

Bicester Town Council



Environment Committee Meeting

Ref: ENVI05/2425

Tuesday 21st January 2025 at 19:00

**Council Chamber, Garth House, Launton Road, OX26
6PS**

Members:

Cllr Rachel Mallows – **Chair**, Cllr Donna Ford, Cllr Harry Knight, Cllr Damien Maguire,
Cllr Nick Mawer, Cllr Chris Pruden, Cllr Alisa Russell, Cllr Les Sibley,
and Cllr John Willett

Other Circulation, Substitute Members:

Cllr Tom Beckett, Cllr Nick Cotter, Cllr Dan Hallett, Cllr Sam Holland,
Cllr Jim Webb and Cllr Paul Wheatley.

Other Circulation:

Cllr John Broad (CDC), Cllr Frank Ideh (CDC), Cllr Simon Lytton (CDC), Cllr Calum Miller
(OCC), Cllr Rob Parkinson (CDC) and Cllr Michael Waine (OCC)



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Bicester,
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www.bicester.gov.uk

Monday 13th January

To all members of the Environment Committee,

You are hereby summoned to attend a meeting of the **Environment Committee at the Council Chamber, Garth House, Launton Road OX26 6PS on Tuesday 21st January 2025** to commence at **19;00** 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. 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.

4. Bowls Club boiler

The Committee is Asked to **APPROVE** the recommendation as set out in report 4

5. Electric Vans to replace existing Diesel Vans

The Committee is Asked to **APPROVE** the recommendation as set out in report 5

6. Replacement play equipment at Lucerne Avenue

The Committee is Asked to **APPROVE** the recommendation as set out in report 6

7. Pool vehicle

The Committee is Asked to **APPROVE** the recommendation as set out in report 7

8. High priority tree work

The Committee is Asked to **APPROVE** the recommendation as set out in report 8

9. Funfair

The Committee is Asked to **APPROVE** the recommendation as set out in report 9

10. Garth Park Walls

The Committee is Asked to **APPROVE** the recommendation as set out in report 10

11. Date of Next Meeting

Monday 17th March 2025 at 19:00hrs.



BICESTER TOWN COUNCIL Environment Committee

21st January 2025

Chair: Councillor Rachel Mallows

Contact: 01869 252915 rachel.mallows@bicester.gov.uk

Mick Lee Service Manager

Contact 01869 252915 michael.lee@bicester.gov.uk

Ward Affected: South

Boiler at Bowls club

1. Background

Damage to the bowls club roof in recent years has caused the boiler to stop working due to water damage.

We had to get this done as a priority due to coming into winter. Due to the urgency of the work, these works completed, and this report is offered to the committee to note.

2. Report / Update

Cost of the works was £6513.60

3. Finance

Financial Regulation 4.0:

1. Should the spend be more than £25,000 or to be withdrawn from Earmarked Reserves then upon approval, this report must be passed onto the Finance Committee and then Full Council for final approval.
2. This Committee has delegated approval should the spend be between £10,000 to £24,999
3. The Chairman of this Committee can pre-authorise this spend making this report retrospective should the spend be between £3,000 to £9,999
4. Officers have delegated authority to approve spends up to £3,000 and again this report may also be retrospective

Financial Regulation 11.0

Three Quotes MUST be obtained for spends more than £12,500.

Officer to identify which option is applicable to this report

1	2	3X		
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Budget Coding where moneys will be deducted from:

4312 et Maintenance funds available £6,970

4. Recommendation

The Committee is Asked to **APPROVE** the recommendation as set out in report 4



BICESTER TOWN COUNCIL

Environment Committee

21st January 2025

Chair: Councillor Rachel Mallows

Contact: 01869 252915 rachel.mallows@bicester.gov.uk

Mick Lee Service Manager

Contact 01869 252915 michael.lee@bicester.gov.uk

Ward Affected: All

Electric vans to replace diesel vans

1. Background

As part of the council achieving net zero by 2030 we are recommending that we replace the diesel vans with electric vans in the next financial year as they are becoming a drain on finances due to more repairs because of their age. One is a 66 plate and one a 67 plate. I have had serious difficulty finding a like for like tipper and only received one quote for an electric version



Option 1 Electric transit with flatbed for transporting materials (meets our commitment to achieve net zero) Payload: 1000KG



Option 2 Diesel flatbed for transporting materials (fails to meet commitment to achieve net zero) Payload: 1000KG



Option 3 Electric utility vehicle (meets net zero) capacity 500KG smaller than what we need.

2. Report / Update

Quote 1 £43,645

Quote 2 £43,500

Quote 3

3. Finance

Financial Regulation 4.0:

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4. Officers have delegated authority to approve spends up to £3,000 and again this report may also be retrospective

5. [Financial Regulation 11.0](#)
6. [Three Quotes MUST be obtained for spends more than £12,500.](#)

Officer to identify which option is applicable to this report

1X	2	3		
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Budget Coding where moneys will be deducted from: **9013 EMR equipment replacement available funds £231,322**

- 3 Quote Summary

Quote 1 : £43,645
Quote 2 : £43,500
Quote 3 :

4 Recommendation

Committee is **RECOMMENDED** to **APPROVE** quotation 1 for the works as set out in in item 2.



BICESTER TOWN COUNCIL

Environment Committee

21st January 2025

Chair: Councillor Rachel Mallows

Contact: 01869 252915 rachel.mallows@bicester.gov.uk

Mick Lee Service Manager

Contact 01869 252915 michael.lee@bicester.gov.uk

Ward Affected: All

Replacement equipment at Lucerne play area

1. Background

Due to wear and tear a large piece of equipment was taken away from this play area and not replaced. This happened in the spring of 2024.

I would like to replace this with a similar piece of equipment

2. Report / Update

I have received 3 separate quotes for similar equipment.

The quotes are in the table below

3. Finance

Financial Regulation 4.0:

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4. Officers have delegated authority to approve spends up to £3,000 and again this report may also be retrospective

5. Financial Regulation 11.0
6. Three Quotes MUST be obtained for spends more than £12,500.

Officer to identify which option is applicable to this report

1	2	3X		
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Budget Coding where moneys will be deducted from:

4313 / Play area/open space remaining funds available £71,028

1. 3 Quote Summary

1. Quote 1 : £7,556.77
2. Quote 2 : £7,000
3. Quote 3 : £10,250

4. Recommendation

Committee is **RECOMMENDED** to **APPROVE** quotation 1 for the works as set out in in item



BICESTER TOWN COUNCIL

Environment Committee

21st January 2025

Chair: Councillor Rachel Mallows

Contact: 01869 252915 rachel.mallows@bicester.gov.uk

Mick Lee Service Manager

Contact 01869 252915 michael.lee@bicester.gov.uk

Ward Affected: All

Pool vehicle

1. Background

Bicester Town Council has three operational vehicles, all fully utilised. Two vans are used for day-to-day work, and an electric van is used daily for play area inspections and play equipment repairs.

1.2 Office staff often require a vehicle to be able to attend Whitelands or collect goods and services for BTC. And checking on areas raised as concerns by the general public. Due to not being able to have access to a vehicle Officers have previously used their own vehicles, this has now been stopped due to health and safety issues (not covered by business insurance) and personal running costs not recovered.

This vehicle could also be used by outdoor team if vehicles are in for service/repairs.

1.3 The Service Manager is now responsible for the Grounds Maintenance contract and is on call 24/7. A suitable vehicle is required to respond to emergencies, including damaged BTC structures. Alarm calls and vandalism.

2. Proposal

2.1 Officers have investigated options and determined that a Caddy type vehicle would be the most suitable. During office hours, the vehicle will be used as a pool car for staff and a response vehicle for the Service Manager during out-of-hours callouts.

2.2. Officers have also investigated the electric commercial vehicle market.

2.3 The vehicle will be white and decorated with BTC logo and have removable beacons for high visibility.

2.4 The following quotes have been obtained for a diesel-powered small van

Quote 1 - £23,500

Quote 2 - £22,500

Quote 3 - £27,270

- 3.Finance

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5. Financial Regulation 11.0
6. Three Quotes MUST be obtained for spends more than £12,500.

Officer to identify which option is applicable to this report

1	2X	3		NA
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Budget Coding where moneys will be deducted from: **9013 EMR equipment replacement available funds £231,322**

- 3 Quote Summary

Quote 1 : £23,500
Quote 2 : £22,500
Quote 3 : £27,270

4. Recommendation

Committee is **RECOMMENDED** to **APPROVE** quotation 1 for the works as set out in in item 2.



BICESTER TOWN COUNCIL

Environment Committee

21st January 2025

Chair: Councillor Rachel Mallows

Contact: 01869 252915 rachel.mallows@bicester.gov.uk

Mick Lee Service Manager

Contact 01869 252915 michael.lee@bicester.gov.uk

Ward Affected: All

High Priority tree works off the tree survey

1. Background

After receiving the tree survey we had done last year, I asked our contractors to get quotes for the high priority work. I have received quotes and would like the approval of this committee to instruct the contractors to go ahead with the works asap.

There could be safety issues if the high priority work is not done sooner rather than later.

The medium priority works would be done over the next year or so

With the lower priority works done over the next 3 years as and when needed.

2. Report / Update

The total cost for the high priority work is £17,790

We would use our approved landscape contractor to do this work as they have already received 3 quotes.

3. Finance

[Financial Regulation 4.0:](#)

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5. Financial Regulation 11.0
6. Three Quotes MUST be obtained for spends more than £12,500.

Officer to identify which option is applicable to this report

1	2X	3	4	NA
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Budget Coding where moneys will be deducted from:

EMR/ 9014/GREEN INFRASTRUCTURE

- 3 Quote Summary

1. Quote 1 : £17,790
2. Quote 2 :
3. Quote 3 :

4. Recommendation

Committee is **RECOMMENDED** to **APPROVE** quotation 1 for the works as set out in item 2.



BICESTER TOWN COUNCIL Environment Committee

Tuesday 21st January 2025

Chairman – Rachel Mallows

Contact: 01869 252915 Rachel.Mallows@bicester.gov.uk

Mick Lee – Services Manager

Contact: 01869 252915 michael.lee@bicester.gov.uk

Ward Affected: All Wards

Funfair 2025

1. Overview

- 1.1 The following application has been made to Bicester Town Council for the following funfairs to be held in Bicester 2025
- 1.2 It is worth noting that there is also significant positive feedback for each event.

2. Income

- 2.1 Each booking the funfair makes brings a significant amount to the council charges per open space are more than £1500. This contributes to the targets set at council for income generation.

3. Proposals 2025

K.E.A Club field:

Arrive Monday 19/5/25

Open Friday 23/5- Monday 26/5

Close 2 days

Open Thursday 29/5- Sunday 1/6

Leave Monday 2/6/25

Keble Road recreation ground

Arrive Monday 30/6/25

Open Friday 4/7- Mon 7/7

Close 2 days

Open Thurs 10/7- Sun 13/7

Leave Mon 14/7

Booking 1: Keble Road recreation Ground

Arrive Mon 11th March 2024

Open Thurs 14th-Sun 17th

Close 3 days

Open Turs 21st – Sun 24th

Leave Monday 25th March.

Booking 2: K.E.A Club field

Arrive Mon 20th May 2024

Open Thurs 23rd-Mon 27th (bank holiday)

Close 2 days

Open Thursday 30th – Sunday 2nd June 2024

4. Recommendation

Committee is recommended to **APPROVE** the requests for locations and dates in this report.



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Ward Affected: All

Refurbishment of Garth Park walls

1. Background

This report has been to committee previously, Garth park is the central location to the Town Council , the park is primarily encompassed by a stone wall. With the HGV's consistent use off Launton Road it has caused progressive damage to these surrounding wall.

The Committee has asked in the previous report to clarify the insurance position to the left of Garth Parks entrance and for officers to seek three quotations in line with the finance regulations.

2. Report / Update

Our Insurers have declined payment to the damaged part of the wall as they deem this to be natural wear.

The wall itself is unique brick and lime-based cement, which requires a specialist contractor to re-build and re-point.

Officer have approached numerous contractors but has only been able to obtain 2 quotes, given that there is now two major risks to the wall falling , both in a location that could see passers by injured it is prudent that the Committee take action now.

3. Finance

[Financial Regulation 4.0:](#)

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Financial Regulation 11.0

Three Quotes MUST be obtained for spends more than £12,500.

Officer to identify which option is applicable to this report

1	2	3	4	NA
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Budget Coding where moneys will be deducted from:

EMR / 9020 /BTC premises

3 Quote Summary

5. Quote 1 : £5,250.00
6. Quote 2 : £12,627.00
7. Quote 3 : £

4. Recommendation

Committee is **RECOMMENDED** to **APPROVE** quotation 1 for the works as set out in item 2/3.



BICESTER TOWN COUNCIL Environment Committee

21st January 2025

Forward Plan

Mess room in progress of planning permission. As soon as I receive this I will place order.

CCTV at Southwold, Paul Canning had meeting with Oxford Alarms and I will provide info in the meeting

Minutes from last few meetings have been sent to Chair to review

Lights at Whitelands are still waiting for the lease to be approved

I will check the bandstand renovation query and get back to the committee in the meeting.