

Bicester Town Council



Environment Committee Meeting

Ref: ENV05/2324

**Tuesday 16th January 2024
at 19:00hrs**

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

Members:

Cllr Damien Maguire – **Chairman**, Cllr Christopher Pruden – **Vice-Chairman**
Cllr Donna Ford, Cllr Harry Knight, Cllr Rachel Mallows, Cllr Nicholas Mawer, Cllr Rich Oliver, Cllr Les Sibley, Cllr Alisa Russell, Cllr Jim Webb, Cllr John Broad, Cllr Dalimore, Cllr Lytton, Cllr C Miller, Cllr Lynn Pratt, Cllr Dan Sames and Cllr M Waine

Substitute Members:

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

Other Circulation:

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



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10 January 2024

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 16th January 2024** to commence at **19:00hrs** for the transaction of the following business.

Phil Evans
Town Clerk

Agenda

All Council Meetings are open to the public and press, unless otherwise stated.

1. Apologies for Absence

To consider apologies and reasons for absence. Committee members who are unable to attend the meeting should notify Bicester Town Council (enquiries@bicester.gov.uk) prior to the meeting, stating the reason for absence.

2. Declarations of Interest

Councillors are reminded to declare any interests on any item on this Agenda in accordance with Bicester Town Council's Code of Conduct.

3. Minutes of the Environment Committee

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

(Pages 5 - 8)

- **ENV02/2324** held on the 18th July 2023 at 19:00hrs
- **ENV04/2324** held on the 21st November 2023 at 19:00hrs

4. Minutes of the Allotment Working Party

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

(Pages 9 - 12)

- **AWP01/2324** held on the 14th June 2023 at 19:00hrs

Agenda: ENV05/2324 Environment Committee
Tuesday 16th January 2024

- **AWP02/2324** held on the 9th August 2023 at 19:00hrs

5. Minutes of the Events Working Party

(Pages 13 - 14)

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

- **BE03/2324** held on the 13th September 2023 at 19:00hrs

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. Allotment Report

(Pages 15 - 17)

The Committee are asked to **NOTE** & **APPROVE** tenants in rent arrears be served Notice to Quit.

8. Southwold Play Area

(Pages 18 - 20)

Committee is requested to **APPROVE** the play area design and **APPROVE** the spend to be taken from **Projects Play Area/Open Space Investment**.

9. Wessex Mower

(Pages 21 - 22)

Committee is asked to **APPROVE Supplier C** due to the supplier being local and providing easily accessible servicing and parts with a 2-year warranty, funding is to be taken from **EMR Equipment and Maintenance**.

10. Garth Park Summer Bedding

(Pages 23 - 25)

Committee is asked to **APPROVE** the designs as listed above.

11. Allotment Noticeboards

(Pages 26 - 28)

The Committee is asked to **APPROVE** AF30/A2 for Colne Close, Evenlode House and Anson Way & **APPROVE** AF30/6A4, £205.19 for Leach Road & Claypits.

12. Allotment Privacy Notice Report

(Pages 29 - 31)

The Committee are is asked to **NOTE** the contents of the report & **APPROVE** the changes to the Privacy Notice to go to the Policy Committee.

13. Tenancy Agreement Report

(Pages 32 - 36)

The Committee are asked to **NOTE** the report & **APPROVE** the Tenancy Agreement changes for Section 8, 12, 16 to be taken to the Policy Committee.

14. Bicester Pride Event 20224

(Pages 37 - 48)

The committee is asked to **APPROVE** Bicester Prides 2024 event is held once again within Garth Park.

- 15. Nais House Event 2024** (Pages 49 - 59)
The committee is asked to **APPROVE** Nais house 2024 event application.
- 16. Approved Projects** (Page 60)
The committee is asked to **NOTE** the work schedule for approved projects.
- 17. Forward Plan** (Page 61)
The Committee is asked to **REVIEW** and **COMMENT** on the Forward Plan.
- 18. Exclusion of Press and Public**
RECOMMENDED
That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.
- 19. Bowls Club Asbestos Survey Report** (Pages 62 - 122)
Committee is requested to **APPROVE** the asbestos is urgently removed with costs retrospectively approved in the next Environment meeting.
- 20. Date of Next Meeting**
19th March 2023 at 19:00hrs

Minutes of the Environment Committee

A meeting of the **Environment Committee** was held on **Tuesday 18th July 2023** at **19:00 hrs** at **The Chamber Room, The Garth, Launton Road, OX26 2PS**.

Present:

Cllr Donna Ford
Cllr Dan Hallett (Substitute)
Cllr Rachel Mallows
Cllr Nicholas Mawer
Cllr Rich Oliver
Cllr Christopher Pruden
Cllr Jim Webb (Substitute)

In Attendance:

Paul Canning, Service Manager
Jodi Clarke, Office Administrator

Public:

Ryan Onody
Ann Smith
Brian Welters

1/23 Apologies for Absence

24 RESOLVED that apologies were received from Cllr Maguire, Cllr Knight and Cllr Sibley.

Cllr Hallett Substituted for Cllr Knight.
Cllr Webb substituted for Cllr Sibley.

2/23 Appointment of Vice Chair

24 Due to Cllr Maguire sending their apologies the Environment Committee **APPROVED** Cllr Pruden to Chair the meeting in the absence of Cllr Maguire.

RESOLVED that Cllr Pruden was **APPOINTED** as Vice-Chair for the Environment Committee.

3/23 Declarations of Interest

24 RESOLVED that Cllr Webb declared that they have a possible declaration of interest on item 13 of the Agenda, Cllr Webb is a member of the Bicester Fossils Walking Football Club at Whitelands Farm Sports Grounds.

4/23 Minutes of the Environment Committee

24 RESOLVED that the Environment Committee **APPROVED** the minutes from the Environment Meeting held on:

- **30th May 2023 at 7:00pm – ENV01/2324**

5/23 Minutes of the Events Working Party

24 RESOLVED that the minutes for the events working party were not attached to the agenda and would be put forward to the next Environment Committee held on:

- **12th September 2023 at 7:00pm.**

6/23 Public Session

24 RESOLVED that several members of the public were present.

- Representative from the Biodiversity Community
- Resident from Glory Farm
- Parent from Southwold

7/23 Kompan Presentation (Southwold, Garth Park)

24 RESOLVED that a presentation was given by Tom & Ben from Kompan. The presentation included designs for Garth Park and the Southwold play area.

8/23 Presentation by Open Walls Network (Graffiti Wall)

24 19:45 – Cllr Mallows left the room.

RESOLVED that Open Walls Network did not attend the meeting. The Officer will approach them again and look for alternative companies.

19:49 – Cllr Mallows returned to the room.

9/23 Best Kept Allotment Award

24 RESOLVED that the Committee **APPROVED** the Best Kept Allotment Trophies along with the annual purchase of trophies from the **EMR Green Infrastructure**.

RESOLVED that Office Administrator would send the pricing to the members of the meeting.

10/2 Allotment Deposit Increase

324 RESOLVED that the Committee **APPROVED** the Allotment Deposit Increase to go to the Finance Committee on:

- **10th October 2023 at 7:00pm**

11/2 Flagpoles

324 RESOLVED that the Committee **APPROVED** the following:

- **Supplier A** due to the quality and robustness of the materials provided by a local supplier.
- The installation of a 4th Flagpole.
- The funding for this project to be taken out of the **EMR BTC Premises**.

12/2 Manston Park Goal Posts

324 RESOLVED that the Committee **APPROVED** the installation of the goal posts in line with the public consultation results and the funding to be taken from the **EMR Play**

Areas/Open space Investment.

RESOLVED the Officer will look into the placement of the goals or try to move the gate into the park.

13/2 Whitelands 9 v 9 Goals

324 RESOLVED that the Committee **APPROVED** Supplier A as long as the Officer investigates which EMR funding is appropriate for this, it can then be presented to the Finance Committee on:

- **10th October 2023 at 7:00pm**

14/2 Bicester Fields Renaming

324 Cllr Ford proposed a new recommendation to change the name Bicester Fields to Langford Fields as opposed to Langford Park, Cllr Mallows seconded the proposal.

RESOLVED that the Committee **APPROVED** the renaming of Bicester Fields to Langford Fields.

15/2 Grant Funding

324 RESOLVED that the Committee **NOTED** the content in Appendix 1.

Cllr Mawer mentioned that training was taking place on Lucerne Avenue.

16/2 ROSPA Findings

324 RESOLVED that the committee **APPROVED** the following:

- The refurbishment plan in 2.1 and 2.2, covering 2024 and 2025.
- The conversion of Siskin Close, Mallards Way (Duck Pond) and Burdock Close to another use – pending public consultation.

RESOLVED that the Officer was asked to look into the following:

- Refurbishment dates.

17/2 Approved Projects

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

RESOLVED that the Officer was asked to remove the work in progress (WIP) from projects that haven't been started.

Officer gave a verbal update on the meeting held with the woodland trust regarding the tree planting in Bure, 600 trees' are to be planted in the Bure Park Nature Reserve.

RESOLVED that the Officer would send the map to Cllr Mawer and look into the Grounds Maintenance contract prior to the trees being planted.

18/2 Electrical Rewire Garth Park

324 RESOLVED that the Committee **APPROVED** the additional spend with funds to be taken from **EMR BTC Premises**.

19/2 Forward Plan
324 RESOLVED that the Committee **REVIEWED** and **COMMENTED** on the Forward Plan.

Resolved that the Officer was asked to put the following items onto the Forward Plan:

- Gravenhill bus shelter.
- Ground Maintenance Contract
- Ward by Ward Play Areas.

Date of next Meeting: Tuesday 12 September 2023 at 19:00

CLOSE OF MEETING: 20:35 hrs

Minutes of the Allotments Working Party

A meeting of the **Allotments Working Party** was held on **Wednesday 14th June 2023** at **19:00 hrs** at **The Council Chambers at The Garth, Launton Road, OX26 6PS**.

Present:

Cllr Sam Holland
Cllr Rich Oliver
Cllr Jim Webb
Cllr Paul Wheatley

In Attendance:

Jodi Clarke, Office Administrator
Paul Canning, Service Manager
Conor Pattison, Outdoor Supervisor

1 Appointment of Chair

RESOLVED that Working Party **APPOINTED** Cllr Maguire as the Chair for the Allotment Working Party.

RESOLVED that Cllr Wheatley would stand in for Cllr Maguire as Chair for this meeting only.

2 Apologies for Absence

RESOLVED that apologies were received from Cllr Maguire and Rennie Buxton (Colne House Rep).

3 Declaration of Interest

RESOLVED that no Declarations of Interest were received.

4 Proposed Allotment Deposit Increase

Cllr Wheatley asked that another Item be added to the end of the Agenda to allow tenants to discuss any issues.

RESOLVED that the Working Party **APPROVED** that the Proposal of the Allotment Deposit Increase goes to the Environment Committee.

RESOLVED that the Working Party asked Officers to make Section 23 of the Tenancy Agreement more of an incentive for tenants to clear their plots once handed back.

5 Outstanding Rent

RESOLVED that the Working Party **NOTED** the Report.

RESOLVED that the Responsible Finance Officer (RFO) notifies tenants when payment comes via BACS or Cheque.

6 Best Kept Allotment Trophy

An error to the report was found on page 10 of Agenda Item 6. The recommendation is to read as:

“4.1 Working Party is **RECOMMENDED** to **APPROVE** Figure 1 & 3 to be taken to the Environment Committee.”

RESOLVED that the Working Party **APPROVED** that Figure 1 & 3 are to be taken to the Environment Committee, with the amendments of choosing an outside organisation or party to judge the plots along with an opt in & out from for tenants to complete.

RESOLVED that Office Administrator will create a specification sheet for tenants to go by.

RESOLVED that Office Administrator would look into having different categories.

7 Forward Plan

RESOLVED that the Working Party **NOTED** the Forward Plan.

8 Issues

RESOLVED that BTC will replace the bench that was broken by workers at Anson Way Allotments.

RESOLVED that Officers will look into the wording of the Inspection Letters as tenants find them quite hostile.

RESOLVED that Officers will discuss with Cherwell District Council about garden waste collection for the allotment sites.

RESOLVED that Officers will look into the boundary of the chain link fence at Evenlode Allotments to ensure the hedge is BTC to manage.

RESOLVED that Officers would look into whether Green Bins can be collected from the sites.

RESOLVED that the Service Manager will get the Tree Officer at Cherwell District Council to look at the trees on AW19 & AW04.

9 Date of the Next Meeting

Wednesday 9 August 2023 at 19:00

CLOSE OF MEETING: 19:54 hrs

Minutes of the Allotments Working Party

A meeting of the **Allotments Working Party** was held on **Wednesday 9th August 2023** at **19:00 hrs** at the **The Garth, Launton Road, OX26 6PS**.

Present:

Cllr Damien Maguire (Chairman)

Cllr Sam Holland

Cllr Jim Webb

Cllr Paul Wheatley

In Attendance:

Paul Canning, Service Manager

Jodi Clarke, Office Administrator

10 Apologies for Absence

RESOLVED and **APPROVED** that the following apologies were received from:

- Cllr Rich Oliver

11 Declaration of Interest

RESOLVED that no declarations were received.

12 Minutes of the Allotment Working Party

RESOLVED and **APPROVED** that the minutes of the following meeting:

- AWP01/2324 – 14th June 2023 at 19:00pm

RESOLVED that amendments are needed to Cllr Wheatley name on item 1 & 4, and to change 'from' to 'form' before it goes to the Environment Meeting on the 12th September.

13 Best Kept Allotment Award

RESOLVED that the working party **COMMENTED** and **NOTED** the report.

RESOLVED that the working party asked for item 1.1 to be removed from the Best Kept Allotment Criteria and 1.2 changed to 75%.

14 Inspection Letter

RESOLVED that the working party **APPROVED** the changes to the inspection letters.

RESOLVED that the outdoor supervisor will arrange to do the inspections with the site reps.

15 Tenancy Agreement

RESOLVED that the working party **NOTED** the contents of the report.

RESOLVED that working party **APPROVED** the changes to the Tenancy Agreement for 1.3, 1.4, 1.5 & 1.6 to be taken to the Environment Committee.

RESOLVED that the working party requested a Fire Risk Assessment before approving 1.7 and to take this to the Environment Committee.

16 Privacy Notice

RESOLVED that the working party **APPROVED** the changes to the Privacy Notice to be taken to the Environment Committee.

17 Notice boards

RESOLVED that the working party **APPROVED** the following to be taken to the Environment Committee:

- AF30/A2 for Colne Close, Evenlode House and Anson Way Allotments.
- AF30/6A2 for Leach Road and Claypits Allotments.

18 Forward Plan

RESOLVED that the working party **NOTED** the report.

19 Date of the Next Meeting

6th December 2023 at 19:00pm

Date of next Meeting: Wednesday 29 November 2023 at 19:00

CLOSE OF MEETING: 19:49 hrs

Minutes of the Events Working Party

A meeting of the **Events Working Party** was held on **Wednesday 13th September 2023** at **19:00 hrs** at the **Council Chamber, Garth House, Launton Road, OX26 6PS**.

Present:

Cllr Christopher Pruden (Chairman)
Cllr Donna Ford
Cllr Harry Knight
Cllr Damien Maguire
Cllr Jim Webb

In Attendance:

Paul Canning – Service Manager
Shannon O'Connor – Office Administrator – Events and Marketing

23/ Apologies for Absence

2324 RESOLVED that apologies were received from Cllr Rich Oliver.

24/ Declarations of Interest

2324 RESOLVED that Cllr Christopher Pruden could have a Declaration of interest as he hosted a political stall at the Bicester Pride event 2023.

25/ Confirmed Minutes

2324 UN-RESOLVED as the events working party minutes from Wednesday 5th July were not included into the agenda pack.

26/ Markets Update

2324 Committee did **NOT** receive a market update report from Cherwell District Council.

27/ Election of Chair

2324 RESOLVED that Cllr Christopher Pruden is the elected chair of the Events Working Party.

28/ Bicester Town Council Events

2324 RESOLVED that the Working Party **REVIEWED** and **COMMENTED** on the following events:

- Armed Forces Day
- Cancelled Music event 1
- 80's Music night

Cllr's **COMMENTED** on tower lights and toilets for the 80's night and suggested in 2024 we have more.

- Christmas light switch on report
- Event dates for 2024
- Advertising plan for BTC events, 2024

29/ Other Events

2324 RESOLVED that Bicester Pride gave an update on how the Bicester Pride event went and proposed a new date for 2024 – 7th September 2024
Cllrs recommended Bicester Pride get their open space application in ASAP.

RESOLVED that OYAP provided an update on the current status, OYAP announced they will be stopping works and will begin to phase out at the end of 2023

30/ Community

2324 RESOLVED that Bumble Creative provided an introduction to themselves, officers are due to meet with Nicolette and discuss the working relationship for BTC events and the community involvement.

31/ Forward Plan

2324 RESOLVED that the working party **REVIEWED** and **COMMENTED** on the Forward Plan

- Christmas light switch on update
- Christmas light trail event plan

Date of next Meeting: Wednesday 8 November 2023 at 19:00

BICESTER TOWN COUNCIL

ENVIRONMENT COMMITTEE

Tuesday 16th January 2024

Annual Allotment Report

Chairman: Councillor Damien Maguire

Telephone: 01869 252915 damien.maguire@bicester.gov.uk

Paul Canning – Service Manager

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

1. Introduction

1.2 This report is to show how many plots we have allocated, how many tenants are in rent arrears, how many tenants have failed inspections and how many Notices to Quit have been issued as well as Outstanding Issues.

1.3 This report will be updated before each Environment Committee meeting with the correct and necessary information.

2. Waiting List

2.1. I can confirm that all on the waiting list are correct and not outdated.

2.2. As of the 8th November 2023 we currently have 85 applicants on the waiting list 4 of which are looking for a second plot.

2.3. This number will be brought down once the vacant plots are brought up to spec and issued to applicants on the waiting list.

3. Allocated Allotment Plots

3.1. From the 14th November 2022 to 6th March 2023 we managed to allocate 17 plots to new tenants.

4. Rent Arrears

4.1. Due to a system update the rent arrears process has been more difficult than usual, normally after 30 to 40 days BTC should send rent reminders. This update stopped the system from dragging through any over payments from 2022 meaning the outstanding rent on the letter were incorrect. Because of this the Allotment Officer has had to individually go through 296 tenants and check what payment had been made from the previous year and tailor each letter specifically to the tenant.

4.2. The system showed 29 tenants hadn't paid rent, 14 tenants made payment as soon as possible. 1 has handed back their allotment and will pay the outstanding balance once invoiced for the removal of their belongings, 1 has been paying £5 every few

months for both plots so a letter hasn't been sent as the balance is being paid overtime & 13 tenants till have outstanding rent.

4.3. Currently the rent arrears are £341.25.

Please see Figure 1 for a breakdown.

PLOT	ARREARS	ORIGNIAL LETTER	COMMENT	ACTUAL ARREARS	LETTER
CP005	£22.00	Mar-23	UNPAID	£22.00	03/10/2023 Post
CP017	£22.00	Mar-23	UNPAID	£22.00	02/10/2023 Email
CP042	£22.00	Mar-23	UNPAID	£22.00	02/10/2023 Email
CP072	£22.00	Mar-23	UNPAID	£22.00	02/10/2023 Email
CP115	£22.00	Mar-23	UNPAID	£22.00	02/10/2023 Email
CP116	£22.00	Mar-23	UNPAID	£22.00	02/10/2023 Email
CP117	£22.00	Mar-23	UNPAID	£22.00	02/10/2023 Email
CP120	£22.00	Mar-23	UNPAID	£22.00	02/10/2023 Email
LR24B	£33.00	Mar-23	UNPAID	£33.00	03/10/2023 Email
LR25A	£33.00	Mar-23	UNPAID	£33.00	22/09/2023 email
LR31	£22.00	Mar-23	UNPAID	£22.00	22/09/2023 email
LR36	£41.25	Mar-23	Payment overtime - £12.25 - 2022, 22/2/23 £5.00, 17/4/23 £5.00, 18/5/23 £5.00, 5/10/23 £5.00 paid	£11.25	N/A
LR42A	£22.00	Mar-23	UNPAID	£22.00	22/09/2023 email
LR46	£44.00	Mar-23	UNPAID	£44.00	20/09/2023 Post
Outstanding Balance:	£371.25		Actual Outstanding Balance:	£341.25	

5. Failed Inspections

5.1. No Update to be given at present.

6. Notice to Quit

6.1. No Update to be given at present.

7. Upcoming plots

7.1. Altogether across all 5 sites we have 296 plots. 28 Plots at Anson Way, 129 plots at Claypits, 17 Plots at Colne Close, 16 plots at Evenlode Close & 106 plots at Leach Road.

7.2. Currently we have 5 upcoming plots, once cleared these will be issued out to applicants on the waiting list.

7.3. Outdoor Team are due to clear the plots.it has been agreed that the team will aim to clear two plots per week depending on their work load.

7.4. 0 vacant plot at Anson Way, 0 vacant plots at Colne Close, 2 Vacant plot at Evenlode Close, 2 Vacant plots at Claypits and 1 vacant plots at Leach Road.

8. Outstanding Tenant Issues

8.1. All sites have a lot of fly tipping. – Outstanding issue, looking for solution to minimise/stop.

8.2. Claypit Allotments concrete bays - Due to tenants' stock piling rubbish into the vegetation bays this has moved the foundation of both bays, this has been brought

to our attention and being investigated while this happens, we have barriered off the area. – with Paul Canning

8.3. Claypits Plot 106 – Needs topsoil as previous tenant took all the soil out causing the plot to flood. – in progress, needs a lot of topsoil.

8.4. Anson Way Plot 19 – The tenants shed has a tree that grows to the right of the shed, we have already cut the branch twice, but it grows back across her shed door making it impossible to access. Tree drops quite big branches that could harm someone. – handed over to CDC tree officer

8.5. Anson Way – Trees to the rear of the site that border the Cooper School need cutting. – handed over to CDC tree officer

8.6. Leach Road Fence – The fence behind Plot 53 has been damaged a few years ago and was temporarily fixed with Harris Fencing. Permanent fixture is needed.

8.7. Leach Road Plot 20 – Still awaiting Asbestos Removal, left with Paul Canning.

8.8. Evenlode Close Fence – To the side of Plot 9 there is a gap in the fencing that has been there for a few years. Needs fixing. Outdoor Team is waiting for the materials to action this.

9. Recommendations

The Committee are recommended to:

- **NOTE** the reports content.
- Committee is asked **APPROVE** tenants in rent arrears be served Notice to Quit.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Tuesday 16th January 2024

Southwold Play Area

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** During 2022 -2023 a public consultation was held in Southwold Community centre along with officers attending Southwold Primary School where children from all years voted for their favourite play equipment.
- 1.2** Funding of £2,000 was also obtained from Thames Valley Police towards CCTV installation.
- 1.3** Councillors requested the footprint was increased and the play area moved to a more secure location with a new streetlamp installed.
- 1.4** OCC confirmed the play area could be moved without planning permission.
- 1.5** A new perimeter fence is also to be installed.

2. Proposal

- 2.1** The footprint has increased from 450m2 to 480m2 and moved to the approved location nearer to the school and service road.
- 2.2** Play equipment was selected by the children of Southwold Primary School.
- 2.3** All equipment is Greenline (Recycled materials made from fishing nets).
- 2.4** Total cost of play area installation including fencing 90k not including VAT.





3. Recommendation

Committee is requested to **APPROVE** the play area design and **APPROVE** the spend to be taken from **Projects Play Area/Open Space Investment** .

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Tuesday 16th January 2024

Wessex Tri- Deck CRX-320 Trailed Rotary Mower

Chairman – Damien Maguire

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

Paul Canning – Services Manager

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

Ward Affected: All Wards

1. Overview

1.1 BTC currently use a TRI-MAX trailed mower for football pitch and open space mowing.

1.2 The TRI-MAX is now showing signs of age and in need of regular repair and servicing. Service technicians advise the TRI-MAX is now reaching its life expectancy.

1.3 During 2023 the TRI-MAX was out of service for a total of 14 weeks due to repairs, servicing and awaiting delivery of parts from the parent company in New Zealand which added an additional 6 weeks of downtime.

1.4 The time out of service allowed the grass to grow to a length that required support from CDC to maintain and caused issues with football pitch preparation for the new season.

2. Proposal

2.1 In order to bring BTC equipment up to date, reduce downtime and increase efficiency, officers recommend the purchase of a new Wessex trailed mower with the existing TRI-Max mower maintained as a contingency unit.

2.2 The Wessex Tri Deck CRX-320 is a British made high quality rotary mower with spare parts easily obtained and serviced by a local supplier.

2.3 The mower is to be supplied roadworthy with quotes including delivery.

2.4 The following quotes have been obtained.

- **Supplier A** £20,000 Not including VAT.
- **Supplier B** £21,000 Not including VAT.
- **Supplier C** £22,600 Not including VAT.



3. Recommendation

Committee is asked to **APPROVE Supplier C** due to the supplier being local and providing easily accessible servicing and parts with a 2-year warranty, funding is to be taken from **EMR Equipment and Maintenance**.

BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE REPORT

Tuesday 16th January 2024

GARTH PARK SUMMER BEDDING

Committee Chairman: – Damien Maguire

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

Contact Officer: Paul Canning – Services Manager

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

Ward Affected: Town

1. BACKGROUND INFORMATION:

Officers have been tasked to produce a Summer Bedding scheme for 2024.

A planting scheme has been produced to reflect the GB team's participation in the Paris 2024 Olympics (Front Door). The Bell Tower Bedding will reflect our continued support for Ukraine. The remaining beds will support LGBT+ using a mixture of good quality plants selectively chosen to enhance our bedding areas. These plants will be installed by BTC outdoor team as per designs. These areas include:

- Welcome Bed
- Bell Tower Bed
- Front Door Bed
- Pioneer Bed
- Raised Bed to the rear of Garth House

Installation will be taking place the end of April 2023

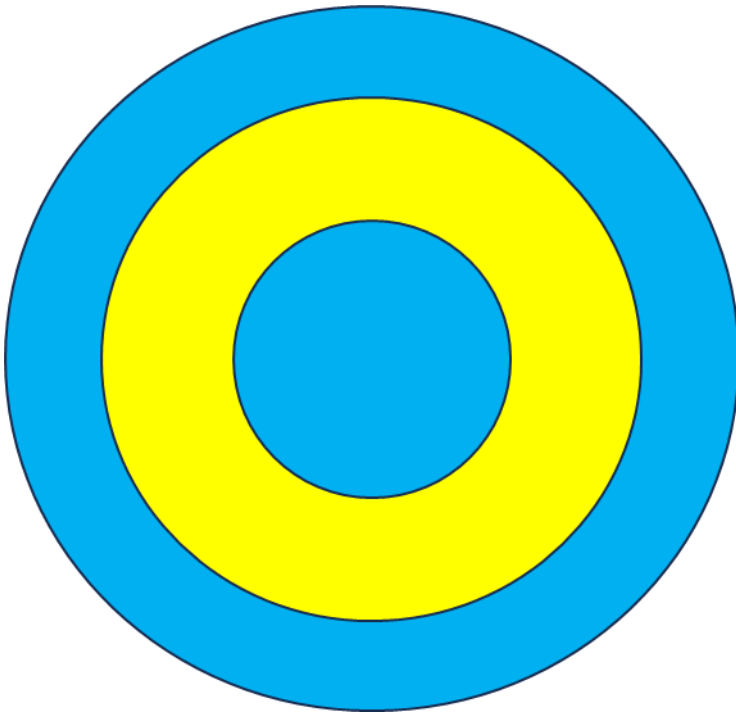
2. FINANCIAL INFORMATION:

The scheme falls within the budgets set for the annual bedding schemes.

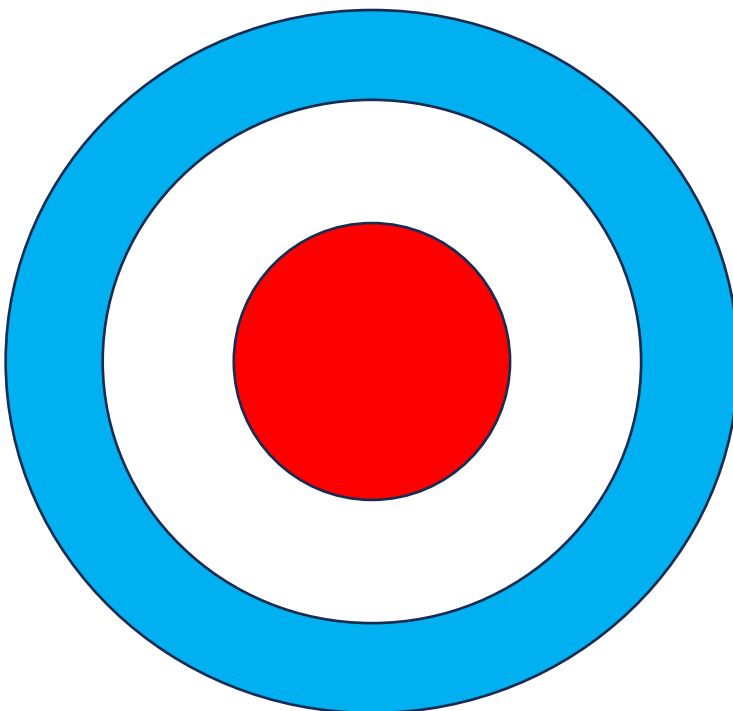
3. SUPPORTING DOCUMENTATION:

Example diagrams / layouts of bedding schemes.

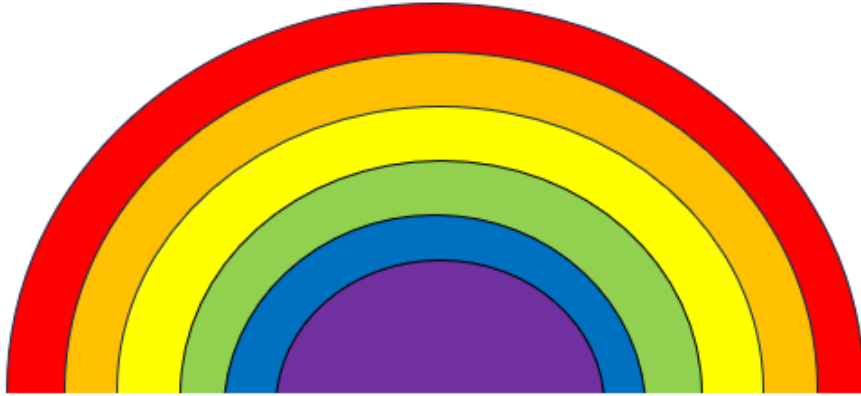
Bell Tower Bedding



Front Door Bedding



Welcome Bed, Pioneer Bed & Raised Bedding



4. RECCOMENDATION

Committee is asked to **APPROVE** the designs as listed above.

BICESTER TOWN COUNCIL

ENVIRONMENT COMMITTEE

Tuesday 16th January 2024

Allotment Noticeboards Report

Chairman: Councillor Damien Maguire

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

Paul Canning – Service Manager

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

1. Introduction

1.2 The Allotment Working Party have asked that this report be brought to the Environment Committee. In the meeting officers, councillors and reps for the site have been discussing issue and ways to resolve these. The Reps stated that it would be a good idea if the old/broken noticeboards were replaced so that the reps and officers can use the noticeboards to inform tenants of certain information for example:

- Inspection Dates
- Upcoming work that may affect access to sites or certain sections
- Advertise the Best Kept Allotment Award
- Reps can use this to put minutes from their own outside meetings for other tenants.

All notice boards across all the sites are in desperate need of updating. Currently all standing noticeboards are Wooden and weathered (some more then others) .

2. Noticeboard Options

2.1. The colour option for all the Noticeboards would be Blue (RAL5010), this is to fall in line with the Bicester Town Council branding.

2.2. AF30/A2, £166.80



A2, AF30 aluminium noticeboard (Ref: AF30/A2)

2.3. AF30/6A4, £205.19



6 x A4, AF30 aluminium
noticeboard (Ref: AF30/6A4)

2.4. AF58/6A4, £251.16



6 x A4 AF58 aluminium
noticeboard (Ref: AF58/6A4)

FROM: £251.16 (EXCL VAT)

2.5. AF58/4A4, £215.28



4 x A4 AF58 aluminium
noticeboard (Ref: AF58/4A4)

3. Recommendations

The Committee is recommended to:

- **APPROVE** AF30/A2 for Colne Close, Evenlode House and Anson Way.
- **APPROVE** AF30/6A4, £205.19 for Leach Road & Claypits.

BICESTER TOWN COUNCIL

ENVIRONMENT COMMITTEE

Tuesday 16th January 2024

Allotment Privacy Notice Report

Chairman: Councillor Damien Maguire

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

Paul Canning – Service Manager

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

1. Privacy Notice Changes

1.2 It has been raised by some tenants that it would be helpful to have a section on the Privacy Notice for the O.A.P concession. This is so when a discount question is asked the administrator does not have to ask how old the tenant is, some tenants would rather write their birthday down rather than tell the Administrator how old they are. In some cases, this can lead to the tenant struggling to pay, as they are too afraid to approach the topic.

1.3 This was suggested by a new tenant that didn't quite feel comfortable saying their age in the vicinity of other people.

1.4 It would be placed under the Address box but before the Email Address, please see Appendix 1.

2. Recommendations

The Committee are recommended to:

- **NOTE** the contents of the report.
- Committee is asked to **APPROVE** the changes to the Privacy Notice to go to the Policy Committee.

PRIVACY NOTICE

BICESTER TOWN COUNCIL ALLOTMENTS

Bicester Town Council is the Data Controller under the new data protection law and will use the information you provide on this form to manage the and renew your Tenancy Agreement.

The legal basis for processing this data is the necessity for processing a contract between the Town Council and the Allotment Tenant, and your consent, if given to pass information to the Allotment Association at your site.

We will keep your data for six years following the termination of your allotment plot.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://bicester.gov.uk/>

If you require any further information regarding this privacy notice please contact the Council at Bicester Town Council, The Garth, Launton Road, Bicester, Oxfordshire. OX26 6PS

ALLOTMENT INFORMATION:

Please provide a name and address so we can update our Allotment records. This is a requirement as part of your tenancy agreement under the Allotment Act 1908:

NAME: _____

ADDRESS: _____

DATE OF BIRTH: _____

(We ask this to help show us who is entitled to OAP Concession, this will not be shared with anyone other than the Officers at Bicester Town Council.)

Please provide an email address so that we can send you your allotment agreement, invoice and other allotment associated communications by email.

EMAIL: _____

Please provide a telephone number so we can contact regarding allotment matters and in case of emergency.

TELEPHONE: _____

Your declaration:

I understand the following:

You will use the information I have provided to manage my rental of the Allotment Plot as outlined in the above privacy notice.

ALLOTMENT HOLDER SIGNATURE: _____

ALLOTMENT PLOT NUMBER(S) _____

DATE: _____

We may share your information with the Allotment Association as part of our management arrangements. Please tick the information you consent to the Town Council sharing with the Association at your site.

Email ☐ Telephone ☐ SMS ☐

If you need any further information please contact: Bicester Town Council, The Garth, Launton Road, Bicester, Oxfordshire. OX26 6PS.

BICESTER TOWN COUNCIL

ALLOTMENTS

Tuesday 16th January 2024

Allotment Tenancy Agreement Report

Chairman: Councillor Damien Maguire

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

Paul Canning – Service Manager

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

1. Changes to Tenancy Agreement

1.2 This will show the original text and the amended version below.

1.3 **Section 8 (old)** – “You must not fly tip or dump rubbish, waste or noxious contaminants on your allotment or any other part of the allotment site”.

Section 8 (new) – “You must not fly tip or dump rubbish (including weeds), waste or noxious contaminants on your allotment or any other part of the allotment site. All waste should either be removed from the site or suitably composted on your plot”.

1.4 **Section 12 (old)** – “You must not bring any other animals to the allotment garden, except for ‘Aid’ dogs e.g., seeing or hearing dogs.”

Section 12 (new) – “Dogs are allowed on the allotment when under direct control of their owners. This may require the use of a lead/leash if not controlled. All fouling must be cleared, and the following rules must be adhered to:

- a. Dogs are only permitted on the main pathway and the tenants allocated plot.
- b. Dogs should not cause any nuisance to the surrounding or any plots on the site.
- c. Failure to adhere to the above request regarding dogs on the allotment will result in the specific dog being banned from the site, failure to adhere to the ban means we may end your Tenancy by giving one months’ notice in writing”.

1.5 **Section 16 (old)** – “You must not plant any tree, shrub, hedge or bush without our written permission, (This permission will not be unreasonably withheld), with the exception of soft fruit canes and bushes not exceeding 1.5 meters high.”

Section 16 (new) – “You must not plant any tree, shrub, hedge, or bush without our written permission, (This permission will not be unreasonably withheld). If permission is given the following rules must be adhered to:

- a. With the exception of soft fruit canes and bushes not exceeding 1.5 meters high.
- b. Must not be planted in a location which will be injurious to an adjacent plot.
- c. Must not overhang adjacent plots or pathways.”

2. Recommendations

The Committee are recommended to:

- **NOTE** the report.
- Committee is asked to **APPROVE** the Tenancy Agreement changes for Section 8, 12, 16 to be taken to the Policy Committee.

BICESTER TOWN COUNCIL TENANCY AGREEMENT FOR AN ALLOTMENT GARDEN

This agreement explains the rules that you and we must obey when you rent an allotment garden.

1. We agree to let to the tenant the allocated Allotment Garden.
2. We agree to let the Allotment Garden to the tenant for a term of one year commencing on the 1st April to 31st March annually.
3. You agree to pay a yearly rent whether demanded or not which shall be payable quarterly or annually in advance on the 1st of April each year. You will be invoiced annually.
4. You must tell us as soon as possible of any change of address.
5. You must use your allotment for the purposes of an allotment garden only. It must be wholly or mainly used for the production of vegetables or fruit for the consumption by yourself or your family. You must keep it free from weeds and maintain every part of it in a good condition.
6. You agree not to sell or undertake a business in respect of the cultivation and production of fruit, vegetable, flowers or livestock in the Allotment Garden.
7. You must reside within the boundary of Bicester during the term of the tenancy. However, applications from residents in neighbouring parishes that have no allotment provision of their own may be considered.
8. You must not fly tip or dump rubbish (including weeds), waste or noxious contaminants on your allotment or any other part of the allotment site. All waste should either be removed from the site or suitably composted on your plot.
9. You must not cause any nuisance or annoyance to other allotments holders or anyone living in the area surrounding your allotment.
10. You must not underlet, assign or part with the possession of the allotment garden or any part of it. This means that you cannot hand over your allotment to anyone but us.
11. You must not keep any animals on your allotment except hens or rabbits. Numbers of hens are restricted to 6 on a small plot, 9 on a standard plot and 12 on a large plot.
12. Dogs are allowed on the allotment when under direct control of their owner. This may require the use of a lead/leash if not controlled. All fouling must be cleared, and the following rules must be adhered to:
 - a. Dogs are only permitted on the main pathway and the tenants allocated plot.
 - b. Dogs should not cause any nuisance to surrounding or any plots on the site.
 - c. Failure to adhere to the above request regarding dogs on the allotment will result in the specific dog being banned, failure to adhere to the ban means we may end your Tenancy by giving one months' notice in writing.

13. You must not build or put up any building or other structure (including sheds and chicken coops) without our written permission. If we give to permission, you must follow the rules as follows:
 - Shed sizes to be no more than 6' high x 4' wide x 6' long. Sheds can be further placed on a concrete slab base of 2" thickness to allow for protection against rodent infestation.
 - Poly tunnels not to exceed 6'6" wide x 15' long x 6' high or not to exceed the total area of the plot.
 - Animal housing to be relevant to the number of beasts kept.
 - All structures must be kept in good condition and removed if we ask you to.
14. You must keep all paths surrounding your plot clean and tidy and not obstruct access for other allotment users.
15. You must not fence the allotment garden without first obtaining our written permission, and if that is granted, you must keep the fencing in good condition.
16. You must not plant any tree, shrub, hedge, or bush without our written permission, (This permission will not be unreasonably withheld). If permission is given the following rules must be adhered to:
 - With the exception of soft fruit canes and bushes not exceeding 1.5 meters high.
 - Must not be planted in a location which will be injurious to an adjacent plot.
 - Must not overhang adjacent plots or pathways.
17. You must allow us at any time to enter and look at your allotment. You must allow us to enter any building on your allotment at any time. If it is necessary, we may carry out such repairs and maintenance of both your allotment and any structure as we consider necessary. You must pay us the cost of this repair and maintenance if we ask you to.
18. You must not obstruct any paths or roads that are a means of access to and from the Allotment Garden site.
19. You must not have any bonfires on the allotment garden or the allotment garden site.
20. We will pay all rates, taxes, dues or other assessments which may at any time be levied or charged upon the Allotment Garden.
21. We may end the tenancy of your allotment garden by giving you 12 months' notice to quit. This notice must end on any day on or before 6th April or any day on or after 29th September in any year. You may end your tenancy by giving us one month's written notice of the date you will hand back the tenancy.
22. We may end your tenancy if your rent is in arrears for more than 40 days, if you do not live within the Bicester town boundary, or you are bankrupt or have compounded your creditors. The tenancy may be ended by us re-entering your allotment after giving you not less than one months' notice in writing in these cases.
23. You must give us back the allotment garden at the end of your tenancy in good condition. We may recover from you compensation if there has been any deterioration of your allotment caused, in our opinion, by your failure to fulfil this

Agreement. This includes removing any structures that you have erected, unless we agree in writing that they can remain and return of the allotment site key.

24. We may give you any written notice under this agreement by delivering it to you personally or by posting it to you last known address, or by leaving it on your allotment. You may give us any such notice by delivering or posting it to the **Town Clerk**, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon, OX26 6PS.
25. If you breach any of these rules we can bring your tenancy to an end. We may re-enter your allotment and end your tenancy, after having given you one month's notice in writing.
26. In this agreement, the following words have meanings as follows:
- (1) "allotment " and "allotment garden" mean an allotment garden as defined by the Allotments Act 1922
 - (2) "you" means the person named in this agreement executing this agreement with Bicester Town Council granting you the tenancy of an allotment subject to these conditions.
 - (3) "we" or "us" means Bicester Town Council
 - (4) "rules" means the terms and conditions of your tenancy.

[] GDPR Form. Please ensure this is completed and returned with payment otherwise we **cannot** allocate you an allotment plot.

Signed Date.....

Phil Evans, TOWN CLERK
For and on behalf of the Council

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Tuesday 16th January 2024

Bicester Pride Event 2024

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

This year's Bicester Pride event held in Garth Park was extremely successful. Bicester Pride have approached the Events working party with a proposal to hold their 2024 event once again in Garth Park.

2. Proposal

2.1 The event will be taking place on 7th September 2024 in Garth Park with an approximate attendance of 1800 people.

2.2 Event plan appendix A is attached for further information.

3. Recommendation

The committee is asked to **APPROVE** Bicester Prides 2024 event is held once again within Garth Park.



PROPOSAL FOR BICESTER PRIDE 2024

EVENT PLAN – Issue 1
Date 24 10 2023

Document Name	Bicester Pride 2024
Author	Christina Riley & Li Bunce
Date Completed	24/10/2023
Review Date	Ongoing

Contents

1. Distribution List
2. Event Overview
3. The Event
 - 3.1 Event Timescale
 - 3.2 Traffic Management
 - 3.3 Car Parking
 - 3.4 Security Provisions
 - 3.5 Lost and Found Children/Persons
 - 3.6 Medical and Welfare Information
 - 3.7 Waste Management
 - 3.8 Adverse Weather Conditions
 - 3.9 Toilet Provision
 - 3.10 Vehicle Movement
 - 3.11 Refreshments
 - 3.12 Standard Dress/Uniform
 - 3.13 Complaints Procedure
 - 3.14 Stand Down
 - 3.15 Claims and Payment
4. National Threat Level
5. Roles and Responsibilities
6. Communications
7. Appendices

1. Distribution List

Name	Title/Organisation	Copy
Christina Riley	Bicester Pride CIC - Director - Event Lead	1
Li Bunce	Bicester Pride CIC – Vice Chair/Deputy Event Lead	1
Rob Johnson	Bicester Pride CIC – Vice Chair/Finance/Tickets	1
Jake Bowerman	Bicester Pride CIC – Entertainment/Licensing	1
Paul Canning	Service Manager (BTC)	1
Shannon O'Connor	Administration Officer Events (BTC)	1
Conor Pattison	Outdoor Supervisor (BTC)	1
First Aid	TBC	1
Tom Duckham	CDC Street Scene Officer	1
Gavin Staniland	Neighbourhood Supervisor (TVP)	1
Paul Mann	Emergency Planning Officer (OFS))	1
Paul Mann	Watch Manager (Bicester Fire Station)	1
Sarah Jane	Safety Advisory Group (CDC)	1
	Security (TBC)	1
	Stage (TBC)	1

2. A. Licensing

Title	Requested Date	Detail
Public Performance Licence (PPL)	N/A	Acts have licences in place
Safety Group Authority (SAG)		
Road Closures		
Temporary Events Notice		
Premise Licence		
Bicester Pride Risk Assessments		Available upon request

2. B. Event Overview

Bicester Pride 2024 Festival will take place in Garth Park, Bicester on Saturday 7th September 2024. The event is a family friendly festival offering a variety of musical performances who will have allocated performance times, marketplace shopping, charity stalls, children's entertainment and more. Bicester Pride Community Interest Company will coordinate and facilitate the event and engage with key partners, performers, and sponsors.

3. The Event

Event	Location	Details	Approx. attendance
Bicester Pride 2024	Garth Park, Bicester	1 day festival taking place on Saturday 7 th September 2024	1800

3.1 Event Timescale

All timings are draft and subject to change.

Friday 6th September

To be confirmed after research, BTC approval and quotations

Tulu to deliver toilets, time to be confirmed.

Travis Perkins to deliver herras fencing, time to be confirmed.

Saturday 7th September 2024

07:00 Bicester Pride Committee arrive on site and set up event provisions.

07:30 Main Stage arrives and is erected, sound, DJ, lighting setup.

10:30 First Aid and Security arrive on site and are briefed by 1100 hrs.

14:00 Gates open to ticket holders and event commences. (TBC after liaising with market stall holders, this maybe gates open to the public at midday.

22:00 Music to finish.

22:30 Site clear down.

00:00 Security to leave site and site closure.

3.2 Traffic Management

All event provisions entering the site will be registered and recorded at the main gate including any performers and acts in the logbook provided. They will be marshalled by Bicester Pride CIC and/or their volunteers to their location on site. Garth Park will remain closed to public vehicles at all times. Bicester Pride are actively encouraging sustainability by requesting people to use public transport or walk to the central location where the event is being held, Bicester Pride are offering no provision for public car parking or stall holders attending the event.

Permission is sought from Bicester Town Council to use the stables within Garth Park, located just to the left of the main gate for parking of committee members' vehicles and supporting stage/sound crew vehicles. Any vehicular movement will be conducted as absolutely necessary and with the use of a banksperson wearing a high visibility jacket.

Bicester Pride CIC and security will ensure that people can access the park safely, promote the two crossing points near Garth Park and consider if these need manning at peak times with Bicester Pride CIC committee members or volunteers.

Bicester Pride will meet with Thames Valley Police and Bicester Town Council, it will be confirmed if there is to be a Pride Parade for 2024, as this proposal stands without the parade there is no necessity for any road closures and no disruption to traffic management or flow that will affect the local area or residents. L Bunce has already met with Thames Valley Police and it has been agreed that they will continue to support and work with Bicester Pride and wish to have a more visible and prominent position at Bicester Pride in

2024. There were no criminal incidents in 2023 at Bicester Pride and only one noise complaint. The feedback was amazing and very positive from the event.

Bicester Pride will continue working with the Safety Advisory Group in reference with traffic management and implement recommendations where necessary. Bicester Pride will monitor the traffic and pedestrian situation on the day of the event.

3.3 Car Parking

There are no car parking facilities for the general public at Garth Park during the event. All suppliers, acts, committee vehicles will use the stables within Garth Park, located just to the left of the main gate and will be directed by Bicester Pride CIC or security staff who will be fully briefed. If there is insufficient parking for the acts, committee, suppliers etc Bicester Pride will pay the day rate of car parking at the Old Cattle Market Long Stay car park for the overspill which is not anticipated but has been considered.

Any vehicular movement will be conducted as absolutely necessary and with the use of a banks person wearing a high visibility jacket.

3.4 Security

Security company is to be agreed and will provide SIA trained staff, a Team Leader and an Events Manager for the event, the maximum being number on site will be 15 security staff. A full security plan and staffing breakdown to be held. Security to be aware of alcohol consumption by the public and react accordingly to any violence, disorder, or anti-social behaviour.

Security employed will have one person who is a level 4 Crowd Control Manager.

Security Staff Breakdown

1100 hrs-2230 hrs - 13x SIA Officers plus Team Leader and Events Manager

2230-0000hrs - 2x SIA Officers plus Team Leader and Events Manager

Bicester Pride will also hire two security search wands from the Security Company to be used at point of entry and have liaison to both Thames Valley Police Operations, Neighbourhood team and Cherwell District Council for the provision of a drugs amnesty bin.

Risk of crushing and anti-social behaviour within the queuing barriers, at least 2x-4x security staff to stand and maintain the queue, making sure there is no danger, and nobody jumps the barrier. If there is a crush risk, Security or Bicester Pride CIC to unhook the barriers and allow people into the garden area. Mojo barriers will be used within the stage vicinity to ensure no risk of crushing.

1x security staff will remain on the door to the council chambers (rear) and only allow pre-authorised persons access and will log/record this detail. 1x security staff will be required to escort some acts to the stage area supported by Bicester Pride CIC Committee or volunteers. A full security plan and positioning will be compiled and submitted as an appendix and will be provided as part of the security briefing on the day of the event.

Bicester Pride CIC and security are to maintain radio communications throughout the event.

3.5 Lost and Found Children/Persons

Point of contact for lost and found children/vulnerable persons will be the first aid location by Savoir Fare (TBC). Bicester Pride CIC or nominated representative to make announcements throughout the event if required and will have access to loudspeaker. Signs to be put out on the day regarding lost/found persons.

If an adult comes to the lost and found to report a missing child the following procedure is to be followed:

1. Take a full description of the missing person including name, age, hair colour, hair length, height, build, clothing, last time seen, location last seen.
2. A record of the person reporting the lost individual will be made with their name, address, telephone number and relationship to the person.
3. The person taking the report will send a radio message to all channels informing them of a lost person with their description and inform them immediately if they are approached or find the person.
4. The police **must** be informed within 30 minutes as agreed at the Safety Advisory Group meeting.
5. If no information is received from this, then an announcement will be made at the earliest opportunity – Event will have an emergency switch to stop all music and reset lighting to bright white.
6. Once the child has been located, they will be taken to a lost/found RVP to be reunited with the parent/guardian.
7. An information message across all radio channels should be made to inform that the search is over, and the police updated.

Found child/vulnerable person with absent parent/guardian/caregiver procedure

1. The member of staff/committee member should immediately take the found child/person to the lost/found person/child area.
2. Take a full description of the found child/person including name, age, hair colour, hair length, height, build, clothing, last time seen, location last seen.
3. The child/person found should be asked for information regarding the person, parent, guardian they attended with and should include name, clothing, place last seen
4. Ensure there are two or more persons around preferably who are DBS/safeguard checked and trained and only comfort the child/person as is necessary and in an appropriate manner.
5. The event lead will send a radio message to all channels informing them of the lost child/person with a description, and to inform them immediately if anyone is approached by an adult looking for a child/person and stating their description.
6. Inform the police of a child/person with no adult, caregiver.
7. If no information is received from this then a PA announcement will be made at the earliest opportunity. Event will have an emergency switch to stop all music and lights reset to bright white if required.
8. If an adult, caregiver is located then they will be taken to the child/person at the lost and found area.

9. An information message will be communicated across all radio channels will be made with the update and that the search is over, and the police will be updated.

Wristbands

Bicester Pride Community Interest Company will provide wristbands to parents, guardians/caregivers for children. These wristbands should have the contact number of the parent/ guardian/caregiver for use in case of emergency. The wristband will be completed by the police cadets who are supporting Bicester Pride as volunteers.

Bicester Pride have a colour coded wristband system for use on the day:

Adults

TBC

Children

Yellow, blue, pink, green with writable square

Bicester Pride Committee members and Bicester Town Council will not have wristbands but will wear their issued organisational identity cards. Security will each wear their standard uniform plus have visible their SIA licence.

3.6 Medical and Welfare Information

First Aid TBC will provide the first aid cover for the event, there will be a maximum of three trained staff and all medical supplies will be on site throughout. Two Bicester Pride Committee Members are first aid trained and will also have emergency first aid kits available if required.

South Central Ambulance will be notified of the event and have raised no concerns or issues and Bicester Pride will invite SCAS cadets to attend as volunteers for a community event if they wish.

3.7 Waste Facilities

Bicester Pride will hand out bin bags to attendees to assist with waste collection, the bags can be kept and used with the attendee for the duration of their stay, some may choose to put the bags into the waste bins already in situ throughout Garth Park, any left and any other waste will be collected by Bicester Pride Committee members and volunteers and if agreed in line with Bicester Town Council as per 2023 agreements, put in the Bicester Town Council large waste bins/skips, the waste will be removed as normal with Bicester Town Councils.

Volunteers throughout the event will also use the equipment provided by Bicester Pride to walk around the site picking up litter.

3.8 Adverse Weather

No provision will be made for adverse weather conditions, although the Event Lead and Deputy will monitor weather conditions and make a decision if the event is to be cancelled or revised (such as no gazebos if wind is strong or a risk). no refunds will be issued. Bicester Pride CIC will monitor weather conditions and have a risk assessment in place.

3.9 Toilet Provisions

Toilet hire company TBC

1x Accessible disabled

10x Individual toilet units

3.10 Transportation

No public vehicles will be allowed access throughout the event, any approved vehicles will be escorted and only when absolutely necessary. The public will be encouraged to walk or use public transport.

3.11 Standard Dress/Uniform

Bicester Pride Committee members and Bicester Town Council will not have wristbands but will wear their issued organisational identity cards.

Bicester Pride committee members will all wear Black Bicester Pride T-shirts that identify them as Committee Members or Directors.

Any personal volunteers enrolled by Bicester Pride will be issued an Orange T-shirt identifying them as “Stewards” and displaying the Bicester Pride logo. This does not include any volunteers from professional organisations like Thames Valley Police cadets who will wear their standard uniforms if they attend in 2024.

The media personnel employed by Bicester Pride will be issued a Purple T-shirt identifying them as “MEDIA” and displaying the Bicester Pride logo.

Security will each wear their standard uniform plus have visible their SIA licence.

A number of high visibility jackets are available from Bicester Pride for use by the committee, volunteers or media organised by Bicester Pride.

3.12 Refreshments

TBC – however Bicester Pride and Savior Fayre have already spoken and had a de-brief on the 2023 event and Savior Fayre would be happy with the same or similar agreements to 2023 which may include:

Bicester Pride will be placing an order for provisions for the stage crew, acts and committee throughout the whole event plus issuing meal vouchers for the Stage Crew, Bicester Pride Committee and the acts where required.

Savoir Fare will not open in the morning as per their normal opening times, but instead will provide a limited menu and have agreed that we can use our own licenced bars plus three catering vehicles that offer completely different food, this is due to us being the last event and Lorraine does not want to be stuck with excess stock. A full written agreement will be agreed and will be passed to BTC and both Bicester Pride and Saviour Fare will retain a copy all of which will signed.

3.13 Complaint Procedure

All complaints on the event day that require urgent attention must be directed to the event lead. All other complaints should be directed to bicesterpride@gmail.com

3.14 Stand Down

The event will finish at 22:00 hrs for site clearance. Four security officers will remain after the public have been cleared from the park and Bicester Pride plus volunteers will clear, inspect and tidy the park and Garth House before standing down.

3.15 Claims and Payment

All tickets will be pre-purchased through a reliable ticket platform. Any invoices will be paid as per the hire agreements.

4.0 National Threat Level

The Current National Threat Level is **SUBSTANTIAL** (meaning an attack is likely) as recorded from <http://www.mi5.gov.uk/>

Security, Bicester Pride's Event lead and Vice Chair are ACT trained and the below shall be followed for any Terrorism Attack.

Suspicious Item Found

The 4 C's Protocol will be used: **CONFIRM, CLEAR, COMMUNICATE, CONTROL.**

CONFIRM: whether the item exhibits recognisably suspicious characteristics; is it hidden? Is it obviously suspicious? Is the item usually found in that location?

CLEAR: immediate area. Do not touch it. Move people to a safe distance and out of line of sight of the item. Cordon off the area.

COMMUNICATE: Do not use radios or mobile telephones within 15 metres of the item. Inform Bicester Pride's Security and Event Leads. Bicester Pride's Event Lead and/or nominated deputy will call 999 this will be determined by Bicester Pride's Event Lead and/or nominated deputy.

CONTROL: access to the area. Do not allow members of the public to approach the area until it is confirmed safe. Keep eyewitnesses and reporting persons on hand whenever possible.

Evacuation

Once a threat has been confirmed, Bicester Pride's Event Lead and/or nominated deputy will determine whether the evacuation protocol will be initiated:

1. Members of the public and participants
2. Events Teams
3. Emergency Services coordination point access

Evacuation will be made through the nearest and safest available exit with Security and Bicester Pride Committee available to direct. The rendezvous point will be Claremont Car Park, Bicester, opposite the park and security, Bicester Pride Committee and volunteers will ensure safe passage and clearance during the evacuation.

4.1 Roles and Responsibilities

Name	Role/Title	Responsibility
Christina Riley	Director - Bicester Pride Event Lead	Overall control of event. Roam areas to ensure everything is running smoothly. Litter pick and site clear down.
Li Bunce	Director - Bicester Pride Event Lead	Overall control of event. Roam areas to ensure everything is running smoothly. Litter pick and site clear down. Liaise with CR throughout. Ensure security is running correctly, liaise with police where/if required. Roam areas to ensure everything is running smoothly. Litter pick and site clear down.
Rob Johnson	Director – Nominated Event Lead if above are unavailable	Assume Nominated Deputy Lead if required. Ensure ticketing is running correctly and resolve any issues with tickets. Roam areas to ensure everything is running smoothly. Litter pick and site clear down.
Jake Bowerman	Entertainment Officer	Ensure licensing is correct and all paperwork is on site for inspection if required. Liaise with performers/acts, ensure refreshments are available for acts/performers. Litter pick and site clear down.
TBC	Marketplace Officer	Direct stall holders to allocated areas, liaise with stall holders throughout the event. Facilitate safe clear down of stalls. Litter pick and site clear down.
TBC	Security	Provide security in all areas, ensure quick access to event, clicking public in/out, issue

		wristbands, prevent disorder, crime, unauthorised access, remove intoxicated persons if necessary.
TBC	First Aid	First point of contact for any medical issues. Lost person reporting area.
TBC	Photographer/media	Take photographs of event.
TBC	Video/media	Record video of the event throughout.
TBC	Stage, lights, sound, generators	Provide stage, lights, sound, support and crew for the event as purchased and agreed.
TBC	Toilets	Provide toilets and supplies as requested and purchased for the event.

4.2 Communication

Bicester Pride would like to seek the permission of Bicester Town Council to use their radios as per 2023 event(10x), one handset to be issued to First Aid and Security Leads, Security to provide at least one radio handset to Bicester Pride Event Lead, Director and Deputy Event Lead.

4. Key Contact List

Role/Organisation	Name	Contact number
Bicester Pride Event Lead	Christina Riley	07850 058153
Bicester Pride Vice and Deputy Event Lead	Li Bunce	07590 575035
Bicester Pride Vice chair	Rob Johnson	07985 148446
Thames Valley Police -Neighbourhood Team Supervisor	Gavin Staniland	07974 970545
Emergency Planning Officer for OFS/OCC	Paul Mann	07771 387416
Safety Advisory Officers for CDC	Sarah - Jane	01295 221542
Fire Service Supervisor	Paul Mann	07771 387416
Security - TBC	TBC	TBC
First Aid - TBC	TBC	TBC

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Tuesday 16th January 2024

Nais House Event 2024

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

After a successful 2023 BeNice Festival held in Garth Park, Nais House would like to hold their 2024 event once again in Garth Park.

2. Proposal

2.1 The event will be held on July 6th, 2024, in Garth Park with an expected attendance of 1 to 2k.

2.2 Please see appendix A Nais House application form for more information.

3. Recommendation

The committee is asked to **APPROVE** Nais house 2024 event application.



Hire of Parks and Open Spaces

Application Form

Please note:

- This form must be completed in black ink and CAPITAL LETTERS
- This application must be made a minimum of ten weeks in advance of the date of hire.
- Applicants must be over eighteen years of age.
- You must complete this form as fully as you can; the more information we have, the easier it is for us to assess your application.

PROPOSED NAME OF EVENT:

SECTION 1: Hirer's details

Name:

Organisation:

Position held:

Address:

Phone (home):

Phone (mobile):

Phone (work):

Fax:

Email address:

Second contact

Name:

Organisation:

Position held:

Address:

Phone (home):

Phone (mobile):

Phone (work):

Fax:

Email address:

SECTION 2: Key information about the hire

What type of event or activity do you want to hold?

#BeNice Festival

Which park or open space do you want to hire (full address required)?

Garth Park

When do you want to hire the park or open space?

Access date/time:

Open date/time:

Close date/time:

Vacate date/time:

How many people do you expect to attend (including maximum attendance at any one time)?

1 - 2K

What is the purpose of the event or activity?

Festival - holistic therapies, stalls, inflatables and live music

If it is to raise money for a charity, please give details (including registered charity number)?

To raise funds for Nai's House - Charity Number:1192238

Circle either yes or no to indicate if the following will be taking place as part of the proposed event:

RULE	DESCRIPTION	YES/NO
A	Will there be any plays/theatre taking place at the event?	No
	If yes, please give details:	
B	Will you be showing any films/cinema at the event?	No
	If yes, please give details:	
C	Will you be holding any sporting activities at the event?	No
	If yes, please give details:	
D	Will there be any form of live music at the event?	Yes
	If yes, please give details: Live singers / band throughout the event TBC	

E	Will there be any form of recorded music at the event?	No
	If yes, please give details:	
F	Will there be any dance performances at the event?	Yes
	If yes, please give details: We hope local dance groups will perform. TBC	
G	Will there be any activities similar to E, F or G above?	Yes / No
	If yes, please give details:	
H	Will there be facilities for making music?	Yes
	If yes, please give details: Community Albums will be hosting a come along and try an instrument and join in with them.	
I	Will there be facilities for dancing?	Yes
	If yes, please give details: The grass area will be used for dancing.	
J	Will there be any activities similar to I or J above?	Yes / No
	If yes, please give details:	
K	Will there be supply of alcohol?	Yes
	If yes, please give details: We will run a licensed bar.	
L	Will there be any entertainment of an adult nature? E.g. activities involving nude physical nature or obscene language.	No
	If yes, please give details:	

SECTION 3: Site and safety

Please circle either yes or no to indicate, if you plan to carry out any of the following activities and provide as much information as possible in the 'details' section.

DO YOU PLAN TO:	YES/NO	PLEASE PROVIDE DETAILS
Erect tents and/or marquees	Yes	<i>Gazebo's/tents etc will be erected. We hope to also borrow the council gazebo's as per previous years.</i>
Use heavy equipment	No	
Bring vehicles onto the site	Yes	<i>As per previous years the stall holders will bring their vehicles on site, plus a vehicle to set up the stage.</i> (give number and type, or specify if heavy machinery)
Install power (electricity)	Yes / No	<i>Yes - same as year before - generator.</i>
Let off fireworks	No	
Have novelty rides	No	(if you are having a funfair at your event it is your responsibility to administer appropriately)
Erect side shows and/or stalls	Yes	<i>We will have a number of stalls running.</i>
Entry charge/restricted access	No	
Provide car parking	Yes	<i>Provide some parking for stall holders and events team.</i>

SECTION 4: Environmental health

Please circle either yes or no to indicate, if you plan to carry out any of the following activities and provide as much information as possible in the 'details' section.

DO YOU PLAN TO:	YES/NO	PLEASE PROVIDE DETAILS
Provide toilet facilities	Yes	<i>We will hire portaloos as per previous years.</i>
Have live music and/or dancing	Yes	<i>We will have a number of live singers/bands throughout the day.</i>
Use amplification equipment	Yes	
Have a licensed bar	Yes	
Sell food/let a food concession	Yes	<i>We will work with Lorraine at Savior Fair to ensure any food options do not impact her service.</i>
Cook food on site	No	
Water requirement	No	

SECTION 5: Other

Please circle either yes or no to indicate, if you plan to carry out any of the following activities and provide as much information as possible in the 'details' section.

DO YOU PLAN TO:	YES/NO	PLEASE PROVIDE DETAILS
Provide your own security	Yes	Yes (please confirm numbers/qualifications and locations)
Hold arena displays	Yes	<i>Dance groups and local community displays</i>
Sell any items	Yes	<i>Stalls will be selling items.</i>
Use amplification equipment	Yes	<i>Used for the main stage.</i>
Hire equipment from BTC	Yes	As previous years
Use animals for rides	No	
Hold an animal show	No	

Use animals for displays	No	
Hold sporting activities	No	
Use the Council's sport pitches	No	
Have areas marked out	Yes	<i>We will mark area's out for each stall holder, done via a tent peg and sign.</i>

SECTION 6: To support your application

For your application to have a better chance of success, you should also send the following. Bicester Town Council must receive these documents at least 28 days prior to the event date.

Please circle either yes or no in the box on the right if you have included these items.

ADDITIONAL INFORMATION DOCUMENTS	INCLUDED
Details of how your proposed event will be funded (to show expenditure and income)	Yes / No
A site map showing the proposed event layout	Yes / No
Details of your proposed suppliers and caterers (including cleaners and cleaning schedule)	Yes / No
A copy of your security plan	Yes / No
The proposed programme for the event (and programmes from previous events if applicable)	Yes / No
Safety plan to include emergency procedures and named responsible person(s)	Yes / No

A risk assessment (and method statements where applicable)	Yes / No
A copy of your license to sell alcohol relevant to the site (where applicable)	Yes / No
A copy of your Temporary Event Licence (if required)	Yes / No
Copies of insurance documents	Yes / No
Two references	Yes / No

SECTION 7: References

Please enter the details of two referees who can confirm your event management experience. One must be a referee for the site manager on the day(s) of the event. The referees must be independent of your organisation.

Referee 1:

Name:	
Organisation:	
Position held:	
Address:	
Phone (home):	
Phone (mobile):	
Phone (work):	
Fax:	
Email address:	

Supporting statement

--

Referee 2:

Name:

--

Organisation:

--

Position held:

--

Address:

--

Phone (home):

--

Phone (mobile):

--

Phone (work):

--

Fax:

--

Email address:

--

Supporting statement

--

SECTION 8: Signature of agreement

I/We have read the Council's terms and conditions for the hire of a park or open space, and agree to comply with and be bound by them if this application is approved.

Applicant's signature:

--

Date:

--

For and on behalf of (organisation):

--

Please return this form and supporting documentation to:

Bicester Town Council
Launton Road
Bicester
Oxon
OX26 6PS

Or email to: enquiries@bicester.gov.uk marking your email 'PARK / OPEN SPACE HIRE APPLICATION'

OFFICE USE ONLY:

Date received:

By:

Application acknowledged by:

Date:

Application response date:

By:

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE

Tuesday 16th January 2024

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
Bure Park reserve knee rail	WIP
Emergency Plan Creation	Jun-24
Chambers Table Refurb	WIP
QGC tree planting a memorial to HM QEII	Feb – 24 , originally with CDC tree officer, officers have now placed order with an alternative supplier.
Bure Park Tree Planting request	April 24 awaiting GM decision
Manston Park Goal Posts	Order placed – delivery and installation March 24
Bicester Litter Pick	May-24
Bicester fields Outdoor gym	June -24
Southwold Knee rail	Contingency work
Southwold play area	May- 24
Garth Park Play Area	Jun 24
Sunderland Drive Bund and lockable bollards	Jun – 24 Awaiting Finance approval, TVP funding application rejected.
Bandstand rewire	April – 24 Awaiting Finance approval

3. Recommendations

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

**BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE FORWARD PLAN**

Tuesday 16th January 2024

Date/ Item/ Comment

ENV03/2324

Approved Projects

Standing

Allotment update

Standing

Gravenhill Bus Shelter

Play area review.

Grounds Maintenance Contract

Tiny Forests

Additional Dog Bins

By virtue of the Public Bodies (Admission to Meetings) Act 1960 s1

Document is Restricted

Document is Restricted