

BICESTER TOWN COUNCIL



MEETING OF ENVIRONMENT COMMITTEE

Ref: ENV02/1920

MONDAY 5TH AUGUST 2019

at

7.30pm

**THE GARTH
LAUNTON ROAD
BICESTER
OX26 6PS**

Circulation:

Town Mayor: Councillor Jason Slaymaker

Committee Members

**Cllr Jason Slaymaker – Chairman
Cllr Zoe McLernon – Vice Chairman
Cllr Nick Cotter
Cllr Harry Knight
Cllr Nick Mawer
Cllr Richard Mould
Cllr Robert Nixon
Cllr Lynn Pratt
Cllr Les Sibley
Cllr Alex Thrupp**

Substitute Members

**Cllr Sean Gaul
Cllr Dan Hallett
Cllr James Metcalf
Cllr Dan Sames
Cllr Fraser Webster**

Other Circulation

**Cllr Lawrie Stratford – OCC
Cllr Michael Waine – OCC
Cllr Tom Wallis – CDC
Cllr Lucinda Wing – CDC
Bicester Library
Bicester Advertiser
Bicester Review
Oxford Mail**



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Monday 29th July 2019

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 5th August 2019 at The Garth, Launton Road, Bicester OX26 6PS** to commence at **7.30pm** or on the rise of Council whichever is the later 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: ENV01/1920 – 4th June 2019
	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. Time allocated shall not exceed 10 minutes. No member of the public shall speak for more than 2 minutes.

Copy Attached	Agenda item No	AGENDA
✓	5	ALLOTMENT INSPECTION POLICY AMENDMENT Committee is asked to consider the attached report.
✓	6	BURE PARK FC – STORAGE CONTAINER Committee is asked to consider the attached report.
✓	7	GARTH PARK MEMORIAL BIN Committee is asked to consider the attached report.
✓	8	GARTH PARK FLORAL BEDDING Committee is asked to consider the attached report.
✓	9	GROUNDS MAINTENANCE UPDATE Committee is asked to note the attached report.
✓	10	MINUTES OF EVENTS WORKING PARTY Councillors to confirm the minutes and RECOMMENDATIONS of the Events Working Parties: BE01/1920 16th May 2019 BE02/1920 23rd July 2019
✓	11	Skate Park Official Opening Committee is asked to consider the attached report
✓	12	FORWARD PLAN Committee is asked to review and comment on the forward plan.
	13	DATE OF NEXT MEETING: 30th September 2019 CLOSE OF MEETING

Minutes of a meeting of the Bicester Town Council Environment Committee held on **Tuesday 4th June 2019** at **The Garth, Launton Road, Bicester OX26 6PS**.

Present:

Cllr Jason Slaymaker - Chairman
 Cllr Zoe McLernon
 Cllr Harry Knight
 Cllr Richard Mould
 Cllr Robert Nixon
 Cllr Lynn Pratt
 Cllr Les Sibley
 Cllr Alex Thrupp

In Attendance:

Chris Johnson – Operations Manager
 Jane Beedell – Administration Officer

Minute No.	Agenda No.	
62/1920	1	APOLOGIES FOR ABSENCE RESOLVED that apologies where received from Cllr Cotter.
63/1920	2	DECLARATIONS OF INTEREST No declarations of interest were received.
64/1920	3	MINUTES OF THE ENVIRONMENT COMMITTEE RESOLVED to confirm the minutes of the following Environment Committee meeting held on : ENV06/1819 25th March 2019
65/1920	4	PUBLIC SESSION A member of public was in attendance but did not speak.
66/1920	5	REFURBISHMENT - SHELTERS Councillors were in agreement with the recommendations but since they require use of earmarked reserves it was agreed that this should be presented at the next Finance Committee. RESOLVED to RECOMMEND that the Finance Committee agree to: 1. Purchase a new unit to replace the existing unit located at Kings Meadow open space. 2. Scrap the old units from the Garth Park skate park and Kings Meadow open space.

Minute No.	Agenda No.	
67/1920	6	GARTH PARK IMPROVEMENT PROGRAMME Councillors were asked for any other items they would like added to the list and Officers were requested to prioritise the resulting list. RESOLVED to AGREE: 1. That Officers to investigate a long-term improvement programme/plan for Garth Park. 2. To Garth Park improvement programme to the forward plan for continual review as information becomes available.
68/1920	7	PLAY AREA IMPROVEMENT PROGRAMME RESOLVED to AGREE : 1. Change the use of the Banbury Road play area to an open space area. 2. Ward members to consult with residents surrounding the area prior to any work taking place. 3. Green open space to be added to the current landscaping contract once established and completed.
69/1920	8	FORWARD PLAN Operations Manager to contact Cllr Gaul for an update on the wheelchair swing. RESOLVED to: • ADD Garth Park Improvement as an ongoing item • REMOVE Refurbishment of Shelter
70/1920	9	DATE OF NEXT MEETING: Monday 5th August at 7.00pm Councillors agreed to reschedule the next meeting until 5th August. CLOSE OF MEETING: 8.00pm

ENVIRONMENT COMMITTEE MEETING

MONDAY 5TH AUGUST 2019

ALLOTMENT INSPECTION POLICY AMENDMENT

Committee Chairman: Cllr Mr. J Slaymaker
07512 902386 jason.slaymaker@bicester.gov.uk

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

Ward Affected: All

1. BACKGROUND:

- 1.1 An allotment working party meeting took place on Thursday 8th November 2018 with the site representatives.
- 1.2 At the meeting the following recommendations were discussed and passed to this Committee for approval:
 - Inspections of all sites to take place in November 2018 and then 4 times per year (March, June, September and December).
 - Inspections will consist of a BTC Officer, BTC Council Member and a site representative for the required location.
 - BTC Officer will complete a report sheet and take photographs as evidence for those plots not following the terms and conditions of the allotments tenancy agreement.
 - Those allotment plots failing standards will be addressed in line with the tenancy agreement rules and regulations.
- 1.3 The new inspection policy provides a consistent approach and assists in the quality of allotment plots across all sites. It also reduces the number of unworked and out of spec plots across all sites.
- 1.4 On 4th December 2018 the Environment Committee approved the new allotment inspection policy.
- 1.5 Since implementing the new policy it has been challenging trying to find suitable dates for inspections with all parties present. A further amendment is recommended to allow increased flexibility with officers and site representatives.

2. SUPPORTING DOCUMENTATION:

- 2.1 Amended Allotment Inspection Policy (amendment in red type)

3. RECOMMENDATIONS:

- 3.1 To accept the amended inspection policy and implement immediately.

Bicester Town Council

Allotment Inspection Policy / Procedure

GP20



This document outlines the policy / procedures for inspections at any of the following Bicester Town Council allotment sites:

- Anson Way
- Claypits
- Colne House
- Evenlode
- Leach Road

The policy and procedures are in addition to Bicester Town Council's allotment tenancy agreement.

Site Inspection

Inspections of all allotments will take place in the following months (weather dependant):

- March
- June
- September
- December

The inspections will cover the following criteria:

- Percentage of the plot not being worked
- Hazardous items present
- Items exceeding size dimensions stated in tenancy agreement
- Rubbish on plot
- Working within the plot boundary's
- Walkway conditions
- Buildings conditions
- General plot condition
- Unauthorised planting material as stated in tenancy agreement
- Un-kept boundary's
- Animals being kept as stated in tenancy agreement

The Inspections will consist of the following personnel:

- Bicester Town Council Officer
- Bicester Town Council Member – **Ward Members will be invited/informed once a date has been set with Officers and Allotment Representatives**
- Site Specific Allotment Representative

Procedure for plots out of Specification

Should the inspection identify issues that need addressing, it will be noted in the inspection report (photographs taken where necessary) and Bicester Town Council will then action using the following procedure:

1. Administration Officer to contact the tenant (in writing) advising them of the failure to meet the guidelines and issue a date by which the matters should be corrected. The letter will give 14 working days to rectify the issues identified.
2. Tenants are advised to contact Bicester Town Council to discuss any issues arising.
3. Re-inspect the plot.

Should the plot fail upon re-inspection, Bicester Town Council will action using the following procedure:

- Write to the tenant to terminate their agreement in line with the tenancy terms and conditions.
- The tenant will then have 28 days to vacate and clear the site.
- All items left on site will be cleared and the tenant will be invoiced accordingly for removal.

In the event of the tenant being unable to manage their allotment to the required standards, the Town Council must be contacted immediately to identify the best approach to cover the circumstances. The Town Council has sheeting for hire to cover plots for short periods if personal circumstances prevent cultivation temporarily. Please note that all cases will be dealt with and assessed on an individual basis.

Approved:

Review Date:

ENVIRONMENT COMMITTEE MEETING

MONDAY 5TH AUGUST 2019

BURE PARK FC – EQUIPMENT STORAGE CONTAINER

Committee Chairman: Cllr Mr. J Slaymaker
07512 902386 jason.slaymaker@bicester.gov.uk

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

Ward Affected: South

1. BACKGROUND:

- 1.1 Bure Park FC were established in 2008 and have developed in the following areas:
 - Charter Standard youth football club.
 - Over 250 junior members aged between 5 and 17 years old.
 - Club has doubled in size within the last 3 years.
 - 21 OFA affiliated teams.
 - Team ranging from U6 – U17
 - 3 x Girls Teams (40 players)
 - Girls football recently chosen to parade at Women's FA Cup Final at Wembley
 - Disability football from season 2019/20
 - Under 16 County cup champions
- 1.2 Bure Park FC are currently the sole users of Pingle Fields for football provision.
- 1.3 The club have secured the following grant funding to cover the cost of the container unit which includes installation, delivery, site preparation and fit out:
 - Tesco bags for life £4000.00 - Confirmed
 - Football Foundation small grant £5559.62 (Pending Council/Landlord support)
- 1.4 They currently use a changing room to store the following items which are standard requirements directly from the Football Association:
 - 5 x Mini Soccer Goals (12ft x 6ft)
 - 2 x 9v9 Goals (16ft x 7ft)
 - Respect/pitch barriers
 - Corner flags
 - General match day equipment
- 1.5 The container unit has dimensions of 8ft High x 8ft Wide x 40ft Long.
- 1.6 The club requires the a storage unit to address the following issues:
 - Safe storage of match and training equipment
 - Easy access of match and training equipment
 - Removal of equipment from the main building
 - Prolongs equipment lifespan (dry conditions)
 - Return changing rooms back to the original usage
 - House new metal FA approved units

- 1.7 The container comes with a 10 year guarantee.
- 1.8 The container will be powered with lighting from the main pingle pavilion.
- 1.9 The container will be painted in accordance with the planning regulations. Ideally in club colours if permitted.
- 1.10 The unit will have soft planting to be in keeping with the surrounding areas.
- 1.11 The container would be the property of Bure Park FC.
- 1.12 A temporary planning application would have to be submitted initially and in future years should the unit remain on site. This would be completed by Bure Park FC in the name of BTC.
- 1.13 Planning application would be submitted in the name of BTC but funded by BPJFC.

2. FINANCIAL INFORMATION:

- 2.1 Total cost for unit, delivery, ground works, fit out, installation and planning IRO £6500.00.
- 2.2 This project will come at no cost to BTC.

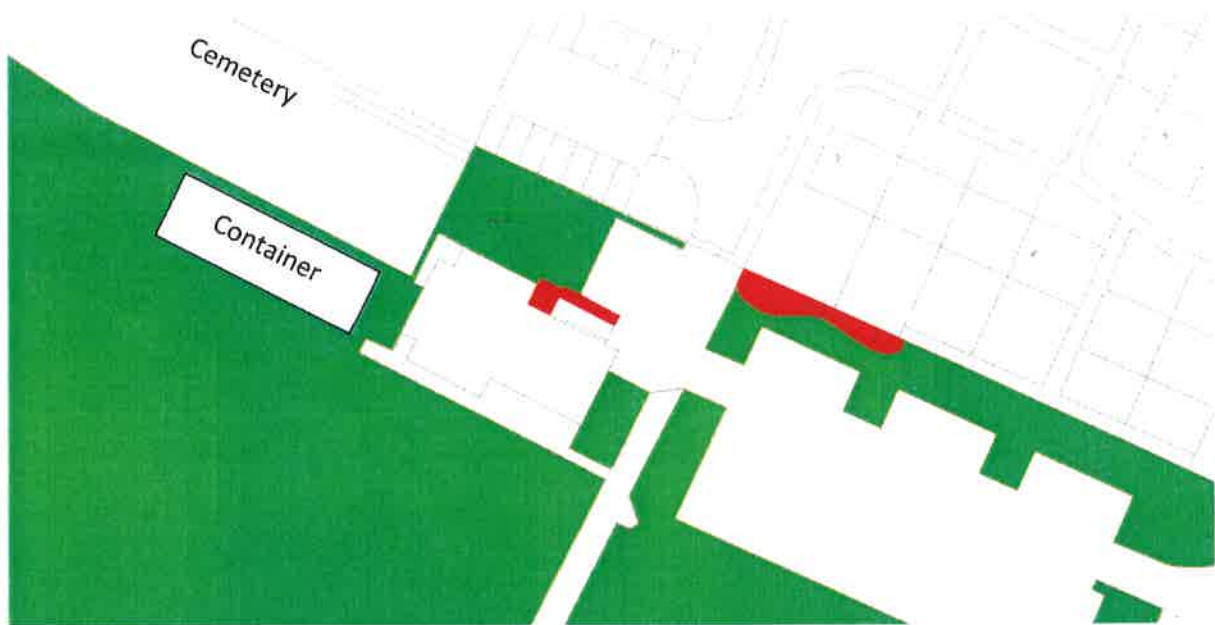
3. SUPPORTING DOCUMENTATION:

- 3.1 Site plan showing proposed location (Appendix 1).
- 3.2 Image of the proposed container (Appendix 2).
- 3.3 Image of the current storage (Appendix 3).

4. RECOMMENDATIONS:

- 4.1 To support Bure Park FC with their continual development and grant permission to install the container at Pingle Fields.
- 4.2 BTC officers to guide and support the club through the appropriate planning process.

Appendix 1



Appendix 2



Appendix 3



ENVIRONMENT COMMITTEE MEETING

TUESDAY 4TH JUNE 2019

GARTH PARK MEMORIAL BIN

Committee Chairman: Cllr Jason Slaymaker

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

Ward Affected: Town

1. BACKGROUND INFORMATION:

- 1.1. The Bicester Local History Society paid for a memorial bench to be located in Garth Park as an acknowledgement of WWI anniversary.
- 1.2. The bench was installed in February 2019 by the BTC maintenance team.
- 1.3. The supplier range also provides a matching memorial bin which is recommended to be purchased.
- 1.4. Installation would be completed by BTC operatives.

2. FINANCIAL INFORMATION:

- Memorial bin £491.00 +VAT
- Leg extension kit £27.00 +VAT
- Delivery £105.00 +VAT

Total Cost: £623.00 +VAT

Budget Code: 801 4151 – Litter Bin Provision

3. SUPPORTING DOCUMENTATION:

- 3.1. Image of the recently installed memorial bench.
- 3.2. Image showing the proposed match bin.

4. RECOMMENDATION:

- 4.1 To purchase a new memorial bin to match the recently installed bench located in Garth Park.

Appendix 3.1.



Appendix 3.2.



ENVIRONMENT COMMITTEE MEETING

MONDAY 5TH AUGUST 2019

GARTH PARK FLORAL BEDDING AREAS

Committee Chairman: Cllr Mr. J Slaymaker
07512 902386 jason.slaymaker@bicester.gov.uk

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

Ward Affected: Town

1. BACKGROUND INFORMATION:

- 1.1 Officers have now installed bedding schemes for 2019 to acknowledge the DEM's freedom of the Town and the CDC inclusion in the National Britain in Bloom competition.
- 1.2 The Britain in Bloom colour scheme consists of the following colour scheme:
 - Light Pink
 - Dark Pink
 - Yellow
 - Purple (to enhance the lighter colours)
- 1.3 The DEM's acknowledgement is displayed in three colours (gold, silver and purple/plum) within the Bell Tower.
- 1.4 Local plant expert Graham Philpott has provided support via a scheme to tastefully acknowledge these initiatives/events and has produced a programme to continue with the development of the sustainable bedding through other areas of the park.
- 1.5 The plants will be of a high quality and are selectively chosen with bright colours to enhance our sustainable bedding areas. They will include:
 - Specific scented bedding next to the bandstand
 - Main bed under the Chamber window will contain colours from the BTC logo
 - Yellow, Red and Purple bedding scheme for the remaining beds
- 1.6 All plants will be installed after the summer to assist with bedding in purposes (favourable weather conditions).
- 1.7 All dead material has been removed and the beds have been initially prepared.
- 1.8 Voluntary organisations will be invited to help on this initiative as part of a community projects. They include groups such as Green Gym, Scouts Cubs, Guides, Schools and Businesses.
- 1.9 This project will form part of the future bloom application made by CDC.

2. FINANCIAL INFORMATION:

Due to the increased spend of the project which will last for many years it is recommended to use the following budgets:

Quotation 1 - £6060.30 (over 50% of the plants not quoted for due to unavailability)

Quotation 2 - £8902.50

Quotation 3 - £9059.62

£6500.00 – Bloom 109 4171

£1559.62 – Maintenance of Open Spaces 301 4175

£1000.00 – Agreed fee/donation from the Party in the Park Event

3. RECOMMENDATION:

3.1 Purchase the plants using quotation 3 due to cost and partner supplier recommendation.

3.2 To recommend to the finance committee and approve the budget code spend.

3.3 To recognise the advice, support and work given from Graham Philpot with a gift.
Recommended spend up to £50 to come out of the Bloom budget.

ENVIRONMENT COMMITTEE MEETING

MONDAY 5TH AUGUST 2019

GROUNDS MAINTENANCE UPDATE

Committee Chairman: Cllr Mr. J Slaymaker
07512 902386 jason.slaymaker@bicester.gov.uk

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

Ward Affected: All

1. BACKGROUND:

- 1.1 The landscape maintenance contract led and managed by Cherwell District Council has now completed its first quarter of the financial year. In this period, we have received good results in which a small amount of correction notices have been issued mainly for grass cutting performance, back up and selected out of spec hedgerows.

2. PERFORMANCE AREA REVIEW

2.1 Grass Cutting

Profile Amenity Areas – This specification is applied to all play areas, these areas generally been cut to a good standard by the BTC maintenance Team.

General Amenity Areas – This specification is applied to all open spaces; these areas generally have been cut within the specification of the contract but there has been some issues with back-up around obstacles where this has not taken place within 8 working hours following the main cut.

Correction notices issued resulting in areas being cut late and back up not being completed.

Recreation Ground Areas – This specification is applied to all sites with sports pitches specification on them. These areas generally have been cut within the specification of the contract but there have been some issues with back-up around obstacles where this has not taken place within 8 working hours following the main cut. **Correction notices issued.**

Flailed Areas – This specification is applied to all sites with grass which is allowed to grow to a maximum length of 300mm. These areas were cut to contract specifications, bailed and removed in good timescale.

Meadow Areas – This specification is applied to all sites with grasslands which are cut twice a year. These areas were cut to contract specifications, bailed and removed in good timescale.

2.2 Sports Pitch Maintenance

Post Season Works – Bicester Town Council has completed a full renovation programme which has included a full slot seeding of all areas consisting of heavy foot traffic/wear and tear. Generally, the reinstatement standard was high and good germination was achieved, ensuring good sward cover for the coming season. Contract feed and weed will be issued prior to the start of the 2019/20 season starting in August. This application will also need to be applied in the appropriate weather conditions. Pitch cutting is progressing well with lots of positive feedback from users of all open spaces.

2.3 Horticultural Maintenance

Shrub Borders - There has been a significant improvement with regards to pruning schedules. Majority of the shrub borders have been kept to contract specifications. We expect a full programme of winter works at the end of the next quarter (September/October).

Hedges – The majority of hedges have received attention and require further works in the forthcoming quarters. Areas missed and could be considered as further legacy works from previous contractors not completing to contract standards.

Woodland Areas – These areas have been maintained to the contract standards but areas have been missed and could be considered as legacy works from previous contractors not completing to contract standards. There are still areas incomplete which will be addressed properly at the end of the summer.

2.4 Floral Provision

Nursery Deliveries – The plant material was delivered on time ready for Summer bedding for Garth Park. Additional feed and watering programmes required due to the predicted dry weather. Good results to date due to good weather conditions..

Plant Quality – The plant quality was good. Well established and watered in well.

Maintenance – Floral units etc in the Town Centre are in good condition. BTC hanging baskets are in good condition with additional feed/watering supplied.

2.5 Chemical Applications

Roadside Kerbs – This operation was due to be completed in May. Good application results. This is due to be carried out again in September.

Bollards Spraying – This operation continues to cause issues resulting in default notices and reinstatement works. These areas are receiving reinstatement work to put them right and will be accepted once they are back in the original condition.

2.6 Cleansing Operations

Litter Picking & Bin Emptying – This operation has generally been carried out to a high standard. Regular missing of selected sites has been addressed.

2.7 Arboricultural Operations

Tree Works – Planned tree works are taking place across Bicester Fields however completion is proving difficult due to the high number of individual work orders being raised across other areas of the Town. Officers are continually planning areas of set bulk works and this will be set from the recommendations provided from the survey. This is an essential requirement for insurance purposes when prioritising works. It is anticipated that Bure Park and surrounding corridors will be the next area to be addressed.

Tree officer has provided a good level of service in reference to inspections. A steady flow of programmed works is taking place along with customer issues rectified within a timely process.

3.0 SUMMARY:

1. Overall the contractors are performing to an acceptable standard.
2. BTC Officer are chasing a programme/schedule of winter works to address areas such as woodlands and pathways.
3. Members are asked to continue to support Officers and advise on areas which appear to be out of contract specification.

Minutes of a meeting of the **Bicester Town Council Events Working Party** held on **Thursday 16th May** at **10.00hrs** at The Garth, Launton Road, Bicester.

Present:

Cllr Jason Slaymaker - Chairman
Cllr Richard Mould
Cllr Zoe McLernon

In Attendance:

Chris Johnson – Operations Manager
Jane Beedell – Administration Officer
Tom Duckham – Cherwell District Council
Nicki Stevenson - OYAP

**Agenda
No.**

Members elected Cllr Jason Slaymaker as the Chairman for the Events Working Party

1 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Lynn Pratt and Les Sibley.

2 MINUTES

Members confirmed the Minutes of the meeting held on 26th March 2019.
BE06/1819

3 MARKET UPDATE

Bicester market is performing well with good trader retention. Bicester's Big Lunch is taking place on Sunday 2nd June and Sketts will be holding and craft and food market on Saturday 8th June.

OVO Energy Women's Cycle Tour

Oxfordshire Councils have secured a deal with SweetSpot to hold stages of this premier women's race in the country for the next 3 years. 2019 stage 3 ends at Blenheim Palace. The 2020 Grand Depart will be in Bicester with dates and route still to be determined (potentially Monday 10th June 2020).

Need to determine where the start will be located and activities to ensure the events leaves a legacy in the town. The race itself has been paid for but any associated activities will need to request funding through CDC although external bodies may have funding available as well eg British Cycling Club.

Tom Duckham is leading the CDC delivery team as part of the County delivery group.

4 2019 EVENTS

Carnival

Members **RECOMMEND** that the Army and their families pay half-price entry fee as per last year.

Bicester Festival

Operations Manager met with CDC project manager and further discussion is required regarding costs incurred for use of BTC resources. Members requested Nicola Riley to attend the next meeting.

5 CHRISTMAS LIGHTS PROVISION

Specification for tender process is underway based on a supply and fit model (leasing). This is for Banbury, Bicester and Kidlington town centres. Members agreed this was preferred rather than purchasing due to the associated costs of maintenance and storage. Tender process will take a minimum of 6 weeks once specification complete so there is the option for BTC to use the existing lights or source their own lights for 2019.

6 VE DAY 75th ANNIVERSARY

Members requested that Officers produce a recommendation for this celebration and associated costs at a future meeting.

7 FORWARD PLAN

RECOMMENDED that existing items are carried over to the next meeting.

8 DATE OF NEXT MEETING:

Thursday 11th July at 10am in the Council Chamber

Minutes of a meeting of the **Bicester Town Council Events Working Party** held on **Tuesday 23rd July at 10.00hrs** at The Garth, Launton Road, Bicester.

Present:

Cllr Jason Slaymaker - Chairman
Cllr Richard Mould
Cllr Zoe McLernon

In Attendance:

Chris Johnson – Operations Manager
Sarah Corstorphine – Administration Officer
Tom Duckham – Cherwell District Council
Tara Murtagh-Stewart – Cherwell District Council
Nicola Riley - Cherwell District Council
Helen Le Brock - OYAP

**Agenda
No.**

1 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Lynn Pratt.

2 MINUTES

Members confirmed the Minutes of the meeting held on 16th May 2019.
BE01/1920

3 MARKET UPDATE

No markets planned for the next few months. Members discussed possible markets for the Bicester Festival and December.

4 BICESTER FESTIVAL

Hire application received and further information to follow regarding operational requirements and BTC requests. Meeting is required between Operations Manager and CDC regarding logistics and set up. CDC to forward dates.

5 EVENTS 2019 UPDATES

Carnival

Members thanked the Officers for a well-managed event. Discussed the future of Carnival and agreed to discuss a different format for future year's suggestions to come back to a meeting in the future.

Bicester Activity Day

Members thanked the Operations Manager for his time in planning the event. The event has been planned and marketing has gone out on time. Surveys are to be given out on the day to people attending to gather information on Bicester events.

Motown

The operations manager confirmed all operational requirements have been booked and confirmed. It has been confirmed that the guides will be managing the gates. Finance for the event is accurate.

Car Show

Porsche UK will lead the event. Music has not been planned for this year.

80's

The operations manager confirmed all operational requirements have been booked and confirmed. It has been confirmed that the Bicester Garrison guides will be managing the gates. Finance for the event is accurate.

Christmas Lights & Format

Proposed to use a similar format as last year. Discussed possible options on where to put stage for best place to see lights. Lantern parade to start and finish at the OYAP building however this may require a temporary road closure. Tom Duckham to be contacted for advice.

6 VE DAY 75th ANNIVERSARY

Members agreed a draft proposal will be made in Autumn. OYAP offered use of buildings for this event.

7 FORWARD PLAN

RECOMMENDED that the 2020 events programme, town centre events and Carnival will be discussed at the next meeting.

8 DATE OF NEXT MEETING:

Thursday 12th September 2019 at 10am in the Council Chamber

**BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE**

Monday 25th March 2019

Skate Park Official Opening

Chairman: Councillor Jason Slaymaker
☎ 07512 902386 jason.slaymaker@bicester.gov.uk

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

Ward Affected: All wards

1. Background

- 1.1 A report regarding the opening of the new skatepark was presented to Committee on 25th March 2019 (attached at Appendix 1).
- 1.2 The Committee “**RESOLVED** to **DEFER** the recommendation until the outstanding issues have been addressed” (minute 434/18/19).
- 1.3 Given that matters are now resolved, the Committee is now asked to consider again the recommendation.
- 1.4 There is a current year budget of £3,000 for maintenance which should not be required as we are in defect period and a £3,000 balance in reserves taking into account the retention being held.

2. Recommendation

The Committee is recommended to **AGREE** :-

1. An official opening of the skatepark be organised;
2. A task and finish working party be established to organise the event;
3. A budget be allocated to facilitate the event from the earmarked reserve;
4. Officers be delegated the authority to organise the event in consultation with the task and finish working party.

**BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE**

Monday 25th March 2019

Skate Park Official Opening

Chairman: Councillor Sean Gaul
☎ 07894 959820 sean.gaul@bicester.gov.uk

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

Ward Affected: All wards

1. Background

- 1.1 Practical completion on the new skatepark was achieved on Friday 22 February 2019 and was opened to the public.
- 1.2 The users are now asking about an official opening. As elections are due to be called in the next few days, it is advisable that any official opening is delayed until May 2019 or afterwards.
- 1.3 Given the interest from the users it would be recommended that a small working party is set up including some users and the Neighbourhood Police Officer, to organise the official opening event with the Environment Committee setting the parameters such as any budget allocation.
- 1.4 The Committee should consider councillor nomination to a task and finish working party; the number of users to be invited to join the working party. As working parties cannot make decisions, delegation should be given to officers to work in consultation with the working party.
- 1.5 Such an event might involve a competition for users, a technical demonstration, ribbon cutting and a social gathering. Users have suggested a BBQ. Representatives of Sport England and Cherwell DC should be invited as funders and the Mayor can do the opening.
- 1.6 The Committee should set a budget for the event which may be supplemented from sponsorship or local fundraising. The earmarked reserve for the skatepark has over £10,000 remaining once external funding is received.

2. Recommendation

The Committee is recommended to **AGREE :-**

1. An official opening of the skatepark be organised;
2. A task and finish working party be established to organise the event;
3. A budget be allocated to facilitate the event from the earmarked reserve;
4. Officers be delegated the authority to organise the event in consultation with the task and finish working party.

POLICY COMMITTEE		
MEETING DATE	ITEM	COMMENT
November	Closure policy for cemetery	Pending
	London road Level Crossing	Watching brief
	Retention of Assets Policy	Pending
	NW Bicester	
	Future management of open space play areas	
	New burial ground and memorial policy	
	Working of Town Centre Group.	On-going
FINANCE COMMITTEE		
MEETING DATE	ITEM	COMMENT
	Business continuity plan	

ENVIRONMENT COMMITTEE		
MEETING DATE	ITEM	COMMENT
2019	Wheelchair Swing	
Dec 2019	Garth park Improvement Programme	
Sept 2019	Play Area Improvement Programme	
Sept 2019	Tree Policy	
PLANNING COMMITTEE		
MEETING DATE	ITEM	COMMENT
Oct 2019	East West Rail	Invite East West Rail to Planning Meeting when the consultation process starts
	London Road Level Crossing	Ongoing – Live issue
2019	Oxfordshire Spatial Plan Consultation	
Oct 2019	Oxford/Cambridge Arc Development	
	Bicester Motion	
	BSA	
	Wolf Resorts, Chesterton	BTC to be included on distribution list