

BICESTER TOWN COUNCIL



ENVIRONMENT COMMITTEE MEETING

Ref: ENV04/1819

TUESDAY 4th December 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 26th November 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 **Tuesday 4th December 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: ENV03/1819 8th October 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: BE03/1819 4th October 2018 BE04/1819 22nd November 2018
✓	6	BUDGET 2019/20 Committee is asked to consider the attached report.
✓	7	TOWN BENCHES Committee is asked to note the attached report.
✓	8	TRANSFER OF LAND – 22 MARTIN CLOSE, LANGFORD VILLAGE Committee is asked to consider the attached report.
✓	9	PLAY AREA REFURBISHMENT – SUNDERLAND DRIVE Committee is asked to consider the attached report.
✓	10	ALLOTMENT INSPECTION POLICY Committee is asked to consider the attached report.
	11	THAMES AND CHILTERN BLOOM ENTRY Committee is asked to discuss as requested by the Council Leader.
✓	12	FORWARD PLAN Committee is asked to review and comment on the forward plan.
✓	13	DATE OF NEXT MEETING: Tuesday 5th February 2018 at 7.00pm CLOSE OF MEETING

Minutes of a meeting of the Bicester Town Council Environment Committee held on **Monday 8th October 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 Richard Mould
 Cllr Debbie Pickford
 Cllr Lynn Pratt
 Cllr Przemek Rybka
 Cllr Les Sibley
 Cllr Lawrie Stratford
 Cllr Rose Stratford

In attendance:

Chris Johnson – Operations Manager
 Samantha Shippen – Chief Officer
 Jane Beedell - Administrator

Minute No.	Agenda No.	
211/1819	1	APOLOGIES FOR ABSENCE RESOLVED that apologies where received from Cllr David Magee and Cllr Jason Slaymaker
212/1819	2	DECLARATIONS OF INTEREST No declarations of interest were received.
213/1819	3	MINUTES OF THE ENVIRONMENT COMMITTEE RESOLVED to confirm the minutes and RESOLUTIONS of the following Environment Committee meeting held on: ENV02/1819 30th July 2018
214/1819	4	PUBLIC SESSION A representative from the Save Oxford Road petition attended to provide an update. 2776 signatures received so far and still receiving messages of support. They are happy to assist in any way to prevent the closure of this town centre sports facility. The Chairman congratulation them on the amount of work that had been done so far.
215/1819	5	MINUTES OF THE EVENTS WORKING PARTY RESOLVED to confirm the minutes and RECOMMENDATIONS of the Events Working Party: BE02/1819 Friday 27 th July 2018
216/1819	6	GROUNDS MAINTENANCE UPDATE RESOLVED that the Committee NOTED the report

Minute No.	Agenda No.	
217/1819	7	NEW TRACTOR UPDATE RESOLVED that Committee AGREED: To APPROVE the purchase of list items at a cost of £8,444 plus VAT
218/1819	8	PLAY AREA IMPROVEMENT PROGRAMME UPDATE RESOLVED that Committee AGREED: - A budget of £30,000 for the refurbishment of Sunderland Drive play area - Designs/plans for Sunderland Drive to be presented to the Committee at the earliest opportunity via a tendering process - Ward Members to conduct a consultation with the residents surrounding Banbury Road play area regarding the change of use - Banbury Road play area be used as a trial for changing the use to a small green open space area - Market End Way play area to be reopened
219/1819	9	BENCHES AND BINS The Operations Manager was requested to spend the list of bins to all members. RESOLVED that Committee AGREED that members direct all requests for benches to the Operations Manager so that officers can provide the appropriate information.
220/1819	10	TRANSFER OF LAND – 22 MARTIN CLOSE, LANGFORD VILLAGE RESOLVED that Committee AGREED to defer the matter until the Officers have gained information from CDC regarding maintenance of the area and a valuation of the reduced area has been obtained to determine the value.
221/1819	11	TREES OF REMEMBRANCE PROJECT RESOLVED that Committee AGREED to: - Accept the offer with the request for it to be planted in Garth Park - Replacement of the plaque should it go missing or be damaged should be funded by OCC.
222/1819	12	BUDGET CONSIDERATIONS 2019/20 The Operations Manager was thanked for his report. RESOLVED that a break down by each financial year be presented in the budget to consider a 3-year plan.

Minute No.	Agenda No.	
223/1819	13	CEMETERY MANAGEMENT RESOLVED that Committee AGREED that: • The Chief Officer, Chairman of Policy and Environment Committee will review each infringement on a case-by-case basis. • The revised Rules & Regulations be APPROVED subject to fee for certified extracts being removed and requests for such being made in writing.
224/1819	14	TRAVELLERS RESOLVED that Committee AGREED that: • Officers meet with the OCC Traveller Services to identify any possible areas requiring closure, repairs and reinforcing. • Budget appropriately to cover any areas found by Officers requiring attention to protect Open Spaces and other pieces of BTC owned land which could be deemed as vulnerable. • Officers to address any areas requiring action at the earliest opportunity with the proviso that any costs need to come back to the Environment Committee first.
225/1819	15	FORWARD PLAN RESOLVED that Committee AGREED to: • Move the Memorial Policy to 2019 since it is regarding the new cemetery and remove this from the Policy Committee forward plan. REMOVE: • Grounds Maintenance Update • Play Area Improvement Programme Update ADD: • Transfer of Land - 22 Martin Close, Langford Village
226/1819	16	DATE OF NEXT MEETING: Tuesday 4 th December 2018, 7.00pm CLOSE OF MEETING: 8:40pm

Minutes of a meeting of the **Bicester Town Council Events Working Party** held on **Thursday 4th October** at 10.00hrs at The Garth, Launton Road, Bicester.

Present:

Cllr Jason Slaymaker - Chairman
Cllr Richard Mould
Cllr Lynn Pratt
Cllr Rose Stratford

In Attendance:

Jane Beedell – Administration Officer
Chris Johnson – Operations Manager
Sam Shippen – Chief Officer
Nicki Stevenson - OYAP

1 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Les Sibley

2 MINUTES

Members asked for names to be removed from the Minutes of the meeting held on 27th June 2018. **BE02/1819.**

It was **AGREED** that subject to the changes requests, the minutes would be signed by the Chairman.

3 SUMMER EVENTS 2018 REVIEW

The Summer Events report was considered.

It was **AGREED** to enquire of Cherwell District Council (CDC) regarding funding of Banbury Play Day.

The financial spreadsheets were discussed with some clarity requested regarding the format and figures. Members informed the Officers that the budgeted expenditure should be adhered to unless there was excess guaranteed income for the Christmas Lights event.

The Committee welcomed CDC's proposal to move Bicester Festival to September.

It was **AGREED** that Cllr Pratt would attend the next Bicester Festival project meeting on Wednesday 10th October.

Members acknowledged that it is important to ensure the quality of events in Market Square by working with others.

4 CHRISTMAS LIGHTS

The Committee considered correspondence from the Town Trader's Forum. Their withdrawal from participation was noted.

It was **AGREED** that a formal response would be sent.

The Chief Officer advised that this is the last year of the Christmas Lights contract which needs to be discussed with CDC.

The schools have been contacted to perform at the event and both the Christmas Market run by One Bicester and Santa from Bicester Round Table (BRT) are to be confirmed. Market applications are progressing well.

The funding for the lantern parade was discussed and the OYAP representative agreed that the cost in the event budget plus the SPARK funding would be sufficient to run 3 school and 1 community workshops. The original quote of £880 was based on the production of 30 lanterns in conjunction with an artist. The timing of the workshops was discussed by the Committee.

It was **AGREED** to:

- have a scaled-down activity on the day
- to store the lanterns where the public could see them, The Chief Officer will try to secure the old OYAP unit in Crown Walk
- The Mayor will judge the best lantern and the winner will turn the lights on at 6pm
- there will only be small rides for toddlers rather than a large fun fair and Officers and a small stage will be used.
- the £4000 expenditure budget was not to be exceeded unless there was guaranteed income exceeding the income budget.

Market Square will host the BRT Santa, huskies, food stalls, performances and bar. And Sheep Street and Pioneer Square the OneBicester Christmas market stalls.

5 **SUMMER EVENTS 2019**

Proposed Poll

It was **AGREED** to publish the poll with the addition of the OYAP feedback which should be completed by the end of October.

2019/20 Budget

Members stated that it is unlikely that the overall budget will increase for 2019/20 and acknowledged that this may lead to a reduction in events. Officers are to produce an event pricing plan.

6 **FORWARD PLAN**

Bicester Festival and Markets to be added

7 **DATE OF NEXT MEETING:** Thursday 22nd November 10.00am, Council Chamber

CLOSE OF MEETING: 11.50hrs

Minutes of a meeting of the **Bicester Town Council Events Working Party** held on **Tuesday 22nd November at 11.00hrs** at The Garth, Launton Road, Bicester.

Present:

Cllr Jason Slaymaker - Chairman
Cllr Richard Mould
Cllr Rose Stratford

In Attendance:

Jane Beedell – Administration Officer
Chris Johnson – Operations Manager
Sam Shippen – Chief Officer
Nicki Stevenson - OYAP

1 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Les Sibley; Cllr Lynn Pratt; Emma Clarke

2 MINUTES

Members confirmed the Minutes of the meeting held on 4th October 2018.
BE03/1819.

3 MARKET UPDATE

Report provided by Tom Duckham:

- 8th December – Sketts Christmas Craft and Food Market
- 15th December – OneBicester Christmas Market
- 24th December – Bicester Market Association Christmas Market

RECOMMENDED that Cherwell District Council should be asked to ensure all signage is removed immediately after the event.

4 CHRISTMAS LIGHTS

Financial Update

Officers recommended the use of a mobile stage to remove requirement to close parts of the Market Square car park for 4 days. Cherwell District Council also advised that there would be no free parking for Small Business Saturday.

Event Layout & Schedule

Members reviewed the documents provided by Officers

Lantern Parade

Rainbow room has been booked in the Methodist Church for the Saturday. Unfortunately the Samba band are not available this year. It was proposed that after the event lanterns are displayed in shop windows.

Councillors thanked Officers for their hard work in organising such a full programme of activities

RECOMMENDED that Committee **AGREE** to:

- Authorise overspend of £783 due to hire of mobile stage and car park fees which was not included in original budget

- Offer businesses the opportunity to display lanterns with trail available to download from Town Council website and Facebook page
- Source prizes for lantern competition from Bicester Toys
- OYAP to source alternative to Samba band and Officers to provide suitable contacts

5 SUMMER EVENTS 2019

Results of online survey shared which showed that the top 5 events were a food festival, 80s concert, outdoor cinema, decades concert and a comedy night. Concerns were raised with the potential cost of the outdoor cinema.

Carnival, Bicester Activity Day and Christmas Lights costs are offset by the other events in the calendar. Net expenditure has been significantly increased for 2019/20 in the draft budget

RECOMMENDED that Committee **AGREE** to:

- Investigate costs for outdoor cinema night for next meeting
- Review payment from Carnival to Mayor's charity at next Environment Committee

6 BICESTER FESTIVAL

Event will be renamed for 2019 and will have the theme "Earth". Market Square will be closed for 2 days: 20-22nd September 2019.

RECOMMENDED that Nicola Riley from Cherwell District Council be invited to attend the next meeting to discuss the event in more detail.

7 FORWARD PLAN

RECOMMENDED that Committee **AGREED** to:

- **REMOVE** Summer Events 2018 Review
- **REPLACE** Christmas Lights Update with Christmas Lights Review

8 **DATE OF NEXT MEETING:** Changed to Tuesday 29th January 10.00am, Council Chamber

CLOSE OF MEETING: 11.50hrs

ENVIRONMENT

300 Environmental Services

new code

remove code

moved in budget restatement

check figure

needs completion

Bicester Town Council

DRAFT Income & Expenditure by Budget Heading 2019/20

difference
to
18/19 budget

NOTES

Budget
2019/20

Expected
Outturn 18/19

Actual to
30/09/2018

Original
Budget
2018/19

Reallocated
Budget
2018/19

Actual
2017/18

Actual
2016/17

Actual
2015/16

Actual
2014/15

4000 Salaries

4001 Ers National Insurance

4003 Ers Pension

4016 Uniforms

4020 Mobile Phones

4042 Maintenance Machine

4044 Petrol, Oil & Gas

4068 Contract hire vehicle

4178 Vehicle maintenance

Environmental Service

1014 Inc - Miscellaneous

1211 Inc - Sale of Assets

Environmental Service

Net Expend

301 Open Spaces

4012 Water Charges

4013 Gas

4126 Lease of Open Spaces

4154 Tree Maintenance

4175 Maintenance of open s

4190 Parks & Gardens Contr

4204 Pest Control Contract

Open Spaces :- Expend

1037 Inc-Keta Field Pitches

1038 Inc-Bure Park pitches

1040 Inc-Keble Road pitches

-14,100

1/4 only

297,200

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	Bicester Fields :- Expenditure	2,776	2,819	5,628	1,140	5,100	5,100	3,390	5,830	5,100
	1039 Inc-Bicester Fields pitcl	3,769	1,681	2,187	2,491	2,000	2,000	165	2,000	2,000
	1201 Contribution from com	5,004	0	0	0	0	0	0	0	0
										REMOVED
	Bicester Fields :- Income	8,773	1,681	2,187	2,491	2,000	2,000	165	2,000	2,000
	Net Expenditure	-5,997	1,138	3,441	-1,351	3,100	3,100	3,225	3,830	3,100
										0
308 Sports village										
	4069 S W Sports Village openi	0	0	0	28833	54,800	54,800	20642	54,800	55,400
	SW Sports Village Sinking fund				0	10,000	10,000	0	10,000	10,000
	4190 Parks & Gardens Contr	0	0	0	0	70,000	70,000	0	17,500	70,000
	Sports village :- Expenditure	0	0	0	28833	134800	134800	20642	82,300	135,400
	1201 Contribution from Corr	0	0	0	0	59,500	59,500	0	14,875	40,000
	Contribution from earrr	0	0	0	0	10,000	10,000	0	2,500	10,000
	Sports village :- Income	0	0	0	0	69500	69500	0	17375	50000
	Net Expenditure	0	0	0	28833	65300	65300	20642	64925	85400
										20,100
401 Garth Park										
	4011 Rates				0		3700	2553	3650	3750
	4012 Water Charges				0		500	59	200	250
	4014 Electric *was utiliti	3,236	2,489	5,966	6,750	7,500	3,300	1,230	2,250	3,500
	4036 Grounds & Buildings IV	11,595	4,502	3,173	2,244	5,000	5,000	466	5,000	5,000
	4039 Waste Removal	6,444	7,476	9,555	5,170	8,500	8,500	3,193	7,500	7,500
	4046 Horticultural Supplies	483	1,226	291	1,555	4,000	4,000	1115	4,000	4,000
	4050 Maintenance Bowls Clt	149	547	953	549	2,000	2,000	164	500	500
	4128 Garth Park cafe	0	0	2,600	400	0	0	0	0	0
	4129 Garth Park toilets	0	0	10,000	10,000	10,000	10,000	5,000	10,000	10,000
	4130 Building Security	0	0	0	72	0	0	0	0	0
	4132 Maintenance Tennis Cl	646	303	353	303	500	500	0	0	0
	4176 Maintenance Skateboa	0	144	0	0	3,000	3,000	0	0	3,000
	4177 Maintenance Bandstar	0	0	0	4,242	1,000	1,000	60	1,000	1,000
	Garth Park :- Expenditure	22,553	16,687	32,891	31,285	41,500	41,500	13,840	34,100	38,500
	1003 Inc-Garth Stables	5,900	5,886	5,900	5,900	5,900	5,900	5,900	5,900	6,600
	1004 Inc-Garth Garage & Ya	8,793	7,228	4,709	0	4,320	4,320	0	8,640	4,320
	1005 Inc-Garth Depot Upper	3,500	3,500	3,500	3,500	3,500	3,500	1750	1,750	0
										BG 2 years Bensons terminated lease

1008 Inc-Bowls Club	1,300	1,350	1,350	1,450	1,350	1,350	1,400	1,400	1,435
1009 Inc-Tennis Club	1,050	1,150	1,150	1,250	1,250	1,250	1,200	1,200	1,250
1014 Inc - Miscellaneous	484	0	0	0	0	0	833	900	0
1015 Inc-Garth Park cafe	0	0	10,855	18,609	18,608	18,608	12,406	18,608	18,608
1019 Inc-Grants received	0	69,822	30,000	11,381	0	0	0	0	0
1047 Inc-Skateboard park			580	0	0	0	0	0	0
Garth Park :- Income	21,027	88,936	58,044	42,090	34,928	34,928	23,489	38,398	32,213
Net Expen	1,526	-72,249	-25,153	-10,805	6,572	6,572	-9,649	-4,298	-285

402 Play Areas

4123 Maintenance Play area	4,324	70079	5,076	504	10,000	10,000	3769	10,000	10,000
4180 ROSPA Inspection	3,427	3,427	3,488	3,488	4,000	4,000	4,265	4,265	4,000
4500 Grant Funded Expenditure			5,047	0	0	0	0	0	
Play Areas :- Expendit	7,751	73,506	13,611	3,992	14,000	14,000	8,034	14,265	14,000
1014 Inc - Miscellaneous	0	7,500	0	0	0	0	0	0	0
1019 Inc-Grants received	0	0	12,000	8,479	0	0	0	0	0
1201 Contribution from Corr	5,003	0	0	0	0	0	0	0	0
Play Areas :- Income	5,003	7,500	12,000	8,479	0	0	0	0	0
Net Expen	2,748	66,006	1,611	-4,487	14,000	14,000	8,034	14,265	14,000

403 Grounds Maintenance

4191 Floral Provision	2,300	0						0	0
4193 Kerb, channel & Weed	12,350	0						0	0
4199 Grounds Maintenance	498	0						0	0
4207 CDC Admin support	38,481	0						0	0
Grounds Maintenance	53,629	0	0	0	0	0	0	0	0
1014 Inc - Miscellaneous	209	0						0	0
Grounds Maintenance	209	0	0	0	0	0	0	0	0
Net Expen	53,420	0	0	0	0	0	0	0	0

404 Allotments

4012 Water Charges					0	500	33	70	150
4054 Allotments costs	568	1,740	279	327	2,000	1,500	0	500	1,500

MOVED to 301

601 Cemetery

4011 Rates					0	0	800	603	861	890	
4012 Water Charges					0	0	300	148	360	400	
4014 Electric	*was utili	774	1,129	1,083	1,520	1,200	100	60	250	250	
4036 Grounds & Buildings Maintenance				0	83	500	500	0	400		
4039 Waste Removal		1,355	1,839	1,458	1,835	1,800	1,800	867	1,800	1,800	
4042 R&M Machinery		0	24		0	0	0	0	0	0	REMOVED
4105 War Memorial		611	0	0	0	0	0	0	0	0	REMOVED
4186 Cemetery Improvemer		19	0		0	0	0	0	0	0	REMOVED
Cemetery :- Expenditu		2,759	2,992	2,541	3,438	3,500	3,500	1,678	3,671	3,340	
1020 Inc-Cemetery		23,824	23,030	21,723	27,720	20,000	20,000	14,532	25,000	20,000	
Cemetery :- Income		23,824	23,030	21,723	27,720	20,000	20,000	14,532	25,000	20,000	
Net Expens		-21,065	-20,038	-19,182	-24,282	-16,500	-16,500	-12,854	-21,329	-16,660	-160

801 Street Scene

	0	404	2000	2,000	123	1000	2000
4029 Street Furniture							
4083 Pedestrianisation Schemes	13,000	13,000	0	13,000	0	13,000	13,000
4112 Repairs & Maint.-Clock	404	440	790	500	0	500	500
4151 Litter Bins/Dog Bin Provision	754	2,992	1,393	5,000	824	3,000	4,000
4200 Christmas Lights maint	7,051	7,875	11,483	15,000	0	13,250	15,000
4216 Litter/dog bin emptyin	10,788	12,012	12,132	12,500	8,088	12,132	12,400
Highways Miscellaneous	31,243	34,081	40,397	48,000	9,035	42,882	46,900
Net Expenditure	31,243	34,081	40,397	48,000	9,035	42,882	-1,100

TOTAL ENVIRONMENT

EXPENDITURE	592,713	731,173	719,311	685,611	1,073,614	1,073,614	322,188	870,322	976,271
INCOME	92,465	188,037	151,930	130,921	180,828	180,828	74,101	134,095	146,663
NET EXPENDITURE EN	500,248	543,136	567,381	554,690	892,786	892,786	248,087	736,226	829,608

ENVIRONMENT COMMITTEE MEETING

TUESDAY 4TH DECEMBER 2018

TOWN 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 (limited feedback to date).

1.2. The following benches have been installed following site visits and agreed requirements:

- Hunt Close
- Launton Meadows Open Space x 2
- Kingsclere Road
- Villiers Road

1.3. BTC have 8 second hand benches reclaimed locally.

1.4. 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

2. FINANCIAL INFORMATION:

2.1. Cost to install a recycled bench approx. £200.00 (including parts and labour).

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

3. SUPPORTING DOCUMENTATION:

3.1 Images of selected area with installed benches

4. RECOMMENDATION:

4.1 To note the installation of the five benches.

4.2 Members are to contact Officers with potential areas for further bench provision where required.



ENVIRONMENT COMMITTEE MEETING

TUESDAY 4TH DECEMBER 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.
- 1.15 Officers and Councillor met with the resident on 31/10/2018 to view and discuss the way forward.
- 1.16 The rear of the property contains a huge mound that is covered in trees and vegetation.
- 1.17 Removal of the area would take the property close to the main London road.
- 1.18 Upon inspection, it appears that the resident has a playhouse situated on BTC land (Approx. 50%).
- 1.19 The site visit identified some areas requiring the following:
 - Contractual works to be addressed within the current spec
 - Additional standard tree works
 - Ditch clearance works

2. FINANCIAL INFORMATION:

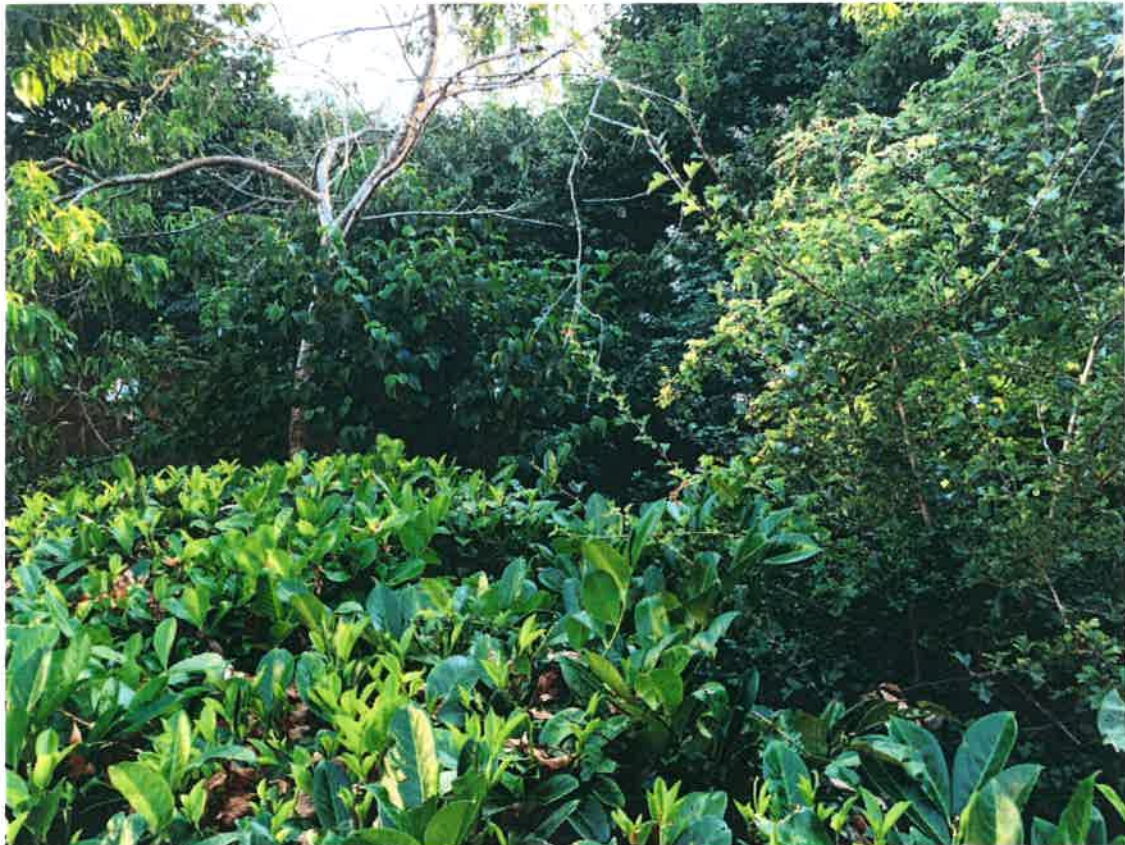
2.1 Additional Tree Works £1435.89

2.2 Ditch Clearance Works £764.00

3. SUPPORTING DOCUMENTATION:

3.1 Site photographs

3.2 Site plan





4. RECOMMENDATIONS:

- 4.1 The area is not handed over to the resident.
- 4.2 The resident removes the play house structure from BTC owned land.
- 4.3 The additional ditch clearance works are approved and completed.
- 4.4 The additional tree works are approved and completed.
- 4.5 The contractual works are monitored regularly and kept within specification going forward.

ENVIRONMENT COMMITTEE MEETING

TUESDAY 4TH DECEMBER 2018

PLAY AREA REFURBISHMENT – SUNDERLAND DRIVE

Committee Chairman: Cllr Mr. S Gaul

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

Ward Affected: East

1. BACKGROUND INFORMATION:

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 have 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.
- 1.7. At the Environment Committee held on 8th October it was recommended and approved to refurbish Sunderland Drive with a guide budget of £30,000.00.
- 1.8. Closing date for all tender applications was 9th November 2018.

2. FINANCIAL INFORMATION:

2.1 The following quotations have been submitted as part of the tender for the refurbishment of the particular play area:

SUPPLIER	COST (Ex VAT)
A	£29,664.00
B	£28,500.00
C	£29,856.00
D	£35,450.93
E	£30,000.00
F	£30,000.00
G	£29,996.02

2.2 The cost to refurbish the surrounding metal fence in black £1514.00

2.3 Budget - EMR 1900 9011 Play Areas (£161,765.00 Remaining)

3. SUPPORTING DOCUMENTATION:

3.1 Plans/layouts from all tender applications will be on display at the meeting.

4. RECOMMENDATION:

4.1 To carefully select a scheme within budget, which will be suitable for the area and include/negotiate a zip wire as part of refurbishment.

4.2 To agree and instruct the fence painting refurbishment works to start at a suitable time. This will work to coincide with the appointed contractors and weather conditions.

ENVIRONMENT COMMITTEE MEETING

TUESDAY 4TH DECEMBER 2018

ALLOTMENTS – FUTURE INSPECTION POLICY

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 allotment working party meeting took place on Thursday 8th November 2018 with the site representatives.

1.2 At the meeting the following recommendations were discussed and passed to this Committee for approval:

- Inspections of all sites to take place in November 2018 and then 4 times per year (March, June, September and December).
- Inspections will consist of a BTC Officer, BTC Council Member and a site representative for the required location.
- BTC Officer will complete a report sheet and take photographs as evidence for those plots not following the terms and conditions of the allotments tenancy agreement.
- Those allotment plots failing standards will be addressed in line with the tenancy agreement rules and regulations.

1.3 The current inspection process is completed on a random basis with a BTC Councillor, BTC Officer and Allotment representative.

1.4 The new inspection policy will provide a consistent approach and assist in the quality of allotment plots across all sites. It will also reduce the number of unworked and out of spec plots across all sites.

2. SUPPORTING DOCUMENTATION:

2.1 Amended Allotment Inspection Policy

3. RECOMMENDATIONS:

3.1 To accept the amended inspection policy and implement immediately.

Bicester Town Council

Allotment Inspection Policy / Procedure

GP20



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

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

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

Site Inspection

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

- March
- June
- September
- December

The inspections will cover the following criteria:

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

The Inspections will consist of the following personnel:

- Bicester Town Council Officer
- Bicester Town Council Member
- Site Specific Allotment Representative

Procedure for plots out of Specification

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

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

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

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

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

Approved:

Review Date:

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 Kingsmere Phase 1	
	Burial Ground	
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
Dec 2018	Transfer of Land – 22 Market Close	
2018	Wheelchair Swing	
2018	Location of donated benches	
2019	Memorial Policy	
PLANNING COMMITTEE		
MEETING DATE	ITEM	COMMENT
2019	East West Rail	Invite East West Rail to Planning Meeting when the consultation process starts
May 2019	Graven Hill	Schedule site visit.
	London Road Level Crossing	Ongoing – Live issue
2019	A2 Dominion	Invite A2 dominion to discuss the next phase once the application has been submitted.
Jan 2019	Realignment of Howes Lane	Invite A2 Dominion, CDC & Network Rail to discuss.
2019	Oxfordshire Spatial Plan Consultation	
Oct 2019	Oxford/Cambridge Arc Development	