

Bicester Town Council



Environment Committee Meeting

Ref: ENV06/2324

**Tuesday 19th March 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
Les Sibley, Cllr Alisa Russell and Cllr Jim Webb

Other Circulation, Substitute Members:

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

Other Circulation:

Cllr John Broad (CDC), Cllr Dallimore (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

13 March 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 19th March 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

(Pages 4 - 6)

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

- **ENVO05/2324** - 16th January 2024 at 19:00hrs

4. Community Football Working Group Minutes

(Pages 7 - 9)

To **NOTE** the **MINUTES** of the following Football Community Meeting:

- **CSWG04/2324** – 4th January 2024 at 19:00hrs

5. Presentation by BBOWT

Agenda: ENV06/2324 Environment Committee
Tuesday 19th March 2024

Presentation to be given.

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. **Lions Club D-Day** (Pages 10 - 11)
The committee is requested to **APPROVE** the memorial bench including the proposed installation location.
8. **Garth Park** (Pages 12 - 24)
The committee is requested to **NOTE** the public consultation and **APPROVE** Option 1. Officers are to provide revised designs and quotes for the next Environment meeting.
9. **Play Areas** (Pages 25 - 26)
The committee is requested to **APPROVE** the parks identified for inspection, The committee can bring forward and inspection if there is a known problem to be looked at.
10. **Winter Bedding** (Page 27)
The committee is requested to **APPROVE** officers make no further purchase of Winter bedding.
11. **Approved Projects** (Page 28)
The committee is asked to NOTE the work schedule for approved projects.
12. **Forward Plan** (Page 29)
The Committee is asked to **REVIEW** and **COMMENT** on the Forward Plan.
13. **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.
14. **Bicester Bowls Club Survey** (Pages 30 - 31)
The committee is requested to **retrospectively APPROVE** the costs for urgent asbestos removal from the identified budget **Projects / Asset Maintenance**.

Minutes of the Environment Committee

A meeting of the **Environment Committee** was held on **Tuesday 16th January 2024** 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 Les Sibley
Cllr Alisa Russell
Cllr Jim Webb

In Attendance:

1/23 Apologies for Absence

24 RESOLVED that apologies were received from
Cllr Pruden
Cllr Knight

2/23 Declarations of Interest

24 RESOLVED that no declarations of interest were received.

3/23 Minutes of the Environment Committee

24 RESOLVED that committee **CONFIRMED** minutes and resolutions from the following meetings:

- ENV02/2324 held on the 18th July 2023
- ENV03/2324 held on the 21st November 2023

4/23 Minutes of the Allotment Working Party

24 RESOLVED that committee **CONFIRMED** minutes and resolutions from the following meeting:

- AWP01/2324 held on 14th June 2023

5/23 Minutes of the Events Working Party

24 RESOLVED that committee **CONFIRMED** minutes and resolutions from the following meetings:

- BE03/2324 held on the 13th September 2023.

6/23 Public Session

24 RESOLVED that public were present and had 2 minutes to communicate with the committee

- Brian Welters – Tiny forests/Global warming
- John Broad – Langford park – replanting of hedge on mallards way
- Angela from Langford community Orchard

7/23 Allotment Report

24 RESOLVED that committee **APPROVED** the report on the basis that all tenants had been given notice via Allotment officer and not previous RFO.

8/23 Southwold Play Area

24 RESOLVED that committee **APPROVED** the Southwold play area design for Phase 1 and **APPROVED** the spend to be taken from :
Projects Play Area/Open Space Investment

9/23 Wessex Mower

24 RESOLVED that committee approved **Supplier C**

- Service manager to provide clarity via email to the committee as to why it was not part of budget sign off meeting (timing of meetings)

10/2 Garth Park Summer Bedding

324 RESOLVED that committee **APPROVE** the designs in the report.

11/2 Allotment Noticeboards

324 RESOLVED that committee **APPROVE** AF30/A2 for Coln Close, Evenlode House & Anson Way.

RESOLVED that committee **APPROVE** AF30/6A4 for Leach Road & Claypits

12/2 Allotment Privacy Notice Report

324 RESOLVED that committee **NOTED** the report and **APPROVE** the Privacy notice goes to the Policy committee.

13/2 Tenancy Agreement Report

324 RESOLVED that committee **NOTED** and **APPROVED** the highlighted tenancy agreement to move onto the Policy committee.

14/2 Bicester Pride Event 2024

324 RESOLVED that the committee **APPROVED** the Bicester Pride 2024 event.

15/2 Nais House Event 2024

324 RESOLVED that the committee **APPROVE** the Nai's House #BeNice event 2024.

16/2 Approved Projects

324 RESOLVED that the committee **NOTED** the approved projects report

- Cllr Mawer recommended projects to be prioritised when present on the list for too long
- Cllr's questioned if the Grounds maintenance contract change would delay any

projects

- 17/2 **Forward Plan**
- 324 **RESOLVED** that the committee **REVIEWED** and **COMMENTED** on the forward plan.

Cllr Mallows requested Wild Flower beds in Garth Park to be added for discussion.

- 18/2 **Exclusion of Press and Public**
- 324 **RESOLVED** that the **EXCLUSION** of Press and Public was executed.

- 19/2 **Bowls Club Asbestos Survey Report**
- 324 **RESOLVED** that committee **APPROVED** the report for Bowls Club Asbestos with costs retrospectively approved in the next environment meeting – 19th March 2024

Date of next Meeting: Tuesday 19 March 2024 at 19:00

CLOSE OF MEETING: 20:02 hrs

Minutes of the Community Sports Working Group

A meeting of the **Community Sports Working Group** was held on **Thursday 4th January 2024** at **19:00 hrs** at **The Chamber Room, The Garth, Launton Road, OX26 6PS**.

Present:

Cllr Christopher Pruden – **Acting Chair**
Cllr Nicholas Mawer
Cllr Christopher Pruden
Cllr Jim Webb

In Attendance:

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

Claire Finn, Launton Ladies
Kevin Hook, Bure Park FC
Ben Hillier, Bure Park FC
Brian Leach, Ivy FC
Granville Williams, RUFC
Chris Cassidy, KEA Club

3323 Apologies for Absence

/24 Cllr Pruden stood as Chair in Cllr Beckett's absence.

RESOLVED that apologies were received from the following:

- Cllr Tom Beckett
- Barry Hiles – Kidlington FC
- Paul Davis – ACE Academy
- Steve & Ally Payne – Bicester Fossils Walking Football
- Chris Wales – Bicester Town Colts

3423 Declarations of Interest

/24 **RESOLVED** that declarations were received from Cllr Webb as he is a member of the Bicester Fossils Walking Football.

3523 Minutes of the Community Sports Working Group

/24 **RESOLVED** that the Community Sports Working Group **CONFIRMED** the following minutes to be taken to the next Environment Committee for approval:

- **CSWG03/2324** - 26th October 2023 at 19:00hrs

3623 3 Strike System

/24 Due to an admin error the correct sheet was not attached. A correct copy was handed out to all attendees who were asked to take all no-show dates away and look into as to

Minutes: 04/2324: Community Sports Working Group Meeting
Thursday 4th January 2024

Page 1 of 3

Signed

Dated

why no-one was informed prior to the booking taking place. All teams are asked to update the Facilities Administrator.

RESOLVED that the Working Party **COMMENTED** & **NOTED** the report.

3723 Questions

124 The Chair asked for another item to be added so that teams could ask any questions needed.

7v7 at Pingle Field:

Bure Park FC have requested that another 7v7 pitch be put at Pingle Field. The Service Manager explained that they need the data to show that an extra 7v7 is needed as currently it shows there is no demand for another 7v7, once the data is provided the Service Manager would review this.

Service Manager is to arrange a meeting with the Town Clerk, Bure Park.

The line marking process was questioned to which the Outdoor Supervisor explained the time and effort it takes to mark a pitch and the impact of changing a layout mid-season as it isn't as straight forward as marking the pitch, the pitches have certain run off space, respect area etc.

Bure Park FC is to send up to date data showing that they have the demand for another 7v7.

Lucerne Avenue Land:

A discussion was had about the non-used land at Lucerne Avenue. This was used as a pitch with teams being able to use the schools facilities. Officers were made aware by Cllr Mawer that there was an agreement in place between the Council and the School.

Officers are to look into the school facilities.

Whitelands:

- Flood Light Update:

The Service Manager confirmed that Cherwell District Council have chosen a supplier, but still hasn't been given a time on installation. Liam Didcot is due to speak with them next week. The Service Manager will go back to RUFC directly with dates.

RUFC commented on the ongoing maintenance throughout winter. The Service Manager let RUFC know that the maintenance is still under Cherwell District Councils control but, both the Service Manager & Outdoor Supervisor have looked at the pitches and agree improvements can be made.

- Cricket Pitch:

The Service Manager informed everyone that there will be no change of use. The group discussed the area of non-used grass and how it could help teams.

Service Manager & Outdoor Supervisor to investigate to see if there is an opportunity to use some of the area.

Officer is to look in to the Planning Permission on the recreational area.

- Lift:

The Service Manager has confirmed that the Lift is being fixed.

Football Cancellations:

Bure Park FC asked how Rugby were allowed to play matches on the same weekends that Football was cancelled.

It was explained that Rugby and Football are two different sports which have different requirements, it was also mentioned that there were weekends that Rugby couldn't play but Football went ahead.

The outdoor Supervisor explained the process of cancellation and how it works.

FA Funding:

Bure Park FC asked whether the Environment Budget had been signed off, to which they were informed it must go to Full Council first. They raised that they are concerned that they cant see the FA Funding on this.

Cllr Mawer informed the group that the funding would not show on the budget sheet as it goes into the account rather the budgets.

3823 Forward

/24 RESOLVED that the Working Party **NOTED** Forward plan.

Service Manager to call a Special Finance meeting to get the approval of the Whiteland 9v9 goals.

3923 Date of next meeting

/24 4th March 2024 at 19:00hrs.

Date of next Meeting: Thursday 14 March 2024 at 19:00

CLOSE OF MEETING: 19:39 hrs

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Tuesday 19th March 2024

80TH Anniversary D-DAY Landings

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 Officers have been approached by the Lions Club of Bicester for permission to install a memorial bench within Garth Park.

1.2 The bench will also have a memorial plaque commemorating the 80th anniversary of D-DAY.

1.3 The Lions Club will fund the bench and BTC staff will install it.

2. Proposal

3. The Lions Club will purchase a bench in keeping with the park, like the existing memorial skateboard park bench (Fig 1) and will be located near the silent soldier (Highlighted orange) (Fig 2).



Fig 1



Fig 2

4. Recommendation

The committee is requested to **APPROVE** the memorial bench including the proposed installation location.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Tuesday 19th March 2024

Garth Park 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 A summary of the Garth Park public consultation is listed below, and the full response is attached (appendix 1).

Destination Park

Yes **198**

No **7**

Mixed Feeling **35**

Splash Pad

Yes **190**

No **25**

Mixed Feelings **24**

2. Proposal

Play area options:-

Please note appendixes 2,3 and 4 are illustrations only and do not reflect the finished design.

Option 1 – Splash Park £200,000 (Appendix 2) plus £200,000 for play equipment.

Option 2 – Splash Park £280,000 (Appendix 3) plus £120,000 for play equipment.

Option 3 – Splash Park £310,000 (Appendix 4) plus £90,000 for play equipment.

Option 4 – £400,000 (Appendix 5) destination park design with play equipment only.

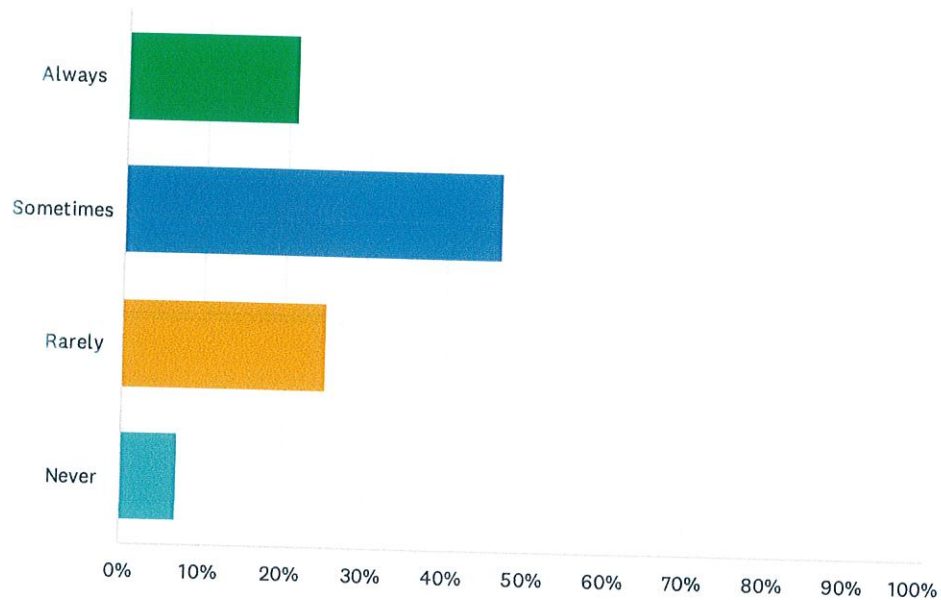
3. Recommendation

The committee is requested to **NOTE** the public consultation and **APPROVE** Option 1. Officers are to provide revised designs and quotes for the next Environment meeting.

Garth Park Play Area

Q1 How often does your child/family use the Garth Park play area?

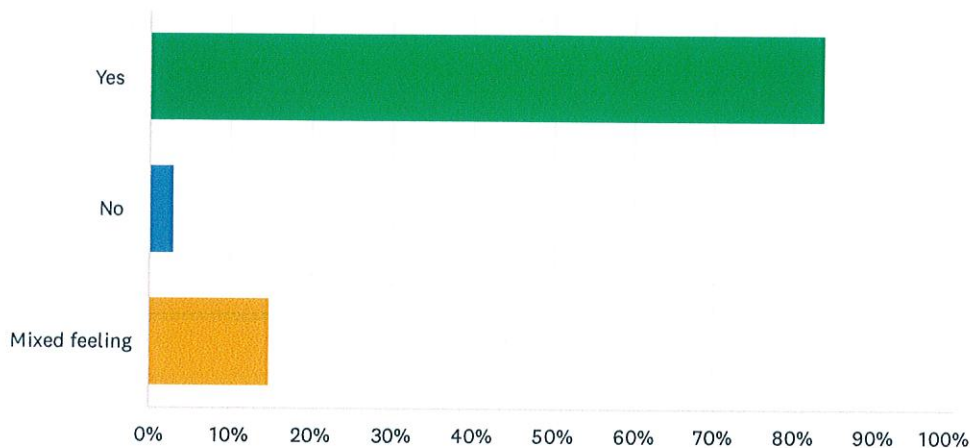
Answered: 238 Skipped: 3



ANSWER CHOICES	RESPONSES	
Always	21.01%	50
Sometimes	46.64%	111
Rarely	25.21%	60
Never	7.14%	17
TOTAL		238

Q2 Would you want to see a destination park?

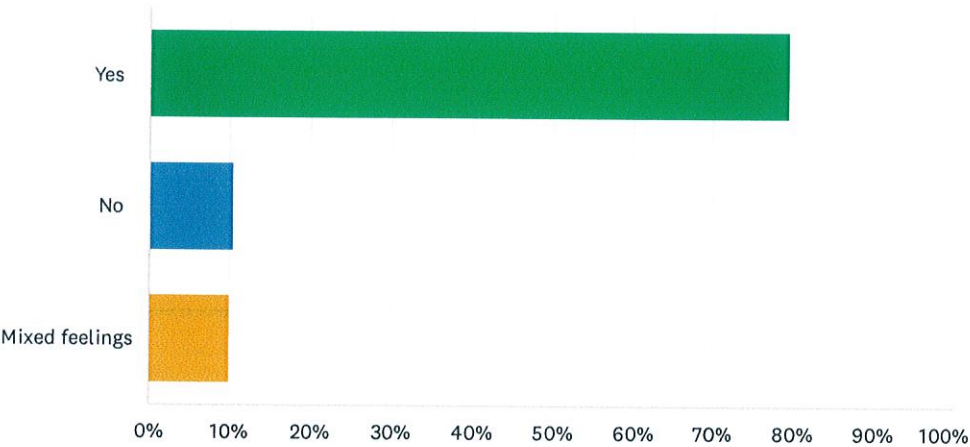
Answered: 236 Skipped: 5



ANSWER CHOICES	RESPONSES	
Yes	83.90%	198
No	2.97%	7
Mixed feeling	14.83%	35
Total Respondents: 236		

Q3 Would you want to see a splash pad park?

Answered: 239 Skipped: 2



ANSWER CHOICES		RESPONSES	
Yes		79.50%	190
No		10.46%	25
Mixed feelings		10.04%	24
TOTAL			239

Splash Pad Examples - £200k



Over 10 Play Features

Imaginative Play

Fun Characters

Total Splash Pad Area 100m2



Features your pad will contain:

Imaginative Theme Coloured Wetpour Characters

Water Features

Feature Number:	Feature Name:	No. Of
ES-101	Water Beasty	x1
ES-102	Sea Squirt	x2
ES-103	Leaping Arc	x1
ES-104	Hydro Blast	x2
ES-106	Pearcock Jet	x1
ES-125-6	Arching Water Fence	x1
ES-407	Flower Aqua Tent	x1
ES-406	Flower Twin Tipper	x1
ES-407	Snake Head	x1
AV-101	Floor Activator	x2

Nature Theme




Designer: Jason Griffiths
Contact: Greg Seale



Splash Pad example 310k

Appendix 4



Urban Giants Tower

THE URBAN GIANTS TOWER IS A 9 METRE HIGH TOWER LOADED WITH PHYSICAL, SOCIAL AND IMAGINATIVE PLAY ACTIVITIES FROM TOP TO BOTTOM AND INSIDE AND OUT. THE PHYSICAL PLAY ACTIVITIES RANGE FROM TICKLING-IN-THE-STOMACH SLIDES, THRILLING BANISTER BARS AND GIANT TRANSPARENT CLIMBING WALLS!

A TOWER FULL OF THRILLS, WHERE IMAGINATIONS RUN WILD...

Idminston Play Area

Idminston Parish Council



Destination Park 400k



Bicester Town Council - Garth Park
Play for all..



Toddler AREA



Inclusive Area

Appendix 5



Junior Area



BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Tuesday 19th March 2024

Play Area's 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

In the summer Councillors are invited to visit a range of play area's within the Towns control with the purpose to identify potential refurbishments.

The Budget for refurbishment is limited because of the works scheduled for 2024/2025, the target (without using earmarked reserves) is one Refurbishment , However play areas considered for conversion to communal gardens (or alternatives) can be considered.

2. Schedule of Inspections

	Comments to Associate to Inspections	2028	2027	2026	2025	2024	2023	2022	2021	2020
1	Garth Park					REFURB				
2	Launton Meadows			INSPECT					INSPECT	
3	Kibble Road		INSPECT					REFURB		
4	Busley Close		INSPECT					REFURB		
5	Sunderland Drive				INSPECT					REFURB
6	Holm Square					REFURB				
7	Lucerne Avenue				INSPECT					INSPECT
8	Campion Place					INSPECT				
9	Poppylands	Possible Retirement to Communal Garden				INSPECT				
10	Somel Mead					INSPECT				
11	Woodruff Close		INSPECT					INSTALL		
12	Saffron Close		INSPECT					INSTALL		
13	Gammerley Way		INSPECT					INSTALL		
14	Marigold Walk					INSPECT				
15	Mullien Road		INSPECT					INSTALL		
16	Orchid Close		INSPECT					INSPECT		
17	Orchid Close		INSPECT					INSPECT		
18	Cranesbill Drive 1		INSPECT					INSPECT		
18A	Cranesbill Drive 2					INSPECT				
19	Byony Road					INSPECT				
20	Lily Close		INSPECT					INSPECT		
21	Ruellen Place		INSPECT					INSPECT		
22	Bartsia Road					INSPECT				
23	Rimrose Drive		INSPECT		INSPECT					
24	Foxglove Close		INSPECT					INSTALL		
25	Reedmead Road			INSPECT					INSPECT	
26	Burdock Close			INSPECT					INSPECT	
27	Trefoil Close			INSPECT					INSPECT	
28	Oilip Leys		INSPECT					REFURB		
29	Purslane Drive			INSPECT					INSPECT	
30	Restharow Mead 1		INSPECT					INSTALL		
31	Restharow Mead 2			INSPECT					INSPECT	
32	Gentian Close		INSPECT					REFURB		
33	Larkspur Square					INSPECT				
34	Coltfoot Leys		INSPECT					REFURB		
35	Chaffinch Close					INSPECT				
36	Chaffinch Close					INSPECT				
37	Kestrel Way					INSPECT				
38	Comorake Way				INSPECT					INSPECT
39	Dunlin Court		INSPECT					REFURB		
40	Gillingale Close				INSPECT					INSPECT
41	Woodpecker Close		INSPECT					INSPECT		
42	Palm Court	Possible relocations , Merging with (43) & (45)				INSPECT				
43	Mallards Way (Duck pond)	As 42				INSPECT				
44	Mallards Way 1		INSPECT				REFURB			
45	Mallards Way 2	Considered with 42			INSPECT					
46	Orbe Road		INSPECT					INSTALL		
47	The Buntings					INSPECT				
48	Siskin Road					INSPECT				
49	Sanderling Court		INSPECT					INSTALL		
50	Dunlocks Close					INSPECT				
51	Merganser Drive				INSPECT					
52	Barbury Road		INSPECT					REFURB		
53	Bowmont Square				INSPECT					
54	Kings Meadow				INSPECT					
55	Villiers Road			INSPECT						
56	Market End Way		INSPECT					REFURB		
57	Meredith Close				INSPECT					
58	Hamilton Close				INSPECT					
59	Graham Road				INSPECT					
60	Graham Road				INSPECT					
61	George Street				INSPECT					
62	Feldfare Close				INSPECT					

3. Proposed Dates

A doodle pole will be circulated for committee members to confirm availability.

Because of daylight hours and weather, the date range will be during June / July

4. Recommendation

The committee is requested to **APPROVE** the parks identified for inspection , The committee can bring forward and inspection if there is a known problem to be looked at.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Tuesday 19TH March 2024

Winter Bedding 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

1.1 Each year Officers purchase Winter bedding plants for the welcome, Bell tower, and reception door flower beds.

1.2 The cost of purchase for last year was £1,100.

2. Proposal

2.1 Winter bedding plants have proved to be disappointing due to recent wet winters.

2.2 The soil does not have a chance to recover properly for summer bedding plants.

2.3 Cost savings of £1,000+ per year if Winter bedding is not purchased.

3. Recommendation

The committee is requested to **APPROVE** officers make no further purchase of Winter bedding.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE

Tuesday 19th March 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 insight on all approved projects where delivery is in progress to aid in any future requests or approval of work and the understanding of the impact on the manpower required.

2. Approved Projects

Project Name	Expected Delivery
Bure Park reserve knee rail	WIP
Emergency Plan Creation	Jun 24
Chambers Table Refurb	WIP
QGC tree planting a memorial to HM QEII	Installation Completed
Bure Park Tree Planting request	April 24 awaiting GM decision
Manston Park Goal Posts	Installation Completed
Bicester Litter Pick	Sep-24
Bicester Fields Outdoor gym	Sep-24
Southwold Knee rail	Installation Completed
Southwold play area	Installation April 29 th
Garth Park Play Area	TBC
Sunderland Drive Bund and lockable bollards	PO raised awaiting installation date.
Bandstands rewire	Work Starts 18 th March
9v9 Goals Whitelands	Completed
Wessex Mower	PO raised awaiting Delivery Timing

3. Recommendations

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

**BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE FORWARD PLAN**

Tuesday 19th March 2024

Date/ Item/ Comment

ENV03/2324

Approved Projects

Standing

Allotment update

Standing

Gravenhill Bus Shelter

Play area review.

Grounds Maintenance Contract

Tiny Forests

Additional Bins

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Tuesday 19th March 2024

Bicester Bowls Club Asbestos Survey (update)

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 roof repair work a builder notified the bowls club tenants of suspected asbestos in the ladies' changing room ceiling.

1.2 Officers urgently organized a management survey of the building (appendix 1).

1.3 Most of the older floor tile coverings (and the adhesive beneath them) contain asbestos. Most of the tiles appear to be in a reasonable condition, although there is a small section of tiles in the Hall that has been left in situ following historic removal, and these have sustained damage. It may be prudent to remove these tiles.

1.4 The ceiling panels in the Kitchen are of asbestos insulating board, and there are also panels of the same material to the archway as you enter from the Wash Area, and to the head of the Kitchen window. All panels remain in a reasonable condition, although there are several areas of minor damage from where screws/nails have been removed. The material may benefit from re-encapsulation and labelling for future reference.

1.5 The same panels are present to the Boiler Room and adjoining rooms, where, unfortunately, damage has occurred above the boiler. There is also a redundant asbestos cement flue pipe in the Loft above the Boiler Room which has been extensively damaged. I can only assume at this stage that the damage to these materials has occurred as part of historic boiler/heating work, the recommendation is the removal of the redundant flue pipe and the damaged ceiling panel.

2. Proposal

2.1 Officers request approval to go ahead with the asbestos removal using the existing supplier (management survey) and provide retrospective costs for approval in the next Environment meeting being held 19th March 2024.

2.2 Committee **APPROVED** officers could arrange for a supplier to urgently remove the asbestos with cost approved retrospectively 16th January 2024 (**Minute 19/2324**).

2.3 The cost for asbestos removal was **£10,000** not including VAT, therefore funding is available from an identified budget upon the authorisation of the Town Clerk and Committee Chair.

3. Recommendation

The committee is requested to **retrospectively APPROVE** the costs for urgent asbestos removal from the identified budget **Projects / Asset Maintenance**.

CONFIDENTIAL