

BICESTER TOWN COUNCIL



ENVIRONMENT COMMITTEE MEETING

Ref: ENV03/1819

MONDAY 8th October 2018

at

7.00 pm

THE GARTH, LAUNTON ROAD, BICESTER

Circulation:

Town Mayor: Councillor Sean Gaul

Committee Members

Cllr Sean Gaul – Chairman
Cllr Jason Slaymaker – Vice Chair
Cllr David Magee
Cllr Richard Mould
Cllr Debbie Pickford
Cllr Lynn Pratt
Cllr Przemek Rybka
Cllr Les Sibley
Cllr Lawrie Stratford
Cllr Rose Stratford

Non-Committee Members

Cllr David Anderson
Cllr Nick Cotter
Cllr Melanie Magee
Cllr Nick Mawer
Cllr Dan Sames

Cllr Tom Wallis – CDC
Cllr John Broad - CDC
Cllr Lucinda Wing - CDC
Bicester Advertiser
Bicester Library
Bicester Review
Oxford Mail
BTC Copy



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Monday 1st October 2018

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 8th October 2018 at The Garth, Launton Road, Bicester OX26 6PS** to commence at **7.00pm** 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: ENV02/1819 30th July 2018
	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	MINUTES OF EVENTS WORKING PARTY Councillors to confirm the minutes and RECOMMENDATIONS of the Events Working Party: BE02/1819 Friday 27th July 2018
✓	6	GROUNDS MAINTENANCE UPDATE Committee is asked to note the attached report.
✓	7	NEW TRACTOR UPDATE Committee is asked to consider the attached report.
✓	8	PLAY AREA IMPROVEMENT PROGRAMME UPDATE Committee is asked to consider the attached report.
✓	9	BENCHES AND BINS Committee is asked to consider the report.
✓	10	TRANSFER OF LAND – 22 MARTIN CLOSE, LANGFORD VILLAGE Committee is asked to consider the attached report
✓	11	TREES OF REMEMBRANCE PROJECT Committee is asked to consider the attached report
✓	12	BUDGET CONSIDERATIONS 2019/20 Committee is asked to consider the attached report and to suggest any additional services, projects or requirements relevant to the Committee to be considered in the 2019/20 budget preparation process.
✓	13	CEMETERY MANAGEMENT Committee is asked to consider the attached report
✓	14	TRAVELLERS Committee is asked to consider the attached report
✓	15	FORWARD PLAN Committee is asked to review and comment on the forward plan.
✓	16	DATE OF NEXT MEETING: Tuesday 4th December 2018 at 7.00pm CLOSE OF MEETING

Minutes of a meeting of the Bicester Town Council Environment Committee held on **Monday 30th July 2018** at **The Garth, Launton Road, Bicester OX26 6PS** at **7.00pm** for the transaction of the following business.

Present:

Cllr Sean Gaul – Chairman
 Cllr Jason Slaymaker – Vice Chairman
 Cllr David Magee
 Cllr Richard Mould
 Cllr Lynn Pratt
 Cllr Les Sibley

In Attendance:

Chris Johnson – Operations Manager
 Julie Trinder – Administration Officer

Minutes Number	Agenda item No	
144/1819	1	APOLOGIES FOR ABSENCE Apologies were received from Cllr Debbie Pickford, Cllr Przemek Rybka, Cllr Rose Stratford and Cllr Lawrie Stratford.
145/1819	2	DECLARATIONS OF INTEREST No declarations of interest were received.
146/1819	3	MINUTES OF ENVIRONMENT COMMITTEE RESOLVED to confirm the minutes and RESOLUTIONS of the following Environment Committee meeting: ENV01/1819 11th June 2018
147/1819	4	PUBLIC SESSION There were no members of the public in attendance.
148/1819	5	MINUTES OF EVENTS WORKING PARTY Councillors to confirm the minutes and RECOMMENDATIONS of the Events Working Party: BE01/1819 Thursday 14th June 2018
149/1819	6	GROUNDS MAINTENANCE UPDATE RESOLVED that Committee noted the attached report and AGREED the following recommendation: BTC Officer to chase a programme/schedule of winter works on areas which appear to be out of contract specification. Update to be given at next Environmental Committee meeting.

Minutes Number	Agenda item No	
150/1819	7	PURCHASE NEW TRACTOR RESOLVED that Committee AGREED to: • Purchase new tractor unit, Quotation 1 - £36,747.00. • Warranty and service pack to be purchased. • Existing tractor to be kept as a utility yard vehicle.
151/1819	8	PLAY AREA REFURBISHMENT UPDATE RESOLVED that Committee noted the attached report and AGREED the following recommendation: • To look at closure and refurbishment programme for 2019. • Update to be given at next Environmental Committee meeting.
152/1819	9	TOWN BENCHES RESOLVED that Committee noted the attached report and AGREED the following recommendation: • Officer to chase CDC for map to identify litter bins. • Investigate the replacement of donated benches at Bure Park Nature Reserve and Langford Village.
153/1819	10	FORWARD PLAN RESOLVED that Committee AGREED to: • Discuss Memorial Policy at next Policy Committee Meeting. • Wheelchair Swing – to be discussed at a later date. • Location of donated benches – to be discussed at a later date. REMOVE: • Cemetery Review
154/1819	11	DATE OF NEXT MEETING: Monday 8th October 2018 at 7.00pm CLOSE OF MEETING: 19:40 HRS

Minutes of a meeting of the **Bicester Town Council Events Working Party** held on **Friday 27th July** at **10.00hrs** at The Garth, Launton Road, Bicester.

Present:

Cllr Jason Slaymaker - Chairman
Cllr Lynn Pratt
Cllr Richard Mould

In Attendance:

Chris Johnson
Sam Shippen
Carmen Hoepper - OYAP
Jane Beedell

1 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Rose Stratford and Sarah Haydon

2 MINUTES

Members confirmed the Minutes of the meeting held on 14th June 2018.
BE01/1819.

3 CHRISTMAS LIGHTS

Amended timings agreed to go forward to Environment Committee to ratify
Covered stage to be located in front of shops with Santa Grotto located in unit 52
provided by Town Traders Forum.

Concern raised regarding trading hours of Market Square kebab van. Tom
Duckham to be contacted to see what can be arranged.

It was agreed that all town centre businesses should have an opportunity to be
involved and therefore the focus should include beyond Market Square to ensure all
town traders benefitted from the event.

Committee agreed that lanterns should be displayed in shop windows for the
competition with each shop asked to pay a contribution to the cost of creating them.
Chief Officer raised concern regarding form wastage in 2017. Potential solutions
were to have this in the Garth Gazette, place in book bags (advice to be sought
from Michael Waine) and/or place in shops taking part.

Road Closure Signage

Members proposed that road closure signs include the name of the event. The
Christmas Lights signage already does but not enough room on other signs,
therefore the Operations Manager suggested purchasing some plain signs for this
which could be placed next to the closure signs.

Press Releases

Contract signed with Sam McGregor to write 3 press releases per month.

The Christmas Lights proposal was agreed

4 EVENT REVIEWS

Bicester Festival

It was felt to be too spread out and people lost interest. The late set up of the aerialists did not help. The Piano and Bassist as well as the Dove Cote and performance tent were well attended. OYAP was also busy.

It was felt that the timing of the event did not help as June was already full of other events.

The debrief meeting was held last Tuesday which was attended by an OYAP representative. It was agreed that the event would move to September and a report will be circulated.

Members agreed that BTC needs to have more involvement and should be considered as a partner. The decision was taken to follow up with Nicola (CDC) and invite her to future event working party meetings.

Bicester Carnival

Members were disappointed with representation from the Council.

Operationally the event went well, however numbers were down on previous years, but this was mainly due to the intense heat. Approximately 200-300 stayed for the evening concert.

Everyone thought it was a great improvement on last year and the new site layout worked well although the arena proved to be too small for the Military displays even though they had agreed with the dimensions.

The feedback from the GSM was discussed and the requested donation to military charities should go forward to the Environment Committee to discuss. It was agreed to review the feedback again next year.

Members felt that the procession was too spread out and a procession marshal was required at the front next year and put the slowest members of the procession at the front. Operations Manager raised the health and safety issue of having vehicles involved in the procession.

Issues with rolling road closures in Market Square as needed more people to manage vehicles within the area. Needs to be reviewed for next year's event.

WWI Concert

Disappointing turn out, the heat and football World Cup may have had an impact. £175 donation proposed to be ratified by Environment Committee.

5 SUMMER EVENTS 2018

Bicester Town Council

All events on schedule/budget

Teddy Bears Picnic activities ranging from soft play to animal interactions to mountain bikes. Large posters of the event map will be placed around the park rather than A5 leaflets due to concerns over littering.

Electronic Marketing Sign

Chiltern Railways have been contacted regarding an electronic notice board to advertise BTC events. The cost could be subsidised by selling advertising to local businesses. Cost proposal to be provided to Events Working Party.

Other Organisations Events

Party in the Garth – 400 tickets sold

6 FORWARD PLAN

- Draft plan for 2019 events
- Christmas Lights
- Summer Events Review

2019 Events

Potential events for next year discussed. The following were suggested and agreed to do a Facebook poll to solicit input from residents.

- Abba / 70s
- 80s as it sells well
- Battle of the bands – entry cost could be prohibitive for intended audience, but potentially could be run as an OYAP event. BLive organising a similar event in February OYAP which would provide valuable insight but would have to be 2020 event if waited for this. An afternoon event could be a possibility. Carmen to ask the OYAP youth committee to come up with some proposals on what they would like to see.
- Lazy Sunday afternoon – previous efforts with brass bands have proven unsuccessful
- Activity Day to be revamped without Teddy Bear's Picnic. Potential to combine with A2 Dominion's Bike Day as they have funding but no staff. Chief Officer highlighted that Banbury play day is organised by Cherwell District Council and Oxfordshire County Council.
- Weekend screen events eg sports event in the afternoon and film in the evening
- Shakespeare in the Park / other theatrical performances

OYAP Event Working Party Representation

Carmen is leaving OYAP. The committee thanked her for her assistance and look forward to meeting the new representative.

7 **DATE OF NEXT MEETING:** Thursday 4th October 10.00am, Members Room

CLOSE OF MEETING: 11.30hrs

ENVIRONMENT COMMITTEE MEETING

MONDAY 8TH OCTOBER 2018

GROUNDS MAINTENANCE UPDATE

Committee Chairman: Cllr Mr. S Gaul

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

Ward Affected: All

BACKGROUND:

The Landscape Maintenance contract led and managed by Cherwell District Council has now completed its first quarter. In this period, we have received mixed results in which correction notices have been issued mainly for grass cutting performance.

PERFORMANCE AREA REVIEW

Grass Cutting

Profile Amenity Areas – This specification is applied to areas such as play areas, **these areas have 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 not been cut within the specification of the contract and there have been some issues with back-up around obstacles where this has not taken place within 8 working hours following the main cut. **No correction notices issued resulting in areas being cut to a good standard.**

Recreation Ground Areas – This specification is applied to all sites with sports pitches on them, these areas generally have not been cut within the specification of the contract and there have been some issues with back-up around obstacles where this has not taken place within 8 working hours following the main cut. **No correction notices issued resulting in areas being cut to a good standard.**

Flailed Areas – This specification is applied to all sites with grass which is allowed to grow to a maximum length of 300mm. **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 with only a few minor issues of delayed areas. **Bailed and removed in good timescale.**

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 applied. Pitch cutting is progressing well with lots of**

positive feedback from users however some pitches are suffering with shrinkage due to the dry weather.

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 completed by the end of the next quarter.*

Hedges – *The majority of hedges have received attention and require further works in the forthcoming quarters. Areas missed and could be considered as legacy works from previous contractors not completing to contract standards. **There are still areas uncomplete which will be addressed properly as part of the winter works programme.***

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 uncomplete which will be addressed properly at the end of the as part of the winter works. **Regular correction notices issued.***

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 hot weather. **Good results.***

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. Majority still in bloom due to the mild conditions.*

Chemical Applications

Roadside Kerbs – *This operation was due to be completed in May and again in September. We await to see the results.*

Cleansing Operations

Litter Picking & Bin Emptying – *This operation has generally been carried out to a high standard **although operatives keep leaving the bollards out leaving some sites accessible to vehicles. Regular missing of selected sites has been addressed.***

Arboricultural Operations

Tree Works – *CDC tree officer has provided a good level of service in reference to inspections. A steady flow of programme works is taking place along with customer issues rectified with a timely process. CDC to perform an updated tree survey within the next 12 months.*

SUMMARY:

1. Overall the contractors are performing to an acceptable standard. This has been assisted with slow growing/dry conditions resulting in the contract team not being pushed with workloads.
2. Communication has been minimal; however this is reflected in the performance of the ground which has been improved.
3. BTC Officer chasing an updated programme/schedule of winter works to address areas such as woodlands and pathways.
4. Members are asked to continue to support Officers/CDC and advise on areas which appear to be out of contract specification.

ENVIRONMENT COMMITTEE MEETING

MONDAY 8TH OCTOBER 2018

NEW TRACTOR – UPDATED

Committee Chairman: Cllr Mr. S Gaul

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

Ward Affected: All

1. BACKGROUND:

1.1 The Environment Committee accepted the recommendation to purchase a new tractor at the previous meeting which took place on 30/07/2018.

1.2 At the time of the report the Operations Manager presented the costs for the following specification:

- 75hp 4 Cylinder Engine
- 2/4 Wheel Drive
- Rear PTO
- Rear Ball Ends
- 3 Point Linkage
- Increased Lift capacity of 2000kg
- Air Conditioning
- Turf Tyres
- 5 Year Warranty
- 5 Year Service Plan

1.3 The Operations Manager agreed he would report back the additional costs which were not available at the time. These were for the following essential items which need to be fitted at the time of production:

- Front loader valves
- Pick up hitch
- Front mud guards
- Front weights
- Front loader
- Front loader Bucket
- Front loader forks

1.4 The items listed gives the tractor additional towing and lifting capabilities which we currently don't have. This limits the performance of the maintenance team.

2. FINANCIAL INFORMATION

SUPPLIER	COST (Ex Vat) (including all items listed under 1.3)	AVAILABILITY	LOCAL
Quotation 1	£8444.00	Fitted at time of build	Yes
Quotation 2	£8899.00	Fitted at time of build	Yes
Quotation 3	£8060.00	Fitted at time of build	Yes

Budget Code (EMR 901 9013 Maintenance Equipment Replacement): £116,200.00

* Further quotations available, however these were non-competitive.

3. RECOMMENDATIONS:

3.1 Item listed to be purchased – **Quotation 1**. The cost is not the cheapest but still competitive. This supplier will also be supplying the main tractor unit.

ENVIRONMENT COMMITTEE MEETING

MONDAY 8TH OCTOBER 2018

PLAY AREA IMPROVEMENT PROGRAMME

Committee Chairman: Cllr Mr. S Gaul

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

Ward Affected: All

1. BACKGROUND:

1.1. Following a site visit on Thursday 29th June 2017, a clear picture of what provision is offered in each ward across the Town and what needs to be achieved over a period to address some of the issues the play areas currently experiencing.

1.2. Summary of the completed play area refurbishments:

3 areas requiring urgent refurbishment (paint and equipment)

- Launton Meadows – Completed
- Villiers Road – Completed
- Kestrel Way – Completed

5 areas requiring urgent refurbishment (paint only)

- Bryony Road – Completed
- George Street – Completed
- Meredith Close – Completed
- Kings Meadow – Completed
- Merganser Drive – Completed

1.3. The remaining play area requiring refurbishment as part of the 1-2 year section of the improvement programme is Sunderland Drive.

1.4. The following play areas are listed for review as part of the 2-3 year section of the improvement programme:

- Keble Road
- Purslane Drive
- Oxlip Leys
- Cranesbills Drive
- Lilly Close
- Saffron Close
- Market End Way
- Chaffinch Road
- Woodpecker Close
- Dunlin Court

- 1.5. A number of play areas high been identified for a change of use which includes Banbury Road.
- 1.6. Those play areas which have the possibility for a change of use will have their own individual reinstatement costs due to the level of works required on an individual basis.

2. FINANCIAL INFORMATION:

- 2.1. Cost to refurbish Sunderland Drive £30,000.00 (Estimated).
- 2.2. Cost to return Banbury Road play area to a green open space with general amenities such as bench and bins £2480.00 (Estimated).
- 2.3. Banbury Road annual cost saving £624.76 (Estimated and excluding repairs and replacements).

3. SUPPORTING DOCUMENTATION:







4. RECOMMENDATIONS:

- 4.1. The Environment Committee agrees a budget of £30,000.00 to refurb Sunderland Drive play area.
- 4.2. Operations Manager to bring designs/plans of Sunderland Drive play area to the Environment Committee via a tendering process at the earliest opportunity for approval.
- 4.3. A consultation programme is conducted by Ward Members with the residents surrounding the Banbury Road play area regarding the change of use.
- 4.4. Banbury Road play area to be used as a trial area changing the use of the area to a small green open space area.

ENVIRONMENT COMMITTEE MEETING

MONDAY 8TH OCTOBER 2018

TOWN BINS AND BENCHES

Committee Chairman: Cllr Mr. S Gaul

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

Ward Affected: All

1. BACKGROUND:

- 1.1. Councillors to provide officers with areas of need, refurbishment and replacement (no feedback to date).
- 1.2. BTC have 8 second hand benches reclaimed locally.
- 1.3. Reclaimed benches require:
 - 3 x council slabs for a base
 - Slabs set in a base which is dug out then laid on a dry mix
 - Once dry the benches will be fixed using 4 x anchor bolts
- 1.4. CDC have limited records of litter and bin locations. They can only provide details of bins that are emptied as part of the grounds maintenance contract.
- 1.5. Contract bin emptying is not mapped.
- 1.6. Bins emptied outside of the contract are not billed to BTC (CDC cleansing team have yet to provide a list of these units).
- 1.7. Most areas have adequate litter and bin provision.
- 1.8. Consultation is required as to the location of new bins and benches which is evidence based due to the high spend installing the units new or reclaimed.
- 1.9. Current BTC budget allows/covers for replacement of damaged units.

2. FINANCIAL INFORMATION:

- 2.1. Cost to purchase and install a new litter bin approx. £450.00 (including parts and labour).
- 2.2. Cost to purchase and install a new dog bin approx. £350.00 (including parts and labour).
- 2.3. Cost to install a recycled bench approx. £200.00 (including parts and labour).

- 2.4. Cost to purchase and install a new bench between £500.00 and £1000.00 (depending on style and quality).

3. SUPPORTING DOCUMENTATION:

Reclaimed Benches



4. RECOMMENDATIONS

It is recommended that the Committee:

- 4.1. Agrees clear guidance on what is required going forward so Officers can provide the appropriate information and achievable/realistic outcome.

ENVIRONMENT COMMITTEE MEETING

MONDAY 8TH OCTOBER 2018

TRANSFER OF LAND – 22 MARTIN CLOSE, LANGFORD VILLAGE

Committee Chairman: Cllr Mr. S Gaul

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

Ward Affected: South

1. BACKGROUND:

- 1.1 The residents have lived at the property since July 2006 previously having lived next door at number 21 since December 2003 prior to that.
- 1.2 They have extensive knowledge of the property, surrounding land and the lack of maintenance of the wasteland bordering the property for the last 15 years.
- 1.3 The waste ground to the rear of the property is causing damage and disruption to the garden and assets, including fencing and garden structures.
- 1.4 It is believed that this area was earmarked as an area for a substation but was never built/required.
- 1.5 Since around 2007 the residents have tried to identify the owners of the land and who is responsible for the maintenance of it.
- 1.6 The land was transferred to BTC in October 2003. This confirmation is contained in Legal Title ON243250.
- 1.7 The residents have made attempts to manage the land by buying power tools, equipment and climbing over our fence and into the waste ground. This area cannot be accessed by any other means – it is just too dense with trees, bushes and thorns.
- 1.8 The residents spent many weeks of personal time in the waste land maintaining it by cutting and pruning the vegetation and generally trying to maintain the out of control trees and bushes. In the last 2 years this has become impossible to access and is not completely out of control, an eyesore and a danger to their garden and property.
- 1.9 Numerous trees have fallen breaking fences. These have been repaired by the residents at their own cost. The fences have also suffered damage through bushes, ivy and trees growing through, under and over the fencing into our property – now rotting and enveloped in weeds. Recently 3 trees have died and fallen, damaging further fencing and completely wrecking a children's playhouse and the pergola in the garden. They are broken beyond repair.
- 1.10 It is claimed that in the 15 years the residents have lived in the house, no maintenance has been carried out whatsoever on the land owned by Bicester Town Council. This has contributed if not exclusively caused the damage to the property.
- 1.11 Contractors attended recently with permission to access the area via the house. This was to carry out emergency remedial work that could not be done from any other access. This is a section of land that is separate to the one in question.

- 1.12 Contractors are currently unable to conduct any work to the rear of the property (the subject land in this matter). This is due to the foliage being too thick and unmaintained.
- 1.13 The residents wish to take on this piece of land and have ownership signed over to them.
- 1.14 Council has a policy for not selling its land in these circumstances and this could be setting a precedent for others to apply under the same grounds locally.

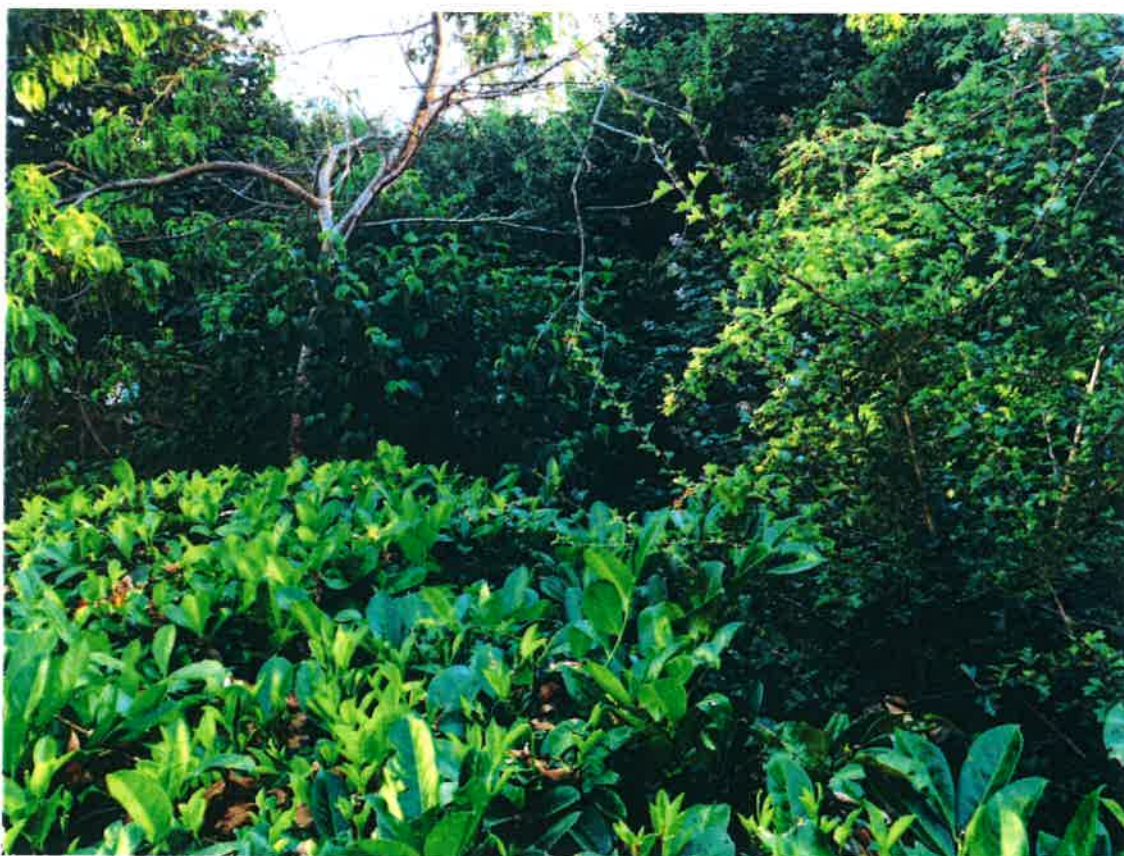
2. SUPPORTING DOCUMENTATION:

2.1 Site photographs

2.2 Site plans - Appendix 1

2.3 Plan showing area requested to transfer - Appendix 2





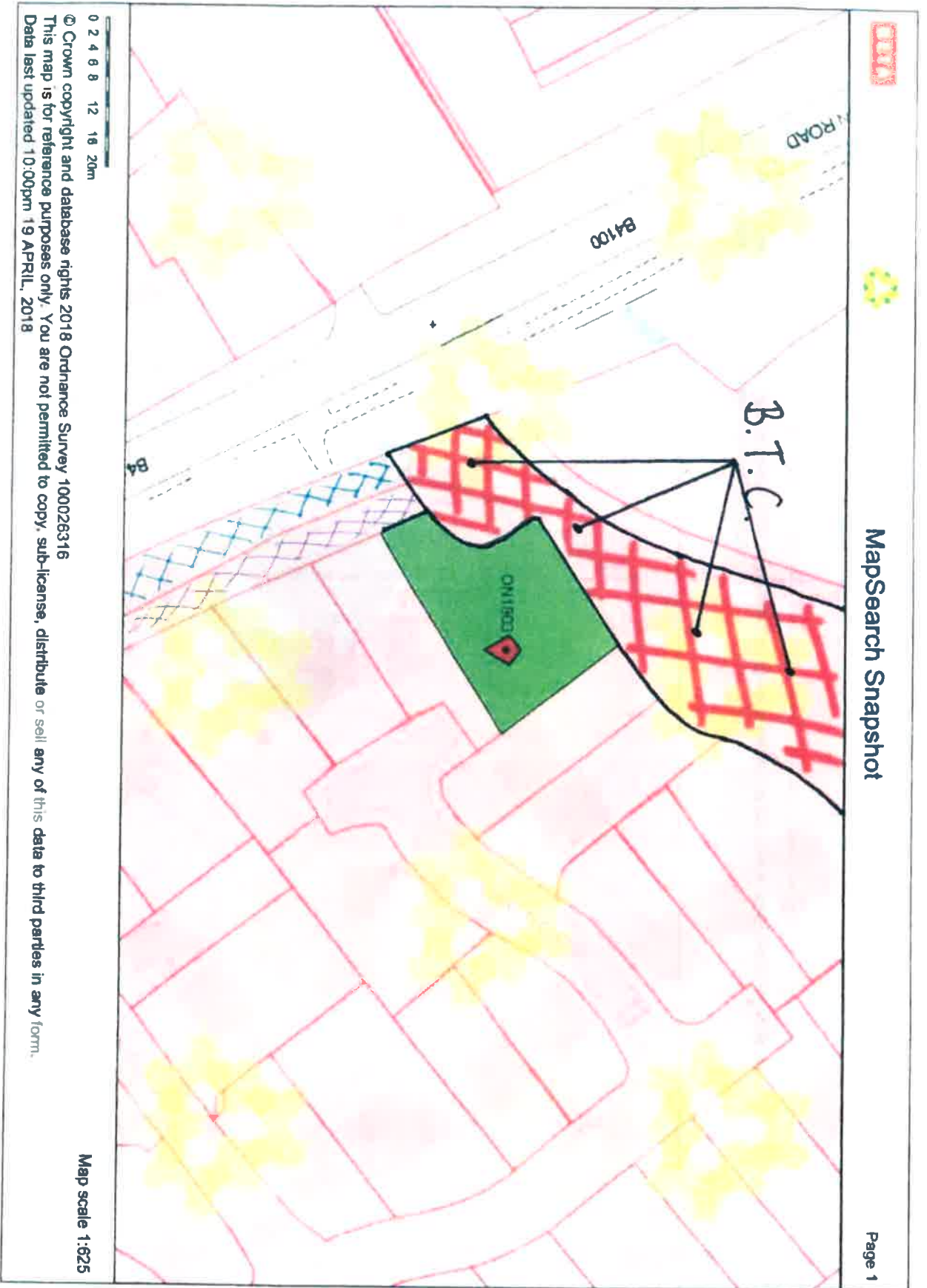
3. RECOMMENDATIONS:

3.1 The area is offered to the residents at no cost.

3.2 The resident is to facilitate all legal costs.

3.3 The area will not be permitted for development.

3.4 The residents are to clear the vegetation as per request at their own cost.



ENVIRONMENT COMMITTEE MEETING

MONDAY 8TH OCTOBER 2018

TREES OF REMEMBRANCE PROJECT

Committee Chairman: Cllr Mr. S Gaul

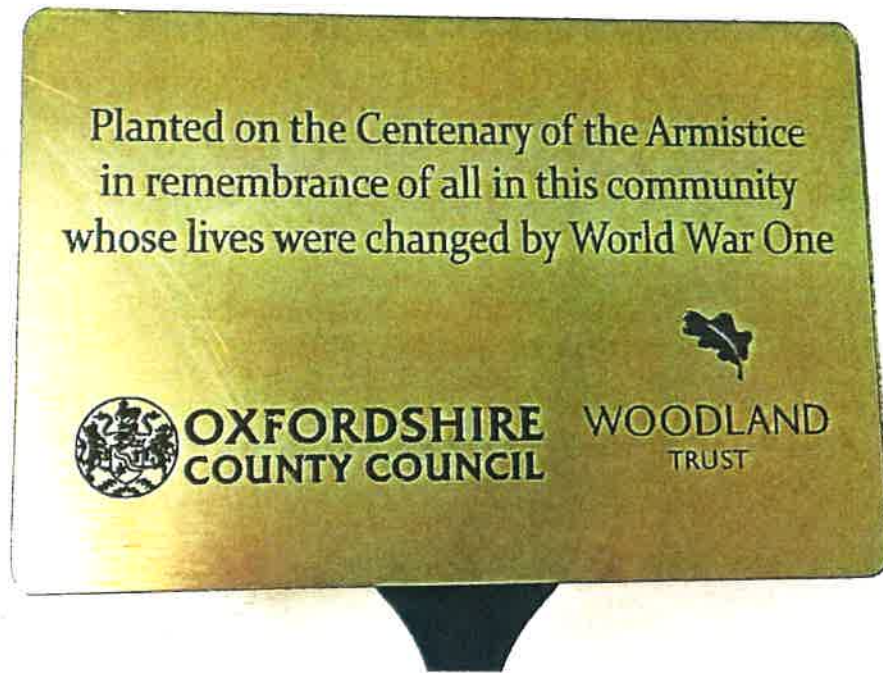
Contact Officer: Chris Johnson – Operations Manager
01869 252915 chris.johnson@bicester.gov.uk

Ward Affected: All

1. BACKGROUND:

- 1.1 As part of the nation's commemoration of the Centenary of the Armistice of WW1, Oxfordshire County Council is partnering with The Woodland Trust for a project of lasting remembrance.
- 1.2 The Woodland Trust has donated young native species tree saplings ("whips") and the County Council is offering a commemorative plaque to go alongside these to all Town and Parish Councils in Oxfordshire to be planted by local Councils on sites they identify within their communities.
- 1.3 BTC are invited to consider whether planting a tree could be accompanied by a commemorative event involving the community.
- 1.4 The aim is to see Remembrance Trees planted by local Councils on sites identified within communities, all over the County.
- 1.5 Armed Forces in Oxfordshire have agreed the wording for the plaques. Photo is provided in the supporting documentation.
- 1.6 Optimal planting time for the young saplings is November onwards, and The Woodland Trust expects to send them around this time.
- 1.7 Planting and ongoing maintenance of the saplings will be the responsibility of the Town Council if it accepts this project.
- 1.8 Oxfordshire County Council commits to replacing free of charge any saplings that fail within six months of planting.
- 1.9 Bicester Town Council will be picking up the costs of this project and getting minimal acknowledgement for its contribution.
- 1.10 This project could be replicated at low cost with Bicester Town Council having the acknowledgement on their own plaque and chosen tree specimen with better chance of long term survival.

2. SUPPORTING DOCUMENTATION:



3. RECOMMENDATIONS:

- 3.1 The offer is accepted, and the specimen is planted within the Councils Cemetery grounds.
- 3.2 Replacements of the plaques are not replaced should they go missing or get damaged unless OCC fund the replacements.

ENVIRONMENT COMMITTEE MEETING

MONDAY 8TH OCTOBER 2018

BUDGET CONSIDERATIONS 2019/20

Committee Chairman: Cllr Mr. S Gaul

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

Ward Affected: All

1. BACKGROUND:

1.1 Members are asked to suggest any additional services, projects or requirements relevant to the Environment Committee in preparation for the 2019/20 budget setting process.

1.2 The following are some items which will need some consideration for the 2019/20 budget and onwards:

AREA REQUIRING IMPROVEMENT	LOCATION	TIMESCALES	APPROX COST
Stone walls in Garth Park	Garth Park, Bicester	Completed by March 2020	£30-£40k
New Push Mowers	Various	Completed by April 2019	£1800.00
New Tractor	Various	Completed by April 2019	£45,919.00
Hand and Power Tools	Various	Completed by April 2019	£750.00
Garth Compound	Garth Park, Bicester	Completed by March 2020	TBC
Small Utility Vehicle Replacement	Various	Completed by March 2020	£5-£10k / £300 pm
Paths in Garth Park	Garth Park, Bicester	Completed by March 2020	£20-£30k
Play Area Improvement Programme	Various	Completed by March 2022	
Sunderland Drive pavilion refurbishments – Brickwork, guttering, patio, facias, lighting and paintwork	Sunderland Drive, Bicester	Completed by March 2021	£5-£10k
New/Replacement Skate Park in Garth Park	Garth Park, Bicester	Completed by March 2019	£150k
Tree work survey results – actions resulting from CDC survey	Various	Completed by March 2023	£80k

Benches refurbishments/replacements in all open spaces	Various	Completed by March 2021	£20k
Replace sports equipment on recreation sites – Goalposts etc	Various	Completed by March 2020	£8k - £10k
Storage at sport and recreation sites – small containers	Pingle Field, Sunderland Drive and Bicester Fields	Completed by March 2021	£10k
Improve open space access points and fencing – Post and rail fencing and secure with new gates	Various	Completed by March 2021	£10k - £15k
Allotments – New noticeboards, signage and access points (gates)	Leach Road, Anson Way, Colne House, Claypit and Evenlode	Completed by March 2020	£4k - £5k
Cemetery – Replace sections of paths, tap/stands, walling, paint railings and new bins.	Old Place Yard, Bicester	Completed by March 2021	£5k - £8k

**BICESTER TOWN COUNCIL
Environment COMMITTEE**

Monday 8th October 2018

CEMETERY MANAGEMENT

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 Following a report to this Committee in October 2017, a walkaround of the Cemetery was undertaken by councillors and officers on 30 July 2017. The initial purpose was to enable councillors to have a general overview of the site and see for themselves where the existing cemetery rules are not being complied with.
- 1.2 The Committee is requested to consider actions to be taken following the visit to the cemetery. The Chief Officer particularly highlights the potential health and safety risk of the presence of glass and earthenware (pottery) items including vases and ornaments to staff undertaking grounds maintenance operations. In addition, there are a significant number of kerbs and chippings which have been installed without the required consent.
- 1.3 Since the visit, a complaint was received from a plot holder regarding an adjacent plot where a wooden kerb, chippings and ornaments on the adjacent grave were obstructing a plot. A letter of compliance was sent and the matter rectified. In the response the affected family has in turn complained that they have been required to comply with regulations whilst other plot holders are not and have requested that the Council puts the same rules in place for all plots.
- 1.4 It has also emerged that the former Chief Officer had agreed in email correspondence to local funeral directors a change of size for memorials on ashes plots which is not reflected in the current Cemetery Rules. I would recommend that the rules are adjusted accordingly.
- 1.5 The rules are attached at Appendix 1 and a minor review has been undertaken with suggested amendments highlighted in tracked changes for approval and adoption.

2. Recommendation

The Committee is recommended to

1. Consider any actions to be taken following the cemetery visit;
2. Agree the review of the Cemetery rules;

APPENDIX 1



BICESTER TOWN COUNCIL

RULES & REGULATIONS

FOR

BICESTER CEMETERY

20052018

Made under Section 214 & Schedule 26 of the Local Government Act 1972,
Article 3 of the Local Authorities Cemeteries Order 1977
(as amended), and the
Local Authorities Cemeteries Order 1986 for the proper management, regulation and
control of
BICESTER CEMETERY

ADMISSION TO THE CEMETERY

The ~~main entrance to the~~ Cemetery is open to the public at all times. ~~In addition the latest extension to the Cemetery has kissing gates at both ends which are also open at all times. This is a legal requirement as it is bisected by Bicester rural footpath No. 6A. The remaining side gates are opened each weekday morning at 7.30 a.m. and closed at 3.55p.m.~~

VISITORS HEALTH AND SAFETY REGULATIONS

No dogs are allowed in the Cemetery unless on a lead, ~~and~~ kept under control and faeces must be cleaned up (DOGS (FOULING OF LAND) ACT 1996). No child under 12 years

of age will be admitted to the Cemetery except under the care of a responsible person. All visitors are requested to stay on defined pathways except whilst visiting graves.

Bicycles **must not** be ridden in the Cemetery. Motor vehicles are also prohibited from entering the Cemetery except with the expressed consent of the Clerk Council. The Council will exclude from the Cemetery at any time any person who in its opinion conducts himself/herself in a noisy, disorderly or unseemly manner. Also, the Council would like to point out the dangers of climbing or leaning on memorials in the Cemetery.

No glass or earthenware jars, ~~or vases~~ or ornaments shall be placed on any grave. Any such ~~jars or vases~~ items will be removed by the Cemetery staff.

CLERK'S OFFICE HOURS

The ~~Clerk's~~ Office is situated at ~~the Council Offices~~, Garth Park, Launton Road, Bicester, OX26 6PS.

The Office is open to the public from ~~10.00~~ 9.00a.m. to 5.00 p.m. each weekday except on Friday when the offices close at ~~3.40~~ 3.00 p.m. A plan illustrating the location and numbering of grave spaces in the Cemetery is kept at the Clerk's Council Office and may be inspected free of charge by all interested parties.

CEMETERY OFFICE

~~The Cemetery Office is situated at the Chapel in the old section of the Cemetery and is open each weekday from 7.30a.m. to 12.30 p.m. and 1.30p.m. to 3.30 p.m. Cemetery grave records and location plans are also kept here, also any enquiries can be dealt with by the Cemetery staff.~~

REGISTER OF BURIALS

A register of burials is kept by the Clerk Council at The Garth. Searches in the register, which contains information concerning the name and age of the person buried, the date of the burial and the grave number may be made during office hours. **Certified extracts may be obtained therefrom on payment of the prescribed fee set out in the Town Council's table of fees and charges.**

EXCLUSIVE RIGHT OF BURIAL

The exclusive right of burial for a period of 99 years in any specific unpurchased grave may be purchased ~~either~~ simultaneously when submitting a notice for an interment, ~~or for future use.~~

Grave spaces can be purchased by either inhabitants or non-inhabitants of the Parish of Bicester area. However, where non-inhabitants purchase grave spaces the charges are doubled. The selection of grave spaces shall be determined by the Clerk Council who will nevertheless take into consideration the purchasers' wishes.

It is important to note that the grave space still remains in the ownership of the Bicester Town Council.

MEMORIALS

~~No memorial or vase shall be erected except over a grave in respect of which the exclusive right of burial has been granted.~~

MEMORIAL SAFETY AND RESPONSIBILITY

All memorials shall be kept in good repair and in the default thereof the Council reserves the right to remove any such memorials to a place of safety or to require the plot owners to repair or remove them.

All memorials shall remain at the sole risk of the owner of the Exclusive Right of Burial of the grave plot and the Council shall not be responsible for any damage or breakages which may occur through adverse weather conditions or vandalism.

For safety purposes, memorials removed for the purpose of interments shall be taken away from the Cemetery by the funeral directors or their agents.

Neither monumental masons nor gravediggers shall work in the Cemetery outside the normal working hours of the cemetery staff.

LAWN CEMETERY

The following regulations will apply to the Lawn Cemetery.

All graves shall be left flat. No mounds, plinths or kerbs shall be permitted to be placed on any grave.

As soon as convenient after reinstatement of a grave, the Council will seed or turf the whole area of the grave, except for an area extending over a depth of 2' (61cm) from the head of the grave. This area is for the installation of a memorial.

Also, the Council will permit, within this area at the head of the grave, the planting of **small** hardy plants, flowers or miniature rose bushes. No memorial, tree, shrub, plant, jar, vase or flower bulbs shall be placed on the turfed or seeded area which must be left undisturbed at all times.

Memorials not exceeding 3' (91.5 cm) in height may with permission be erected upon the grave within the 2' (61cm) and must be in line existing memorials and the positioning in all other respects is to be approved by the ClerkChief Officer. The headstone shall be of a type or design approved by the ClerkChief Officer—on behalf of the Council in accordance with the Cemetery regulations and the number of the grave shall be engraved on the back of the headstone.

The Council at its discretion would allow a substantial wooden cross to be placed on a grave upon prior application to the ClerkChief Officer. Any temporary wooden cross that falls into disrepair will be removed. All plants, small rose bushes, flower vases or headstones must be maintained, cared for or kept in a state of tidiness or good repair, as the case may be, by the person planting, erecting or placing the same and in default thereof the Council shall remove or deal with them as they think fit.

The Council reserves the right to remove any dead flowers or old, dirty plastic flowers which look unkempt and untidy and to reinstate any neglected graves.

The Council reserves the right of passage over all graves for purposes in connection with the Cemetery.

The Council would also like to point out that we may have to excavate a grave next to your plot and we may need to place the spoil on it. This inconvenience will be kept to a minimum and the area will be cleaned up as soon as possible after the interment.

The scattering of ashes on graves is not permitted but arrangements can be made to place the ashes under the turf, with consent of the ~~Clerk~~Chief Officer.

ORNAMENTS AND TOYS

The Council shall not be responsible for any loss or damage which may occur during ground maintenance or due to weather or vandalism.

MEMORIALS

No memorial or vase shall be erected except over a grave in respect of which the exclusive right of burial has been granted.

APPROVAL OF DESIGN OF MEMORIALS

An application for permission to erect a memorial shall be made on the Council's prescribed form, which shall contain a dimensioned drawing or illustration of such memorials, details of the landing, and a copy of every inscription and such application shall be submitted to the ~~Clerk~~Chief Officer and be accompanied by the appropriate fee. No memorial shall be permitted unless written permission, signed by the ~~Clerk~~Chief Officer has first been obtained. The grave number must be engraved on the reverse of the memorial in a central position prior to erecting the memorial.

A copy of every additional inscription must be submitted to the Council whose written consent must be obtained before the work is commenced.

No memorial shall exceed the following dimensions:

Full size adult grave space

3' 0" (91.5 cm) in height

2' 6" (76cm) in width

4" (10cm) in thickness

Children and baby graves

2' 0" (61cm) in height

1' 6" (46 cm) in width

4" (10cm) in thickness

Landings/Loadings must be 3' long by 2' wide and at the least, 2" (50cm) thick

CREMATION VASES AND TABLETS

An ~~12~~18" x ~~12~~18" (30.5 x 30.5 cm) tablet set level with the ground will be permitted only upon cremation plots. The landing should not exceed 18" x 18" x 2" (46 x 46 x 6 cm). A stone or granite vase must not exceed 10" x 10" (25.5 x 25.5 cm) where exclusive rights have been purchased.

The landing represents the cremation plot and all flowers etc. must be kept inside this landing.

ENVIRONMENT COMMITTEE MEETING

MONDAY 8TH OCTOBER 2018

TRAVELLERS

Committee Chairman: Cllr Mr. S Gaul

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

Ward Affected: All

1. BACKGROUND:

- 1.1 An increase in traveller visits have been noted for the last 12 months which in some cases has caused inconvenience and financial expense to all Local Authorities.
- 1.2 The majority of the BTC Open Spaces are fully fenced off with a locked gated entrance.
- 1.3 Some areas have been accessed by the removal of posts, gates and fences.
- 1.4 Areas can be protected through the following means:
 - Knee rail fencing
 - 3 Bar fencing
 - Vegetation
 - Concrete bollards
 - Large boulders
 - Ditches
- 1.5 The list above has various costings and can be very expensive to buy and install.
- 1.6 Some preventative measures provide maintenance issues going forward e.g. mowing.

2. RECOMMENDATIONS

It is recommended that the Committee:

- 2.1 Instructs Officers to meet with the OCC Traveller Services to identify any possible areas requiring closure, repairs and reinforcing.
- 2.2 Budgets appropriately to cover any areas found by Officers requiring attention to protect Open Spaces and other pieces of BTC owned which could be deemed as venerable.
- 2.3 Instructs Officers to address any areas requiring action at the earliest opportunity.

FORWARD PLAN: 2018 / 2019

POLICY COMMITTEE		
MEETING DATE	ITEM	COMMENT
July	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 on Kiingsmere Phase 1 Burial Ground	
9 July 2018	Grant Aid Policy	Review
26 Nov 2018	Memorial Policy	Review requested by Environment Committee
FINANCE COMMITTEE		
MEETING DATE	ITEM	COMMENT
Sept 2018	Med-Long Term Strategy	Via Business Plan to Policy Committee
	Budget Setting Dates	
TRAFFIC ADVISORY GROUP		
MEETING DATE	ITEM	COMMENT
	Park Run – Parking Issues	
	Mallards Way Traffic	

ENVIRONMENT COMMITTEE		
MEETING DATE	ITEM	COMMENT
8 Oct 2018	Grounds Maintenance Update	On agenda
8 Oct 2018	Play Area Improvement Programme Update	On agenda
2018	Wheelchair Swing	
2018	Location of donated benches	
2018	Memorial Policy	To be discussed at next Policy meeting
PLANNING COMMITTEE		
MEETING DATE	ITEM	COMMENT
2018	East West Rail	Invite East West Rail to Planning Meeting when the consultation process starts
Aug 2018	Graven Hill	Schedule site visit.
	London Road Level Crossing	Ongoing – Live issue
2018	A2 Dominion	Invite A2 dominion to discuss the next phase once the application has been submitted.
Aug 2018	Realignment of Howes Lane	Invite A2 Dominion, CDC & Network Rail to discuss.
2018	Oxfordshire Spatial Plan Consultation	
Oct 2018	Oxford/Cambridge Arc Development	
May 2018	Bicester Masterplan Consultation	Awaiting documents from CDC