

Minutes of a meeting of the Bicester Town Council Environment Committee held on **Monday 30th September 2019** at **The Garth, Launton Road, Bicester OX26 6PS**.

Present:

Cllr Jason Slaymaker - Chairman
 Cllr Nick Mawer
 Cllr Zoe McLernon
 Cllr Robert Nixon
 Cllr Lynn Pratt
 Cllr Les Sibley
 Cllr Alex Thrupp
 Cllr Fraser Webster

In Attendance:

Chris Johnson – Operations Manager
 Cllr Dan Sames
 Julie Trinder – Administration Officer

Minute No.	Agenda No.	
200/1920	1	<p>APOLOGIES FOR ABSENCE</p> <p>RESOLVED that apologies where received from Cllr Cotter, Cllr Knight and Cllr Mould.</p> <p>Cllr Webster substituted for Cllr Knight.</p>
201/1920	2	<p>DECLARATIONS OF INTEREST</p> <p>No declarations of interest were received.</p>
202/1920	3	<p>MINUTES OF THE ENVIRONMENT COMMITTEE</p> <p>RESOLVED to confirm the minutes of the following Environment Committee meeting held on :</p> <p>ENV02/1920 5th August 2019</p>
203/1920	4	<p>PUBLIC SESSION</p> <p>A resident of Shearwater Drive was in attendance and gave a report on overgrown trees at the back of her property causing problems.</p> <p>The Operations Manager was requested to investigate ownership and future works with Cherwell District Council.</p> <p>ADDITIONAL GRAVE SPACE</p>
204/1920	5	<p>RESOLVED to remove the trees to provide further grave spaces within the new section of the cemetery and that Bicester Town Council commit to plant 16 trees on an appropriate piece of BTC owned land.</p>

Minute No.	Agenda No.	
205/1920	6	<p>GRIT BINS</p> <p>RESOLVED that Committee NOTED the process for grit bins across the County.</p>
206/1920	7	<p>GROUNDS MAINTENANCE - SERVICE LEVEL AGREEMENT</p> <p>RESOLVED that Committee AGREED:</p> <ol style="list-style-type: none"> 1. To APPROVE service level agreement with any further recommendations to be incorporated. 2. To instruct officers to incorporate changes and sign/seal the grounds maintenance service level agreement. <p>It was RECOMMENDED that the Service Level Agreement is signed off at Full Council.</p>
207/1920	8	<p>MACHINERY AND MAINTENANCE EQUIPMENT</p> <p>RESOLVED that Committee AGREED to move on the equipment to PA Turney and credit the Bicester Town Council account for future service, repair and equipment requirements.</p>
208/1920	9	<p>PROCESS FOR BOOKING OPEN SPACES</p> <p>RESOLVED that the Operations Manager will bring an additional booking form for small scale events back to Environment Committee at a later date. It was suggested two forms are designed, one for large scale and one for small scale events.</p>
209/1920	10	<p>TREE MANAGEMENT POLICY</p> <p>RESOLVED that Committee AGREED to:</p> <ol style="list-style-type: none"> 1. Instruct the Operations Manager to start work on a tree policy for Bicester Town Council and bring back to the Environment Committee once completed. 2. Members to forward suggestions at the earliest opportunity.
210/1920	11	<p>FORWARD PLAN</p> <p>RESOLVED to:</p> <ul style="list-style-type: none"> • ADD Parks and open spaces hire application form.
211/1920	12	<p>DATE OF NEXT MEETING: Monday 3rd December 2019 - 7pm</p> <p>CLOSE OF MEETING: 8.10pm</p>