

Minutes of a meeting of the Bicester Town Council Environment Committee held on **Monday 19th February 2018** 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 Dave Magee
 Cllr Richard Mould
 Cllr Debbie Pickford
 Cllr Lynn Pratt
 Cllr Les Sibley
 Cllr Jason Slaymaker
 Cllr Lawrie Stratford
 Cllr Rose Stratford

In attendance:

Chris Johnson – Operations Manager
 Samantha Shippen – Chief Officer
 Angie Suter – Administrator

Minute No.	Agenda No.	MINUTE
357/1718	1	<p>APOLOGIES FOR ABSENCE</p> <p>All committee members were in attendance.</p>
358/1718	2	<p>DECLARATIONS OF INTEREST</p> <p>RESOLVED that Cllr Pickford declared an interest in agenda item 6 – Grounds Maintenance and agenda item 8 – Community Woodland, as a lead member on the Cherwell District Council Executive.</p>
359/1718	3	<p>MINUTES OF THE ENVIRONMENT COMMITTEE</p> <p>RESOLVED to confirm the minutes of the Environment Committee meeting held on:</p> <p>ENV04/1718 11th December 2017</p>
360/1718	4	<p>PUBLIC SESSION</p> <p>No members of the public were in attendance.</p>
361/1718	5	<p>MINUTES OF THE EVENTS WORKING PARTY</p> <p>The Committee RESOLVED to accept the following RECOMMENDATIONS from the minutes of the Events Working Party meeting held on:</p> <p>Thursday 8th February 2018 - BE05/1718</p> <p>SUMMER EVENTS</p> <p>RECOMMENDED that the event on Saturday 21st July be rescheduled to take place on 18th August due to Freedom of Entry being held on this day.</p>

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		<p>It was also recommended that the Ramps are booked to play along with a comedian.</p> <p>PA and toilets have agreed to honour last year's fees.</p> <p>It was agreed that the Pub in the Park event on 11th August be re-scheduled to take place on Saturday 28th July. Name of the event is being reviewed and will be advised at an appropriate date of the new name. All in agreement with the timings and prices as proposed.</p> <p>BICESTER FESTIVAL</p> <p>Discussions were held on the Bicester Festival due to take place over the weekend of 16th and 17th June. The Chairman of Policy advised that himself and the Chief Officer had attended a meeting on 12th February where it was advised that Bicester Town Council staff were not required for the event.</p> <p>It is intended that most activities are focused in the town centre which probably will close the Market Square.</p>
362/1718	6	<p>GROUNDS MAINTENANCE</p> <p>RESOLVED that Committee AGREE the recommendations:</p> <ul style="list-style-type: none"> • Agrees an annual service level agreement for the CDC management services at the existing timescales (2 days Landscape Officer & 1.5 days Tree Officer). • Agrees a new full time (37 hours per week) post within the Outdoor Team. • Agrees to advertise the posts locally. • Agrees additional training opportunities for sports pitch maintenance given to specific members of the Outdoor Team. • Instructs Officers to investigate the possibility of an NVQ apprentice to be part of the Outdoor Team. • Instruct the Personnel Committee to review the Outdoor Team roles and responsibilities and report back to this committee with any recommendations. <p>Cllr Pickford requested that her abstention from voting be recorded.</p>
363/1718	7	<p>PLAY AREA DESIGNS</p> <p>RESOLVED that Committee AGREE in principle the proposed designs but wish to see a full report of costs, maintenance and delivery times for all the designs to be ratified at Full Council on the 12th March 2018.</p>
364/1718	8	<p>COMMUNITY WOODLAND</p> <p>RESOLVED that Committee AGREE:</p> <ul style="list-style-type: none"> • To participate in a Joint Committee with shared management responsibility for the Community Woodland south of Vendee Drive and north of Chesterton.

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365/1718	9	<ul style="list-style-type: none"> • The Committee agree to kickstart the project with an initial sum of £2,000 and £2,000 maintenance to be reviewed annually thereafter. <p>Cllr Pickford requested that her abstention from voting be recorded</p> <p>CEMETERY MEMORIAL</p> <p>RESOLVED that Committee AGREE:</p> <ul style="list-style-type: none"> • To request that the Finance Committee allow a waive of the fee of £109 for a memorial installation as a one-off goodwill gesture.
366/1718	10	<p>FORWARD PLAN</p> <p>RESOLVED that Committee agreed to:</p> <p>ADD: Memorial Policy MOVE: Planting for next year to the next Environment Meeting.</p>
367/1718	11	<p>DATE OF NEXT MEETING: Monday 16th April 2018, 7.30pm</p> <p>CLOSE OF MEETING: 8:05pm</p>