

Bicester Town Council



Environment Committee Meeting

Ref: ENV02/2324

**Tuesday 18th July 2023
at 19:00hrs**

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

Members:

Cllr Damien Maguire – **Chairman**

Cllr Donna Ford, Cllr Dan Hallett, Cllr Harry Knight, Cllr Rachel Mallows,
Cllr Nicholas Mawer, Cllr Rich Oliver, Cllr Christopher Pruden and Cllr Les Sibley

Other Circulation, Substitute Members:

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

Other Circulation:

Cllr John Broad (CDC), Cllr Sandy Dalimore (CDC), Cllr Simon Lytton (CDC),
Cllr Calum Miller (OCC), Cllr Lynn Pratt (CDC), Cllr Dan Sames (CDC)
and Cllr Michael Waine (OCC)



Council Offices, The Garth
Launton Road
Bicester
Oxon OX2 6PS
Telephone: 01869 252915
Email: enquiries@bicester.gov.uk
www.bicester.gov.uk

18 July 2023

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 **Tuesday 18th July 2023** 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. Appointment of Vice Chair

Committee is asked to **APPOINT** Vice-Chairman.

3. 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.

4. Minutes of the Environment Committee

To confirm the **MINUTES** and **RESOLUTIONS** of the following Environment Committee meeting:

(Pages 5 -
7)

30th May 2023 – ENV01/2324

5. Minutes of the Events Working Party

To confirm the **MINUTES** and **RESOLUTIONS** of the following Events Working Party meetings:

7th June 2023 – EWP01/2324

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. Kompan Presentation (Southwold, Garth Park)**8. Presentation by Open Walls Network (Graffiti Wall)**

(Page 8)

The committee is requested to **NOTE** the report and presentation by the Open Walls Network before public consultation as per minute 596/2223 March 23.

9. Best Kept Allotment Award

(Pages 9 - 10)

Committee is asked to **APPROVE**:

- The trophies
- The annual purchase of trophies from **EMR Green Infrastructure**.

10. Allotment Deposit Increase

(Page 11)

The committee is asked to **APPROVE** the deposit increase to £50 for new allotment tenants.

11. Flagpoles

(Pages 12 - 13)

The committee is requested to **APPROVE**:

- Supplier **A** due to the quality and robustness of the materials and the excellent customer service provided by a local supplier.
- The installation of a fourth flagpole and amending the flag raising policy.
- The funding for this project is proposed to be taken from **EMR BTC Premises**.

12. Manston Park Goal Posts

(Pages 14 - 15)

Committee is requested to **APPROVE**:

- The installation and location of goal posts in line with the public consultation results.
- The spend to be taken from **EMR Play Areas/Open Space Investment**.

13. Whitelands 9 v 9 Goals

(Page 16)

Committee is asked to **APPROVE** supplier **A** with funds to be taken from **EMR Play Area /open space investment**.

14. Bicester Fields Renaming

(Page 17)

Committee is asked to **APPROVE** the name change from Bicester Fields to **Langford Park**.

- 15. Grant Funding** (Pages 18 - 38)
Committee is asked to **NOTE** the content in **APPENDIX 1**.
- 16. ROSPA Findings** (Pages 39 - 43)
Committee is asked to **APPROVE**:
 - The refurbishment plan in 2.1 and 2.2, covering 2024 and 2025.
 - The conversion of Siskin Road, Mallards Way (Duck Pond) and Burdock Close to another use – pending public consultation.
- 17. Approved Projects** (Page 44)
Committee is asked to **NOTE** the work schedule for approved projects.
- 18. Electrical Rewire Garth Park** (Page 45)
Committee is asked to **APPROVE** the additional spend with funds to be taken from **EMR BTC Premises**.
- 19. Forward Plan** (Page 46)
The Committee is asked to **REVIEW** and **COMMENT** on the Forward Plan.
- 20. Date of Next Meeting**
Tuesday 12th September 2023 – 7pm, The Chamber Room, Garth Park
- Close of meeting:**

Minutes of the Environment Committee

A meeting of the **Environment Committee** was held on **Tuesday 30th May 2023** at **19:00 hrs** at the **The Chamber Room, The Garth, Launton Road, OX26 2PS**.

Present:

Cllr Damien Maguire (Chairman)

Cllr Donna Ford

Cllr Rachel Mallows

Cllr Nicholas Mawer

Cllr Rich Oliver

Cllr Christopher Pruden

Cllr Les Sibley

In Attendance:**1/23 Apologies for Absence****24**

Apologies for Absence

RESOLVED that apologies for absence were received from Cllr Harry Knight, Cllr Dan Hallett and Cllr Jamie Jessett

2/23 Declarations of Interest**24**

RESOLVED that no declarations of interest received

3/23 Minutes of Environment Committee: 21st March 2023**24**

RESOLVED the minutes of the last meeting ENV06/2223 – 21st March 2023

4/23 Public Session**24**

RESOLVED that several members of the public were present.

- Representatives from Bure Park FC
- Representatives of Biodiversity community
- Parents

5/23 Appointment of Vice Chairman**24**

RESOLVED that members would postpone decision until next meeting until all members present.

6/23 Appointment Substitute Members**24**

RESOLVED that all substitutes were appointed by members.

7/23 Appointment of Sub-Committees**24**

RESOLVED that this agenda item was previously agreed at Mayor Making.

8/23 Approved Projects**24**

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

- 9/23 Presentation from Open Walls Network**
24 **RESOLVED** that Open walls network would complete presentation at next meeting -18th July 2023
- 10/2 Graffiti Wall**
324 **RESOLVED** that committee **NOTED** the contents on the report.
- 11/2 Langford Fields**
324 **RESOLVED** that committee **APPROVE** supplier A in continuity with Danegrfield's project.

RESOLVED that committee **APPROVE** locations.

RESOLVED that committee **APPROVE** funding to be taken from EMR Green Infrastructure.
- 12/2 Garth Park Winter Bedding 2023**
324 **RESOLVED** that committee **APPROVE** the design proposal. Officers to select the appropriate plants.
- 13/2 Memorial Bench Skate Park**
324 **RESOLVED** that committee **APPROVE** the purchase from **Supplier A** and location of bench.
 - Parents to work with officers regarding the plaque wording
- 14/2 Manston Park Goal Posts**
324 **RESOLVED** that committee **APPROVE** spend on the condition of the outcome of the public consultation.
 - Residents and businesses to be invited to consultation
 - Bure Park FC to loan a set of goals
 - Officers have been asked to contact MP Victoria Prentis to provide an update to 11 year old constituent
- 15/2 OFA Grant Funding**
324 **RESOLVED** that committee **APPROVE** officers to partner with the OFA in developing sports grounds.
- 16/2 New bin installation**
324 **RESOLVED** that committee **APPROVE** new bin installations and **NOTE** costings.
- 17/2 Park Hire Waiver OYAP, Nai`s and Pride**
324 **RESOLVED** that committee **APPROVE** the waiver of the Garth Park hire fee for Bicester Pride, OYAP and Nai's House.
- 18/2 2023 play area refurbishment (MOTION)**
324 **RESOLVED** that members **APPROVE** motion proposed by Councillor Mawer and Councillor Ford
 - Increasing the footprint of the current play area.
 - Liaise with Oxfordshire County Council regarding the installation of additional street lighting in the vicinity.

- Increase the quantity and variations of play equipment within the new play area.

19/2 Whitelands CCTV upgrade
324 RESOLVED that committee **APPROVE** in line with the financial regs the earmarked reserve spend.

20/2 Forward Plan
324 RESOLVED that Committee **REVIEWED** the Forward Plan and requested that Graven Hill Bus Shelters, Appointment of Vice chairman and BMX Track be **ADDED**.

Date of next Meeting: Tuesday 18 July 2023 at 19:00

CLOSE OF MEETING: 21:14 hrs

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Tuesday 18th July 2023

Graffiti Wall Garth Park

Chairman: Damien Maguire

Telephone: 01869 252915 Damien.Maguire@Bicester.gov.uk

Service Manager: Paul Canning

Contact: 01869 252915 paul.Canning@bicester.gov.uk

Ward Affected: All Wards

1. Overview

Members of the Open Wall Group have been in contact with former Councillor Thrupp and would like to be part of developing and creating a graffiti wall in Garth Park. Many councils around the country have worked with the open wall group to provide youngsters with an opportunity to create agreed tasteful art which in turn distils and reduces offensive graffiti in cities and towns.

“Oxford-based MES Crew are a collective of graff writers, artists, designers, and musicians - Mad Eclectic Styles - working collectively to bring new life to old walls. Our creative diversity and eclectic nature set our work apart but is also what unites us. We work with community groups, councils, local authorities, and businesses to create murals, installations and interactive experiences through Oxfordshire and beyond.”

2. Proposal

The graffiti wall would be located alongside the Garth Park skateboard area in a position to be determined.



3. Recommendation

The committee is requested to **NOTE** the report and presentation by the Open Walls Network before public consultation as per minute 596/2223 March 23.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Tuesday 18th July 2023

Best Kept Allotment Award

Chairman: Damien Maguire

Telephone: 01869 252915 Damien.Maguire.gov.uk

Service Manager: Paul Canning

Contact: 01869 252915 paul.Canning@bicester.gov.uk

Ward Affected: All

1. Overview

Councillors have previously approved an annual Best Kept Allotment Award competition with the purpose of bringing the community together, build pride in allotment ownership and have fun. The concept for the initial event is to be kept to one category of prize (best kept) and increasing to further awards when the competition is more established.

Inaugural year

- Best Kept Plot Winner per site
- Best Kept Allotment Site Winner

Potential Future Prizes

- Small Plots
- Small Plots Newcomer
- Large plots
- Large Plots Newcomer
- Environmental
- Scarecrow

2. Proposal

The following trophies have been approved by the allotment working party for winners of the inaugural competition.



3. Recommendation

Committee is asked to **APPROVE** the trophies and to **APPROVE** the annual purchase of trophies from **EMR Green Infrastructure**.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Tuesday 18th July 2023

Proposed Allotment Deposit Increase

Damien Maguire – Committee Chairman

Telephone: 01869 252915 Damien.Maguire.gov.uk

Paul Canning – Service Manager

Telephone: 01869 252915 Paul.Canning@bicester.gov.uk

1. Overview

1.1 Tenants pay a £10.00 deposit for a key to access their designated allotment, the £10.00 is refunded once the key is returned to Bicester Town Council.

1.2 The tenancy Agreement states under section 23 “ Tenants must return the allotment at the end of their tenancy in good condition. BTC may recover from you compensation if there has been any deterioration of your allotment caused, in our opinion, by failure to fulfil this Agreement. This includes removing any structures that you may have erected, unless we agree in writing that they can remain and return of the allotment site key”.

1.3 The nominal fee of £10 is no longer a deterrent with plots being left in a neglected condition or not meeting specification on handover back to BTC.

2. Proposal

2.1 Tenants will be requested to pay a deposit of £50.00 which will be refunded if the plot is handed back to the council in good condition as per the Tenancy Agreement.

2.2 This increase in the deposit will only apply to **new** tenants.

2.3 Any monies obtained will be used to fund allotment improvements or mitigate the costs correcting abandoned allotments.

2.4 Average costs to correct an abandoned allotment includes £300 for skip hire and labour costs for 2 to 4 BTC associates (depending on plot size) for 4 to 8 hours.

3. Recommendation

The committee is asked to **APPROVE** the deposit increase to £50 for new allotment tenants.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Tuesday 18th July 2023

New Flagpole installation Garth Park

Chairman: Damien Maguire

Telephone: 01869 252915 Damien.Maguire.gov.uk

Service Manager: Paul Canning

Contact: 01869 252915 paul.Canning@bicester.gov.uk

Ward Affected: All

1. Overview

During a routine inspection of the 3 flagpoles within Garth Park the following concerns have been identified. All concrete bases are working loose and tilting in the direction of the prevailing wind. The flagpoles themselves are damaged internally and proving difficult to lower and raise flags during events.



2. Proposal

2.1. Due to Health and Safety concerns, it is recommended the concrete bases and flagpoles are replaced. It is also recommended an additional 4th flagpole is installed to allow commemorative flags to be raised therefore reducing wear and tear and providing the Union, St Georges and the BTC flags permanent locations.

2.2. The fourth flagpole is to be in the position highlighted red.



2.3. The following supplier quotes have been obtained.

Supplier A - £5,250

Supplier B - £5,000

Supplier C - £6,450

3. Recommendation

The committee is requested to **APPROVE** Supplier **A** due to the quality and robustness of the materials and the excellent customer service provided by a local supplier.

APPROVE the installation of a fourth flagpole and amending the flag raising policy.

APPROVE the funding for this project is proposed to be taken from **EMR BTC Premises**.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Tuesday 18th July 2023

Goal Posts for Manston Park (Launton Meadows)

Chairman: Damien Maguire

Contact: : 01869 252915 Damien.Maguire@bicester.gov.uk

Service Manager: Paul Canning

Contact: 01869 252915 paul.Canning@bicester.gov.uk

Ward Affected: East

1. Overview

An 11-year-old constituent has approached the MP for North Oxfordshire requesting goals to be installed in Manston Park (Launton Meadows).

Email below:

Good afternoon,

I am writing to you on behalf of my 11-year-old constituent, he has contacted me in relation to Manston Park in Bicester. He has explained to me that he enjoys playing football in the park, along with others who live locally.

He has asked whether it would be possible to look at installing some goal posts in the park to encourage more children and young people to play.

I would welcome your comments and I look forward to hearing from you.

2. Proposal

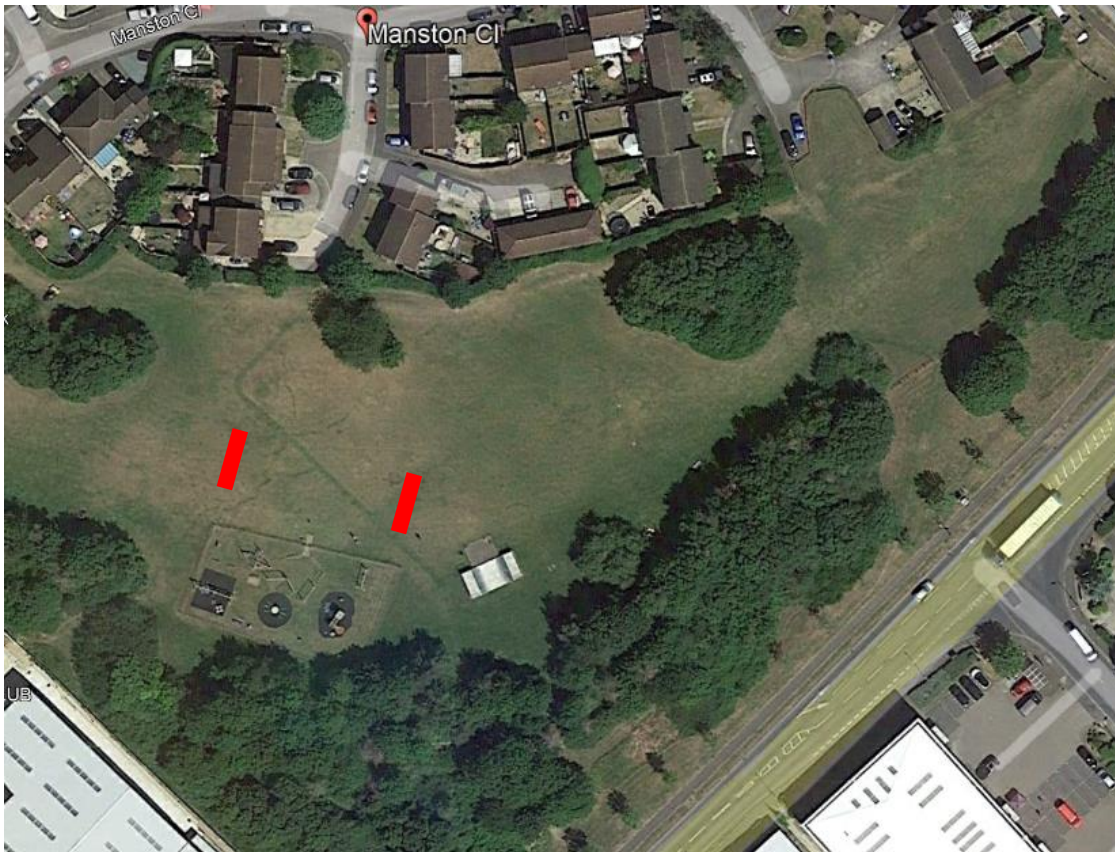
2.2 A public consultation tool place on Thursday 15th from 5pm – 7pm in Manston Park with officers attending.

2.3 The results of the consultation were as follows:

- Residents In Favour of goals being installed - **11**
- Residents Against - **2**

2.4 The residents would like to see the goals placed as far away houses as possible and located near the existing play are and skateboard ramp.

2.5 Location of goal posts highlighted red.



3. Recommendation

The committee is requested to **APPROVE** the installation and location of goal posts in line with the public consultation results. Also, to **APPROVE** the spend to be taken from **EMR Play Areas/Open Space Investment**.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Tuesday 18th July 2023

Junior Goals for Whitelands Farm

Chairman: Damien Maguire

Telephone: 01869 252915 Damien.Maguire.gov.uk

Service Manager: Paul Canning

Contact: 01869 252915 paul.Canning@bicester.gov.uk

Ward Affected: All

1. Overview

- 1.2** The existing set of 9 v 9 goals (16ft x 7ft) are in a very poor condition and require urgent replacement. These are original goals handed over to BTC from legacy leisure. They have a broken wheel, which is unrepairable and makes it difficult for staff to manoeuvre into place. In some instances, dragging the posts on the 3G pitch is proving to be a difficult task and has the potential to cause injury, the 3G pitch will also suffer damage.

2. Proposal

- 2.1** Bicester Town Council are to urgently purchase a new set of 9 v 9 goals.

The goals are to be of high quality and robust to endure daily use.

3 Supplier quotes have been obtained.

- **Supplier A** £4,600
- **Supplier B** £4,199
- **Supplier C** £3,800

- 2.2** Supplier **A** is the preferred option due to the consistent quality and robustness of equipment provided. The goals are consistent with the existing goals purchased by BTC for Whitelands. The supplier also has a proven track record of excellent aftersales service.

3. Recommendation

Committee is asked to **APPROVE** supplier **A** with funds to be taken from **EMR Play Area /open space investment**.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Tuesday 18th July 2023

Bicester Fields Renamed Langford Park

Chairman: Damien Maguire

Telephone: 01869 252915 Damien.Maguire@Bicester.gov.uk

Service Manager: Paul Canning

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

Ward Affected: All

1. Overview

Committee has previously approved the purchase of bespoke street furniture, new play area as part of the continued improvements to Bicester Fields. As part of this ongoing improvement residents have requested Bicester fields changes its name to “Langford Park” with new signage to reflect this.

2. Proposal

Going forwards any additional street furniture or signage will reflect the name change to Langford Fields.

3. Recommendation

Committee is asked to **APPROVE** the name change from Bicester Fields to **Langford Park**.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Tuesday 18th July 2023

Sports Field Grant Funding in association with Oxfordshire FA

Chairman: Damien Maguire

Telephone: 01869 252915 Damien.Maguire@Bicester.gov.uk

Service Manager: Paul Canning

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

Ward Affected: All

1. Overview

1.1 At the last environment meeting Officers were approved in finalising the Grant funding offered by the Oxfordshire FA. Bicester Town Council is the first public body to conclude the grant.

2. Terms and Condition

Please see attached APPENDIX 1 for the full terms

3. Recommendation

Committee is asked to **NOTE** the content in APPENDIX 1



OFFER LETTER

Phil Evans
Bicester Town Council
 The Garth
 Bicester
 Oxfordshire
 OX26 6PS

28th June 2023

Ref: G-217215

Dear Phil,

**Bicester Town Council : GRASS PITCH MAINTENANCE FUND
 Sunderland Drive**

I am delighted to inform you that your application to the Football Foundation for a grant has been successful. We have agreed to award you a six year revenue grant of **66.67%** of a total project cost of **£38,400** subject to a maximum payment of **£25,600** to Bicester Town Council. This funding is to be used towards the enhanced grass pitch maintenance works, as set out within your PitchPower Assessment Report for the pitches at **Sunderland Drive**.

For the purposes of this offer letter, this is known as the "Project". The details, aims, objectives and targets of the Project are as set out in your Application.

Terms and Conditions

The grant is to be used specifically for the delivery of the Project and is subject to our Grass Pitch Maintenance Fund Terms and Conditions which you'll be able to review through your online account.

These T&Cs set out your formal agreement with the Foundation, including what you must do to accept the grant offer, what you must do to claim, when and how the grant will be paid and other key information. Please take the time to read these carefully.

Your grant is also subject to the following specific condition(s):

- That the Organisation provides the Foundation with Monitoring information in respect of the condition of each of the grass pitches at your site for the period of claw-back. Pitch assessment data must be submitted at least twice per year using the PitchPower tool <https://footballfoundation.org.uk/pitchpower> within the following window (1) 1st November – 31st March (essential) and within at least one of these windows; (2) 1st April – 30th June or (3) 1st July – 31st October. Whenever

pitch assessment data is submitted, it is important that there is at least one month between the readings. On receipt of the data, the Pitch Advisory Service will provide a Grass Pitch Assessment Report (GPAP) from which the recommendations identified are to be undertaken in order to improve and maintain the grass pitches at your site to at least the Pitch Quality Standard (PQS) of 'Good'. Visit the GMA website for information on the Pitch Grading Framework and to see what 'Good' means.

3. Pre Second Claim

That a minimum of two representatives from the Organisation complete a Grounds Management Association Level 1 Football Groundsmanship course (ONLINE) and provides evidence of completion to the Foundation, before Year 2 grants are released.

Further information on the Grounds Management Association Level 1 Football Groundsmanship course (ONLINE) can be found at <https://www.thegma.org.uk/learning/training>

The payment schedule for your grant is as follows:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Cost	£6,400	£6,400	£6,400	£6,400	£6,400	£6,400	£38,400
Foundation Grant	£6,400	£6,400	£4,266	£4,266	£2,134	£2,134	£25,600
Applicant contribution	£0.00	£0.00	£2,134	£2,134	£4,266	£4,266	£12,800

What happens next?

First of all, you need to formally accept your grant offer! You can do this easily via your Football Foundation Account. Once you have accepted your grant, and discharged any preclaim conditions that may exist, you will need to complete our online claim form and provide confirmation of your bank account details. Once this has been checked and approved by our Grant Assessment Team, your first year's payment will be paid to you and you'll then be able to start your project.

If you have any questions about this stage and what happens next, please contact enquiries@footballfoundation.org.uk.

What happens then?

The money should be used to complete the maintenance works recommended, in accordance with the PitchPower Assessment Report provided by the Regional Pitch Advisor. At two specified periods during the playing season, you will be asked to provide a PitchPower inspection of the grass pitches funded through the Grass Pitch Maintenance Fund.

This process will be repeated throughout the six years of the award.

Publicity

We imagine you are keen to shout about your funding success. We absolutely encourage this – in fact we have made it easy for you by providing a press release template you can adapt and send to your local media, and a graphic you can post on your social media channels.

You will be promoted to download the press release template and social media graphic on screen, once you have accepted the grant offer in your Football Foundation Account. (Just please ensure you don't do any proactive publicity until you have accepted the grant!)

If you have any questions regarding publicity, you can contact our Communications Team on 0345 345 4555 or at events@footballfoundation.org.uk.

Congratulations on securing this funding and a big thanks to you and your colleagues for everything you do to help us support a strong grassroots game.

With best wishes,

A handwritten signature in black ink, appearing to read 'Dean Potter', written in a cursive style.

Dean Potter

Director of Grant Management



OFFER LETTER

Phil Evans
Bicester Town Council
The Garth
Bicester
Oxfordshire
OX26 6PS

28th June 2023

Ref: G-217216

Dear Phil,

Bicester Town Council : GRASS PITCH MAINTENANCE FUND
Pingle Field

I am delighted to inform you that your application to the Football Foundation for a grant has been successful. We have agreed to award you a six year revenue grant of **67.21%** of a total project cost of **£78,080** subject to a maximum payment of **£52,480** to Bicester Town Council. This funding is to be used towards the enhanced grass pitch maintenance works, as set out within your PitchPower Assessment Report for the pitches at **Pingle Field**.

For the purposes of this offer letter, this is known as the "Project". The details, aims, objectives and targets of the Project are as set out in your Application.

Terms and Conditions

The grant is to be used specifically for the delivery of the Project and is subject to our Grass Pitch Maintenance Fund Terms and Conditions which you'll be able to review through your online account.

These T&Cs set out your formal agreement with the Foundation, including what you must do to accept the grant offer, what you must do to claim, when and how the grant will be paid and other key information. Please take the time to read these carefully.

Your grant is also subject to the following specific condition(s):

- That the Organisation provides the Foundation with Monitoring information in respect of the condition of each of the grass pitches at your site for the period of claw-back. Pitch assessment data must be submitted at least twice per year using the PitchPower tool <https://footballfoundation.org.uk/pitchpower> within the following window (1) 1st November – 31st March (essential) and within at least one of these windows; (2) 1st April – 30th June or (3) 1st July – 31st October. Whenever

pitch assessment data is submitted, it is important that there is at least one month between the readings. On receipt of the data, the Pitch Advisory Service will provide a Grass Pitch Assessment Report (GPAP) from which the recommendations identified are to be undertaken in order to improve and maintain the grass pitches at your site to at least the Pitch Quality Standard (PQS) of 'Good'. Visit the GMA website for information on the Pitch Grading Framework and to see what 'Good' means.

3. Pre Second Claim

That a minimum of two representatives from the Organisation complete a Grounds Management Association Level 1 Football Groundsmanship course (ONLINE) and provides evidence of completion to the Foundation, before Year 2 grants are released.

Further information on the Grounds Management Association Level 1 Football Groundsmanship course (ONLINE) can be found at <https://www.thegma.org.uk/learning/training>

The payment schedule for your grant is as follows:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Cost	£13,120	£13,120	£13,014	£13,014	£12,906	£12,906	£78,080
Foundation Grant	£13,120	£13,120	£8,746	£8,746	£4,374	£4,374	£52,480
Applicant contribution	£0.00	£0.00	£4,266	£4,266	£8,534	£8,534	£25,600

What happens next?

First of all, you need to formally accept your grant offer! You can do this easily via your Football Foundation Account. Once you have accepted your grant, and discharged any preclaim conditions that may exist, you will need to complete our online claim form and provide confirmation of your bank account details. Once this has been checked and approved by our Grant Assessment Team, your first year's payment will be paid to you and you'll then be able to start your project.

If you have any questions about this stage and what happens next, please contact enquiries@footballfoundation.org.uk.

What happens then?

The money should be used to complete the maintenance works recommended, in accordance with the PitchPower Assessment Report provided by the Regional Pitch Advisor. At two specified periods during the playing season, you will be asked to provide a PitchPower inspection of the grass pitches funded through the Grass Pitch Maintenance Fund.

This process will be repeated throughout the six years of the award.

Publicity

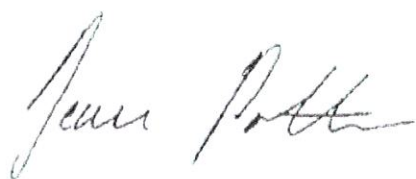
We imagine you are keen to shout about your funding success. We absolutely encourage this – in fact we have made it easy for you by providing a press release template you can adapt and send to your local media, and a graphic you can post on your social media channels.

You will be promoted to download the press release template and social media graphic on screen, once you have accepted the grant offer in your Football Foundation Account. (Just please ensure you don't do any proactive publicity until you have accepted the grant!)

If you have any questions regarding publicity, you can contact our Communications Team on 0345 345 4555 or at events@footballfoundation.org.uk.

Congratulations on securing this funding and a big thanks to you and your colleagues for everything you do to help us support a strong grassroots game.

With best wishes,

A handwritten signature in black ink, appearing to read 'Dean Potter', written in a cursive style.

Dean Potter

Director of Grant Management



OFFER LETTER

Phil Evans
Bicester Town Council
The Garth
Bicester
Oxfordshire
OX26 6PS

28th June 2023

Ref: G-217217

Dear Phil,

**Bicester Town Council : GRASS PITCH MAINTENANCE FUND
Kea Sports Ground.**

I am delighted to inform you that your application to the Football Foundation for a grant has been successful. We have agreed to award you a six year revenue grant of **66.67%** of a total project cost of **£38,400** subject to a maximum payment of **£25,600** to Bicester Town Council. This funding is to be used towards the enhanced grass pitch maintenance works, as set out within your PitchPower Assessment Report for the pitches at **Kea Sports Ground**.

For the purposes of this offer letter, this is known as the "Project". The details, aims, objectives and targets of the Project are as set out in your Application.

Terms and Conditions

The grant is to be used specifically for the delivery of the Project and is subject to our Grass Pitch Maintenance Fund Terms and Conditions which you'll be able to review through your online account.

These T&Cs set out your formal agreement with the Foundation, including what you must do to accept the grant offer, what you must do to claim, when and how the grant will be paid and other key information. Please take the time to read these carefully.

Your grant is also subject to the following specific condition(s):

- That the Organisation provides the Foundation with Monitoring information in respect of the condition of each of the grass pitches at your site for the period of claw-back. Pitch assessment data must be submitted at least twice per year using the PitchPower tool <https://footballfoundation.org.uk/pitchpower> within the following window (1) 1st November – 31st March (essential) and within at least one of these windows; (2) 1st April – 30th June or (3) 1st July – 31st October. Whenever

pitch assessment data is submitted, it is important that there is at least one month between the readings. On receipt of the data, the Pitch Advisory Service will provide a Grass Pitch Assessment Report (GPAP) from which the recommendations identified are to be undertaken in order to improve and maintain the grass pitches at your site to at least the Pitch Quality Standard (PQS) of 'Good'. Visit the GMA website for information on the Pitch Grading Framework and to see what 'Good' means.

3. Pre Second Claim

That a minimum of two representatives from the Organisation complete a Grounds Management Association Level 1 Football Groundsmanship course (ONLINE) and provides evidence of completion to the Foundation, before Year 2 grants are released.

Further information on the Grounds Management Association Level 1 Football Groundsmanship course (ONLINE) can be found at <https://www.thegma.org.uk/learning/training>

The payment schedule for your grant is as follows:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Cost	£6,400	£6,400	£6,400	£6,400	£6,400	£6,400	£38,400
Foundation Grant	£6,400	£6,400	£4,266	£4,266	£2,134	£2,134	£25,600
Applicant contribution	£0.00	£0.00	£2,134	£2,134	£4,266	£4,266	£12,800

What happens next?

First of all, you need to formally accept your grant offer! You can do this easily via your Football Foundation Account. Once you have accepted your grant, and discharged any preclaim conditions that may exist, you will need to complete our online claim form and provide confirmation of your bank account details. Once this has been checked and approved by our Grant Assessment Team, your first year's payment will be paid to you and you'll then be able to start your project.

If you have any questions about this stage and what happens next, please contact enquiries@footballfoundation.org.uk.

What happens then?

The money should be used to complete the maintenance works recommended, in accordance with the PitchPower Assessment Report provided by the Regional Pitch Advisor. At two specified periods during the playing season, you will be asked to provide a PitchPower inspection of the grass pitches funded through the Grass Pitch Maintenance Fund.

This process will be repeated throughout the six years of the award.

Publicity

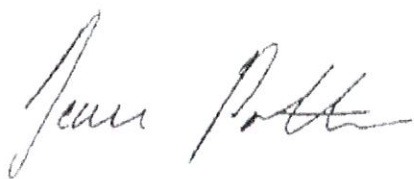
We imagine you are keen to shout about your funding success. We absolutely encourage this – in fact we have made it easy for you by providing a press release template you can adapt and send to your local media, and a graphic you can post on your social media channels.

You will be promoted to download the press release template and social media graphic on screen, once you have accepted the grant offer in your Football Foundation Account. (Just please ensure you don't do any proactive publicity until you have accepted the grant!)

If you have any questions regarding publicity, you can contact our Communications Team on 0345 345 4555 or at events@footballfoundation.org.uk.

Congratulations on securing this funding and a big thanks to you and your colleagues for everything you do to help us support a strong grassroots game.

With best wishes,

A handwritten signature in black ink, appearing to read 'Dean Potter', written in a cursive style.

Dean Potter

Director of Grant Management



OFFER LETTER

Phil Evans
Bicester Town Council
The Garth
Bicester
Oxfordshire
OX26 6PS

28th June 2023

Ref: G-217564

Dear Phil,

Bicester Town Council : GRASS PITCH MAINTENANCE FUND
Bicester Fields.

I am delighted to inform you that your application to the Football Foundation for a grant has been successful. We have agreed to award you a six year revenue grant of **66.67%** of a total project cost of **£32,000** subject to a maximum payment of **£21,334** to Bicester Town Council. This funding is to be used towards the enhanced grass pitch maintenance works, as set out within your PitchPower Assessment Report for the pitches at **Bicester Fields.**

For the purposes of this offer letter, this is known as the "Project". The details, aims, objectives and targets of the Project are as set out in your Application.

Terms and Conditions

The grant is to be used specifically for the delivery of the Project and is subject to our Grass Pitch Maintenance Fund Terms and Conditions which you'll be able to review through your online account.

These T&Cs set out your formal agreement with the Foundation, including what you must do to accept the grant offer, what you must do to claim, when and how the grant will be paid and other key information. Please take the time to read these carefully.

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- That the Organisation provides the Foundation with Monitoring information in respect of the condition of each of the grass pitches at your site for the period of claw-back. Pitch assessment data must be submitted at least twice per year using the PitchPower tool <https://footballfoundation.org.uk/pitchpower> within the following window (1) 1st November – 31st March (essential) and within at least one of these windows; (2) 1st April – 30th June or (3) 1st July – 31st October. Whenever

pitch assessment data is submitted, it is important that there is at least one month between the readings. On receipt of the data, the Pitch Advisory Service will provide a Grass Pitch Assessment Report (GPAP) from which the recommendations identified are to be undertaken in order to improve and maintain the grass pitches at your site to at least the Pitch Quality Standard (PQS) of 'Good'. Visit the GMA website for information on the Pitch Grading Framework and to see what 'Good' means.

3. Pre Second Claim

That a minimum of two representatives from the Organisation complete a Grounds Management Association Level 1 Football Groundsmanship course (ONLINE) and provides evidence of completion to the Foundation, before Year 2 grants are released.

Further information on the Grounds Management Association Level 1 Football Groundsmanship course (ONLINE) can be found at <https://www.thegma.org.uk/learning/training>

The payment schedule for your grant is as follows:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Cost	£5,332	£5,332	£5,332	£5,332	£5,332	£5,332	£32,000
Foundation Grant	£5,332	£5,332	£3,556	£3,556	£1,778	£1,778	£21,334
Applicant contribution	£0.00	£0.00	£1,778	£1,778	£3,556	£3,556	£10,666

What happens next?

First of all, you need to formally accept your grant offer! You can do this easily via your Football Foundation Account. Once you have accepted your grant, and discharged any preclaim conditions that may exist, you will need to complete our online claim form and provide confirmation of your bank account details. Once this has been checked and approved by our Grant Assessment Team, your first year's payment will be paid to you and you'll then be able to start your project.

If you have any questions about this stage and what happens next, please contact enquiries@footballfoundation.org.uk.

What happens then?

The money should be used to complete the maintenance works recommended, in accordance with the PitchPower Assessment Report provided by the Regional Pitch Advisor. At two specified periods during the playing season, you will be asked to provide a PitchPower inspection of the grass pitches funded through the Grass Pitch Maintenance Fund.

This process will be repeated throughout the six years of the award.

Publicity

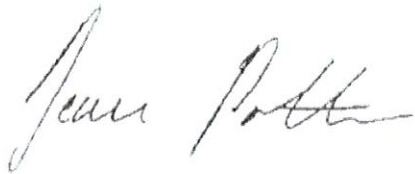
We imagine you are keen to shout about your funding success. We absolutely encourage this – in fact we have made it easy for you by providing a press release template you can adapt and send to your local media, and a graphic you can post on your social media channels.

You will be promoted to download the press release template and social media graphic on screen, once you have accepted the grant offer in your Football Foundation Account. (Just please ensure you don't do any proactive publicity until you have accepted the grant!)

If you have any questions regarding publicity, you can contact our Communications Team on 0345 345 4555 or at events@footballfoundation.org.uk.

Congratulations on securing this funding and a big thanks to you and your colleagues for everything you do to help us support a strong grassroots game.

With best wishes,

A handwritten signature in black ink, appearing to read 'Dean Potter', written in a cursive style.

Dean Potter

Director of Grant Management

GENERAL TERMS AND CONDITIONS OF GRANT AID FOR GRASS PITCH MAINTENANCE FUND

1. Definitions

1.1 For the purposes of this Grant Agreement (as defined below) the following expressions mean:

"Application"	means the application submitted by or for the Organisation for a grant in respect of the Project and shall include all written and oral representations made by the Organisation to the Foundation regarding the Organisation, the Project and the Facilities;
"Basic Maintenance"	means the maintenance operations regularly undertaken by the Organisation or Site Owner, prior to the award of the Grant.
"Enhanced Maintenance"	means the additional maintenance operations prescribed by the Grounds Management Association Regional Pitch Advisor designed to improve and retain the quality of the grass pitch;
"Grounds Management Association (GMA) Performance Quality Standard (PQS)"	means the Performance Quality Standard, as adopted by The FA, which defines the quality rating of a grass pitch;
"Football Season"	means the period between 1 st July in any given calendar year, and 30 th June of the subsequent calendar year;
"Foundation"	means the Football Foundation (registered company number 3876305; registered charity number 1079309) whose registered office is at 10 Eastbourne Terrace, London, England, W2 6LG and references to the Foundation shall include the Foundation, its staff and any other person representing the Foundation;
"Grant"	means the sum referred to in the Grant Offer Letter awarded to assist in financing the Project;
"Grant Agreement"	means the agreement entered into between the Organisation and the Football Foundation in the form of a Grant Offer Letter, which incorporates these terms and conditions;
"Grant Application Manager"	means the Football Foundation Account accessible via www.footballfoundation.org.uk , using the bespoke log-in credentials for each representative of the Organisation;
"Grant Offer Letter"	means the grant offer letter sent to the Organisation confirming the Grant and enclosing these terms and conditions;

“PitchPower Report”	Assessment	means the report produced by the Grounds Management Association Regional Pitch Advisor through PitchPower.
“Pitchpower”		means the digital tool in which organisations will provide progress reports throughout the Project;
“Grounds Association)”	Management	means the organisation (or successor organisation appointed by the Football Foundation) completing the PitchPower Assessment Reports, providing recommendations to organisations on the maintenance of grass pitches;
“Monitoring Information”		means the quantitative and qualitative information collected via PitchPower, including photographs that must be submitted to the Foundation from time to time, upon which an assessment of the condition of the grass pitches can be determined. The nature of the information required is at the sole discretion of the Foundation and will be included within PitchPower.
“Organisation”		means the organisation or organisations to which the Grant is made;
“Payment Schedule”		means the schedule of payments that is reflected in Annex A of the Grant Offer Letter;
“Project”		means the project or projects described in the Grant Offer Letter;
“Regional Pitch Advisor (RPA)”		means the Advisor employed by the Grounds Management Association;
“Site”		means the site referred to within the Grant Offer Letter at which the grass pitches to be improved via enhanced maintenance are located.

2. Acceptance

- 2.1 No agreement comes into existence between the Foundation and the Organisation, and accordingly the Foundation is not bound to make payment of the Grant, unless and until the Form of Acceptance has been signed and received by the Foundation via the Grant Application Manager and the specific requirements set out in the Grant Offer Letter have been fulfilled to the Foundation's satisfaction.
- 2.2 The Organisation has **one (1) month** from the date of the Grant Offer Letter to accept the terms of this Grant Agreement. After this, the offer will lapse unless reasons are given for the delay which are accepted by the Foundation. If this offer lapses, the Application will be regarded as having been withdrawn.
- 2.3 The Organisation will not be subject to any legal liability in relation to the Grant until the first claim for drawdown of the Grant is made by it.

3. Specific requirements

- 3.1 The award of this Grant is reliant upon the Organisation fulfilling, to the Foundation's satisfaction, the requirements set out in the Grant Offer Letter and these terms and conditions.

4. Monitoring

- 4.1 It is an express requirement of the Grant Agreement that the Organisation must provide the Foundation with Monitoring Information in respect of the condition of each of the grass pitches at the Site and not just the grass pitches that are to be improved via Enhanced Maintenance.
- 4.2 Monitoring Information in respect of each pitch must be submitted via PitchPower, or by other means as prescribed by the Foundation.
- 4.3 Monitoring Information must be submitted a minimum of two times per annual Football Season, once within window (a) below and once in one of the other windows:
 - (a) 1st November – 31 March
 - (b) 1st April – 30th June
 - (c) 1st July – 31st October

At least two calendar months must have elapsed between the next submission of monitoring information.

- 4.4 Monitoring Information must be submitted for a minimum of ten (10) years following the date of the Grant Offer Letter.
- 4.5 In addition to the requirement for Monitoring Information, the Foundation may further monitor the Project to identify best practice and to understand key problems. At such a request by the Foundation, the Organisation shall supply such further information as the Foundation may reasonably require.

- 4.6 The Organisation should be prepared to receive site visits and to give their full co-operation to any monitoring officer or partner appointed by the Foundation, both during the Project and after completion of the Project. Such monitoring requirement will be at the discretion of the Foundation.

5. Further Terms and Conditions

- 5.1 The Grant shall be used solely towards financing the provision of Enhanced Maintenance of the grass pitches at the Site as recommended by the GMA RPA, as set out in the PitchPower Assessment Report and approved Application, and in accordance with the terms of this Grant Agreement. Under no circumstances may the Grant be used for any other purpose.
- 5.2 The Organisation must use best endeavours to ensure that the Basic Maintenance and Enhanced Maintenance is undertaken throughout the period of the grant.
- 5.3 The Organisation shall comply with all statutory requirements and other laws and regulations relating to the Project, including without limitation all relevant health, safety and employment laws, any Local Authority planning or Environment Agency requirements, laws or regulations, and laws and regulations relating to the protection of children and vulnerable adults.
- 5.4 The Organisation shall maintain full and proper accounts and records regarding the Project. Any representative authorised by the Foundation shall be given access, whenever the Foundation so requests, to such accounts and records.
- 5.5 No one shall be denied access to use the Project or the associated facilities on grounds of race, creed, colour, sex, occupation, sexual orientation, religion or political persuasion.
- 5.6 The Organisation shall not charge fees or subscriptions for use of the Facilities or participation in the Project that as a result of the level of such fees prevent or unduly restrict the participation of the general public.

6. Suspension or repayment of the Grant

- 6.1 Without prejudice to the Foundation's other rights and remedies in relation to the Grant identified in the Grant Offer Letter, The Foundation reserves the right to terminate the Grant Agreement and require the full amount of Grant released to the Organisation, or such lesser sum as the Foundation may require, to be repayable to the Foundation on demand, and any future payments of the Grant will be stopped and shall cease to be payable, where, in the reasonable opinion of the Foundation:
- 6.1.1 the Organisation ceases to operate for any reason, becomes insolvent, is placed into receivership or liquidation, or enters into any arrangement or composition for the benefit of its creditors;
- 6.1.2 in the reasonable opinion of the Foundation the Organisation fails to use the Grant, or any part of it, for the purpose for which it was made, or fails to complete or it appears reasonably likely that it will fail to complete the Project;
- 6.1.3 in the reasonable opinion of the Foundation, any of the assurances given or the information contained within the Application or other documents submitted by

the Organisation to the Foundation were fraudulent, materially incorrect or misleading;

- 6.1.4 the Organisation fails to comply with any of the terms and conditions of the Grant as set out in this document or Grant Offer Letter;
- 6.1.5 the Organisation fails to claim for the first payment of the Grant within one month of the date of the Grant Offer Letter or fails to claim any further payments of the Grant by the relevant deadline as set out in the Payment Schedule;
- 6.1.6 the final total Project expenditure is less than the estimated expenditure. In such circumstances the amount to be repaid to the Foundation or the amount the Grant is reduced would be at the discretion of the Foundation but would not exceed the under-spend (i.e. the difference between the estimated and actual Project expenditure).
- 6.1.7 the Organisation fails to provide proof of expenditure when requested by the Foundation to evidence the Grant has been used for the purpose for which it was made;
- 6.1.8 the Organisation fails to provide the Monitoring Information as required by the Foundation and detailed within 4.1 – 4.4.

7. Payment of the Grant

- 7.1 The Grant will be paid annually in instalments in accordance with the Payment Schedule, on receipt of an appropriately completed claim form via the Grant Application Manager, at the beginning of each year of the Project or as specifically agreed by the Foundation.
- 7.2 A claim for Grant drawdown must be submitted at the beginning of each year of the Project, within which the Organisation will be required to provide evidence of expenditure for the previous year. Should the expenditure evidenced not total the anticipated cost of Enhanced Maintenance for that year, the Grant payment will be reduced by the same amount the following year.
- 7.2 The Organisation acknowledges that the Grant can only be assured to the extent that the Foundation has available funds.
- 7.3 If the first payment of the Grant is not requested by the Organisation within **one (1) month** of the date of the Grant Offer Letter, the Grant will automatically lapse without the Foundation providing any additional warning or other form of notification to the Organisation. Thereafter, the Foundation will not be liable for making any future Grant payments and the Grant Agreement shall terminate immediately.
- 7.4 Payments of Grant will be paid directly into a designated bank account with the name of the Organisation by Bankers Automated Clearing Services (BACS).
- 7.5 The Foundation reserves the right to request proof of Project expenditure or delivery before releasing any further payment of the Grant. If the Organisation does not provide the requested information any payments will be suspended.



- 7.6 No Grant will be paid until the Foundation is satisfied (acting reasonably) that any payment will be spent in relation to proper expenditure as set out in the Grant Offer Letter.
- 7.7 The Organisation must promptly repay the Foundation any Grant incorrectly paid to it as a result of any administrative error.
- 7.8 The Foundation will not increase the Grant amount if the total expenditure for the Project exceeds the estimated amount stated in the Grant Offer Letter.
- 7.9 If the total sum of funds awarded for the Project from other funding bodies, is greater than the total Project cost, the Organisation is required to notify the Foundation so that the level of the Foundation Grant can be reviewed at the discretion of the Foundation.

8. Assignment

- 8.1 The Foundation shall be permitted on prior written notice to the Organisation to assign or otherwise transfer the benefit and the burden of this Grant Agreement to any successor body of the Foundation.
- 8.2 The Organisation cannot assign or otherwise transfer the benefit or burden of this Grant Agreement without the prior written consent of the Foundation.

9. Exclusion of Liability/Indemnity

- 9.1 The Foundation, its employees, agents, officers or sub-contractors will not at any time be liable to any person for anything in connection with the development, planning, construction, operation, management and/or administration of the Project. In particular but without limitation, it shall not be liable to the Applicant for any loss or damage arising directly or indirectly as a result of the compliance by the Applicant with the terms and conditions of this Grant.
- 9.2 The Applicant will indemnify and hold harmless the Foundation, its employees, agents, officers or sub-contractors with respect to all claims of, and liability to, third persons for injury, death, loss or damage of any type arising out of or in connection with the Project and any activities carried out thereon except where such injury, death, loss or damage have resulted from the negligent act or omission of the Foundation. In this latter connection, the Applicant shall provide prompt notice to the Foundation of any such claim, and the Foundation shall have the sole right to control the defence of any such claim.
- 9.3 The Foundation has no liability for losses or costs arising from failure to make any payment on any agreed date.

10. Law and Jurisdiction

- 10.1 The construction, validity and performance of the Grant Agreement shall be governed in all respect by English law and be subject to the non-exclusive jurisdiction of the English Courts. The parties undertake to each other to use their best endeavours wherever possible to resolve any dispute, which may arise under the Grant Agreement amicably.

11. Rights of Third Parties



- 11.1 A person who is not party to this Grant Agreement has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Grant Agreement.

12. General

- 12.1 The Parties agree that this Grant Agreement constitutes the entire agreement between the parties and supersede all proposals or prior agreements and undertakings, whether oral or written and all other communications between the Parties relating to the subject matter of this Grant Agreement.
- 12.2 Nothing in this Grant Agreement shall be deemed to constitute a partnership, joint venture, relationship of agency or any employment relationship between the parties.
- 12.3 This Grant Agreement may only be modified by written agreement duly signed by both parties.
- 12.4 If at any time one or more provisions of this Grant Agreement become invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby.
- 12.5 Any notices to be served under this Grant Agreement shall be in writing and served at the addresses set out in this Grant Agreement.
- 12.6 This Grant Agreement may be executed in any number of counterparts, each of which when executed shall constitute a duplicate original, but all the counterparts shall together constitute the one agreement.
- 12.7 This Grant Agreement shall be governed by English law. The parties undertake to each other to use their best endeavours wherever possible to resolve any dispute, which may arise under the Grant Agreement amicably.
- 12.8 If the parties fail to resolve a dispute amicably, the parties agree to enter into mediation in good faith to settle such a dispute and will do so in accordance with the Centre for Effective Dispute Resolution (CEDR) Model Mediation Procedure. Unless otherwise agreed between the parties within 14 days of notice of the dispute, the mediator will be nominated by CEDR. To initiate the mediation a party must give notice in writing (ADR notice) to the other party to the dispute, referring the dispute to mediation. A copy of the referral should be sent to CEDR.
- 12.9 Unless otherwise agreed, the mediation will start not later than 28 days after the date of the ADR notice. The commencement of a mediation will not prevent the parties commencing or continuing court proceedings (in accordance with clause 12.8).
- 12.10 Subject to clauses 12.7 to 12.9 above, each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this Agreement or its subject matter or formation.

13. Privacy and Data Protection Statement – Your rights to privacy

- 13.1 On 25 May 2018, new law came into effect in the UK which updates your rights to privacy and changes the rules about how we can use your personal information.



- 13.2 The Foundation values our relationship with you and therefore takes your rights to privacy seriously. We have therefore updated our privacy statement to explain what personal information we collect about you, how we use and look after it, and your rights. We want to share this with you so that you are clear about our obligations and your rights, and in case you have any questions for us. The privacy statement can be found on our website.
- 13.3 The privacy statement contains important information about your rights to privacy, so we encourage you to take the time to read it.

March 2021

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Tuesday 18th July 2023

ROSPA 2023 Summary Report

Chairman: Damien Maguire

Telephone: 01869 252915 Damien.Maguire@Bicester.gov.uk

Service Manager: Paul Canning

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

Ward Affected: All

1. Overview

Each year there is a requirement for Bicester Town Council to have its Play Areas under go a RosPa inspection.

2. Top 5 Findings (Aged Asset Replacement)

2.1 Predicted date for refurbishment (Average)

Dunnocks Close = Before April 2024

Recommended action

Play area to be considered for Refurbishment in 2024

Siskin Road = Before October 2024

Recommended action

Play area to be considered for Conversion to Communal Garden

Campion Place = December 2025

Recommended action

Play area to be considered for Refurbishment in 2024

Cranesbill Drive 2 (Small) = April 2026

Recommended action

Play area to be considered for Refurbishment in 2025

Lily Close = April 2026

Recommended action

Play area to be considered for Refurbishment in 2025

2.2 Risk Scoring of Equipment (Average) 0-20

Holm Square = 8.64 (Refurbishment plan in place for 2023)

Mallards Way (Duck Pond) = 7.92

Play area to be considered for Conversion to Communal Garden

Burdock Close = 7.63

Play area to be considered for Conversion to Communal Garden

Garth Park = 7.61 (Refurbishment plan in place for 2023)

Lucerne Avenue = 7.47

Play area to be considered for Refurbishment in 2024

3. Highest Risk By Equipment

RED = 6 Months to rectify (September 2023)

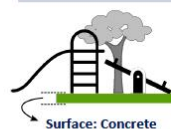
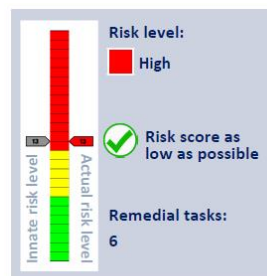
Garth Park - Skate Park



Standards:

EN 14974:2019

Neither the equipment nor the surfacing are compliant with the requirements of the relevant standards.



Corrective Actions:

Topsoil be applied to build up the adjacent banks.

Protective material be investigated and if a suitable found, it be applied to the relevant surfaces.

Holm Square – Large Multiplay

Description

Item is at the end of its useful working life.

Tasks

Programme early replacement.

Note

The inspector believes the unit is beyond economical repair.

Finding Photos



Risk level:

High

Risk score:

15

Corrective Actions:

Unit to be fully removed – play area already identified for refurbishment.

George Street – Zip Wire

Description

Cables have been known to fail under load due to wear and corrosion. This is generally where the cable enters into a tube, top bar, sleeve or similar, where the wire is in contact and wears and frays over time, but can happen anywhere on the cable. It is important to inspect any hidden parts at least annually. Damaged cables require replacement. This cannot be determined during an annual inspection, and is excluded from our inspection. This can lead to a high risk if no action is taken. Refer to the manufacturer's instructions to ensure the correct check is carried out.

Risk level:

High

Risk score:

15

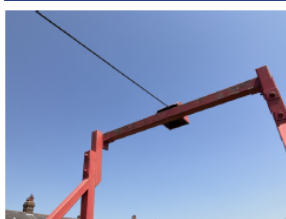
Tasks

Conduct an appropriate dismantling inspection according to the manufacturer's instructions, and at least annually. The trolley mechanism can be checked at the same time.

Note

The cable is also rusty.

Finding Photos



Corrective Actions:

Replacement components be identified, purchased and installed.

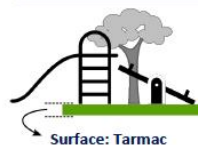
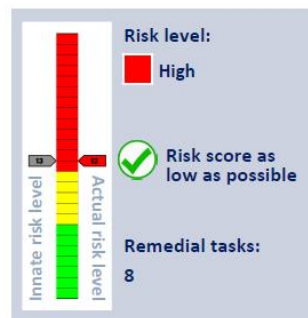
Launton Meadows – Skate Park



Standards:

EN 14974:2019

The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.



Corrective Actions:

Protective material be investigated and if a suitable found, it be applied to the relevant surfaces.

Siskin Road – Multiplay

Description

Timber is decayed.

Tasks

Read the notes for further action., Replace affected parts.

Note

Risk level:



High

Risk score:



20

Finding Photos



Corrective Actions:

Replacement components be prepared and installed – Goods already in stock

Mallards Way (Duck Pond) – Small Multiplay

Description

Dangerous, should be replaced / removed.

Tasks

Read the notes for further action.

Note

Floor panel missing / damaged - Fence off unit until repairs are carried out.

Risk level:



High

Risk score:



14

Finding Photos



Corrective Actions:

Replacement components be prepared and installed – Goods already in stock

Mallards Way – Junior Swing

Description

Timber is decayed.

Tasks

No reasonably practicable action is identified., We recommend resistance penetration testing to determine the internal condition of the timber. We can undertake this testing at additional cost. Please contact us for details.

Note

Timber softening in and around the shakes.

Risk level:

 High

Risk score:

 16

Finding Photos



Corrective Actions:

Unit to be fully removed – replacing this would not be cost effective.

Lucerne Avenue – Junior Swing

Description

Surface needs repair.

Tasks

Repair.

Risk level:

 High

Risk score:

 14

Finding Photos



Corrective Actions:

Wet pour repair to be completed

4. Recommendation

Committee is Asked to **APPROVE** the refurbishment plan in 2.1 and 2.2 , covering 2024 and 2025.

Committee is Asked to **APPROVE** the conversion of Siskin Road, Mallards Way (Duck Pond) and Burdock Close to another use – pending public consultation.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE

Tuesday 18th July 2023

Approved Projects

Chairman: Damien Maguire

Telephone: 01869 252915 Damien.Maguire@bicester.gov.uk

Services 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 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
New bin installation	Completed
Bure Park Nature Reserve Knee Rail	WIP
Memorial bench (Skate Park)	Delivery and installation due July
Emergency Plan Creation	Nov-23
Chambers Table Refurb	WIP
QGC tree planting in memoriam of the queen	July - 23
Bure Park Planting Request	Awaiting report from the woodlands trust, 500 + trees provisionally agreed
Langford Field Project	Oct - 23
Bicester Litter Pick	Sept - 23
Bicester Fields Outdoor Gym	3 quotes being obtained
Manston Park Goals Posts	Public consultation completed
Southwold Knee rail	WIP
Southwold Play Area	WIP
Garth Park Play area	WIP

3. Recommendations

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

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Tuesday 18th July 2023

Garth House Rewire Additional Hours & Additional Quotes

Chairman: Damien Maguire

Telephone: 01869 252915 Damien.Maguire.gov.uk

Service Manager: Paul Canning

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

Ward Affected: All

1. Overview

Costs have increased due to the supplier working nights to accommodate office hours in Nai's House, Citizens Advice, and meetings held in the chambers. Further inspections have also revealed issues with Garth House external security lighting which is now rated as unsafe and would not pass test. Rewiring is also required for the reception toilet as not part of the original quote.

2. Proposal

2.1 The following quotes have been provided for by our approved supplier for additional hours.

2.2 Additional hours for CAB and Chambers out of office hours works including installation.

£14,175

2.3 Garth House External Security Lighting.

£ 3,000

2.4 Garth reception downstairs toilet.

£ 475

3. Recommendation

Committee is asked to **APPROVE** the additional spend with funds to be taken from **EMR BTC Premises**

**BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE FORWARD PLAN**

Tuesday 18th July 2023

Date/ Item/ Comment

ENV03-2122

Approved Projects
Byelaws
Allotment update

Standing
July Meeting
Standing