

Minutes of the Policy Committee meeting held on **Tuesday 28<sup>th</sup> May 2019** at 7.00pm in **The Garth, Garth Park, Launton Road, Bicester, OX26 6PS.**

**Present:**

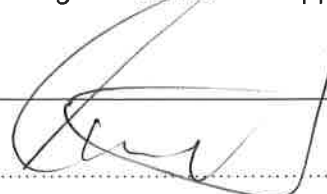
Cllr Richard Mould – Chairman  
 Cllr Lynn Pratt – Vice Chairman  
 Cllr Dan Hallett  
 Cllr Nick Mawer  
 Cllr Dan Sames  
 Cllr Les Sibley  
 Cllr Jason Slaymaker  
 Cllr Alex Thrupp  
 Cllr Fraser Webster

**In Attendance:**

Samantha Shippen – Chief Officer  
 Julie Trinder – Administration Officer

Minute Number	Agenda Item No	
46/1920	1	<p><b>APOLOGIES FOR ABSENCE</b></p> <p><b>RESOLVED</b> that apologies received from Cllr Nick Cotter.</p>
47/1920	2	<p><b>DECLARATIONS OF INTEREST</b></p> <p><b>RESOLVED</b> that declarations of interest were received regarding Agenda Item numbers 10 as a Director of OneBicester and 15 as an employee of Bicester Green by Cllr Jason Slaymaker.</p>
48/1920	3	<p><b>MINUTES</b></p> <p><b>RESOLVED</b> that the Committee <b>CONFIRMED</b> the minutes of the Policy Committee meeting:</p> <p><b>POL06/1819 – 5th March 2019</b></p>
49/1920	4	<p><b>PUBLIC SESSION</b></p> <p>No members of the public were present.</p>
50/1920	5	<p><b>ASSET MANAGEMENT UPDATE</b></p> <p><b>5.1 GARTH HOUSE</b></p> <p><b>RESOLVED</b> that the Committee:</p> <ol style="list-style-type: none"> <li>1. <b>APPROVED</b> the commission of a Redevelopment report to assess potential use, demand and income for upper floors at a cost of up to £1000 by Stimpson Eves.</li> <li>2. <b>RESOLVED</b> that the Committee <b>APPROVED</b> the proposal to undertake a condition survey and RIBA stage 3/4 design work.</li> </ol>

Minute Number	Agenda Item No	
		<p><b>5.2 BURIAL GROUND</b></p> <p><b>RESOLVED</b> that the Committee:</p> <ol style="list-style-type: none"> <li>1. <b>NOTED</b> the position of the Burial Ground and await a further update at a future meeting of the Committee.</li> <li>2. <b>AGREED</b> that advice is sought the Environment Agency in respect of the proposals at a cost of £800.</li> </ol> <p><b>5.3 BUILDINGS INSURANCE VALUATIONS</b></p> <p><b>RESOLVED</b> that the Committee <b>NOTED</b> the conclusion of the Buildings Insurance Valuations and the Chief Officer's actions.</p> <p><b>5.4 THE GARTH STABLES</b></p> <p><b>RESOLVED</b> that the Committee <b>NOTED</b> the position in respect of the Garth Stables and await a further update at a future meeting.</p>
51/1920	6	<p><b>MAJOR TOWN INITIATIVES</b></p> <p><b>RESOLVED</b> that Committee <b>NOTED</b> the minutes from:</p> <p><b>Strategic Delivery Board – 31<sup>st</sup> January 2019</b>  <b>Bicester Vision Partnership Meeting – 7<sup>th</sup> March 2019</b>  <b>Bicester Vision Executive Board Meeting – 4<sup>th</sup> April 2019</b></p>
52/1920	7	<p><b>ROOM HIRE – FAMILY MEDIATION SERVICE</b></p> <p><b>RESOLVED</b> that the Committee <b>AGREED</b> that a discounted rate of £11 + VAT per hour, based on the partner/charities rate, is granted to Jenny Harris for Mediation Services for 2019/20 subject to annual review upon receipt of a report detailing the postcodes of beneficiaries of the service.</p>
53/1920	8	<p><b>GARTH GAZETTE</b></p> <p><b>RESOLVED</b> that the Committee:</p> <ol style="list-style-type: none"> <li>1. <b>AGREED</b> an increased contribution of £1000 be allocated from general reserve to meet increased costs of the Garth Gazette for 2019/20.</li> <li>2. <b>RESOLVED</b> that the Committee <b>REVIEWED</b> and commented upon the design proposals for the Garth Gazette. Committee agreed with design idea number 1 but emphasised that Bicester needs to be prominent.</li> <li>3. <b>AUTHORISED</b> the Chief Officer to work with Push Start marketing to revamp the Garth Gazette taking into account the comments of the Committee.</li> </ol>
54/1920	9	<p><b>COMMUNITY EMERGENCY PLAN</b></p> <p><b>RESOLVED</b> that the Committee <b>AGREED</b> to invite the Oxfordshire County Council Emergency Planning Officer to a future meeting to discuss the support available for the production of a plan.</p>



Minute Number	Agenda Item No	
55/1920	10	<p><b>BICESTER BIG LUNCH</b></p> <p><b>RESOLVED</b> that the Committee:</p> <ol style="list-style-type: none"> <li>1. <b>AGREED</b> to underwrite the Bicester Big Lunch balance of deficit from the Town Centre budget in projects cost centre.</li> <li>2. <b>DELEGATE</b> responsibility to the Chief Officer to liaise with OneBicester to limit as far as possible the additional contribution required whilst delivering a successful community event.</li> <li>3. <b>REQUIRE</b> appropriate publicity be given by OneBicester to acknowledge the Town Council's additional support for the Bicester Big Lunch.</li> </ol>
56/1920	11	<p><b>IT EQUIPMENT</b></p> <p><b>RESOLVED</b> that the Committee <b>AGREED</b> to upgrade/replace IT equipment as detailed in the report.</p>
57/1920	12	<p><b>PERSONNEL SUB-COMMITTEE</b></p> <p><b>RESOLVED</b> that the Committee <b>CONFIRMED</b> the minutes and recommendations of the Personnel Sub-Committee meeting:</p> <p><b>PSC03/1819</b> – 11<sup>th</sup> March 2019</p>
58/1920	13	<p><b>FORWARD PLAN</b></p> <p><b>RESOLVED</b> that the Committee noted the forward plan. It was agreed to merge items NW Bicester and Future Management of open space play areas on SW Bicester Phase 1 &amp; Flanders Way.</p>
59/1920	14	<p><b>EXCLUSION OF PRESS AND PUBLIC</b></p> <p>That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.</p>
60/1920	15	<p><b>LEASES UPDATE</b></p> <ol style="list-style-type: none"> <li>1. <b>RESOLVED</b> that the Committee <b>NOTED</b> the position with progress on leases still under negotiation.</li> <li>2. <b>AGREED</b> the exercise of mutual break with lessees unless lease approval is forthcoming under the advice of Bretherton's Solicitors.</li> <li>3. <b>RESOLVED</b> that the Committee <b>AGREED</b> once Bicester Green have finalised their lease, a deed of Surrender be sought for Vindens to allow additional occupation, subject to lease agreement.</li> </ol>
61/1920	16	<p><b>DATE OF NEXT MEETING – Monday 8<sup>th</sup> July 2019</b></p> <p><b>CLOSE OF MEETING – 8.25pm</b></p>



812/19,