>• Requested the Markets have more involvement with the CDC Town Centre Initiative.</li> <li>• Was advised that the food stalls at the Friday Market are licensed through CDC and concerns should be directed to Environmental Health.</li> <li>• Made requests for future markets included 'crafts' and 'vintage'.</li> <li>• Discussed that for 2018, Officers look at offering more of the Community Markets (using the template of the Big Lunch Markets)</li> </ul> <p><b>CHRISTMAS LIGHTS 2017</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Officers to meet with OYAP to confirm plans for the Lantern Parade.</li> <li>• Options of creating a Bicester Town Council programme that is funded through advertising instead of, or as well as, using the Bicester Advertiser.</li> <li>• Nativity Animals be booked at the cost of £650.</li> </ul> <p><b>CENTENARY OF WW1 CONCERT</b></p> <ul style="list-style-type: none"> <li>• 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).</li> </ul> <p><b>Cllr Mould to speak to Bicester Heritage with regards to a joint event.</b></p> <p><b>GROUNDS MAINTENANCE STATEMENT</b></p> <p><b>RESOLVED</b> that:</p> <ul style="list-style-type: none"> <li>• A working party is formed to look at the future delivery of the Bicester Town Council grounds maintenance.</li> <li>• The terms of reference are set and understood by the Working Party to include a review of the specification and all of the future actions.</li> </ul> |



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| 227/1718   | 7.         | <ul style="list-style-type: none"> <li>• The Working Party will comprise Cllr Gaul, Cllr Lis, Cllr Mould, Cllr Sibley, Cllr Slaymaker, the Chief Officer and the Operations Manager.</li> <li>• Environment Committee authorises BTC Officers to implement small contract changes.</li> <li>• Significant changes to the contract delivery will be recommended to Full Council at an additional meeting if required (date to be set).</li> </ul> <p><b>ALLOTMENTS</b></p> <p><b>7.1 Allotment and Tenancy Update</b></p> <p><b>RESOLVED</b> that the Committee noted the report.</p> <p><b>7.2 Allotments Working Party</b></p> <p>Cllr R Mould gave an update on the meeting held 4<sup>th</sup> October.</p> <p><b>RESOLVED</b> that the Chief Officer circulate notes of the meeting.</p> |
| 228/1718   | 8          | <p><b>PLAY AREA REVIEW</b></p> <p><b>RESOLVED</b> that:</p> <ul style="list-style-type: none"> <li>• Painting refurbishment works are completed using local traders (3 quotations to be obtained) and these works to be carried out as soon as possible.</li> <li>• Individual costs are sought for the play areas in Launton Meadows, Villiers Road and Kestrel Way, for refurbishment to the same level as the three completed earlier this year. These tenders are to include the scales of discount dependent on number of play areas we choose to refurbish. Costs are to be sought for consideration at the December Environment Committee Meeting.</li> </ul>   |
| 229/1718   | 9.         | <p><b>RABBLE GAMES</b></p> <p><b>RESOLVED</b> that:</p> <p>Chief Officer contact the Rabble Games representative and advise that Bicester Town Council does not consider the Bure Park Nature Reserve the right place for the activity but that other locations would be considered if requested.</p>  |
| 230/1718   | 10.        | <p><b>DAMAGED BINS/BENCHES</b></p> <p><b>RESOLVED</b> that the Committee:</p> <p>Encourage councillors to contact Bicester Town Council Officers with specific issues on a case by case basis.</p>   |
| 231/1718   | 11.        | <p><b>CEMETERY MANAGEMENT</b></p> <p><b>RESOLVED</b> that:</p>   |

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| 232/1718   | 12.        | <ul style="list-style-type: none"> <li>• A visit to the cemetery for Councillors be organised as soon as practicable by officers who will accompany the group.</li> <li>• That a further report be brought to the next meeting of the Committee with a review of the Cemetery rules.</li> <li>• Noticeboards be refurbished and updated as a priority.</li> <li>• Undertakers be given advice regarding acceptable items under the rules.</li> </ul> <p><b>FORWARD PLAN</b></p> <p><b>RESOLVED</b> that Committee agreed to:</p> <p><b>ADD:</b> Play Area Tender Review for meeting on 11<sup>th</sup> December 2017<br/> <b>ADD:</b> Cemetery Review for meeting on 11<sup>th</sup> December 2017<br/> <b>ADD:</b> Kings Meadow Open Space &amp; Play Area for discussion in 2018</p> |
| 233/1718   | 13.        | <p><b>DATE OF NEXT MEETING:</b> Monday 11<sup>th</sup> December 2017, 7pm</p> <p><b>CLOSE OF MEETING: 8:50pm</b></p>   |