

BICESTER TOWN COUNCIL



ENVIRONMENT COMMITTEE MEETING

Ref: ENV02/2021

TUESDAY 21ST JULY 2020

at

7.00pm

BY ZOOM

(Please see agenda for login details)

Circulation:

Town Mayor: Councillor Jason Slaymaker

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

Other Circulation

Substitute Members

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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Tuesday 14th July 2020

Sir/Madam

To all Members of the Environment Committee

You are hereby summoned to attend a meeting of the Environment Committee on **Zoom** on **Tuesday 21st July 2020** to commence at **19:00hrs** for the transaction of the following business.

In line with the Coronavirus Act 2020 and subsequent regulations governing local authorities' meetings, the Council will be holding this meeting via the online video conference facility, Zoom.

To join the Zoom meeting follow this link <https://us02web.zoom.us/j/85185091670>

Meeting ID: 851 8509 1670

Password: (to ensure online security it is recommended that meeting passwords are not publicised and are given directly to those intending to attend the meeting. Please therefore email enquiries@bicester.gov.uk for the password at least 24 hours before the scheduled meeting date).

Telephone number to join by audio only: 0203 051 2874 (you will be prompted to enter the meeting ID and password before joining the meeting).

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.

Copy Attached	Agenda item No	AGENDA
✓	3	MINUTES OF ENVIRONMENT COMMITTEE To confirm the minutes and RESOLUTIONS of the following Environment Committee meeting: ENV05/1920 – 4th February 2020
	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.
✓	5	MINUTES OF EVENTS WORKING PARTY Councillors to confirm the minutes and RECOMMENDATIONS of the Events Working Party: BE02/2021 7th July 2020
✓	6	TREE MANAGEMENT POLICY Committee is asked to consider the attached report.
✓	7	TREE PLANTING REQUESTS Committee is asked to consider the attached report.
✓	8	PLAY AREAS REVIEW UPDATE Committee is asked to consider the attached report.
✓	9	PLAY AREAS REOPENING PLAN Committee is asked to consider the attached plan.
✓	10	BOWLS CLUB - ADVERTISING Committee is asked to consider the attached report.
✓	11	BANDSTAND ORNAMENTAL GARDEN BALL GAMES SIGNAGE Committee is asked to consider the attached report.
✓	12	CDC ENVIRONMENTAL PLANTING SCHEME Committee is asked to consider the attached report.

Copy Attached	Agenda item No	AGENDA
✓	13	SPORTS PAVILIONS Committee is asked to consider the attached report.
✓	14	FORWARD PLAN Committee is asked to review and comment on the forward plan.
	15	DATE OF NEXT MEETING: 28th September 2020 CLOSE OF MEETING:

Minutes of a meeting of the Bicester Town Council Environment Committee held on
Tuesday 4th February 2020 at The Garth, Launton Road, Bicester OX26 6PS.

Present:

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

In Attendance:

Samantha Shippen – Chief Officer
Zara Sankey – Administration Officer

Minute No	Agenda item No	
376/1920	1	APOLOGIES FOR ABSENCE RESOLVED that apologies were received from Cllr Harry Knight. <i>Cllr Les Sibley arrived 19:03.</i>
377/1920	2	DECLARATIONS OF INTEREST No declarations of interest were received.
378/1920	3	MINUTES OF ENVIRONMENT COMMITTEE RESOLVED to confirm the minutes of the following Environment Committee meeting held on: ENV04/1920 – 26th November 2019
379/1920	4	PUBLIC SESSION The owners of Everyday Active - Emma and Neil Gubbins, attended the meeting and gave a report on the proposed use of outdoor spaces for their fitness groups <i>The Chairman brought forward item 10 on the agenda</i> .
380/1920	10	USE OF OPEN SPACES FOR ORGANISED ACTIVITIES RESOLVED that Committee AGREED that Officers be delegated authority to approve use for a defined period as free

Minute No	Agenda item No	
		trial period of up to 6 months with appropriate reporting and for this to be reviewed after the free period.
381/1920	5	MINUTES OF EVENTS WORKING PARTY RESOLVED to confirm the minutes and recommendations of the Events Working Party held on: BE05/1920 22nd January 2020
382/1920	6	PLAY AREA REFURBISHMENT UPDATE The Chief Officer advised that she had added (23) Primrose Drive to the list of play areas for review in 2-3 years because of its current condition. It was RESOLVED that: 1. a report of the exercise carried out at the Service Manager interviews be brought to the next meeting for discussion; 2. Officers arrange for another tour for councillors of the prioritised areas; 3. An update of costs and potential savings for the proposed closures be brought to a future meeting.
383/1920	7	SKATE PARK CELEBRATION RESOLVED that Committee AGREED that: 1. A celebratory event for the skatepark be organised; 2. A task and finish working party to be established to organise the event; 3. Councillors Richard Mould, Robert Nixon and Jason Slaymaker be appointed to the task & finish working party with PC Vicky Lees and representatives of the users; 4. A budget of up to £5,000 from the current year skatepark maintenance underspend and the remaining earmarked reserve be available for the celebration with delegation to the Chief Officer to approve spend in consultation with the task & finish working party; 5. The Chief Officer be delegated authority to approve the detail of the event following consultation with the task & finish working party.

Minute No	Agenda item No	
384/1920	8	TREE WORKS RESOLVED that the Committee NOTED the report.
385/1920	9	GARTH PARK PLANTING RESOLVED that Committee NOTED the report.
386/1920	11	FORWARD PLAN RESOLVED to: 1. AMEND tree policy to May/June 2020. 2. MOVE play area improvement programme to May/June 2020. 3. Request that Councillor Gaul provide an UPDATE on the wheelchair swing. 4. Garth Park Improvement Plan to be REVIEWED in May/June . 5. ADD Summer bedding update to March meeting
387/1920	12	DATE OF NEXT MEETING: Monday 30th March 2020, 7pm. CLOSE OF MEETING: 8:25 PM.

A meeting of the **Bicester Events Working Party** was held on **Tuesday 7th July 2020** at **19:00hrs** on Zoom.

Present:

Cllr Jason Slaymaker - Chairman
Cllr Zoe McLernon
Cllr Richard Mould
Cllr Lynn Pratt

In Attendance:

Samantha Shippen – Chief Officer
Phil Evans – Service Manager
Zara Sankey – Administration Officer
Nicola Riley – Cherwell District Council
Tara Murtagh-Stewart – Cherwell District Council
Donna Waterer – OYAP

**Agenda
No.**

1 APOLOGIES FOR ABSENCE

Apologies were received from Tom Duckham – Cherwell District Council, Cllr Harry Knight substituting for Cllr Les Sibley.

2 MINUTES

Members **CONFIRMED** the Minutes of the meeting held on 10th March 2020.
BE06/1920

3 MARKET UPDATE

An update was submitted via email by Tom Duckham, which was presented by the Chief Officer to the Committee. The markets are back to a normal amount of traders, with Fridays reported as busy. Traders have been supplied with information on safe working practices, whilst social distancing signage has been provided from CDC alongside signage that Sheep Street is a pedestrian zone. Anti-bacterial gel is also available to customers at the community stall.

There are no specialist markets booked.

4 2020 VIRTUAL VE DAY 75th ANNIVERSARY REVIEW & FINANCE UPDATE

The Committee reviewed and **APPROVED** the:

- a) Virtual VE Day event review;
- b) Finance update.

5 BTC 2020 EVENTS PROGRAMME

The Committee reviewed the following:

- a) The Committee reviewed the **Events Programme 2020** and **AGREED** that Remembrance Sunday may need some changes to the total number of participants and Covid-19 safety measures to be implemented for wreath laying. Officers to update the Committee with a proposal at the next meeting.

- b) The Committee **APPROVED** the proposal and finance for the Virtual Superhero Day. OYAP expressed an interest to participate, Cllr Jason Slaymaker to discuss live streaming options with Administration Officer.
- c) The Committee made the following **RECOMMENDATIONS** to the proposal for **Christmas Lights switch-on**.
- The Christmas lights may be switched on without any advertisement to discourage large gatherings in-line with Covid-19 safety guidelines. The Committee suggested this could be recorded and publicised post event.
 - A **Christmas market** to be held on Small Business Saturday (Saturday 5th December), with the potential for an additional Christmas market to added. Officers to agree with OneBicester on the responsibilities for running this market;
 - To **POSTPONE** the Lantern Parade until 2021. OYAP to host a virtual workshop of lantern making which can be used as part of a virtual Christmas program.
 - To **REMOVE** any live attractions, such as the animal nativity and entertainers and **REPLACE** with a virtual entertainment content program. Officers to encourage those who would normally participate on the day to be part of the online content.
 - To **REPLACE** the traditional switch-on event with a special **light experience** new for 2020. Officers to present cost proposals to the Committee at the next meeting.
 - Officers to discuss **sponsorship** with Bicester Village towards the cost of a light experience.
 - Officers to **research use of buildings** in Bicester Town Centre which could be used for arts and crafts projects;
 - The Committee **AGREED** to use budget from the 2020 cancelled live events towards the Christmas proposal. Costs to be confirmed at the next meeting;
 - The Committee **AGREED** with the recommendations for an online Advert Calendar. A different focus on each business each day in the run up to December to help support and promote local businesses.

6 OTHER EVENTS

- a) **BICESTER FESTIVAL** - CDC gave an update on the festival, with a theme of 'fire' and a focus on 'keeping the flame alive'. Glory Farm School has been creating dragon heads to be used within the event. Content details are being considered for the programme with ideas of socially distanced audience participation. The Bicester Festival website will host the event and content will be ongoing throughout the year.
- b) **ANY OTHER EVENTS**
- Bicester Round Table** has confirmed that they are planning for the Fireworks display to go ahead at present.
- Town Centre Group** – is discussing services with St Edburg's Church. The group is also discussing options for a 'business fair' proposal and for local artists to be given a platform and promoted.
- Bicester Big Lunch** – Cllr Jason Slaymaker gave the Committee an update on the virtual event, which was hosted over a weekend via Zoom, streamed through Facebook, with 5k active watchers.

7 **FORWARD PLAN**

RECOMMENDED that BTC Officers **ADD** 'plan for 2021', 'Business Society Street Fair' and **AMEND** 'Christmas Lights switch-on' to 'Christmas' to the Forward Plan.

8 **DATE OF NEXT MEETING: 16th September 2020 7pm.**

Close of meeting: 8:28pm

**BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE**

Tuesday 21st July 2020

Tree Management Policy

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

Contact Officers: Samantha Shippen – Chief Officer
☎ 01869 252915 samantha.shippen@bicester.gov.uk
Phil Evans – Service Manager
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Ward Affected: All wards

1. Background

- 1.1 Members have for some time requested a Tree Policy be drafted by officers.
- 1.2 The Chief Officer and Service Manager have studied the policies of other similar authorities and assessed the issues and implications relevant to Bicester Town Council in drawing up a comprehensive policy.
- 1.3 This report is to present the draft for approval of the Environment Committee to be forwarded to the Council's Policy Committee for adoption. The draft Tree Management Policy (GP24) is attached at Appendix 1 of this report.
- 1.4 There is no doubt that even with a policy in place there will be times when an officer judgement in line with the policy will not concord with residents' wishes, but the policy will make the intention of the Council clear.
- 1.5 The Committee is requested to consider the details of the draft policy.

2. Recommendation

The Committee is recommended to **APPROVE** the draft Tree Management Policy (GP24) for submission to the Council's Policy Committee for adoption.



TREE MANAGEMENT POLICY

GP24

1. INTRODUCTION

- 1.1 This is a policy for dealing with tree management across the land in Bicester Town Council's ownership and management. This policy does not cover trees in private ownership which are outside of Bicester Town Council's control. Trees in private ownership are the responsibility of the private landowner. The policy also does not cover Tree Preservation Orders, Conservation Areas or high hedge legislation which is administered by the Cherwell District Council.
- 1.2 This Policy is intended to act as a point of reference for the public, Councillors, officers and professionally interested people to enable informed decision making and to establish a clear, consistent and more structured approach to the issues affecting trees.
- 1.3 Trees are a highly valued feature in the landscape and are of immense environmental and aesthetical value to the Town and its residents. They make a contribution to the character and beauty of our parks and open spaces, provide a habitat for wildlife, enrich the biodiversity, act as the Town lungs and help to reduce rising temperatures caused by climate change. Many of the trees in the Council's ownership are placed to absorb traffic noise in built-up areas and can help limit noise pollution; as such they act as a screen, increasing privacy in residential roads and gardens. Bicester Town Council recognises these benefits, seeking to preserve healthy trees and encourage the planting of new trees where possible.
- 1.4. We recognise that although trees are a positive feature, they can be the cause of a range of problems, from being a nuisance or inconvenience to potentially causing serious injury or even death. As a tree owner we have a direct responsibility for ensuring our trees do not pose a danger to the public or property and are managed appropriately. This policy sets out our approach to tree management.
- 1.5 The overall aim of the tree policy is to ensure that our tree stock is retained, enhanced and increased in the most proactive manner whilst ensuring the health, safety and well-being of the public and property.

2. LEGISLATION

- 2.1 We have a responsibility to maintain trees within our ownership / management to ensure they are in a safe condition and not causing an unreasonable danger or actionable nuisance.
- 2.2 As the owner and manager of trees, Bicester Town Council has a legal duty of care to take all reasonable steps to ensure that any foreseeable hazards can be identified and made safe. This duty is laid down in the Occupiers Liability Act 1984 and the Health and Safety at Work Act 1974 Section 3
- 2.3 Tree works shall be carried out whilst ensuring adherence to all wildlife and



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conservation laws are observed including:

- Wildlife and Countryside Act 1981 (amended 1995)
- The Wildlife and Countryside Act 1981(England and Wales) (Amendment) Regulations 2004
- Countryside and Rights of Way Act 2000
- The Town and Country Planning (Trees) (Amendment) (England) Regulations 2008
- The Conservation of Habitats and Species Regulations 2010
- The Conservation (Natural Habitats, &c.) (Amendment) Regulations 2007
- The Hedgerows Regulations 1997.

3. INSPECTION OF TREES

- 3.1 Bicester Town Council work to a risk-based approach to tree management: a programme of inspection identifying and prioritising potential hazards. The cycle of inspection for trees will be set according to their location and area of risk. Inspections are carried out by appropriately qualified individuals under our contract with Cherwell District Council.
- 3.2 This inspection programme is designed to assess the trees' condition and health whilst highlighting any work that may be required to ensure the tree is retained in the best possible condition.
- 3.3 The decision to prescribe work to a tree is calculated on a risk basis. Risk is calculated through the process of a visual tree assessment. An evaluation of the tree takes into account many factors including:
 - Location
 - Size
 - Species
 - Presence of structural decay or defects
 - Relationship of any fungal infection relative to species.
- 3.4 Tree defects likely to cause a hazard are identified, categorised and the appropriate work is undertaken where appropriate to remove the hazard.
- 3.5 In bad weather even the healthiest of trees can become hazardous. Bicester Town Council will take prompt action in such emergencies, to ensure that everything possible is done to protect road users, residents and property.
- 3.6 When the level of risk has been established by surveying the tree any works required will be dependent on reducing the risk to an acceptable level. The legal framework does not require the elimination of risk altogether, but that the risk is minimised to an acceptable level.
- 3.7 If a tree is highlighted to be dead, dying, diseased or dangerous and is posing an unacceptable risk to public safety, it will be identified for felling.



TREE MANAGEMENT POLICY

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- 3.8 There may be exceptional occasions when a higher risk may be acceptable for example if there is a tree of particular additional value or for reasons of heritage. In these circumstances the advice from an independent consultant will be sought. In addition to this further arboricultural advice or investigations into the condition of the tree may be sought.

4. TREE MAINTENANCE/MANAGEMENT

- 4.1 The Town Council will ensure that tree maintenance work will be conducted as a result of information gathered during pro-active tree inspections. However, reactionary tree maintenance will always form a key element of overall tree maintenance operations and normally originate from enquiries from councillors, residents, council officers, contractors or utility companies.
- 4.2 We receive many requests and complaints regarding trees. It is important that individual issues are dealt with consistently and that decisions are balanced against the positive contribution that trees make to the environment and enjoyment of the area by local residents and visitors. Many of the complaints received involve minor or seasonal issues that are generally considered to be foreseeable or social problems associated with living near trees, which can often be minimised through careful pruning and careful species selection when planting.
- 4.3 In all cases, consideration will be given as to whether the tree in question meets the necessary criteria for protection. We will respond positively to tree issues raised regarding safety and endeavour to undertake works to alleviate damage to property it is not possible or desirable to undertake all works requested. Some requests would not alleviate the problem others would only be a temporary measure which could not be repeated due to restricted budgets. Pruning can be to the detriment of many trees and can have the adverse effect of accelerating additional growth.
- 4.4 To ensure that requests for works to trees are dealt with efficiently, consistently and fairly, our policy in relation to the more common types of request is outlined below.

4.5 OVERHANGING TREES/BRANCHES

The Council has no legal obligation to prune overhanging trees unless they are causing direct damage to an adjacent property or are dangerous. The Council will not prune trees that overhang neighbouring properties unless the trees are dangerous or are causing an actionable nuisance. This reflects the Council's position as an owner of thousands of trees and the resources available.

Adjacent landowners are entitled to prune encroaching tree branches or roots back to the boundary of their property providing that the works do not unbalance the tree or do other damage to it. Legally, they are required to



TREE MANAGEMENT POLICY

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retain the prunings and offer them back to the Council, but the Council is not obliged to accept them.

Where access to the Council's land is required in order to undertake tree works, the adjacent landowner must seek the permission of the Council to enter their land. This will not be unreasonably refused.

It is a requirement that all Contractors working on Council land are suitably qualified to undertake the proposed work. It is also a requirement that adequate public liability insurance (a minimum of £5m or £10m when adjacent of a highway) is in place and that appropriate risk assessments and method statements have been completed. The Council will request evidence of this before permitting access.

4.6 PRUNING TREES FOR LIGHT IMPROVEMENT

A common complaint about urban trees is that they block light from properties or shade gardens. However, the seriousness of this effect is variable and often removal of the tree will have little effect on the amount of sunlight reaching the house or garden. An example of this is where the house is north facing and the tree is small or at a distance.

There is no right to light under the law and therefore the Council has no legal obligation to abate this perceived nuisance.

However the Council will consider taking action (pruning or felling) in the following circumstances:

- Trees over 12m in height – distance between base of the tree and the window of the nearest habitable room is less than 5m
- Trees smaller than 12m high – distance between base of the tree and the window of the nearest habitable room is less than half the height of the tree.
- Where the separation between the edge of the tree canopy and a vertical line through that window is less than 2m. A 'habitable room' means a dining room, lounge, kitchen, study or bedroom but specifically excludes WCs, bathrooms, utility rooms, landings and hallways.
- It is recognised through the preparation of the Equalities Impact Assessment that there are exceptional circumstances in which this approach needs to be more flexible. Where it can be established that the presence of trees is causing a detriment to the health of residents, further consideration will be given to the management approach of trees. This consideration will also take in to account the quality and importance of the tree in question. This approach is important as the presence of trees also has a beneficial impact on other residents and the reduction in the number or size of trees may have a greater impact than on just one original enquirer.



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Where a situation falls within these guidelines cases will be prioritised according to proximity and account will also be taken of the orientation of the affected window. The results of any consultation exercise may modify decisions if it appears that any work would be by and large unpopular with the rest of the community.

4.7 PRUNING TREES TO IMPROVE TELEVISION, SATELLITE OR RADIO, RECEPTION

Interference with television or satellite reception causes frequent complaints. Interference is worse when leaves are on trees and in bad windy and rainy weather. Satellite reception is more sensitive to interference than television reception. There has been an increase in these complaints in recent years with the advent of this new technology and increased numbers of subscribers.

There is no right to good reception and in many cases it is possible to resolve issues of poor reception by finding an engineering solution.

The Council will only consider requests to prune trees to improve reception where all the following conditions are true:

- Efforts have been made to find an engineering solution to the problem and have not been successful;
- The work required is consistent with good arboricultural practice and will not unduly affect the amenity or health of the tree;
- The work required can be executed within financial resources available.

4.8 PRUNING FOR CLEARANCE OF OVERHEAD POWER CABLES AND TELECOMMUNICATIONS EQUIPMENT

In accordance with Schedule 4 of the Electricity Act 1989, electricity suppliers are empowered to remove obstruction to their equipment. This applies where any tree is or will be in such close proximity to an electric line or electrical plant that it will obstruct or interfere with the installation, maintenance or working of the line or plant; or constitute an unacceptable source of danger to the public.

Routine cyclical pruning of trees will enable the Council to proactively manage trees to reduce the risk of obstructions to overhead power and telecommunications equipment.

4.9 PRUNING TO PREVENT DIRECT DAMAGE TO PROPERTY

Trees or branches proven beyond reasonable doubt to be the cause of serious structural damage to buildings as identified by a competent professional assessor may be removed by the Council. We endeavour to



TREE MANAGEMENT POLICY

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provide a 1.5 metre clearance from overhanging trees to a dwelling house (not property boundaries).

The Council will cut back trees from properties where they touch windows, walls, roofs or gutters. This will ensure that damage to property such as aerials, tiles or gutters is avoided.

Cases of direct root damage will be considered on an individual basis. A balance will be struck between the nuisance experienced by individuals and the benefits offered by the tree to the wider community.

The Council will not normally take action in response to complaints that Council trees are damaging drains. Trees do not have the capacity to break into a sound drain, but they will ruthlessly exploit any existing fault. The removal of one tree will not prevent other vegetation from exploiting the same opportunity. The Council's presumption is that the appropriate way to deal with tree root blockage of drains is for the property owner to ensure that the drains are watertight.

It is often possible to rebuild or repair garden walls and fences to take account of adjacent trees. This can be achieved in a number of ways (for example installing a section of railing or bridging foundations around the base of a tree). Therefore where trees are considered to be causing damage to walls or fences, we will only consider tree removal if the walls or fence are irreplaceable and of exceptional importance e.g. a retaining wall or of historical interest, or if there is a risk to public health in leaving the tree which cannot otherwise be mitigated. If a damaged wall or fence was constructed after planting of the tree, it may mean that the design or construction has failed to take the presence of nearby trees into account and will not be considered appropriate for replacement.

It is often possible to repair paths to take account of adjacent trees and tree roots. Where roots protrude they can be root pruned, or the path re-laid around the tree with flexible materials such as asphalt to provide a smooth surface. Where trees are considered to be causing damage to paths or footpaths, we will not normally consider tree removal except where there is a risk to public health which cannot otherwise be mitigated.

4.10 SUBSIDENCE

Subsidence is a complex interaction between the soil, building, climate and vegetation that occurs on highly shrinkable clay soils when the soil supporting all or part of a building dries out and consequently shrinks, resulting in part of a building moving downwards.

Trees lose water from the leaves through transpiration that is replenished by water taken from the soil by the roots. If the tree takes more water from the soil than is replaced by rainfall the soil will gradually dry out. Trees have a large root system and they can dry the soil to a greater depth, critically below



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the level of foundations. The amount of water trees can remove from the soil can vary between different species.

This policy seeks to set out the Council's response to subsidence claims against its own trees. The opposite of subsidence is a process called 'heave' and this occurs as a shrinkable clay soil re-hydrates (becomes wet again) and begins to increase in volume exerting upward pressure. Heave can also cause damage to buildings and is just as undesirable as subsidence but occurs less frequently.

All claims regarding subsidence will be referred to the Council's Insurer.

The insurers for the claimant or their consultants must provide evidence of ALL the following items before any works are carried out to Council owned trees.

- Physical damage
- Presence of live roots of a suitable species
- Seasonal movement or variation of the damage during different seasons.

If the above evidence is provided, the Council will adhere to the advice supplied by insurers with regard to what, if any, works are required to the trees. If evidence is insufficient any claim will be dismissed.

4.11 PRUNING TO PREVENT GENERAL NUISANCES

The Council will not fell or prune Council owned trees solely to alleviate problems caused by natural and/or seasonal phenomena, which are largely outside of their control.

There are a variety of potential nuisances associated with trees, most of which are minor or seasonal and considered to be social problems associated with living near trees. Examples of such problems are:

- Falling leaves, sap, fruit, nuts, bird droppings or blossom;
- Reduction or increase of moisture to gardens;
- Suckers or germinating seedlings in gardens;
- Leaves falling into gutters, drains or onto flat roofs;
- The build-up of algae on fences, paths or other structures.

Clearing of leaves from gutters and pathways and weeding of set seeds are considered to be normal routine seasonal maintenance which property owners are expected to carry out.

As with leaves, honeydew is not readily controllable by pruning and cleaning of affected surfaces can be considered to be routine maintenance. Pruning will not normally be considered solely as a way of alleviating problems with honeydew.



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4.12 Tree works WILL take place in the following situations:

- Dead, dying or dangerous trees and branches that are or likely to be a danger public safety;
- Trees or branches creating unreasonable obstructing to a public highway, public right of way or access to property;
- Trees obstructing established essential fixtures and services situated in the highway;

4.13 Tree works MAY take place in the following situations:

- Trees deemed by the Council to be an inappropriate species for their situation;
- Trees in an area which is designated for development or redevelopment;
- To maintain historic or important vistas or in the interest of preservation of heritage or locally important structures;
- Re-pollarding or re-coppicing on a regular cycle;
- Trees giving rise to justifiable fears about risk of crime, or trees that have provided access and/or cover for criminal activity;
- Trees and branches restricting other grounds maintenance operations;
- Trees which need formative pruning to shape or train them during the early years;
- Thinning of trees where it will benefit adjacent specimens or those of more favourable species;
- The tree is a species which is known to ultimately outgrow its location and in doing so unreasonably restricts the use of the area;
- To protect or enhance biodiversity;
- To improve the aesthetics of the designed landscape;
- Self-set trees on boundaries where they are a significant nuisance;

4.14 The Council will not undertake tree work operations which may be to the detriment of the tree. Tree works WILL NOT be carried out in the following situations or for the following reasons:

- Because trees are perceived as being too large by a member of the public;
- Obstruction of views from private residence;
- Where tree roots have entered gardens;
- To allow construction of new access or driveway to property;
- Erection of fencing, walls, play areas and sports pitches
- To facilitate the implementation of non- essential underground or over ground.
- The tree 'moves in the wind'

4.15 OTHER FACTORS CONSTRAINING WORK TO TREES

Birds

Under the Wildlife & Conservation Act 1981 (as amended) it is an offence to kill, injure or take wild birds, their young, their eggs or nests. Non-urgent



TREE MANAGEMENT POLICY

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major tree work involving tree removal / reduction and hedge cutting operations should not normally be undertaken during bird nesting / breeding season, which is considered to be from 1st March to 31st July.

Bats

Bats are a European Protected Species and are protected by the Conservation of Habitats and Species Regulations 2010 and the Wildlife & Countryside Act 1981 (as amended). Causing damage to a roosting / nesting site is a criminal offence which can lead to imprisonment. Trees displaying signs of roosting bats will be referred to an Ecologist before any work commences. Any trees supporting roosting bats will not be worked on until Natural England is consulted.

5. VANDALISM AND DAMAGE TO COUNCIL OWNED/MANAGED TREES

Vandalism is an increasing pressure on trees. Usually it is young newly planted trees that are damaged; however, mature trees are often damaged too. There are various ways in which vandalism can be counteracted, but none of these is 100% effective against determined attack.

The main methods of deterring vandals are to plant large numbers of very young trees, known as whips, or to plant larger robust trees depending on the site. Another method is to put guards or fencing around trees, but these must be large enough and strong enough to offer real protection.

This latter approach tends to be the most expensive method and only appropriate in very high-profile positions. In the long run, increasing environmental awareness within schools and communities should help reduce vandalism.

There are cases where trees we own/manage have been irrevocably damaged or removed without permission. We will investigate any reports of vandalism or damage to trees in our ownership/management and try to repair any damage where we can. Where appropriate, we will take legal action against the person(s) causing the damage.

Any felling or heavy pruning of Council trees on Council land is deemed as criminal damage. The perpetrator will be investigated and under the Anti-social Behaviour, Crime and Policing Act 2014 a Community Protection Notice may be issued, breach of which would result in a fine of up to £2,500 for an individual and £20,000 for a body.

6. TREE PLANTING AND YOUNG TREE MAINTENANCE

6.1 From time to time trees have to be felled. However, these trees need to be replaced or the tree population will continue to decline. Replanting trees is essential to maintain and help the urban tree population grow.



TREE MANAGEMENT POLICY

GP24

- 6.2 It is important to ensure that for every tree felled, at least one tree is planted in its place and is properly cared for. The size and scale of replacement planting should reflect both the trees removed and the situation.
- 6.3 Trees in urban areas are usually present either because a conscious decision was made to plant them or because they self-seeded in parks and gardens and were allowed to grow and mature.
- 6.4 A certain amount of natural regeneration can and does occur in areas such as designated nature conservation sites, but the possibilities for this kind of regeneration in a populated urban area are clearly limited. Either way, no previous planting strategy has been devised for Bicester Town Council and new planting has been on a random basis.
- 6.5 It is the Council's intention that every tree felled should be replaced to ensure that over the years the Town retains its tree stock for future generations, although it is recognised that it is not always practical or prudent to replace a tree in the same location or with the same species that was previously planted.
- 6.6 Going forward, the intention of Bicester Town Council is:

Retention: Ensuring the retention, wherever practicable or desirable, of trees on Council land;

Replacement: Replace mature trees lost through natural wastage (disease, senility etc.) and those that have out-grown their environment so that in these areas the existing tree populations do not decline

Enhancement: Where appropriate, to increase the tree cover and species diversity in those areas of the council's land that are lacking in trees. Taking into account any visual landscape factors so that the species chosen will, when mature, have a significant impact in enhancing the character of the area without compromising any existing views, sightlines etc.;

Continuous Tree Cover: To undertake the management of the existing stock ensuring that there is a continuous programme of tree replacement ensuring that there is a mixed range of age and species.

Species Selection: Planting appropriate species for the particular space. Achieve a species mix so that in the event of a future disease affecting one particular species (as happened with Dutch Elm disease) no one area or park suffers from excessive loss due to a single species being the dominant tree.

Conservation: Encourage nature conservation through tree planting so that there is a measurable increase in the conditions suitable for wildlife to colonise areas where previously it had limited foothold opportunities.

Publicity and Promotion: Increase the level of public awareness of the tree resource by encouraging public involvement in decision making and planting schemes.

Sponsorship: To encourage members of the public, businesses and other groups to sponsor trees via the introduction of a Tree Donation Scheme.



TREE MANAGEMENT POLICY

GP24

Adoption: The cost of tree planting can be significantly reduced if local residents agree to implement some of the maintenance/monitoring tasks in the first few years. Often, trees planted at the request of nearby residents have the best chance of survival, as the resident will keep watch on the tree and either undertake remedial works or inform the Council of problems.

7. RECORD KEEPING & APPLICATION OF THE POLICY

The Council, or its contractor, will retain adequate records of the details of inspection and maintenance regime for all trees.

Although, we believe this policy to be as comprehensive as possible, we acknowledge it does not cover every situation. Bicester Town Council reserve the right to exercise discretion in application of this policy when to do so commit to be in the best interests of the Council and residents.

All enquiries regarding trees on Bicester Town Council land should be directed to the Council on 01869 252915 or enquiries@bicester.gov.uk Our trees are managed on our behalf under contract by Cherwell District Council, a query may therefore be referred on.

Policy adopted:
Review:

**BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE**

Tuesday 21st July 2020

Tree Planting Requests

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

Contact Officers: Samantha Shippen – Chief Officer
☎ 01869 252915 samantha.shippen@bicester.gov.uk
Phil Evans – Service Manager
☎ 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All wards

1. Background

- 1.1 In recent months two specific requests for tree planting have been received by the Town Council. In addition, councillors have queried the Council's approach for replacement of trees which have recently been felled.
- 1.2 Whilst the replacement may be considered to be covered in the preceding agenda item in relation to the Tree Management Policy, officers considered it prudent to seek the Committee view on taking matters forward at this time.

2. Shelley Close

- 2.1 A resident of Shelley Close approached the Council in December 2019 to request that trees be planted on the green near their house.
- 2.2 A range of beech, willows or other native trees on this green have been suggested to help improve the local biodiversity. The location is shown below.



- 2.3 The resident has indicated that they are willing to contribute towards the cost.
- 2.4 The Outdoors Team Leader has looked at the site and considers that tree planting may be suitable. If the Committee is minded approving the request officers can undertake consultation with other local residents.

3. Trefoil Drive

- 3.1 A further request was received in February 2020 to plant an oak tree in the play area (27) in Trefoil Drive, after a tree behind the gate had been removed.



- 3.2 Officers would not recommend the planting of an oak tree in a play area due to the risk of future damage as the tree matures. The Committee may consider another species to be more suitable for planting.

4. Replacement Trees in other areas of Town Council Owned Land

- 4.1 Councillors have had informal conversations with officers expressing concern that a number of trees have been felled without appropriate replacement.
- 4.2 Officers have been made aware of a previous decision of the Council to require specific approval of any additional trees on town council land. Although subject to the approval of the Tree Management Policy, this position is to be reconsidered.
- 4.3 Officers are therefore seeking the views of the Environment Committee in respect of replacement trees in order to make appropriate forward planning.

5. Recommendation

The Committee is recommended to

- 1. **APPROVE** the planting of trees at Shelley Close subject to local consultation;
- 2. **DECLINE** the request to plant an oak tree in play area 27 Trefoil Drive;
- 3. **APPROVE** The planting of an appropriate species "street tree" in play area 27 Trefoil Drive;
- 4. **CONFIRM** the Council's position on replacement of trees on town council land with an instruction to officers to make an appropriate forward plan for such.

**BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE**

TUESDAY 21st July 2020

PLAY AREA REVIEW UPDATE

Committee Chairman: Cllr Jason Slaymaker

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

Ward Affected: All

1. Background

- 1.1 Councillors and officers visited play areas in 2017 in order to undertake a review of condition to allow a strategic assessment by the Committee for continued improvement.
- 1.2 Since that time a variety of work has been undertaken including complete refurbishment, partial refurbishment and painting. An updated report was considered by this Committee in February 2020, at which time officers were requested to bring a report of the exercise carried out at the Service Manager interviews be brought to the next meeting for discussion; to arrange another tour for councillors of the prioritised areas; and for an update of costs and potential savings for the proposed closures be brought to a future meeting.
- 1.3 This report provides an update for the Committee on the ideas from the recruitment exercise at 2 below.
- 1.4 Due to the situation with the ongoing pandemic, a date has not yet been arranged for a tour. The Committee is requested to agree a suitable date.
- 1.5 Given that there are 12 areas now identified for review in 2-3 years, it would be prudent to undertake a visit to those sites as a minimum to identify whether they now need refurbishment, painting or replacement. The following play areas were identified for review in 2-3 years (i.e. 2019-20)
 - Keble Road (3)
 - Saffron Close (13)
 - Cranesbill Drive (18)
 - Lily Close (20)
 - Primrose Drive (23)
 - Oxlip Leys (28)
 - Purslane Drive (29)
 - Chaffinch Close (36)
 - Dunlin Court (39)
 - Woodpecker Close (41)
 - Market End Way (56)
 - Meredith Close (58)
- 1.6 Members may also wish to consider whether all play areas warrant a visit.
- 1.7 It has been established that the former Operations Manager had not carried out an assessment of costs and savings, so this matter remains to be undertaken. Officers consider that until a further review is completed that this exercise would be limited and may be best deferred until a further review is carried out as no progress has been made on those play areas identified for possible closure. The recommendations were made due to perceived lack of use or small size of some

play areas with limited equipment in areas where better resourced play areas exist. The following play areas were identified for possible closure

- Woodruff Close (11) limited equipment
- Germander Way (14) limited equipment
- Mullen Road (16) limited equipment
- Foxglove Close (24) limited equipment
- Burdock Close (26) limited equipment
- Restharrow Mead (30) limited equipment
- Gentian Close (33) limited equipment
- Coltfoot Leys (35) limited use & equipment
- Grebe Road (46) limited use
- Sanderling Court (49) limited equipment
- Banbury Road (52) limited use.

2. Ideas from Recruitment Exercise

- 2.1 As part of the second stage of the recruitment process for the Service Manager position, the candidates were asked to prepare a report, which could be presented to this Committee, making recommendations of what should happen now to those play areas identified for closure.
- 2.2 Both candidates suggested a revisit of the parks identified to review; undertake local consultation and seek suggested proposals for re-use. They also suggested drawing up a specification for minimum maintenance.
- 2.3 Some of the alternative ideas for re-use included community led uses for the local community to take on the areas as “pocket parks” or community growing spaces. The potential for youth “hang out” with graffiti wall; dog recreation parks or outdoor exercise areas.
- 2.4 The Chief Officer has had experience of setting up both dog recreation parks and community growing spaces in other councils and can advise if required.

3. RECOMMENDATION:

The Environment Committee is **RECOMMENDED** to

1. **APPROVE** a date for a visit to play areas and set the scope for the visit;
2. **CONSIDER** the alternative suggestions and **ADVISE** officers of those the Committee would like to be developed further;
3. **REQUIRE** officers to report back to the next meeting on progress.

**BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE**

Tuesday 21st July 2020

Play Area Re-opening Plan

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

Contact Officer: Phil Evans – Service Manager
☎ 01869 252915 phil.evans@bicester.gov.uk

Wards Affected: All wards

1. Background

- 1.1. Following government guidance, play areas were able to re-open on the 4th July, subject to COVID-19 guidance and relevant risk assessments being in place.
- 1.2. Officers and councillors worked hard to ensure that twelve play areas were able to be opened on the given date.
- 1.3. The selection was based on size and ensuring a spread across the town which would enable all residents to have reasonable access close to home.
- 1.4. The play areas re-opened were: Garth Park, George Street, Holm Square – Southwold, Keble Road, Launton Meadows, Lucerne Avenue – Bure Park, Kestrel Way, Kings Meadow, Mallards Way, Merganser Drive, Sunderland Drive, and Villiers Road.
- 1.5. The play areas not opening had renewed signage placed on them on Friday 3rd July to indicate that they would remain closed.
- 1.6. Each play area was deep cleaned by a contract cleaner prior to opening, equipped with a hand sanitiser unit (prepared with gel and batteries), 1.7m large posts mounted with Correx signs offering the public guidance on social distancing and highlighting the parks capacity, several smaller wooden stakes with wooden back boards (prepared with the relevant signage – describing the capacity for each piece of equipment), signage on benches within the play area to encourage social distancing.
- 1.7. Items produced in-house included sign design; the equipment & seat signs, printing and laminating; preparation of backboards for signs and hand sanitisers.
- 1.8. On the morning of Saturday 4th July all of the town council staff and a group of councillors gathered before 7am and split into three teams to facilitate the opening. All play areas were open before 11am.
- 1.9. On Sunday 5th July, councillors reacted to comments on Facebook in respect of damage and possible anti-social behaviour overnight at various play areas. A group of councillors visited the sites and did some rectification work. Matters were picked up by staff on Monday 6th July.

- 1.10. On Friday 10 July, the hand sanitiser at Sunderland Drive play area was discovered to be missing. This will be reported to police.
- 1.11. On Monday 13th July, a Facebook report showed the hand sanitiser at Launton Meadows had been set on fire; the Committee will be updated on any additional damage.

2. FINANCIAL

- 2.1 Cleaning costs of £730 – cleaning has a 30 day residual value and will require repeating;
- 2.2 Hand sanitiser units @ £63 and gel @ £38, 20 units were purchased at a cost of £2,020 + VAT;
- 2.3 Correx signs 100 for play areas and 4 for outdoor gyms A3 size @ £648 +VAT;
- 2.4 In addition printing, laminating pouches, wooden stakes and backboards, PPE and cable ties were required to complete the actions.

3. FORWARD PLAN

- 3.1. There are a further forty six play areas still to be opened, some of which are smaller facilities.
- 3.2. At the time of writing, a plan has not been formulated as councillors had indicated their wish to review the initial opening and associated costs before moving forward.
- 3.3. The Committee view is therefore sought in order to plan to reopen other play areas.

4. RECOMMENDATION

Committee is recommended to

- 1. NOTE** the detail and financial update on the re-opening of play areas & outdoor gyms;
- 2. CONFIRM** the timeline for re-opening of additional play areas.

**BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE**

Tuesday 21st July 2020

Bicester Bowls Club - Advertising

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

Contact Officers: Samantha Shippen – Chief Officer
☎ 01869 252915 samantha.shippen@bicester.gov.uk
Phil Evans – Service Manager
☎ 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: South ward

1. Background

- 1.1 A request was made prior to COVID 19 lockdown, by Bicester Bowls Club in association with Bicester Tennis Club for the Town Council to consider advertising permission for both the Bowls and Tennis Clubs. The detail of the request is attached at Appendix 1 of this report.
- 1.2 Current leases do not allow for any signs, posters or advertising to be seen from the outside of the property other than a sign displaying the business name of the tenant. The Committee should therefore consider whether to amend the leases or require a side letter be drawn up by lawyers with costs met by the clubs.
- 1.3 Clearly the permission being sought would help both clubs in attracting sponsorship revenue, however this should be balanced against the visual impact on the area and the risk of damage to facilities, with any resultant costs/risk being met by the respective clubs and the Council being indemnified against claims.
- 1.4 Some banners are currently attached at the Bicester Tennis Club, although a search of both the Council's resolution summaries back to May 2008 and a search of Cherwell District Council's Planning portal do not show any formal permission for such.
- 1.5 Given that the site is part of the Bicester Conservation area, officers are of the view that should the committee be minded to approve the request, this should be subject to obtaining either planning consent or written confirmation from the planning authority in respect of consent not being required.
- 1.6 The Committee may also wish to consider any limitations or guidance the Town Council may wish to place. For example seasonal permission or types of advertising, size and number of banners etc.

2. Recommendation

The Committee is recommended to **APPROVE** the request for Bicester Bowls and Tennis Clubs for advertising banners subject to any required planning consent and the signing of a legal agreement setting out the specific terms of the agreement.



Bicester Bowls Club



(Supported by the joint committees of the Bicester Bowls and Bicester Tennis Clubs)

Application for advertising banners to be placed around the grounds of the two clubs in Garth Park

Summary:

Both Clubs are keen to provide opportunity for local sponsors to support their activities and in particular obtaining funds to better develop grass roots sports in the Bicester Area. It will also provide an opportunity for the clubs to publicise events to passers by and visitors to Garth Park.

This is supported by Bowls England as part of the clubs development plan produced by the Bowls Development Alliance (see <http://playbowls.org/>)

At present the leases for both buildings prohibit the placement of more than one sign on the building.

A possible solution to this restriction has been found whereby temporary banners can be situated around the carpark, tennis courts and bowls green.

Advertisement Banner Plan:

Locations - The locations of the proposed banners are shown on the overhead image with blue lines. These locations correspond with current fencing or barrier locations which will be used to mount the banners. Appendix A shows images of the actual locations as they would be viewed by members of the public and visitors to the clubs.



Additional Information

Type of Banners - The proposal is for soft roll up banners no larger than 2 meters by 1 meter in size. These will be similar to the example show in appendix B. They will be fitted by plastic ties on opposite sides at the various locations to minimise impact. This will increase the variety of signage that can be displayed.

Possible Environmental Impacts:

The banners will be produced using recycled materials. They will be removable at any time so will not cause any damage to the current structures or fittings. They will be maintained by the clubs and when finished with they will be recycled appropriately with the minimum of environmental impact.

The banners will not be visible to any passing traffic as their location is wholly within the boundaries of the clubs and garth Park.

The club committees can find no apparent safety issues with either the banners or their proposed locations.

Supporting evidence:

The expansion of the two clubs would support the current Bicester, Cherwell and Oxfordshire drive to improve health and fitness and provide opportunities for the community to become involved in leisure activities in the area.

We hope that the town council can support this application and assist with its submission to Cherwell council for approval.

Submitted to Bicester Town Council by:

Martin Graves
President
Bicester Bowls Club
The Garth, London Road, Bicester OX26 6BU
E Mail: bicesterbowlsclub@gmail.com
Mobile: 07985 834000

Additional Information

Appendix A

Below Are some images to assist in establishing both position and probable impact of the various banners.



Image 1 – View from carpark and remaining metal gates



Image 2 – Close up of gates with proposed banner placement for opposite sides of the gate.



Image 3 – handrail at side of clubhouse and door used during bowls matches.

Additional Information

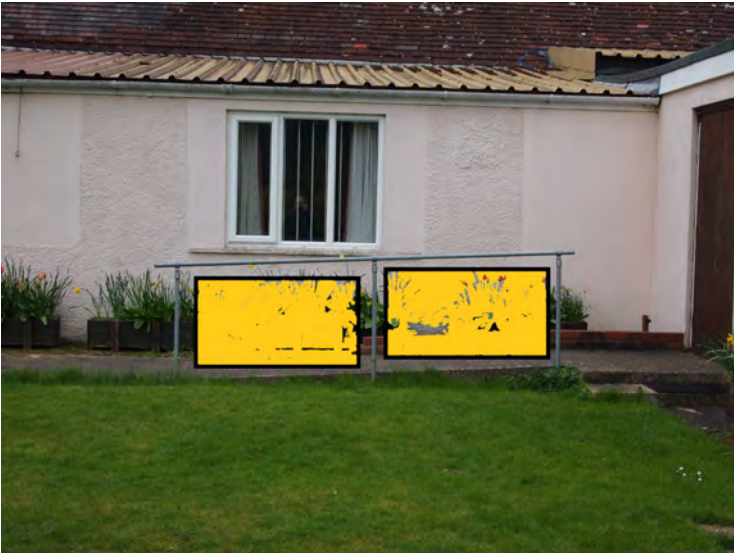


Image 4 – Close up of handrail and proposed banner placement (one side only).



Image 5 – View of fence around tennis courts from exit of Garth Park.

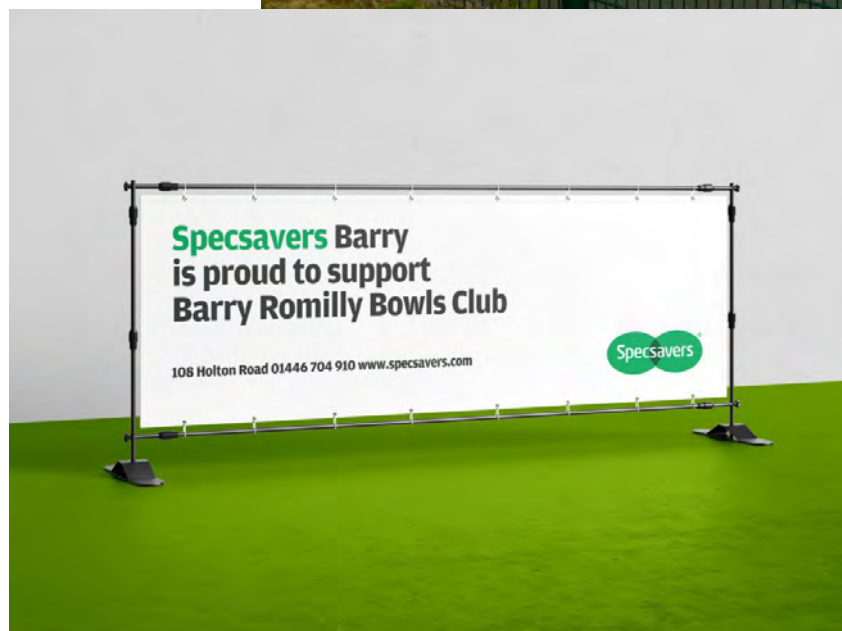


Image 6 – mesh fence between tennis courts and bowls green with proposed banner placements on opposite sides of the fence for use by both the bowls and tennis club.

Additional Information

Appendix B

Below are some examples of the types of sponsorship banners we are considering.



**BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE**

Tuesday 21st July 2020

Bandstand Ornamental Gardens –Ball Games Signage

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

Contact Officers: Phil Evans – Service Manager
☎ 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: South ward

1. Background

- 1.1 Previously a number of signs were situated around the ornamental gardens in the area of the bandstand in Garth Park. Only one sign remains at the base of a large redwood tree, the sign is regularly bent and in poor condition. It is assumed that other signs have been damaged or removed.
- 1.2 Officers regularly observe people playing football and other ball & frisbee games and throwing balls and other items to dogs in this area, which invariably leads to balls and other items, people or dogs going into or through the ornamental shrub beds. Where possible, officers approach individuals and request that they use other parts of the park for their chosen activity.
- 1.3 As the Committee is aware, the intention is to undertake a significant re-planting scheme in the area which will involve a significant cost. The scheme could be compromised if the current trend of use continues, therefore confirmation is sought from the Committee of the intended use of the ornamental gardens around the bandstand for more passive activity.
- 1.4 It is suggested that rather than have “No Ball Games” signs repeated, that signs are positive and redirect users wishing to have games are re-directed to other areas of the park.

2. Recommendation

The Committee is recommended to **APPROVE** the installation of signs to redirect users wishing to have games involving balls or throwing of items to other areas of the park .

**BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE**

Tuesday 21st July 2020

Cherwell District Council – Environmental Planting Scheme

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

Contact Officers: Samantha Shippen – Chief Officer
☎ 01869 252915 samantha.shippen@bicester.gov.uk
Phil Evans – Service Manager
☎ 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All wards

1. Background

- 1.1 The Committee may recall that Cherwell District Council's Bicester Team has been developing a planting scheme to improve air quality on the Queen's Avenue/Kings End/Oxford Road route.
- 1.2 The plans are now further developed and the view of Bicester Town Council is now being sought. The proposal is attached at Appendix 1 of this report.
- 1.3 The CDC Officer has indicated that she is particularly keen to see the issues on the corner of Middleton Stoney Road/Kings End addressed as part of the design. Here the footway is narrow, this is in part due to the overgrown hedge but it also hasn't been widened to accommodate the increased pedestrian demand from Kingsmere. There are also clear desire lines that have been created for crossing at the pedestrian refuge and the verge is degraded by repeated parking and reversing on the area.
- 1.4 Additionally, she has commented that the small parklet on the corner of Kings Avenue/Kings End is an opportunity to do some interesting planting. She has commented that this area is owned by CDC but understands that it is leased to BTC. The lease referred to expired in 2019 and despite chasing with CDC, no approach to renew the lease has been received. Previously the Town Council requested responsibility and costings for maintenance going forward to be provided. No costs have so far been indicated.

2. Recommendation

The Committee is recommended to **COMMENT** upon the planting scheme consultation for feedback to Cherwell DC.



Arrival Area Planting Design

Job Description:
Bicester Environmental Planting Scheme

Project Ref:	ALD-P0850	Current Issue Date:	12th May 2020
Report No:	RP911	Original Issue Date:	12th May 2020
Document Revision:	P01	Status:	Information

Introduction

Project Goals and Objectives 3

Bicester Arrival Project Area

Project Areas 4

Area 1 - Bicester Arrival Planting (Middleton Stoney Road Roundabout)

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Area 2 - Pocket Park (Kings Avenue Corner)

Design Proposals 8

Illustration..... 9

Species 10

Area 3 - Environmental Improvements (Kings End)

Design Proposals 11

Species 12

Costs

Estimates and Rates 13

Project Goals / Objectives

- To improve air quality and visual amenity for pedestrians and cyclists through the Central Corridor and as a result increase the number of people walking and cycling along the route.
- To improve air quality to reduce health impacts for users.
- To increase active travel
- To increase biodiversity and nature pathways
- To provide contact with nature for communities / users
- To provide a sense of arrival and distinct character for Bicester

The project supports the wider aspirations detailed within the Draft Garden Town Masterplan Supplementary Planning Document:

"Polluted" streets can be as unwelcoming to pedestrians and cyclists as those with low aesthetic quality and limited overlooking. Investing in walking and cycling environments can therefore have benefits not only to physical health, but also wider benefits in terms of improved air quality, which in turn can encourage people to dwell longer in an area and thus increase opportunities for spending and social transactions to occur."

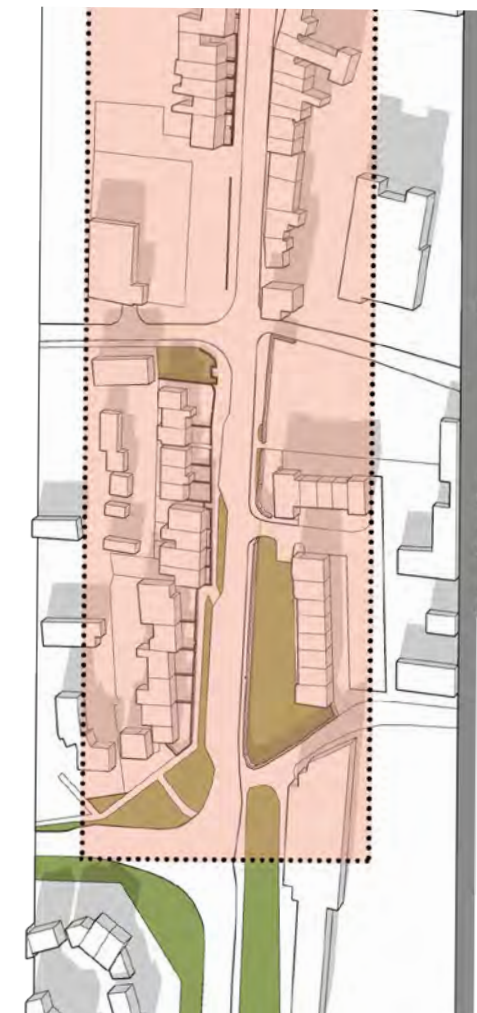
"It has been shown that those who walk regularly have a 20% reduced risk of all-cause mortality and that even moderate levels of walking can help reduce blood pressure, the risk of stroke, and high cholesterol."

Design Requirements / Parameters

Following a review of initial project goals and objectives, available research and case studies, as well as a site walkover and meetings with CDC, the following key requirements have been identified for the project, comprising our agreed Design Brief;

- To enhance the air quality and separate users from pollution, by introducing new areas of trees, shrubs, climbers and herbaceous perennials, with varying foliage and form.
- To enhance the visual amenity of the central corridor through the introduction of greenery and flowering species of trees, shrubs, climbers and herbaceous perennials.
- To create a landscape character for the Bicester Central Corridor and link adjacent spaces through soft landscape interventions
- To include users and the local communities in the project goals and aims through consultations, planting days and interpretation boards, fostering a sense of ownership and pride in the scheme similar to that of 'Britain in Bloom'
- To increase biodiversity and provide contact with nature for communities / users, by introduction of a new habitat corridor linking green infrastructure in Kingsmere to the green spaces and parks in central bicester
- To provide a sustainable landscape scheme which can be rolled out and linked to wider areas of Bicester over time

Aesthetic, Character Improvements Bicester Arrival Planting Scheme Pocket Parks Stakeholder Planter Tool-kits Pollinator Corridor



Bicester Arrival Planting Project Areas

Area 1

Bicester Arrival (Middleton Stoney Road Roundabout)

This area of grass and bare ground is in need of formal footpath and vehicular entrances for user safety. The introduction of planting here could provide much needed separation between properties and commuter routes. Any proposals will need checking against utilities record drawings for conflicts.



Area 2

Pocket Park (Kings Avenue Corner)

This pocket park is currently without specific use, but is maintained by the council teams. Removing the low wall and encouraging people to use the space could provide much needed respite and greenery in this mostly hard landscaped portion of Kings End. Due to proximity to adjacent property taller screening plants should provide separation to this boundary.



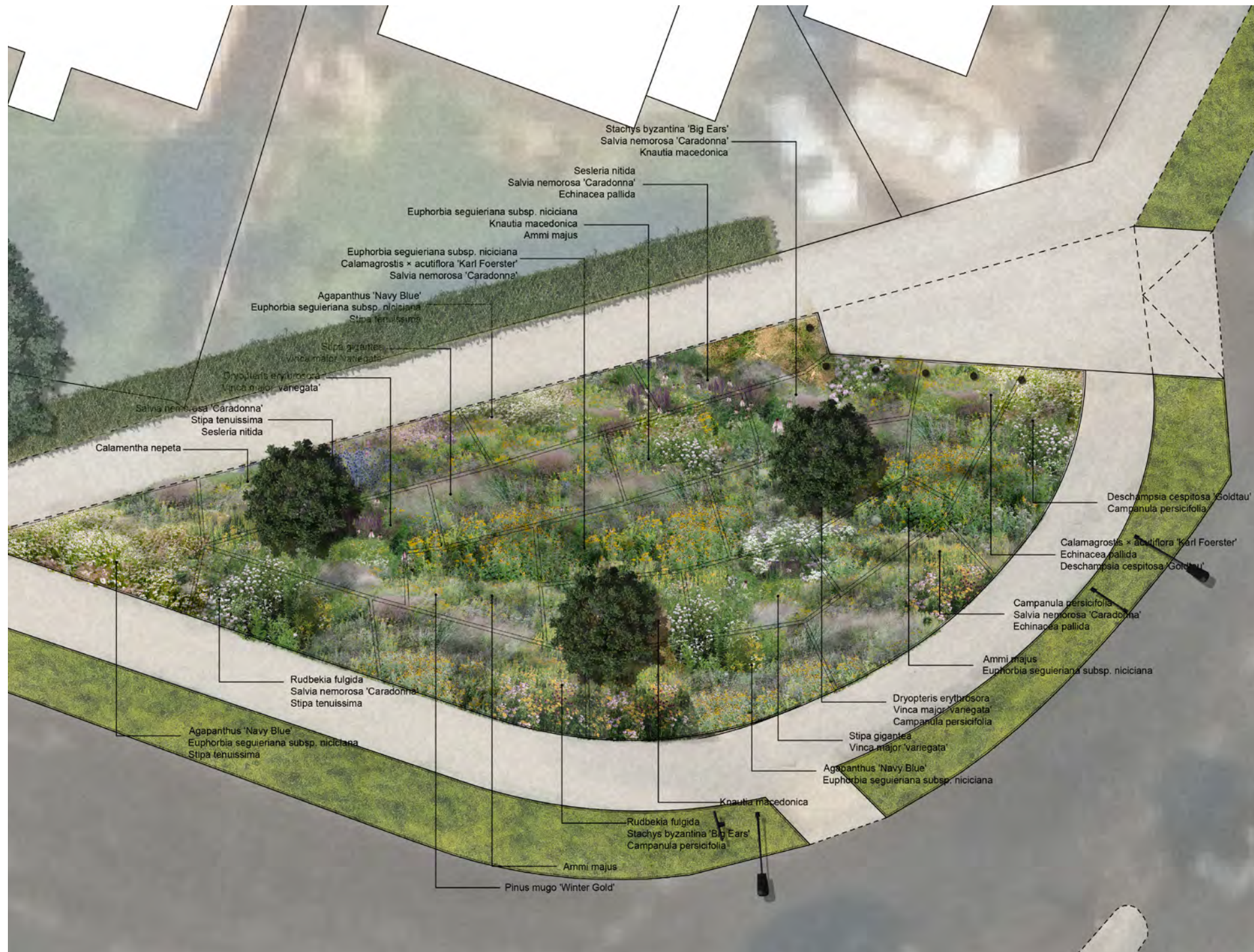
Area 3

Environmental Improvements (Kings End)

North Kings End is the area which is most heavily polluted and lacking in vegetation. The properties here have no or little front garden space. Due to narrowness of the street there is no separate cycle lane away from the main vehicular route as features further north.



Bicester Arrival - Middle Stoney Road Roundabout



Design Considerations

The Bicester Arrival Planting Scheme enhances the aesthetic of the southern approach to the town centre through neat verges, new footpaths and naturalistic planting, with colourful flowering plants. Multistem trees help to mitigate the junctions less desirable sights and sounds for residents.

Proposed Species

Grasses

- Stipa gigantea
- Calamagrostis x acutiflora 'Karl Foerster'
- Deschampsia cespitosa 'Goldtau'
- Stipa tenuissima
- Sesleria nitida

Perennial

- Echinacea pallida
- Knautia macedonica
- Agapanthus 'Navy Blue'
- Salvia nemorosa 'Caradonna'
- Campanula persicifolia
- Calamintha nepeta
- Ammi majus
- Rudbeckia fulgida var. deamii
- Polystichum setiferum

Evergreen

- Euphorbia seguieriana subsp. nicotiana
- vinca major 'variegata'
- Stachys byzantina 'Big Ears'

Shrub

- Polystichum setiferum

Trees

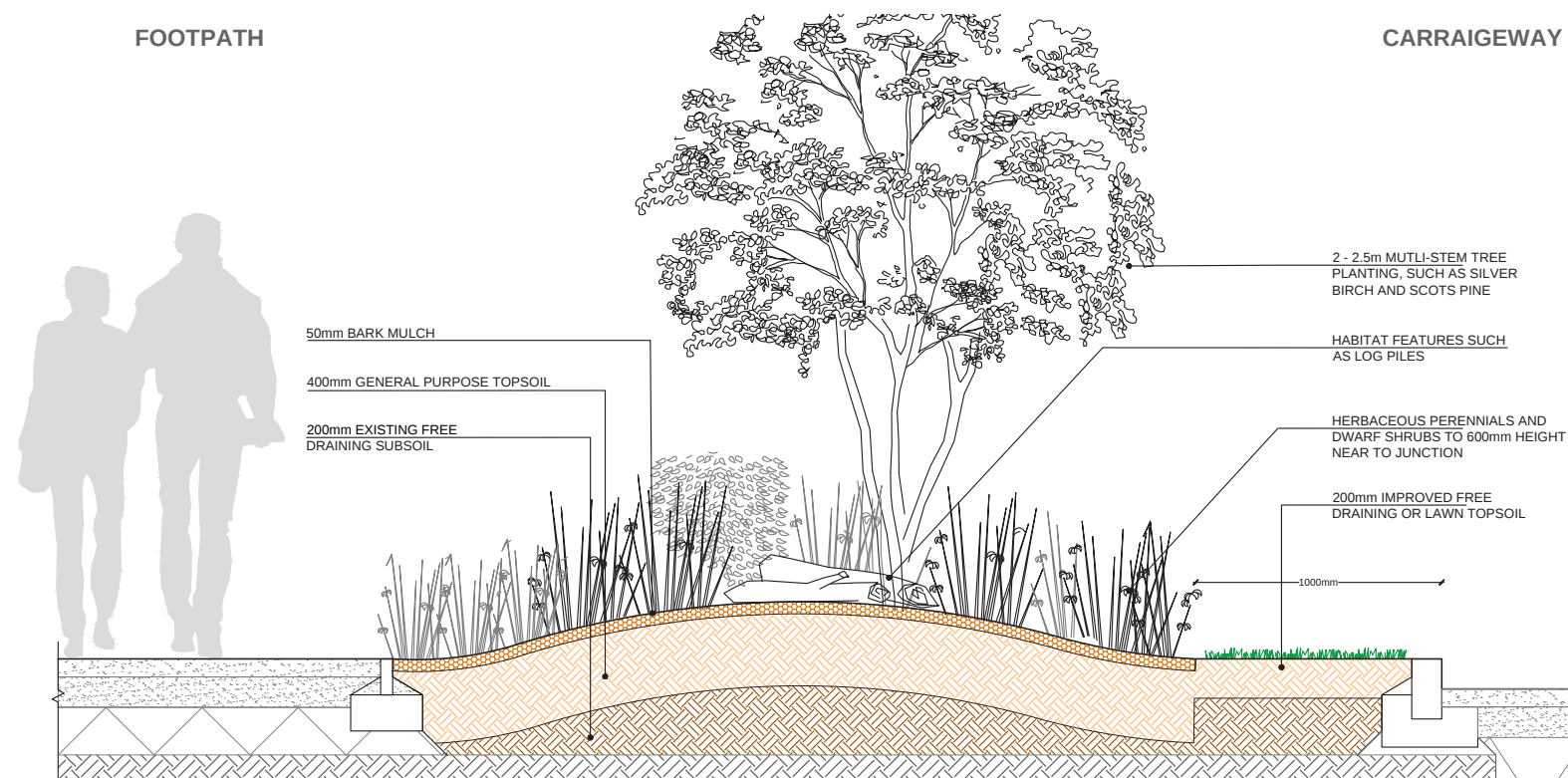
- Betula pendula multi-stem
- Pinus sylvestris

Design Proposals: Bicester Arrival Planting Scheme



FOOTPATH

CARRAIGEWAY



Bicester Arrival - Middle Stoney Road Roundabout

GRASSES



Molinia caerulea subsp. caerulea 'heidebraut'



Deschampsia cespitosa 'Goldtau'



Stipa gigantea



Sesleria nitida

EVERGREEN PLANTS



Ajuga reptans 'Burgundy Glow'

FERNS



Dryopteris erythrosora



Asplenium scolopendrium

TREES



Betula pendula

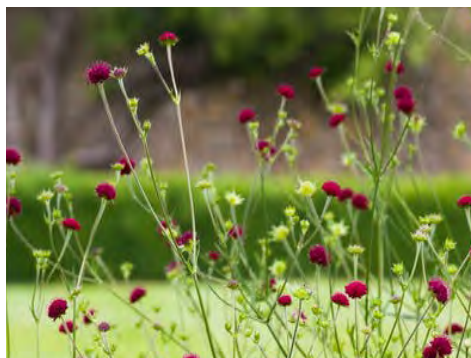


Pinus sylvestris

PERENNIALS



Echinacea pallida



Knautia macedonica



Agapanthus 'Navy Blue'



Salvia nemorosa 'cardonna'



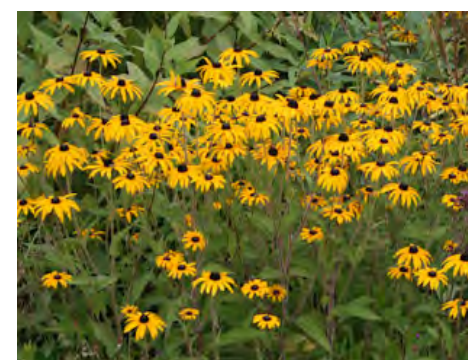
Campanula persicifolia



Calamentha nepeta



Ammi majus

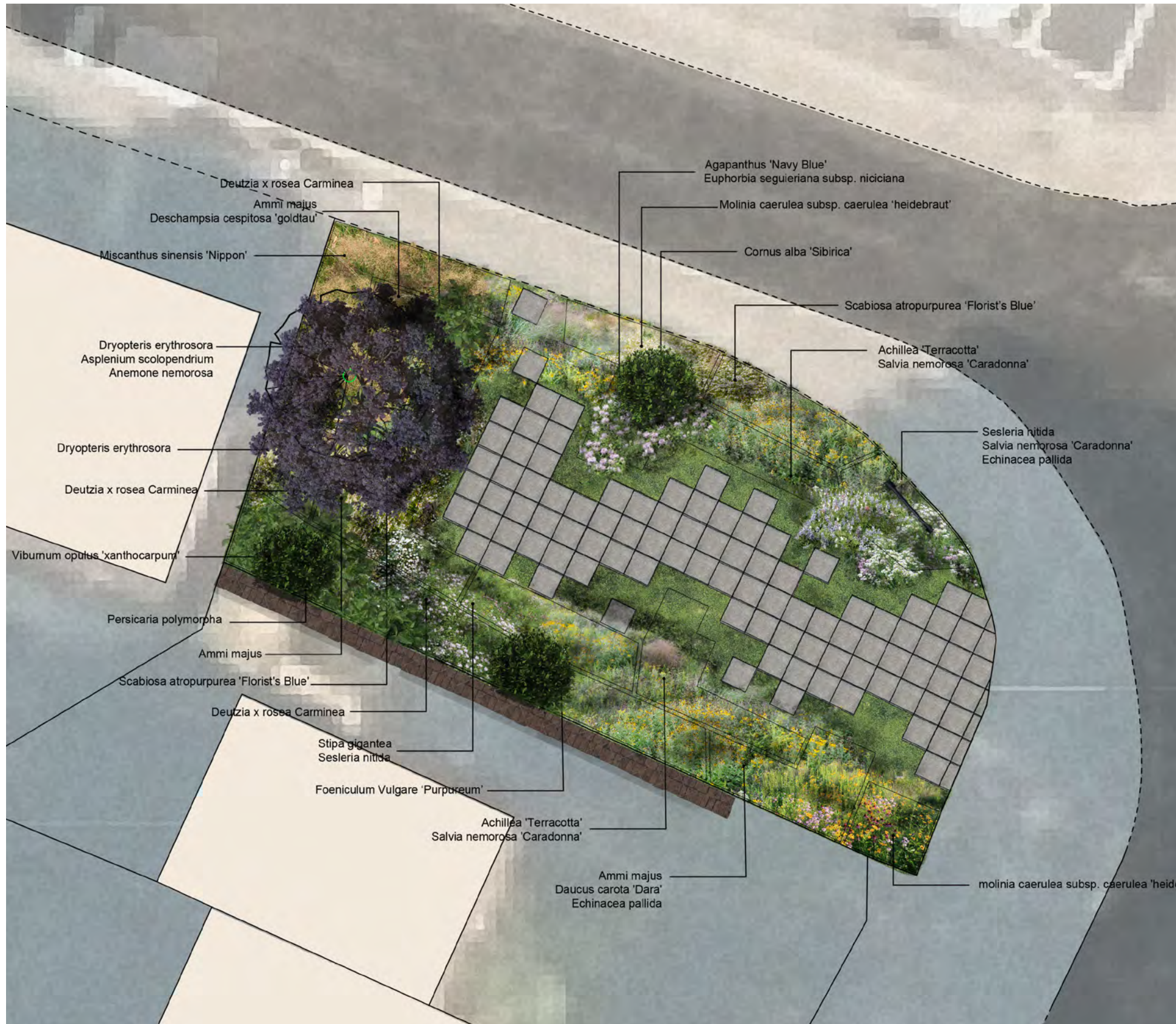


rudbekia fulgida



Polystichum setiferum

Pocket Park - Kings Avenue



Design Considerations

The pocket park seeks to create a place or route removed from the busy and polluted street to pass through, providing contact with nature and a place for wildlife. Planting will be characteristic of the Bicester arrival Corridor with interest provided by grasses and wildlife attracting plants in all seasons.

Proposed Species

Grasses

Molinia caerulea subsp. caerulea 'heidebraut'
Deschampsia cespitosa 'Goldtau'
Miscanthus sinensis 'Nippon'
Stipa gigantea
Sesleria nitida

Perennial

Echinacea pallida
Foeniculum Vulgare 'Purpureum'
Agapanthus 'Navy Blue'
Scabiosa atropurpurea 'Florist's Blue'
Ammi majus
Daucus carota 'Dara'
Achillea 'Terracotta'
Salvia nemorosa 'Caradonna'
Anemone nemorosa
Persicaria polymorpha

Evergreen

Euphorbia seguieriana subsp. niciciana

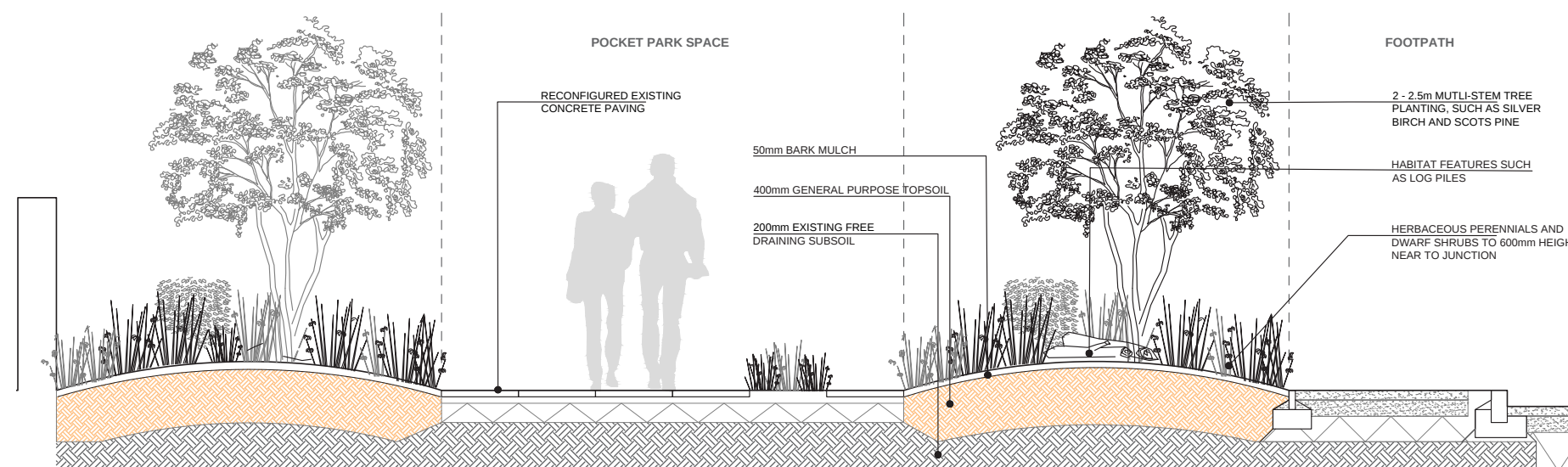
Shrub

Viburnum opulus 'Xanthocarpum'
Cornus alba 'Sibirica'

Ferns

Dryopteris erythrosora
Asplenium scolopendrium

Design Proposals: Pocket Park



Pocket Park - Kings Avenue

GRASSES



Molinia caerulea subsp. *caerulea* 'heidebraut'



Stipa gigantea



Sesleria nitida

SHRUBS



Viburnum opulus 'Xanthocarpum'



Cornus alba 'sibirica'

EVERGREEN PLANTS



Ajuga reptans 'Burgundy Glow'

FERNS



Dryopteris erythrosora



Asplenium scolopendrium

TREES



Betula pendula



Pinus sylvestris

PERENNIALS



Echinacea pallida



Foeniculum Vulgare 'Purpureum'



Agapanthus 'Navy Blue'



Scabiosa atropurpurea 'Florist's Blue'



Ammi majus



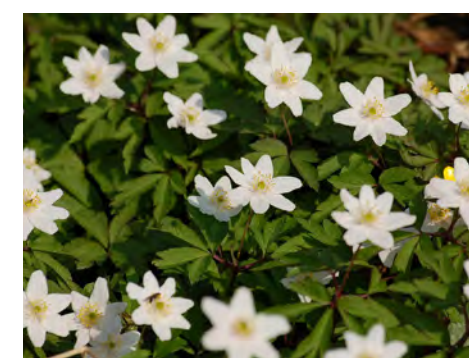
Daucus carota 'Dara'



Achillea 'Terracotta'



Salvia nemorosa 'Caradonna'



Anemone nemorosa



Persicaria polymorpha

Environmental Improvements - Kings End

KWIK-FIT FORECOURT

MULTI STEM TREE
Approximately 2.5m height at installation
Min. 1m clear stem

50mm BARK MULCH

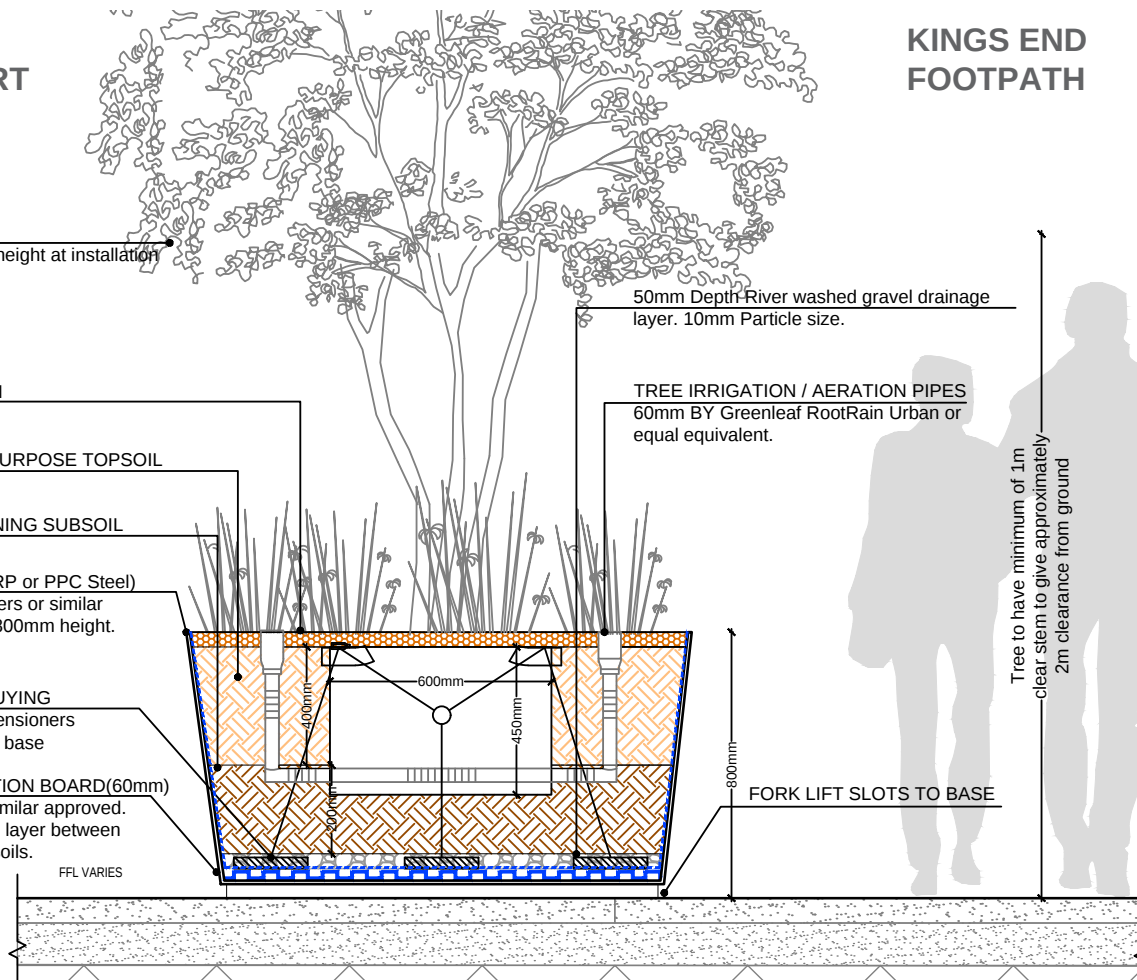
400mm GENERAL PURPOSE TOPSOIL

200mm FREE DRAINING SUBSOIL

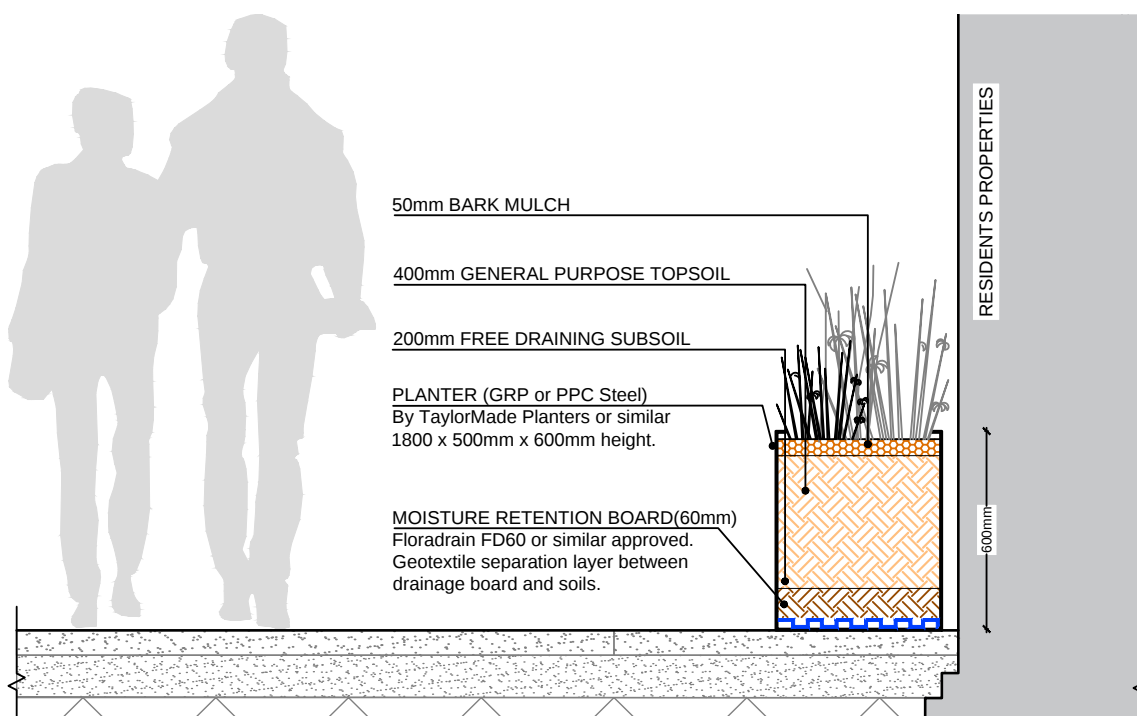
TREE PLANTER (GRP or PPC Steel)
By TaylorMade Planters or similar
1500mm diameter x 800mm height.
Lifting slots to base

UNDERGROUND GUYING
Deadman & ratchet tensioners
Within gravel layer to base

MOISTURE RETENTION BOARD(60mm)
Floradrain FD60 or similar approved.
Geotextile separation layer between
drainage board and soils.

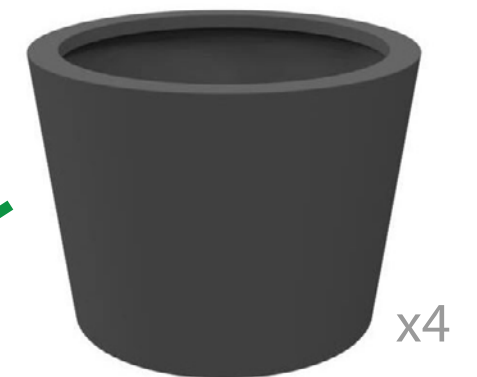
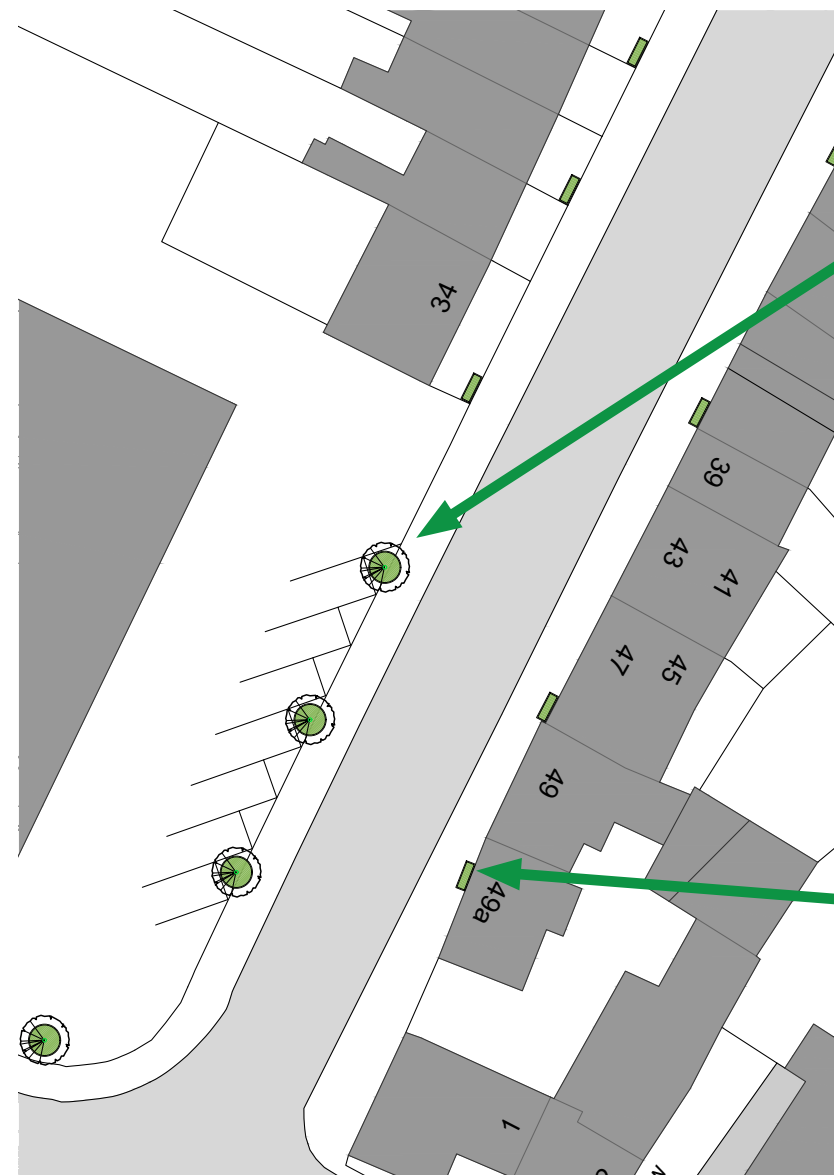


KINGS END FOOTPATH



Design Considerations

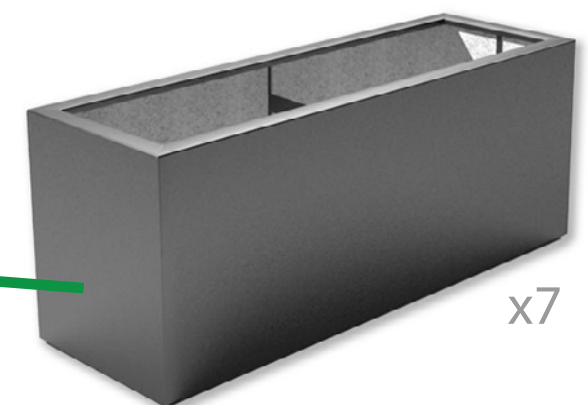
The proposed planter Toolkits aim to enhance the visual amenity of the route for residents and passers by, continuing the 'green' and pollinator corridor by use of flowering species, and evergreens with textural foliage to capture particulates from exhaust emissions.



1500 mm diameter x 800mm height

Anthracite Grey

TaylorMade Planters or similar



1500 x 500 x 600mm height

Anthracite Grey

TaylorMade Planters or similar

Environmental Improvements - Kings End

CIRCULAR CONTAINERS



Pinus sylvestris



Arbutus unedo



Lysimachia nummularia 'Aurea'



Galanthus nivalis



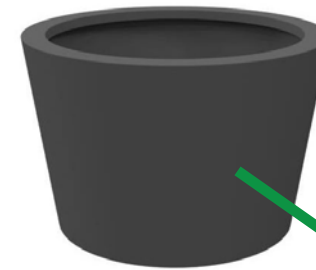
Polystichum setiferum



Myosotis sylvatica



Luzula nivea



RESIDENT TOOLKITS



Agapanthus 'navy blue'



Campanula persicifolia



Lysimachia nummularia 'Aurea'



Achillea 'Terracotta'



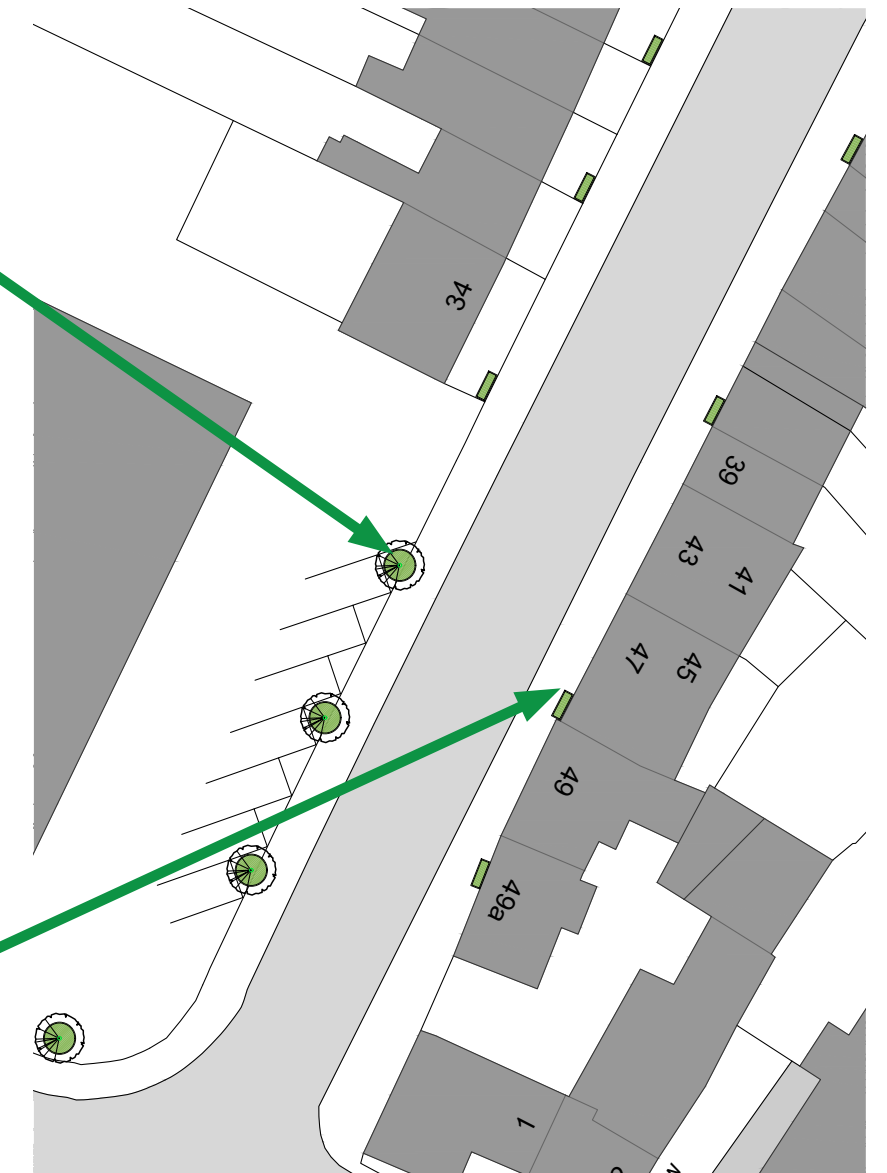
Narcissus 'Pipit'



Myosotis sylvatica



Sesleria nitida



Species Considerations

Proposed trees should provide multiple stems, and visual separation from the kwik-fit forecourt. Planters should provide variety and interest throughout the year through bulbs and evergreens interwoven with grasses and colour to reference the wider scheme. Plants should be capable of withstanding periods of low maintenance/ drought.

Cost Estimates

Bicester Arrival (Middleton Stoney Road Roundabout)

Soft Landscape Area measure 200m2
 Cost estimate £21,800.00

Cost estimate based on the below rates, and includes excavation and soils at full planting depth (500mm). It is assumed however, that existing soils can in part be re used through improvements and adding ameliorants, therefore a saving of up to £4000.00 would be possible.

Assumed rates based on a similar scale of project tender returns recieved in Oxfordshire during the years 2018 and 2019.

Demolition £15.00 /m2
 Excavation £10.00 /m2
 Soils £30.00 /m2
 Planting £50.00 /m2
 Mulch £4.00 /m2
 Mutlistem Trees up to £750.00 /tree
 Planters (1800mm dia.) £600.00 ea.
 Planters (1800mm length) £350.00 ea.
 Hard Landscape Not calculated

Pocket Park (Kings Avenue Corner)

Soft Landscape Area Measure 130m2
 Cost estimate £14,655.00

Cost estimate based on the below rates, and includes excavation and soils at full planting depth (500mm). It is assumed however, that existing soils can in part be re used through improvements and adding ameliorants, therefore a saving of up to £2000.00 would be possible.

Environmental Improvements (Kings End)

4no. Circular Planters..... £5,400.00
 7no.Rectangular Planters..... £3,500.00
 Cost estimate £8,900.00

Cost estimate based on the below rates, and includes planters, soils, mulch, plants and accessories

**BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE**

Tuesday 21st July 2020

Sports Pavilions

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

Contact Officers: Samantha Shippen – Chief Officer
☎ 01869 252915 samantha.shippen@bicester.gov.uk
Phil Evans – Service Manager
☎ 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All wards

1. Background

- 1.1 The Committee Chairman has requested an agenda item to consider the refurbishment of sports pavilions before the new football season, to include full visual audit of pavilions, a full deep clean by external contractor; full repaint by external contractor; any repairs costed up and fixed such as windows and doors etc.; ensuring all pavilions have appropriate and working hand washing facilities and functioning toilets.
- 1.2 The Service Manager has already inspected pavilions and commenced a cleaning programme. Given that pavilions have not been used since March, there is no risk from COVID 19; cleaning is required to be undertaken by users following use and systems will be required to be introduced to manage risk once facilities are re-opened.
- 1.3 Minor repairs will be carried out on the instruction of the Service Manager in line with existing responsibilities and budgets. Any more costly or significant repairs or improvements will be subject to further report to this Committee and go into the planned budget process followed by a request to Finance Committee to be considered against other priorities.

2. Recommendation

The Committee is recommended to **CONSIDER** the proposal and instruct officers accordingly.

FORWARD PLAN: 2020/2021

AGENDA ITEM 14

POLICY COMMITTEE		
MEETING DATE	ITEM	COMMENT
	Closure policy for cemetery	Pending
November	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
6 Months 2020	Business continuity plan	

ENVIRONMENT COMMITTEE		
MEETING DATE	ITEM	COMMENT
2019	Wheelchair Swing	Referred to Sean Gaul
March 2020	Summer Bedding Update	
May/June 2020	Tree Policy	
May/June 2020	Play Area Improvement Programme	
May/June 2020	Garth Park Improvement Programme	
PLANNING COMMITTEE		
MEETING DATE	ITEM	COMMENT
Dec 2020	East West Rail	Invite East West Rail to Planning Meeting when the consultation process starts
	London Road Level Crossing	Ongoing – Live issue
Sept 2020	Bicester Motion	Invite to Sept meeting