

Bicester Town Council



BICESTER
TOWN COUNCIL

Environment Committee Meeting

Ref: ENV02/2425

Monday 22nd July 2024 at 19:00

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

Members:

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

Other Circulation, Substitute Members:

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

Other Circulation:

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



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Tuesday 16th July 2024

To all members of the Environment Committee,

You are hereby summoned to attend a meeting of the **Environment Committee at the Council Chamber, Garth House, Launton Road, OX26 GPS on Monday 22nd July 2024** at commence at **19:00hrs** for the transaction of the following business.

Phil Evans
Town Clerk

Agenda

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

1. Apologies for Absence

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

2. Declarations of Interest

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

3. Minutes of the Environment Committee

To **CONFIRM** and **APPROVE** the following Environment Committee Minutes:

- **ENV01/2425** - 17th June 2024 at 19:00hrs
- **AWP01/2425** – 16th June 2024 at 19:00hrs
- **CSWG01/2425** – 20th June 2024 at 19:00hrs

4. Public Session

In accordance with Standing Orders 1 d-f, members of the public may make representations, ask questions and give evidence in respect of any item of business included in the agenda.

Time allocated shall not exceed 10 minutes. No member shall speak for more than 2 minutes.

5. Motion

The Committee is asked to **APPROVE** and comment on the motion presented to the Environment Committee.

6. Youth Engagement Event

Committee is requested to **APPROVE** BTC Sponsor a Youth Engagement Project.

7. Wall and Building Repairs

The committee is requested to **APPROVE** supplier **A** with funding to be taken from **EMR BTC PREMISES** with total funds of **£923,646.60 available**.

8. Purchase of new machinery

Committee is asked to **APPROVE** the purchase of 10 items of new machinery from **Supplier C**, with funding to be taken from existing budget Purchase of new Machinery 110 / 4100 in line with financial regulations.

9. Approved Projects

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

10. Forward Plan

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

11. Date of the next meeting

Monday 23rd September 2024 at 19:00hrs.

AGENDA ITEM 3

Minutes of the Environment Committee

A meeting of the **Environment Committee** was held on **Monday 17th June 2024** at **19:00hrs** at **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester Oxon, OX26 6PS.**

Present:

Cllr Rachel Mallows (Chair)
Cllr Donna Ford
Cllr Harry Knight
Cllr Nick Mawer
Cllr Chris Pruden
Cllr Alisa Russell
Cllr Les Sibley
Cllr John Willett
Cllr Tom Beckett (Sub for Cllr Maguire)

Public in attendance:

Paul Davis (Ace Academy)
Brian Walters

In Attendance:

Paul Canning, Office Manager
John Burnett, Service Manager
Maria Galic, Civic and Democratic Administrator

1/2425 Apologies for Absence

RESOLVED that apologies were received from Cllr Damien Maguire with Cllr Beckett attending as Substitute.

2/2425 Declarations of Interest

RESOLVED that the following Cllr's were also CDC councillors, Cllr Ford, Knight, Mawer, Pruden, Russell, Sibley, Willet & Beckett

3/2425 Minutes of the Environment Committee

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

- **ENV06/2324 – Tuesday 19th March 2024**

4/2425 Public Session

- Brian Walters – Forward plan Tiny Forests.
- Brian read out the BTC Emergency Climate resolution 2019 to councillors urging the Council to monitor and report steps taken to improve its environment footprint. Cllr Mallows responded with actions the council has taken but will look for further improvements.
- Funding restricted for Tiny Forests projects but maybe an opportunity to look for other funding options.
- Paul Davis, Ace Academy – Item 10 Whitelands Farm Sports Ground. The following ideas were discussed:
- Ace Academy currently rent the Function Room 5 days a week, 9am-5pm throughout the school terms
- Offer to contribute 50% of price required, £10,000, as a gesture of good will, towards the proposal
- Suggestion of a moveable partition in the Function room to improve use of the space

- Pillar restricts use of the room for lessons
- A moveable partition wall will provide 2 separate spaces for learning
- It will be a financial improvement for the Kitchen and Bar who will be able to hire out two spaces for functions rather than the one
- Councillors are welcome to see Kings mere Community Centre for an example of the functionality of a moving room divider

Committee welcome the idea to improve the use of the room for ACE and other users by way of a moveable partition. Councillors did note that the offer to pay 50% is generous and the possibility of accepting this gift does not have a negative impact.

However, Committee raised questions and concerns on the following:

- Financial transparency – officers to provide more details regarding: supplier quotes, value, quality, fixtures, fittings, door movement, sound proofing decibels, maintenance costs/responsibility and fire exits/safety
- Budget – Officers requested to provide the budget available for proposals like this and question the justifiability of this expenditure
- Best Value – does not mean the cheapest, it means the best value for the money
- Capacity – concerns raised over increase in student numbers of ACE
- Negotiation – concerns raised over the process of negotiation between Council and ACE
- Investment – concerns raised over the investment by ACE. Council should consider the notion that they solely invest in this proposal. By doing so this would safeguard all interests
- Full Council Special / Finance Committee – request for Officers to present this proposal again at another committee meeting. Taking into consideration the quote prices, a fee of £25,000 or more, would result in a Finance Meeting
- Lease of Whitelands Farm Sports Ground – this is an ongoing issue which needs resolution from CDC

Officer responded to questions and concerns raised on the following:

- Supplier A – will provide the best service and strong quality of product at the cheapest quotation price
- There is no notable difference in quality between Supplier A, B or C

5/2425 Garth Park

RESOLVED that Committee **APPROVED** Phase 1, the recommendation of the Destination Park at a value of £400k, with the amendment for it to include equipment for children with disabilities.

This decision was held based on these key discussion points:

- The project does not commence until after the School Summer Holidays
- Work to commence in September
- Timescale of work is approximately 8 -10 weeks, with completion in Autumn
- Consideration of a future splash park:

6/2425 Grounds Maintenance Service & Pool Vehicle

RESOLVED that Committee **APPROVED** the amended recommendation, of the make and model of the vehicle.

- Councillors have requested the Officer to put this proposal to Finance Committee
- Consideration of leasing the vehicle rather than purchasing

7/2425 Whitelands Defibrillator

RESOLVED that Committee **APPROVED** the report and for funding of a defibrillator at Whitelands

ENV02/2425

- Councillors shared information regarding London Hearts Funding
- Councillors expressed the importance of having defibrillators located in as many places as possible, including schools and local centres

8/2425 Wall and Building Repairs

UNRESOLVED that Committee do not approve the repairs to be conducted until further information is provided on:

- Status of insurance claim
- A minimum of three quotations for repair works
- Officers to seek next steps from CDC to ensure that the Council undertake legally compliant steps
- Officers to investigate if the walls are of a historical asset and the nature of materials required to fix it appropriately
- Once all information has been sought, Officer to provide this proposal at the next Committee meeting

9/2425 Christmas Trees

RESOLVED that Committee **APPROVE** the purchase of one tree for Christmas.

Officer to investigate:

- Use of bollards to protect the tree
- Liaise with CDC to ascertain information regarding the rights of the food vendor on the Market Square and to support a possible new location for this vendor
- Councillors suggested seeking sponsorship for an additional tree in front of the Methodist Church

10/2425 Whitelands Function Room

RESOLVED that Committee **APPROVED** the installation of a room divider and proposed the following amended motion:

Cllr Donna Ford proposed that Bicester Town Council must acquire responsibility to pay for this proposal as it is their asset.

Cllr Les Sibley seconded the motion.

This Substantive amendment received a majority vote.

11/2425 Approved Projects

RESOLVED that Committee **NOTED** the work schedule for approved projects and for the inclusion of:

- Bure Park gate
- Officers will investigate staffing and options for pulling forward the Biester Litter Pick to Autumn 2024.

12/2425 Forward Plan

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

- Grounds Maintenance Contract – suggestion of a review in Policy Committee
- Graven Hill Bus Shelter - Possible s106 Funding for
- Additional bins – budget has been spent, and some dog bins are earmarked for replacement

13/2425 Date of Next Meeting:

Monday 22nd July 2024 - 7pm, The Chamber Room, Garth House

CLOSE OF MEETING: 21:05hrs

ENV02/2425

Minutes of the Allotments Working Party

A meeting of the **Allotments Working Party** was held on **Thursday 6th June 2024** at **19:00 hrs** at the **The Council Chambers, Bicester Town Council. The Garth, Launton Road, OX26 6PS.**

Present:

Cllr Paul Wheatley (Chairman)
Cllr Damien Maguire
Cllr Jim Webb

In Attendance:

Connor Pattison, Outdoor Supervisor
Jodi Clarke, Finance Assistant
Viktorija Kovale, Sports & Facilities Administrator

John Lappin, Claypits Rep
Graham Pickup, Claypits Rep
Angela Leach, Leach Road Rep
Karen Harris, Anson Way Rep
Michael Slaymaker, Leach Road Tennant

28 Appointment of Chair

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

29 Apologies for Absence

RESOLVED that apologies were received from Cllr Russell and Jim Henderson (Evenlode House Rep).

30 Declaration of Interest

RESOLVED that no Declarations of Interest were received.

31 Minutes of the Allotment Working Party

RESOLVED that the Working Party **CONFIRMED** the following minutes to go to the Environment Committee for approval:

- **AW03/2425** – Wednesday 29th November, 19:00pm.

32 Water troughs

RESOLVED that the water troughs installation on a Leach road site still under investigation.

33 Outstanding rent

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

The Outstanding rent is under the Office Administrator's control, rent reminder letters will be sent within the next week .

34 Forward Plan

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

- Noticeboards – Outdoor Supervisor apologised for the delay, they will action this as soon as possible
- Leach Road Fencing – Under investigation, Bicester Town Council looking for alternative options
- Leach Road Tap – Bicester Town Council planning to change plastic tap part to metal and looking for options and prices
- Asbestos Shed – Outdoor Supervisor going to push Office Manager to go forward
- The tree in front of the shed at plot AW19A - Bicester Town Council will action this as soon as possible

35 Issues

RESOLVED that the following issues were raised by the Claypits representatives:

- Rubbish bags from Claypits site car park will be removed as soon as possible.
- Claypits tenants didn't know about the upcoming changes in the Tenancy Agreement and Privacy Policy going live from 2025 – this was discussed in a previous allotment meeting on the 9th August 2023.
- Claypits reps expressed concerns regarding 26 plots what wasn't worked on for years.
- Bicester Town Council will look into putting drainage system at Claypits.
- Asked for a separate tenancy agreement for Claypits.
- Bicester Town Council can't remove the tenant by law without going through the correct process which can take anywhere up to a one & a half years to complete the eviction. Officers appreciate the lengthy time it takes but informed the group that the process has to be adhered to.

Due to conflict amongst reps the meeting became fractured & the Chair regained control on 2 or 3 occasions.

RESOLVED that the following were raised by the Anson Way representatives:

- Bicester Town Council will investigate installation of one general Brown Bin at Anson Way site.
- Bicester Town Council look into Bee keeping course for Allotment Tenants.

RESOLVED that the following were raised by the Leach Road representatives:

- Bicester Town Council look into installation system with a tap water on the far end of the Allotment site.
- Bicester Town Council look into Leach Road tap plastic pipe can be changed to metal.
- Asbestos Shed on LR20 is still in the process of tendering. There are issues with finding suppliers to take on the job.

The working party were informed that Bicester Town Council have changed the Allotments inspection policy so that 3x inspections take place in the summer & one in the summer.

It was raised by the Claypit reps that they would like the names of all the tenants on the site, due to GDPR Bicester Town Council don't have the rights to disclose tenant's data to Claypits reps.

The Working Party were informed that legal department at the NAS Allotment Association can help reps regarding their issues. This includes helping them with an approach to the tenant in question before involving the council.

36 Date of the Next Meeting
12th September 2024 at 7:00pm

CLOSE OF MEETING: 20:14 hrs

Minutes of the Community Sports Working Group

A meeting of the **Community Sports Working Group** was held on **Thursday 20th June 2024** at **19:00 hrs** at the **Chamber Room, The Garth, Launton Road, OX26 6PS**.

Present:

Cllr Nicholas Mawer
Cllr Damien Maguire (Chair)
Cllr Paul Wheatley (Substitute)

In Attendance:

Paul Canning, Office Manager
John Burnett, Service Manager
Viktorija Kovale, Office Administrator
Barry Maggs, RUFC Representative
Niall Riley, Whitelands Representative
Alan Baker, Bicester Park Representative
Paul Davis, ACE Academy
Sue Watts, Bicester Fossils Walking Football

5723 Appoint Chair

/24 RESOLVED that the Working Party **APPOINTED** Cllr Damien Maguire as chairm municipal year 24/25.

5823 Apologies for Absence

/24 RESOLVED that apologies were received from the following members alongside substitution's:

- Cllr Jim Webb
- Cllr Chris Pruden – Cllr Paul Wheatley substituted
- Jay Adams, Glory Farm FC
- Claire Finn, Launton Ladies FC
- Granville Williams, RUFC
- Dalton Yasin, Whitelands FC
- Brian Leach, Elmsbrock Jacks FC

5923 Declarations of Interest

/24 RESOLVED that no declarations were received.

6023 Minutes of the Community Sports Working Group

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

- **CSWG06/2324** - held on 2nd May 2024 at 19:00hrs

6123 Dates to Note

/24

RESOLVED that the Working Party **NOTED** the report presented.

KEA club has been asking to move the KEA field pitch aside, to give the team more room for the runoff area.

Service manager will investigate it, as well as generate soil mountain to stop travellers stay in a field.

6223 No Shows

/24

RESOLVED that the Working Party **NOTED** the report presented.

Office manager apologies for report presented as Bicester Town Council are not going to use 3-Strike System and this report shouldn't be presented.

Office manager informed the Working Party that Bicester Town Council and Whitelands administrators will monitor NO SHOWS and will update clubs regularly to decrease absence and create good communication between clubs and administrators.

6323 Next Season 2024-2025

/24

RESOLVED that the Working Party **NOTED** the report presented.

Service manager informed the working party that Bicester Town Council looking to create warm-up areas for each site.

Service manager informed the working party that Bicester Town Council is working on plan to fix Whitelands grass pitches and install the drainage.

Whitelands FC and ACE Academy FC mentioned that Whitelands grass pitches are not the same size.

Service manager confirmed that Bicester Town Council will measure both pitches, check and mark up correctly for the next season.

6423 Pitch Update

/24

RESOLVED that the Working Party **NOTED** the report presented.

6523 Floodlight Installation

/24

RESOLVED that the Working Party **NOTED** the report presented.

6623 Date of next meeting

/24

Thursday 26th September 2024 at 19:00hrs

Whitelands FC, KEA Club, ACE Academy FC impressed with amazing job of Whitelands administrator, new Bicester Town Council Service manager and Bicester Town Council outdoor team member.

CLOSE OF MEETING: 19:29 hrs

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Monday 22nd July 2024

Chairman: Rachel Mallows

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

Service Manager: John Burnett

Contact: 01869 252915 John.Burnett@Bicester.gov.uk

Ward Affected: All

Motion to go to the Environment Committee of Bicester Town Council

Motion

Councillor Mawer has proposed a motion, seconded by Councillor Ford as a submitted motion.

Council is asked to vote on the below motion

This committee is concerned about the disrepair of play parks throughout Bicester. It notes that there are various reasons for this, including but not limited to: poor siting of play parks, poor choice of material by developers, vandalism, and wear and tear.

This committee:

Notes that the council has proposed dates for inspection of play parks,

Resolves to urge all councillors to attend and resolves that these inspections are conducted annually.

Resolves to Instruct officers to produce a new work programme of refurbishment based on priorities established during the inspection, considering budgets and the reserves available to make up shortfall.

Regrets the unnecessary and unfortunate removal of equipment at the Lucerne Avenue Play Park and calls for the sources of funding required to replace this equipment to be urgently identified.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Monday 22nd July 2024

Youth Engagement Project

Chairman: Rachel Mallows

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

Service Manager: John Burnett

Contact: 01869 252915 John.Burnett@Bicester.gov.uk

Ward Affected: All

1. Overview

- 1.1** Multiple residents have reported that there are not enough activities for older children and teenagers to engage in. There have also been persistent multiple reports of anti-social behaviour in town, particularly during the summer months of gangs of youths causing mischief probably due underlying boredom and lack of cash to finance activities

2 Proposal

2.1 This proposal is therefore for BTC to organise an event where local clubs, organisations and societies can showcase their activities to local older children and teenagers with the aim of engaging them in long lasting positive social engagements whilst bolstering our community organisations.
This will give them the chance to be with their age cohort in person, make friends, learn skills whilst meeting positive role model adults.

2.2 There are two options to hold the event:

- During the summer holiday period at Whitelands or similar location
- In term time with our secondary schools hosting the event within the school day to maximise the chances of the target audience attending

2.3 BTC would sponsor the event by hiring a venue to host the event or look at using BTC premises to hold the event (Whitelands, Garth Park).

2.4 Sponsorship funding to be discussed and would depend on the nature of the event. A provisional budget of up to £250 to cover administrative and advertising costs is suggested to be drawn from Reserves, to be identified.

2.5 For the inaugural event we would extend the invitation to a wide range of clubs including Sports, Youth, St Johns ambulance, BBOWT and clubs further afield. Several groups have been approached on a casual basis and have expressed support.

2.6 For the inaugural event we would not charge a fee to organisations other than a refundable deposit to guarantee attendance. This is for councillors to decide upon.

2.7 It is the council's intention to focus more on this age group in future years to reduce antisocial behaviour, improve citizenship and help our young people develop skills and increase networks.

Recommendation

Committee is requested to **APPROVE** BTC Sponsor a Youth Engagement Project.

**BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE REPORT
Monday 22nd July 2024**

**Proposal for the repair of the Garth Park perimeter wall,
buildings & toll gate seats**

Chairman: Damien Maguire

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

Service Manager: John Burnett

Contact: 01869 252915 john.burnett@bicester.gov.uk

Ward Affected: All

2. Overview

2.1 The external wall around the park is of historic value but has fallen into disrepair in places with some sections already collapsed. This presents two issues firstly the health & safety obligations we have as an authority to the public and visitors to the park but also in maintaining what is the original wall to the house and estate.

3. Proposal

3.1 officers propose to have the remedial urgent works completed on the perimeter wall to bring the main walls into a good condition and once this has been completed to look at an annual inspection to check for any further issues before they escalate.

3.2 Urgent repair work is required on the following walls.

- Stables Yard Outbuilding
- Coner section extending to garages
- Internal side of boundary wall

Quotations

3.3 Supplier A **£42,229.50** (Not including VAT)

3.4 Supplier B **£13,870** (Not including VAT)

3.5 In line with Finance regulations, Officers have attempted to obtain 3 quotes. Five suppliers have been approached but only two have responded.

3.6 Supplier A has experience with Cotswold stone walls, the quote takes into consideration replacement of 50% of the stone due to frost damage, traffic calming, security fencing and materials including mortar which is in keeping with the historic nature of the wall.

3.7 Supplier B is a general builder and has quoted only for the wall to be repointed and does not have the skills for a complete rebuild if required.

4. Recommendation

The committee is requested to **APPROVE** supplier **A** with funding to be taken from **EMR BTC PREMISES** with total funds of **£923,646.60** available.

**BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE REPORT
Monday 22nd July 2024**

Purchase of New machinery

Chairman: Rachel Mallows

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

Service Manager: John Burnett

Contact: 01869 252915 john.burnett@bicester.gov.uk

Ward Affected: All

5. Introduction

1.1 The outdoor team's handheld machinery is starting to get beyond its useful capacity and with the best of intentions to repair as much of it as possible we are struggling to keep things running to enable the team to carry out daily works. The team need some new and up to date handheld equipment

Proposal

5.1 Officers propose to purchase two each of the following items of machinery to be utilised by the outdoor team

- Stihl – Strimmer FS411
- Stihl - Handheld blower BG86
- Stihl - Long reach hedge cutter HL94
- Stihl - Short reach hedge cutter HS82
- Honda Issy - Pedestrian rotary mulch mower

2.2 Officers have investigated the electric machinery market and although there is equipment out there the costs are far higher than the conventional machines. The current electric supply to the stables yard area would also need to be upgraded and a safety charging unit purchased for overnight charging safely without the risk of items charging catching fire.

6. Quotations

6.1 SUPPLIER A - £5103.46 + VAT

SUPPLIER B - £5387.00 +VAT

SUPPLIER C - £4858.00 +VAT

7. Recommendation

Committee is asked to **APPROVE** the purchase of 10 items of new machinery from **Supplier C**, with funding to be taken from existing budget Purchase of new Machinery 110 / 4100 in line with financial regulations.

**BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE**

Monday 22nd July 2024

Approved Projects

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

Service Manager: John Burnett
Telephone: 01869 252915 John.Burnett@bicester.gov.uk

Ward Affected: All Wards

1. Background

- 1.1** The Environment Committee Chair requested this report be submitted as a standing item going forward.
- 1.2** This report is to offer the committee insight on all approved projects where delivery is in progress to aid in any future requests or approval of work and the understanding of the impact on the manpower required.

2. Approved Projects

Project Name	Expected Delivery
Bure Park reserve knee rail	WIP
Emergency Plan Creation	Jan 25
Chambers Table Refurb	WIP
Bicester Litter Pick	Autumn 24
Bicester Fields Outdoor gym	Nov-24
Garth Park Play Area	WIP
Defib Whitelands	Sept 24
Whitelands Function Room divider	Sept 24
Company vehicle	WIP

3. Recommendations

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

Forward Plan
Monday 22nd July 2024

Date/ Item/ Comment

ENV02/2425

Approved Projects

Allotment update

Graven hill Bus Shelter

Play area review.

Tiny Forests

Additional Bins

Outdoor team rest room

Lucerne Avenue play area

asset loss