

Bicester Town Council



Policy Committee Meeting

Ref: POL02/2122

Monday 2nd August 2021

**Bicester Town Council, The Garth, Launton Road,
Bicester, Oxon OX26 2PS**

Circulation: Town Mayor - Councillor Nicholas Mawer

Members:

Cllr Richard Mould – **Chairman**, Cllr Lynn Pratt – **Vice-Chairman**
Cllr Dan Hallett, Cllr Nicholas Mawer, Cllr Zoe McLernon, Cllr Dan Sames,
Cllr Les Sibley, Cllr Jason Slaymaker, Cllr Alex Thrupp, Cllr Fraser Webster

Other Circulation, Substitute Members:

Cllr Nick Cotter, Cllr James Metcalf, Cllr Harry Knight, Cllr Sandy Dallimore

Other Circulation:

Cllr Donna Ford, Cllr Calum Miller – OCC, Cllr Michael Waine – OCC,
Cllr Tom Wallis – CDC, Cllr Lucinda Wing – CDC



Council Offices, The Garth
Launton Road
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Oxon. OX2 6PS
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Monday 26th July

Dear Councillor

You are summoned to attend a meeting of the **Policy Committee** to be held on **Monday 2nd August at 19.00hrs at Garth House, Launton Road, Bicester, OX26 6PS**

Phil Evans
Service Manager

Agenda

All Council Meetings are open to the public and press, unless otherwise stated.

1. Apologies for Absence

To consider apologies and reasons for absence. Committee members who are unable to attend the meeting should notify Bicester Town Council (enquiries@bicester.gov.uk) prior to the meeting, stating the reason 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 the Policy Committee

To confirm the **MINUTES** and **RESOLUTIONS** of the following Policy Committee meeting: **Tuesday 1st June 2021 – POL01/2021.**

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 shall speak for more than 2 minutes.

5. Major Town Initiatives

Committee is requested to note and comment as appropriate on the minutes from the following meeting:

Bicester Vision CIC Executive Board Meeting: 10th June 2021

6. Committee and Councillor Assessments

The Committee is asked to consider the attached report.

7. Cemetery Paperwork and Assess Safeguarding

The Committee is asked to consider the attached report.

8. Risk Health and Safety Review (GP2)

The Committee is asked to consider the attached report.

9. Risk Management Schedule 2020 Review (GP4)

The Committee is asked to consider the attached report.

10. The Bicester Feoffee Charity

The Committee is asked to consider the attached report.

11. Burnehyll Community Woodland

The committee is asked to note the attached report.

12. Forward Plan

The committee is asked to note the forward plan.

13. Date of Next Meeting – 25th October 2021 – 7pm, Garth House

Close of Meeting:

Minutes of the Bicester Town Council Policy Committee Meeting

A meeting of the **Bicester Town Council Policy Committee** was held Wednesday 16th June 2021 19.00 hrs at John Paul II Centre, Webb Court, The Causeway, Bicester, Oxon OX26 6AW.

Present:

Cllr Richard Mould – Chairman
Cllr Lynn Pratt – Vice-Chairman
Cllr Sandy Dallimore (*substituted for Cllr Zoe McLernon*)
Cllr Dan Hallett
Cllr Nick Mawer
Cllr Dan Sames

In Attendance:

Phil Evans – Service Manager
Julie Trinder – Administration Officer
Donna Ford – OCC

1. 074/2122 Apologies for Absence

RESOLVED apologies were received from Cllr Zoe McLernon, Cllr Les Sibley, Cllr Jason Slaymaker and Cllr Fraser Webster.

2. 075/2122 Declarations of Interest

RESOLVED that no declarations of interest were received.

3. 076/2122 Minutes of Policy Committee

RESOLVED to confirm the minutes of the Policy Committee meeting **POL06/2021** held on 26th April 2021.

4. 077/2122 Public Session

RESOLVED that no members of the public were present.

5. 078/2122 Major Town Initiatives

RESOLVED that Committee **NOTED** the minutes from:

Bicester Vision CIC Executive Board Meeting Thursday 15th April 2021

6. 079/2122 Portrait of Sir Tony Baldry

RESOLVED that the Committee **NOTED** the pending availability of Sir Tony Baldry and Miranda Markham to attend Town Council Meeting on Tuesday 7th September 2021.

7. 080/2122 Office Refurbishment

RESOLVED that the Committee **AGREED**;

- The intended work for office Re-Painting with Company B
- The intended work for office Re-Carpeting with Company F

- The intended work for office Furnishing with Company I

8. 081/2122 Bicester Town Council Meeting

RESOLVED that the Committee **APPROVED** Full Council and Planning Committee meetings to be held at the John Paul II Centre until further notice.

9. 082/2122 Nai's House

RESOLVED that the Committee **NOTED** the completion of new tenants, Nai's House.

10. 083/2122 Forward Plan

RESOLVED the Committee **NOTED** the forward plan and removed Refurbishment of offices.

11. Date of Next Meeting: Monday 2nd August 2021 at 19.00 hrs
Venue to be confirmed.

Close of Meeting: 19.13 hrs

BICESTER VISION

Meeting	BICESTER VISION CIC EXECUTIVE BOARD MEETING	
Directors/Members Present	Graeme Laws (Business Manager) (Director only) Miranda Markham (Value Retail/Bicester Village) Cllr Richard Mould (Bicester Town Council) Cllr Lynn Pratt (Cherwell District Council) Peter Cox (Bicester Chamber) (Alternate)	(GL) (MM) (RM) (LP) (PC)
Observers Present	Lt Col Lyndon Robinson RLC (Chair) Richard Byard (OxLEP) Robert Jolley (Cherwell District Council) (Part meeting)	(LR) (RB) (RJ)
Apologies	James Hill (Adalta Real), Graham Perryman (Bicester Chamber), Amrik Manku (Oxfordshire County Council)(AM), Shaun Jardine (Brethertons), William Knighton (Chiltern Railway), Sam Shippen (Bicester Town Council), John Liggins (Ziran Land Limited), Phil Shadbolt (Zeta), Cllr Michael Waine (Oxfordshire County Council), Sarah-Jane Curtis (Bicester Motion), Jacqui Cox (Oxfordshire County Council)	
In attendance	Sarah Fraser	(SF)
Date of meeting	Thursday 10 June 2021	
Venue	Via Zoom	
Circulation	All Supporters	
Dates of next meetings	Executive Board – Thursday 22 July 2021, 10am-12pm , venue tbc or via Zoom Full Partnership – Thursday, 16 September 2021, 10am-4pm , volunteering day with Chiltern Rangers CIC at Bicester Garrison	

MINUTES

ACTION

1 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 15 April 2021 were agreed as an accurate record.

1.1 Matters arising (not covered elsewhere on the agenda):

- **CDC Observer status** - Robert Jolley confirmed his wish to maintain observer status at Bicester Vision Board meetings and will forward details of his named alternate in due course.
- **Finances – carried forward** – GL to circulate a copy of the company's P&L and 3 year forward budget once finalised by Azets, and once confirmed membership renewals have been received.
- **Oxfordshire County Council** – GL confirmed Lawrie Stratford has now stepped down as Oxfordshire County Council's representative on the Bicester Vision CIC Board, having chosen not to run in recent local elections. The necessary paperwork has been lodged with Companies House, and a decision on Lawrie's replacement is awaited from Oxfordshire County Council.
- **LEP Review** – It was reported discussions at the recent OxLEP Board meeting had indicated a continuing role for LEPs within the economic development landscape. The outcome of the Review and the defined outline of LEPs' remit is awaited.

RJ

GL

AM

2 CHERWELL INDUSTRIAL STRATEGY/BUSINESS PLAN AND GRANT AGREEMENT

2.1 Cherwell Industrial Strategy

Due to changes in Government priorities, it was reported it is no longer intended to produce a Cherwell Industrial Strategy (CIS).

The work undertaken to date on the CIS will be renamed and reframed to become the Cherwell Recovery & Prosperity Strategy (RPS), in line with Government's aim to establish Economic Recovery Plans (under the auspices of HM Treasury). The RPS will cover a 10 year period, the first 2-3 years being about recovery, and recognising the next 10 years will be very different to what has gone before in terms of the use of employment space, town centre regeneration, etc.

It was confirmed the RPS is not a statutory requirement, unlike the Local Plan, but it is hoped the two will be aligned, Local Plan development having been delayed by the pandemic and now also progressing.

2.2 Grant Agreement

The Board noted the ongoing discussion re the proposed Grant Agreement between Bicester Vision CIC and Cherwell District Council. It was reported this document is to be used as a template for any future instance where Cherwell District Council is dealing with an outside body, ensuring value for money, the protection of the Council's interests and public money.

The Board acknowledged payment of the first year's fees associated with this contract, pending finalisation of the agreement as the lifting of restrictions allows for the necessary meetings to take place.

It was suggested the Council's investment in Bicester Vision CIC, gives the council access to some of the finest minds within the Bicester business community for very low cost, offers excellent value for money.

The Board:

- **Delegated authority to LR/GL to:**
 - Undertake final negotiations on the draft agreement.
 - Progress production of required financial information.
 - Agree a form of words acceptable to both the council and Bicester Vision CIC around reputational risk.
 - Establish the broad scope of Bicester Vision's activities to be undertaken on behalf of the council, to a point where Bicester Vision might be in receipt of capacity funding.
- **Asked that LR/GL/RJ meet before the end of June 2021 to progress the final Funding Agreement between Cherwell District Council and Bicester Vision CIC.**
- **Agreed the final Funding Agreement will be shared with the Board for endorsement prior to being signed off.**

LR/GL

LR/GL/RJ

LR/GL

(RJ left the meeting)

3 BUSINESS MANAGER'S UPDATE (Presentation attached)

Further to the presentation shared:

- **AGM** – The Board noted the success of the AGM and the Annual Report published ahead of the AGM. The full AGM recording is here: <https://youtu.be/62iuf55KnH0> and Board members were asked to like this recording on Youtube to boost Bicester Vision CIC's digital impact.

ALL

- **Accounts** – The CIC currently holds £32k in its account with further income due to come in from annual membership invoices recently issued and through the Cherwell District Council Funding Agreement.

It was agreed:

- **Lyndon Robinson be appointed a Director of Bicester Vision CIC, replacing Grae Laws as Chairman on Companies House documentation now that incorporation has been finalised.**
- **GL to arrange completion of the necessary documentation with Azets.**
- **LR will write to Lawrie Stratford on behalf of the Bicester Vision CIC Board to thank him for his service to Bicester Vision and wider to the Bicester business community. RM to forward suggested content for this letter.**

GL

LR/RM

4 STANDING AGENDA ITEMS UPDATES

4.1 Development

- A planning application has been submitted for a 40-bed care home on St John's Street.
- 29 June 2021 will see an appeal re Bicester Sports Association's application at Chesterton.

4.2 Town Centre Task Group

- A £53k bid has been forwarded to the "Welcome Back Fund" for a variety of items including street decoration, support for specialist markets, pop up art gallery etc. The bid has passed the first assessment; the final outcome being expected in July.
- It was agreed it would be useful to establish an Events sub committee from the Town Centre Task Group to discuss comms requirements for the key events being planned.
- The next step for the Town Centre Task Group will be to develop a business plan which will reflect all planned activity; Bicester Village has undertaken to provide funding to support this piece of work.
- It was agreed it would be desirable to have a "Town Centre Pod" at PropFest showcasing what is planned for the Town Centre. GL to query the costs to have this stand with Matthew Battle.

RM/MM

GL

4.3 OxLEP Update

- OxLEP continues to provide a broad package of business support programmes to help the wider business community to recover following the pandemic.
- Government's LEP Review continues; the outcome expected pre-summer recess. The narrative appears to be one of "reformed" LEPs, with Government looking at LEPs' key form and functions, and removal of continued overlapping geography. Further information will be provided as available.

4.4 Local Intelligence

- Oxfordshire's Lord Lieutenant, Tim Stevenson, is due to retire this year and Government has announced the appointment of Marjorie Glasgow to this role, taking up appointment in October 2021. Marjorie has a business background and it is hoped to have an opportunity to welcome her to Bicester later in the year.

5 BOARD MEMBER UPDATES

5.1 Chairman's update

- The Lord Lieutenant for Oxfordshire, Tim Stevenson, based on the success of "Support the NHS", has invited LR to be part of work being undertaken by Oxford Brookes college into how the voluntary sector might help the NHS to deliver better outcomes.

5.2 Bicester Town Council

- Armed Forces Day celebrations are planned for 25 June (subject to Prime Minister's announcements).
- The Civic Service and parade has been planned for 11 July, again subject to restrictions.

6 **3 OUTPUTS FOR SOCIAL MEDIA AND THE WEBSITE**

- Bicester Vision CIC notes the reframing of the Cherwell Industrial Strategy to a Recovery & Prosperity Strategy which Bicester Vision CIC will help deliver.
- Bicester Vision CIC's successful AGM is now available on Youtube; please like and share to boost the organisation's digital presence <https://youtu.be/62iuf55KnH0>.
- As he steps down from public service, Bicester Vision CIC's Directors offer their sincere thanks to Lawrie Stratford for his tremendous support of Bicester Vision and the wider Oxfordshire business community.

7 **2021 MEETINGS**

- | | |
|---|---------------|
| ➤ Executive Board – Thursday 22 July 2021, 10am-12pm, venue tbc | Board |
| ➤ NO MEETING IN AUGUST | |
| ➤ Full Partnership – Thursday 16 September 2021 Full day volunteering with Chiltern Rangers CIC at Bicester Garrison | P/Ship |
| ➤ Executive Board – Thursday 7 October 2021, 10am-12pm, venue tbc | Board |
| ➤ Executive Board – Thursday 4 November 2021, 10am-12pm, venue tbc | Board |
| ➤ Full Partnership – Thursday 2 December 2021 12-2pm, British Bakels | P/Ship |

The meeting closed at 11.28am

BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

Monday 2nd August 2021

Committee & Councillor Assessment

Chairman: Councillor Richard Mould

Telephone: 07906 810920

Phil Evans – Service Manager

Telephone: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All

1. Background

- 1.1 Following the resignation of Robert Nixon from the town council and the co-option of Councillor Donna Ford onto the town council the following amendment to the committee membership is proposed.

2. Proposals

- 2.1 It is proposed that Councillor Ford be appointed to the Environment Committee and The Planning Committee in place of Robert Nixon.
- 2.2 It is proposed that Councillor Dallimore be appointed as a member of the Environment committee to bring this committee up to the agreed number of 10 councillors.
- 2.3 It is proposed that Councillor Ford be appointed as a substitute member of Policy and Finance Committee's and a substitute member on the Events Working Party.

3. Recommendation

The Bicester Town Council Policy Committee is asked to **APPROVE** the proposals in items 2.1 , 2.2 , 2.3

BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

Monday 2nd August 2021

Cemetery Paperwork & Asset Safeguarding

Chairman: Councillor Richard Mould

Telephone: 07906 810920

Phil Evans – Service Manager

Telephone: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All

1. Background

- 1.1 Currently The Town Council does not have adequate protection for prevention of loss with critical documentation
- 1.2 The Local Authorities Cemeteries Order 1977 states

Storage of records

12. The following, namely—

- the plan maintained under article 9(1);
- the records maintained under article 9(2);
- the register of burials maintained under article 11(1);
- any register of burials in the cemetery maintained before the coming into operation of this order;
- the record of disinterments maintained under article 11(5);
- the register maintained under Part II of Schedule 2;
- the registers described in paragraph 2(b) of the said Part II; and
- the records of memorials made and kept under paragraph 16 of Schedule 3,

shall be stored so as to preserve them from loss or damage and be in the charge of the officer of the burial authority appointed for that purpose.

2. Storage

Currently the storage for these records is not adequate – The only cupboard that can cope with the volume is not lockable.

The safe currently based in the chief officers office is the nearest to requirement but the key is worn and capacity is far too limited.

There are two safes on the first floor in total, but again the location of these is causing long term damage to the floor.

3. Financial

I have gone to CHUBB for quotation £1973 – I would recommend this be allocated against 901-9013 Earmarked Reserves, Equipment replacement/mtce

4. Recommendation

The Committee is recommended to **APPROVE** the reorganisation of our secure documents – Service Manager recommends that we purchase a CHUBB safe as this offers the most adequate level of protection against these goods – I recommend that we remove the two safes on the first floor and secure the new safe on the ground floor.

Officers politely ask councillors to **APPROVE** that the work be under taken on one quote, CHUBB are the manufacturers of our current safes and as such are better served in the removal of them.

BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

Monday 2nd August 2021

Policy GP2 Health and Safety Policy 1302 review

Chairman: Councillor Richard Mould

Telephone: 07906 810920

Phil Evans – Service Manager

Telephone: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All

1. Background

1.1 The Council is minded to review its policy's periodically

2. Change Summary

2.1 No recommended changes are present (Appendix 1)

3. Recommendation

The Committee is recommended to **APPROVE** that this Policy be passed through with no change and the review date reset.



Risk Health & Safety Policy (GP2)

Sayfe Limited

7 The Glebe

Standlake

Oxon OX29 7SS

Tel 01 865 301 903

Fax 08 719 005 571

Email info@sayfehands.co.uk

FOREWORD FROM THE CHIEF OFFICER

It is the policy of Bicester Town Council ("the Council") to comply with all UK legislation on health and safety and with all EC Directives insofar as they apply to the United Kingdom, by identifying those risks which pose a significant threat to the health, safety and welfare of its employees and others likely to be affected by its operations and to do everything that is reasonably practicable to:

- ⇒ ensure that appropriate control measures are implemented and maintained so as to avoid or minimise such risks
- ⇒ ensure that all employees are formally advised of the risks to their health, safety and welfare and of the measures taken by the Council to avoid or minimise such risks
- ⇒ promote and provide a safe and healthy working environment
- ⇒ ensure that premises are safe and provide adequate amenities for all those who are likely to use them
- ⇒ provide safe means of access to and from places of work which are under the Council's control
- ⇒ ensure safe arrangements for the use, handling, storage and transport of all equipment, products and substances used in connection with the Council's operations
- ⇒ initiate and maintain safe plant and equipment and safe systems of work
- ⇒ conduct regular inspections to ensure that the safest possible environment and work methods are maintained
- ⇒ provide sufficient information, instruction, training and supervision to enable all staff to avoid hazards and contribute positively to the safety and health at work of themselves and others
- ⇒ Periodically review its business activities and ensure that this policy and the procedures, risk assessments and control measures contained herein continue to be up to date and relevant to the Council
- ⇒ Ensure effective line management and provide adequate resources for the implementation and monitoring of the policy.
- ⇒ Employees have a duty to assist the Council in its health and safety objectives and it is essential that all staff read this written statement of safety policy and meet all the obligations imposed, with particular regard to the following:
 - ⇒ staff must take all reasonable care to avoid injury to themselves or to other persons likely to be affected by their activities at work and to co-operate in meeting any duty or requirement imposed on the Council by any statutory provisions.
 - ⇒ staff must not intentionally or recklessly interfere with or misuse anything provided by the Council in the interest of health and safety

This policy is reviewed annually and is next due for review by 20th July 2011.

Chief Officer

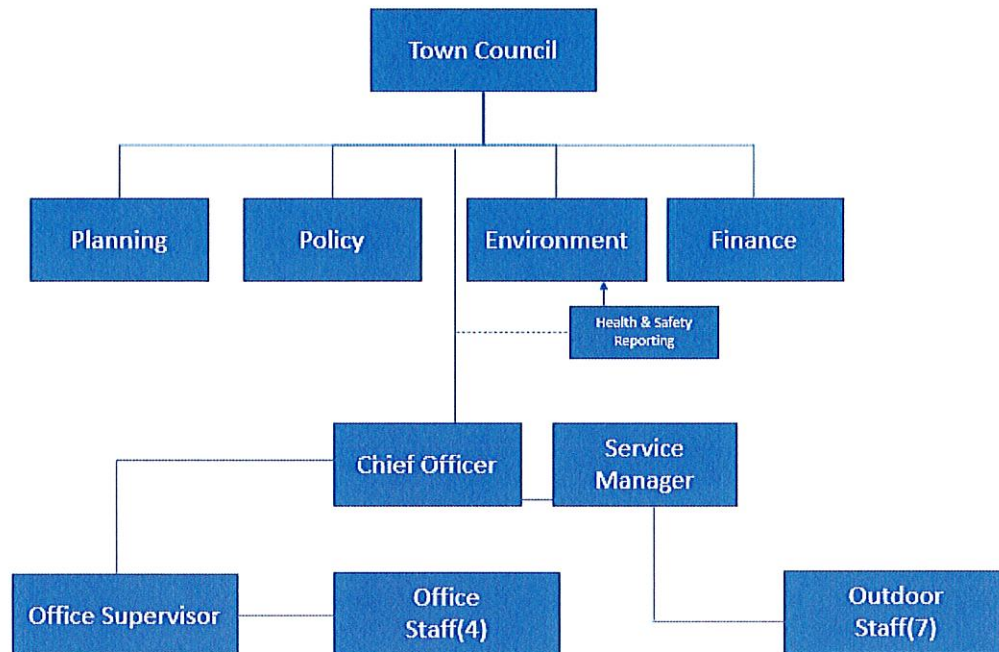
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ORGANISATION & RESPONSIBILITIES

Health and Safety Organisation Chart



RESPONSIBILITIES

THE CHIEF OFFICER

Will ensure that:

- ↳ adequate resources are available, that the policy is properly prepared, implemented throughout the Council's premises and is brought to the attention of Councillors and all employees
- ↳ the policy is kept under review, so that changes and improvements are incorporated and it remains relevant to all activities
- ↳ all individuals with delegated health and safety roles are aware of their responsibility and that all senior management is encouraged to show leadership by good example and to be enthusiastic advocates of the policy

In respect of operations and/or areas under their control they :

- ↳ are aware that they are directly responsible for the health, safety and welfare of any person who may be affected by the Council's activities and are therefore accountable for any accidents, illness or incidents that may occur as a result thereof
- ↳ ensure that they, and their staff (including new and temporary employees), are familiar with the hazards, risk assessments and the control measures implemented, and will actively encourage safety, and discipline any person who is in breach of the safety measures described
- ↳ ensure that good housekeeping standards are maintained
- ↳ take action to:
 - correct or contain any deterioration in conditions, or new exposures which increase risks on the premises
 - investigate any accident or incident, however minor
- ↳ ensure that any risk improvement, recommendation relating to defects, housekeeping arrangements and reassessment of risks is implemented as quickly as possible

MANAGEMENT

Managers and Supervisors are responsible for:

- ✚ setting a personal example and fostering a positive culture within the Council towards health and safety
- ✚ ensuring that all those under their control understand and comply with the Council's safety policy provisions and that they are being effectively carried out and adhered to
- ✚ inspecting machinery, equipment and structures regularly and if there are faults, preventing access by any person to the defective apparatus until the faults have been rectified
- ✚ ensuring that all those under their control understand and comply with the Council's safety policy provisions for the use and maintenance of all safety/ personal protective equipment, first aid, fire and welfare facilities
- ✚ ensuring that employees are adequately instructed in the safe operation of equipment, machinery or apparatus
- ✚ advising staff of their responsibilities under this policy
- ✚ communicating with all those under their control to ensure the effective dissemination of health and safety information and attending any meeting as required in respect of health and safety
- ✚ ensuring that all persons under their control are given adequate instruction, information and training to carry out the health, safety and welfare requirements and responsibilities delegated to them and are able to effectively implement safe systems of work
- ✚ arranging for incidents, accidents, near misses and dangerous occurrences to be reported
- ✚ ensuring that those under their control do not take unnecessary risks

- ⇒ assisting the Council in carrying out the identification of all hazardous activities together with all hazardous substances used; assisting the Council in carrying out risk assessments of such activities and substances and producing safe systems of work to eliminate or reduce the risk of injury to the worker or any other persons who could be affected by the work activity

- ⇒ ensuring that all those under their control understand and comply with the Council's safety policy provisions on the use and maintenance of all safety/ personal protective equipment, first aid, fire and welfare facilities

NOMINATED PERSONS

THE CHIEF OFFICER IS RESPONSIBLE FOR:

- ✚ ensuring that the Environment Working Party is informed on all issues concerning the implementation of this policy, and other significant health and safety matters
- ✚ ensuring that all personnel are aware of, and instructed in, their responsibilities as imposed by health and safety legislation and the provisions of this policy
- ✚ ensuring that the Council fulfils its obligations under the Health and Safety at Work Act 1974 with particular regard to:
 - the provision and maintenance of safe plant and systems of work
 - ensuring safe and risk-free use, handling, storage and transport of articles and substances
 - the provision of information, instruction, training and supervision to ensure the health and safety at work of its employees
 - the provision of a safe place of work
 - the provision and maintenance of a safe working environment for its employees together with adequate facilities and arrangements for their welfare at work
- ✚ ensuring that statutory test, inspection and maintenance regimes are followed
- ✚ ensuring that risk assessments are conducted (and reviewed annually) with copies being supplied to relevant staff for implementation of control measures
- ✚ ensuring the provision of suitable personal protective equipment is available, issued and used where required, that it is suitably stored and efficiently maintained and that a programme is in place for its replacement
- ✚ ensuring that fire precautions and fire-fighting equipment comply with current legislation and that all staff are aware of and conform to the Council's arrangements for fire precautions
- ✚ ensuring that reportable incidents are notified under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995
- ✚ ensuring that all accidents and near-misses are investigated, records made and data analysed to identify means of avoiding possible recurrence
- ✚ ensuring that accident and near miss information is co-ordinated, analysed and where necessary, reported to the Environment Working Party and that any remedial measures are acted upon
- ✚ ensuring that meetings with the enforcing authority and insurers are suitably managed and that any recommendations flowing therefrom are actioned
- ✚ ensuring that a positive health and safety culture is actively promoted throughout the workplace
- ✚ keeping themselves up-to-date with best practice in health and safety management

EMPLOYEES

EMPLOYEE RESPONSIBILITIES

Employees have legal responsibilities (under Sections 7 and 8 of the HSWA) which are to:

- ↳ take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions
- ↳ co-operate with management to meet the Council's legal duties; and
- ↳ not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare (eg fire extinguishers, fire doors, safety devices, alarm systems, emergency exits, first aid kits and/or protective clothing or equipment)

Employees must:

1. refrain from actions (or omissions) which might endanger themselves, or others
2. use all equipment safely, including that provided for their personal protection
3. comply with all safety instructions or procedures
4. follow safe systems of work and ensure that all work equipment is used in a safe and responsible manner
5. report to management any defects in equipment or other dangers (i.e. acts or conditions) immediately, or as soon as it is safe to do so and any accident, injury or incident, however minor
6. co-operate in the investigation of accidents and incidents
7. be familiar with, and comply with all safety procedures detailed in this policy document and with any specific instructions on safety matters given verbally or in writing by the Chief Officer or a health and safety specialist who, although they may not be an employee of the Council, is recognised by it for the purposes of this policy
8. familiarise themselves with the local first aid and fire emergency evacuation procedures, which are posted on notice boards and be prepared to comply with them in the event of an incident

ARRANGEMENTS

1 ACCIDENT/INCIDENT REPORTING

We will report all accidents, industrial diseases and dangerous occurrences in order to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Accidents to Employees

Employees must report all accidents immediately to their immediate supervisor and, if injury is involved, to a first aider. The first aider will make an assessment of the seriousness of the injury and whether they can give appropriate treatment. If the injury is of a serious nature or if there is any doubt, the injured person will be sent to the nearest hospital for treatment. The first aider will inform the Chief Officer of the accident as soon as possible.

After every accident however small, an entry must be made in The Accident Book BI 510 for all accidents/injuries incurred at work. This is the responsibility of the employee. If, because of their injury, employees are incapable of making an immediate entry, then their manager, the first aider or a nominated person must make that entry.

If the accident/incident qualifies as reportable, then the Chief Officer will ensure that the Enforcing Authority is notified and that form F2508/F2508A is completed either on site, or via the Central Reporting Facility at Caerphilly.

Following any accident that requires treatment, the first aider will complete an accident report form and send a copy to the Chief Officer who will carry out an accident investigation to identify if remedial action is necessary to prevent a recurrence.

Accidents to Non Employees

All accidents to non-employees, i.e. contractors, visitors or members of the public, who suffer injury as a result of either the Council's work activities or its provision of services to the general public should be reported immediately to a first aider and a senior member of staff. Details of the accident must be recorded in the accident book and the procedure outlined above should be adopted.

The Chief Officer will investigate all accidents to non-employees and will report their findings to the Chief Officer and the Environment Working Group if appropriate.

Near Miss or Damage Incident

All incidents resulting in damage to property, plant, equipment, etc. together with near misses should be reported to the Chief Officer who will conduct an investigation, particularly if the incident could have caused personal injury.

Accident Book

The Accident Book will be kept at Reception in Garth House.

Collation of Accident Data

The Chief Officer is responsible for collecting and collating data concerning all incidents once a quarter, whether or not they are reportable and whether or not they involve personal injury.

2. ALCOHOL AND DRUG ABUSE

The misuse of drugs and alcohol can put the health, safety and welfare of employees at risk. It can lead to poor performance at work, reduced efficiency, poor decision-making and lack of concentration, all of which can increase the likelihood of an accident.

Substances in this respect include alcohol, illicit drugs, prescription drugs or any other substance which is capable of impairing behaviour, judgment or job performance.

Abuse is the incorrect, improper or harmful use of any substance.

It is the Council's policy that no illegal drugs may be brought onto its premises. Breach of this rule will result in disciplinary action being taken against the employee, which may include summary dismissal.

Additionally, no employee should be working under the influence of alcohol or drugs whilst on the Council's premises or whilst conducting the Council's business at any other premises.

3. CONSULTATION WITH EMPLOYEES

Legislation requires all employers to consult their employees on health and safety matters. This helps to create a safe working environment and strengthens the Council's health and safety culture. Consultation affords the opportunity to motivate staff and create health and safety awareness. This, in turn, makes a business more efficient, and reduces accidents, incidents and ill-health.

All employees are encouraged to contribute to the management of health and safety. Any employee who does not understand our existing policy, wishes to raise a concern or wishes to suggest an alternative course of action, may do so by contacting the Chief Officer.

Statutory notices and emergency procedures are displayed on notice boards, and all employees are encouraged to read these on a regular basis. Developments in legislation and information specific to the Council's business will be notified to staff.

4. CONTRACTORS

We will follow procedures designed to ensure, so far as is reasonably practicable, that we only engage contractors who are competent.

Prior to the engagement of any contractor who tenders for work at Council premises, they will be required to complete a detailed questionnaire and provide supporting evidence covering:

- ↳ their arrangements for health and safety
- ↳ how they achieve safe working practices
- ↳ skill levels of staff (training records, qualifications etc.)
- ↳ evidence of health and safety awards
- ↳ details of any prosecutions or enforcement notices issued against them
- ↳ details of their accident/incident records
- ↳ information on the controls they impose on any sub-contractors they may engage
- ↳ contractors will be required to work under a permit-to-work system in particularly hazardous situations (hot work, live electrics etc.)

Before we embark on any project which may be subject to the Construction (Design and Management) Regulations 2007, we will ensure that we obtain competent advice on how to meet their requirements.

5 THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Whilst the nature of our business makes it unlikely that staff will encounter hazardous substances in the workplace, we recognise that some substances have the potential to cause ill-health. We will ensure that such substances are assessed and that, so far as is reasonably practicable, we will replace them with suitable and less hazardous substances wherever possible.

Where the Council is aware that its staff may be visiting third-party premises where hazardous substances are present, the Council will seek relevant information from the third party which will be provided to the Council employee.

We will complete COSHH assessments for those operations in which hazardous substances or materials are used, or places in which items are stored (including waste products) to identify and evaluate the risks associated with their use, storage and disposal and to implement control measures to limit exposure to employees and others who may be affected by those operations.

We will obtain from supplier's safety data sheets for all substances used at our premises. These will be kept centrally by the Chief Officer who will provide copies to H&S Representatives and First Aiders when required.

If, as part of a control measure and only as a last resort, personal protective equipment is deemed necessary, employees will be provided with the appropriate equipment, which will be stored, maintained, repaired and tested as required by the Personal Protective Equipment at Work Regulations 1992. Training will be provided for all staff who may need to use such equipment.

We will assess the use of all new substances introduced into the workplace.

COSHH assessments will be carried out by the Chief Officer or by such other suitably qualified persons as he/she may direct.

Unless experience or circumstances dictate otherwise, we will review our COSHH assessments and control measures at least once a year, to ensure that they remain appropriate and effective.

We will provide information, instruction and training for all employees who may be exposed to hazardous substances including information on the results of risk assessments.

Appropriate information and training will also be provided to any non-employees who may be exposed to hazardous substances.

No hazardous substances may be introduced to the workplace without the prior written approval of the Chief Officer.

All contractors bringing chemicals or hazardous substances onto Council premises will be required to declare that they are doing so and to supply the Council with a copy of their COSHH assessments and appropriate safety data sheets.

6 DISPLAY SCREEN EQUIPMENT (DSE)

Health risks to display screen operators may include postural problems and visual fatigue, in addition to the other hazards of the workplace, such as tripping over cables or carpets, lifting injuries e.g., picking up boxes of paper, etc.

Postural problems often manifest themselves in the form of back and neck ache as well as sprains and strains of such areas as fingers, hands, wrists, elbows and shoulders.

Contributory factors include:

- ↳ sitting in an immobile position for long periods
- ↳ high rates of repetitive finger movements, with the wrists bent
- ↳ poor circulation to the legs
- ↳ pressure from the seat/chair upon the thighs caused by incorrectly adjusted seating

Visual fatigue can result in eyestrain, headaches or other related symptoms and can be caused by:

- ↳ poor screen display, such as low contrast or flickering
- ↳ high levels of ambient light compared to the screen display
- ↳ reflections or glare
- ↳ the need for a document holder

To reduce the risks to DSE operators an assessment (formerly recorded) of each user of a workstation will be undertaken to identify and evaluate the risks associated with that workstation.

Employees will conduct assessments of their own workstation and will forward results to the Chief Officer. Where an assessment discloses potential problems for the employee, a second assessment will be undertaken by the Chief Officer or other suitably qualified person, and remedial action will be taken as necessary.

The Council will follow the advice contained in the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 (DSE) and where assessment indicates a need, it will offer staff free eyesight tests and a contribution towards corrective spectacles. It will also provide footrests and document holders where their need is recognised, and the opportunity for staff to take rest-periods away from the workstation.

Workstation users will be provided with suitable and sufficient training and information regarding their workstation and will be given a copy of HSE Guidance Note INDG 36 "Working with VDU's".

7. ELECTRICITY AT WORK

Fixed Wiring

In order to maintain the fixed wiring installation which supplies electrical sockets, lighting and other hard-wired equipment, the Council will follow the guidance contained in the Electricity at Work Regulations 1989 and BS 7671 which recommend that the system be inspected by a competent specialist electrical contractor at least once every five years.

Portable Appliances

All portable appliances will be given a thorough electrical test by a competent person on installation or commission and thereafter will be subject to further testing to be determined by the nature of the equipment and the use to which it is put. The frequency of such tests will be determined by reference to HSG 107 "Maintaining Portable And Transportable Electrical Equipment". At the very least, it will undergo a visual inspection every 12 months.

Electrical Contractors

We will ensure that any electrical contractors employed to carry out electrical work on wiring or equipment are competent, belong to an appropriate body, eg NICEIC and comply with all relevant safety standards.

ELECTRIC SHOCK

If there is any accident involving electrical injury to an employee, a first-aider should be summoned immediately.

General

Electrical equipment must not be tampered with.

Employees should report loose wires or defects in equipment to the Chief Officer who will decide what action to take.

Employees who wish to bring their own electrical equipment onto the Council's premises must not do so until they have obtained prior permission from the Chief Officer.

7. FIRE SAFETY

We have a legal duty to safeguard our employees and others against exposure to the hazards associated with fire. Exposure to fire can result in burns and inhalation of smoke, either of which can be fatal. Fires can also cause massive destruction to the building structure, services, equipment, and contents.

This section of the Health and Safety Policy defines the responsibilities that we have and the procedures we must follow in order to ensure fire safety at work.

TRAINING

All our employees will receive fire safety training at induction which will include:

- ↳ fire awareness
- ↳ the means of escape from the premises
- ↳ what to do in the event of fire
- ↳ location of fire extinguishers
- ↳ fire assembly points
- ↳ measures for disabled employees where applicable
- ↳ no smoking policy

8. FIRE EQUIPMENT/EXTINGUISHERS

Extinguishers may be found at fire points which are clearly signed and usually located on exit routes. They are checked regularly by a competent contractor who services them on an annual basis.

Training in the use of extinguishers will be given as appropriate. All employees are instructed never to take unnecessary risks and only to fight a fire with equipment provided they have been trained to use the equipment and it is safe to do so.

Evacuation

Detailed fire evacuation procedures are displayed on notice boards.

For reference, the procedure is as follows:

- ↳ On being informed of a fire, all employees should evacuate the premises immediately, without stopping to pick up belongings. Staff should use the nearest available exit and proceed to their designated assembly point as quickly as possible without panicking or running and await the roll call.
- ↳ Following evacuation, staff must not re-enter the building to collect personal belongings or leave the assembly area until told to do so by management, acting under instruction from the senior fire officer at the scene.
- ↳ Designated persons will check the premises to ensure that every employee and visitor is accounted for.

Evacuation drills will be undertaken at least twice a year to familiarise staff with the procedure and test the effectiveness and suitability of the arrangements. The Chief Officer will evaluate fire safety systems after each drill.

'Actions in the Event of Fire Notices' are prominently displayed throughout the office.

FIRE DOORS

All fire doors are suitably marked and should be kept shut and clear of obstruction at all times including the area immediately outside any external fire exit. The doors should not be kept open by wedging or propping anything against them. Any employee finding a fire door blocked or locked should report it immediately to the Chief Officer.

FIRE ESCAPE ROUTES

These include all fire escape corridors and staircases. They must be kept clear at all times. Any employee finding a fire escape route blocked or obstructed should report it immediately to the Chief Officer.

FIRE ALARM

Smoke detectors are provided throughout the office area and are regularly tested by the Chief Officer

Tests are conducted weekly.

Emergency Lighting

Emergency lighting conforms with fire safety legislation and is maintained and tested every 6 months by an approved contractor. Records of all tests and maintenance activities are kept by the Chief Officer.

Fire Risk Assessment

We will undertake an assessment of the risks presented by fire and put in place appropriate control measures to minimise the risks identified. These measures will include:

- ↳ a regular inspection for general fire safety

- ✚ checking that fire detection equipment and emergency lighting is inspected and maintained regularly
- ✚ placing fire extinguishers at clearly labelled fire points and ensuring they are maintained
- ✚ keeping emergency exit routes and signs clear at all times
- ✚ training of nominated staff in the use of extinguishers, procedures for fire drills and evacuation
- ✚ supervision and monitoring of visitors, including contractors
- ✚ implementation of precautions in respect of disabled people

These arrangements will be reviewed at least annually and on any significant change affecting the Council's premises.

Employee Responsibilities

All employees are reminded that:

- ✚ fire fighting equipment must not be tampered with or removed under any circumstances; interfering with safety equipment is a criminal offence under S.8 of the Health and Safety at Work Act 1974
- ✚ electrical equipment should be switched off at close of business wherever practicable
- ✚ fire exit routes must remain free from obstruction at all times and fire doors and exits must not be either locked or propped open
- ✚ smoking is not permitted anywhere within the Council's premises
- ✚ personal electrical equipment should not be used on the premises unless it has been authorised by the Chief Officer.
- ✚ all waste materials must be placed in metal bins or other designated receptacles provided
- ✚ all workplaces should be kept tidy at all times.

9. FIRST AID

We have a legal duty to make adequate provision for first aid in respect of employees should they sustain injury or become ill at work, including those travelling or working away from our premises.

We will assess risks to employees and make appropriate first-aid provision to deal with the risks taking into account the number of people employed, the size of the establishment and the hazards and risks involved in our activities.

We will reassess the first-aid provisions annually, or whenever there is a relevant change in the workforce or the hazards to which they are exposed. When there have been significant changes, we will revise our arrangements accordingly.

Additionally, we will ensure that contractors on our premises either have sufficient first-aid provision, or if their work involves no special risks, the contract may include their use of our facilities, by agreement.

In assessing the need for first aid facilities we will comply, as a minimum, with the provisions of the Health and Safety (First Aid) Regulations 1981.

First Aid Box

A first-aid box is kept by the first-aider at each of the Council's offices. It is checked regularly to ensure that its contents are legally compliant and adequate to fulfil the needs recognised by risk assessments.

10. HOME WORKING

Most of the Regulations made under the Health and Safety at Work Act apply to home workers as well as to employees working at an employer's workplace.

Before permission for homeworking is granted to any employee they will be required to complete a questionnaire regarding work conditions at their home, following which the Chief Officer may undertake a further detailed risk assessment to ensure their health and safety, having particular regard to the provisions of:

- Management of Health and Safety at Work Regulations 1999
- Display Screen Equipment Regulations 1992
- Manual Handling Operations Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Electricity at Work Regulations 1989

11. HOUSEKEEPING

All employees have a responsibility to ensure their own work area and the workplace in general is kept free from hazards, particularly those which may give rise to fire or to slips, trips and falls.

All work areas are cleaned on a daily basis by an approved contractor.

Carpeting and floor coverings will be selected for their appropriateness to area usage and will be maintained in a condition suitable to prevent the risk of slips, trips and falls.

Materials must not be allowed to encroach onto designated pedestrian walkways. Stacking should be avoided but where this is not possible, materials should be stacked in a stable manner so that, so far as is reasonably practicable, the risk of them falling is reduced to a minimum.

Any spillage or leakage of liquids or solids which may give rise to a slip hazard must be cleaned up immediately.

The Council will promote good housekeeping by positive supervision and through a system of regular workplace inspection.

Waste or surplus materials should be placed in a waste bin or returned to their source and not left lying around to cause a hazard.

12. LONE WORKING

There is no general legal prohibition on working alone but the broad duties placed on us by the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations still apply. These require identifying hazards of the work, assessing the risks involved, and putting measures in place to avoid or control the risks.

Staff who wish to work at any of the Council premises outside normal office hours must first of all seek the permission of their manager so that arrangements can be made to ensure their safety.

The Council will avoid putting lone workers at any greater risk than other employees by introducing control measures which take account of normal work and foreseeable emergencies, eg fire, equipment failure, illness and accidents.

Control measures may include:

- a 'buddy system' by which regular contact is maintained between the lone worker and a nominated person who is advised of the action to take in the event of failed or lost contact
- automatic warning devices which operate if specific signals are not received periodically from the lone worker
- other devices designed to raise the alarm in the event of an emergency and which are operated manually or automatically by the absence of activity
- checks that a lone worker has returned to their base or home on completion of a task

13. MANUAL HANDLING

Manual handling can be defined as the transporting or supporting of a load including:

- ↳ lifting and lowering
- ↳ putting and taking
- ↳ pushing and pulling
- ↳ twisting, turning and stretching
- ↳ carrying or moving by hand or bodily force.

Injuries are likely to be caused through incorrect lifting techniques or by not taking account of the weight, size, shape of the load, or the environment.

We will undertake assessments for all manual handling operations to identify any risks to employees from manual handling of loads (other than those which are clearly not significant).

Employees are reminded that manual handling should be avoided where reasonably practicable and employees must not engage in manual handling activities that are beyond their capabilities, due to the size, weight or nature of the item to be moved.

The results of risk assessments will be communicated to employees and where appropriate, suitable training will be given to staff in correct lifting techniques.

Manual handling operation assessments will be carried out by the Chief Officer or such other competent person appointed by the Council.

Hierarchy of Measures

- i) avoid or eliminate the hazardous manual handling task
- ii) if it is unavoidable, assess the manual handling task for risk
- iii) introduce measures to reduce the risk of injury from the task to the lowest reasonably practicable level

14. MONITORING AND REVIEW

To ensure that the various procedures and policies set out in the arrangements section of our Health and Safety Policy are being adhered to and being implemented as intended, we will undertake an audit once a year. These audits will be conducted by the Chief Officer and other relevant staff, aided by external health and safety professional(s) where their assistance is considered appropriate.

The findings of the audits will be communicated to the Environment Working Group, management and staff together with a review of the effectiveness of the arrangements contained in this section of the policy.

In addition, the Health and Safety Policy together with all risk assessments will be reviewed at least annually to ensure that they remain valid, and they will be updated to reflect any necessary changes.

15. NURSING AND EXPECTANT MOTHERS

We recognise the extra vulnerability of nursing and expectant mothers and additional risk assessments will be made when a female employee notifies her manager that she is pregnant; they will be informed of any additional risks they may face in our workplace as a consequence of their condition.

As required by law, if additional risks to nursing and expectant mothers cannot reasonably be reduced, we will find alternative work with no loss of terms or conditions, or we will authorise paid leave if alternative work is not available.

The Council is only required to take extra precautions for nursing and expectant mothers if it is notified of their condition. It follows therefore that staff must inform the Council of their condition, supported by confirmation from their medical practitioner. In the absence of supporting medical evidence, the Council reserves the right to request medical confirmation.

16. OTHER OCCUPIERS

We will fulfil our obligations under the Management of Health and Safety at Work Regulations 1999 to co-operate on health and safety matters with other organisations

which share the premises we occupy by keeping them fully informed of any risks specific to our business to which their staff may be exposed.

We will also ensure that such other organisations advise us of any specific risks associated with their work activities and will provide our staff with all relevant information.

17. RISK ASSESSMENTS

The management of Health and Safety at Work Regulations 1999 require that we make suitable and sufficient assessments of the significant hazards in the workplace that could affect our staff or others, arising from our business activities. Certain work activities require separate, specific assessments.

Risk assessments will be conducted in all areas but with particular reference to the following Regulations:

- ↳ Management of Health and Safety at Work Regulations 1999 – General risk assessments
- ↳ Regulatory Reform (Fire Safety) Order 2005 – fire prevention, detection, alarm systems, evacuation procedures
- ↳ Personal Protective Equipment Regulations 2002 – PPE assessments
- ↳ Display Screen Equipment Regulations 1992 – DSE assessments
- ↳ Manual Handling Operations Regulations 1992 – Manual handling assessments
- ↳ Control of Substances Hazardous to Health Regulations 2002 – COSHH assessments

The findings of the assessments will be readily available to all staff upon application to the Chief Officer. Information, instruction and training will be given to employees following an assessment where appropriate.

All our assessments will be reviewed annually or upon any significant change in circumstances or following an accident/incident.

18. SMOKING AT WORK

Smoking is not permitted anywhere within the Company's premises.

All employees who are working away from the Company's premises are reminded that they must observe the smoking restrictions which apply at remote sites and in particular, to observe the requirements of the Smoke-free (Premises & Enforcement) Regulations 2006.

19. STRESS

Stress is defined as 'the adverse reaction people have to excessive pressures or other types of demand placed on them'. This makes an important distinction between the beneficial effects of reasonable pressure and challenge (which can be stimulating, motivating, and can give a 'buzz') and work-related stress, which is the natural but distressing reaction to demands or pressures that the person perceives they cannot cope with at a given time.

If stress is not identified and addressed, it can lead to both physical and mental health problems.

The effect of stress on performance is well established and in the interests of both the health of employees and the efficiency of the Council, it should be minimised.

Symptoms of stress include, inter alia, headaches, depression, raised blood pressure, insomnia, irritability, nervous break-down, psoriasis, eczema, hair loss, panic attacks, palpitations and loss of appetite.

If employees believe that they have a problem with stress, they are encouraged to seek confidential assistance from the Chief Officer.

20. TRAINING

We have a responsibility under Section 2 of the Health and Safety at Work etc Act 1974 to provide training for employees to ensure their health and safety at work.

It is our policy to ensure that all employees are adequately trained in our health and safety policies and procedures as well as being trained to undertake any task they are expected to carry out and for any emergency that may arise during their employment.

We will ensure that all new employees are given a copy of the full version of the Health and Safety Policy. They must sign an acceptance note to state they have read and understood the document and will implement its rules and procedures.

Safety induction training will be provided for all new employees and on the job training will be provided for specific tasks as identified by the person responsible for their area.

Safety induction training will include (where applicable):

- ↳ employees duties and responsibilities
- ↳ safety notices
- ↳ good housekeeping
- ↳ fire safety
- ↳ accident reporting and first aid arrangements
- ↳ hazard reporting
- ↳ need for personal protective equipment
- ↳ hygiene
- ↳ manual handling
- ↳ hazardous substances
- ↳ display screen equipment

On successful completion of any training the employee will be required to complete a form indicating that he/she has received and understood the training. This form will be countersigned by the employee's immediate line manager.

All employees have a legal responsibility to co-operate with the Council's training programme so that its objectives can be met. Employees are expected to attend training courses and must put into practice any new instruction or guideline provided.

Employees must also follow any revised working procedures once they have been given the appropriate information, instruction and training.

21. TEMPORARY WORKERS

The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 make specific provision for the health and safety of temporary workers employed by the Council.

Managers will ensure that all temporary workers are given health and safety induction training covering identified hazards, together with the emergency procedures and the management controls appropriate to those risks before they commence their duties.

Persons working less than one week in total will always work under the supervision of an experienced full-time employee.

We appreciate that temporary employees will be exposed to the complete range of risks to which other employees are exposed and that they will also be unfamiliar with many of the procedures and will need extra supervision for a period after their induction.

Agencies which provide temporary staff will be required to provide evidence that they have a safety policy as a matter of contract between our business and the agency. The policy must include a statement that their workers will comply with our safety procedures whilst on our premises or whilst working under our direction.

We have a duty to advise agencies which provide temporary staff of any specific risks associated with the Council's activities of which the agency would be otherwise unaware.

Agencies which provide temporary staff will be required to provide evidence of their Employers' Liability insurance.

22. VISITORS

As far as possible, visitors will always be accompanied by an employee. Visitors will not be permitted to wander freely around working areas.

In cases where visitors are not accompanied at all times (e.g. auditors) the Chief Officer will give them a brief induction in the emergency procedures applicable to the premises which they are visiting.

Should a fire occur, the person who is accompanying the visitor will assume responsibility for them and will escort him/her to the fire assembly point.

Should an incident occur involving the visitor which results in injury, this will be recorded in the Accident Book and a thorough investigation carried out as soon as possible.

If the injury is of a serious nature or is fatal, the incident must be reported to the enforcing authority and the Council's accident reporting system must be followed.

All visitors must:

- ↳ sign in and out in the Visitors' Book at Main Reception
- ↳ be issued with a visitor's pass, which must be worn
- ↳ be advised of the basic fire procedures

23. WORK AWAY WORKERS

The Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Workplace (Health, Safety and Welfare) Regulations 1992 apply to our employees who visit other premises in the course of their work.

Employees who are working at remote premises must conform to all arrangements made by the dutyholder of the premises regarding compliance with regulations covering health and safety, the environment, fire, security and liaison, such as signing the visitors' book, observing no smoking areas and reporting to named managers before starting or leaving work or moving to a different area.

24. WORK EQUIPMENT

The Provision and Use of Work Equipment Regulations 1998 apply to the functioning and safety of our work equipment.

In order to minimise the risk of injury from work equipment, we will put in place arrangements for the assessment of risks and then create appropriate control measures to minimise the risks identified. These measures will include the following arrangements and procedures:

- ↳ an assessment of all new or second-hand equipment purchased
- ↳ all equipment purchased will comply with any relevant product safety standards
- ↳ all hired or rented equipment will be required to comply with the regulations, and will include the provision of comprehensible information on its safe use
- ↳ inspection of the equipment (including statutory inspection if applicable) and testing where necessary
- ↳ maintenance of a log for all equipment that could give rise to serious injury

- ↳ provision of adequate and identifiable means of isolation, where appropriate
- ↳ ensuring equipment is safeguarded to prevent risks from mechanical and other hazards
- ↳ provision of suitable and effective safety devices and controls
- ↳ provision of suitable and readily comprehensible signs and warnings
- ↳ provision of suitable general, task and emergency lighting
- ↳ ensuring that machinery and equipment are maintained in efficient working order and in good repair
- ↳ ensuring that the suitability of equipment is matched to the tasks involved
- ↳ ensuring that adequate and effective training, information and instruction is provided for operators
- ↳ ensuring that maintenance is carried out safely by competent maintenance contractors
- ↳ ensuring that only trained operators use the machinery
- ↳ maintenance of a reporting system for any difficulties, hazards or defects encountered or identified with work equipment
- ↳ a full list of all equipment and the frequency with which it needs to be maintained (and statutorily inspected if applicable) will be held by the Chief Officer who will also ensure that all necessary statutory inspections and/or maintenance activities are carried out at the appropriate time, and will keep safe the records, certificates and documentation.

These arrangements will be reviewed at least annually and on any significant change in the type, nature or use of equipment.

25. YOUNG PERSONS

We will carry out a suitable and sufficient risk assessment for all work involving young persons (16 to 18 years old) prior to their employment, and will communicate the result of this to them on their commencement of work.

The risk assessments for work involving young persons will take into account their:

- ↳ lack of experience or awareness due to their immaturity
- ↳ physical and psychological capacity to carry out the work effectively
- ↳ potential exposure to toxic or harmful substances or agents (including radiation)
- ↳ inexperience in the recognition of potentially hazardous situations, or lack of training
- ↳ potential exposure to extremes of heat or cold, noise or vibration

Where young persons or children who are below the minimum school-leaving age (on work experience or other work placement schemes) may be exposed to risk, their parent(s) or guardian will be advised of all identified risks and the measures we have introduced to contain them. This information will be provided before the young person starts work with the Council.

BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

Monday 2nd August 2021

Policy GP4 Rick Management Schedule 2020 Review

Chairman: Councillor Richard Mould

Telephone: 07906 810920

Phil Evans – Service Manager

Telephone: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All

1. Background

1.1 The Council is minded to review its policy's periodically

2. Change Summary

2.1 No recommended changes are present (Appendix 2)

3. Recommendation

The Committee is recommended to **APPROVE** that this Policy be passed through with no change and the review date reset.

BICESTER TOWN COUNCIL

RISK MANAGEMENT SCHEDULE 2020

MANAGEMENT				
Subject	Risk(s) Identified	SCORE	Management/Control of Risk	Review/Assess/Revise
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All computer files are backed up remotely either via the server or held on CITRIX. Tests have been carried out to ensure restoration is achievable. Paper records are more at risk, consideration should be given to risk of loss. Important documents should be scanned electronically and/or kept in secure storage. Deeds are held in fireproof safe. In the event of the Chief Officer being indisposed the Chairman of Policy to convene a Personnel Sub-Committee to allocate "Proper Officer" responsibilities contact OALC for advice/support. Business continuity insurance in place with Zurich.	Test carried out to restore files successful. Test periodically. Assess cost/benefits of scanning systems. Ensure procedures are followed Loss of Key Staff insurance included at 2019/20 renewal
Meeting Location	Adequacy Health and Safety	L	Meetings are held in Council Chamber which has available disabled access. If required meetings can be re-located (at a cost) to a larger venue. Health & safety considered adequate.	Review bi-annually
Council records - paper	Loss through theft, fire, flood or other damage	L	Important documents should be scanned electronically or kept in Document safe. Deeds are held in Document Safe. Older minutes and historical documents could be archived with OCC archive. Document Retention & Disposal Policy was introduced in July 2018. Regular backup to remote location.	Likelihood is low Review bi-annually Consider deposit of minutes with OCC Record Office Review 2022
Council records – Electronic	Loss through damage, fire, flood, corruption of data	L		Test restore from back up periodically

Staff	Loss of Chief Officer / Service Manager/ other staff	M	Loss of Key Staff insurance cover introduced from April 2019 for Chief Officer, Operations Manager (changed to Service Manager in March 2020) and Outdoors Team Leader	
	Fraud	L	Fidelity guarantee in place via insurance. Councillors carry out regular review of bank reconciliation.	Regular review
	Actions carried out	L	Regular reporting of actions completed and outstanding via forward plan & regular update meetings. Staff to be adequately trained and review carried out via one to one and appraisal processes.	

FINANCE				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy	M	Sound budgeting to underlie annual precept. The Finance Committee regularly receives budget update. Existing procedure adequate information and detailed budgets in the late autumn. Backed by financial regulations. The precept is an agenda item at the January meeting. Reviewed by Internal audit	Existing procedure adequate
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	Comprehensive review undertaken in 2018, buildings sums reviewed in 2019. Long term agreement expired April 2019, one year renewal taken, market testing underway for April 2020. Additional measures to test compliance. Adequate cover.	3 year agreement expired 2019, market testing prior to 2020 renewal.
Banking	Inadequate procedures	L	Control via split staff duties, review by internal audit and internal controls	Review via Financial Regulations
Cash	Loss via theft or dishonesty	L	Income receipted and banked in accordance with financial regulations, petty cash held in accordance with Financial Regulations.	Existing procedures adequate Review via Financial Regulations
Financial controls and records	Inadequate checks	L	Reconciliation checked by councillors and reported to Finance Committee. signatories on transactions	Existing procedures adequate

Appendix 2

			following sign off on control sheets. Internal and external audit. All payments must be minuted.		Review via Financial Regulations and internal controls annually
Salary					
	Incorrect payment or process	L		processing by external provider, rates reviewed annually by Personnel Sub-Committee.	
VAT	Reclaim not processed	L		External contractor processes quarterly.	
Annual Return	Not submitted in time	L		Council aware of timing process by 30 th June, Annual return completed and signed by the council, submitted to the internal auditor for section completion. Checked and sent on to the external auditor	Existing procedures adequate

PROCEDURAL

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Freedom of Information	Non-compliance with Act	L	publication scheme for Local Councils reviewed in 2018.	review documented procedure for dealing with requests.
Data Protection	Non-compliance with Act	L	Registration with IOC GDPR procedures introduced in 2018	Monitor and report impact of requests made
		M	Limited requests	

LIABILITY

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Legal Powers	Illegal activity or payments	L	All activities and payments made within the powers of the council, resolved and clearly minuted. GPC reaffirmed in May 2019	Ongoing review
	Committees exceeding delegated authority	L	Established Clear terms of reference, minutes to Council for approval, terms reviewed in May 2019	Annual review
	Working Groups taking decisions	L	Clear referencing, councillor training.	Annual Review
Minutes, Agendas and standing documents	Accuracy and legality	L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed off at the next meeting.	Review on regular basis
	Non Compliance with Statutory requirements		Minutes and agendas are displayed according to legal requirements.	Chairman training when required

Appendix 2

		Business conducted at the council is managed by the mayor/chairman with advice from a trained Chief Officer Standing Orders & Financial Regulations based on NALC models		Annual review
Public liability	Risk to third party property or individuals	Insurance is in place, risk assessments of individual events to be undertaken	M	
Employers Liability	Non Compliance with legal requirement	Insurance in place. Ensure adequate training & procedures for councillors and staff	L	
Legal Liability	Legality of activities	Chief Officer adequately trained and has access to advice via OALC and SLCC membership	L	Maintain membership of OALC/NALC and SLCC

COUNCILLOR PROPRIETY

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Code of Conduct	Non compliance	M	Adopted code 2012, Councillors given copy upon election. Chief Officer willing to give informal advice. Consider training for councillors.	Councillor training by Monitoring Officer to be considered
Members Interests	Conflict of interest Failure to register interests	M L	Agenda item on every meeting Councillors aware of duty and reminded regularly about requirements. Chief Officer willing to give informal advice.	Existing procedures adequate Annual review

ASSETS

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Asset Register	Assets not recorded	L	An asset register is established Insurance is held at the appropriate level for all items. Regular checks are made on equipment by staff	Document checks in a more thorough way
Maintenance of assets	Poor maintenance leads to loss or injury Poor performance of assets or amenities. Loss of income or performance Risk to third parties	M	Improve maintenance schedule and recording Provide adequate budget Review insurance	Review and document
Draft prepared March 2020				
Approved: 9 th March 2020				
Review: March 2021				

BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

Monday 2nd August 2021

The Bicester Feoffee Charity

Chairman: Councillor Richard Mould

Telephone: 07906 810920

Phil Evans – Service Manager

Telephone: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All

1. Background

- 1.1 The Feoffee Charity has two classes of Trustee, Co-operative and Nominative. The scheme requires the Bicester Town Council to confirm the appointment of Nominative Trustees only and each Nominative Trustee serves a term of 4 years. The term for Nominative Trustee Mr Tony Kempton expires this in 2021 and it is the wish of the Feoffee committee that he be appointed for a further 4 years.

2. Recommendation

The Bicester Town Council Policy Committee is asked to **RATIFY** this appointment in line with the scheme.

BICESTER TOWN COUNCIL POLICY COMMITTEE

Monday 2nd August 2021

Burnehyll Community Woodland

Chairman: Councillor Richard Mould

Telephone: 01869 245917 richard.mould@bicester.gov.uk

Contact Officer: Phil Evans, Service Manager

Telephone: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All Wards

1. Background

Chairman of Policy Committee has asked this to be discussed at this Policy Committee Meeting.

2. Recommendation

The Committee are asked to **NOTE** minutes from a previous Burnehyll Community Woodland Working Group meeting which took place on 30th June 2021 and the copy of the Masterplan with the Phase 1 field 6 planting.

Burnehyll Community Woodland Working Group

30 June 2021, 10:00 – 11:00

Notes

Bicester Town Council
Councillor Richard Mould
Sam Shippen

Bruern Abbey
John Floyd

CDC

Paul Almond
Sue Cavalier
Dean Fischer
Linda Griffiths

Sue Marchand
Gill Munday
Tim Screen
Victoria Walton

Chesterton Parish Council
Philip Clarke
Tony Thompson

**Chesterton Friends'
Working Group**
David Jones

OCC

Councillor Ian Corkin
Nick Mottram

1. **Apologies** – John Floyd, Sue Marchand, Sam Shippen

2. **Notes of the last meeting – 23 April 2021**

Previously circulated. Agreed, with the following items carried forward and updates included in agenda items below:

- Page 1, item 2 – TS to follow up tree planting schedule with Nicholson Nurseries (not the Police)
- Page 1, item 2 – TS to include the pipework in the Masterplan design and arrange for costings for underground water pipes.
- Page 1, item 2 – contribution request included at item 7.
- Page 2, item 3 – Badger survey received from DJ (DJ advised sent 23/02/21 and 29/06/21).
- Page 2, item 3 – TS and SC Masterplan to be finalised and circulated.
- Page 2, item 3 – TS to update the Implementation Note with milestone dates.

3. **Masterplan and the Implementation Note**

Previously circulated. TS advised of the three revision stages to progress the Masterplan:

(1) the new walking routes to be added;

the 6 m wide culvert wayleave to be clear of tree planting;

and reduction in the size of the allotments and the revised landscape layout for the orchard, the paths, woodland, woodland edge mix, and haul road for the allotments.

The County Archaeologist has also requested amendments to the detailed design of Field 6 for additional archaeological trenching, and further trenching for all the field parcels, except Field 4 and Field 6 (because of previous archaeological investigations)

Stage (1) and (2) are in accordance with the original brief of open woodland and scrub, stage (3) requires negotiation with Nicholsons Nurseries (NN) as part of the carbon offsetting discussion. See item 5 below.

Implementation Note

The circulated Implementation Note shows costings and a table showing current and future expenditure was included for the minimum access works. Quotes have been received for the bridges from a local company, however caution raised to install the bridges until the site has been made secure due to the possibility of potential vandalism.

4. Security

TS advised Continental will be creating a bund and ditch during w/b 05/07/21 on their additional works contract rate. The County Ecologist has advised that no animals or plants will be affected. The work has support from OCC subject to their land not being damaged and avoiding the underground traffic ducting. The bund is likely to grow back with wildflowers and CDC will oversee if necessary. Concern raised by Cllr Corkin re potential public comment on the works and the loss of wildflowers.

Following discussions with Planning, a retrospective planning application may need to be submitted for the bund and ditch works.

5. Carbon Offset funding

NN has advised that the potential sequestration would not meet the criteria required for the carbon offset funding due to 53% of the woodland being covered in woody shrubs which does not carry carbon offsetting credits. If the carbon offsetting project was to go ahead a Masterplan redesign would be required and it would change the original brief. NN have offered to make the necessary design changes and have presented fee proposals – refer

DJ and TS had previously agreed that the above conflicts with the original brief; the land transfer agreement from Countryside to CDC for public open space and recreational use; and Forestry Commission requirements.

An alternative funding scheme with NN is being researched with CDC's legal team. Subject to agreement by NN and CDC's legal team the funding from NN would cover the implementation fees to source, plant and maintain the trees in Field 6 for 2 years (not the original 5 years) and NN will submit potential costings.

Discussions ongoing with Procurement re a direct appointment to NN or if the work will need to be tendered, which will potentially be time consuming and cause a delay in the project. A report to CDC's Executive may also be required to appoint NN as the consultant.

Clarification sought and it was confirmed that the carbon offset funding is not being progressed for this project.

6. Archaeology

TS advised the County Archaeologist has requested additional trenching work to the other fields where there is going to be woodland and to amend the Masterplan accordingly to take into account any findings.

The Oxford Archaeology contract to be reviewed for the option to add the additional trenching work or decide if it needs to be retendered.

Actions:

- TS and GM to arrange a meeting with the County Archaeologist to discuss the additional work required.
- TS and GM to arrange a meeting with Oxford Archaeology to discuss adding further work to the contract.

7. Donations

PC advised that donations by the group had been discussed at a previous meeting but that no progress had been made. A request was made for updated costs so that they can be included in 2022/23 and future budgets; and officers to look at commitment funding for current budgets.

Actions:

- EP and TS to update at the next meeting with costs and proposals; and commitment funding options.
- SC to add 'finance and proposals' to the next meeting agenda.

8. Issue and Risk Logs

Previously circulated. Updated entries shown in red.

Issue log – no comments raised.

Risk log - Item 19 – bird nesting season February until August, risk to be reduced.

9. Project management

EP advised a job description and person specification has been written for a joint project manager post for the Burnehyll Community Woodland project and Banbury Country Park based on 2 days per week. The post is currently going through CDC's recruitment process, to be advertised shortly.

10. Questions from the Friends' Group

DF advised no questions raised as covered in the meeting.

11. Date of next meeting

Wednesday, 8 September, 10:30

Wednesday 10 November, 10:30

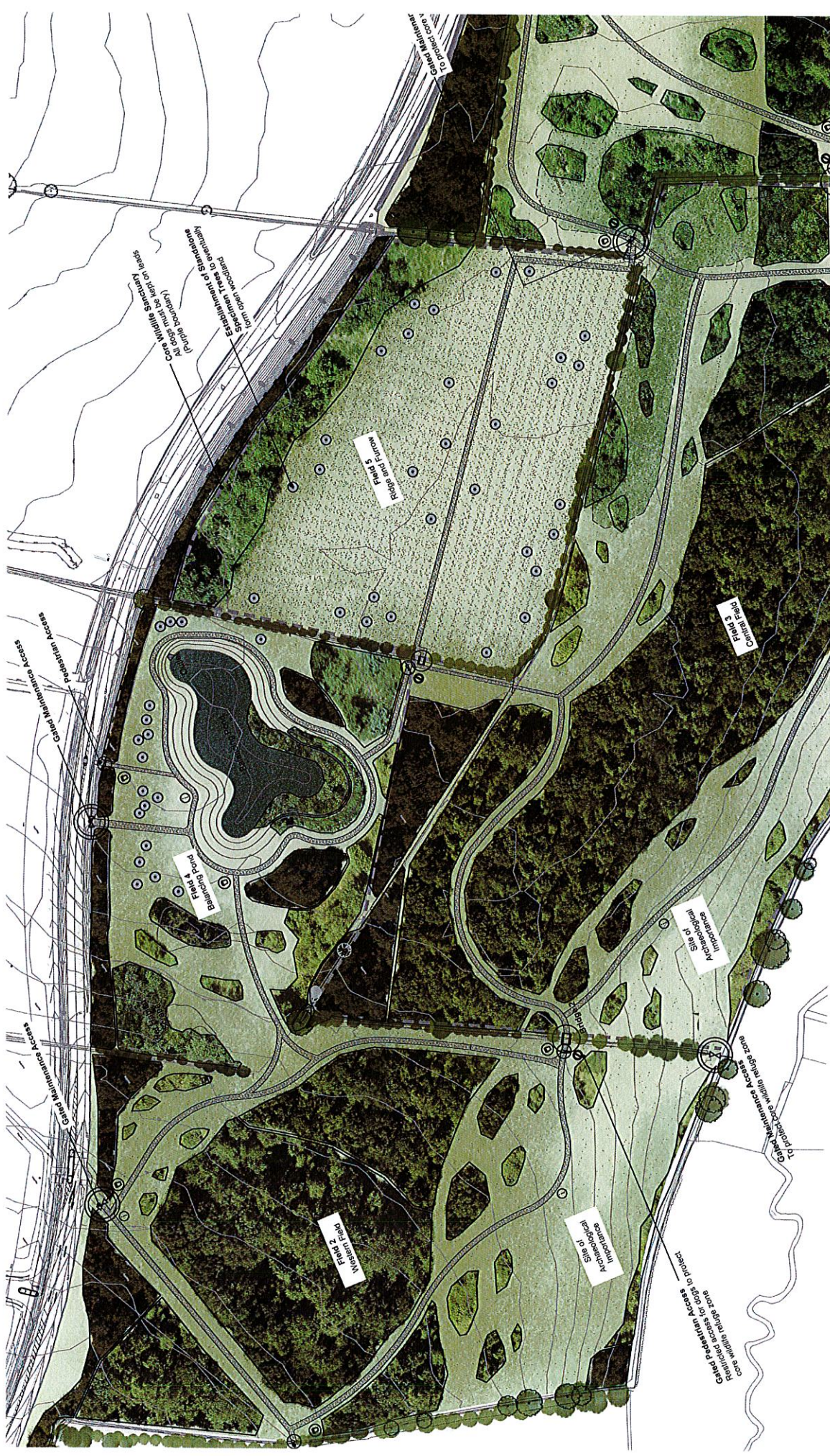
Masterplan - 2050 Vision



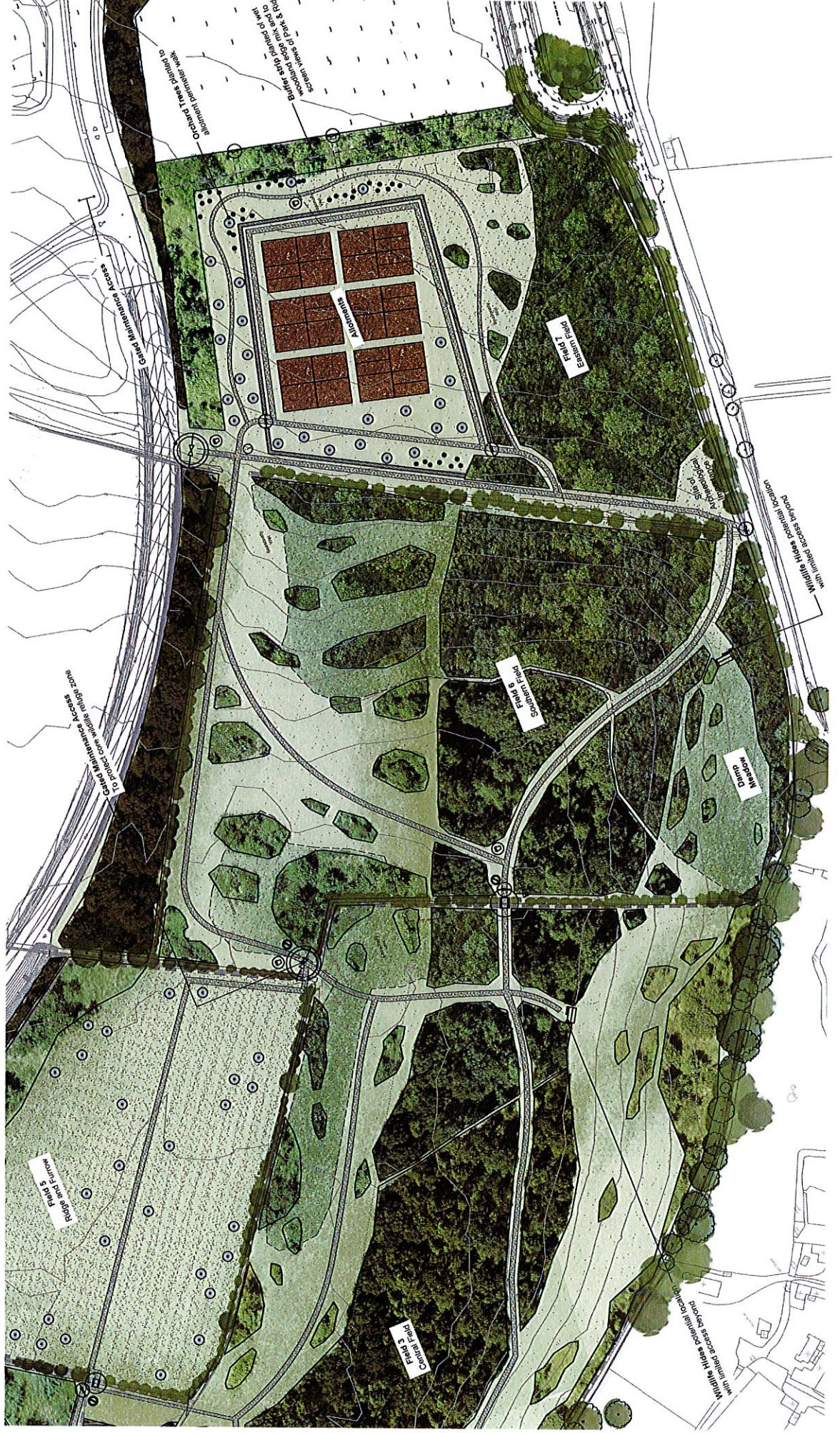
Masterplan - West (sheet 1)



Masterplan - Central (sheet 2)



Masterplan - East (sheet 3)



Burnehyll Community Woodland

5

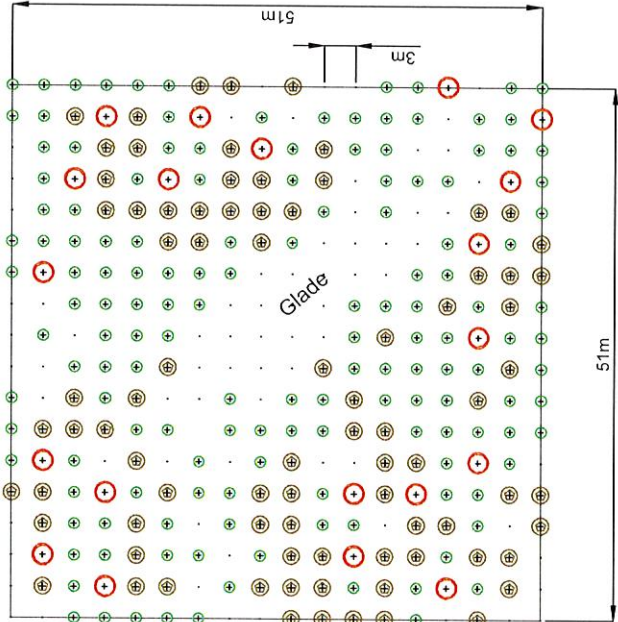
Area Planting Layout (refer to BCW_MP001)



● Phase 1 Woodland: Field 6 ●

Planting Layout - Seasonally Wet Woodland

SEASONALLY WET WOODLAND MIX
WET SLIGHTLY ACIDIC LOAMY CLAY SOILS
50m x 50m = 2,500m² trees @ 3m centres = 289whips
GRID NOT FAVORED FOR PLANTING ON SITE



Proposed Mix for Seasonally Wet Woodland on Clay Soils - 51 x 51m grid @ 3m centres

Large deciduous tree	
- Oak (<i>Quercus robur</i>)	14
- Black Poplar (<i>populus nigra</i>)	3
- Wych Elm (<i>Ulmus glabra</i>)	3
Fast growing deciduous tree	
- Downy Birch (<i>Betula pubescens</i>)	25
- Goat Willow (<i>Salix caprea</i>)	10
- Grey Willow (<i>Salix cinerea</i>)	10
- Bay Willow (<i>Salix pentandra</i>)	10
- Aspen (<i>Populus tremula</i>)	5
- Alder (<i>Alnus glutinosa</i>)	10
- Elder (<i>Sambucus nigra</i>)	5
- Field Maple (<i>Acer campestre</i>)	5
Scrub Species	
- Hawthorn (<i>Crataegus monogyna</i>)	35
- Blackthorn (<i>Prunus spinosa</i>)	25
- Alder buckthorn (<i>Frangula alnus</i>)	20
- Purging buckthorn (<i>Rhamnus cathartica</i>)	20
- Dogwood (<i>Cornus sanguinea</i>)	20
- Dog rose (<i>Rosa canina</i>)	15
- Holly (<i>Ilex aquifolium</i>)	15

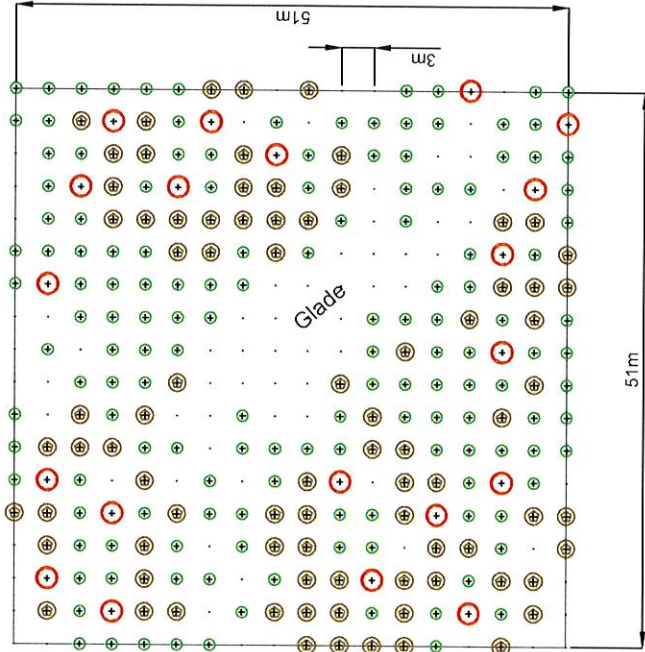
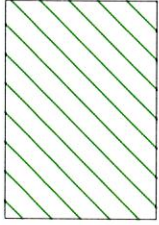
Gaps between clumps or clearings - ideally 7m to avoid closing
- 39 no.

Burnehyll Community Woodland

Planting Layout - Core Woodland (clay soils)

CORE BROADLEAF WOODLAND MIX
WET SLIGHTLY ACIDIC LOAMY CLAY SOILS

51m x 51m = 2,500m² trees @ 3m centres = 289whips
GRID NOT FAVORED FOR PLANTING ON SITE



Proposed Mix for Core Woodland on Clay Soils - 51 x 51m grid @ 3m centres

Large deciduous tree

- Oak (Quercus robur) 8%
- Black Poplar (populus nigra) 1%
- Wych Elm (Ulmus glabra) 1%
- Ash (Fraxinus excelsior) 4%

Fast growing deciduous tree

- Downy Birch (Betula pubescens) 6%
- Goat Willow (Salix caprea) 2%
- Grey Willow (Salix cinerea) 1%
- Bay Willow (Salix pentandra) 1%
- Aspen (Populus tremula) 1%
- Alder (Alnus glutinosa) 2%
- Elder (Sambucus nigra) 3%
- Field Maple (Acer campestre) 2%

Scrub Species

- Guelder Rose (Viburnum opulus) 5%
- Spindle (Euonymus europeaus) 5%
- Hawthorn (Crategus monogyna) 15%
- Blackthorn (Prunus spinosa) 5%
- Alder buckthorn (Frangula alnus) 5%
- Purging buckthorn (Rhamnus cathartica) 3%
- Dogwood (Cornus sanguinea) 5%
- Dog rose (Rosa canina) 5%
- Holly (Ilex aquifolium) 5%

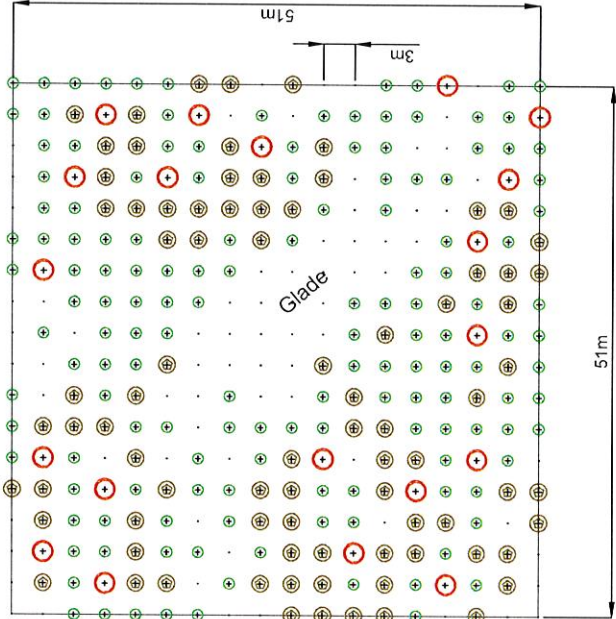
Gaps between clumps or clearings - ideally 7m to avoid closing

Planting Layout - Core Woodland (Lime soils)



CORE BROADLEAF WOODLAND MIX
FREE DRAINING LIME RICH LOAMY SOILS

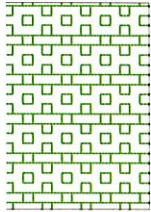
51m x 51m = 2,500m² trees @ 3m centres = 289whips
GRID NOT FAVORED FOR PLANTING ON SITE



Proposed Mix for Core Woodland on Limey Loam Soils - 51 x 51m grid @ 3m centres

		%
⊕	Large deciduous tree	
-	Oak (<i>Quercus petraea</i>)	4%
-	Oak (<i>Quercus robur</i>)	3%
-	Hornbeam (<i>carpinus betulus</i>)	1%
-	Beech (<i>Fagus sylvatica</i>)	2%
-	Ash (<i>Fraxinus excelsior</i>)	2%
-	Large Leaf Lime (<i>Tilia platyphyllos</i>)	2%
-	Small Leaf Lime (<i>Tilia cordata</i>)	2%
⊕	Fast growing deciduous tree	
-	Whitebeam	2%
-	Wild Service Tree	2%
-	Silver birch (<i>Betula pendula</i>)	5%
-	Rowan (<i>Sorbus aucuparia</i>)	2%
-	Elder (<i>Sambucus nigra</i>)	3%
-	Field Maple (<i>Acer campestre</i>)	2%
-	Cherry (<i>prunus avium</i>)	2%
⊕	Scrub Species	
-	Hazel (<i>Corylus avellana</i>)	15%
-	Hawthorn (<i>Crataegus monogyna</i>)	12%
-	Blackthorn (<i>Prunus spinosa</i>)	10%
-	Bird cherry (<i>Prunus padus</i>)	3%
-	Dogwood (<i>Cornus sanguinea</i>)	3%
-	Wayfaring Tree (<i>Viburnum lantana</i>)	2%
-	Dog rose (<i>Rosa canina</i>)	2%
-	Holly (<i>Ilex aquifolium</i>)	3%
-	Crab Apple (<i>Malus sylvestris</i>)	3%

Planting Layout - Dry Woodland

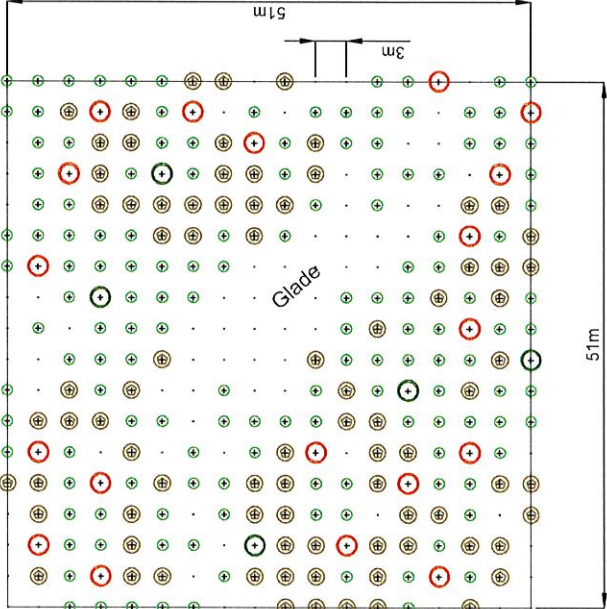


DRY WOODLAND WITH SOME CONIFERS
FREE DRAINING LIME RICH LOAMY SOILS

51m x 51m = 2,500m² trees @ 3m centres = 289whips
GRID NOT FAVORED FOR PLANTING ON SITE

Proposed Mix for Deciduous and Conifer Woodland on Limey Loam Soils - @ 3m centres

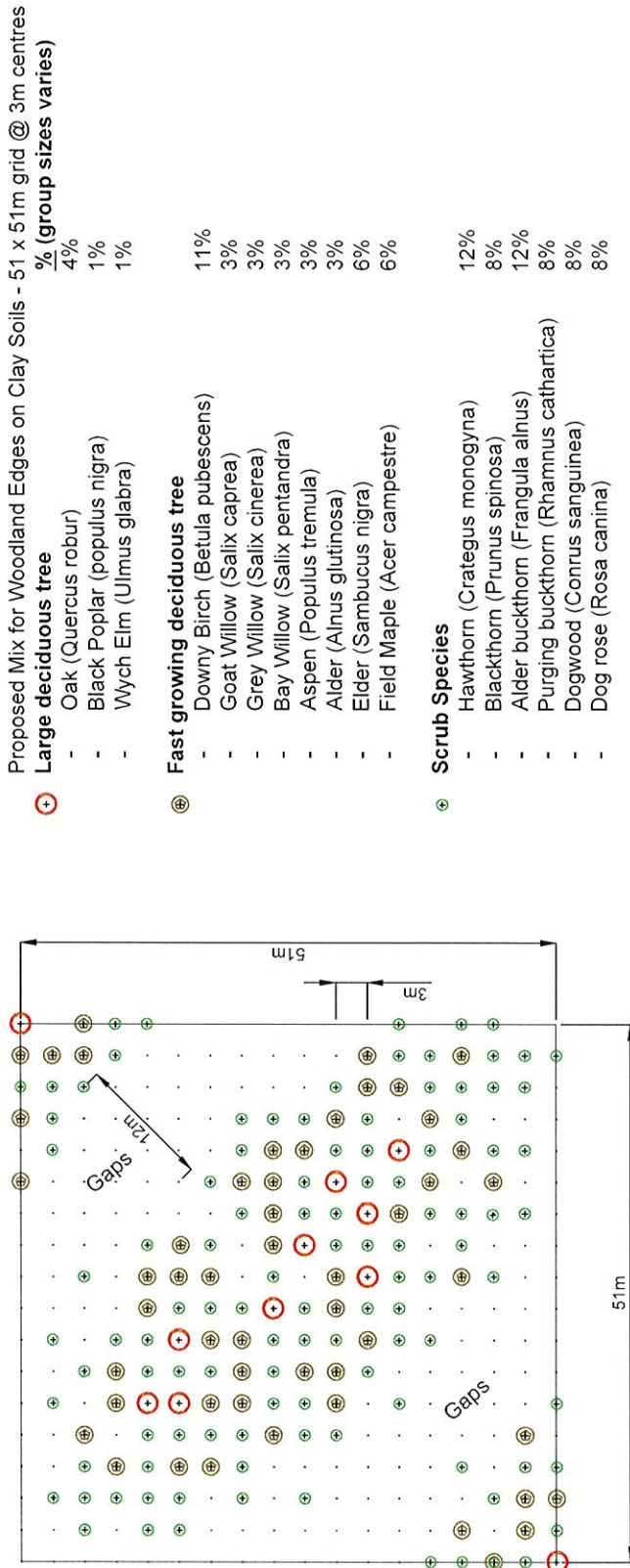
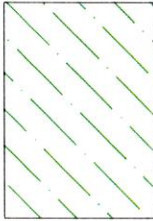
⊕	Large deciduous tree	%
-	Oak (<i>Quercus petraea</i>)	7%
-	Beech (<i>Fagus sylvatica</i>)	2%
-	Ash (<i>Fraxinus excelsior</i>)	3%
-	Large Leaf Lime (<i>Tilia platyphyllos</i>)	4%
-	Small Leaf Lime (<i>Tilia cordata</i>)	4%
⊗	Conifers	
-	Scots Pine (<i>Pinus sylvestris</i>)	3%
⊕	Fast growing deciduous tree	
-	Silver birch (<i>Betula pendula</i>)	5%
-	Rowan (<i>Sorbus aucuparia</i>)	3%
-	Elder (<i>Sambucus nigra</i>)	2%
-	Field Maple (<i>Acer campestre</i>)	5%
-	Cherry (<i>prunus avium</i>)	3%
⊕	Scrub Species	
-	Yew (<i>Taxus baccata</i>)	5%
-	Hazel (<i>Corylus avellana</i>)	15%
-	Hawthorn (<i>Crataegus monogyna</i>)	10%
-	Blackthorn (<i>Prunus spinosa</i>)	5%
-	Bird cherry (<i>Prunus padus</i>)	5%
-	Dogwood (<i>Cornus sanguinea</i>)	5%
-	Wayfaring Tree (<i>Viburnum lantana</i>)	3%
-	Dog rose (<i>Rosa canina</i>)	5%
-	Holly (<i>Ilex aquifolium</i>)	5%
-	Juniper (<i>Juniperus communis</i>)	5%



Planting Layout - Woodland edge (clay soils)

WOODLAND EDGE MIX
WET SLIGHTLY ACIDIC LOAMY CLAY SOILS

51m x 51m = 2,500m² trees @ 3m centres = 289whips
GRID NOT FAVORED FOR PLANTING ON SITE



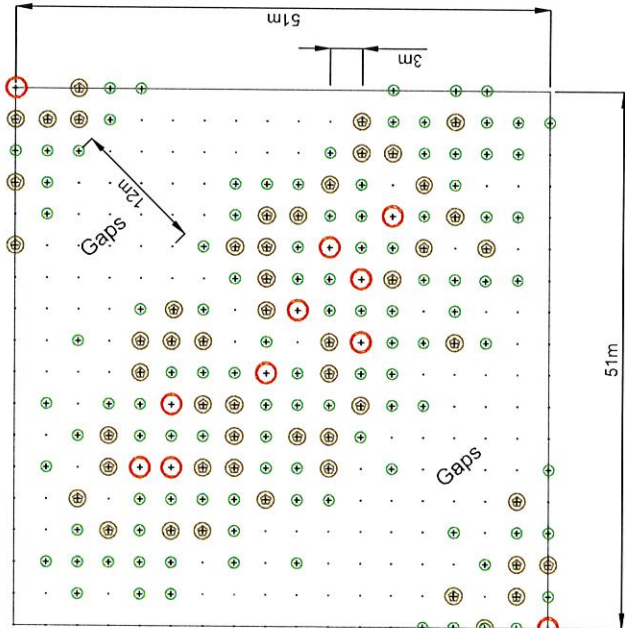
Gaps between clumps or clearings - ideally 12m to avoid closing
- 118 no.

Planting Layout - Woodland Edge (Lime soils)



WOODLAND EDGE MIX
FREE DRAINING LIME RICH LOAMY SOILS

51m x 51m = 2,500m² trees @ 3m centres = 289whips
GRID NOT FAVORED FOR PLANTING ON SITE



Proposed Mix for Woodland Edge on Limey Loam Soils - 51 x 51m grid @ 3m centres

	Large deciduous tree	%
+	- Oak (Quercus petraea)	2%
	- Oak (Quercus robur)	1%
	- Large Leaf Lime (Tilia platyphyllos)	1%
	- Small Leaf Lime (Tilia cordata)	2%
⊕	Fast growing deciduous tree	
	- Silver birch (Betula pendula)	10%
	- Rowan (Sorbus aucuparia)	8%
	- Hazel (Corylus avellana)	10%
	- Elder (Sambucus nigra)	3%
	- Field Maple (Acer campestre)	10%
	- Cherry (prunus avium)	8%
⊗	Scrub Species	
	- Hawthorn (Crataegus monogyna)	12%
	- Blackthorn (Prunus spinosa)	8%
	- Bird cherry (Prunus padus)	5%
	- Dogwood (Corylus sanguinea)	5%
	- Wayfaring Tree (Viburnum lantana)	5%
	- Dog rose (Rosa canina)	5%
	- Juniper (Juniperus communis)	5%

Gaps between clumps or clearings - ideally 7m to avoid closing
- XX no.

BICESTER TOWN COUNCIL POLICY COMMITTEE FORWARD PLAN

Monday 2nd August 2021

Date/ Item/ Comment

1. Pending: Closure policy for cemetery
2. Pending: Retention of assets policy
3. Future management of 'new' open space play areas
4. April 2021: New burial ground and memorial policy
5. On-going: Working on town centre group
6. Leases
7. Refurbishment of offices
8. Review Equality policy (GP15)