

Bicester Town Council



Environment Committee Meeting

Ref: ENV03/2122

**Monday 27th September 2021 at 19:00 held at the
Garth House, in the chambers**

Circulation: Town Mayor - Councillor Nick Mawer

Members:

Cllr Jason Slaymaker – **Chairman**, Cllr Zoe McLernon – **Vice Chairman**,
Cllr Harry Knight, Cllr Nick Mawer, Cllr Richard Mould, Cllr Lynn Pratt,
Cllr Les Sibley, Cllr Dan Hallett, Cllr Sandy Dallimore, Cllr Donna Ford.

Other Circulation, Substitute Members:

Cllr James Metcalf, Cllr Dan Sames, Cllr Alex Thrupp, Cllr Nick Cotter

Other Circulation:

Cllr Calum Miller – OCC, Cllr Michael Waine – OCC,
Cllr Tom Wallis – CDC, Cllr Lucinda Wing – CDC, Bicester Library,
Bicester Advertiser, Bicester Review, Oxford Mail



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Tuesday 21st September 2021

Sir/ Madam

You are summoned to attend a meeting of the **Environment Committee** will be held on **Monday 27th September 2021** at 19:00 held in Garth House in the chambers

Phil Evans
Acting Chief Officer

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 the Chief Officer (or an officer representing the Chief Officer) via (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 Environment Committee ENV03-2122

To confirm the **MINUTES** and **RESOLUTIONS** of the following Special Environment Committee meeting: **08th September 2021**

4. Minutes of the Events Working Party ENVSP03-2122

To confirm the **MINUTES** and **RESOLUTIONS** of the following Special Environment Committee meeting: **08th September 2021**

5. 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.

6. Disposal of asset(s)

The Committee is asked to consider the attached report, and recommendations in respect of the sale of items currently recorded on the asset register for the Town Council

7. Fees, Charges and Rents

The Committee is asked to consider the attached report, and recommendations for the changes in the Town Council's charges for 2021/2022

8. Bicester Town Council Asset (Bowls Club)

The Committee is asked to consider the attached report, and recommendations for the repair of a Town Council asset, The Bowls Club.

9. Platinum Jubilee Planting update

The Committee is asked to note the attached report, and recommendations for the proposed planting scheme in the town

10. Platinum Jubilee Event Proposal

The Committee is asked to note the attached report and discuss thoughts for introducing an additional event for the 2021/22 calendar

11. New Litter bin request

The Committee is asked to note the attached report, and recommendations for the request to install an additional bin

12. ROSPA – Remaining 2021 inspections update

The Committee is asked to note the attached report, informing members of the ROSPA inspection intended for Banbury Road Play area.

13. Savoir Fare

The Committee is asked to note the attached report, informing members of the repair work being undertaken at savoir fare

14. Approved Projects

The Committee is asked to note the information provided on all open projects already approved by committee.

15. Food Festival

The Committee is asked to consider the attached report, and recommendations for the upcoming event the food Festival proposed for the 3rd October.

16. Exclusion of Press and Public

RECOMMENDED

That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

17. Allotment Holder

The Committee is asked to consider the attached report, and recommendations in response to a resident/allotment plot holder and his actions to staff.

18. Forward Plan

The Committee is asked to review and comment on the Forward Plan.

19. Date of Next Meeting

Monday 22nd November 2021 at 19:00hrs.

Minutes of the Bicester Town Council Environment Committee Meeting

A meeting of the Bicester Town Council Environment Committee was held on
Wednesday 8th September 2021 at 19.00hrs at Council Chambers, Garth House, Launton
Rd, OX26 6PS

Present:

Cllr Jason Slaymaker – *Chairman*
Cllr Zoe McLernon – *Vice Chair*
Cllr Sandy Dallimore – *Substituted for Cllr Lynn Pratt*
Cllr Richard Mould
Cllr Lynn Pratt
Cllr Les Sibley
Cllr Donna Ford

In Attendance:

Phil Evans – Service Manager
Callum McMahon – Administration Officer
Sophia Bradbury – Bicester Town Council

Residents:

Janine Shuter

1. 137/2122 Apologies for Absence

RESOLVED that apologies were received from Cllr Nick Mawer, Cllr Harry Knight, Cllr Dan Hallet, Cllr Sandy Dallimore

2. 138/2122 Declarations of Interest

RESOLVED that no declarations were received.

3. 139/2122 Minutes of Environment Committee

RESOLVED to confirm the minutes of the Environment Committee meeting ENV01/2122 held on Monday 26th July 2021.

4. 140/2122 Public Session

RESOLVED that no representations were received.

5. 141/2122 Christmas Lights

RESOLVED that committee APPROVED the use of supplier two for Christmas Lights.

6. 150/2122 Date of Next Meeting: Monday 20th September 2021 – 7pm

Close of Meeting: 19:20

Signed

BE03/2122

Minutes of the Bicester Town Council Events Working Party Meeting

A meeting of the Bicester Town Council Events Working Party was held on Wednesday 8th September 2021 at 19:00hrs at Garth House, Launton Road, Bicester OX26 6PS.

Present:

Cllr Jason Slaymaker – Chairman
Cllr Lynn Pratt
Cllr Mould
Cllr Sibley
Cllr Zoe McLernon
Cllr Donna Ford – Substitute

In Attendance:

Phil Evans – Service Manager
Callum McMahon – Administration Officer
Sophia Bradbury – Bicester Town Council
Janine Shuter – OYAP

1. Apologies for Absence

RESOLVED that apologies were received from Cllr Alex Thrupp and Cllr Harry Knight.

2. Declarations of Interest

Cllr Lynn Pratt declared an interest in Hummingbird.

3. Minutes

RESOLVED that committee **APPROVED** the **MINUTES** of meeting BE02/2122 – Wednesday 7th July 2021 to be signed at a later date.

4. Markets Update

RESOLVED that no update from CDC was received.

5. Entertainment Events 2021

A) Progression report. **RESOLVED** that committee **NOTED** the information. Councillors also noted the success of events so far this year and how the efforts of Council staff contributed towards this.

B) Food Festival. **RESOLVED** that committee **NOTED** the information. Councillors discussed the lack of communication and apparent lack of preparation around the women's tour which affects the publicity and intended audience for the food festival.

C) Christmas Light Trail. **RESOLVED** that committee **APPROVED** the details, finance update and suppliers of the event.

D) Christmas Lights Switch On. **RESOLVED** that committee:
AGREED to include an ice rink in the event. This will exceed budget on this event, however the profited money from the august events will be allocated to this event.
NOTED the expected income is below budgeted.
CONFIRMED sponsorship for OYAP lantern parade is to be included.

Minutes: BE03/2122: Events Working Party Meeting
Wednesday 8th September 2021

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BE03/2122

APPROVED the details, finance update and participants of the day.
NOTED that OneBicester will continue to organise the Christmas Market element of the event and the impact this will have in the Council's income budget.

E) Hummingbird. **RESOLVED** that committee **NOTED** the information.

6. Other Events

A) OYAP. **RESOLVED** that committee **NOTED** the information. Officers agreed to assist with marketing by posting OYAP activities on Council social media.

B) Bicester Festival. **RESOLVED** that committee **NOTED** the information.

C) Women's Tour. **RESOLVED** that committee **NOTED** the information.

7. Platinum Jubilee

Councillors discussed various options including a music themed family friendly afternoon/evening at Garth Park.
Committee **RECOMMENDED** a report to Environment committee outlining the Council's approach.

8. Forward Plan

RESOLVED to **ADD** 2022 Budget and Event Summary to the November meeting.

9. Date of Next Meeting: Wednesday 3rd November 2021 at 19:00hrs.

Close of Meeting: 21:15

BICESTER TOWN COUNCIL ENVIROMENT COMMITTEE REPORT

Monday 27 September 2021

Disposal of Assets

Chairman: Councillor Jason Slaymaker

Telephone: Telephone: 07512 902386 jason.slaymaker@bicester.gov.uk

Phil Evans – Service Manager

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

Ward Affected: All Wards

1. Background

- 1.1 In accordance with financial regulation 14.2, a committee resolution is required for disposal of any tangible movable property valued over £1000.
- 1.2 The Council owns several old ride on and pedestrian mowers that are no longer in use or fit for purpose.
- 1.3 This report has already been to Finance and approved

2. Proposal

- 2.1 Local machinery sales firms were contacted to value the machinery. The below are the most competitive costs found. The total of these sales comes to £3,134+VAT.
- 2.2 £355.41 of this is proposed to be used to offset the increased cost of the new green waste shredder (this cost increased between proposal in November '20 and time of purchase in July '21).
- 2.3 The remining £2778.59 is proposed to be added to Earmarked Reserves for equipment replacement and maintenance.

3. Machinery for consideration

- 3.1 Ride on Mower
Year of purchase: 2005
Make: ISEKI
High hours of use in poor condition
Value: £1261.00+VAT



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3.2 Ride on Mower

Year of purchase: 2016

Make: John Deere

Good Condition, Low hours of use for age.

Value: £1575.00+VAT



3.3 3x Push Mowers

Year of purchase: 2016

Make: John Deere

High hours of use all in average condition

Total Value: £298+VAT



4. Justification

4.1 The Iseki ride on mower has an extremely high number of hours of use on the machine and is in a poor condition so the best return is around 25% of value from new.

4.2 The John Deere ride on mower is in good condition so several sale options have been considered and the value stated above is the highest that could be found. We will be getting back 56% of its value when new.

4.3 To continue to use the push mowers will incur uneconomical repairs.

5. Recommendation

5.1 The Committee is recommended to **APPROVE** the sale of all items.

BICESTER TOWN COUNCIL

ENVIRONMENT COMMITTEE REPORT

Monday 27 September 2021

Fees, Charges and Rents

Chairman: Councillor Jason Slaymaker
 Telephone: Telephone: 07512 902386 jason.slaymaker@bicester.gov.uk

Phil Evans – Service Manager
 Telephone: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All Wards

1. Overview

- 1.1 In accordance with financial regulation 9.3, Relevant Committees are requested to review all fees, charges and rents for the 2021/22 financial year.
- 1.2 Officers recommend no increase to the 2020/21 fees, charges and rents in sympathy with the businesses, charity groups and residents who are yet to return to the financial position felt before the pandemic.
- 1.3 This report has already been to Finance and approved

2. Fees and Charges

- 2.1 The below tables summarise the Council's 20/21 fees and charges.

Allotments	Fees/Charges
Plot Small	(4m x 10m) £22.00
Plot Standard	(5m x 12m) £33.00
Plot Large	(6m x 14m) £44.00

Cemetery	Fees/Charges
Under one month (including stillborn)	£89 *
One month – 12 years	£89 *
*Fees and charges for child burials will be reclaimed by the Council from the Government Child Burials Fund	
Single 4'6" Double 6'6" Treble	£89

Reopen	£89
Exclusive Right of Burial – 99-year lease of plot	A standard fee of £300 per plot
Monuments and Monumental Inscriptions: •Headstones, flatstones, base for headstone (including vase provision, under 3ft high) •Monument for Cremated Remains •Cases on graves – permanent or moveable Additional inscription	A standard fee of £115 for any item in this section
General: •Transfer or replacement of deed of grant Searching register of burials	£25
Weekend Burials: Weekend burials available upon request. Bank Holiday Burials: Bank Holiday burials available upon request.	Double fees Treble fees
Restoration of memorial (like for like).	£54.50

Open Spaces and Pitches	Fees/Charges
Football midweek training (Adults)	£25.00
Adult Pitch Only:	£49.00
Adult Pitch & Pavilion:	£55.00
Junior Pitch Only:	£36.00
Junior Pitch & Pavilion:	£40.00
Intermediate Pitch Only:	£25.00
Intermediate Pitch & Pavilion	£29.00
Mini Pitch Only:	£22.00
Mini Pitch & Pavilion:	£25.00
Pavilion Only – Charity Organisation:	£16.00
Pavilion Only – Commercial Organisation	£27.00
Hire of Open Spaces on a non-working day: minimum charge	£130.00
Hire of Open Spaces working day: minimum charge	£260.00

Room Hire	Fees/Charges
Council Chamber	
Commercial	£32.00 per hour
Partner Organisations / Charities	£21.00 per hour
Voluntary Groups	£6.00 per hour (max 3 hours and ex-weekends)
Members Room	
Commercial	£16.00 per hour

Partner Organisations / Charities	£11.00 per hour
Voluntary	£6.00 per booking (max 3 hours and ex-weekends)
Other Items	
Tea / Coffee and Biscuits	£2.00 per person
Tea / Coffee	£1.25 per person
Projector and Screen	£6.00 per booking
Flipchart	£2.50 per booking

3. Rent

3.1 The below table summarises the Council's 20/21 rents.

Organisation	Rent (exc VAT)
Bicester Bowls Club	£1,447
Bicester Green	£10,620
Citizens Advise Bicester	£4,250
Savoir Fare	£18,609
Bicester Tennis Club	£1,400

4. Recommendation

4.1 Committee is recommended to **APPROVE** the use of 20/21 figures for 21/22 fees, charges and rents.

BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE REPORT
Monday 27 September 2021
Bicester Town Council Asset (Bowls Club)

Chairman: Councillor Jason Slaymaker
Telephone: Telephone: 07512 902386 jason.slaymaker@bicester.gov.uk

Phil Evans – Service Manager
Telephone: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: South Ward

1. Background

- 1.1 The Bowls Club are tenants of Bicester Town Council.
- 1.2 Earlier in 2021 there was substantial damage to the roof of the Bowls Club, received through extremely bad weather.
- 1.3 The lease states in regard to maintenance/Repair (below)

8. REPAIRS, DECORATION, ALTERATIONS AND SIGNS

- 8.1 The Tenant shall keep the Property clean and tidy including all pathways and surfaced areas and drains on the Property and shall maintain the Property in a manner suitable for a Bowls Club.
- 8.2 The Tenant shall decorate the Property in the first 12 months of the Term and if the Tenant terminates this lease in accordance with clause 14 the Tenant shall, if required by the Landlord, decorate the Property in the last three (3) months of the Term to the reasonable satisfaction of the Landlord and using materials and colours approved by the Landlord acting reasonably.
- 8.3 The Tenant shall not make any alteration to the Property.
- 8.4 The Tenant shall not install nor alter the route of any Service Media at and forming part of the Property without the consent of the Landlord, such consent not to be unreasonably withheld.
- 8.5 The Tenant shall not attach any sign, poster or advertisement to the Property so as to be seen from the outside of the Property other than a sign displaying the business name of the Tenant.
- 8.6 In respect of any repairs that may be required to the Property from time to time:
- a) the Tenant shall obtain three (3) quotations for all repairs and present them to the Landlord for discussion; and
 - b) the Tenant shall pay the first £250 of and one half of the difference between £250 and the total amount of such quotation selected jointly by the Landlord and the Tenant after discussion in respect of such repairs.
- 8.7 The Tenant shall place a notice on the notice board of the Property informing those interested visitors that information about the Tenant can be obtained from the offices of the Landlord.
- 8.8 The Landlord may on prior reasonable notice (except in the case of emergency) enter the Property to inspect its condition and may give the Tenant a notice of any breach of any of the tenant covenants in this lease relating to the condition of the Property. The Tenant shall carry out and complete any works needed to remedy that breach within the time reasonably required by the Landlord, in default of which the Landlord may enter the Property and carry out the works needed. The costs reasonably and properly incurred by the Landlord in carrying out any works pursuant to this clause (and any professional fees and VAT in respect of those costs) shall be a debt due from the Tenant to the Landlord and payable on demand.

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1.4 Officers instructed our insurers to inspect when the damage was first reported, the outcome was that this claim would not be covered. – they did state that any damaged caused internally WOULD be covered.

1.5 Officers instructed the Bowls Club to seek 3 quotes in line with the lease.

2. Quotations for repair

2.1 Company A £3225 (exc VAT)

2.2 Company B £6400 (exc VAT)

2.3 Company B £8590 (exc VAT)

Company A – is only quoting for patch work resulting in only the impact area being repaired, whereby the other companies are quoting for reinstatement for the tiled roof.

3. Financial

This is an unbudgeted spend and as such should approval be granted then Officers recommend it is allocated against earmarked reserves, BTC premises 901/9020 which has sufficient funding available. Upon committee approval this report will go to the Finance Committee.

4. Recommendations

Councillors are asked to **APPROVE** the use of Company B as this will provide a long-term solution for the Bowls Club building

BICESTER TOWN COUNCIL

ENVIROMENT COMMITTEE REPORT

Monday 27 September 2021

Jubilee Planting

Chairman: Councillor Jason Slaymaker

Telephone: Telephone: 07512 902386 jason.slaymaker@bicester.gov.uk

Phil Evans – Service Manager

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

Ward Affected: All Wards

1. Background

- 1.1 It was discussed in the last environment meeting that Officers put a proposal together to plant trees throughout the town to support the OGC The Queen's Green Canopy.
- 1.2 The prices for tree's have dramatically increased to match demand. Bicester Town Council initially proposed planting 70 trees in total across several areas. The average price is £225 per tree (£225 x 70 tree's £15,750)
- 1.3 Officers have approached local suppliers and the CDC horticultural officer to establish the most cost-effective solution.
- 1.4 There is no budget for this to be undertaken within 2021/22 budgets so would need to be considered in the preparation for 2022/23 budgets.
- 1.5 The costs provided will be an estimate as councillors will need to establish a location for each tree – in order for the supplier to accurately offer the best species of tree.
- 1.6 A recent request was put forward to plant trees in Bure Park nature reserve, this being the largest open space available. Officers offer a proposal for consideration to merge these requests and potentially look to produce the number "70" rather than plant 70 trees as this will significantly reduce costs given the current increase in price. With this option there is still scope to still introduce sporadic trees elsewhere in the town.

2. Alternative Proposal

2.1 Bure Park Nature Reserve Picture representation for (1.6)



Additional funds could be allocated for any specific locations.

3. Shelley Close

Last year a resident requested a tree to be planted in Shelley Close resulting in a public consultation. The result of which ended in council declining the request having taken the residents views on board.

6 months has now past, and the resident has re-applied. In discussion with Officers the resident has accepted that another area in the town will be acceptable, and this can be delivered within the scope of this project.

Officers ask councillors to voice any preferential areas that they would like to see included in this programme and these will be listed upon sourcing a supplier. Officers will seek advice from CDC horticultural advisor as to the best species for the listed locations.

4. Recommendation

The Committee is asked to **CONSIDER** the preferred locations for tree's to be planted

The Committee is recommended to **APPROVE** the proposed planting scheme (2)

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE

Monday 27 September 2021

Platinum Jubilee Event Proposal

Chairman: Councillor Jason Slaymaker

Telephone: Telephone: 07512 902386 jason.slaymaker@bicester.gov.uk

Phil Evans – Service Manager

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

Ward Affected: All Wards

1. BACKGROUND

Her Majesty the Queen is celebrating her Platinum Jubilee in 2022. We will have a 4-day bank holiday weekend from Thursday 2nd June 2022 to Sunday 5th June 2022.

The Events Working Party would like to support an event to mark the occasion. Officers are seeking a further discussion on what Councillors would like to see as part of an event.

2. IDEAS

- Create a committee to arrange an Open Meeting with the community to encourage community participation and opinions
- Committee to arrange a meeting with all representatives and local villages.
- Committee members could include Bicester Village, Barrus, Bicester Motion, Bicester Round table etc. Mayor to plant a tree in Sheep Street. Proposal to have a family friendly celebration in Garth Park or Pingle Field on. Advised to tie this with a church service. Include Bicester Garrison in our event – contact them regarding a military band.
- Incorporate a stage and have different singers/ musicians – there was a mention of a Queen tribute. Include some of the Queen's favourite music. Vera Lynn has contacted Bicester Town Council to be included with Armed Forces Day; her song Gone with the Wind is one of the Queen's favourite songs, recommendation to contact her.
- Recommendation to include an afternoon tea and/or involve different food vendors.

3. RECOMMENDATIONS

Members are **RECOMMENDED** to **APPROVE** the following submitted actions from the event committee.

- Invite representation from local organisations and businesses to attend event planning meeting (to include local parishes/villages
- Invite the Mayor to plant a tree in sheep street.
- Ask officers to cost up a budget for the events for the budget setting process.
- Work with the church to hold a town centre service
- Work with OneBicester to incorporate the Big Lunch on Sunday 5th June into the celebration.

BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE
Monday 27 September 2021

Bicester North - New bin request

Chairman: Councillor Jason Slaymaker

Telephone: Telephone: 07512 902386 jason.slaymaker@bicester.gov.uk

Phil Evans – Service Manager

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

Ward affected: North

1. Background

- 1.1 There has been a request to place an additional litter bin at the Mulberry View end of the Southwold play area.
- 1.2 There is an active Facebook posts with residents requesting the bin.
- 1.3 The bin can be placed at the end of the grassed area by the bench.
- 1.4 An additional bin could be delivered at the end of the previously agreed bin installation programme.
- 1.5 Bicester Town Council has a black litter bin in stock. The individual cost of each bin is £293.22 +VAT with an additional fee of added on the CDC contract for emptying.

2 Recommendations

The committee is recommended to **APPROVE** the installation of an additional bin near Mulberry View, Southwold.

BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE REPORT
Monday 27 September 2021
ROSPA Update

Chairman: Councillor Jason Slaymaker
 Telephone: Telephone: 07512 902386 jason.slaymaker@bicester.gov.uk
 Phil Evans – Service Manager
 Telephone: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: North Ward

1. Overview

- 1.1 Following the community survey of play areas across Bicester, Banbury Rd Play Area (Play Area 52) was identified for conversion to a community garden. In preparation for this, the play area remained closed after several others were re-opened once restrictions allowed. As a result of this planned closure, the play area was not inspected by ROSPA.
- 1.2 During the discussion regarding this play area, it was uncovered that the lease had expired with Cherwell District Council and an approach was made with them to rectify this.
- 1.3 The Town Council await the conclusion regarding the lease renewal with CDC and cannot decide the play areas future until as a result.
- 1.4 Over time, voices in the community made clear the wish to re-open the play area and maintain its status rather than convert it to a community garden. On 26th July 2021 this committee resolved to re-open the play area, however the committee was not aware of its ROSPA status at the time.
- 1.5 The ROSPA has now concluded for Banbury Road. (Results Below)

2. ROSPA Findings (Banbury Road) by item breakdown

Surrounding Fencing

Grading of Fault	
Very Low (No Concern)	
Low (Minor Concern)	X
Medium (Some Concern)	
High (Major Concern)	

Entrance Gate

Grading of Fault	
Very Low (No Concern)	
Low (Minor Concern)	
Medium (Some Concern)	X
High (Major Concern)	

Waste Bins

Grading of Fault	
Very Low (No Concern)	X
Low (Minor Concern)	
Medium (Some Concern)	
High (Major Concern)	

Surrounding Foliage

Grading of Fault	
Very Low (No Concern)	
Low (Minor Concern)	
Medium (Some Concern)	X
High (Major Concern)	

Seating

Grading of Fault	
Very Low (No Concern)	X
Low (Minor Concern)	
Medium (Some Concern)	
High (Major Concern)	

Signage

Grading of Fault	
Very Low (No Concern)	X
Low (Minor Concern)	
Medium (Some Concern)	
High (Major Concern)	

Carousel

Grading of Fault	
Very Low (No Concern)	
Low (Minor Concern)	
Medium (Some Concern)	X
High (Major Concern)	

Mulitplay

Grading of Fault	
Very Low (No Concern)	
Low (Minor Concern)	
Medium (Some Concern)	X
High (Major Concern)	

Spring Toy

Grading of Fault	
Very Low (No Concern)	
Low (Minor Concern)	
Medium (Some Concern)	X
High (Major Concern)	

Swing Set

Grading of Fault	
Very Low (No Concern)	
Low (Minor Concern)	
Medium (Some Concern)	
High (Major Concern)	X

3. Recommendations

3.1 Committee is recommended to **NOTE** the information.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE

Monday 27 September 2021

Savoir Fare

Chairman: Councillor Jason Slaymaker

Telephone: Telephone: 07512 902386 jason.slaymaker@bicester.gov.uk

Phil Evans – Service Manager

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

Ward Affected: South Ward

1. Background

1.1 Savoir Fare are a tenant of Bicester Town Council.

1.2 Savoir Fare have approached the Town Council to replace the kitchen exit door as it is heavily weather worn and as such leaves the building as not secure.

1.3 The terms of the lease make BTC responsible for the outside of the building.

1.4 The Service Manager in discussion with the Environment Chair agreed to authorised sanctions works between £2.5k to £10k based on finance regulations (4.1)

1.5 The cost of the replacement door is estimated to be £2.5k to £3k

2. Financial

This is an unbudgeted spend and as such should approval be granted then Officers recommend it is allocated against earmarked reserves, BTC premises 901/9020 which has sufficient funding available. Upon committee approval this report will go to the Finance Committee.

2. Recommendations

The committee is asked to **Note** the work authorised to take place by officers

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE

Monday 27 September 2021

Approved Project

Chairman: Councillor Jason Slaymaker

Telephone: Telephone: 07512 902386 jason.slaymaker@bicester.gov.uk

Phil Evans – Service Manager

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

Ward Affected: All Wards

1. Background

- 1.1 The Environmental Committee Chair requested this report be submitted as a standing item going forward.
- 1.2 This report is to offer the committee sight on all approved projects that are outstanding in delivery to aid in any future requests or approval of work and the understanding of the impact to the manpower required.

2. Approved Projects

Project Name	Expected Delivery
Bure Park Nature Reserve Knee Rail	Week 2 to Week 6 2022
Pond Coping Install (if stones are ready)	Week 41 to Week 42 2021
Play Area conversion to gardens	Week 32 to Week 44 2021
Sunderland Security Fencing	Week 46 to Week 48 2021
Bin Installation (90 Litter Bins)	Week 35 to Week 39 2021
Dog bin install	Week 41 to Week 49 2021
Bus Shelter Improvements	Week 3 to Week 10 2022

3. Recommendations

The committee asked to **Note** the work schedule for approved projects.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE

Monday 27 September 2021

Food Festival

Chairman: Councillor Jason Slaymaker

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1. Background

- 1 The Event Programme for 2021 / 2022 was scheduled to hold its first Food Festival in Sheep Street on the 3rd October 2021.
- 2 At the time of the schedule being agreed unknowingly the dates were in close proximity to other likeminded events
- 3 These like-minded events seem to have drawn greater interest than the town council's event.
- 4 The target set by Officers for this event to be sustainable was 60 stalls offering a large range of cuisines. Staff have tried their best to deliver on this target however were unable to generate enough interest.
- 5 Currently there have been 22 company's express interest but only 9 of these have supplied the town council with the appropriate documentation.

2. Recommendation

With regret, Officers request councillors to consider the **APPROVAL** to cancel the food festival for 2021 / 2022. With 2 weeks to go there is now longer sufficient time for staff to secure enough stall holders to make this event successful, for it to take place in its current form would potentially harm the council's reputation with residents.

**BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE FORWARD PLAN**

Monday 27 September 2021

Date/ Item/ Comment

- 1. EV03/2122 20th September: Jubilee Tree Planting**
- 2. EV01/2223 date TBC: Bylaws**

Summer Bedding Design 2022 NEW

Bure Park Tree Planting Request NEW