

BICESTER TOWN COUNCIL



ENVIRONMENT COMMITTEE MEETING

Ref: ENV02/1819

MONDAY 30TH JULY 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 Lucinda Wing - CDC
Bicester Advertiser
Bicester Library
Bicester Review
Oxford Mail
BTC Copy**



Council Offices,
The Garth,
Launton Road,
Bicester
Oxon, OX26 6PS

Telephone: 01869 252915

Fax: 01869 324554

Email:

enquiries@bicester.gov.uk

Monday 23rd July 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 30th July 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: ENV01/1819 11th June 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: BE01/1819 Thursday 14th June 2018
✓	6	GROUNDS MAINTENANCE UPDATE Committee is asked to note the attached report.
✓	7	PURCHASE NEW TRACTOR Committee is asked to consider the attached report.
✓	8	PLAY AREA REFURBISHMENT UPDATE Committee is asked to note the attached report.
✓	9	TOWN BENCHES Committee is asked to consider the attached report.
✓	10	FORWARD PLAN Committee is asked to review and comment on the forward plan.
✓	11	DATE OF NEXT MEETING: Monday 8th October 2018 at 7.00pm CLOSE OF MEETING

Minutes of a meeting of the Bicester Town Council Environment Committee held on **Monday 11th June 2018** at **The Garth, Launton Road, Bicester OX26 6PS** at **7.30pm** for the transaction of the following business.

Present:

Cllr Sean Gaul – Chairman
 Cllr Dave Magee
 Cllr Richard Mould
 Cllr Debbie Pickford
 Cllr Lynn Pratt
 Cllr Jason Slaymaker
 Cllr Lawrie Stratford
 Cllr Rose Stratford

In attendance:

Chris Johnson – Operations Manager
 Samantha Shippen – Chief Officer
 Angie Suter - Administrator

Minute No.	Agenda No.	
062/1819	1	APOLOGIES FOR ABSENCE No apologies were received. Cllr David Magee entered the meeting at 19:32.
063/1819	2	DECLARATIONS OF INTEREST No declarations of interest were received.
064/1819	3	MINUTES OF THE ENVIRONMENT COMMITTEE RESOLVED to confirm the minutes and RESOLUTIONS of the following Environment Committee meeting held on: ENV06/1718 16th April 2018.
065/1819	4	PUBLIC SESSION There were no members of the public in attendance.
066/1819	5	MINUTES OF THE EVENTS WORKING PARTY RESOLVED to confirm the minutes and RECOMMENDATIONS of the Events Working Party: BE06/1718 Thursday 10th May 2018
067/1819	6	GREEN INFRASTRUCTURE STUDY Alison Smith of the Environmental Change Institute, University of Oxford attended the meeting to discuss the report presented to the Environment Committee on 16 th April 2018. RESOLVED that the Chief Officer and Operations Manager will look at different aspects of the report and see what can be improved and to allocate finances to start improvements, set up a business plan for green

Minute No.	Agenda No.	
068/1819	7	space to manage the current open spaces and any potential future green space. BICESTER TOWN DISCOVERY WALK RESOLVED that Committee AGREED the following recommendations: • Approves the stencil design printed in Garth Park. • Supports the initiative ready to start on Thursday 5th July 2018.
069/1819	8	OUTDOOR GYM EQUIPMENT RESOLVED that Committee AGREED the following recommendations: • The installation of the Gym Equipment in Garth. • The installation of the Gym Equipment in Keble Road open space. Committee also requested a guarantee be obtained from Cherwell District Council regarding the maintenance costs of the equipment once installed.
070/1819	9	GRAVE SPACES RESOLVED that Committee AGREED to: • Place a sensitive advertisement in the Garth Gazette. • Write to owners of reserved plots to see if they would like to sell the plots back to Bicester Town Council. • Place an advertisement in the Bicester Advertiser. • Liaise with local Funeral Directors for advice.
071/1819	10	FORWARD PLAN RESOLVED that Committee AGREED to: • Arrange a Cemetery visit at 6pm on the 30th July 2018, prior to the commencement of the next Environment Committee meeting • Bring the Wheelchair swing on to the July agenda. REMOVE: • Planting for next year • Play area tender review. ADD: • Locations for donated benches for report in July 2018.
072/1819	11	DATE OF NEXT MEETING: Monday 30 th July 2018, 7.00pm
073/1819	12	CHERWELL DISTRICT COUNCIL OPEN SPACE, SPORT AND RECREATION REVIEW

Minute No.	Agenda No.	
		RESOLVED that Committee AGREED the following recommendations: • Instruct Officers and ward members to identify new and old refurbishment projects across the town. • Acknowledge the project and instruct the Chief Officer to respond accordingly with the support of Bicester Town council. CLOSE OF MEETING: 8:45pm

DRAFT

ENVIRONMENT COMMITTEE MEETING

MONDAY 30TH JULY 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 all play areas, these areas generally been cut to a good standard by the BTC maintenance Team.

General Amenity Areas – This specification is applied to all open spaces; these areas generally have not been cut within the specification of the contract and there has been some issues with back-up around obstacles where this has not taken place within 8 working hours following the main cut. **Regular correction notices issued resulting in areas being cut late and to a poor 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. **Regular correction notices issued resulting in areas being cut late and to a poor standard.**

Flailed Areas – This specification is applied to all sites with grass which is allowed to grow to a maximum length of 300mm. These areas were cut to contract specifications with only a few minor issues of delayed areas. 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 will be issued prior to the start of the 2018/19 season starting in August. This application will also need to be applied in the appropriate weather conditions. Pitch cutting is progressing well with lots of positive feedback from users.

Horticultural Maintenance

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

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

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

Chemical Applications

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

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 – New 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 not performing to an acceptable standard. BTC/CDC officers have had to increase the amount of monitoring required due to the poor performance of contractors throughout the Landscape Maintenance Contract. Following a series of meetings, the standards have improved, however this has been assisted by the weather conditions slowing up the growth.
2. Several meetings have taken place between BTC and CDC to address the poor performance of the contract delivery and there has been an improvement. However, they have been advised of the BTC concerns going forward and the appropriate measures (mainly additional staff) have been recruited to tackle the flush of growth period/seasons.
3. BTC Officer are chasing a programme/schedule of winter works to address areas such as woodlands and pathways.
4. Members are asked to continue to support Officers and advise on areas which appear to be out of contract specification.

ENVIRONMENT COMMITTEE MEETING

MONDAY 30TH JULY 2018

PURCHASE NEW TRACTOR

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 tractor is now over 10 years old.
- 1.2 Increased maintenance issues are consistently being patched up on a regular basis e.g. pressure leaks resulting in poor performance.
- 1.3 It has covered 2782 hours.
- 1.4 The performance is now limited for the services BTC offer across the Town.
- 1.5 The current model is dated offering poor performance on the road between sites.
- 1.6 More horse power is required to cover the ground quicker on site and between locations.
- 1.7 Comfort options not available to the driver over long periods of time e.g. air condition.
- 1.8 New vehicle will have the following recommended spec:

- 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

2. FINANCIAL INFORMATION

SUPPLIER	COST (Ex Vat) (including service and warranty pack)	AVAILABILITY	LOCAL
Quotation 1	£36,747.00	4 weeks	Yes
Quotation 2	£38,500.00	4 weeks	No
Quotation 3	£37,803.00	4 weeks	No

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

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

3. RECOMMENDATIONS:

3.1 New Tractor unit to be purchased – **Quotation 1**.

3.2 Warranty and service pack to be purchased.

3.3 Existing tractor to be kept as a utility yard vehicle.

ENVIRONMENT COMMITTEE MEETING

MONDAY 30TH JULY 2018

PLAY AREA REFURB UPDATE

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 update of the agreed site recommendations:

3 areas requiring urgent refurbishment (paint and equipment)

- Launton Meadows – ***Equipment completed with snagging requirements outstanding which includes turfing and removal of site spoil. Painting in operation although weather is slowing up application rate.***
- Villiers Road – ***Equipment completed with snagging requirements outstanding which includes turfing and removal of site spoil. Painting in operation although weather is slowing up application rate.***
- Kestrel Way – ***Equipment completed with snagging requirements outstanding which includes turfing and removal of site spoil. Painting in operation although weather is slowing up application rate.***

5 areas requiring urgent refurbishment (paint only) – ***Painting will commence following the completion of the above sites.***

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

2. SUPPORTING DOCUMENTATION:

Villiers Road





Kestrel Way



3. RECOMMENDATION:

To note the information detailed in this report.

ENVIRONMENT COMMITTEE MEETING

MONDAY 30TH JULY 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 (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 Cost of materials and labour per bench is approximately £150.00 depending on ground conditions.

2. SUPPORTING DOCUMENTATION:

Reclaimed Benches



3. RECOMMENDATIONS

It is recommended that the Committee:

- 3.1. Agrees that the Operations Manager will come back with a plan for these reclaimed benches once members have provided any supplement information/guidance from their wards.

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 Kiingsmere Phase 1 Burial Ground	
9 July 2018	Grant Aid Policy	Review
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
30 July 2018	Cemetery Review	Visit Cemetery at 6pm on 30 th July 2018
2018	Kings Meadow Open Space & Play Area	
30 th July 2018	Wheelchair Swing	
30 th July 2018	Location of donated benches	
	Memorial Policy	
PLANNING COMMITTEE		
MEETING DATE	ITEM	COMMENT
2018	East West Rail	Invite East West Rail to Planning Meeting when the consultation process starts
July 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	
July 2018	Oxford/Cambridge Arc Development	
May 2018	Bicester Masterplan Consultation	Awaiting documents from CDC