

BICESTER TOWN COUNCIL



ENVIRONMENT COMMITTEE MEETING

Ref: ENV06/1819

MONDAY 25th MARCH

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**

Substitute Committee Members

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

Other Circulation

**Cllr Tom Wallis – CDC
Cllr John Broad - CDC
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Monday 18th March 2019

Sir/Madam

To all Members of the Environment Committee

You are hereby summoned to attend a meeting of the Environment Committee to be held on **Monday 25th March 2019 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: ENV05/1819 5th February 2019
	4	PUBLIC SESSION In accordance with Standing Orders 1 d-f, members of the public may make representations, ask questions and give evidence in respect of any item of business included in the agenda. Time allocated shall not exceed 10 minutes. No member of the public shall speak for more than 2 minutes.

Copy Attached	Agenda item No	AGENDA
✓	5	SKATE PARK OFFICIAL OPENING Committee is asked to consider the attached report.
✓	6	CCTV SERVICE AND INSTALLATIONS Committee is asked to consider the attached report.
✓	7	REPLACEMENT SIT-ON MOWER Committee is asked to consider the attached report.
✓	8	FORWARD PLAN Committee is asked to review and comment on the forward plan. DATE OF NEXT MEETING: TBC CLOSE OF MEETING

Minutes of a meeting of the Bicester Town Council Environment Committee held on **Tuesday 5th February 2019** at **The Garth, Launton Road, Bicester OX26 6PS**.

Present:

Cllr Sean Gaul
Cllr Jason Slaymaker
Cllr Richard Mould
Cllr Debbie Pickford
Cllr Lynn Pratt
Cllr Przemek Rybka
Cllr Les Sibley

In Attendance:

Chris Johnson – Operations Manager
Julie Trinder – Administration Officer

Minute No.	Agenda No.	
353/1819	1	APOLOGIES FOR ABSENCE RESOLVED that apologies were received from Cllr Lawrie Stratford, Cllr Rose Stratford and Cllr David Magee.
354/1819	2	DECLARATIONS OF INTEREST No declarations of interest were received.
355/1819	3	MINUTES OF THE ENVIRONMENT COMMITTEE RESOLVED to confirm the minutes of the following Environment Committee meeting held on: ENV04/1819 4th December 2018
356/1819	4	PUBLIC SESSION There were no members of the public in attendance. <i>Members requested that Items 9 and 10 be brought forward to this point.</i>
357/1819	9	BEE HIVE INSTALLATIONS RESOLVED to AGREE to install two 'Top Bar Bee Hives' by the pond in a secluded part of the Orchard and ensure Bicester Town Council's public liability covers this.
358/1819	10	ALLOTMENTS WORKING PARTY RESOLVED to AGREE the notes of the Allotments Working Party held on Thursday 1st November 2018.

Minute No.	Agenda No.	
359/1819	5	MINUTES OF THE EVENTS WORKING PARTY RESOLVED to confirm the minutes and RECOMMENDATIONS of the Events Working Party: BE05/1819 29th January 2019
360/1819	6	GARTH PARK SUMMER BEDDING & SUSTAINABLE PLANTING RESOLVED to AGREE the scheme detailed in the report.
361/1819	7	2019/20 FEES AND CHARGES RESOLVED to AGREE : 1. No increase for the 2019/20 financial year. The Environment Committee approved the recommended fees and charges, to be reported back to the Finance Committee and recommend to the Policy Committee for approval. 2. All fees and charges to be reviewed annually.
362/1819	8	PLAY AREA REFURBISHMENT RESOLVED to AGREE scheme 'H' selected for the area and to negotiate piece of suitable equipment.
363/1819	10A	YOUTH SHELTER REFURBISHMENT RESOLVED that: 1. The existing shelter will be refurbished and installed at another location. Costs to come back at a future date. 2. Recommend to install a new unit. Officers to make the appropriate choice relating to cost.
364/1819	11	FORWARD PLAN RESOLVED to: • REMOVE Location of donated benches. • ADD Refurbishment of shelter.
365/1819	12	DATE OF NEXT MEETING: Tuesday 25th March 2019 at 7.00pm CLOSE OF MEETING: 7.45pm

**BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE**

Monday 25th March 2019

Skate Park Official Opening

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

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

Ward Affected: All wards

1. Background

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

2. Recommendation

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

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

ENVIRONMENT COMMITTEE MEETING

MONDAY 25TH MARCH 2019

CCTV AND ALARM SYSTEMS – SERVICE AND INSTALLATIONS

Committee Chairman: Cllr Mr. S Gaul

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

Ward Affected: All

1. BACKGROUND INFORMATION:

1.1. BTC has a number of assets requiring protection systems. The following table shows the existing provision and what is required to bring up to standard operating levels and regulations:

LOCATION	CCTV	INTRUDER ALARM	FIRE ALARM	EMERGENCY LIGHTING
Garth House	√ System Present Requires Upgrade	√ System Present Service Only	√ System Present Service Only	√ System Present Service Only
Pingle Sports Pavilion	√ System Present Requires Upgrade	√ System Present Service Only	√ System Present Service Only	√ System Present Service Only
Bicester Fields Sports Pavilion	√ System Present Requires Upgrade	X New System Required	√ System Present Service Only	√ System Present Service Only
Sunderland Drive Sports Pavilion	√ System Present Requires Upgrade	√ System Present Service Only	X New System Required	√ System Present Service Only
Claytons Yard Unit	X	√ System Present Service Only	X	X
Compound Yard	X Stand Alone System Required	X	X	X

1.2 The table clearly shows areas requiring upgrades, new systems and service only packages.

1.3 Current servicing is completed annually (6 monthly for fire) by a mixture of local contractors.

1.4 The current CCTV systems are dated and not fit for purpose. Replacements need to be robust and a higher quality.

1.5 The appointment of one contractor for all systems will help continuity for all involved.

1.6 A five-year servicing programme will financially reduce costs and assist in annual budgeting.

2. FINANCIAL INFORMATION:

SUPPLIER	ANNUAL SERVICE COST	SERVICE COST OVER 5 YEARS	NEW INSTALLATIONS COST
A	£2324.00	£11,620.00	£10,090.00
B	£2275.00	£11,375.00	£9,560.00
C	£2305.00	£11,525.00	£15,765.00
D	£2515.00	£12,575.00	£12,710.00

2.1 All costs exclude VAT

2.2 Cost centre EMR Equipment Maintenance Replacement 901 9013

3. RECOMMENDATION:

3.1 To appoint one contractor to complete the required upgrades and 5 year service programme.

3.2 To appoint contractor B to complete the required upgrades and 5 year service programme.

ENVIRONMENT COMMITTEE MEETING

MONDAY 25TH MARCH 2019

SIT ON MOWER REPLACEMENT

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 current sit on mower is now over 8 years old.
- 1.2 Increased maintenance issues are consistently being patched up on a regular basis e.g. pressure leaks resulting in poor performance and a bad cut.
- 1.3 It has covered 1836 hours.
- 1.4 This type of machine should be changed around every 5 years on its current workload. New machine can last up to 10 years depending on hours used and regular service.
- 1.5 The performance is now limited for the services BTC offer across the Town.
- 1.6 The current model is dated and not road legal. This needs to be changed to road legal to give increased flexibility and productivity.
- 1.7 More horsepower is required to cover the ground quicker on site and between locations.
- 1.8 Current model lacks comfort and up to date safety features to support the driver.
- 1.9 Proposed that the new machine will be road legal and have an out-front deck for increased performance and cutting ability. New vehicle will have the following recommended spec:
 - Ransomes HR 300 Out Front Rider Rotary Mower with 60" Rear Discharge Deck
 - 33 HP Kubota Engine
 - Hydrostatic 4wd
 - Hydraulic Drive Deck (NO Belts)
 - Movable arm rest with one touch lift/lower Control ,Weight Transfer
 - Steering Tilt Control auto diff lock
 - Rotary Flip up Cutting Deck, Height of cut 5mm > 115mm
 - Foldable ROPS Flashing Beacon
 - 2- year warranty

2. SUPPORTING DOCUMENTATION:

2.1 Image of the proposed unit

3. FINANCIAL INFORMATION:

- Unit cost £29,070.00
- Less discount £7,270.00
- Total £21,800.00

Additional Equipment Requirements:

- Storage Pod £304.00
- Metal Tool Box £80.00
- Storage Rack £217.00
- Lighting Kit for HR300 £1,125.00
- 1st Registration and number plate £75.00

Total Purchase Price: £23,601.00

Budget Code (EMR 901 9013 Maintenance Equipment Replacement)

* Further quotations available, however these were non-competitive and our local supplier has offered a large discount on the machine. Price excludes VAT.

4. RECOMMENDATIONS:

New unit to be purchased ASAP for the forthcoming season



FORWARD PLAN: 2018 / 2019

POLICY COMMITTEE		
MEETING DATE	ITEM	COMMENT
	Closure policy for cemetery	Pending
July	London road Level Crossing	Watching brief
	Retention of Assets Policy	Pending
	NW Bicester	
	Future management of open space play areas on SW Bicester Phase 1	
	New burial ground and memorial policy	
FINANCE COMMITTEE		
MEETING DATE	ITEM	COMMENT
	Business continuity plan	

ENVIRONMENT COMMITTEE		
MEETING DATE	ITEM	COMMENT
2018	Wheelchair Swing	
	Refurbishment of Shelter	
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	