

**BRACKLEY TOWN COUNCIL**  
Town Hall, Brackley, Northants, NN13 7AB  
Telephone: (01280) 702441  
[www.brackleynorthants-tc.gov.uk](http://www.brackleynorthants-tc.gov.uk)  
[town.clerk@brackleynorthants-tc.gov.uk](mailto:town.clerk@brackleynorthants-tc.gov.uk)

To: Cllrs Baker, Bagot-Webb (ex-officio), Butler, Cartmell, Kew, Sharps, Stimpson, Thompson, Tiller and E Wiltshire

You are hereby summoned to attend a Meeting of the **Direct Responsibilities and General Purposes Committee** to be held on **Monday 16 September 2019**, in the Civic Hall, Brackley Town Hall immediately following the meeting of the Planning & General Works Committee.

11 September 2019



Town Clerk

**AGENDA**

*Members of the press and public are invited to attend*

**227/19 Apologies for absence**

**228/19 Declaration 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, and Brackley Town Council's Code of Conduct.

**229/19 Public participation**

This section of the meeting gives members of the public who are present an opportunity to speak. You may speak on any item which appears on the agenda for this evening's meeting. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting.

**230/19 Approval of minutes**

Members are asked to receive and approve the minutes of the previous meeting of the Direct Responsibilities and General Purposes Committee held on Monday 15 July 2019.

**231/19 To receive Working Party Minutes**

The minutes of the meeting of the Open Spaces Working Party on 20 August 2019 are attached.

The minutes contain the following **RECOMMENDATIONS** to the committee

Outdoor table tennis tables to be situated at the Zip Wire Park and Poppyfields play area.

To use timber bollards to prevent unauthorised access at the locations indicated up to a cost of £5000

**232/19 Request for Magnetic Fishing at St James' Lake**

Members are asked to consider a request from a resident to "magnet fish" at St James' Lake to look for hidden objects.

Please note, this is a public meeting and you may be filmed, recorded and published.  
Copies of all council papers are available to download at: [www.brackleynorthants-tc.gov.uk](http://www.brackleynorthants-tc.gov.uk)

**233/19 Review of Tree Policy – report attached**

Members are asked to review the Tree Policy taking into consideration the report attached.

**234/19 Exclusion of Press and Public**

It is proposed that, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press is excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

**235/19 Update on Pierreponts**

An update will be given to the Members about Pierreponts and the upcoming HoD event.

**236/19 Matters for information or discussion**

## DIRECT RESPONSIBILITIES AND GENERAL PURPOSES COMMITTEE

Minutes of the Direct Responsibilities and General Purposes Committee to be held on Monday 15 July 2019, in the Civic Hall, Brackley Town Hall.

Present: Cllrs Baker, Bagot-Webb (ex-officio), Cartmell, Kew, Stimpson, Thompson, Tiller and E Wiltshire

Also Present: Cllrs P Wiltshire and Ross

Officers: Clerk (A Moses) and Deputy Clerk (K Hale)

- 168/19 Apologies for absence**  
Apologies received and accepted from Cllrs Butler, Sharps and Waldron
- 169/19 Declaration of interest**  
None.
- 170/19 Public participation**  
A resident would like to offer his services with the Skate Park project.  
A resident suggested asking Ian Anderson and Matt McConnell if they would like to help with the Skate Park project as they have been involved in the past.  
A resident was delighted that we will be working with the Brackley Wildlife Trust and that she felt there was plenty of opportunity for biodiversity.
- 171/19 Approval of minutes**  
On the proposition of Cllr Cartmell it was **RESOLVED** to:  
Receive and approve the minutes of the previous meeting of the Direct Responsibilities and General Purposes Committee held on Monday 17 June 2019.
- 172/19 To receive Working Party Minutes**  
No Working Parties have been held during the period.
- 173/19 Confirmation of membership to the Skate Park Working Party**  
The following Members volunteered for the Skate Park Working Party:  
Cllrs Cartmell, Kew, Ross, and Tiller with Cllr E Wiltshire as sub.  
On the proposition of Cllr Cartmell it was **RESOLVED** to nominate Doug Peel to be co-opted onto the working party.  
Members agreed that Ian Anderson and Matt McConnell will be invited on an ad hoc basis.  
Meetings will be held early evening and the first one will be called as soon as possible.
- 174/19 Collaboration with the Brackley Wildlife Trust**  
Members agreed to continue working to enhance the open spaces of Brackley alongside the Brackley Wildlife Trust. The Clerk will arrange a meeting to confirm the way forward and the expectations from both parties.
- 175/19 Matters for information or discussion**  
Cllr Bagot-Webb – At the Scout Hut there are no dog waste bins or rubbish bins. This land belongs to Grand Union Housing and although they wish to hand this piece of land to Town Council it is currently in the hands of our solicitor.

Information – Cllr Bagot-Webb spent time with a group of Magdalen Year 11s to discuss their community project which is to create an awareness of the damage plastics are having on the environment.

Cllr Ross asked about the progress of the tiered seating at Egerton Hall and was informed that quotes are still being sought.

Meeting closed at 20.08

Signed

Dated

DRAFT

**Minutes from Play Spaces Working Party Meeting  
0900hrs Cartwright Room, 20 High Street 28th August 2019**

Members: Cllr Ross, Tiller, Cartmell (Sub)  
Officers: Town Clerk, Operations Manager

**1. Election of Chairman**

Councillor Luke Ross was nominated and agreed as Chairman of the Working Party.

**2. Apologies**

Received from Cllr Baker and Cllr E Wiltshire  
Cllr Sharps was absent

**3. Minutes from previous meeting**

The minutes from the meeting on the 29 May 2018 are accepted.

**4. Matters arising from previous minutes**

Due to the time between meetings there are no matters arising.

**5. Play areas**

RoSPA report – all play areas have been inspected and a summary given to the working party. All recommendations have been carried out.

Swift Way play area is continuously flagged up by the RoSPA as a trip hazard and needing action. Cllr Ross and M Stopps to have a site meeting to discuss the possible removal and future use of the area.

Table tennis tables had been requested by residents. It was suggested that the Zip Wire park and the Poppy Field Park would be suitable locations. Quotes will be obtained and the possibility of using S106 monies to fund this will be investigated.

**RECOMMENDATION to Direct Responsibilities**

That the location of the two table tennis tables be agreed as the Zip Wire Park and the Poppy Fields play area.

A proposal for the design and costing for Signs for all play areas. The proposed signs are too large and a new quote is requested using the 600x450 dimensions. A list of information to be included will be brought back to the working party with the new quote.

**6. Open spaces maintenance**

- Grass cutting – the update on 2019/20 programme plus latest costs was noted
- Proposed grass cutting at Poppy Fields – this was accepted and the costs will be commuted from the S106 fund
- The Tree & hedge trimming programme 2019/20 was discussed it will start during the week commencing 1 September.
- Tree replacement plan – this plan needs to be worked up and presented to the working party. Discussions will take place with the National Trust regarding the Town Park and Anglian Water regarding St James lake.
- Proposed tree nursery – a costed plan will be brought to a future meeting.

## **7. St James Lake**

- Improvements to the entrance area – a plan and costing will be brought to the next working party.
- It was agreed to set up a St James Lake Liaison Group to work with the Angling Club, Friends of the Lake and the Brackley Wildlife Trust, this will be supported by officer
- Pocket Park pathway is an ongoing project and M Stopps will be in communications with the developers during this phase.
- M Stopps reported that we are waiting for a written report on the bridge at the Pocket Park but the discussion on the day was that there is no serious concerns.

## **8. Residents Requests**

The following requests had been received for consideration

- The removal of bench from Jenny's Pond due to perceived anti-social behaviour.
- No ball games sign at Kestrel Crescent.
- A licence for land next to 25 Tudor Way.

The working party do not support the three requests

### **RECOMMENDATION to Direct Responsibilities**

To confirm the decision of the Working Party by not supporting these requests.

## **9. General**

After a discussion it was suggested that the areas that require protection from unauthorised access using timber bollards with either drop posts or chains for authorised access are as following areas 1) Zip Wire park 2) Land off Pavillions Way 3) Rose Open Space

### **RECOMMENDATION to Direct Responsibilities**

The preferred method is to use Timber bollards with the use of either drop posts or chains for authorised access points to a value of £5,000

- Land at the top of Hill Street – A letter will be send to the owner of the area informing them that though we have been cutting the grass on this area, this will stop at the end of the 2019 cutting season.
- Drop kerb at Poppy Fields is being fitted by the end of September.
- Old youth shelter – check ownership with SNC and scrap if possible.
- Wildlife Trust update – BTC are working with the wildlife trust for a programme of works with volunteers, more information will come to the working party when available.
- Outside events – proposed locations and types of acceptable events – this is moved to the Venues and Events Working Party
- Goal at Egerton Field – has collapsed and been removed.

## **10. Any other business - None**

## **11. Date of next meeting - TBC**

**BRACKLEY TOWN COUNCIL**

**Direct Responsibilities and General Purposes Committee  
Monday 16 September 2019**

**Purpose of report:** To identify the way forward with regard to the adopted Tree Policy and complaint received from residents regarding BTC trees.

**Recommendation:** That the Council continues to support the compliance to the Tree Policy as it currently stands.

**Main issues and considerations:**

Due to the nature of the town and the amount of open space bordering residents' properties, it is not uncommon for residents to request the removal of trees - this can be for several reasons, including but not exclusive, lack of light, dropping leaves or berries, interference to TV signal and damage to buildings or fencing.

Once a request is received by the office, the Operations Manager will visit the site to ascertain the reason for removal and if necessary will instruct the BTC Tree Surgeon to confirm the health of the tree and any associated risk due to location and size.

In our Tree Policy there are clear guidelines as to why a tree would be considered for removal and this policy is complied with by officers. The resident is then informed of the Council decision and are provided with a copy of the Tree Policy.

Careful consideration is required if the council deviates from the current Tree Policy as in the last 3 months we would have agreed to fell 12 healthy trees and cut down a large amount of hedging for the reasons stated above.

**Financial implications:** Unknown but significant

**Staffing implications:** Unknown

**Other implications:** A consideration also needs to be given to environmental impact.

**Author**

Mark Stopps  
Operations Manager



# Brackley Town Council

## Tree Policy



**1. Policy Statement**

1.1 Brackley Town Council (BTC) is responsible for some of the trees across the town and surrounds. These trees provide a valuable amenity and enhance the look of the town, its parks and surrounding areas. The Town Council has a duty to inspect these trees and ensure it meets all its legal obligations which include maintaining public safety and knowing the location and condition of the trees for which it is responsible.

**2. Inspection programme**

2.1 Brackley Town Council will carry out inspections of all individual trees that it is responsible for as part of a rolling five year inspection programme. These inspections will be carried out in order to establish the condition of the individual trees and to identify any urgent remedial treatments required and to help structure a planned maintenance regime. The management of trees will be in line with professional recommendations as identified in the tree survey.

**3. Type of Maintenance**

3.1 The Town Council carries out two types of tree maintenance each year, reactive maintenance and planned maintenance. Reactive maintenance is carried out in response to reports of problems with trees. The Town Council will respond to urgent reports within 48 hours.

Tree maintenance will only be carried out if necessary and in line with the following criteria:

Safety	Significant risk to the public Dead trees located near properties or roads
Tree Health	Work which will prolong life and encourage the development of a good tree structure
Nuisance	Dangerous, diseased, damaging property or to comply with the Highways Act 1980 S.154

Tree maintenance will not be carried out where the problem relates to:

Natural Characteristics	Shade, Leaf, blossom, pollen or seed distribution Television reception View
Overhanging vegetation	which is not causing damage or a risk to health & safety

**4. Criteria**

**Right to light** – where trees within an urban environment are blocking light into a property there is no legal “right to light”. The tree owner is not by law obliged or required to carry

out work to the tree for the benefit of levels of light. This is the position adopted by the Town Council.

**Television and Satellite Reception** – The council will not prune or remove trees due to poor TV or satellite reception. In most cases relocating the aerial or satellite dish or having a booster to improve the reception can significantly improve the situation. *Only in exceptional circumstances, and with the provision of a written report from an aerial engineer who has tried relocation or a booster, will pruning be carried out upon payment by the applicant of the sum quoted to the council.*

## 5. Felling and Pruning of trees

- 5.1 Trees are an important part of the environment and provide enjoyment, visual attractiveness and important wildlife habitats. The Town Council will not fell or prune any tree without good reason. The Town Council will avoid felling trees unless it is absolutely necessary and each case will be carefully judged on its merit.
- 5.2 The Town Council will carry out surveys to check for nesting of birds and the presence of bats or bat roosts prior to any tree management or maintenance work, It is unlikely that any felling or work would be carried out, unless in exceptional circumstances, between the end of March and the beginning of September.

Felling may be considered where a tree is:

- Dead, dying or diseased
- A danger to public safety
- Causing an obstruction to a public highway, right of way or access to footpath
- A major contributor to serious structural damage to buildings or infrastructure
- Clearly of a size and species inappropriate to their situation

Any proposals for the removal of trees will take full account of all of the relevant legislation.

Pruning can weaken the structure of trees and should be avoided unless absolutely necessary. The Town Council may undertake pruning of trees where:

- Tree branches cause an obstruction by growing low over a public highway, public right of way, footpath or access to a property and over gardens or open spaces where the public has access.
- A tree may be contributing to structural damage to adjacent buildings
- A tree restricts repairs and maintenance to property or infrastructure
- Trees are growing close to and likely to obstruct/interfere with street lighting, CCTV and other equipment.
- Trees require pruning to shape or train them during their early growing years
- Dead or diseased material is being removed in order to make the tree safe or to shape and balance the crown.

In all other cases trees will be left to grow naturally and their condition monitored as part of the inspection programme.