

Bicester Town Council



Environment Committee Meeting

Ref: ENV06/2122

Monday 28th March 2022

at 19:00hrs

**The Chamber Room, The Garth, Launton Road,
OX26 2PS**

Members:

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

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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22 March 2022

To all Members of the Environment Committee

You are hereby summoned to attend a meeting of the **Environment Committee** at **The Chamber Room, The Garth, Launton Road, OX26 2PS** on **Monday 28th March 2022** to commence at **19:00hrs** for the transaction of the following business.

Phil Evans
Town Clerk

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 Environment Committee

To confirm the **MINUTES** and **RESOLUTIONS** of the following Environment Committee meeting: **ENV05-2122 31st January 2022**

(Pages 4 - 6)

4. Minutes of the Events Working Party

To confirm the **MINUTES** and **AGREEMENTS** of the following Events Working Party meetings: **BE05-2122 19th January 2022**

(Pages 7 - 12)

To confirm the draft **MINUTES** and **AGREEMENTS** of the following Events Working Party meetings: **BE06-2122 15th March 2022**

- 5. Community Football Working Group Minutes** (Pages 13 - 17)

To note the **MINUTES** of the following Football Community Meeting:
CFWG02-2122 23rd November 2021
- 6. 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.
- 7. Play Area Proposals** (Page 18)

Members are recommended to **APPROVE** the use of Supplier C.
- 8. Jubilee Trees** (Pages 19 - 26)

Committee is recommended to **APPROVE**;

 - a- The use of Supplier A
 - b- The Locations
 - c- The initial maintenance cost.
- 9. Cemetery Review** (Page 27)

Members are asked to **APPROVE** the cemetery condition review.
- 10. Bus Shelters** (Pages 28 - 31)

Members are asked to **APPROVE** the use of Supplier A. Once OCC have offered approval for use of land.
- 11. Working Group Name Change** (Page 32)

Members are recommended to **APPROVE** the change of the working group name from Football to Sports.
- 12. Disposal of Asset** (Pages 33 - 34)

Members are asked to **NOTE** the information.
- 13. Queen Tribute Night** (Page 35)

Members are asked to **APPROVE** the move of the first live event from the 13th August to 6th August.
- 14. Approved Projects** (Pages 36 - 37)

Members are asked to **NOTE** the work schedule for Approved Projects.
- 15. Forward Plan** (Page 38)

The Committee is asked to review and comment on the Forward Plan.
- 16. Date of Next Meeting**

Minutes of the Environment Committee

A meeting of the **Environment Committee** was held on **Monday 31st January 2022** at **19:00 hrs** at the **The Chamber Room, The Garth, Launton Road, OX26 2PS**.

Present:

Cllr Jason Slaymaker (Chairman)
Cllr Zoe McLernon (Vice-Chairman)
Cllr Nicholas Mawer
Cllr Lynn Pratt
Cllr Les Sibley
Cllr Dan Hallett
Cllr Harry Knight
Cllr Donna Ford
Cllr Sandy Dallimore

In Attendance:

Phil Evans – Chief Officer (Acting)
Sophia Bradbury – Administration Assistant
Susan Hall – Public Representative
Eleanor Williams – Public Representative

457/ 1. Apologies for Absence

2021 AGREED that apologies were received from Cllr Richard Mould.

458/ 2. Declarations of Interest

2021 AGREED that no declarations were received.

459/ 3. Minutes of the Environment Committee

2021 Councillors **APPROVED** the minutes of **ENV04-2122 22nd November 2021**.

460/ 4. Minutes of the Events Working Party

2021 Committee **CONFIRMED** the minutes of **BE04-2122** and **APPROVED** the agreements of the **Events Working Party 26th January** with an amendment to the date of the Christmas Light Switch On to 26th November 2022.

461/ 5. Community Football Working Group Minutes

2021 No minutes to review.

462/ 6. Public Session

2021 Resident Susan Hall informed the committee of the ongoing use of Playground 52. Stating that it is being used by a variety of community groups such as; children, teenagers, dog walkers etc. Mrs Hall requested the Council take this into account when renovating the park to ensure it caters for everybody. Resident Susan Hall would like ongoing involvement within the renovations of the community parks. Chairman Slaymaker responded to Mrs Hall with the suggestion of the public designing any changes they would like the council to consider and expressed his hope that the public feel they can contact Bicester Town Council with any concerns on the matter accordingly.

463/ 7. Allotment Rent and Inspections

Minutes: ENV05/2122: Environment Committee Meeting
Monday 31st January 2022

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Signed

Dated

2021 RESOLVED that committee **REVIEWED** the Allotment and Inspections Report and **RECOMMENDED**;

1. If the Allotment Holder recommended for eviction is due to unpaid rent
 - a. Officers check the record of the Allotment holder.
 - b. Ring the Allotment holder and place an A4 sign on the allotment plot to inform them to contact BTC Staff.
2. If the Allotment Holder recommended for eviction is due to 3 Inspection Fails officers are to wait until 1st April. If the Allotment Holder wishes to renew their tenancy they must pass the following inspection.

464/ 8. Funfair 2022

2021 RESOLVED that committee reviewed the Funfair 2022 report and **APPROVED** the location and dates of the Fun Fairs with consideration of size and public concerns. Chairman Slaymaker stated that any issues and concerns with the fun fair will be delegated to Officers discretion. A consultation was requested with feedback to come to council.

465/ 9. Garth Park Pathways

2021 RESOLVED that committee;

1. **REQUESTED** officers to retender for the additional work on the pathways.
2. **AGREED** to defer the retenders to a special environment committee meeting to be held at a later date.

466/ 10. Play Area Tender Conclusions

2021 RESOLVED that committee **SELECTED** their preference of Supplier C.

467/ 11. Play Area Review 2022

2021 RESOLVED that committee **NOTED** the information presented.

468/ 12. Approved Projects

2021 RESOLVED that committee **NOTED** the schedule presented and **REQUESTED** the inclusion of the Bure Park Tree Planting.

469/ 13. Wild Bicester

2021 RESOLVED that committee **NOTED** the Wild Bicester Report. Wild Bicester's Rosie Rowe formally thanked Bicester Town Council for the grant of £10,000 to support the project accompanied by the engagement as an active partner in this work.

470/ 14. Forward Plan

2021 RESOLVED that committee **REQUESTED** officers to **ADD** Play Areas to review

Date of next Meeting: Monday 28 March 2022 at 19:00

Minutes: ENV05/2122: Environment Committee Meeting
Monday 31st January 2022

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Signed

Dated

CLOSE OF MEETING: 20:50 hrs

Minutes of the Events Working Party

A meeting of the **Events Working Party** was held on **Wednesday 26th January 2022** at **19:00 hrs** at the **Council Chamber, Garth House, Launton Road, OX26 6PS**.

Present:

Cllr Jason Slaymaker
Cllr Lynn Pratt
Cllr Richard Mould
Cllr Alex Thrupp

In Attendance:

Janine Shuter – OYAP Trust
Donna Waterer – OYAP Trust
Emma Gould – Bicester Markets
Christine Riley – Bicester Pride
Callum McMahon – Bicester Town Council
Julie Trinder – Bicester Town Council

Apologies:

Cllr Les Sibley and Cllr Harry Knight

1. Apologies for Absence

RESOLVED that apologies were received from Cllr Harry Knight and Cllr Les Sibley.

Cllr Alex Thrupp joined the meeting at 19:20.

2. Declarations of Interest

RESOLVED that Cllr Jason Slaymaker declared an interest as a Director of OneBicester.

3. Minutes of the Events Working Party

Members **APPROVED** the **MINUTES** of meeting **BE04/2122 – Wednesday 3rd November 2021**.

The Chairman amended Item 2 of the minutes which should have read 'Cllr Jason Slaymaker declared an interest as a Director of OneBicester'.

4. Markets Update

Members **NOTED** Bicester Market's update.

Members discussed item 6.2 after the Markets Update and then resumed to item 5.

5. Bicester Town Council Community Events

5.1 2021 Events Progression Report

Members **NOTED** the information within the Events Progression Report.

The Chairman of the Events Working Party thanked all Bicester Town Council staff who worked on the events during these challenging times. A great achievement and a testament to the team.

ACTION: Officers to review the facility for customers to give feedback on future events.

Minutes: BE05/2122: Events Working Party Meeting
Wednesday 26th January 2022

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Signed

5.2 Garth Park Illuminated Light Trail

Members **CONFIRMED** the inclusion of a Christmas Trail in the 2022 programme of events and **NOTED** that a more detailed report is to follow including a financial breakdown.

5.3 Her Majesty's Platinum Jubilee Report

Members **AGREED** Proposal A for the Platinum Jubilee Event (as amended to be without the Church service as this will be organised separately for the Sunday).

ACTION: Cllr Mould agreed to liaise with Bicester Motion on the possibility of a Beacon.

ACTION: Officers to arrange the next Jubilee Community Group meeting.

ACTION: Officers to review the feasibility of a big screen.

5.4 Events 2022 Report

Members **AGREED**;

- 1) To incorporate the Food Festival within the Family Fun Day
- 2) The information proposed and for a report to be taken to the next Environment Committee for approval

6. Other Events

6.1 OYAP Trust Activities and Bicester Festival Update

Members **REVIEWED** the OYAP Trust Activities and Bicester Festival update. OYAP asked whether the Bicester Festival could become part of the Council's programme of events as Cherwell are withdrawing support. It was suggested that in order to introduce it into the Council's line up, the OYAP organised parade would take place as usual but instead of ending in the market square, end in one of the Council's already planned events. Superhero Day was suggested.

ACTION: Cllr Slaymaker agreed to liaise with Cherwell over S106 allocation remaining for the event.

ACTION: Officers to arrange a follow up meeting with OYAP to discuss feasibility of incorporating a parade within one of the Council's events.

6.2 Bicester Pride

Members **NOTED** the report given and thanked Bicester Pride for submitting a formal report as requested by the working party.

A positive discussion followed addressing the questions raised in the report:

- 1) The working party considered the request for the event to be held in the garth similar to previous such requests from other community organisations and as such is at the discretion of the Chief Officer.
- 2) Cllr Slaymaker noted that no operational support could be promised as this would jeopardise officer capacity for the Council's events, however that initial feedback on the report would be given and a follow up meeting arranged.
- 3) Bicester Pride are welcome to apply to the Council's Grant Aid scheme for funding towards the event (without prejudice to the outcome of said application).

ACTION: Officers to liaise with Chief Officer (Acting) to come to an agreement regarding the hire of Garth Park for the Bicester Pride event 2022.

ACTION: Officers to give initial feedback to pride for event cost estimate.

ACTION: Liaise with Savoir Fare and discuss Bicester Pride and vendors.

ACTION: Officers to arrange a follow up meeting with Bicester Pride.

6.3 Community Jubilee Events

Members **NOTED** the following list of community Jubilee events;

- OneBicester Big Lunch
- BCOS evening
- Bicester Village Concert
- Varied Parish Council community picnics

The Chairman of the Events Working Party informed the meeting that the Eden Project are running a case study gathering information from the last Jubilee Celebration to the present day. An update will be given at the next meeting.

7. Forward Plan

Members **REVIEWED** the Forward Plan.

Date of next Meeting: Wednesday 16 March 2022 at 19:00

CLOSE OF MEETING: 20:40 hrs

Minutes of the Events Working Party

A meeting of the **Events Working Party** was held on **Tuesday 15th March 2022** at **19:00 hrs** at the **Council Chamber, Garth House, Launton Road, OX26 6PS**.

Present:

Cllr Jason Slaymaker (Chairman)
Cllr Lynn Pratt
Cllr Alex Thrupp

In Attendance:

Callum McMahon – Bicester Town Council
Sophia Bradbury – Bicester Town Council
Janine Shuter - OYAP
Donna Waterer - OYAP
Christina Riley – Pride

1 Apologies for Absence

RESOLVED that apologies were received from Cllr Harry Knight and Cllr Richard Mould.

2 Declarations of Interest

RESOLVED that declarations were received from Cllr Slaymaker for One Bicester.

3 Confirmed Minutes

RESOLVED that members **APPROVED** the minutes and resolutions of **BE05-2122**.

4 Platinum Jubilee Community Group Minutes

RESOLVED that members noted the minutes of **Platinum Jubilee Community Meeting of 14th February 2022**.

5 Bicester Town Council Community Events

5a Events Progression Update 2021

RESOLVED that members **NOTED** the information.

Members thanked Officers for the hard work and stated the final balance is reflective of the success of the event.

5b Logistical Quotes

RESOLVED that members **AGREE**;

1- The use of Supplier A for Security

Working Party noted the concerns around some of the 2021 events with security and discussed the option of reviewing security in light of any issues this year.

2- The use of Supplier D for First Aid

3- The use of Supplier G for Staging, Sound and Light

4- The use of Supplier J for Toilets

5c Live Events Quotes

RESOLVED that members **AGREE**;

- 1- To hire an 80's Tribute Band for 20th August with a possible Comedy trial as a supporting act.
- 2- To hire a Queen Tribute act for the 13th August.

5d Platinum Jubilee

RESOLVED that members **NOTED** the financial updates and will re-evaluate in the following Events Working Party.

RESOLVED that members expressed concerns of the over spend and **REQUESTED** officers evaluate the commercialisation of the event and focus more on the community aspect.

RESOLVED that members **AGREE** to include the screen. If the CDC Grant comes through then some additional activities could take place.

Cllr Slaymaker made the Working Group aware of a Jubilee Grant being offered by CDC.

5e Armed Forces Day

RESOLVED members **AGREE** to extend the event to 16:00.

RESOLVED members **AGREE** to keep the name as Family Fun Day in Association with Armed Forces Day and will re-evaluate in 2023 with the commitment of the Garrison.

RESOLVED members **AGREE** to suppliers and financial update

5f Magic at The Garth

RESOLVED that members **AGREE** to the change of theme and name to Magic at the Garth.

5g Garth Park Illuminated Light Trail

RESOLVED that members **AGREE**;

- 1- Holding the event from 3rd December to 18th December
- 2- The use of the 2021 supplier for 2022 and future years.

6 Other Events

6a Hiring of Garth Park from Local Organisations

RESOLVED that members **DISCUSSED** and **AGREED**;

- 1- Bicester Festival will host their event in Garth Park on 16th July
- 2- That Nai's House, Bicester Pride and Trinity Camerata can hold their events on the requested dates.

Officers to liaise with Bicester Round Table to negotiate a new date.

Officers to liaise with Trinity Camerata to negotiate a date in their requested time frame.

Cllr Thrupp stated concerns of BTC Staff capacity due to a lot of events happening so close together. Cllr Slaymaker stated he has had conversations with BTC Management; a 'duty manager' has been arranged.

Officers to return to all applicants with clear terms of hire.

6b Bicester Pride

RESOLVED that members **NOTED** the information.

RESOLVED that members **DISCUSSED** with Bicester Pride the use of the whole park and the importance of the placement of security and ticket stations.

6c OYAP Trust and Bicester Festival

RESOLVED that members **NOTED** the information.

RESOLVED that members **RECOGNISE** the importance of this event for the community and want Bicester Festival to keep the link with other local organizations through this event.

Bicester Festival gave a brief update on the event. It will include a multitude of activities and will be inclusive for all. They are planning to bring things back from last year's event to keep the identity of Bicester Festival.

6d Round Table

RESOLVED that members **NOTED** the information.

6e Nai's House

RESOLVED that members **NOTED** the information.

6f Trinity Camerata

RESOLVED that members **NOTED** the information.

7 Forward Plan

RESOLVED that members **AGREE** the forward plan.

Officers to change the dates to new mayor year.

Date of next Meeting: Wednesday 16 March 2022 at 19:00

CLOSE OF MEETING: 21:03 hrs

Minutes of the Bicester Town Council Community Football Working Group.

A meeting of the **Community Football Working Group** was held on **22nd September 2021** at **18.00hrs** at the **Council Chambers, Garth House, Bicester.**

Present:

Cllr Jason Slaymaker – *Chairman*
Cllr Lynn Pratt
Cllr Richard Mould

In Attendance:

Daniel Cooper – Outdoor Supervisor
Brian Leach – Ivy FC
Steve Crooks – Ashton Folly
Jim Flack – Launton FC Mens
Claire Finn – Launton FC Womens
Ben Hillier – Bure Park

Apologies for Absence

Marc Nelson – Highfield
Robert Buchan – Bicester Athletic

No Representative Sent

Bicester Hallions
Graven Hill
Whitelands FC

it was queried as to why Chesterton FC were not invited.

It was confirmed that we had initially only invited teams that currently use our pitches and that are within the Bicester Town Parish. But this meeting was a starting point and potentially their involvement in future meetings was a possibility.

Meeting Purpose

The purpose of this meeting is to set up a meeting to get feedback and input from the local football teams so a plan for the future of football and sport in Bicester can be created.

Bicester Town Council officers will also engage with the FA when needed.

The Council was approached by Bure Park regarding the Tenure of Pingle Field, We need to know how this could impact other clubs.

Bicester Club Definition

A definition of Bicester Clubs was requested. Bicester clubs have been defined at those teams that have a registered home in the parish of Bicester.

Pitch bookings and allocation.

A query was raised on how the pitches were allocated and booked.

It was confirmed that 2 teams per day (Sat & Sun) are allocated to each pitch, so in theory every pitch should be fully utilised, the council realised that this is just approximate and will depend on fixtures. Short term books are available to anyone including teams registered outside the Bicester Parish as long as there is availability. It was suggested that this was tested and report to Daniel Cooper if there was any issues.

Pitch Use

It was raised that there is a lack of adult pitches, Bicester Town Council can only provide the pitches that are requested and does all it can to fulfil everyone's request for facilities. Bicester Town Council officers will look at possibility of bringing back other areas that have previously been used for sport. Several areas outside of Bicester Town Council pitches were discussed between the teams present.

Partnership

It was suggested that the teams form a Bicester Football Partnership to be able to work together and help guide the future of football within the town.

Tenure

Bure Park confirmed that there was a miscommunication regarding the tenure of Pingle Field. This would not mean exclusive use and the purpose of the tenure was to help secure funding and future improvement and development work.

Food Hygiene

Bicester Town Council officers have been asked to confirm if food hygiene certificate is required for use of the kitchen. Bicester Town Council officers will look into this and confirm if it is required.

Training

A queried was raised if training was going to be free this year. It was confirmed that there is a fee for training bookings. Training fees were suspended last year due to Covid. These charges are going to council committee shortly for review.

Next Meeting

It was requested that all teams send over their development and future plans so they can be discussed at the next meeting.

Minutes of the Community Football Working Group

A meeting of the **Bicester Town Council Community Football Working Group** was held on **Tuesday 23rd November 2021** at **19:00hrs** at **Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.**

Present:

Cllr Jason Slaymaker – Chairman
Cllr Lynn Pratt

In Attendance:

Daniel Cooper – Outdoor Supervisor
Jodi Clarke – Administrator
Claire Finn – Launton Ladies FC
Gareth Lucas-Howells – Launton FC
Steve Crooks – Ashton Folly FC
Marc Nelson – Highfield FC
Ben Hillier – Bure Park FC
Brian Leach – Ivy FC

1. Apologies for Absence

RESOLVED that apologies were received from Cllr Zoe McLernon, Cllr Richard Mould, Robert Buchan and Jim Flack.

2. Declarations of Interest

RESOLVED that no Declarations of Interest were received.

3. Minutes of Community Football Working Group

RESOLVED to confirm the **MINUTES** of the Community Football Working Group held on **Wednesday 22nd September 2021.**

4. Club Development Plans

Members of the Community Football Working Group were given the opportunity to discuss club development plans and highlighted their needs and requirements. The Council requested Football Club members to submit thorough future development plans up to 2035 prior to the next meeting to be held on Tuesday 18th January 2022.

The Clubs were given suggestion as to what they could include/what to think about when creating their development plans.

- Could include volunteers in the plan.
- How could it be supported?
- Look at capacity building.
- What do you need to help?
- Possible funding.
- Have coaches train volunteers to help with matches.

Launton Ladies FC spoke about a survey for 16–21-year-olds (Staying in the game) that the FA had put out for players to fill out. This survey is for the youth matches as there is a gap within this age bracket for football.

5. Pitch Use Update

Clarification of issues raised at the last meeting were discussed. In particular, the need for larger pitches; the response for booking pitches has improved with clearer instructions being given; looking for more sports provisions for future seasons accommodating future growth.

Cllr Slaymaker was asked if the land behind the sports centre could be used. Cllr Slaymaker responded that Bicester Town Council do not own the land. Another member asked about a leasing option to which Cllr Slaymaker stated that he could not answer that right now but is happy to take that away to action.

ACTION that Cllr Slaymaker and Cllr Pratt are happy to investigate this as a possible option for the future.

At this point the group had a discussion on possible sites around Bicester, everyone contributed to this discussion.

The group then had a discussion on what days and time they play their matches.

The Chairmen of the Community Football Working Group stated that they would look at options and look at the market for potential sites.

6. Sunderland Drive

A presentation of planned development work at Sunderland Drive was given.

The Outdoor Supervisor stated that Sunderland Drive is in a terrible state, there is a lot of antisocial behaviour and graffiti. They clean the mess, but it always comes back. Gave a solution to this by putting a welded mesh metal fence around the pavilion to stop the building being damaged, this is a no climb fence. They explained that they had used this type of fence elsewhere.

7. Pitch Booking Process

A presentation of the new booking process was given.

The Outdoor Supervisor explained that Bicester Town Council had tried to work on improving the old system, but it doesn't suit everyone. The Outdoor Supervisor then went on to explain the pitches and booking system and how the booking process worked on Pitchbooking.com.

The Outdoor Supervisor added that we can have the booking for 180 days in advance, but this can be reduced to accommodate all.

A discussion was had about how booking for 180 days in advance does not work for everyone as some clubs get less fixtures at a time than others. The group then discussed what would work best for them.

Cllr Slaymaker let the clubs know that invoicing will be done at the end of the month in one.

The Outdoor Supervisor explained it would be a first come first serve basis. The Outdoor Supervisor also asked if the time slots were okay and made the teams aware that the times could be adjusted through the correct officers.

A discussion was had about the Adult pitch time slots didn't work, this was then amended.

A discussion was then had on what the teams will do if they cannot get a pitch. The outcome to this was that the teams needed to start working together.

Cllr Slaymaker also added to the outcome of the discussion that Bicester Town Council want to achieve working together and making it fair.

The teams wanted to know if the new system had a human element to it or whether it was all technology to which The Outdoor Supervisor confirmed there is a human element behind it.

The teams went on to air their concerns about the new booking system and the rules that will be changing in May 2022.

Cllr Slaymaker stated that Bicester Town Council have a clear understanding of the issues and have had a discussion of how it affects all clubs, and therefore they have introduced the new system to free up pitches and allow others to play when it is free.

The group then discussed prices, training and issues with the pitches used by the public.

The Council made the teams aware that they were taking everything that was being said on board and that he can make amendments on training costs and other fees.

Cllr Slaymaker went on to explain that the council had visited Sunderland Drive pavilion during or before Covid-19 and was shocked at the state it was in. They then presented a presentation to the Environment Committee to which councillors were not impressed. It has been agreed that the outer work will take place first then they will look at the internal work. Cllr Slaymaker stated that they are open to suggestions and if there are issues like this to not leave it until a meeting to mention them as we cannot action it sooner.

Cllr Slaymaker explained that they have been reminded by Cllr Pratt that the pitches are for Bicester clubs.

Gareth Lucas-Howells asked if there was any talk of a 3G/4G pitch at Graven hill.

Cllr Slaymaker was not sure of the current plan on that subject.

ACTION that Cllr Slaymaker would get an update from Cllr Sames for the next meeting.

8. Date of next meeting:

4th April 2022 – 7pm

Close of meeting: 9.30pm

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Monday 28th March 2022

Play Area Proposals

Chairman: Councillor Jason Slaymaker

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

Phil Evans – Town Clerk

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

Ward Affected: All Wards

1. Overview

- 1.1 Bisley Close and Banbury Road play areas have been identified for refurbishment as part of the larger ongoing play areas project.
This report seeks committee approval on the supplier.

2. Supplier

- 2.1 Please see below table offering the cost of refurbishment, the display boards showing proposed layout will be available to view at the meeting.

Supplier A	£88,000
Supplier B	£84,672
Supplier C	£88,000

- 2.2 Supplier C have already been identified for the other planned refurbishments and have provided favourable rates on the already approved projects to continue our business. Comparing the equipment summaries between supplier A and C, supplier C is providing a lot more.

3. Recommendation

Committee is recommended to **APPROVE** the use of Supplier C.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Monday 28th March 2022

Jubilee Trees

Chairman: Councillor Jason Slaymaker

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

Phil Evans – Town Clerk

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

Ward Affected: All Wards

1. Overview

- 1.1 Finance Committee 29th November approved the use of ear marked reserves code 901/9014 – Green Infrastructure for the cost of 70 jubilee trees up to £30,000 (minute ref 384/2122).
- 1.2 This report seeks Committee approval on the supplier and location for the trees.

2. Supplier

- 2.1 With timescales and demand being a limitation. Officers met with a supplier with capacity to visit potential locations.

3. Locations

- 3.1 Please see attached maps for proposed locations and below list of trees. (Appendices 1-5) using the key appendix to reference against these maps offers 47 location (65 trees). The vast majority of these locations are council owned (either BTC, CDC or OCC), pending approval officers will engage negotiations on non-owned land.
- 3.2 Combined with the 5 schools that have agreed to join this planting scheme (St MARYS Catholic Primary school, St Edburges C of E primary school, Kings Meadow Primary school, Bure Park primary school and Southwold primary school) this brings the total to 70 trees.

4. Costs

- 4.1 70 trees (appendix 1) quoted come to a cost of £11,773.60
- 4.2 The supporting plaques are currently being costed.
- 4.3 If planting begins in June, the first-year aftercare is proposed to be added to the Council's existing maintenance contract at a cost of £9.06 per tree per month. After the first year the tress maintenance value will reduce to match that of other trees on the maintenance contract. (Annual cost £7610.40)

5. Recommendation

Committee is recommended to **APPROVE:**

- A)** The use of the supplier in the sourcing and planting of the trees.
- B)** The locations Proposed by the supplier.
- C)** The use of the contracted initial maintenance cost for the tree's being increased.

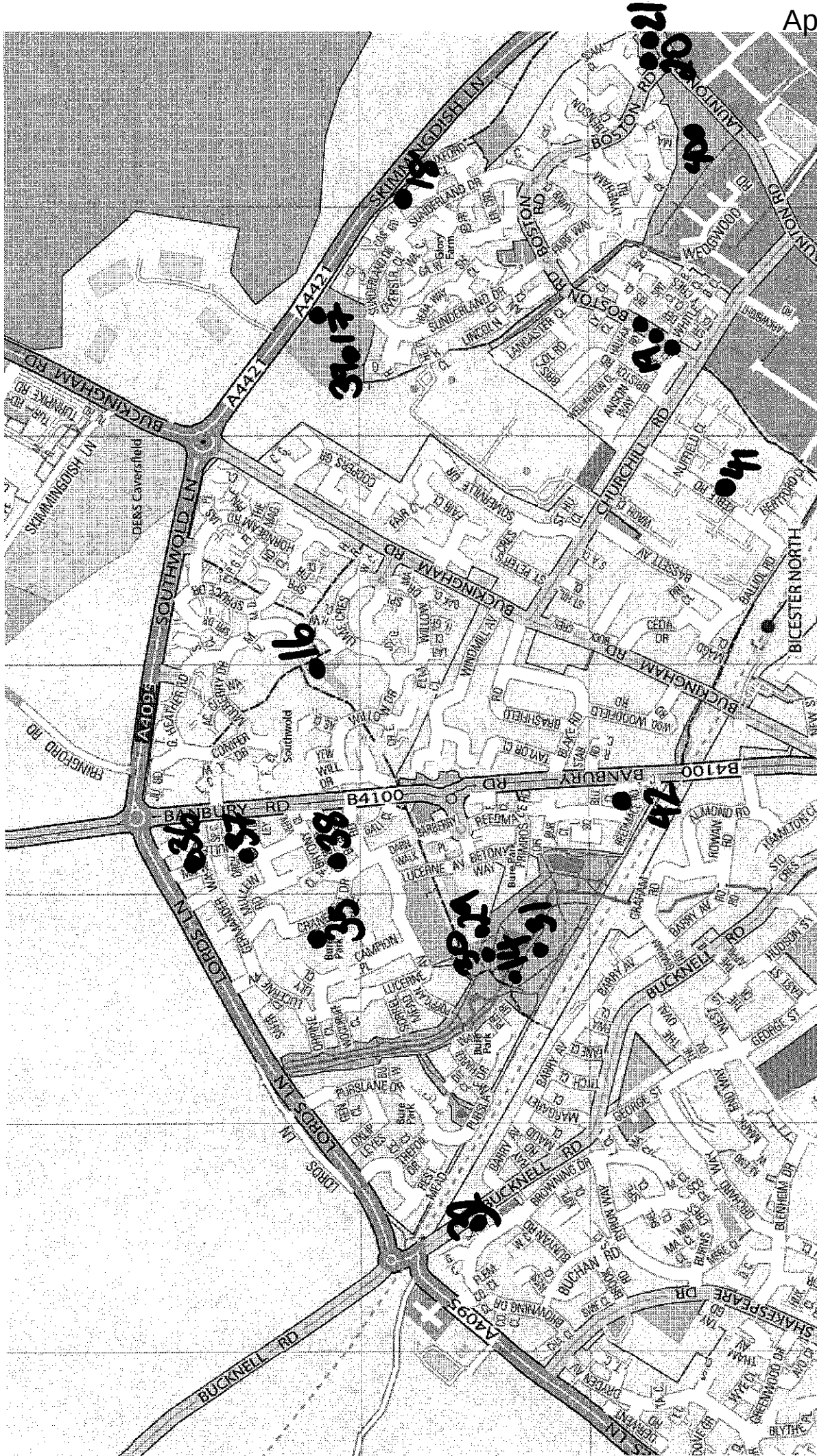
Quantity	Plant name	Size
4	Acer plat. 'Drummondii'	35 litre 250-300cm
4	Acer plat. 'Emerald Queen'	43 litre 300-350cm
2	Alnus inc. 'Aurea'	35 litre 225-250cm
3	Betula nigra	35 litre 300-350cm
3	Betula p. 'Youngii'	35 litre 175-200cm
3	Betula utilis 'Snowqueen'	43 litre 350-400cm
4	Betula platyphylla 'Dakota Pinnacle'	43 litre 350-400cm
4	Crataegus mordenensis 'Toba'	Container grown 12-14cmg Tree
2	Fagus syl. 'Dawyck Gold'	43 litre 250-300cm Feathered
3	Magnolia Fairy Blush 5038838124792	12 litre
3	Magnolia Fairy Cream 5038838124815	12 litre
4	Malus 'Street Parade'	45 litre 8-10cmg
5	Malus 'John Downie'	35 litre 225-250cm
1	Salix irrorata	35 litre 225-250cm
3	Sorbus aria 'Lutescens'	35 litre 250-300cm
4	Sorbus cashmiriana	35 litre 175-200cm
3	Sorbus vilmorinii	35 litre 250-300cm
1	Cedrus atlantica	35 litre 175-200cm
10	Apple 'James Grieve'	Container grown MM106 Half Standard
4	Prunus serr. 'Taihaku'	35 litre 250-300cm

Key to MAP

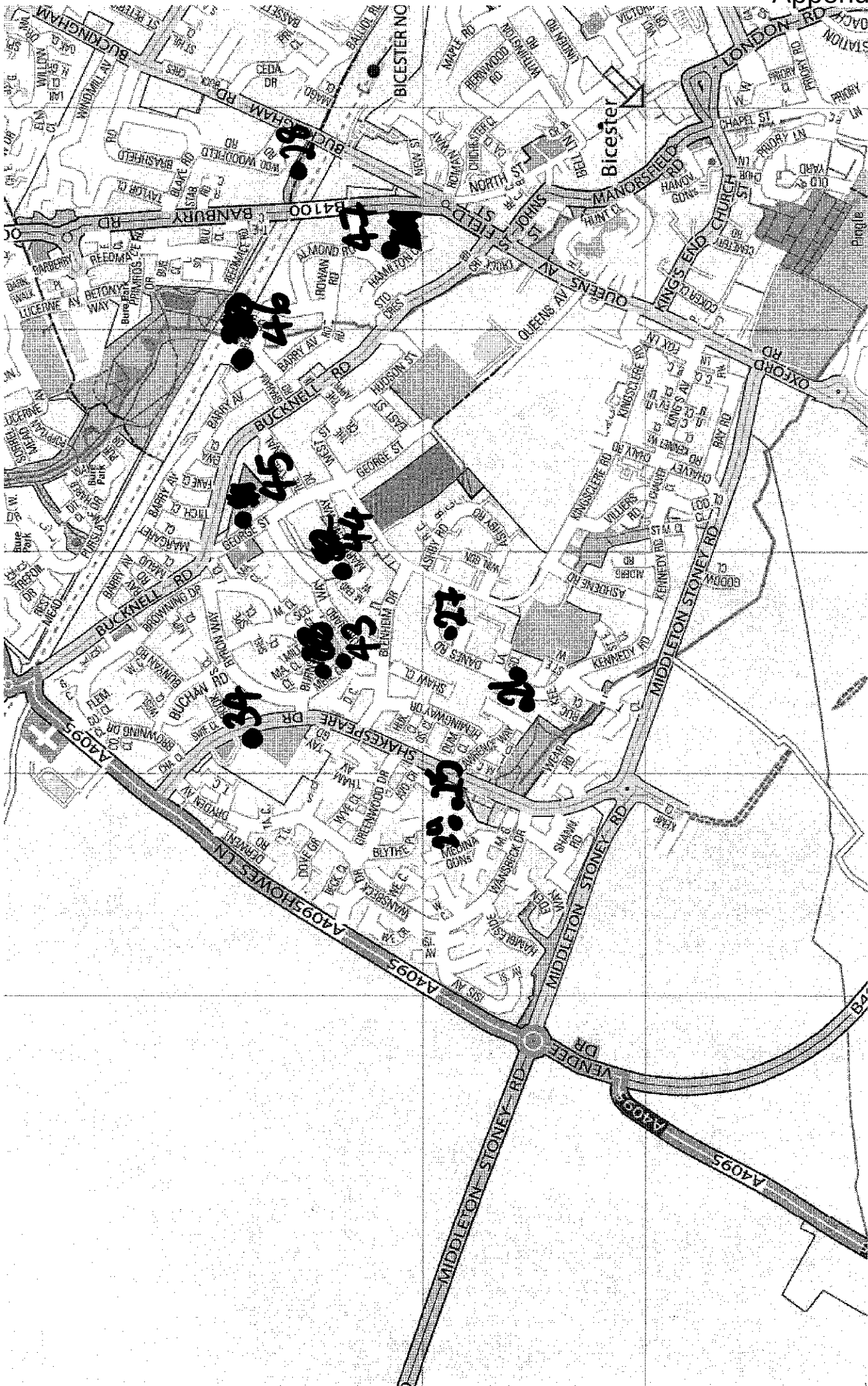
Trees

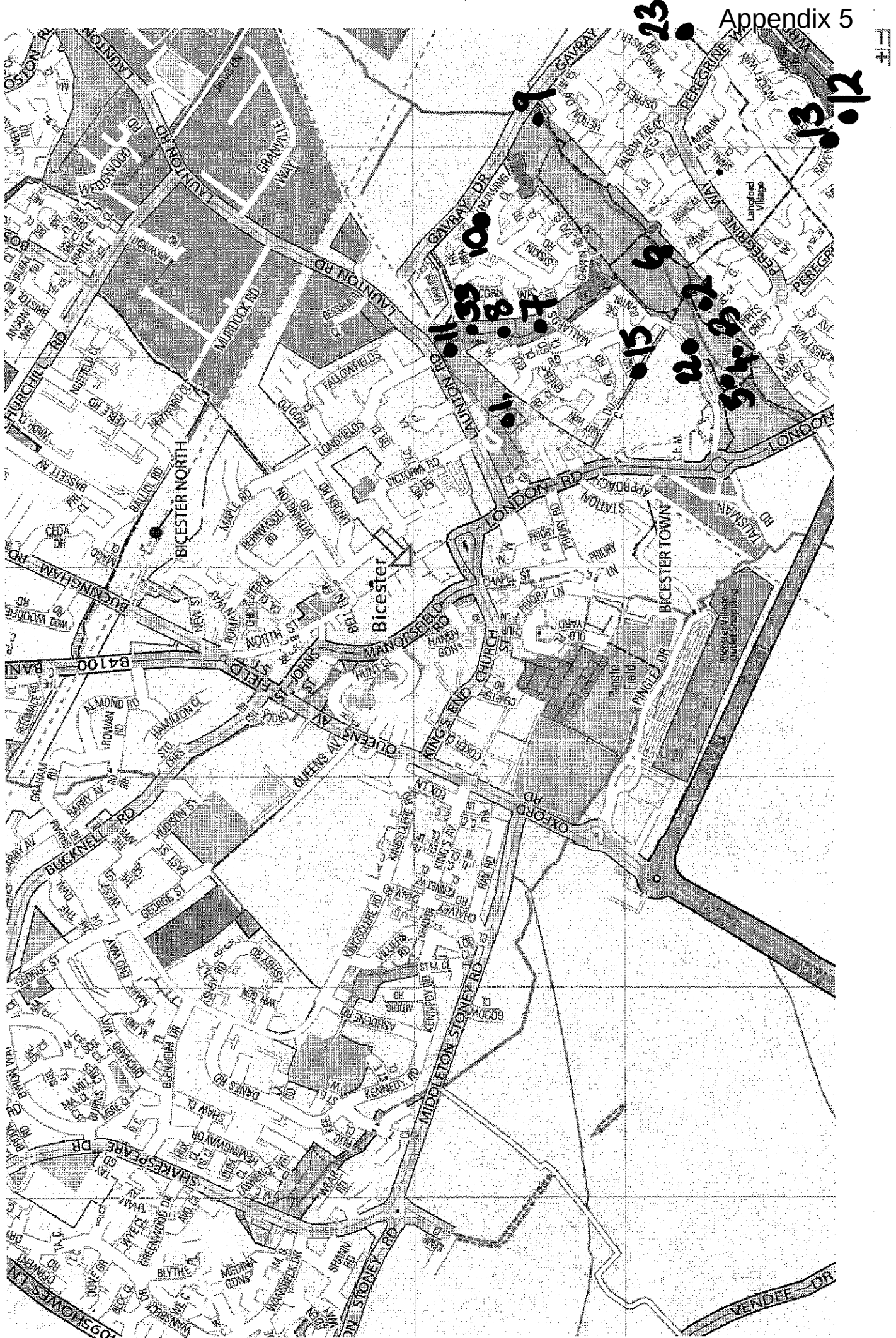
1. Garth Park Liquidambar (system.else.brains)
2. Langford meadows 5x Field maple in a circle (studio.lifted.buck)
3. Langford meadows Carpinus betulus Rockhampton Red (paused.flute.oiled)
4. Langford meadows Carpinus betulus Rockhampton Red (jars.itself.skins)
5. Langford play park Alnus glutinosa imperialis (smart.inner.hidden)
6. Langford meadows Betula pendula (region.tour.occupy)
7. Goldfinch play park 5x fruit trees modern.filer.rapid)
8. Goldfinch play park Prunus shirofugen (handle.leaps.indeed)
9. Gavray drive Crataegus Paul scarlet (accent.editor.poem)
10. Redwing close Prunus autumnalis (shelf.dunes.dining)
11. Launton road Amelanchier lamarkii (fuel.that.healers)
12. Jubilee lake Crataegus Paul scarlett (stays.jazzy.tonic)
13. Ravencroft Betula pendula (dive.activism.stress)
14. Bure park Field maple (baking.causes.hangs)
15. Sanderlings Amelanchier snowflakes (unions.mouse.decreased)
16. Holm square Prunus shirofugen (bunch.steps.yarn)
17. Skimmingdish lane Prunus shirofugen (rises.grass.socket)
18. Skimmingdish lane Sorbus Olympic Flame (space.limbs.crop)
19. Boston road 3x Betula jacqmontii
20. Launton road Betula snowqueen (cuts.split.stow)
21. Launton road Betula snowqueen (miss.hype.focus)
22. Mallards way Acer drumondii (comb.head.pizza)
23. Merganser play park Alnus aurea (stable.food.beams)
24. Bowmont square play park Prunus pissardii nigra (roofs.bearings.reclusive)
25. Bowmont square play park Prunus Ukon (voice.duet.elbowed)
26. Danes road Crataegus Rosea floro pleno (armrest.mainly.purifier)
27. Langford gardens Sorbus Joseph rock (wager.transmits.rosette)
28. Banbury road play park Prunus ukon (wicked.delay.useful)
29. Football field by Bure park Prunus shirofugen (cats.decay.putty)
30. Bure park Acer rubrum (twins.stale.trend)
31. Bure park 3x Betula snowqueen (hype.silks.invent)
 - Field maple red shine (baking.causes.hangs)
 - Field maple red shine (fade.email.happen)
 - Field maple red shine (focus.other.lamp)
 - Salix irrorata (pretty.cried.drops)
 - Liquidambar (yappy.nets.actual)
32. Bucknell road Prunus autumnalis (plug.waltz.misty)
33. Goldfinch play park Ginkgo (losses.legend.dunes)
34. Shakespeare drive play area Acer drumondii (hamsters.estimate.taxed)
35. Cranesbill play park Prunus tai haku (newest.hogs.museum)
36. Play park 15 Prunus autumnalis rosea (composers.pops.decent)
37. Play park 17 Prunus tai haku (twigs.dice.chair)
38. Play park 19 Euonymus red cascade (tags.fence.flank)
39. Park off Sunderland drive Prunus autumnalis rosea (ladder.wide.could)
40. Manston park Betula Dakota pinnacle (assist.supporter.lions)

41. Keble community centre Sorbus aria lutschens (broad.natively.runner)
42. Bicester play area 25 Prunus Persian spire (rooms.glaze.float)
43. 2x Meredith park Sorbus aria lutschens (turns.atom.sleepless) (nervy.transit.uncouth)
44. Market end way play area Amelanchier ballerina (café.class.voices)
45. George street play park Betula Dakota pinnacle (picked.lance.care)
46. Graham play park Apple golden delicious (shunts.prep.lasted)
47. Hamilton close play park Amelanchier ballerina (tummy.punk.clap)



36:35





BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Monday 28th March 2022

Cemetery Review

Chairman: Councillor Jason Slaymaker

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

Phil Evans – Town Clerk

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

Ward Affected: All Wards

1. Overview

- 1.1 The condition of the Cemetery is due for review, this report is to approve a Councillor group visit to undertake such review. Upon approval, officers will circulate a doodle poll to coordinate a date and time.

2. Recommendation

Committee is recommended to **APPROVE** the Cemetery condition review.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Monday 28th MArch 2022

Bus Shelters

Chairman: Councillor Jason Slaymaker

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

Phil Evans – Town Clerk

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

Ward Affected: All Wards

1. Overview

- 1.1 Previously in 2020 the committee requested that two bus shelters be installed in Langford. Which was declined on the grounds of maintenance costs.
- 1.2 It has been requested by the Vice Chair of Environment Committee in response to requests from the Residence Association, to be brought before the committee again for consideration.
- 1.3 There is already a project to refurbish existing bus shelters in the town and officers will look to gain a significant discount on the refurbishments based on the purchase of the two proposals should they be approved.

2. Bus Shelter Designs and Costs

All suppliers were asked to base quotations on the based models listed below

Supplier A

Design 1



Design 2



Design 3



Design 4

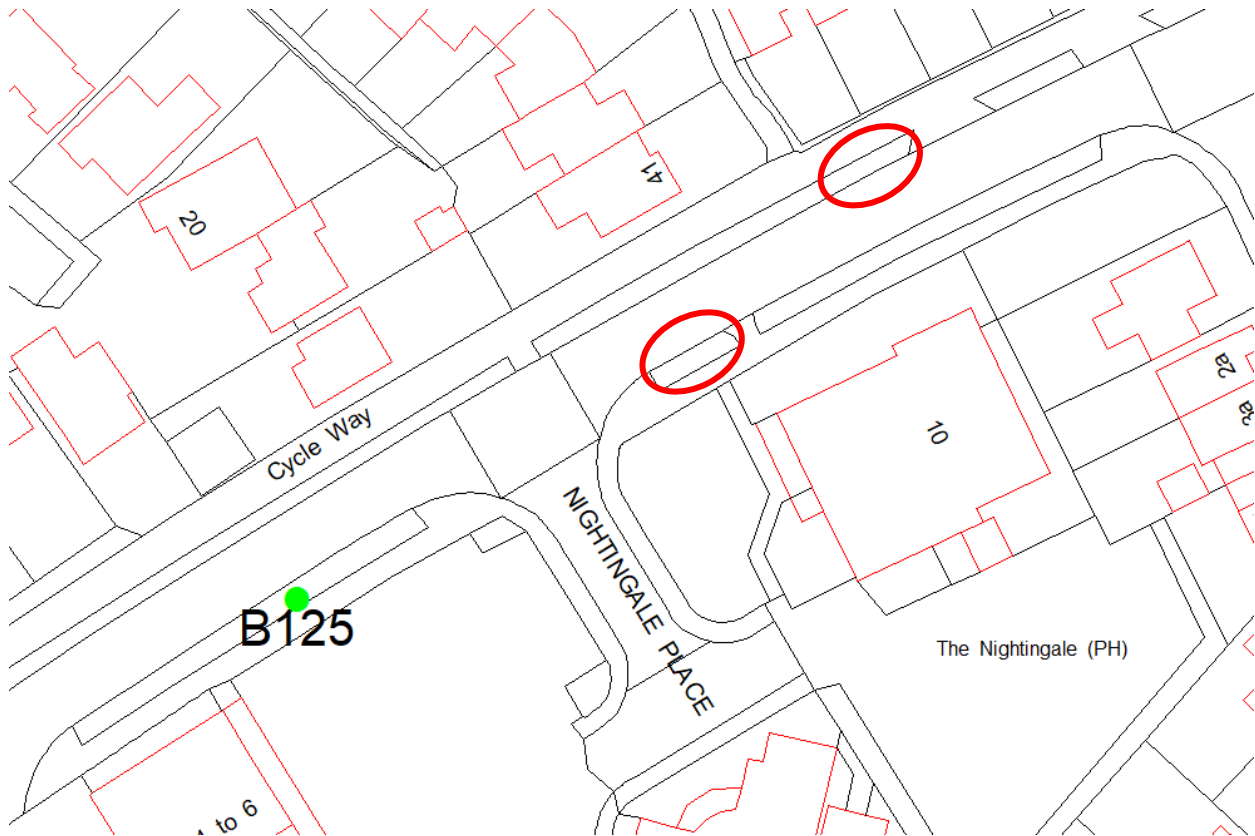


Supplier A
All designs from £3,007 (Design 1 Equivalent) each

Supplier B
All designs from £3,225 (Design 1 Equivalent) each

Supplier C
£12,136 (both) – This does not include installation

3. Location Proposal



4. Land Ownership

- 4.1 The land is under the ownership of Oxfordshire county council. Approval for this has been requested in principal and response is pending. It is understood that as long as maintenance costs are absorbed by Bicester town council – approval should not be a concern.

5. Recommendation

- 5.1 Committee is recommended to **APPROVE** the use of Supplier A.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Monday 28th March 2022

Working Group Change of Terms

Chairman: Councillor Jason Slaymaker

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

Phil Evans – Town Clerk

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

Ward Affected: All Wards

1. Overview

- 1.1 The Community Football Working Group will in future include other sports in its membership and considerations hence it is recommended to change the name to Community Sports Working Group and increase membership by one Cllr to be nominated.

2. Recommendation

Committee is recommended to:

- A) **APPROVE** the change of working group name from Football to Sports.
- B) **NOMINATE** a Cllr to join the working group.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Monday 28th March 2022

Disposal of Asset

Chairman: Councillor Jason Slaymaker

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

Phil Evans – Town Clerk

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

Ward Affected: All Wards

1. Overview

- 1.1 The Council has purchased the new electric van which presented officers with the disposal of the old van.
- 1.2 As the estimated value of the old van was below the threshold for committee approval for the disposal of assets (£1000), officers bring this report for committee awareness (this report has already been seen by Finance Committee for their awareness).

2. Quotes

- 2.1 Please see appendix 1 for a breakdown of the life costs of the old van and below quotes from buyers. Officers proceeded with the highest quote and the Council received £468.35.

Quote 1	£150
Quote 2	£493.43
Quote 3	£210

3. Recommendation

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

Item	Purchase Date	Reg	Expected Replacement Date	Purchase Price	Expected Additional Maintenance Spend per year	Cost Per Year	Expected Depreciation per year	Expect Value at End of Life	Actual Life Expentcy in Years	Repair bill 2021	Current repairs needed on vehcile	Minimum Repairs Required to get current van back into usable condition.
Vauxhall Combo Van 2.0CDI	2011	EO55 YMZ	2020	£ 3,400.00	£ 180.00	£ 605.00	£ 325.00	£ 800.00	10	£ 652.00	£1900 minimum	New Starter Motor New Alternator New Battery Leak in roof Leak around aerial Intermitant Speedo Failure New Rear Brakes

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE

Monday 28th March 2022

Queen Tribute Night

Chairman: Councillor Jason Slaymaker

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

Phil Evans – Town Clerk

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

Ward Affected: All Wards

1. Background

- 1.1 Bicester Town Council annually host two live events in Garth Park in August. These are well attended events by the community. The live events regularly take place on the second and fourth weekend of the month which was agreed at the recent Events Working Party for 2022.
- 1.2 This year, due to performer availability the fourth weekend has been moved to the third weekend (20th August.) however this then presents a staffing capacity issue and an audience saturation issue as the two dates are now only a week apart.

2. Proposal

- 2.1 Officers propose the live event scheduled on the second weekend of August (13th) be brought forward to the first weekend of August (6th). Key suppliers, including performers, have been approached and all are available on the 6th.
- 2.2 There will be plenty of marketing, including the upcoming Garth Gazette to advertise this date.

3. Recommendations

- 3.1 Members are recommended to **APPROVE** the move of the first live event from the 13th august to the 6th August.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE

Monday 28th March 2022

Approved Project

Chairman: Councillor Jason Slaymaker

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

Phil Evans – Town Clerk

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

Ward Affected: All Wards

1. Background

- 1.1 The Environment 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 where delivery is in progress 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
Oxlip Play Area Refurb	9 th May to 15 th May
Coltsfoot Leys Play Area Refurb	16 th May to 22 nd May
Dunlin Court Replace Multiplay	23 rd May to 29 th May
Woodpecker Close New Play item	23 rd May to 29 th May
Gentian Close Play Area Refurb	30 th May to 12 th June
Markey End Way Play Area Refurb	13 th June to 26 th June
Banbury Road Play Area Refurb	27 th June to 3 rd July
Bisley Close Play Area Refurb	4 th July to 17 th July
Keble Road Play Area Refurb	18 th July
Whiteland's Ownership Transfer	26 th September
Bure Park Nature Reserve Knee Rail	14 th March to 29 th May
Defib x2 North-West Bicester	June
Bure Park Tree Planting	Sept
Play Area conversion to gardens	May
Sunderland Security Fencing	Under Review
Bin Installation (90 Litter Bins)	Complete
Bin Installation (45 Dog Bins)	Complete
Bus Shelter Improvements	June
Jubilee Trees	June
Garth Park Pathways	28 th March to 6 th May
Emergency Plan Creation	June

3. Recommendations

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

**BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE FORWARD PLAN**

Monday 28 March 2022

Date/ Item/ Comment

ENV06-2122	Bure Park Tree Planting Approved Projects	Report Update
ENV01-2223	Bylaws	Report