

Bicester Town Council



BICESTER
TOWN COUNCIL

Environment Committee Meeting

Ref: ENV03/2425

Monday 23rd September 2024 at 19:00
Council Chamber, Garth House, Launton Road,
OX26 6PS

Members:

Cllr Rachel Mallows - **Chairman**, 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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Monday 16th September 2024

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 Monday 23rd September 2024** at 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 the Town Clerk (phil.evans@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** and **APPROVE** the following Environment Committee Minutes:

- **ENV02/2425** – 22nd July 2024 at 19:00hrs

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. Langford Outdoor Gym

Committee is requested to **APPROVE** supplier **B**; they are the only supplier to visit the site, the equipment is robust. Funds will be taken from **110 Projects / 4313 Play Area Open Space Investment** with £70,909 available.

6. Play Area Review

Committee is requested to **APPROVE** the closure of Palm Court and two Mallards way play areas and the installation of a single new play area.

Committee is also requested to **APPROVE** the installation of new play equipment across all wards as and when play area inspections dictates a piece of play equipment becomes redundant and subject to funds.

7. Approved Projects

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

8. Forward Plan

The Committee is asked to **COMMENT & NOTE** the forward plan.

9. Date of the next meeting

Monday 21st October 2024 at 19:00hrs.

Minutes of the Environment Committee

A meeting of the Environment Committee was held on Monday 22nd July 2024 at 19:00hrs at The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester Oxon, OX26 6P S.

Present:

Cllr Rachel Mallows (Chair)
Cllr Donna Ford
Cllr Harry Knight
Cllr Nick Mawer
Cllr Alisa Russell
Cllr Les Sibley
Cllr Damien Maguire
Cllr John Willett

Public in attendance:

Brian Walters

In Attendance:

Paul Canning, Office Manager
John Burnett, Service Manager
Shannon O'Connor, Events and Marketing Administrator

1/2425 Apologies for Absence

RESOLVED that apologies were received from Cllr Harry Knight and Cllr Chris Pruden.

2/2425 Declarations of Interest

RESOLVED that the following Cllr's were also CDC councillors, Cllr Ford, Knight, Mawer, Russell, Willett and Sibley.

3/2425 Minutes of the Environment Committee

RESOLVED that Committee APPROVED the MINUTES and RESOLUTIONS of the following meeting:

- ENV01/2425 – 17th June 2024
- AWP01/2425 – 16th June 2024
- CSWG01/2425 – 20th June 2024

4/2425 Public Session

- Brian Walters – Forward plan Tiny Forests.
- Mr Walters read out the BTC Emergency Climate resolution 2019 to councillors urging the Council to monitor and report steps taken to improve its environment footprint.
- Mr Walters highlighted Cllr Beckett was going to assist with looking at funding with Mr Walters
- Mr Walters requested a policy to be looked at for Climate emergency and Cllrs agreed to add to this to forward plan

Minutes: ENV02/2425: Environment Committee
Monday 22nd July 2024

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Signed

Dated

- Cllr Mallows asked Mr Walters to share some images of established tiny forests from his previous commitments at High Wycombe.

5/2425 Motion

RESOLVED that Committee **AB STAIN**E the motion.

- Cllr Mawer provided a verbal update for his reason to bringing this motion forward and urges all Cllrs to do the play area inspections.
- Cllr Mallows highlighted to the committee that this motion was not the original one which was created but a second version presented to the committee.
- Committee and officers openly discussed the play areas across Bicester
- Cllrs requested that officers tell ~~cllrs~~ when updates happen so they can keep residents informed.
- Officers are requested to update the play area spreadsheet and keep this as a working document.
- Cllr Mallows highlighted a compliance point that all play areas must be fenced off
- Committee highlighted the importance that officers understand all current compliance issues and appropriate actions are to be taken.
- Committee highlighted the importance of accessibility across all play area updates

This decision to abstain the motion was based on these key discussion points:

- The project is already underway
- Cllrs did not follow the process for bringing a motion forward
- The committee chair highlighted this motion as an opportunity

6/2425 Youth Engagement Event

RESOLVED that Committee **APPROVED** BTC to sponsor a Youth Engagement Project

- Committee had an open discussion regarding the potential ideas and the approach – Freshers fair, local community groups, secondary school engagement, gaming café, coffee and music bar
- Bicester Town Council Staff will not manage this but sponsor/support
- Committee agreed on a 3-tier approach to enhance this project in the future
- Councillors have requested the Officer to investigate and provide a draft report for Octobers meeting.

7/2425 Wall and Buildings repair

UN-RESOLVED that Committee **OBJECTED** the report and asked for an amendment of the Recommendation to the following:

Officers are to obtain 3 quotes to ensure the procurement process is correctly followed and met.

- Officers to provide and obtain and trail of compliance for procurement

- Cllr Ford questioned the status of the insurance claim for some proposed work within the report
- Cllr Sibley highlighted the need for traffic management

8/2425 Purchase of new machinery

RESOLVED that committee **APPROVE** the purchase of 10 items of new machinery from Supplier C, with funding to be taken from existing budget purchase of new machinery 110/4100 in line with financial regulations.

- Cllr Maguire suggested electric and battery-operated equipment
- Committee questioned the life span of the suggested equipment, to which officers provided a verbal update on the requirement for re-bust and trusted equipment.
- Officers are to provide details of Supplier C to committee

11/2425 Approved Projects

RESOLVED that Committee **NOTED** the work schedule for approved projects

- Cllr Mawer highlighted a resident complaint he received regarding the Bure Park Knee Rail, committee and officers discussed this and agreed it is safe and to standard.
- Officers to contact CDC regarding the Bicester Litter Pick in Autumn 24

12/2425 Forward Plan

RESOLVED that Committee **REVIEWED** and **COMMENTED** on the Forward Plan:

- Climate control policy – suggestion of a review in Policy Committee

13/2425 Date of Next Meeting:

Monday 23rd September 2024 - 7pm, The Chamber Room, Garth House

CLOSE OF MEETING: 20:34 hrs

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Monday 23rd Sept 2024

Langford Park Outdoor Gym

Chairman: Rachel Mallows

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

Office Manager: Paul Canning

Contact: 01869 252915 Paul.Canning@Bicester.gov.uk

▲ Ward Affected: West

1. Overview

1.1 Council previously approved installation of an outside gym in the Langford Park, minute reference 11/ 2324.

2. Proposal

2.2 The gym would be located close to the children's play area in the following position.



Fig 1

2.3 5 pieces of gym equipment would be installed.

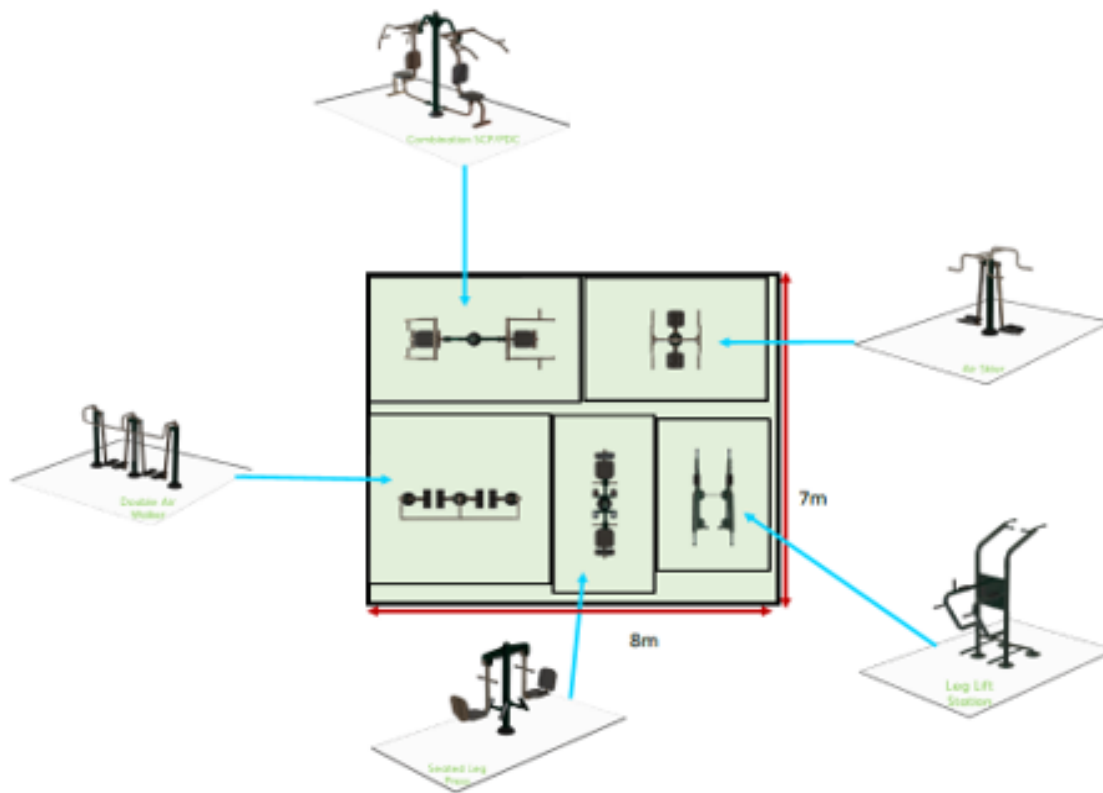


Fig 2

2.4 Quotes from three suppliers have been obtained.

- Supplier A - £9,290 Net
- Supplier B - £8,300 Net
- Supplier C - £11,00 Net

Recommendation

Committee is requested to **APPROVE** supplier B; they are the only supplier to visit the site, the equipment is robust. Funds will be taken from **110 Projects / 4313 Play Area Open Space Investment** with £70,909 available.

BICESTER TOWN COUNCIL

ENVIRONMENT COMMITTEE REPORT

Monday 23rd September 2024

Play Area Review

Chairman: Rachel Mallows

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

Office Manager: Paul Canning

Contact: 01869 252915 Paul.Canning@Bicester.gov.uk

Ward Affected: All

1. Overview

Councillors attended the following play area inspections held on the 6th and 13th of July 2024.

Lucerne Avenue
Chaffinch Close
Kestrel Way
Palm Court
Mallards Way (Duck Pond)
Siskin Road
The Buntings
Dunnocks Close

Larkspur Square
Campion Place
Poppy Lands
Sorrel Mead
Marigold Walk
Cranesbill Drive 2
Bryony Way
~~Bartsia Road~~

2. Proposal

2.1 Officers propose the following play area improvements based upon the councillor attended inspections.

2.2 The following play areas are closed, Palm Court, Mallards Way (Duck Pond), and Mallards Way 2 highlighted red below. All three play areas require urgent repairs with two of them being very secluded therefore encouraging anti-social behaviour.

2.3 A new play area would be installed within the location highlighted yellow (BTC land) in a location to be confirmed.



2.4 Going forward officers would replace single pieces of play equipment based upon the weekly play area inspections. Rather than a big bang philosophy of changing one play area at a time, equipment across all wards would be phased in when it was deemed as redundant by play area inspections.

Recommendation

Committee is requested to **APPROVE** the closure of Palm Court and two Mallards way play areas and the installation of a single new play area.

Committee is also requested to **APPROVE** the installation of new play equipment across all wards as and when play area inspections dictates a piece of play equipment becomes redundant and subject to funds.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE

Monday 23rd Sept 2024

Approved Projects

Chairman: Rachel Mallows

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

Office Manager: Paul Canning

Telephone: 01869 252915 Paul.Canning@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 insight 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 on the manpower required.

2. Approved Projects

Project Name	Expected Delivery
Bure Park reserve knee rail	WIP
Emergency Plan Creation	Jan 25
Chambers Table Refurb	WIP
Bicester Litter Pick	Autumn 24
Garth Park Play Area	Jan-25
Defib Whitelands	Completed
Whitelands Function Room divider	Completed
Company vehicle	WIP
Youth Engagement Project	TBC
BTC Wall repairs	TBC

3. Recommendations

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

**BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE FORWARD PLAN**

Monday 23rd Sept 2024

Date/ Item/ Comment

ENV03/2324

Approved Projects	Standing
Allotment update	Standing
Gravenhill Bus Shelter	
Play area review.	
Tiny Forests	
Additional Bins	
Outdoor team rest room	
Lucerne Avenue play area asset loss	

