

Banbury Town Council

Mark Hassall ACMA, MA
Town Clerk & RFO



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Our Ref: GS A16012024
Your Ref:
Please ask for: Martyn Surfleet
Email: martyn.surfleet@banbury.gov.uk

Date: 10 January 2024

To: All Members of the General Services Committee.

You are hereby summoned to attend a Meeting of the **GENERAL SERVICES COMMITTEE** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **TUESDAY, 16 January 2024** at 6.30 pm, for the transaction of the following business: -

A handwritten signature in black ink, appearing to be 'Mark Hassall'.

Mark Hassall
Town Clerk & RFO

BUSINESS TO BE TRANSACTED

- 1 Apologies for absence**
Contact Martyn Surfleet (01295 250340).
- 2 Declarations of Interest**
Members are asked to declare any disclosable pecuniary interests in items on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011, the Banbury Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992 (Please refer to the notes at the end of Agenda).
- 3 Minutes of the last Meeting**
To approve as correct the Minutes of the Meeting held on 12 December 2023 **(Enclosed)**.
- 4 Income & Expenditure Report**
To consider the report of the Town Clerk & RFO. **(Enclosure 4)**
- 5 Parks and Open Spaces - Monitoring Report**
To consider the report of the Director of Environment. **(Enclosure 5)**

Banbury Town Council

Notes on declaration of interest

- (i) Any Member arriving after the start of the meeting is asked to declare any disclosable pecuniary interests as necessary as soon as practicable after their arrival even if the item in question has been considered;*
- (ii) In such circumstances, the Member must withdraw from the meeting room, and should inform the Chairman accordingly.*

It is not practical to offer detailed advice during the meeting.

Recording of Meeting

- (iii) Please be aware that an audio recording of the meeting may be made, as an aide-memoire for the purposes of the Clerk to ensure minutes reflect the overall tone and content of meetings, and will be deleted following the first approval of draft minutes by the Chairman of the Committee.*

GENERAL SERVICES COMMITTEE

Minutes of a Meeting of the General Services Committee held at 6.30pm on Tuesday, 12 December 2023 in the Town Hall, Banbury.

Present: Councillor Colegrave (Vice-Chairman)
Councillors: Ayers, Biegel, Bishop, Bunce, Cherry, Donaldson, Hussain, and Mears.

Alternate Members: Councillor Mallon for Councillor Phillips

Officers: Mark Hassall (Town Clerk & RFO)
Paul Almond (Director of Environment)
Jackie Chacha (Marketing & Communications Manager)

GS.25/23 Apologies for Absence
Councillor Phillips

GS.26/23 Declarations of Interest
None.

GS.27/23 Minutes of the Last Meeting
IT WAS RESOLVED that the Minutes of the Meeting held on 17 October 2023 be approved as a correct record and signed by the Vice-Chairman.

GS.28/23 Income & Expenditure Report
The Committee considered a report prepared by the Town Clerk & RFO comparing year-to-date income and expenditure with the projected annual budget for the financial year. The report showed all expenditure incurred up to 27 November 2023.

Officers responded to a range of questions from Members relating to various budget codes and financial procedures. Members' attention was drawn to the fact that overall the Committee's expenditure was within forecast versus the phased YTD budget.

General Services variances are principally

- Staffing remain within projected costs, recruitment of a cleaner is underway.
- Planned cemetery works include roof repairs at Southam Road depot and tree works on poplars at Southam and driveway footpath repairs.
- Timing of invoicing for grounds maintenance works impacted by timing of November invoicing across Parks, seasonality of football pitch works and Horton View. Timing of Ezee Trees software install into Q4 £10k. Preparation works and seeding on the wildflower meadow in Spiceball has started £10k. Electric Vehicle charging at Southam Road timing for Q4 £8k. CCTV install has been completed and awaits invoice £6k.
- Contract has been completed for a two-year lease of cricket pitch facilities at Hanwell Fields, and investment in machinery purchase will now be undertaken.
- Timing of capital works at PDP aerial runway and Easington link path moved to Q4, with Hillview play area refurb, walled garden and municipal compost bay works earmarked for 2024 delivery.

Underspends on Resources Committee also principally

- Corporate, Central Administration and Civic continue to be well controlled, with cost under budget.
- Town Council Events are currently within budget parameters.
- Other services to the Public include timing of small grants (including a Warm Welcome grant scheme), and invoicing of Christmas Lighting scheme. Woodgreen Open Air Pool operating subsidy has been provided for, subject to a review meeting between CDC officers and the Woodgreen Pool Working Party in the new year.
- Other Costs & Income includes increased interest income in line with changes to Bank of England base rate.

Financial Effects & Risk Assessment

This is a monitoring report so there are no specific financial effects arising from it. Without effective budget monitoring there is a risk that budgets will not be adhered to, thereby weakening the Council's ability to demonstrate an effective use of resources. This risk is being mitigated by closer monitoring of spend using a phased budget.

GS.29/23 **IT WAS RESOLVED** to receive and note the Income and Expenditure report.

GS.30/23 **Revised & Draft Revenue Estimates**

COMMENTARY ON THE ESTIMATES

A Summary of the revised estimates for 2023/24 and draft estimates 2024/25 is attached in **Appendix 1** together with a full copy of the Estimates (2024/25).

The estimates included income from fees and charges, which for 2024/25 currently remain unchanged from this year, subject to receipt of guidance from Members.

The estimates for 2024/25 have been set based on a 2% rise in precept, and a rise of 2% in households in the town due to general housing growth. A 5.0% inflation rise in salaries and contract costs have been assumed, or greater where specified.

The following comments on the estimates are materially relevant:

GENERAL SERVICES

COST CENTRE 101 Litter Control & Cleansing

Contractual costs linked to inflation have risen higher than anticipated in the 23/24 budget.

Cost Centre 103 Southam & Hardwick Cemetery

Increased capital costs associated with depot roof maintenance and insurance costs

Cost Centre 110 Parks and Open Spaces

Investment in wildflower meadow creation across Spiceball, PDP, Saffron Close and Hanwell View. Investment across the play estate maintenance as well as bridge, fence and bench repairs. Cleansing costs associated with expanded public toilet provision.

Cost Centre 114 Park Rangers

Salary increases, accompanied by investment in Southam Road depot alarm system and CCTV.

Cost Centre 120 Football Pitches & Horton View

Increased cricket maintenance equipment purchases if fixed two-year seasonal bookings are secured. Refurbishment of Horton View kitchen and alarm system.

Cost Centre 160 Capital costs

Planned delivery of earmarked landscaping projects in Hillview Play area refurbishment (earmark funding) in 23/24 alongside installation of PDP aerial runway, St Marys Churchyard landscaping, creation of Municipal Compost Bays at Spital Farm. Ongoing works in Peoples Park to improve the Warwick Road entrance, including wall works, and install of a café canopy and metal fencing. Provision of defibrillators throughout the pavilion parks are complemented by installation of link path works in Easington Park.

RESOURCES

Cost Centre 305 Central Administration

Salary costs reflect the expansion of marketing function in 23/24, accompanied by CRM marketing provision.

Cost Centre 310 Town Council Events

Planning town event in 24/25 to replace the Coronation event of 23/24. Specific resources reduced to match an anticipated fall in sponsorship income.

Cost Centre 311 & 315 Town Hall & Other Services to the Public

Utility costs changes from a new fixed priced energy contract in 23/24. Roof repair costs at the Town Hall, with anticipated remedial repainting required in the spring on 2024. Ongoing support by Banbury Town Council following the removal of Christmas Lights funding by Cherwell District Council to revive and renew the Christmas Lights scheme across the town in 24/25. Further investment in an expanded lights projection scheme to cover Armistice, Christmas and the start of 2024. Ongoing subsidy of operation costs for Woodgreen Outdoor Pool, alongside increased full election costs in 2024, as advised by Cherwell District Council.

Cost Centre 320 Other Costs and Income

Increased interest income in 23/24 projected to grow in 24/25, supported by increased precept income.

Financial Effects and Risk Assessment

The overall proposals are felt to reflect a satisfactory basis for the Council to discharge its commitments for 2024/25. They include some key changes which will facilitate increased activity in certain service areas.

Consideration of this report falls within the provision of Section 106 of the Local Government Finance Act 1992 and Members affected by those provisions should declare accordingly and refrain from voting.

GS.31/23 IT WAS RESOLVED TO:

- To approve the revised estimates for 2023/24 as now submitted; and
- Refer the draft estimates for 2024/25, together with any comments, to Full Council for approval.

GS.32/23 Parks and Cemeteries Monitoring Report

The team are up to date with the scheduled work.

Mowing has now stopped, machines will now be serviced in preparation for next season.

Staff continue to be busy with burial duties.

Spring bulb planting in the annual beds is now complete.

The community bulb planting day on the 1st November in People's Park was a great success 32000 bulbs were planted by volunteers from Banbury Rotary Club and Students from Banbury and Bicester College. The team worked with and organised the day to ensure the volunteers could complete the planting of 16000 purple crocus and 16000 snow drops on the day. As well as providing a wonderful spring splash of colour, the crocus bulbs will also provide a reminder to support Rotary in its efforts to totally eradicate the (literally crippling) disease of polio from planet Earth!

Autumn Maintenance of the bowling green was completed and is now closed down for the winter.

The team continue to prepare the football pitches for play through undertaking weekly inspections and line marking.

4th Corner Landscape Contract Update

The contractor has now finished mowing for the winter, and we have retained one of the scheduled cuts for March 2024 to ensure we get off to a good start next growing season.

Work has started on winter pruning of shrubs and hedges.

Bulb planting in the ornamental beds is complete.

Monthly aeration operations are scheduled in for sports pitches, as conditions allow.

The Council's Landscape Officer continues to work closely with the contractor in addition to carrying out site inspections to monitor their performance.

Banbury Urban Orchard - Update

I am pleased to inform the committee all the fruit trees have been allocated for planting to local volunteers from local schools, residents and members of Banbury Rotary Club.

Julia O'Shea the Councils Landscape Officer has done a great job of project managing this initiative, and is busy working with the community organising planting sessions to make sure the fruit trees are in the ground before the end of the planting season.

The volunteers have not only agreed to plant but will continue to monitor and care for the trees until establishment.

Wild Flower Meadow Creation

Officers have issued the orders to create the wildflower meadows at the following sites:

- Spiceball Park
- Princess Diana Park
- Saffron Close
- Hanwell View Park

Work is underway at Spiceball Park, with Princess Diana Park, and Saffron Close to follow.

Work on the meadow at Hanwell View Park will only be undertaken when the land transfer has taken place from the developer.

Ranger Service / Play Area Update

The Park Ranger Team continue to keep up to date with the weekly Health & Safety inspections and carrying out any repairs resulting from those inspections.

The independent annual inspections of our play areas have now been completed, we are awaiting the final report.

The play area refurbishments at Spiceball Park have now been completed, New inclusive roundabout has now been installed.

The Rangers assisted and worked supporting the Council's recent events programme.

Cleansing Service Update

Facility Cleaning – We are still out to recruitment for the vacant cleaner position.

Parks & Open Spaces Cleansing – The service provided by Cherwell District Council is being delivered in line with the Service Level agreement.

Facility Management Update

Southam Road Cemetery Depot – New CCTV and alarm system has now been installed.

Peoples Park – Quotations have now been received for the installation of an extending canopy for the café, once permissions have been checked with planning an order for installation can be placed.

Parks Lighting

Following a review of lighting by Oxfordshire County Council, they have made the decision not to maintain and service any lighting that is not on the adopted highway.

This means that the responsibility for inspecting and repairing lighting the lighting columns in People's Park, Princess Diana Park and Moorfields Park will now be the full responsibility of Banbury Town Council.

The unmetered supply of electric has now transferred directly to our account. There has been a number of structural failures of the columns in People's Park, so priority was given to undertaking a condition survey of the columns in this Park.

The report has highlighted that six columns require immediate replacement, and an order has been placed for these units to be replaced with new columns including LED lighting heads. The Contractor has indicated 10-12 weeks to take delivery of the new columns.

Due to the importance of lighting for safety of park users in the evenings and our ambition to reduce energy use, these emergency works should be seen as phase one.

Officers recommend that following the phase one works, due to the fact that all the other columns in People's Park are of the same age and coming to the end of their natural life, that all units are replaced for new LED columns in 24/25.

Also recommended is that condition surveys are undertaken for our other parks, the findings can then form a phased programme of works to improve safety for users and reduce the Council's energy usage.

Sports Facility Update

Cricket – The Council has received a request to provide a facility for a cricket academy by a local charity Al Medina 313. An initial two season licence has been agreed and signed for cricket for the team to be based at Hanwell Fields Sports Ground starting in April 2024.

Tennis – The Council has been successful in securing a grant from the Lawn Tennis Association (LTA) to refurbish the tennis courts in People's Park. The grant of £10,000 will include cleaning and painting the courts, installing key code entry system for users to book the courts for free. In addition, the LTA will be helping the development of tennis in Banbury by providing drop in sessions run by a professional tennis coach in an aim to target more people taking up the sport.

Christmas Light Update

Following the dress rehearsal light switch-on, I am pleased to inform Members of the Committee that switch-on night was a great success with 100% of the lighting units illuminating at 5:00pm.

Financial Effects & Risk Assessment

There are no risks arising from these items and all financial effects can be contained within existing budgets.

Recommendations

It was then **RESOLVED** to:

- To note the Parks and Cemeteries Service Update.
- To note the 4th Corner Landscape Contract Update.
- To note the Banbury Urban Orchard Update.
- To note the Wild Flower Creation Scheme.
- To note the Ranger Service / Play Area Update.
- To note the Cleansing Service Update.
- To note the Facility Management Update.
- To approve the recommendations for Lighting in Parks.
- To note the Sports Facility Update.
- To note the Christmas Light Update.

It was AGREED unanimously to approve the recommendations for Lighting in Parks.

The meeting ended at 7.30pm

**GENERAL SERVICES COMMITTEE
16 JANUARY 2024**

**RESOURCES COMMITTEE
30 JANUARY 2024**

REPORT OF THE TOWN CLERK & RFO

INCOME & EXPENDITURE TO 9 JANUARY 2024

1 Introduction and Purpose of Report

- 1.1 To inform Members of income and expenditure compared with the Projected Budget for the financial year.

2 Wards Affected

- 2.1 All Wards.

3 Effect on Policy

- 3.1 Nil.

4 Contact Officer

- 4.1 Mark Hassall (01295 817313)

5 Background

- 5.1 The Council's Financial Regulations require that the Resources Committee be provided with a statement of income and expenditure to date under each head of the approved year-to-date annual revenue and capital budgets. As the main spending Committee, it is considered appropriate for this information to also be presented to the General Services Committee.
- 5.2 The Council's Accounting (RBS Omega) System provides reports that show Projected Full Year Budget and Actual YTD, for Income and Expenditure and any variance.
- 5.3 Attached is a report outlining summary income and expenditure against each cost centre.

6 Present Position

- 6.1 The attached report shows all expenditure incurred up to 9 January 2024. Overall the Committees expenditure is within forecast versus the projected budget. The main causes are addressed as follows:

Banbury Town Council

6.2 General Services variances are principally

- ◆ Staffing remain within projected costs, at 75% YTD, recruitment of a cleaner remains underway.
- ◆ Planned cemetery works include roof repairs at Southam Road depot and tree works on poplars at Southam and driveway footpath repairs.
- ◆ Timing of invoicing for grounds maintenance works impacted by timing of December invoicing across Parks, seasonality of football pitch works and Horton View. Timing of EzeeTrees software install into Q4 £10k. Preparation works and seeding on the wildflower meadow in Spiceball has started £10k. Electric Vehicle charging at Southam Road timing for Q4 £8k. CCTV install has been completed.
- ◆ Contract has been completed for a two-year lease of cricket pitch facilities at Hanwell Fields, and machinery has been ordered.
- ◆ Timing of capital works at PDP aerial runway and Easington link path moved to Q4, with Hillview play area refurb, walled garden and municipal compost bay works earmarked for 2024 delivery.

6.3 Underspends on Resources Committee also principally

- ◆ Corporate, Central Administration and Civic continue to be well controlled, with cost under budget.
- ◆ Town Council Events are anticipated to finish broadly within acceptable budget tolerance.
- ◆ Other services to the Public include timing of small grants (including a Warm Welcome grant scheme), and invoicing of Christmas Lighting scheme. Woodgreen Open Air Pool operating subsidy has been provided for, subject to a review meeting between CDC officers and the Woodgreen Pool Working Party. The required operating information has been requested of Cherwell District Council.
- ◆ Other Costs & Income includes increased interest income in line with changes to Bank of England base rate.

7 Financial Effects & Risk Assessment

- 7.1 This is a monitoring report so there are no specific financial effects arising from it. Without effective budget monitoring there is a risk that budgets will not be adhered to, thereby weakening the Council's ability to demonstrate an effective use of resources. This risk is being mitigated by closer monitoring of spend using a phased budget.

8 Recommendations

- 8.1 The Council is invited to receive and note the Income & Expenditure report.

Background Papers: Nil

General Services Committee101 Litter Control & Cleansing

4107 Equipment General	0	3,000	3,000		3,000	0.0%
4109 Cleansing Contract	0	160,236	160,236		160,236	0.0%

Litter Control & Cleansing :- Indirect Expenditure	0	163,236	163,236	0	163,236	0.0%
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Net Expenditure

0	(163,236)	(163,236)
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103 Southam Road Cemetery

1000 Miscellaneous Income	1,625	3,125	1,500			52.0%
1004 Burial Chambers	2,600	3,250	650			80.0%
1005 Burial Fees	29,140	36,000	6,860			80.9%
1007 Memorial Applications	12,435	12,500	65			99.5%
1008 Exclusive Rights of Burial	5,740	10,010	4,270			57.3%
1009 Out of Hours Burial Fees	135	135	0			100.0%
1010 Land Rents	200	0	(200)			0.0%
1022 Premises Hire	0	3,460	3,460			0.0%

Southam Road Cemetery :- Income

51,875	68,480	16,605			75.8%
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4000 Salaries	158,893	212,133	53,240	53,240	74.9%
4006 Training	4,210	5,000	790	790	84.2%
4010 N N D Rates	6,737	6,737	1	1	100.0%
4011 Water Charges	177	917	740	740	19.3%
4012 Sewerage Charges	0	500	500	500	0.0%
4013 Electricity	544	728	184	184	74.7%
4014 Gas	127	603	476	476	21.0%
4019 Cleaning Materials	25	600	575	575	4.2%
4020 Telephone	612	755	143	143	81.1%
4023 Stationery/Office Supplies	0	200	200	200	0.0%
4025 Insurance	6,175	6,175	0	0	100.0%
4026 Subscriptions	190	400	210	210	47.5%
4070 Computer Software	2,260	2,260	(0)	(0)	100.0%
4071 Purchase Equipment	1,750	3,000	1,250	1,250	58.3%
4072 Leasing Equipment	57	2,500	2,443	2,443	2.3%
4100 Purchase Materials	2,599	3,900	1,301	1,301	66.7%
4120 Building M & R (Other Contract	6,576	16,700	10,124	10,124	39.4%
4122 Landscaping (Other Contractors	3,787	18,000	14,213	14,213	21.0%
4123 Minor Alterations & Imp.	3,761	9,300	5,539	5,539	40.4%
4132 Purchase Protective Clothing	1,542	2,501	959	959	61.6%
4137 Burial Chamber costs	3,780	3,780	0	0	100.0%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4502 R & M Plant & Equipment	5,044	6,551	1,507		1,507	77.0%
4571 Service Charges	350	2,200	1,850		1,850	15.9%
4572 Fuel	2,661	3,000	339		339	88.7%
Southam Road Cemetery :- Indirect Expenditure	211,857	308,440	96,583	0	96,583	68.7%
Net Income over Expenditure	(159,982)	(239,960)	(79,978)			
<u>104 Hardwick Hill Cemetery</u>						
4120 Building M & R (Other Contract	50	0	(50)		(50)	0.0%
Hardwick Hill Cemetery :- Indirect Expenditure	50	0	(50)	0	(50)	
Net Expenditure	(50)	0	50			
<u>110 Parks and Open Spaces</u>						
1000 Miscellaneous Income	5,342	5,342	0			100.0%
1010 Land Rents	5,484	5,951	467			92.2%
1022 Premises Hire	527	0	(527)			0.0%
1500 Contribution from Reserves	0	115,400	115,400			0.0%
Parks and Open Spaces :- Income	11,353	126,693	115,340			9.0%
4000 Salaries	159,827	216,680	56,853		56,853	73.8%
4006 Training	795	4,150	3,355		3,355	19.2%
4008 Car Allowances-Employee	0	1,500	1,500		1,500	0.0%
4010 N N D Rates	144	144	(0)		(0)	100.1%
4011 Water Charges	1,032	2,212	1,180		1,180	46.7%
4013 Electricity	232	7,600	7,368		7,368	3.1%
4020 Telephone	1,016	1,125	109		109	90.3%
4023 Stationery/Office Supplies	0	238	238		238	0.0%
4025 Insurance	16,239	16,239	(0)		(0)	100.0%
4026 Subscriptions	0	746	746		746	0.0%
4032 Advertising/Publicity	0	365	365		365	0.0%
4058 Professional Fees	65	0	(65)		(65)	0.0%
4070 Computer Software	10,333	20,955	10,622		10,622	49.3%
4100 Purchase Materials	1,863	8,999	7,136		7,136	20.7%
4107 Equipment General	6,740	8,400	1,660		1,660	80.2%
4120 Building M & R (Other Contract	3,891	2,860	(1,031)		(1,031)	136.0%
4121 Ground Mtnc (Other Contractor	122,273	194,763	72,490		72,490	62.8%
4122 Landscaping (Other Contractors	15,527	33,055	17,528		17,528	47.0%
4124 Building M & R Peoples Park	7,984	5,996	(1,988)		(1,988)	133.2%
4132 Purchase Protective Clothing	326	1,300	974		974	25.1%
4500 Arboriculture	12,307	51,500	39,193		39,193	23.9%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4501 Playground Equipment R & M	100,818	154,946	54,128		54,128	65.1%
4502 R & M Plant & Equipment	2,107	2,407	300		300	87.5%
4503 Purchase of Signs	0	1,000	1,000		1,000	0.0%
4510 Floral Bedding	14,532	14,878	346		346	97.7%
4511 Trees and Shrubs	10,549	15,302	4,753		4,753	68.9%
4512 Bulbs	4,433	4,433	(0)		(0)	100.0%
4514 Chemical Applications	6,477	6,457	(20)		(20)	100.3%
4515 Aviary Maintenance	1,928	2,464	536		536	78.2%
4571 Service Charges	200	2,000	1,800		1,800	10.0%
4572 Fuel	1,470	1,821	351		351	80.7%
Parks and Open Spaces :- Indirect Expenditure	503,109	784,535	281,426	0	281,426	64.1%
Net Income over Expenditure	(491,757)	(657,842)	(166,085)			
<u>113 Allotments</u>						
1010 Land Rents	4,338	4,285	(53)			101.2%
Allotments :- Income	4,338	4,285	(53)			101.2%
4011 Water Charges	386	474	88		88	81.4%
4070 Computer Software	213	363	151		151	58.5%
4100 Purchase Materials	40	290	250		250	13.8%
4120 Building M & R (Other Contract	740	2,225	1,485		1,485	33.3%
4121 Ground Mtnce (Other Contractor	1,977	2,880	903		903	68.7%
4520 Private Contractors	0	2,500	2,500		2,500	0.0%
4654 Hanging Basket Workshop	64	0	(64)		(64)	0.0%
Allotments :- Indirect Expenditure	3,419	8,732	5,313	0	5,313	39.2%
Net Income over Expenditure	918	(4,447)	(5,365)			
<u>114 Park Rangers</u>						
4000 Salaries	99,785	130,709	30,924		30,924	76.3%
4006 Training	2,647	3,995	1,348		1,348	66.3%
4010 N N D Rates	7,738	7,738	0		0	100.0%
4011 Water Charges	1,094	794	(300)		(300)	137.7%
4012 Sewerage Charges	0	630	630		630	0.0%
4013 Electricity	(57)	503	560		560	(11.4%)
4014 Gas	455	600	145		145	75.9%
4015 Alarms	4,867	4,950	83		83	98.3%
4020 Telephone	1,075	1,125	50		50	95.6%
4025 Insurance	18,665	18,665	(0)		(0)	100.0%
4100 Purchase Materials	906	1,201	295		295	75.5%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4107 Equipment General	1,924	4,221	2,297		2,297	45.6%
4120 Building M & R (Other Contract	748	10,986	10,238		10,238	6.8%
4124 Building M & R Peoples Park	0	6,000	6,000		6,000	0.0%
4131 Purchase Equipment	1,037	4,252	3,215		3,215	24.4%
4132 Purchase Protective Clothing	1,312	1,895	583		583	69.3%
4502 R & M Plant & Equipment	0	300	300		300	0.0%
4571 Service Charges	6,582	9,070	2,488		2,488	72.6%
4572 Fuel	2,635	4,405	1,770		1,770	59.8%
Park Rangers :- Indirect Expenditure	151,413	212,039	60,626	0	60,626	71.4%
Net Expenditure	(151,413)	(212,039)	(60,626)			
<u>115 CSGM</u>						
1500 Contribution from Reserves	0	121,931	121,931			0.0%
CSGM :- Income	0	121,931	121,931			0.0%
Net Income	0	121,931	121,931			
<u>116 Town Fairs</u>						
1050 Hiring for events	1,070	1,070	0			100.0%
Town Fairs :- Income	1,070	1,070	0			100.0%
Net Income	1,070	1,070	0			
<u>120 Football Pitches</u>						
1020 Sports Hire	12,874	13,655	781			94.3%
1021 Licence and Premises Hire	27,019	25,733	(1,286)			105.0%
1051 Deposits	20	25	5			80.0%
Football Pitches :- Income	39,914	39,413	(501)			101.3%
4000 Salaries	0	4,165	4,165		4,165	0.0%
4010 N N D Rates	7,111	7,111	0		0	100.0%
4011 Water Charges	332	1,722	1,390		1,390	19.3%
4013 Electricity	3,841	5,400	1,559		1,559	71.1%
4014 Gas	1,671	2,400	729		729	69.6%
4017 Caretaking and Cleaning	1,757	5,764	4,007		4,007	30.5%
4019 Cleaning Materials	642	1,200	558		558	53.5%
4100 Purchase Materials	5,329	6,450	1,121		1,121	82.6%
4107 Equipment General	9,255	29,120	19,865		19,865	31.8%
4120 Building M & R (Other Contract	10,630	16,824	6,194		6,194	63.2%
4121 Ground Mtnce (Other Contractor	54,246	71,862	17,616		17,616	75.5%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4520 Private Contractors	525	0	(525)		(525)	0.0%
4530 Bowling Green	7,296	9,218	1,922		1,922	79.1%
Football Pitches :- Indirect Expenditure	102,635	161,236	58,601	0	58,601	63.7%
Net Income over Expenditure	(62,721)	(121,823)	(59,102)			
<u>131 Banbury in Bloom</u>						
4651 Floral Sponsorship	8,587	8,994	407		407	95.5%
4652 Planting Day in the Park	1,243	1,998	755		755	62.2%
4654 Hanging Basket Workshop	267	1,850	1,583		1,583	14.4%
Banbury in Bloom :- Indirect Expenditure	10,097	12,842	2,745	0	2,745	78.6%
Net Expenditure	(10,097)	(12,842)	(2,745)			
<u>132 Banbury Cross& FineLady Statue</u>						
4120 Building M & R (Other Contract	0	5,800	5,800		5,800	0.0%
Banbury Cross& FineLady Statue :- Indirect Expenditure	0	5,800	5,800	0	5,800	0.0%
Net Expenditure	0	(5,800)	(5,800)			
<u>150 Public Clocks</u>						
4000 Salaries	646	846	200		200	76.3%
4013 Electricity	293	309	16		16	94.7%
4120 Building M & R (Other Contract	10	610	600		600	1.6%
4521 Service of Public Clock	0	1,600	1,600		1,600	0.0%
Public Clocks :- Indirect Expenditure	948	3,365	2,417	0	2,417	28.2%
Net Expenditure	(948)	(3,365)	(2,417)			
<u>160 Capital Costs</u>						
1500 Contribution from Reserves	0	210,000	210,000			0.0%
Capital Costs :- Income	0	210,000	210,000			0.0%
4552 Capital - Play Areas	6,141	150,000	143,859		143,859	4.1%
4553 Capital - Allotments	0	60,000	60,000		60,000	0.0%
4554 Capital - Park Refurb	4,900	166,352	161,452		161,452	2.9%
Capital Costs :- Indirect Expenditure	11,041	376,352	365,311	0	365,311	2.9%
Net Income over Expenditure	(11,041)	(166,352)	(155,311)			

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>201</u> <u>Bus Shelters</u>						
4109 Cleansing Contract	875	1,680	805		805	52.1%
4800 New Shelters	0	5,500	5,500		5,500	0.0%
4802 Maintenance	560	2,120	1,560		1,560	26.4%
Bus Shelters :- Indirect Expenditure	<u>1,435</u>	<u>9,300</u>	<u>7,865</u>	<u>0</u>	<u>7,865</u>	<u>15.4%</u>
Net Expenditure	<u>(1,435)</u>	<u>(9,300)</u>	<u>(7,865)</u>			
<u>202</u> <u>Salt Bins</u>						
4107 Equipment General	4,102	4,082	(20)		(20)	100.5%
Salt Bins :- Indirect Expenditure	<u>4,102</u>	<u>4,082</u>	<u>(20)</u>	<u>0</u>	<u>(20)</u>	<u>100.5%</u>
Net Expenditure	<u>(4,102)</u>	<u>(4,082)</u>	<u>20</u>			
General Services Committee :- Income	108,549	571,872	463,323			19.0%
Expenditure	1,000,107	2,049,959	1,049,852	0	1,049,852	48.8%
Movement to/(from) Gen Reserve	<u>(891,558)</u>					

Resources Committee301 Corporate Management

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4050 Bank Charges	1,776	1,950	174		174	91.1%
4056 Internal Audit	980	1,480	500		500	66.2%
4057 Audit Fees	2,520	2,500	(20)		(20)	100.8%
4058 Professional Fees	6,657	8,882	2,225		2,225	74.9%
4059 Legal Support	1,210	7,710	6,500		6,500	15.7%
Corporate Management :- Indirect Expenditure	13,143	22,522	9,379	0	9,379	58.4%
Net Expenditure	(13,143)	(22,522)	(9,379)			

302 Civic and Ceremonial

4000 Salaries	843	1,140	297		297	74.0%
4006 Training	0	350	350		350	0.0%
4022 Printing	80	975	895		895	8.2%
4023 Stationery/Office Supplies	86	336	250		250	25.7%
4026 Subscriptions	0	320	320		320	0.0%
4850 Uniforms	120	200	80		80	60.0%
4851 Incoming Mayors Allowance	2,163	4,761	2,598		2,598	45.4%
4852 Outgoing Mayors Allowance	1,120	1,120	0		0	100.0%
4854 Civic Property Maintenance	36	486	450		450	7.4%
4855 Civic Insignia	2,431	2,881	451		451	84.4%
Civic and Ceremonial :- Indirect Expenditure	6,879	12,569	5,690	0	5,690	54.7%
Net Expenditure	(6,879)	(12,569)	(5,690)			

305 Central Administration

4000 Salaries	166,913	225,228	58,315		58,315	74.1%
4005 Professional Subscriptions	1,322	1,541	219		219	85.8%
4006 Training	755	5,700	4,945		4,945	13.2%
4007 Subsistence	63	1,850	1,787		1,787	3.4%
4009 Travel Allowances	18	125	107		107	14.1%
4020 Telephone	3,407	4,114	707		707	82.8%
4021 Postage	915	3,300	2,385		2,385	27.7%
4022 Printing	1,529	2,542	1,013		1,013	60.1%
4023 Stationery/Office Supplies	2,315	2,523	208		208	91.8%
4025 Insurance	6,064	6,064	0		0	100.0%
4026 Subscriptions	183	5,415	5,233		5,233	3.4%
4031 Staff Advertising	0	2,000	2,000		2,000	0.0%
4032 Advertising/Publicity	2,035	2,600	565		565	78.3%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4033 Tourism/Marketing	1,495	6,000	4,505		4,505	24.9%
4035 Books & Publications	0	200	200		200	0.0%
4070 Computer Software	16,975	21,809	4,834		4,834	77.8%
4071 Purchase Equipment	30	100	70		70	30.0%
4073 Purchase Furniture	0	1,000	1,000		1,000	0.0%
4136 Purchase IT Equipment	1,371	1,500	129		129	91.4%
4850 Uniforms	306	625	319		319	49.0%
4856 Photography	125	500	375		375	25.0%
5000 Contingency Fund & Provision	0	5,000	5,000		5,000	0.0%
Central Administration :- Indirect Expenditure	205,821	299,736	93,915	0	93,915	68.7%
Net Expenditure	(205,821)	(299,736)	(93,915)			
<u>310 Town Council Events</u>						
1000 Miscellaneous Income	4,403	4,403	(0)			100.0%
1055 Food Festivals	12,035	11,765	(270)			102.3%
1070 Canalside Festival Income	15,156	17,478	2,322			86.7%
1073 Town Mayors Sunday	3,484	3,449	(35)			101.0%
1076 Christmas Lights Switch On	4,050	4,200	150			96.4%
1860 Diamond Jubilee Income	10,255	10,255	0			100.0%
Town Council Events :- Income	49,383	51,550	2,167			95.8%
4000 Salaries	75,099	96,482	21,383		21,383	77.8%
4074 Armed Forces Day	2,956	2,863	(93)		(93)	103.3%
4076 Christmas Lights Switch On	12,062	11,540	(522)		(522)	104.5%
4300 Town Mayor's Inauguration	1,986	1,898	(88)		(88)	104.7%
4310 Town Mayors Sunday	6,535	6,535	(0)		(0)	100.0%
4320 Battle of Britain	1,736	2,007	271		271	86.5%
4330 Remembrance Day	3,754	5,057	1,303		1,303	74.2%
4360 Canalside Festival	18,602	19,069	467		467	97.6%
4370 Banbury Music Mix	4,839	4,344	(495)		(495)	111.4%
4390 Food Festivals	20,879	19,188	(1,691)		(1,691)	108.8%
4860 Diamond Jubilee	37,192	36,664	(528)		(528)	101.4%
5001 Seasonal Events	3,860	4,460	600		600	86.5%
Town Council Events :- Indirect Expenditure	189,501	210,107	20,606	0	20,606	90.2%
Net Income over Expenditure	(140,118)	(158,557)	(18,439)			
<u>311 Town Hall</u>						
1022 Premises Hire	5,334	8,089	2,755			65.9%
Town Hall :- Income	5,334	8,089	2,755			65.9%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Salaries	21,964	26,996	5,032		5,032	81.4%
4010 N N D Rates	18,532	18,532	0		0	100.0%
4011 Water Charges	602	895	293		293	67.2%
4013 Electricity	9,323	8,372	(951)		(951)	111.4%
4014 Gas	1,640	1,234	(406)		(406)	132.9%
4015 Alarms	541	1,000	459		459	54.1%
4016 Window Cleaning	140	285	145		145	49.1%
4019 Cleaning Materials	1,567	821	(746)		(746)	190.8%
4023 Stationery/Office Supplies	128	290	162		162	44.1%
4025 Insurance	15,234	15,234	0		0	100.0%
4032 Advertising/Publicity	455	920	465		465	49.5%
4070 Computer Software	51	0	(51)		(51)	0.0%
4071 Purchase Equipment	1,173	1,043	(130)		(130)	112.4%
4120 Building M & R (Other Contract	13,613	13,680	67		67	99.5%
4370 Banbury Music Mix	26	0	(26)		(26)	0.0%
4502 R & M Plant & Equipment	2,517	3,058	541		541	82.3%
4850 Uniforms	35	135	100		100	25.9%
4870 Catering	1,973	1,591	(382)		(382)	124.0%
4871 Licences inc PRS Fees	879	69	(810)		(810)	1273.6%
Town Hall :- Indirect Expenditure	90,389	94,155	3,766	0	3,766	96.0%
Net Income over Expenditure	(85,055)	(86,066)	(1,011)			
<u>315 Other Services to the Public</u>						
4700 Christmas Lighting Scheme	54,403	83,625	29,222		29,222	65.1%
4724 Open Air Pool Subsidy	0	84,425	84,425		84,425	0.0%
4900 Grants	5,000	10,750	5,750		5,750	46.5%
4901 Crime Prevention Support	3,000	8,300	5,300		5,300	36.1%
4902 Election Costs	3,814	3,814	(0)		(0)	100.0%
4903 Local Honors Scheme	0	1,000	1,000		1,000	0.0%
Other Services to the Public :- Indirect Expenditure	66,217	191,914	125,697	0	125,697	34.5%
Net Expenditure	(66,217)	(191,914)	(125,697)			
<u>320 Other Costs and Income</u>						
1176 Precept Received	2,113,471	2,113,471	0			100.0%
1190 Interest Received	137,461	165,454	27,993			83.1%
1500 Contribution from Reserves	0	21,572	21,572			0.0%
Other Costs and Income :- Income	2,250,932	2,300,497	49,565			97.8%
4951 Revenue Contribution to Capita	21,572	21,572	0		0	100.0%
Other Costs and Income :- Indirect Expenditure	21,572	21,572	0	0	0	100.0%
Net Income over Expenditure	2,229,360	2,278,925	49,565			

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Resources Committee :- Income	2,305,649	2,360,136	54,487			97.7%
Expenditure	593,521	852,575	259,054	0	259,054	69.6%
Movement to/(from) Gen Reserve	<u>1,712,127</u>					
Grand Totals:- Income	2,414,197	2,932,008	517,811			82.3%
Expenditure	1,593,628	2,902,534	1,308,906	0	1,308,906	54.9%
Net Income over Expenditure	<u>820,569</u>	<u>29,474</u>	<u>(791,095)</u>			
Movement to/(from) Gen Reserve	<u>820,569</u>					

GENERAL SERVICES COMMITTEE

16 JANUARY 2024

REPORT OF THE DIRECTOR OF ENVIRONMENT

PARKS AND CEMETERIES SERVICE

1 Introduction and Purpose of Report

1.1 To provide an update for Members on:

- 1.1.1 Parks & Cemeteries Team.
- 1.1.2 4th Corner Landscape Contract.
- 1.1.3 Banbury Urban Orchard.
- 1.1.4 Wild Flower Creation.
- 1.1.5 Ranger Service / Play Areas.
- 1.1.6 Cleansing Service.
- 1.1.7 Facility Management
- 1.1.8 Parks Lighting.
- 1.1.9 Sports Facilities.
- 1.1.10 Good Code of Practice – Dogs in Parks.
- 1.1.11 Adoption and Transfer of Land.

2 Wards Affected

2.1 All Banbury Wards.

3 Effect on Policy

3.1 Nil.

4 Contact Officer

4.1 Paul Almond (01295 817315).

5. Parks & Cemeteries Team Service Update

- 5.1. The team are up to date with the scheduled work, currently completing winter works programme.
- 5.2. Leaf collection and removal is now finally completed.
- 5.3. Machinery and equipment have now been serviced in readiness for next season.
- 5.4. New machines, equipment and materials have been ordered for cricket maintenance starting in May 2024.
- 5.5. We saw an increase in burial duties over the Christmas period.

Banbury Town Council

- 5.6. Due to the incessant rain, the team has been carrying out additional aeration and sanding operations on football pitches in an effort to alleviate surface water and keep pitches playable.
- 5.7. The team has been busy, during the recent storms, tidying up damage caused to trees in our parks.

6. 4th Corner Landscape Contract Update

- 6.1 The winter maintenance programme continues, with work being undertaken on our shrub areas and hedges, pruning, weeding, litter clearance and mulching.
- 6.2 Monthly aeration operations using mechanical methods has not been undertaken are scheduled in for sports pitches, as conditions allow.
- 6.3 Green waste material in allotment bays has been turned.
- 6.4 Leaf clearance in parks is now completed.
- 6.5 Play bark areas have been forked over and de-compacted.
- 6.6 The contractor's machinery and equipment has also been serviced in readiness for next season.
- 6.7 The Council's Landscape Officer continues to work closely with the contractor in addition to carrying out site inspections to monitor their performance.

7. Banbury Urban Orchard - Update

- 7.1 The planting, being carried out by local volunteers from local schools, residents and members of Banbury Rotary Club, is well underway and will be completed by the end of the planting season.

8. Wild Flower Meadow Creation

- 8.1 Work has had to be delayed, to avoid damage, due to extremely wet ground conditions, Work will commence as soon as the land dries out.

9. Ranger Service / Play Area Update

- 9.1 The Park Ranger Team continue to keep up to date with the weekly Health & Safety inspections and carrying out any repairs resulting from those inspections.
- 9.2 The independent annual play inspections report has now been received, the Ranger team are analysing the findings and be repairs will be programmed prioritised by risk.
- 9.3 The team has now provided salt and equipment to all snow wardens who requested them.

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- 9.4 The Rangers have been assisting, with flood and tidying up tree damage as a result of the recent storms in our parks.

10. Cleansing Service Update

- 10.1. Facility Cleaning – Unfortunately, we still have a vacancy for a cleaner to cover our sports pavilions.
- 10.2. Despite advertising the position on our website and indeed, we have widened the search by advertising through a recruitment agency.
- 10.3. Parks & Open Spaces Cleansing – The service provided by Cherwell District Council is being delivered in line with the Service Level agreement.

11. Facility Management Update

- 11.1 Following the motion on Period Poverty, approved at full Council:

“To combat period poverty, this Council resolves to provide free sanitary products in Banbury Town Council owned or managed female and gender-neutral toilet rooms or cubicles.”

- 11.2 I am pleased to inform members the dispensers and sanitary products have been ordered and will be installed in our facilities by February.

12. Parks Lighting Update

- 12.1 Following the approval of the recommendations at the General Services Committee 06th December 2023, I can confirm that the six lighting columns requiring immediate replacement at People's Park have been ordered. The Contractor has indicated 10-12 weeks to take delivery of the new columns.

13. Sports Facility Update

- 13.1 Tennis – Agreements have been signed with the Lawn Tennis Association and their suppliers, pre-contract meetings have been undertaken, with the refurbishment works due to be undertaken in the spring.

14. Good Code of Practice – Dogs in Our Parks

- 14.1 The council has received a number of complaints and comments from members of the public regarding incidents dogs out of control, dogs attacking people, and dog fouling of sports pitches.
- 14.2 Our staff have also experienced dogs out of control running through annual flower beds and digging up plants.
- 14.3 The bylaws covering our Parks and Open Spaces do not have any reference to dogs or reference to the behaviour expected of dog owners using our facilities.
- 14.4 The Cemetery Regulations in place for Southam Road and Hardwick Hill do require dogs to be on leads at all times.

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- 14.5 The law helps with the control of dogs in extreme cases only, through the Dangerous Dogs Act 1992. The act states that dogs must not be allowed to be 'dangerously out of control', which means injuring someone or making someone fear they may be injured. There is no blanket law requiring dogs to be kept on a lead in all public spaces.
- 14.6 Officers recommend that the Town Council adopts a Good Code of Practice (see Appendix 1) helping to educate and inform responsible behaviour by visitors with dogs to our Parks and Open Spaces.
- 14.7 If approved, it is proposed that a campaign be launched in February publicising the new code of practice for responsible owners alongside a push promoting "clean up after your dog".
- 14.8 For staff working in the field witnessing inappropriate activity by dogs and their owners, it will provide an opportunity for them to refer customers to what is reasonable behaviour and expected of dog owners when visiting the Councils Parks and Open spaces.

15. Adoption and Transfer of Land

15.1 Warwick Road – Miller Homes Development

Cherwell District Council have approached the Town Council regarding a new Allotment site, Car Park and associated Public Open Space stating that it has reached Practical Completion stage. The land is being offered for transfer to the Town Council.

- 15.2 Subject to Final Completion being achieved, the legal transfer of the land, and the appropriate Commuted Sums, the recommendation is that members approve the Town Clerk to adopt the facilities as detailed in Appendix 2 to this report.

16. Financial Effects & Risk Assessment

- 16.1 There are no risks arising from these items and all financial effects can be contained within existing budgets.

17. Recommendations

The Committee is invited to **RESOLVE**

- 17.1 To note the Parks and Cemeteries Service Update.
- 17.2 To note the 4th Corner Landscape Contract Update.
- 17.3 To note the Banbury Urban Orchard Update.
- 17.4 To note the Wild Flower Creation Scheme.
- 17.5 To note the Ranger Service / Play Area Update.
- 17.6 To note the Cleansing Service Update.
- 17.7 To note the Facility Management Update.

Banbury Town Council

- 17.8 To note the Lighting in Parks Update.
- 17.9 To note the Sports Facility Update.
- 17.10 To approve the recommendation for the introduction of a “Good Code of Practice’ for responsible dog owners visiting the Town Councils Parks and Open Spaces.
- 17.11 To approve the recommendation for the adoption of the Allotments, Car Park and Public Open Space at Warwick Road on the Miller Homes Development.

Background Papers:

Appendix 1 - Good Code of Practice / The Law - Responsible Dog Owners.

Appendix 2 - Plan of Allotments Car Park and Public Open Space at Warwick Road.

BANBURY TOWN COUNCIL WELCOMES DOGS WHO HAVE RESPONSIBLE OWNERS.

Please be a responsible owner by adhering to our **GOOD CODE OF PRACTICE** when visiting Banbury Town Council's Parks, Open Spaces, Sports Facilities and Cemeteries with your dog.

- Always clean up after your dog and dispose of waste in bins provided.
- Keep your dog on a short lead when entering or leaving our sites and at all times in our cemeteries.
- Keep your dog under close control, only let your dog off lead, if it responds to your recall method.
- Don't take your dog into children's play areas and Multi Use Games Areas.
- Keep your dog off formal sports pitch playing surfaces.
- Don't let your dog damage flowers, shrubs, trees or lawns.
- Appreciate that some people are afraid of dogs, don't allow your dog to approach people outside your family/friend's circle.
- Don't assume that all other dogs would like to interact with your dog, ask the owner before allowing a meet and greet.
- Don't allow a young child to be in charge of a dog, as unexpected situations can occur.
- Please respond positively to polite requests made by Council Employees regarding your dog's behaviour.

You, your dog and the **LAW**, your legal responsibilities.

- Get your dog microchipped and register your details as owner in line with the Microchipping of Dogs (England) Regulations 2015
- Keep your dog on a lead on the highway in line with Section 27 of The Road Traffic Act 1988
- Not allow your dog to stray in line with the Environmental Protection Act 1990 Section 149
- Make sure your dog wears a collar and tag showing the name and address of its owner in line with the Control of Dogs Order 1992
- Keep your dog under control in line with the Dangerous Dogs Act 1991
- Not allow your pet to cause a smell or noise nuisance to anyone else in line with the Environmental Protection Act 1990 Section 79/80
- Clean up after your dog. Ensuring you always have enough dog waste bags. Dispose of the faeces properly: in a dog waste bin, any litter bin, or take it home in line with the Dogs (Fouling of Land) Act 1996
- Not allow your dog to vandalise plants, trees or play equipment or park furniture in line with the Criminal Damage Act 1971.



Planting Specification

General Guidance

All plant material to be in accordance with the HPA Mending and establishing landscape plants Part 1, Part 2 and Part 3 (available from the Horticultural Trade Association) and the CPRE publication Plant Mending.

All planting to conform to National Planting Specification Guidelines.

The individual setting out of the plants on site shall be the responsibility of the contractor and should follow closely the locations shown on the detailed planting proposals drawings supplied by the landscape architect. Contractor to ensure that plants are equally spaced within individual planting groups.

Contractor to ensure that smaller plants are located to the front of plant species groups as shown on detailed planting plans.

Contractor shall maintain existing levels around the base of existing trees and shall undertake all planting works occurring within the protection zones in accordance with BS5837:2012. Contractor shall not remove or relocate any tree protection fencing without prior consent of the client.

Contractor to check the locations of all underground services, existing and proposed, prior to the excavation of any tree pits or shrub beds and identify any potential conflicts to the client.

All airings shall be removed from site and the contractor shall at all times keep the site free from rubbish and debris.

For the duration of the works the contractor shall keep the site free from noxious weeds as listed in the Weeds A2 1959.

All plants should be supplied at the same size and of the same species as specified in the planting schedules on the landscape proposals plan. Any proposed replacement species or deviation from the planting schedule should be highlighted to and agreed with the client prior to installation.

All plants shall be hardened off at the Contractor's own nursery or at the source prior to planting out.

All trees grown and re-planted must have been transplanted or underplanted in the nursery no less than 18 months prior to supply.

The Contractor shall carry out the work while soil and weather conditions are suitable. Planting is not to take place during periods of frost or strong winds.

The contractor to ensure that adequate watering and weed control is provided at the time of planting.

Any topsoil retained on site in stockpiles for use in planting works is to be stored in heaps or no greater than 1.2m in height and is to be kept weed free at all times. Vehicles should be prohibited from driving over any extent of the storage heaps. Apply proprietary herbicide to any perennial weeds and allow a period of time recommended by manufacturer to elapse before disturbing and re-using elsewhere on site.

Do not use peat or peat based products.

Prior to planting, planting areas shall be cleared of grass and weed growth physically and/or chemically with a proprietary herbicide and a period of time shall be allowed to elapse as recommended by the manufacturer before commencement of soil preparation for planting.

All plants are to be watered thoroughly before planting stage to ensure rootball is thoroughly soaked prior to final backfilling.

Alignment Specification

There shall be the opportunity to provide 20 identical plots of approximately 125m² (equivalent to 5 poles).

Growing Medium

Alignment plots shall be prepared and cultivated so as to remove any weeds and invasive species prior to transfer. Alignment plots shall be provided on level ground for level beds to be laid and trees not have any root contamination. Each alignment will comprise a minimum of 300mm depth of topsoil over free-draining subsoil. Topsoil and subsoil is to be free from contamination and pose no risk to human health. Any imported topsoil shall comply with BS 3882:2014 Specification for Topsoil to provide a suitable growing medium.

Tree Planting

Generally plant trees in pits with minimum dimensions of:

- 1000 x 1000 x 600mm deep for trees in pits, planted areas including grass/straw areas and new gardens
 - 750 x 750 x 600mm deep for feathered trees or smaller
- Backfill the pits in layers as specified below from bottom up:
- 200mm layer of compacted well-free draining gravel or free-draining washed or pea-gravel medium
 - 600mm layer of retained site sourced topsoil (free from weeds), imported topsoil (BS3882:2014) or peat-free grade 3 BS3882:2014 400mm layer for feathered trees or smaller
- Break up bottom of the pit to a depth of 200mm and ensure ground is free-draining.
- Lower edges of tree pit at time of planting by hand, using a fork, to ensure good drainage. Pits should be excavated no greater than 48hrs prior to planting and de-watered as required.
- Incorporate a soil conditioner/amendment in the form of peat-free tree and shrub compost or well rotted spent mushroom compost into backfill material at the rate of 4% per pit.
- Trees shall be planted in the centre of the excavated pits.
- Trees in soil planted areas to be divided with a minimum 75mm mulch layer, consisting of pine bark fines, particle size 15-60mm to a min. depth of 50mm above the surrounding ground.
- Perennials trees shall be secured by use of a proprietary underground piling system, incorporating guy mats to protect the upper surface of the rootball and secured to the base of the tree pit. Guying supports to be placed in line with the size of the tree as recommended by the manufacturer.
- Heavy standard trees shall be staked and supported with a low double stake consisting of 2x 75mm diameter x min. 2000mm length.

rounded timber posts driven into the ground, 500mm above ground level and fixed to the tree by a proprietary rubber tie (ie 7 horizontal cross support).

Standard trees shall be staked and supported with a low, single stake consisting of 1x 75mm diameter x min. 2000mm length, rounded timber post driven into the ground at 45 degree angle to approx. 450mm above ground level and fixed to the tree by a proprietary rubber tie (ie 7 horizontal cross support).

Trees shall be treated with proprietary flexible perforated waterproofing paint with integral cap. Pipe to be installed encircling equally around rootball to the full depth of planting pit, with the first cap section installed just above ground level and nailed securely in place to the adjacent timber stake.

All trees in grass areas to be protected by min. 325mm high x 12-15mm diam. proprietary plastic stem/water guards. Where trees have a basal trunk diameter greater than 120mm (e.g. semi-mature), then two or more guards should be joined together using joining tape and secured in place.

43% of the NVC Standard Trees in Relation to Construction.

Hedge Planting

Plant hedges into pre-prepared planting trenches, 500-600mm wide for double rows. Planting strips to consist of topsoil to a depth of no less than 300mm, mixed with soil conditioner as specified below.

Topsoil is to be free from existing retained site sourced topsoil (free from weeds) or imported topsoil (Multi purpose grade to BS3882:2014), or a combination of the two as necessary.

Incorporate a soil conditioner/amendment in the form of peat-free tree and shrub compost or well rotted spent mushroom compost into backfill material at the rate of 4% per pit, incorporating a slow release fertiliser e.g. Enneay (or similar approved) at a rate of 5g per pit.

Ensure planting strips are deep enough as to be 200mm greater than the root depth of the supplied plant stock.

Hedges to be supported by min. 1000 high timber post and wire fence consisting of min. 75mm diameter x 2000mm long rounded timber posts driven in at 2000mm centres with 30x galvanneal wire supports every spaced along the vertical axis of the post. Corner posts and/or scanning posts are to be additionally supported by 45° angled 50mm diameter timber stakes.

Thicket Planting

Generally clear any surface vegetation in proposed woodland and thicket areas, utilising proprietary herbicide where appropriate and install plants into pre-prepared planting pits, generally 300 x 300 x 150mm deep or 200mm greater than the rootball, whichever is greater.

If additional deer protection fencing is required, all woodland and thicket areas are to be fully enclosed by min. 1.8m proprietary plastic mesh fencing (50mm x 45mm gauge) secured to min. 100mm high timber post and wire fence.

greater, backfilling with either existing retained site sourced topsoil (free from weeds) or imported topsoil (Multi purpose grade to BS3882:2014) or a combination of the two as necessary.

Incorporate a soil conditioner/amendment in the form of peat-free tree and shrub compost or well rotted spent mushroom compost into backfill material at the rate of 4% per pit, incorporating a slow release fertiliser e.g. Enneay (or similar approved) at a rate of 5g per pit.

Ensure planting conforms to planting matrix where appropriate and in all other areas appears random / natural and not formal in accordance with the planting proposal layout.

Hedge planting areas to be dressed with a minimum 50mm mulch layer, consisting of medium sized tree bark, composted for 24 weeks, particle size 15-50mm.

Hedges to be supported by min. 1000 high timber post and wire fence consisting of min. 75mm diameter x 2000mm long rounded timber posts driven in at 2000mm centres with 30x galvanneal wire supports every spaced along the vertical axis of the post. Corner posts and/or scanning posts are to be additionally supported by 45° angled 50mm diameter timber stakes.

Road Protection

All woodland and thicket areas to be fully enclosed by min. 800mm high robust proof fencing supplied as min. 19 Gauge (1.2mm) galvanneal mesh with max. 31mm openings, nailed with galvanneal 20mm staples to 50-75mm diameter treated timber stakes at 1.5m centres, incorporating 2x horizontal galvanneal scanning wires. Mesh fence to be held into ground 150mm below ground level. Scoring gaps of 100mm diam. timber should be installed every 50m or at every turn of direction 90 degrees or greater.

If additional deer protection fencing is required, all woodland and thicket areas are to be fully enclosed by min. 1.8m proprietary plastic mesh fencing (50mm x 45mm gauge) secured to min. 100mm high timber post and wire fence.

All single stem thicket trees/plants to be protected by min. 450mm high x 300mm proprietary plastic spiral guards secured with min. 12-14x x 900mm long bamboo cane.

All trees and thicket plants to be installed with a min. 500mm square woven polypropylene mesh at security pegged in place.

Amenity Grass / Meadow Grass Seeding

Areas to be seeded are to be finely graded to bring to a uniform and even grade at the correct finished level and to remove all minor hollows and ripples. All stones and debris greater than 50mm in size to be removed and disposed of off-site.

Seeded areas are to be finely graded to bring to a uniform and even grade at the correct finished level and to remove all minor hollows and ripples. All stones and debris greater than 50mm in size to be removed and disposed of off-site.

Final preparation of the seeded areas shall be carried out as to create a fine level surface suitable for seeding.

For amenity grass areas only, a pre-seeding fertiliser shall be applied at a rate of 25kg/ha approx. 7 days prior to seeding and mixed into topsoil using a G-Drive/Land Establishment fertiliser by Jackson Ltd. (see separate granular fertiliser, 10/10/10 NPK) or equal and applied by Landscape Architect.

The works are to be completed between April and October with approved grass seed mix, as specified in the planting schedules at the specified rate. Following seeding, areas are to be hand raked and lightly rolled.

The contractor shall take the necessary precautions to ensure all grass areas are protected throughout the establishment period, with the use of chestnut pale fencing where appropriate.

The contractor shall ensure that all seeded and turfed areas are watered fully at the time of installation to the full cultivated depth, and that sufficient subsequent watering is carried out to ensure healthy establishment of the grass sward.

Wildflower

Kill off any existing vegetation by spraying off with proprietary herbicide and allow a time to elapse as recommended by the manufacturer before commencing any cultivation works.

If time permits, a vole seed bed is to be established, by sowing the grassed meadow area to coincide with weeds from the existing soil seed bank following initial cultivation / rotation and an additional application of proprietary herbicide applied to remove any weed growth.

Wildflower seeded areas are to consist of min. 150mm deep sowing prepared topsoil (free from weeds) or imported topsoil (Multi purpose grade to BS3882:2014) or a combination of the two as necessary.

Unless otherwise stated, finished levels of seeded areas to be 30mm above adjoining paving and kerbs, 150mm below the top of adjoining buildings.

Final preparation of the seeded areas shall be carried out as to create a fine level surface suitable for seeding.

For amenity grass areas only, a pre-seeding fertiliser shall be applied at a rate of 25kg/ha approx. 7 days prior to seeding and mixed into topsoil using a G-Drive/Land Establishment fertiliser by Jackson Ltd. (see separate granular fertiliser, 10/10/10 NPK) or equal and applied by Landscape Architect.

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round, treated softwood posts, driven min. 750mm below ground level at 3.5m centres. Mesh fence to be backed into ground 150mm below ground level 180° in areas where rabbits are a known problem, an additional 300mm high section of min. 19 Gauge galvanneal mesh (staples wire) with max. 31mm openings to be fixed to the lower portion of the deer fencing and attached using proprietary plastic cable ties.

All standard trees to be protected by min. 325mm high x 12-15mm diam. proprietary plastic stem/water guards.

All small / feathered trees to be protected by min. 1000mm high x 80-100mm diam. proprietary plastic mesh tree guard/water and secured in place with min. 25mm square treated softwood timber stake and fixed with plastic cable ties. NB: Should not be below deer residue in the locality the tree guard/water should be increased in height to 1.8m.

All thicket shrubs to be protected by min. 1000mm high x 100-150mm diam. proprietary plastic mesh shrub shelters / guards and secured in place with treated softwood timber stake and plastic cable ties.

All single stem thicket trees/plants to be protected by min. 450mm high x 300mm proprietary plastic spiral guards secured with min. 12-14x x 900mm long bamboo cane.

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Areas to be seeded are to be finely graded to bring to a uniform and even grade at the correct finished level and to remove all minor hollows and ripples. All stones and debris greater than 50mm in size to be removed and disposed of off-site.

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Unless otherwise stated, finished levels of seeded areas to be 30mm above adjoining paving and kerbs, 150mm below the top of adjoining buildings.

Final preparation of the seeded areas shall be carried out as to create a fine level surface suitable for seeding.

For amenity grass areas only, a pre-seeding fertiliser shall be applied at a rate of 25kg/ha approx. 7 days prior to seeding and mixed into topsoil using a G-Drive/Land Establishment fertiliser by Jackson Ltd. (see separate granular fertiliser, 10/10/10 NPK) or equal and applied by Landscape Architect.

The works are to be completed between April and October with approved grass seed mix, as specified in the planting schedules at the specified rate. Following seeding, areas are to be hand raked and lightly rolled.

The contractor shall take the necessary precautions to ensure all grass areas are protected throughout the establishment period, with the use of chestnut pale fencing where appropriate.

The contractor shall ensure that all seeded and turfed areas are watered fully at the time of installation to the full cultivated depth, and that sufficient subsequent watering is carried out to ensure healthy establishment of the grass sward.

General Planting Maintenance

All soft landscape areas to be maintained to BS7370:4 1993.

Sufficient watering should be undertaken by the contractor to establish and maintain healthy plant growth.

The first cut / mow of all amenity grass seeded areas should be undertaken when the established sward reaches 50mm in height down to a height of 25mm, after which all amenity grassed areas should be maintained at a nominal height of 25mm (March to October). All airings are to be removed from site and composted.

The first cut / mow of all meadow and wet meadow (wildflower) areas is to be undertaken when the established sward reaches 50mm in height or weeds colonise to a height of 300mm (whichever is sooner), to a nominal height of 25mm.

For spring sown meadow/wet meadows, the second cut should take place about 16 weeks after sowing or in September (whichever is sooner), after which all meadow grass areas should be cut twice annually (June and September), to a nominal height of 25mm, once any wildflowers have set seed. All airings should be left lying for 48hrs before being removed from site and composted.

Meadow areas should be hand-weeded or spot weeded for any perennial weeds such as docks, nettles and ragwort.

All failed / defective plants identified within the first 5 years of installation should be replaced by the contractor at the correct available planting season to ensure a continued coverage of growth. Replacement plants should be of the same species and specification of the failed specimens.

Bare areas and areas of dead grass which become apparent should be rectified by overseeding and/or turf re-installation at the earliest available planting season.

All shrub planting and formal hedges shall be pruned at least twice per annum, ensuring dead or dying wood is removed to maintain a healthy natural shape and promote good form.

Dead / heading of herbaceous plants, including flowering marginal aquatic plants should be undertaken following flowering.

All planting areas should be kept tidy and free from weeds, thinnings, debris and litter. Weeds should be removed by hand unless where it is unfeasible, whereby weeds can be treated by the application of a suitable proprietary herbicide.

NB: Herbicide usage to be limited to spray usage on calm days (no wind) and undertaken by suitably qualified operatives in accordance with current legislation.

Tree stakes, ties and guards should be checked annually for adjustment and/or replacement as required.

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LEGEND

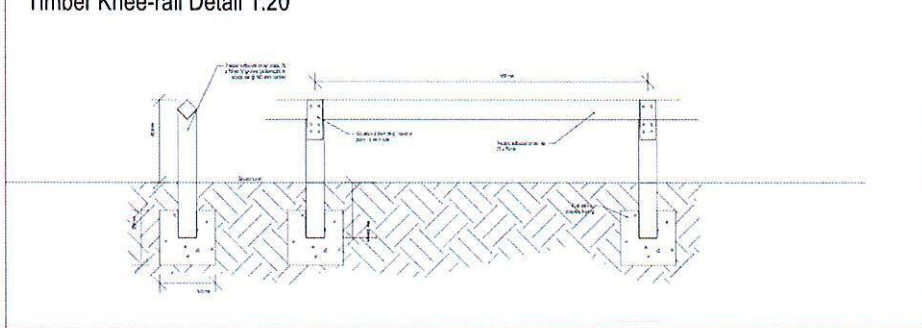
- EXISTING TREES / VEGETATION
- SEMI-MATURE TREE
- HEAVY STANDARD TREE
- STANDARD TREE
- THICKET MIX
- NATIVE HEDGEROW
- AMENITY GRASS SEEDING - 'A22 (Low Maintenance) seed mix by Geminal Seeds Ltd or equal and approved 50g/m², overseed rate, 20g/m²
- WILDFLOWER MEADOW MIX - 'WF2 (Flowering Meadow Mix' by Geminal Seeds Ltd or equal and approved 5g/m²
- BULB PLANTING
- POROUS PLASTIC PAVING - to parking spaces (Bodpaex 85 by Terram (01621 874200), equal or approved. To be backfilled with gravel.
- GRASS REINFORCEMENT - to access track, 'GrassProtecta' Heavy by Terram (01621 874200), equal or approved.
- HOGGIN - 10mm to 50mm and dust sizes, containing sand and gravel with minimal clay content laid on a 100mm type one MOT subbase, above a geotextile, or equal and approved.
- GATE - to hoggin path, 1.8m wide x 1.3m high timber 'Birdie Gate' as supplied by Jacksons (0800 408 2234), equal or approved.
- Street Furniture
- CYCLE STAND - type Sheffield, galvanneal finish available from Broxap (0844 500 4085) or equal and approved.
- TIMBER SEAT - 'Hawthorn' rustic 4 slat hardwood timber bench by Streammaster Ltd (01639 845344), 2000mm long, solid wooden slats, round fixed to concrete footing, or equal and approved.
- WATER PIPE - 4 in bore, ED012 Tower Standpipes with 1/2" Bb Tap by Edwards Standpipes (01584 861223), or equal and approved.
- Boundary Treatment
- KNEERAIL FENCING - 450mm high timber knee rail fencing. Refer to detail on plan.
- ENTRANCE GATE - 1.8 metre high, 3m wide double swing gate to match palisade fencing supplied by Jacksons (0800 408 2234), equal or approved.
- ADDITIONAL ALLOTMENT GATE - 1.8 metre high, 1.2m wide steel gate to match palisade fencing supplied by Jacksons (0800 408 2234), equal or approved.
- STEEL PALISADE FENCE - 1.80m high galvanneal steel palisade fencing, 'Barbaric' supplied by Jacksons (0800 408 2234), painted green, equal or approved.



For detail refer to CSA/1986/133

WARWICK ROAD

Timber Knee-rail Detail 1:20



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Project: Warwick Road, Banbury

Title: Allotment Layout Plan and Public Open Space

Client: Miller Homes

Scale: 1:250 @ A1

Date: February 2017

Drawing No: CSA/1986/131

Drawn: GD

Checked: GC

Rev: H