

Bicester Town Council



BICESTER
TOWN COUNCIL

Environment Committee Meeting

Ref: ENV01/2526

Monday 16th June 2025 at 19:00hrs
Council Chamber, Garth House, Launton Road,
OX26 6PS

Members:

Cllr Rachel Mallows – **Chair**, 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:

CDC

Cllr John Broad, Cllr Frank Ideh, Cllr Simon Lytton and Cllr Rob Parkinson

OCC

Cllr Sean Gaul, Cllr John Shiri and Cllr Matt Webb



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

Tuesday 10th June 2025

To all members of the Environment Committee,

You are hereby summoned to attend a meeting of the **Environment Committee at the Council Chamber, Garth House, Launton Road OX26 6PS on Monday 16th June 2025** 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

(Page 3-4)

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

- **ENV05/2425 – March 17th 2025 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. Garth Park Play Area Refurbishment (Page 6-7)

The Committee is **RECOMMENDED** to **APPROVE** the retrospective works on the grounds of Health and Safety.

6. Traveller Incursion Defences (Page 8-9)

The Committee is **RECOMMENDED** to **APPROVE** the above cost.

7. Memorial Wall Proposal (Page 10-12)

The Committee is **RECOMMENDED** to **APPROVE** the proposal.

8. Fence at Whitelands Rugby Pitches (Page 13-14)

The Committee is asked to **APPROVE** the proposal.

9. Requests for Memorials in Various Locations (Page 15-18)

The Committee is **RECOMMENDED** to **RESOLVE** the decision.

10. Forward Plan (Page 19)

The Committee is asked to **NOTE** the Forward Plan.

Minutes of the Environment Committee

A meeting of the **Environment Committee** was held on **Monday 17th March 2025** 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 Damien Maguire
Cllr Nick Mawer
Cllr Chris Pruden
Cllr Alisa Russell
Cllr Jim Webb – (Substitute for Les Sibley)
Cllr John Willett
Cllr Paul Wheatley
Cllr Sam Holland

Attendance:

Michael Lee - Officer
Isobel May - Event & Marketing Administrator

Representatives:

Glory Farm Resident
Tiny Forest Representative

86/2425 Apologies for Absence

RESOLVED that apologies for absence were received from Cllr Harry Knight and Cllr Les Sibley.

87/2425 Declarations of Interest

RESOLVED that no declarations of interests were received.

88/2425 Minutes of the Environment Committee Meeting

RESOLVED that the **MINUTES and RESOLUTIONS** of the Environment Committee Meeting were **APPROVED**:

- **ENV05/2425** - 21st January 2025 at 19:00hrs.

89/2425 Public Session

RESOLVED that members of the public were present.

- Glory Farm Resident:
 - Commented on ASB in and around Spitfire Park and shared the communities' frustrations with anti-social behaviour.
 - Requested for the swing to be taken out ASAP and replaced with a toddler swing when appropriate. BTC have approved removing the swing.
 - Requested for no ball games signs to be erected on the green
 - Requested for a bin to be at the Boston Road bus stop.

- Tiny Forest Representative:
 - Expressed his thanks that the tiny forest is still being considered. BTC Officer will investigate funding of this by Earth Watch.

90/2425 Garth Park play area consultation

RESOLVED that committee **APPROVED** the installation of the Garth Park Play area. Work can now be organised preferably between school holidays.

91/2425 Play area equipment replacement

RESOLVED that committee **APPROVED** the replacement of equipment.

- Councillors highlighted the following:
- The officer needs to investigate whether the equipment that needs replacing at Keble was damaged due to contractors
- The officer needs to investigate whether our insurers have justification to say that all zip line equipment needs to be fenced off and for what reasons?
- Councillors suggested CCTV systems for worst ASB play areas.

92/2425 Memorial Wall

RESOLVED that Committee **APPROVED** in principal and **COMMENTED** on the following:

- The officer is to investigate costings of installation, maintenance and repairs.
- The officer is to investigate other parish cemeteries that have these kinds of walls.
- Officer to propose rules for the erection, maintenance and removal of memorials.

93/2425 Forward Plan

RESOLVED that Committee **NOTED** the forward plan.

94/2425 Date of next Meeting:

Monday 16th June 2025

Meeting Closed: 20:16hrs



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

Environment Committee

Chair: Councillor Rachel Mallows

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

Officer: Mick Lee, Service Manager

Contact 01869 252915 michael.lee@bicester.gov.uk

Ward Affected: SOUTH

Garth Park Play Area Refurbishment

1. Background

1.1 The play area in Garth Park is set to receive a substantial upgrade with a £406,000 investment in new play equipment and landscaping. This significant refurbishment aims to transform the park into a more appealing and enjoyable space for the community. The new play equipment will offer a variety of engaging and safe activities for children of all ages and abilities, while the enhanced landscaping will create a more inviting and aesthetically pleasing environment for families and visitors. This project underscores the commitment to improving local amenities and providing high-quality recreational spaces for everyone to enjoy.

2. Update

2.1 Initially, Bicester Town Council staff planned to remove the existing play equipment in Garth Park to save the costs associated with removal and disposal. However, it was discovered that the removal process required specialist equipment and expertise beyond the capabilities of the BTC team. Given the complexity and potential hazards involved, it became clear that proceeding without the necessary resources could pose significant health and safety risks. To ensure the safety of both the workers and the public, and to avoid any potential accidents or injuries, it was decided retrospectively to engage KOMPAN, with the appropriate equipment and experience. This decision was made to uphold the highest safety standards and to prevent any delays in the project timeline.

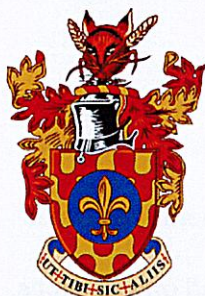
3. Finance

3.1 Total cost of removing old play area equipment including wood, metal, concrete rubble, grass matting, £12,000 not including VAT.

Funding for this would be taken from **EMR 901/9011 Play areas and open spaces.**

Recommendation

Committee is **RECOMMENDED** to **APPROVE** the retrospective works on the grounds of Health and Safety.



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

Environment Committee

Chair: Councillor Rachel Mallows

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

Officer: Mick Lee, Service Manager

Contact 01869 252915 michael.lee@bicester.gov.uk

Ward Affected: All

Traveller Incursion Defences

1. Background

Due to recent incursions by travellers in a few areas, we have investigated where else they may try in the future. Below is a list of areas identified and possible solutions

- Fulmar Close – Large open space that is shielded by trees and shrubs, needs at least 2 concrete lego blocks to stop further encroachments. Cost 8pprox.. £500
- Holm square – large open space with plenty of routes to allow access, needs 8pprox.. 270 metres of knee rails to secure
- Lucerne Avenue – Access needs to be blocked as this is open to encroachment, needs 8pprox.. 30 metres of knee rails and 10 wooden bollards plus 1 lego block
- Kennedy/ Kingsclere Large open area with plenty of access points to close up, needs 8pprox.. 100 metres of knee rails
- Pingle fields – would advise 2 metal retractable bollards at main gate
- Mallards way/ Bicester fields – Need 8pprox.. 30 wooden bollards to secure area plus 2 metal retractable bollards by gate into Bicester fields
- Corncrake entrance into open areas needs extra knee rails 8pprox.. 20 metres
- Shakespeare behind shops – needs 8pprox.. 40 metres of knee rail to secure area

All the above works to be done by the outdoor team:

- 204 lengths of knee rails and 94 posts **£1,900**
- 40 wooden bollards **£720**
- 4 metal retractable bollards 8pprox.. **£2,000**
- 3 lego blocks **£750**
- 100 bags of post create **£800**

Total £6,170

2. Recommendation

The Committee is **RECOMMENDED** to **APPROVE** the above cost.



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

Environment Committee

Chair: Councillor Rachel Mallows
Contact: 01869 252915 rachel.mallows@bicester.gov.uk

Officer: Mick Lee, Service Manager
Contact 01869 252915 michael.lee@bicester.gov.uk

Ward Affected: South

Memorial Wall Proposal

1. Background

The cemetery is full, and a memorial wall was thought to be a good way for people to remember lost loved ones.

Officer was asked to investigate the feasibility, costs, prices to charge etc.

Below are a couple of items that we could use to achieve this and location pictures.



2. Memorial Walls

The Memorial Walls will be located within the grounds of St Edberg's cemetery. This reflective area of the cemetery has been set aside for memorials dedicated to loved ones.

The names of those who have passed away may be recorded on the Memorial Walls, with their name and date of death inscribed onto the stone panels by our approved stonemason.

An application for an inscription must be made using the Memorial Wall Application Form below and submitted to Bicester Town Council, along with the necessary fee.

Please read the Memorial Wall Application Procedures before completing your application.

For further information about the Memorial Walls, please contact Bicester Town Council on 01869 252915 or by email to enquiries@bicester.gov.uk

Memorial wall rules and regulation:

- All plaques on the wall to be of the same size and material
- No more than 22 characters to be used including birth and date of death
- No offensive wording to be used
- All designs to be approved by Bicester Town Council prior to installation of plaques
- Cost to install and maintain plaques to be £150
- Plaques to be in place for 30 years

DETAILS OF APPLICANT

Surname	First name	Title
Address		
Contact number		
Relationship to deceased		

DETAILS OF REQUIRED INSCRIPTION

(Each line of the inscription may contain no more than 22 characters - see details of fees below and notes printed on the back).

First name	Initials of middle names	Surname	Date of birth and date of death

Signature of Applicant:

Date:.....

(Who accepts responsibility for the accuracy of these particulars).

3. PROCEDURES FOR INSCRIPTIONS ON THE MEMORIAL WALL

Approved inscriptions will be undertaken by the Council on receipt of the appropriate fee (see details printed overleaf). This fee includes the cost of the work carried out by the stonemason.

Each line of the inscription may have a **maximum of 22 characters** (i.e.: letters and numbers).

The inscription, comprising one Christian name, initials of any other Christian names, surname and date of death will be engraved in ¾ inch lettering.

Example: **JAMES E. SMITH 10.11.1998** (*This inscription contains 19 characters*)

If the required inscription contains more than 22 characters and cannot be abbreviated (for example by omitting initials of other (middle) Christian names), an additional fee will be payable for each additional line used.

The Cemetery Superintendent may remove flowers when they consider they have wilted. No containers (such as pots, jugs, vases, bottles, etc.) may be used for floral tributes.

4. Recommendation

The Committee is **RECOMMENDED** to **APPROVE** the above proposal that we introduce a memorial wall in the cemetery.



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL Environment Committee

Chair: Councillor Rachel Mallows
Contact: 01869 252915 rachel.mallows@bicester.gov.uk

Officer: Mick Lee, Service Manager
Contact 01869 252915 michael.lee@bicester.gov.uk

Ward Affected: South

Fence at Whitelands Rugby Pitches

1. Background

The rugby club have asked for permission to erect a small fence around the pitches at Whitelands.

This will be erected around both pitches and will leave space for a run-off between pitches. This is to allow them to advertise on the panels to generate income so that the club can continue running.

If permission is granted by council, they intend to apply for a grant from their governing body. Picture of the fence design below.



2. Recommendation

The Committee is asked to **APPROVE** the above proposal.



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

ENVIRONMENT COMMITTEE

Chair: Councillor Rachel Mallows
Contact: 01869 252915 rachel.mallows@bicester.gov.uk

Officer: Mick Lee, Service Manager
Contact 01869 252915 michael.lee@bicester.gov.uk

Ward Affected: All

Requests for Memorials in Various Locations

1. Background

1.1 residents have been approaching the Town Council with requests for memorial benches in the town. Recently an email has been received from a Senior Case advisor for Calum Miller MP on behalf of a resident requesting a bench in Garth Park to remember her son who passed away a couple of years ago.

2. Report

2.1 Based upon the information provided a decision needs to be made on the request from the local resident via Calum Miller MP.

2.2 Requests for memorials are expected to increase due to the cemetery being full, therefore a Memorials policy needs to be created (example appendix A), along with application forms.

3. Recommendation

The Committee is **RECOMMENDED** to **RESOLVE** a decision for the residents' request (via Calum Miller MP) for a memorial bench in Garth Park and **APPROVE** the creation of a Town Council memorials policy.

Bicester Town Council

Memorial Benches, Trees & Shrubs

1. Background

1.1 Some residents wish to remember loved ones with a memorial bench, tree, or shrub on one of the open spaces owned by the town council. The town council has assisted with many such requests in the past.

1.2 This policy seeks to be clear as to how residents may apply for a memorial bench, tree or shrub and sets down the procedure in full. Whilst seeking to accommodate the wishes of residents making such requests the policy also acknowledges that public spaces are for the mutual benefit and enjoyment of all residents of the town.

1.3 Applications can be made for Garth Park, Cemetery and Whiteland Farm. The Town Council will limit the number of benches installed at each site. The Town Council has the right to refuse an application on this basis.

2. Objectives

2.1 To manage the Council's assets efficiently and effectively to meet the needs of the community now and in the future.

2.2 To assist, where possible, those residents who wish to install a memorial bench, tree, and shrub.

2.3 To ensure that requests from residents are balanced with the needs of users of the council's open spaces. The placing of a bench, tree or shrub in a particular location should be for the benefit of the community and there should be a real need in that location

2.4 To ensure that open space areas are not compromised, or the installation does not cause any antisocial behaviour.

2.5 To ensure any installation is of a high quality and its appearance is maintained.

2.6 To ensure that benches and plaques are of a consistent design and material approved by the town council, will not cause offence to the public and are consistent with their surroundings.

2.7 To establish the responsibility for the maintenance repair and replacement of memorial benches.

3. Application Procedure

3.1 All applications for memorial benches, trees or shrubs should be made using

the official application form which can be download at [link]. If a paper copy of the application form is required, then this can be requested by telephoning the Town

3.2 All memorial benches/planting must be paid for by the applicant before the installation commences.

3.3 Applications for a memorial bench/planting cannot be guaranteed or reserved prior to the subject's death.

3.4 The Town Council will try to accommodate the wishes of the applicant regarding location of the memorial bench, tree, or shrub but this will not always be possible.

3.5 The memorial bench and plaque will be the property of the Town Council and the Town Council will ensure that it is repaired and maintained for a 10-year period.

3.6 Applications are determined by the Environment Committee for a decision and that decision will be final.

3.7 The Town Council reserves the right to remove or relocate memorial benches/planting at any time and for whatever reason it deems necessary. Every effort will be made to contact the Applicant in either of these circumstances.

3.8 The Council accepts no liability for damage to any memorial benches, trees, or shrubs from vandals, third parties or whilst the Council conducts routine maintenance.

3.9 The Council will not grant applications for memorial benches to pets.

3.10 No additional mementoes e.g., vases, statues, flowers, wreaths, balloons, or other ornamentation etc. shall be permitted on or around the bench, tree or shrub. These shall be summarily removed without reference to the original applicant.

3.11 Please note that in some areas, additional consultation may be required from neighbours or police.

4. Memorial Benches and Plaques

4.1 The Town Council will attempt to accommodate the wishes of Applicants who request a memorial bench but may have to limit the number of benches in a particular open space. Should there already be enough benches in the open space of the Applicant's choice, the Applicant may be offered an alternative choice of location for a bench installation.

4.2 Benches must be of the type, material and colour specified by the Town Council.

4.3 Benches will be purchased by the resident and sourced by the Town Council directly from the supplier and installed by the Town Council. If the bench is to be placed on grass, it will usually be fitted to a concrete base. The Town Council will arrange for all installation work to be conducted.

4.4 Memorial plaques will be purchased by the resident and procured by the Town Council and fitted to benches.

Plaques will be a maximum height of 5cm and length of 13cm and will be fitted in the upper most lath of the back of the bench. The applicant will suggest the wording which the Council will need to approve.

4.5 The Town Council, in accordance with its current maintenance programme, will maintain memorial benches on its own land. It accepts no replacement liability for the plaque or bench at the end of its useful life, which is estimated as 10 years. If the applicant wishes to purchase a replacement bench / plaque, then they must re-apply in line with the policy in place at that time.

4.6 The total cost of the installation of a memorial bench will be dependent on the type of bench allowed, and the type of fittings required. The Town Council will charge for the bench, base, material, and labour at cost (plus an administration and ongoing maintenance charge of 25%). The Town Council will procure the bench, all materials and labour.

4.7 No other types of memorials are permitted under this policy and only one memorial bench per subject will be permitted.

5. Planting

5.1 Trees and Shrubs will be purchased directly from the supplier and planted by the Town Council.

5.2 Memorial plaques will not be allowed to be placed by a tree or shrub.

5.3 Upon request a list of suitable locations for planting a Tree or Shrub will be provided as this will be linked to the town council tree maintenance programme.



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL Environment Committee

Chair: Councillor Rachel Mallows
Contact: 01869 252915 rachel.mallows@bicester.gov.uk

Officer: Mick Lee, Service Manager
Contact 01869 252915 michael.lee@bicester.gov.uk

Ward Affected: All

Forward Plan

- Garth Park redevelopment started May19th due to be complete by end of July.
- Replacement Bins around town to be ordered and fitted ASAP
- Kompan various quotes to receive and add to next agenda
- Planning permission has been received for new mess room and now ordered

The Committee is asked to **NOTE** the Forward Plan.

