BICESTER TOWN COUNCIL

POLICY COMMITTEE MEETING

Ref: POL05/1819

MONDAY 28TH JANUARY 2019
at
7.00 pm

GARTH PARK, LAUNTON ROAD, BICESTER

Circulation:

Town Mayor: Councillor Sean Gaul

Committee Members

Cllr Richard Mould – Chairman
Cllr Lynn Pratt – Vice Chairman
Cllr Sean Gaul
Cllr David Magee
Cllr Nick Mawer
Cllr Dan Sames
Cllr Les Sibley
Cllr Jason Slaymaker
Cllr Lawrie Stratford
Cllr Rose Stratford

Substitute Committee Members

Cllr David Anderson
Cllr Nick Cotter
Cllr Melanie Magee
Cllr Debbie Pickford
Cllr Przemek Rybka

Cllr Tom Wallis – CDC
Cllr John Broad - CDC
Bicester Advertiser
Bicester Review
Oxford Mail
Bicester Library
BTC copy

Council Offices,
The Garth,
Launton Road,
Bicester
Oxon, OX26 6PS

Telephone: 01869 252915
Email: enquiries@bicester.gov.uk

Tuesday 22nd January 2019

To: **All members of the Policy Committee**

You are hereby summoned to attend a meeting of the Policy Committee to be held on **Monday 28th January 2019** at **7.00pm** in **The Garth, Garth Park, Launton Road, Bicester, OX26 6PS** for the transaction of the following business

Samantha Shippen
Chief Officer

Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to meetings) Act 1960

Copy Attached	Agenda Item No	**AGENDA**
	1	**APOLOGIES FOR ABSENCE**
	2	**DECLARATIONS OF INTEREST** Committee is reminded to declare any interests on any item on this agenda in accordance with Bicester Town Council's Code of Conduct.
✓	3	**MINUTES** **POL04/1819** – 26th November 2018
	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	**ASSET MANAGEMENT** Committee is asked to consider the attached report. **5.1 ASSETS TASK AND FINISH GROUP** **5.2 BURIAL GROUND**

Copy Attached	Agenda Item No	AGENDA
	6	**MAJOR TOWN INITIATIVES** Committee is asked to note and comment as appropriate on the minutes from the following meeting:
✓		**Bicester Vision Executive Board Meeting** - 6th December 2018
✓	**7**	**HIRE CHARGES** Committee is asked to consider the attached report.
✓	**8**	**POLICY REVIEW** Committee is asked to consider the attached report.
✓	**9**	**THE STABLES PROJECT COSTS** Committee is asked to consider the attached report.
✓	**10**	**WRETCHWICK GREEN PLAY AREAS** Committee is asked to consider the attached report.
✓	**11**	**DERWENT GREEN ACV** Committee is asked to consider the attached report.
✓	**12**	**FORWARD PLAN** Committee is asked to note and comment on the forward plan.
	13	**EXCLUSION OF PRESS AND PUBLIC** **RECOMMENDED** 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.
✓	**14**	**LEASES UPDATE** Committee is asked to consider the attached report.
	15	**DATE OF NEXT MEETING** **Monday 5th March 2019 – 7pm**

Minutes of a meeting of the Policy Committee held on **Monday 26th November** at **7.00pm** in **The Garth, Garth Park, Launton Road, Bicester, OX26 6PS.**

Present:

Cllr Richard Mould
Cllr Lynn Pratt
Cllr Sean Gaul
Cllr David Magee
Cllr Nick Mawer
Cllr Jason Slaymaker
Cllr Lawrie Stratford
Cllr Rose Stratford

In Attendance:

Samantha Shippen – Chief Officer
Julie Trinder – Administrator
Cllr Przemek Rybka

Minutes Number	Agenda Item No	MINUTES
265/1819	**1**	**APOLOGIES FOR ABSENCE** **RESOLVED** apologies be received from Cllr Dan Sames. Cllr Nick Mawer and Cllr Przemek Rybka entered the meeting at 7.04pm.
266/1819	**2**	**DECLARATIONS OF INTEREST** **RESOLVED** that no declarations of interest were received.
267/1819	**3**	**MINUTES** **RESOLVED** that the Committee confirmed the minutes of the Policy Committee meeting: **POL03/1819** – 24th September 2018.
268/1819	**4**	**PUBLIC SESSION** There were no members of the public in attendance.
269/1819	**5**	**5.1 ASSETS TASK AND FINISH GROUP** The Chairman gave a verbal update on the damp works and redecoration of the Lodge. The property will be fully managed by a Letting Agent with a monthly rental of £1250/£1300 and a 10% plus VAT Agents Fee. A decision to complete work on the outhouse will be made at a future meeting of the Policy Committee. **5.2 BURIAL GROUND** The Chairman of Policy gave an additional verbal update on the Burial Ground, the pre-application documentation has been received and will be forwarded to CDC for comment. **RESOLVED** that Committee **AGREED** these proposals.

Signed ....

Minutes Number	Agenda Item No	MINUTES
270/1819	**6**	**MAJOR TOWN INITIATIVES** **RESOLVED** that Committee **NOTE** the minutes from the following meetings: **Bicester Vision Partnership Meeting:** Thursday 4 October 2018 **Bicester Vision Full Partnership Meeting:** Thursday 1 November 2018
271/1819	**7**	**BREAST FEEDING** **RESOLVED** that Committee **AGREED** in principle to examine the routes to making Bicester a Breastfeeding Friendly Town and request a further report to a future meeting of the Policy Committee to include any cost implications.
272/1819	**8**	**POLICY REVIEW** **RESOLVED** that Committee **AGREED** to the recommendations: **1. To obtain costs and bring back to future meeting of the Policy Committee before a specialist contractor be appointed to undertake a full review of the Council's GP2 Health and Safety Policy.** **2. To approve the new GP9 – Hire of rooms at The Garth to be adopted for review in 2023.** **3. To bring review the hire charges for the Garth for implementation on 1st April 2019 to the next meeting of the Policy Committee.** **4. Snow clearance Policy for next review in 2021. Members requested options for grit bins to be taken to Environment Committee.** **5. Hire of Marquee Policy from the policies list be removed.** **6. Terms and Conditions of Hire be approved for use of the marquee by others.** **7. A hire fee for use of the marquee by others be bought back to the next meeting of the Policy Committee.**
273/1819	**9**	**CHRISTMAS CLOSURE** **RESOLVED** that Committee **AGREED:** **1. The Council closure from Friday 21st December 2018 to Wednesday 2nd January 2019 be facilitated with additional locally agreed holiday on Monday 24th December 2018.** **2. For 2019 onwards, the setting of the additional locally agreed holiday date be delegated to the Chief Officer in consultation with the Chairman and Vice Chairman of the Policy Committee.**
274/1819	**10**	**DRAFT BUDGET 2019/20** **RESOLVED** that Committee **AGREED** the budget draft for 2019/20 for recommendation to Full Town Council and Finance Committee. The Chief Officer was requested to seek costs for an asset condition survey for buildings.
275/1819	**11**	**OYAP SLA** *Cllr Lawrie Stratford and Cllr Rose Stratford left the meeting at 7.55pm.*

Signed ....

Minutes Number	Agenda Item No	MINUTES
		RESOLVED that Committee **AGREE** the allocation of £1000 per month for up to a three-year period subject to the SLA conditions to OYAP for the provision of young people's creative activities in Bicester.
276/1819	**12**	**WHITELANDS FARM SPORTS GROUND** **RESOLVED** that Committee **AGREED** the change to figures were unacceptable. The Council agreed a figure and will not agree an increase other than CP1.
277/1819	**13**	**MINUTES OF PERSONNEL SUB-COMMITTEE** **RESOLVED** that Committee confirmed the minutes and recommendations of the Personnel Sub-Committee meeting: **PSC01/1819** – Monday 22nd October 2018.
278/1819	**14**	**FORWARD PLAN** **RESOLVED** that: • **Closure Policy for cemetery be reviewed in 2020** • **London Road Level Crossing be reviewed in July 2019** • **Retention of Assets Policy be reviewed in June 2019** • **NW Bicester, future management of open space play areas on Kingsmere Phase 1 be reviewed in April 2019**
279/1819	**15**	**DATE OF NEXT MEETING** **Monday 28th January 2019, 7.00pm**

Signed ....

Agenda Item 5

BICESTER TOWN COUNCIL
POLICY COMMITTEE

Monday 28th January 2019

ASSET MANAGEMENT UPDATE

Chairman: Councillor Richard Mould
☎ 01869 245917 richard.mould@bicester.gov.uk

Contact Officer: Samantha Shippen – Chief Officer
☎ 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All

1. Assets Task & Finish Group

1.1 **Garth Lodge** – a tenant occupied the property on a 12 month lease from 11th January 2019 at a rental of £1,300 per month. Fees of 10% for full management were negotiated giving a net income of £1,170 per month which is above budget by £170 per month, less any required repairs.

1.2 **Garth House** – indicative feasibility plans have been reviewed by the Task & Finish group in line with the Phase 1 & 2 order placed with Ridge Property & Construction Consultants. A cost estimate appraisal has been received and is to be considered by the Assets Task & Finish Group before being reported to this committee.

1.3 An order will be required should the Committee wish to undertake further phases, a cost plan for which will be required.

2. Burial Ground

2.1 The Pre-App for the new burial ground was submitted to Cherwell District Council in December 2018. A meeting is due to take place on Thursday 24 January 2019, a verbal update will be provided to the Committee.

3. Recommendation

The Committee is recommended to **CONSIDER** the report and subsequent updates.

Item 6.

BICESTER VISION

Meeting	**BICESTER VISION EXECUTIVE BOARD MEETING**
Partners Present	Phil Shadbolt (Zeta) (Chairing) **(PS)** Graeme Laws (BV Partnership Manager) **(GL)** Peter Cox (Bicester Chamber) **(PC)** David Heathfield (Chiltern Railway) **(DH)** James Hill (Adalta Real) **(JH)** Shaun Jardine (Brethertons) **(SJ)** Miranda Markham (Value Retail/Bicester Village) **(MM)** Cllr Richard Mould (Bicester Town Council) **(RM)** Cllr Lynn Pratt (Cherwell District Council) **(LP)** Lt Col Lyndon Robinson RLC (Bicester Garrison) **(LR)** Sam Shippen (Bicester Town Council) **(SS)**
Apologies	Richard Byard (OxLEP), Robert Jolley (Cherwell District Council) **(RJ),** Jacqui Cox (Oxfordshire County Council), Andrew Davies (YourLetterbox), John Liggins (Ziran Land Limited), Cllr Lawrie Stratford (Oxfordshire County Council), Cllr Michael Waine (Oxfordshire County Council)
In attendance	Sarah Fraser **(SF)**
Date of meeting	Thursday 6 December 2018
Venue	Bicester Town Council, The Garth, Launton Road, Bicester OX26 6PS
Circulation	All partners
Dates of next meetings	**Executive Board** - Thurs 10 January 2019, 12-2pm, Bicester Town Council **Full Partnership** - Thurs 7 March 2019, 7.30-9.30am, venue tbc

MINUTES

ACTION

1 DEVELOPMENT AROUND BICESTER

JH provided an update on development taking place in and around Bicester.

- The DB Symmetry building is underway with some strong interest expressed. DB Symmetry have also submitted a planning application for a new building.
- Planning permission for a Burger King/Starbucks on the old Esso station has been withdrawn and resubmitted with a decision still pending.
- McDonalds is now up and running on the Tesco site.
- Albion Land are yet to announce what their plans are for land behind Kingsmere.
- Owners with consent on the business park adjacent to Tesco are in discussion with Oxfordshire County Council on Section 106 agreements; there will be no progress on this site until discussions are concluded.
- Bicester Heritage have received planning permission for their 347 bedroomed hotel and conference centre.
- Premier Inn have also received planning permission for further bedrooms.

2 MINUTES OF PREVIOUS MEETING

The minutes of the Executive Board meeting held on 4 October 2018 were agreed as an accurate record.

ACTION

3 INCORPORATION OF BICESTER VISION

Further to the paper circulated and to discussions at previous meetings, the Board were reminded the key advantages for Bicester Vision moving to be an incorporated body would be:

- The ability to bid for funding to support the work of the Partnership to the benefit of Bicester.
- The ability to 'de-risk' Bicester Vision with the possibility of reducing the funding required from Partners, particularly Local Authority partners whose budgets are under significant pressure.
- To demonstrate that Bicester Vision is a "serious player" in the economic development arena.
- To provide appropriate liability and insurance protection for the Board, officers and the wider Partnership.

Cherwell District Council and Bicester Town Council have indicated that continuing to invest in Bicester Vision as a not for profit organisation focussed on supporting economic growth in and around Bicester should not cause any issues, particularly if the organisation is established as a Community Interest Company.

The Board agreed the need to obtain legal advice on how to progress incorporation, what the tax implications might be (if any), Board membership/governance, and to consider the most appropriate structure ie consider whether Bicester Vision remains a loose Partnership but establishes an incorporated body through which to bid for funding. SJ/GL to discuss. **SJ/GL**

It was noted Oxfordshire County Council (OCC) are yet to confirm their position and it was agreed that PS will communicate to OCC that the Board are minded to proceed with incorporation pending legal advice, etc and ask for OCC's comments. **PS**

4 PARTNERSHIP MANAGER'S REPORT

4.1 <u>East West Rail</u>

Oxfordshire LEP have indicated they would like to gain Bicester Vision's views on the East West Rail development and the benefit that this might bring to Bicester.

The Board felt there was a need to understand each of the individual phases for the East West Rail development recognising that, whilst this infrastructure may bring benefit in the long run, the initial phases will be disruptive for the town. The Board were keen to understand what the advocacy of East West Rail might be used for.

It was agreed that it would be helpful to have a briefing from East West Rail, to understand the context of the request made, prior to the Board agreeing to anything.

GL to contact Hannah Staunton at East West Rail to request information including: what the advocacy will be used for; what the level of disruption will be for Bicester in the early stages; what it will mean for Bicester longer term, what will the benefits be; how the London Road level crossing will be affected; what the implications are for additional traffic; how individuals will be impacted, etc. GL also to question whether this forms part of a formal consultation and, if so, confirm the deadline for receipt of responses. **GL**

The Board noted the likely impact on Bicester of the many infrastructure developments happening around the town; East West Rail, Expressway etc.

It was agreed that East West Rail would be an excellent topic for discussion at a full Partnership meeting and would likely be of interest to many Partners.

ACTION

GL to investigate the possibility of moving the next Partnership meeting to 7 February rather than 7 March, with speakers from East West Rail, Network Rail, and Chiltern Railways. If speakers are unable to make 7 February then an additional date/event will be held in February. **GL**

DH to contact Steve Barker at East West Rail, copying in GL. **DH**

GL to liaise with Jacqui Cox re contacts at Network Rail. **GL**

It was noted that Highways England have said, following the meeting at which they presented in September, that they will involve Bicester Vision in the public consultation stage on the Expressway when this takes place in 2019.

4.2 Business in Oxfordshire 2019

The Board noted the BiO event would be taking place on 23 May 2019 and discussed whether Bicester Vision would wish to have a presence at this, acknowledging this is one of the biggest business events in the county.

It was agreed to investigate the cost to be part of the event and to get a clearer understanding of the objectives of the day, and to discuss this further at the next meeting. **GL**

It was suggested this may be of interest to some of the bigger developers around Bicester who might wish to join with Bicester Vision in having a presence at the event (or providing literature if they cannot attend), and possibly to some of the hotel chains around the town.

GL/JH to liaise re introductions to relevant developers to discuss their interest in attending BiO but also to talk about the benefits of joining Bicester Vision. **GL/JH**

MM to introduce GL to Richard Venables to facilitate contact with the various hotel managers (including Hilton and Premier Inn) around Bicester with a view to discussing membership. **MM**

It was suggested Bicester Heritage may also have an interest in attending this event; particularly in light of the lack of large conference space around Oxfordshire and that Bicester Heritage is creating just such a space. GL to follow up. **GL**

4.3 Future Agenda Items

It was confirmed that DB Symmetry have indicated they would be happy to provide an update at a future Board meeting. Additionally, the business park developers have been approached about speaking at a future Board meeting and will confirm if they are able to attend.

RJ has arranged for Mo Aswat of The Mosaic Partnership to give a presentation on BIDs at the Board meeting on 10 January.

4.4 Business In Bicester

The Board discussed the Business Directory produced by Cherwell District Council and the possibility of Bicester Vision undertaking a "Business Barometer For Bicester" which would provide more in depth information on Bicester's businesses, economy and prospects. It was suggested that useful as this might be, greater advantage might be gained by directing traffic through Bicester Vision's website and, at the same time, gaining active permission to communicate with these local businesses not already in the Partnership.

It was noted that discussions are being held with Cherwell District Council and OxLEP about reproducing business information similar to that collated and produced by SEMLEP, but covering Bicester.

ACTION

It was agreed PS/MM would raise the subject of replicating the SEMLEP information with the OxLEP Board; and that LP would speak to Steve Newman and RJ at CDC around the possibility of conducting the business barometer/liaising with OxLEP. **PS/MM** **LP**

4.5 Bicester Vision Constitution
The Board noted the document circulated and were asked to forward any final comments to SS before Christmas with a view to documents being signed at the 10 January 2019 Board meeting. **ALL**

4.6 Board Meeting Attendance
The Board requested that PS speak to Oxfordshire County Council and encourage representation at future Board meetings. **PS**

4.7 Bicester Vision Chairman
As discussed at the AGM, the Board noted that 2019 will be PS's final year as Chairman.

It was agreed:

- To add this as a standing agenda item in 2019 to maintain focus on finding a new Chairman. **SF**
- PS/GL will produce a one page job description in advance of the next Board meeting to share with the wider Partnership once finalised. **PS/GL**

5 **STANDING AGENDA ITEMS**

5.1 Town Centre
It was noted that a number of Executive Board members are involved with the Town Centre 2.0 sub group, Chaired by RM, and next due to meet on 13 December.

It was reported that LP/RM had met with the people organising pop up shops in Banbury and a report has been produced by CDC on these shops and how successful the venture has been. If Bicester wished to implement something similar in the town it was noted there would be financial implications amounting to somewhere in the region of £15k for one year's work concentrating on retail businesses.

The group has reviewed the report produced by Bill Grimsey pulling out those elements that might be applied to Bicester; Bill has also been contacted to see if he might act as a mentor for Bicester.

It was agreed RM would feedback to the Bicester Vision Board at its next meeting on discussions arising at the Town Centre meeting. **RM**

It was agreed that JH will offer to act as a conduit between the Town Centre 2.0 group and the Town Centre Traders Forum (recognising that Nigel French is involved with both groups) in order to avoid any duplication of effort and to ensure that all are engaged with this work. **JH**

5.2 Recruitment
The Board noted membership discussions taking place with a local recruitment company and with Hewitts (local law firm).

It was agreed GL will circulate the spreadsheet (a sample of which was tabled) listing the larger employers in and around Bicester. Board members were asked to let GL know if they have contacts in any of the organisations not currently in Bicester Vision membership. **GL** **ALL**

ACTION

It was agreed to approach the organisations working with Bicester Garrison: Sodexo, Kuehne Nagel, Telargo, as it was considered it would be in their interest to join Bicester Vision in order to gain an understanding of the local business community. LR to forward the relevant contacts to GL. **LR/GL**

5.3 Local Industrial Strategy (LIS)

The Board noted the LIS has been developed in response to a request from central government regarding information on the economic opportunities in Oxfordshire that might have national significance and the things needed in order to deliver this growth.

Discussions on the LIS have become complicated and political, and change is happening rapidly. Alongside the LIS an investment document is being produced outlining the scale of the investment needed and the scale of what may be unlocked through investment.

The Board were reminded that CDC will be producing their own LIS covering the district. Whilst this may have some merit the Board were concerned at how relevant this document would be when central government will be focussed on the Oxfordshire LIS, and suggested that valuable resource may be better deployed contributing to the Oxfordshire LIS.

5.4 Enterprise Zone Discussions

It was agreed to carry forward discussion on this subject until after the Board had received a presentation on the possibility of instituting a BID; the subject arising originally as a result of the Board's concern that there was insufficient employment space around Bicester to provide for high tech, R&D/innovation type jobs. It was anticipated that discussions around the LIS for Oxfordshire may help to identify and bring forward sites to facilitate this type of employment.

The Board asked GL to try and obtain a report from Bob Duxbury on whether Bicester is achieving its Local Plan targets on B1/B8 development. **GL**

6 ANY OTHER BUSINESS

6.1 6 June 2019 Partnership Meeting

- It was confirmed Graeme Chaplin, the Bank of England's local agent for Oxfordshire and the West Midlands, would be speaking at the June Partnership meeting.

6.2 Bicester Town Council

- Council representatives have recently met with a journalist from the Financial Times and taken him around the town to explain developments happening locally. It was hoped that a positive piece on the town will be in the newspaper in January.
- RM reported that as a result of comments at the Bicester Vision AGM DB Symmetry came forward to provide sponsorship required for Bicester's Christmas lights.

6.3 Cherwell District Council

- It was noted that the split between Cherwell District Council and South Northants District Council would be effective from 4 January 2019 with a new office opening at that point.

7 3 OUTPUTS FOR SOCIAL MEDIA AND THE WEBSITE

- **SAVE THE DATE** - The Bank of England Agent for Oxfordshire will be coming to address the Bicester Vision Partnership, 3 months after Brexit.
- Bicester Vision will be inviting East West Rail to speak at a Partnership event early in the New Year to outline the impact and opportunities of the development for the town.
- The Bicester Vision Board is looking to encourage large local employers into Bicester Vision membership.

		ACTION
8	**2019 MEETINGS**	
	➢ **Executive Board** - Thursday 10 January 2019, 12-2pm, Bicester Town Council	**Board**
	➢ **Executive Board** - Thursday 7 February 2019, 12-2pm, Bicester Town Council	**Board**
	➢ **Full Partnership meeting** - Thursday 7 March 2019, 7.30-9.30am, venue tbc	**Full P/Ship**
	➢ **Executive Board** - Thursday 4 April 2019, 12-2pm, Bicester Town Council	**Board**
	➢ **Executive Board** - Thursday 9 May 2019, 12-2pm, Bicester Town Council	**Board**
	➢ **Full Partnership meeting** - Thursday 6 June 2019, 6-8pm, venue tbc	**Full P/Ship**
	➢ **Executive Board** - Thursday 18 July 2019, 12-2pm, Bicester Town Council	**Board**
	➢ **Full Partnership meeting** - Thursday 12 September 2019, 12-2pm, venue tbc	**Full P/Ship**
	➢ **Executive Board** - Thursday 3 October 2019, 12-2pm, Bicester Town Council	**Board**
	➢ **Executive Board** - Thursday 7 November 2019, 12-2pm, Bicester Town Council	**Board**
	➢ **Full Partnership meeting and AGM** - Thursday 5 December 2019, 12-2pm, venue tbc	**Full P/Ship**

NB The Executive Board meeting in February and the Full Partnership meeting in March may swap, dependent upon availability of speakers.

The meeting closed at 2.10pm.

BICESTER TOWN COUNCIL
POLICY COMMITTEE

Monday 28th January 2019

HIRE CHARGES

Chairman: Councillor Richard Mould
01869 245917 richard.mould@bicester.gov.uk

Contact Officer: Samantha Shippen – Chief Officer
01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All

1. Background

1.1 At the meeting of this Committee on 26 November 2018, Minute 272/1819 3 it was agreed to bring a review of the hire charges for the Garth for implementation on 1st April 2019 to the next meeting of the Policy Committee.

1.2 At the same meeting, under Minute 272/1819 7 it was also agreed that a hire fee for use of the marquee by others be bought back to the next meeting of the Policy Committee.

2. The Garth Hire Fees

2.1 The current fees were last reviewed in December 2014. A proposal for consideration of charges is below. All are stated exclusive of VAT

Description	Current cost	Proposed cost
Council Chamber		
Commercial	£30 ph	£32 ph
Partner organisations & Charities	£20 ph	£21 ph
Voluntary Groups	£5 per booking (max 3 hrs excl weekends)	£6 per booking (max 3 hrs excl weekends)
Members Room		
Commercial	£15 ph	£16
Partner organisations & Charities	£10 ph	£11
Voluntary Groups	£5 per booking (max 3 hrs excl weekends)	£6 per booking (max 3 hrs excl weekends)
Other items		
Tea, coffee & biscuits	£2 per person	£2 per person
Tea & coffee	£1 per person	£1.25 per person
Mugs & kettle	£5	£6
Projector & screen	£5 ph	£6 per booking
Flipchart	£2 per booking	£2.50 per booking

3. Marquee Hire Fee

Following the previous meeting a discussion amongst senior officers revealed that hire had been limited to other councils and local partners and no costs ever charged. It is therefore suggested that this situation remains and charges are not set.

4. Recommendation

The Committee is recommended to **AGREE** the Garth Hire Fees as set out in 2.1 of this report.

Agenda Item 8

BICESTER TOWN COUNCIL
POLICY COMMITTEE

Monday 28th January 2019

POLICY REVIEW

Chairman:	Councillor Richard Mould ☎ 01869 245917 richard.mould@bicester.gov.uk
Contact Officer:	Samantha Shippen – Chief Officer ☎ 01869 252915 samantha.shippen@bicester.gov.uk
Ward Affected:	All

1. Background

1.1 As part of the ongoing Governance Review of Council documents, the General Policies list was examined and a report brought to Policy Committee on 9th July 2018. An update sheet is attached for information at Appendix 1.

1.2 It is important that policies are regularly reviewed and updated both to ensure their relevance and to monitor performance. The Policy Committee agreed that the Chief Officer would review policies for presentation to this Committee in due course

1.3 GP2 – Health & Safety Policy, at the meeting held on 26th November 2018 it was agreed to obtain costs and bring back to future meeting of the Policy Committee before a specialist contractor be appointed to undertake a full review of the Council's GP2 Health and Safety Policy. (Minute 272/1819 1)

1.4 The following policies are now brought for consideration and adoption :- GP3 – Fraud and Corruption Policy Statement; GP12 – Freedom of Information Policy; GP17 Play Areas Adoption Policy; GP18 Press and Media Policy; and GP20 Allotments Inspection Policy.

1.5 Standing Orders and Financial Regulations remain the final two items requiring review. The Council has a Standing Orders Task & Finish Working Party which should be convened to review the Standing Orders to incorporate the NALC 2018 Model Standing Orders. The Financial Regulations were last reviewed in 2017, the Finance Committee normally considers these for recommendation to the Policy Committee; the Chief Officer will effect this review for the next Finance Committee meeting.

1.6 The Chief Officer will now proceed to review any policies recommended in the sector that the Town Council does not currently hold and bring new policies to future Policy Committee meetings for consideration for adoption.

2. GP2 Health & Safety Policy costs

Costs have been sought and are awaited from the previous supplier, an alternative cost of £750 plus VAT has been obtained. A verbal update will be provided at the meeting if a quotation is received in order to have this work placed as soon as possible..

3. GP3 Fraud & Corruption Policy

The saved policy is undated and appears to have been adapted from a principal authority, legal and other references relevant to the Town Council have been amended plus other items updated. A tracked changes document is attached at Appendix 2.

4. **GP12 – Freedom of Information Policy**

   The current policy is undated, it has been reviewed against a NALC Model and is presented as a new draft for approval at Appendix 3.

5. **GP17 – Play Areas Adoption Policy**

   The current policy adopted 26 March 2012 has had minor amendments to Item 3 to remove job titles not now in use at CDC, and is attached at Appendix 4 for approval.

6. **GP 18 – Press and Media Policy**

   The current policy adopted 28 January 2013 is very short and gives little advice; it has been reviewed against a NALC Model and is presented as a new draft for approval at Appendix 5.

7. **GP20 Allotment Inspection Policy**

   The policy was reviewed by the Environment Committee of 4 December 2018 and comes with the recommendation of that Committee. It is attached at Appendix 6.

8. **Recommendation**

   The Committee is recommended to:

   1. **AGREE that a specialist contractor be appointed to undertake a full review of the Council's GP2 Health & Safety Policy;**
   2. **APPROVE the new GP3 Fraud and Corruption Policy Statement be ADOPTED for review in 2023;**
   3. **APPROVE the new GP12 Freedom of Information Policy be ADOPTED for review in 2023;**
   4. **APPROVE GP17 – Play Areas Adoption Policy for next review in 2024;**
   5. **APPROVE the new GP18 – Press and Policy be ADOPTED for review in 2021;**
   6. **APPROVE GP20 - Allotment Inspection Policy as recommended by the Environment Committee for review in 2022;**

Item 8 Appendix 1

BICESTER TOWN COUNCIL – LIST OF GENERAL POLICIES

POLICY No.	POLICY TITLE	ADOPTED/ LAST REVIEWED	REVIEW DATE
GP1	STANDING ORDERS	21/5/18	2019
GP2	HEALTH & SAFETY POLICY	20/07/10	2019
GP3	FRAUD & CORRUPTION POLICY STATEMENT	*28/1/19*	2023
GP4	RISK MANAGEMENT STRATEGY POLICY & RISK REGISTER	12/3/2018	March 2019
GP5	DATA SECURITY INCIDENT PROCEDURE	5/6/18	2022
GP6	INVESTMENT POLICY	24/9/18	2020
GP7	GRANT AID AWARDING POLICY	9/7/18	2022
GP8	FINANCIAL REGULATIONS	15/5/17	2019
GP9	HIRE OF ROOMS AT THE GARTH	26/11/18	2023
GP10	SNOW CLEARANCE POLICY	26/11/18	2022
GP11	COMPLAINTS PROCEDURE	9/7/18	2020
GP12	FREEDOM OF INFORMATION POLICY	*28/1/19*	2023
GP13	SPONSORSHIP POLICY	24/9/18	2023
GP14	PARTNERSHIP & OUTSIDE BODIES REPRESENTATION POLICY	24/9/18	2023
GP15	EQUALITIES POLICY	9/7/18	2022
GP16	DATA PROTECTION POLICY	5/6/18	2022
GP17	PLAY AREA ADOPTION POLICY	*28/1/19*	2024
GP18	PRESS AND MEDIA POLICY	*28/1/19*	2022
GP19			
GP20	ALLOTMENT INSPECTION POLICY	4/12/18	2019
GP21	SAFEGUARDING POLICY	24/9/18	2022
GP22	FLAG FLYING POLICY	18/9/17	September 2021
GP23	VEXATIOUS COMPLAINTS POLICY	29/1/2018	January 2020
GP24	DATA PROTECTION POLICY	5/6/18	June 2020
GP25	DOCUMENT RETENTION POLICY	9/7/18	2022

Item 8 Appendix 2.

BICESTER TOWN COUNCIL

FRAUD & CORRUPTION POLICY STATEMENT
GP3

Section 1 – Introduction

1. The Council is committed to an effective anti-fraud and corruption strategy designed to:

- Encourage prevention,
- Promote detection, and
- Identify a clear pathway for investigation.

2. The Council requires Members and staff at all levels to lead by example in ensuring adherence to legal requirements, rules, procedures and practices.

3. The Council also requires all individuals and organisations that it deals with, e.g. suppliers, contractors, service providers, to act with integrity towards it and without thought or actions involving fraud and corruption.

4. The Council's anti-fraud and corruption procedures are designed to frustrate any attempted fraudulent or corrupt act. These cover:

- Culture (Paragraphs 7 to 14)
- Prevention (Paragraphs 15 to 26)
- Detection and Investigation (Paragraphs 27 to 34)
- Training (Paragraphs 35 to 37)

5. The Council's affairs are scrutinised by a variety of bodies and people including:

External Auditors ~~appointed by the Audit Commission~~
The Public/Local Government Electors – Annual Inspection of Accounts
The Public/Service Users – The Council's Complaints Procedure
Central Government Departments
HM Customs and Excise
Inland Revenue
External Inspectorates ~~(e.g. Fire)~~

In addition, there is internal scrutiny applied by the Chief Officer/Responsible Finance Officer, and through internal audit and internal controls under ~~Section 151 of the Local Government Act 1972~~Proper Practices.

6. The Council's ~~external~~ internal auditor is also required to ensure that the Council has adequate arrangements for the prevention and detection of fraud and corruption.

Section 2 – Culture

7. Bicester Town Council is determined that the culture of the organisation is one of honesty and opposition to fraud and corruption.

8. There is an expectation and requirement that all individuals and organisations associated in whatever way with the Council, will act with integrity. Council Members and staff, at all levels, will lead by example in these matters.

9. The Council's staff are an important element in its stance on fraud and corruption. They are positively encouraged to raise any concerns that they may have on these issues where they are associated with the Council's activities. They can do this in the knowledge that such concerns will be treated in confidence and properly investigated. If necessary a route other than a line manager may be used to raise such concerns. Examples of possible routes are:

- Chief Officer/Responsible Finance Officer,
- Chairman of Finance Committee
- Mayor

10. Members of the public are also encouraged to report concerns through any of the above routes or, if appropriate, through the Council's complaints procedure.

11. If staff feel unable to raise their concerns through any of the internal routes, then they may wish to raise them through ~~Public Concern at Work~~Protect (telephone 020 31172520 https://www.pcaw.org.uk/contact-us/ ~~7 404 6609~~). This is a registered charity whose services are free and strictly confidential.

12. Managers are responsible for following up any allegations of fraud and corruption received and will do so through agreed procedures and will

- deal promptly with the matter,
- record all evidence,
- ensure that evidence is sound and adequately supported,
- ensure security of all evidence collected,
- contact the Chief Officer/Responsible Finance Officer, Chairman Finance, or Mayor and arrange for the allegation to be investigated. Where appropriate, the police will be notified,
- where appropriate, notify the Council's insurers
- implement Council disciplinary procedures, as necessary.

13. Managers are expected to deal swiftly and firmly with those who defraud the Council, or are corrupt. This includes using the Council's disciplinary procedures where appropriate. The Council will be robust in dealing with malpractice.

14. There is, of course, a need to ensure that any investigation process is not misused. Therefore, any deliberate or malicious abuse of the process, may be dealt with as a disciplinary matter and could also leave the complainant open to an action for defamation of character.

Section 3 – Prevention

Staff

15. The Council recognises that a key preventative measure in the fight against fraud and corruption is to take effective steps at the recruitment stage to establish, as far as possible, the previous record of all potential staff, in terms of their honesty and integrity. Written references will be obtained for all staff offered employment with the Council.

16. Staff of the Council are required to follow any code of conduct related to their Professional Institute and also to abide by the Codes of Conduct adopted by the Council.

17. The Council has in place Disciplinary Procedures for all categories of its staff.

18. The role that appropriate staff are required to play in the Council's framework of internal control will be covered in staff training.

19. Staff are required under the Council's Standing Orders to operate within Section 117 of the Local Government Act, 1972. This requires staff to disclose any pecuniary (of or relating to money) interests in contracts relating to the Council and not to accept any fees or rewards whatsoever for their Council work other than their proper remuneration.

20. Staff are required to operate within the Council's guidelines relating to gifts and hospitality.

Members

21. Members are required to operate within the:

- National Code of Local Government Conduct,
- Sections 94-96 of the Local Government Act 1972,
- ~~Local Authorities Members' Interest Regulations 1992 (S.I. 618)~~Localism Act 2011 and the Council's Code of Conduct,
- Council Standing Orders,
- Council's guidelines relating to gifts and hospitality.

Internal Control Systems

22. The Council has Standing Orders and Financial Regulations in place that put a requirement on staff, when dealing with the Council's affairs, to act in accordance with best practice.

23. The Responsible Finance Officer has a statutory responsibility under Section 151 of the Local Government Act, 1972 to ensure the proper arrangements of the Council's financial affairs. The Council's Standing Orders and Financial Regulations are designed to provide a framework of procedures, which assist the Responsible Financial Officer in fulfilling this obligation. In addition, the operation, of an adequate system of internal control is an integral part of the provision of proper financial arrangements. The existence, appropriateness and effectiveness of internal controls are independently monitored by the Council's Internal Audit.

24. The Council has developed and is committed to continuing with systems and procedures, which incorporate efficient and effective internal controls. This includes adequate separation of duties to ensure that error, or impropriety are prevented. Under Financial Regulations, Members are required to ensure that such controls are properly maintained and reflective. It is also good practice to ensure that these matters are adequately documented.

Combining with others

25. Arrangements are in place to encourage the continued development of exchange of information between the Council and other agencies on both national and local fraud and corruption activity relating to local authorities.

26. With the rapid increase in recent years of fraud perpetrated against a variety of local authorities and benefit agencies, which usually involve fraudsters having multiple identities and addresses, the necessity to liase between organisations has become paramount. Some of these include:

- Police
- ~~Audit Commission~~National Audit Office and External Auditors

Section 4 – Detection and Investigation

27. The array of preventative systems, particularly internal control systems within the Council, has been designed to provide indications of any fraudulent activity, although generally they should be sufficient in themselves to deter fraud.

28. It is the responsibility of Management to prevent and detect fraud and corruption. However, it is often the alertness of staff and the public to such indications that enables detection to occur. Appropriate action can then be taken where there is evidence that fraud or corruption may have been committed, or is in progress.

29. Many frauds are discovered by chance or "tip off" and the Council has arrangements in place to enable such information to be properly dealt with. These are shown within this statement in Section 2.

30. Managers and supervisors of the Council are required by Financial Regulations to report to the Chief Officer/Responsible Finance Officer, any matter which involves, or is thought to involve, irregularities concerning cash, stores or other property of the Council or any suspected irregularity in the exercise of the functions of the authority. The Chief Officer/Financial Officer shall then take such steps, as s/he considers necessary by way of investigation~~ and report to the Town Clerk~~. Reporting is essential to the Council's anti-fraud strategy and ensures:

- consistent treatment of information about fraud and corruption.
- proper investigation by an independent and experienced audit team ~~or in the case of Benefits, the Benefits Fraud Investigation Unit~~,
- the proper implementation of a fraud investigation plan,
- the best protection of the Council's interests.

31. Depending on the nature and the anticipated extent of the allegations, ~~Internal Audit~~the Chief Officer will normally work closely with ~~management and~~ other agencies, such as the police. This is to ensure that all allegations are properly investigated and reported upon and where appropriate, maximum recoveries are made for the Council.

32. The Council's Disciplinary Procedures will be used where the outcome of the investigation establishes misconduct by staff. Fraud and corruption constitute gross misconduct under the Council's Disciplinary Procedures, with summary dismissal applying.

33. Where financial irregularities are discovered, the Council's presumption is that the police will be called in and arrangements made, where appropriate, for the prosecution of offenders by the Crown Prosecution Service. Referral to the police is a matter for the Chief Officer in consultation with the Chairman of Finance and the Chairman of Personnel~~ and Future Policies.~~

34. ~~The External Auditor also has powers to investigate fraud and corruption independently and the Council can make use of these services~~.

Section 5 – Training

35. The Council recognises that the continuing success of its anti-fraud and corruption strategy and its general credibility, will depend largely on the effectiveness of its training programmes and the responsiveness of staff throughout the organisation.

36. As part of training requirements all existing and new Members and staff of the Council should be issued with a copy of this policy statement.

37. The investigation of fraud and corruption centres on the Council's Internal ~~Audit~~controls. It is apparent, therefore, that managers must ensure that staff involved in this work are properly and regularly trained. Training plans for staff will reflect this requirement.

Section 6 – Conclusion

40. The Council has in place a clear network of systems and procedures to assist in the fight against fraud and corruption. It is determined that these arrangements will keep pace with any future developments, in both prevention and detection techniques regarding such activities that may affect its operation or related responsibilities.

41. To this end the Council maintains a continuous overview of such arrangements through its Responsible Finance Officer, Standing Orders, Financial Regulations, various Code of Conduct and audit arrangements. All Managers/supervisors are similarly required to keep departmental procedures under continuous review and to report to the Responsible Finance Officer where new risks are identified or changes in procedures are required.

42. As part of their activities, ~~Internal Audit~~the Chief Officer will monitor the operation of this Policy Statement~~, reporting as necessary to the Chief Officer/Responsible Finance Officer~~. The Chief Officer/Responsible Finance Officer will report to the Policy Committee on the operation of the Policy Statement and any proposed change to it.

Item 8 Appendix 3.

BICESTER
TOWN COUNCIL

FREEDOM OF INFORMATION POLICY
GP12

Bicester Town Council is committed to complying with the provisions of the Freedom of Information Act 2000 and related legislation.

The Act gives every person the right to access information recorded and held by local councils subject to certain conditions and exemptions.
The intention of the Act is to provide a culture of greater openness and accountability for public organisations and it provides a general entitlement to information that the Council holds to any person subject to exemptions and conditions laid down by law.

Scope

This policy applies to all recorded information the Council holds regardless of how it was created or received. It applies no matter what media the information is stored in and whether the information may be on paper or held electronically.

Making a Request

The request for information must satisfy the following criteria:

- it must be in writing (email accepted)
- state the name of the applicant
- state an address for correspondence (can be email)
- describe the information requested.

We can ask for clarification from the person making the request to ensure that we have understood what is wanted.

Where appropriate, requests in writing will be treated as Freedom of Information requests.

Dealing with Requests

The Council is committed to dealing with requests within the statutory timescales of no more than 20 working days. This can be extended in specific circumstances we will advise the requestor in these circumstances..

The Council will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest.

The Council reserves the right to refuse requests where the cost of supply of the information would exceed the statutory maximum (currently £450).

Appeal

If you are not satisfied with the decision on the appeal, or where the Council has failed to respond to you within the time specified or within the time agreed between you and the Council you may apply to the Information Commissioner for an independent review at the following address:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number
Website: https://ico.org.uk/

Relationship with the Data Protection

The Council is under a legal duty to protect personal data under Data Protection legislation. The Council will carefully consider its responsibilities under Data Protection before releasing personal data about living individuals, including current and former officers, members, and users of its services.

Responsibilities

All staff are responsible for ensuring that any request for information they receive is dealt with under the Act and in compliance with this policy. They are also responsible for good information handling practice and implementing records management policies and procedures as appropriate to their post.

Publication Scheme

Bicester Town Council has adopted a Publication Scheme based upon the Model provided by the Information Commissioner. The Scheme commits the Council to make information available to the public as part of its normal business activities.
Details of the Publication Scheme are available on our website https://www.bicester.gov.uk

Adopted: 28 January 2019
Review: 2023

Item 8 Appendix 4

BICESTER
TOWN COUNCIL

PLAY AREAS ADOPTION POLICY
GP17

1. Bicester Town Council recognises and upholds the fundamental importance of safe and easily accessible outdoor play opportunities for children and young people as essential to physical, physiological and emotional development and well being.

2. We believe and advocate:

   - the importance and value of play in the development of children and young people and for the benefit of the local community and society as a whole;

   - all children and young people want and need opportunities to play. Play areas should be welcoming and be accessible to every child, young person and family;

   - play areas should be exciting, educational and beautiful places that inspire, engage, challenge and promote community spirit and offer children and young people a wide range of experiences, within acceptable levels of risk; and

   - people of all ages (especially families) should to be able to share play spaces where possible and become friends. There should be no presumption against children, young people and adults of all ages having access to quality play opportunities in the same location.

3. The level of play provision required on any development or settlement shall be decided in consultation with senior officers and councillors at Bicester Town Council, senior planning and street scene officers at Cherwell District Council.

4. However, in principle, Bicester Town Council will:

   - seek to be engaged at the pre application stage of any new development where outdoor pay area provision is being proposed;

   - require full consultation at an early stage of planning in terms of size and location of play areas;

   - favour of the provision of fewer larger play areas that have a mix of activities that are suitable for children and teenagers and offer opportunities for social interaction and community development;

   - consider adopting larger, more central multi-equipped areas of play that will prove to be a more sustainable way of providing play facilities across a mixed age group as the development matures;

   - not adopt small local equipped areas of play unless there is a proven case and the options for larger play area(s) have been completely exhausted without finding a suitable alternative;

   - only adopt equipment that is provided with a minimum 10 year guarantee;

- only adopt play equipment design and installation shall conform to BS EN 1176 and BS EN 1177, or any new or revised standards as and when published;

5. Transfer will only be accepted once all requirements are met, S106 monies handed over and title deeds complete.

Notes:

This policy document has been produced in order that developers, residents and the District Council can have a clear understanding of Bicester Town Council's requirements for play provision in Bicester.

Adopted: 26/3/12
Reviewed: 28/1/19
Next Review: 2024

Item 8 Appendix 5.

BICESTER
TOWN COUNCIL

PRESS AND MEDIA POLICY
GP18

Introduction
The purpose of this policy is to guide both Councillors and Officers of the Council in their relations with the Press and Media, in such a way as to ensure the smooth running of the Council.
This policy does not seek to be either prescriptive or comprehensive but sets out to provide guidance on how to deal with some of the practical issues that may arise when dealing with the Press and Media.
Above everything else, a Councillor must observe Bicester Town Council's Code of Conduct whenever he/she conducts the business of the authority, conducts the business of the office to which he/she has been elected/appointed or acts as a representative of the authority.
Officers of the Council
The Chief Officer, as the Proper Officer of the Council, is authorised to receive all communications from the Press and Media and to issue Press Statements on behalf of the Council. In the absence of the Chief Officer, media communications will handled by the Operations Manager. In the absence of both of these officers enquirers will be referred to the Chairman of Policy Committee who will act as the spokesperson for the purposes of this element of the policy. All communications made by the Chief Officer will relate to the stated business and day to day management of the activities or adopted policy of the Council. She is not expected or authorised to speculate on matters that have not been considered by the Council. Where such questions are put to the Chief Officer she should refer the enquirer to the Chairman of Policy Committee, Mayor or a Committee Chairman as considered appropriate.
No other officer of the Council, unless authorised by the Chief Officer, is permitted to speak or communicate with the Press and Media on any matter affecting the Council or its business.
Members of the Council
A Councillor must not disclose information that is of a confidential nature. This includes any discussion with the press on any matter which has been discussed under confidential items on Council or Committee agendas or at any other private briefing.

A Councillor should act with integrity at all times when representing or acting on behalf of Bicester Town Council

When speaking or providing written material to the press or media, Members should make clear the capacity, in which they are providing the information. For example: -

as Mayor
as Chairman of a Committee
as a Political Group Leader
as an individual (i.e. letter to press for publication)
as spokesperson or as Press Officer for a political party

Never use the prefix "Councillor" when writing to the press as an individual. This implies you are stating Council policy. A copy of any written material sent to the Press and Media by a Member, *as representing the Council*, must be forwarded to the Chief Officer for the Council's records.

Take particular care if the press or media approach you for comment on a controversial subject, and do not be led into stating something you did not really mean to say. If unsure about any particular policy, simply state "no comment" and ask the press to contact the Council Offices.

Councillors should be aware that case law states that the role of Councillor overrides the rights to act as an individual. This means that Councillors should be careful about expressing individual views to the press or media, whether or not they relate to matters of Council business. Councillors also have an obligation to respect Council policy once made and whilst it may be legitimate for a

Councillor to make clear that he or she disagreed with a policy and voted against it (if this took place in an open session), they should not seek to undermine a decision through the press.

A Councillor should not raise matters relating to the conduct or capability of an Officer at meetings held in public or before the press.

Dealing with the Press
When dealing with the press verbally, members and officers should be aware of the following:

Be informed and certain of all your facts

Ensure that when making comments on behalf of the Town Council that you are aware what Council Policy is and that your comments reflect that policy.

Be calm

Ensure that your comments and views will not bring the Council, its Councillors or its staff into disrepute and ensure that comments are neither libellous nor slanderous.

Issues to be Aware of
Councillors and officers not used to dealing with the press may be surprised when they see that statements made in all innocence look very different in print than they did when they were spoken. It is advantageous to write out a statement or position beforehand.

Meetings of Council and Committees
Copies of Agendas, Minutes and Reports sent to Members for meetings of the Council or its Committees will be e-mailed to the press and media upon request.
Facilities will be provided at meetings for the Press to take notes of the proceedings.
As provided in the Council's Standing Orders both the Press and Public may be excluded from a meeting whilst certain confidential matters (as provided for in the relevant legislation) are under discussion.
[Note: The Town Council as a Parish Council is governed by the Public Bodies (Admission to Meetings) Act, 1960.

Press Releases
All press releases made on behalf of the Town Council will be prepared or overseen by the Chief Officer following any meetings of Committees, Sub-Committees, Working and Steering Groups.

The Chief Officer, in consultation with the Chairman of Policy Committee and/or the Mayor, is also authorised to publish press releases on any urgent matters where there is insufficient time for a council meeting.

This document has been prepared as a guidance note for officers and elected members. It represents the policy of the Council in respect of its relationships with the press and media. The policy has been prepared to ensure consistency in the Council's dealing with the press and media and details who is authorised to speak on behalf of the Council. It has been drafted to ensure that the views and policy of the Council are presented accurately.
In providing information to the press and media, Members and Officers representing the Council will abide by the "*Code of Recommended Practice on Local Authority Publicity*" published by the

Department for Communities & Local Government.
http://www.communities.gov.uk/documents/localgovernment/pdf/1878324.pdf
The overriding principle of this policy is that all elements of the press and media will be treated equally.

Adopted: 28/1/19
Review: 2021

Item 8 Appendix 6.

BICESTER TOWN COUNCIL

ALLOTMENT INSPECTION POLICY / PROCEDURES GP20

This document outlines the policy / procedures for inspections at any of the following Bicester Town Council allotment sites:

- Anson Way
- Claypits
- Colne House
- Evenlode
- Leach Road

The policy and procedures are in addition to Bicester Town Council's allotment tenancy agreement.

Site Inspection
Inspections of all allotments will take place in the following months (weather dependant):

- March
- June
- September
- December

The inspections will cover the following criteria:

- Percentage of the plot not being worked
- Hazardous items present
- Items exceeding size dimensions stated in tenancy agreement
- Rubbish on plot
- Working within the plot boundary's
- Walkway conditions
- Buildings conditions
- General plot condition
- Unauthorised planting material as stated in tenancy agreement
- Un-kept boundary's
- Animals being kept as stated in tenancy agreement

The Inspections will consist of the following personnel:

- Bicester Town Council Officer
- Bicester Town Council Ward Members

- Site Specific Allotment Representative

Procedure for plots out of Specification
Should the inspection identify issues that need addressing, it will be noted in the inspection report (photographs taken where necessary) and Bicester Town Council will then action using the following procedure:

1. Administration Officer to contact the tenant (in writing) advising them of the failure to meet the guidelines and issue a date by which the matters should be corrected. The letter will give 14 working days to rectify the issues identified.
2. Tenants are advised to contact Bicester Town Council to discuss any issues arising.
3. Re-inspect the plot.

Should the plot fail upon re-inspection, Bicester Town Council will action using the following procedure:

- Write to the tenant to terminate their agreement in line with the tenancy terms and conditions.
- The tenant will then have 28 days to vacate and clear the site.
- All items left on site will be cleared and the tenant will be invoiced accordingly for removal.

In the event of the tenant being unable to manage their allotment to the required standards, the Town Council must be contacted immediately to identify the best approach to cover the circumstances. The Town Council has sheeting for hire to cover plots for short periods if personal circumstances prevent cultivation temporarily. Please note that all cases will be dealt with and assessed on an individual basis.

Approved: October 2015

Reviewed: 4/12/18

Next Review: 2022

BICESTER TOWN COUNCIL
POLICY COMMITTEE

Monday 28th January 2019

THE STABLES PROJECT COSTS

Chairman: Councillor Richard Mould
☎ 01869 245917 richard.mould@bicester.gov.uk

Contact Officer: Samantha Shippen – Chief Officer
☎ 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All

1. Background

1.1 For some time the Council has considered future uses for The Stables in the Garth Park.

1.2 In September 2018, one of the long term tenants vacated the premises, thus reducing rental income. A lease of three years has just been completed with another tenant and the Council utilises the remainder of the premises for its own use.

1.3 The Chief Officer was requested to obtain costs for both a planned preventative maintenance survey (PPM) and a feasibility report from Ridge Property & Construction Consultants who are currently engaged on other projects in The Garth.

1.4 A number of options for external, internal and roof space PPM surveys are given with approximate costs totalling £3,150 plus VAT,

1.5 In addition, costs for measured survey & floor plans plus a space planning assessment as phase 1 and 2 of a feasibility study totalling £5,000 +VAT are quoted.

1.6 All details and limitations are attached at Appendix 1.

2. Recommendation

The Committee is recommended to **AGREE** the fees as set out in Appendix 1 of this report totaling £8,150 + VAT plus an additional contingency should it be required.

Item 9 - Appendix 1.

PROPERTY & CONSTRUCTION CONSULTANTS

RIDGE

The Cowyards
Blenheim Park
Oxford Road
Woodstock
OX20 1QR

01993815000
www.ridge.co.uk

17 December 2018
Submission No. S18-2558

Ms Samantha Shippen
Bicester Town Council
The Garth Lodge
Launton Road
Bicester
Oxon
OX26 6PS

Dear Samantha

The Stables, Launton Road, Bicester – Planned Preventative Maintenance Survey (PPM) and Feasibility Report

Thank you for considering Ridge & Partners to assist with Building Surveying services at the above premises as indicated in the marked plan provided 03rd December 2018. We understand you are keen for two services to assist with future property management namely a Planned Preventative Maintenance Survey and Feasibility Report to consider potential repurposing of the site.

Planned Preventative Maintenance Survey

You require a Planned Preventive Maintenance Survey (PPM) report and we understand you are keen to understand both short term and long-term maintenance liability up to 10 years to keep the buildings, boundaries and yards in good and tenantable repair and condition.

We propose undertaking an inspection of the principle external fabric elements of the buildings (roofs, rainwater goods, walls, windows and doors) as well as boundaries and hard landscaping within the boundary. A report can be provided in excel format similar to the enclosed sample template.

Based on the details provided we would estimate approximately 2.5 days charged at £80 per hour in the region of **£1,500.00** (plus VAT) limited to the external elements of the site.

Should you wish for us to include a PPM of the internal elements of the buildings (walls, floors, ceilings, sanitaryware, kitchens and decorations for example). Subject to the complexity of the internal layout of the buildings we would anticipate a further 2 days charged at £80 per hour in the region of **£1,200.00** (plus VAT).

For the avoidance of doubt, we have included for a Building Surveyor's inspection and comment only on the services installations highlighting recommendations for further inspections. Our survey will specifically exclude testing of mechanical services installations.

We have not allowed for means of access to the roof within our fee should this not be possible safely from the building or ground floor vantage points. Should means of access be unavailable we would undertake an elevated photographic survey with the aid of cherry picker access platform; recent experience suggests that this would cost in the order of **£450.00** excluding VAT. If this is required then we propose that this be charged as a disbursement.

A copy of our standard terms of engagement and survey limitations are enclosed.

Feasibility Survey

We understand The Stables are held by The Town Council on a freehold basis and part of the site marked blue on the plans provided are sub-let. To the areas not currently sub-let the Board are considering redevelopment options for potential revenue generating enterprise such as commercial lets or residential accommodation subject to Planning and Building Control Approvals.

To establish the potential redevelopment viability and project costs before eventually proceeding with detailed design development and procurement, as with The Garth feasibility, we recommend splitting the exercise into phases as below:

Phase 1 – Carry out full laser scan survey to include 2D floor plans in PDF/DWG and 'Webshare' format
Phase 2 – Undertake Space Planning appraisal(s) with review of PPM report and estimate development cost(s)

Client review of development options and consider value of proceeding with next phases or brief review

Phase 3 – Commission Redevelopment Report with local agent to assess potential use, demand and income
Phase 4 – Estimate costs for preferred recommended redevelopment option

Ridge would be pleased to assist with the Feasibility exercise and our fees for proceeding with Phases 1 & 2 would be charged as summarised below in accordance with our standard Terms & Conditions of Business version 22 and Measured Survey Limitations of Inspection enclosed for reference:

Phase 1	Measured survey & drafting floor plans	£2,500 plus VAT
Phase 2	Undertake space planning assessment	£2,500 plus VAT
Total	**Phases 1 & 2**	**£5,000 plus VAT**

The above fees are inclusive of all materials, expenses and travel costs. A time allowance has been included for Ridge to attend a review meeting on site to discuss the proposed layout options and cost appraisals.

The measured survey shall be limited to accessible areas only to identify external and solid walls, chimneys, partitions, window and door openings, incoming statutory services supplies, sanitary fittings and ceiling heights. The survey shall exclude elevation drawings, roof plans, rain water goods and below ground services, tenant fixtures and fittings etc and fire protection installations.

In the preparation of this quotation we have made reasonable assumptions with regards the internal layouts and assumed that all the necessary access permissions will have been organised prior to our mobilisation to site. Any areas not accessible at the time of our survey will be marked as inaccessible on the drawings issued. Areas that subsequently require inclusion a re-visit will incur our additional day rate charged at **£450/day.**

Please note we will assess the risk involved with carrying out any duties. All surveying is, of course, subject to our Health & Safety guidelines & an on-site risk assessment at the time of the survey. We have not allowed for any specialised access equipment within our quotation that may be required following these assessments. Should any specialist access, approvals, equipment or site clearances be required to carry out the survey we will need at least 7 days notice of these prior to the team arriving on site.

Please feel free to contact us if you would like to discuss. Otherwise we look forward to your valued instruction.

Yours sincerely

George Williams BSc (Hons) MRICS
Senior Building Surveyor
For Ridge and Partners LLP

Enclosure

BICESTER TOWN COUNCIL
POLICY COMMITTEE

Monday 28th January 2019

WRETCHWICK GREEN PLAY AREAS

Chairman: Councillor Richard Mould
☎ 01869 245917 richard.mould@bicester.gov.uk

Contact Officer: Samantha Shippen – Chief Officer
☎ 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All

1. Background

1.1 Following the approval of Outline Planning Permission for Wretchwick Green by Cherwell District Council in October 2018, CDC Officers are in the progress of agreeing S106 with the developer including play provision.

1.2 CDC Planning Officer has contact the Council as one of the options for future management of the play provision would be Bicester Town Council.

1.3 The Council is being requested to confirm the approach to play provision proposed by the developer as detailed in the two pages of the revised Design and Access Statement attached at Appendix 1 of this report.

1.4 The document shows the provision of 8no. Local Landscaped Areas of Play and 1no. Destination Equipped Area of Play including Multi-Use Games Area.

1.5 Given that earlier in this agenda, the Committee has considered a review of the policy on adoption, comments in line with that policy are invited.

1.6 More detailed comments may be raised regarding the approach to provision. The Chief officer and Operations Manager have both reviewed the documents and would suggest that this Council is involved in the detail of the S106 agreement to review the specification and provision of maintenance costs for future maintenance.

2. Recommendation

The Committee is recommended to

1. **REVIEW** the proposal for play provision at Wretchwick Green;
2. **AGREE** in principle the future adoption of the play provision at Wretchwick Green;
3. **DELEGATE** authority to Officers to negotiate with CDC a suitable provision within the S106 agreement.

Item 10. Appendix 1.

5.9 PLAY PROVISION

The play provision for Wretchwick Green has been shaped by three factors

- Keeping play provision out of the floodplain where possible
- Distributing play provision evenly across the residential development
- Providing fewer but larger play areas across Wretchwick Green as requested by Bicester Town Council to reduce maintenance costs

CDC recommended that the minimum equipped play for Wretchwick Green (12 December 2016) was

- 8 LAPs (Local Area of Play)
- 7 LEAPs (Local Equipped Area of Play)
- 3 NEAPs with MUGA (Neighbourhood Areas of Play and Multi-Use Games Area)

The total area of the recommended play provision by CDC totals 0 66ha (in accordance with Fields in Trust (FIT) Planning and Design for Outdoor Sport and Play (2008) definitions) which is less in area than the open space standards proposed in Table 88 under section 5 7

Subsequent to discussions with CDC, it was considered that a single large equipped destination play space and scattered timber/nature play within development parcels would be an acceptable approach in order to meet the requests of Bicester Town Council for fewer, larger play areas

Therefore, Wretchwick Green proposes:

- 8 x LLAPs (Local Landscaped Area of Play)
- 1 x DEAP with MUGA (Destination Equipped Area of Play and Multi-Use Games Area)

The total combined area of the above using FIT definitions equates to 1 31ha, almost double the play space than that recommended by CDC Even though the play provision is still below the open space standards required under Policy BSC11, it is considered that this play approach is a more sustainable and bespoke strategy that meets local needs

PLAY STRATEGY

The DEAP is located in the centre of the development near the crossing point of Cutter's Brook that brings together Cutter's Brook Park and Brook Cross Walk at the heart of Wretchwick Green The play area will be well served by footpath and cycle connections meaning that the whole community will be able to access this facility Not only will the DEAP provide play equipment for all ages, but it will also provide for a MUGA The location of the DEAP is within the floodplain of Cutter's Brook, but as outlined In under section 5 8, it would not flood regularly - only once in a 100 year period The total area indicated for the DEAP is 0 59ha

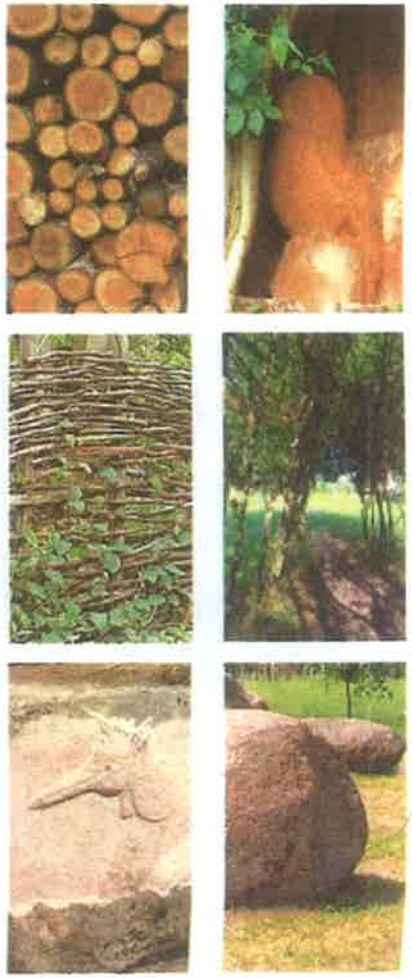
As its name suggests, this play area needs to be a destination The materials and design of the DEAP should be inspired by the site's nature and heritage The DEAP's location within the community orchard will also be another source of inspiration in order to create a playful landscape for all ages

The 8 LLAPs will be scattered throughout the development, generally outside of the floodplain Only two play areas are located within the floodplain, but they can be designed to be inundated occasionally using natural materials and landform to create a play area, rather than using play equipment that would need additional maintenance after an event

The LLAPs should primarily use planting, landform and natural materials to create a play area with occasional play equipment. Each LLAP should be minimum of 0 09ha generally located within green fingers associated with retained hedgerows and trees within the site

LLAPs will provide another opportunity to encourage people to engage with nature and use art in the landscape to interpret nature


DEAP
LLAP




Dwellings providing informal surveillance
Local Landscaped Area of Play
Dwellings providing informal surveillance

BICESTER TOWN COUNCIL
POLICY COMMITTEE

Monday 28th January 2019

DERWENT GREEN ACV

Chairman: Councillor Richard Mould
☎ 01869 245917 richard.mould@bicester.gov.uk

Contact Officer: Samantha Shippen – Chief Officer
☎ 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All

1. Background

1.1 Land adjacent to 27 Derwent Road, also known as Derwent Green was listed as an asset of community value (ACV) on 1/10/15 by Derwent Green Residents' Group.

1.2 CDC has now been notified by the owner, Ridgestone Developments, of an intention to dispose of the asset.

1.3 The Council has received such notice of the Interim Moratorium period of six weeks from 18/1/19 to 1/3/19 during which time any community interest group, including the Town Council may register interest to be treated as a potential bidder for the asset.

1.4 If (within the interim moratorium) a community interest group so notifies the district council of its wish to be treated as a bidder for the asset, then the full moratorium period of 6 months (running, again from 18 January 2019 and ending on 18 July 2019) will come into force.

1.5 It is recommended that the Committee considers triggering the moratorium and the potential purchase of the asset.

2. Recommendation

The Committee is recommended to

1. **AGREE** in principle to be treated as a bidder for Derwent Green, subject to further discussion on cost of acquisition;
2. **DELEGATE** authority to Officers to negotiate with the owners and prepare a further report for consideration by this Committee or Council as appropriate.

Item 11 Appendix 1.

Community Services

Nicola Riley – Assistant Director, Wellbeing

Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Samantha Shippen
Clerk to Bicester Town Council
The Garth
Launton Road
BICESTER
Oxfordshire
OX26 6PS

Bodicote House
Bodicote
Banbury
Oxfordshire
OX15 4AA

www.cherwell.gov.uk

Please ask for:	Natalie Sanchez	Direct Dial:	01295 221584
Email:	Natalie.sanchez@cherwellandsouthnorthants.gov.uk	Our Ref:	NS/ACV/027

18 January 2019

Dear Sam

Notice of intention to dispose of an Asset of Community Value – Land Adjacent to 27 Derwent Road (aka Derwent Green), Bicester, Oxfordshire OX26 2NJ (ACV027)

I am writing to advise you, for your information only, that Cherwell District Council has received notification from Ridgestone Developments of the intention to sell **Land Adjacent to 27 Derwent Road (aka Derwent Green), Bicester, Oxfordshire OX26 2NJ.** I am writing to confirm that the Interim Moratorium period of **6 weeks** has now taken effect from **18 January 2019.**

If Derwent Green Residents Group or another community interest group wishes to be treated as a potential bidder for the asset it must, during the interim moratorium period, notify Cherwell District Council in writing. The interim moratorium period ends on **1 March 2019.**

If (within the interim moratorium) a community interest group so notifies the council of its wish to be treated as a bidder for the asset, then the full moratorium period of **6 months** (running, again from **18 January 2019** and ending on **18 July 2019**) will come into force.

Once the full moratorium period is triggered, the Council must inform the owner who may not then dispose of their asset during the full moratorium period except as may be permitted by the Act and Regulations.

If no community interest group comes forward during the 6 week interim moratorium period to be treated as a potential bidder for the asset, or a community interest group does come forward but then the full moratorium period elapses without a disposal of the asset to them having occurred, then the owner is free, for a protected period of 18 months (beginning, once again, on the date of the owner's notification of intent to dispose and ending on **18 July 2020**), to transfer or lease the asset without having to comply with the restrictions on disposal summarised in this notice.

If the owner concludes no disposal within the protected period, then the sequence is reset and the procedure described in this notice would need to be followed once more by the owner if the owner should wish to dispose of the asset while it remained listed as an Asset of Community Value.

If you have any questions about the content of this letter, please feel free to contact me.

Yours sincerely

Natalie Sanchez
Community Infrastructure Partner

Item 12.

FORWARD PLAN: 2018 / 2019

POLICY COMMITTEE

MEETING DATE	ITEM	COMMENT
	Closure policy for cemetery	Pending
July	London road Level Crossing	Watching brief
	Retention of Assets Policy	Pending
	NW Bicester Future management of open space play areas on Kiingsmere Phase 1	
	Burial Ground	

FINANCE COMMITTEE

MEETING DATE	ITEM	COMMENT
Sept 2018	Med-Long Term Strategy	Via Business Plan to Policy Committee
	Budget Setting Dates	

TRAFFIC ADVISORY GROUP

MEETING DATE	ITEM	COMMENT
	Park Run – Parking Issues	
	Mallards Way Traffic	

ENVIRONMENT COMMITTEE

MEETING DATE	ITEM	COMMENT
Dec 2018	Transfer or Land – 22 Market Close	
2018	Wheelchair Swing	
2018	Location of donated benches	
2019	Memorial Policy	

PLANNING COMMITTEE

MEETING DATE	ITEM	COMMENT
2019	East West Rail	Invite East West Rail to Planning Meeting when the consultation process starts
May 2019	Graven Hill	Schedule site visit.
	London Road Level Crossing	Ongoing – Live issue
2019	A2 Dominion	Invite A2 dominion to discuss the next phase once the application has been submitted.
Jan 2019	Realignment of Howes Lane	Invite A2 Dominion,CDC & Network Rail to discuss.
2019	Oxfordshire Spatial Plan Consultation	
Oct 2019	Oxford/Cambridge Arc Development	