

BICESTER TOWN COUNCIL



A MEETING OF BICESTER TOWN COUNCIL

Ref: BTC01/1920

MONDAY 13TH MAY 2019

at

06.45 pm

**BICESTER TECHNOLOGY STUDIO
QUEENS AVENUE, BICESTER
OXON OX26 2NS**

Circulation:

Committee Members

**Cllr Nick Cotter
Cllr Sean Gaul
Cllr Dan Hallett
Cllr Harry Knight
Cllr Nick Mawer
Cllr Zoe McLernon
Cllr James Metcalf
Cllr Richard Mould
Cllr Robert Nixon
Cllr Lynn Pratt
Cllr Dan Sames
Cllr Les Sibley
Cllr Jason Slaymaker
Cllr Alex Thrupp
Cllr Fraser Webster**

**Cllr John Broad – CDC
Cllr Michael Waine – OCC
Cllr Tom Wallis – CDC
Cllr Lucinda Wing - CDC**

**Bicester Advertiser
Bicester Review
Oxford Mail
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Tuesday 7th May 2019

Sir/Madam

All members of Bicester Town Council are summoned to attend the Annual Meeting of the Council on **Monday 13 May 2019** at the **Bicester Technology Studio school, Queen's Avenue, Bicester OX26 2NS** to commence at **7pm** for the transaction of the following business.

A handwritten signature in black ink, appearing to read 'S. Shippen'.

Samantha Shippen
Chief Officer

At 6.45pm, prior to the commencement of the Annual Meeting of the Council, the 2018/19 Mayor will present the 2019 Good Citizen Awards.

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	ELECTION OF THE TOWN MAYOR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE To elect a Town Mayor for the 2019/20 municipal year.
	2	ELECTION OF DEPUTY MAYOR Newly elected Mayor to propose a Deputy Mayor for the 2019/20 municipal year.
	3	REPORT OF RETIRING MAYOR To receive the report of the retiring Mayor.
	4	VOTE OF THANKS TO RETIRING MAYOR. The newly elected Mayor will propose a vote of thanks to the retiring 2018/19 Mayor.
	5	APOLOGIES FOR ABSENCE
	6	DECLARATIONS OF ACCEPTANCE OF OFFICE To decide whether any outstanding Declarations of Acceptance of Office may be made at or before the next meeting of the Council to be held on Monday 20 May 2019 in accordance with the Local Government Act 1972 s83(4)(c).

Copy Attached	Agenda item No	AGENDA
	7	DECLARATIONS OF INTEREST Councillors are reminded to declare any interests on any item on this agenda in accordance with Bicester Town Council's Code of Conduct.
✓	8	MINUTES OF TOWN COUNCIL MEETING To approve the minutes of the following meeting: BTC08/1819 Monday 18th March 2019
	9	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 of the public shall speak for more than 2 minutes.
	10	APPOINTMENT OF MAYOR'S CADET The Mayor will propose the 2019/20 Mayor's Cadet.
✓	11	APPOINTMENT OF COMMITTEES To appoint standing committees, confirm the terms of reference, agree the number of members (including, if appropriate, substitute councillors) and receipt of nominations, election of chairman and vice chairman to each.
✓	12	WORKING PARTIES AND TASK & FINISH GROUPS To appoint of members of working parties and task & finish groups.
✓	13	REPRESENTATIVES TO OUTSIDE BODIES 1. To receive the reports of representatives to outside bodies for 2018/19. 2. To make appointments of representatives to sit on the following Outside Bodies and other organisations and confirm arrangements for reporting back. • Bicester Vision (1 representative – Chairman of Policy Committee) • Bicester Twinning Association (Mayor plus 2 other representatives) • Strategic Delivery Board (Mayor and Chairmen of Policy & Planning) • FEEOFFEE (2 representatives) • Bicester Fairtrade Committee (1 representative) • Lady Jersey Trust (1 representative) • South West Sports Village Project Board (Chairmen of Planning & Policy) • Bicester Foodbank (1 representative) • Bicester & District Chamber of Commerce (1 representative – Chairman of Policy Committee)

Copy Attached	Agenda item No	AGENDA
	14	GENERAL POWER OF COMPETENCE To confirm the Council meets the conditions of eligibility to exercise the General Power of Competence in accordance with The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 Article 2; that at least 2/3 of councillors have been elected at the ordinary elections; and the clerk (Chief Officer) holds a relevant qualification (Certificate in Local Council Administration).
✓	15	CALENDAR OF MEETINGS 2019/20 To agree the dates and times of Meetings for 2019/20 and confirm that other than the Annual Meeting of the Council meetings will normally take place at The Garth.
✓	16	MEETING ATTENDANCE REGISTER 2018/19 To note the councillors Attendance Register for 2018/19.
	17	DATE OF NEXT MEETING: Monday 20th May 2019 at 7.00pm <i>Upon completion of the business of the meeting, the newly elected Mayor will present the Grant Aid Awards for 2019/20 to be followed by refreshments.</i>

Minutes of the Council held on **Monday 18th March 2019** at **The Garth, Launton Road, Bicester OX26 6PS.**

Present:

Cllr Sean Gaul – Mayor
 Cllr Jason Slaymaker – Deputy Mayor
 Cllr David Anderson
 Cllr Nick Cotter
 Cllr Dave Magee
 Cllr Nick Mawer
 Cllr Lynn Pratt
 Cllr Przemek Rybka
 Cllr Dan Sames
 Cllr Les Sibley

In Attendance:

Samantha Shippen – Chief Officer
 Karen Green – Administration Officer

Minute Number	Agenda item No	
413/1819	1	APOLOGIES FOR ABSENCE RESOLVED that apologies were received from Cllr Melanie Magee, Cllr Richard Mould, Cllr Debbie Pickford, Cllr Lawrie Stratford and Cllr Rose Stratford.
414/1819	2	DECLARATIONS OF INTEREST RESOLVED that no declarations of interest were received.
415/1819	3	PUBLIC SESSION A member of the public commented on the possibility of Bicester Town Council offering support to convert the old library into a new community building to be used by Forget Me Not (Bicester) Limited, the aim of the charity being to combat loneliness in the elderly and to give carers a break. Three further members of the public requested Bicester Town Council offer support in raising the profile of “Nai’s House” by opening a holistic mental support hub in the town for young adults aged between sixteen and twenty five. A resident voiced concerns over the loss of the Oxford Road Sports Ground to Bicester Village. It was noted a significant number of residents had signed a petition to save Bicester’s communal sports ground.

Minute Number	Agenda item No	
416/1819	4	MINUTES OF THE BICESTER TOWN COUNCIL MEETINGS RESOLVED that the Committee confirmed the following minutes of the Town Council meetings: BTC06/1819 – 21st January 2019 BTC07/1819 – 11th February 2019
417/1819	5	REPRESENTATIVE FROM THAMES VALLEY POLICE Inspector John Batty from Thames Valley Police gave an update on local police matters. The emphasis was that overall crime figures have reduced in the town and Bicester remains a safe place to live. It was noted police have a limited capacity to enforce parking and try to focus on the worst areas. Cherwell District Council are looking into Civil Parking Enforcement – although still in the early stages. The town's excellent strategic travel links give opportunity to drug dealers from bigger cities who have found a lucrative market with the young people of Bicester, and it has become an issue with county lines bringing violence to the town. The police have targeted the dealers and have had success with arrests. The police are also tackling the drug market this will include getting schools on board and educating children about the danger of drugs at primary school level. It was commented that nitrous oxide capsules are being found around the town. It was of the opinion of the police representative that local shopkeepers need to be more aware of the dangers of selling nitrous oxide. The problem with a small group of youngsters and anti-social behaviour was raised, Police have taken action and will continue to do so. In respect of unauthorised encampments residents are of the opinion these are not dealt with quickly enough. It was noted that it is a difficult issue with lots of complexities and because of legislation police can only use their power in certain circumstances. Local authorities and private land owners must play their part. Police will always intervene, where appropriate, if there is a significant impact to the local community and where criminal and environmental damage has taken place or if there is a danger to life in accordance with an agreed protocol. RESOLVED that Thames Valley Police be invited to contribute an article concerning drug use in the next issue of the Garth Gazette and the Council thanked the police representative for the update.

Minute Number	Agenda item No	
418/1819	6	MINUTES OF THE ENVIRONMENT COMMITTEE MEETING RESOLVED that the Council confirmed the following minutes of the Environment Committee Meeting: ENV05/1819 – 5th February 2019
419/1819	7	MINUTES OF THE PLANNING COMMITTEE MEETINGS RESOLVED that the Council confirmed the following minutes of the Planning Committee meetings: PL09/1819 – 14th January/ Reconvened 28TH January 2019 PL10/1819 – 11th February 2019
420/1819	8	MINUTES OF THE POLICY COMMITTEE MEETINGS RESOLVED that the Council confirmed the following minutes of the Policy Committee Meetings: POL04/1819 26th November 2018 POL05/1819 28th January 2019 POL06/1819 5th March 2019
421/1819	9	QUESTIONS ON WORKING PARTIES & OTHER GROUPS RESOLVED that the Council had no questions regarding the minutes of Working Parties and Other Groups contained in the Minute Book.
422/1819	10	REPORT FROM OXFORDSHIRE COUNTY/CHERWELL DISTRICT COUNCILLORS No reports were delivered.
423/1819	11	REPORT OF THE TOWN MAYOR RESOLVED that the Mayor's report was NOTED .
424/1819	12	DRAFT CALENDAR OF MEETINGS 2019/2020 RESOLVED that draft calendar of 2019/2020 meetings was AGREED to be submitted to the Annual Meeting of the Council for confirmation.
425/1819	13	ANNUAL TOWN MEETING DATE RESOLVED that 9 th May 2019 was AGREED to be the date of the next Annual Town Meeting.

Minute Number	Agenda item No	
426/1819	14	FEOFFEE NOMINATIVE TRUSTEE RESOLVED that the appointment of Mrs Diana Edwards as nominative trustee to FEOFFEE was AGREED .
427/1819	15	REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL RESOLVED that review of the effectiveness of internal control was APPROVED .
428/1819	16	RISK MANAGEMENT SCHEDULE RESOLVED that the risk management schedule was reviewed and APPROVED .
429/1819	17	DATE OF NEXT MEETING: Monday 13TH May 2019. CLOSE OF MEETING: 08.20pm

**BICESTER TOWN COUNCIL
TOWN COUNCIL**

Monday 13th May 2019

APPOINTMENT OF COMMITTEES

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

Ward Affected: All

1. Introduction /Background

- 1.1 Council is required to appoint standing committees, review their terms of reference, appoint members and substitute members and appoint the chairman & vice chairman of each.
- 1.2 The standing committees proposed for the 2019/20 municipal year are Environment, Finance, Planning and Policy. In addition, a Personnel Sub Committee and Appeals Panel are proposed as reporting to the Policy Committee.

2. Environment Committee

- 2.1 The Terms of Reference for Environment Committee are set out in Appendix 1 of this report. Council is invited to review and confirm these.
- 2.2 There are currently ten members of the Environment Committee, Council is invited to review and confirm the committee having ten members.
- 2.3 Nominations of members of the Environment Committee for 2019/20 will be circulated at or prior to the meeting. Council is required to approve the nominations.
- 2.4 Council is invited to approve the nomination of councillors not named as members of the Committee as substitute members of the Environment Committee for 2019/20.
- 2.5 Council is required to approve the election of Chairman and Vice Chairman of the Environment Committee for 2019/20.

3. Finance Committee.

- 3.1 The Terms of Reference for Finance Committee are set out in Appendix 2 of this report. Council is invited to review and confirm these.
- 3.2 There are currently ten members of the Finance Committee, Council is invited to review and confirm the committee having ten members.
- 3.3 Nominations of members of the Finance Committee for 2019/20 will be circulated at or prior to the meeting. Council is required to approve the nominations.
- 3.4 Council is invited to approve the nomination of councillors not named as members of the Committee as substitute members of the Finance Committee for 2019/20.
- 3.5 Council is required to approve the election of Chairman and Vice Chairman of the Finance Committee for 2019/20.

4. Planning Committee

- 4.1 The Terms of Reference for Planning Committee are set out in Appendix 3 of this report. Council is invited to review and confirm these.
- 4.2 There are currently twelve members of the Planning Committee, Council is invited to review and confirm the committee having twelve members.
- 4.3 Nominations of members of the Planning Committee for 2019/20 will be circulated at or prior to the meeting. Council is required to approve the nominations.
- 4.4 Council is invited to approve the nomination of councillors not named as members of the Committee as substitute members of the Planning Committee for 2019/20.
- 4.5 Council is required to approve the election of Chairman and Vice Chairman of the Planning Committee for 2019/20.

5. Policy Committee

- 5.1 The Terms of Reference for Policy Committee are set out in Appendix 4 of this report. Council is invited to review and confirm these.
- 5.2 There are currently ten members of the Policy Committee, Council is invited to review and confirm the committee having ten members.
- 5.3 Nominations of members of the Policy Committee for 2019/20 will be circulated at or prior to the meeting. Council is required to approve the nominations.
- 5.4 Council is invited to approve the nomination of councillors not named as members of the Committee as substitute members of the Policy Committee for 2019/20.
- 5.5 Council is required to approve the election of Chairman and Vice Chairman of the Policy Committee for 2019/20.

6. Personnel Sub-Committee

- 6.1 The Terms of Reference for Personnel Sub Committee are set out in Appendix 5 of this report. Council is invited to review and confirm these.
- 6.2 There are currently six members of the Personnel Sub Committee, Council is invited to review and confirm the committee having six members.
- 6.3 Nominations of members of the Personnel Sub- Committee for 2019/20 will be circulated at or prior to the meeting. Council is required to approve the nominations.
- 6.4 Substitute members of the Personnel Sub Committee are not recommended to be appointed, Council is requested to approve this.
- 6.5 Council is required to approve the election of Chairman and Vice Chairman of the Personnel Sub-Committee for 2019/20.

7. Appeals Panel

- 7.1 Appeals may arise from time to time in relation to either Freedom of Information requests or personnel matters.
- 7.2 It is important that such appeals can be considered in a timely manner in accordance with the relevant procedures as set out in policies.

- 7.3 In order to allow for appeals to be considered independently from other linked processes, it is suggested that an Appeals Panel of seven members is appointed, from which any three may consider an Appeal as and when required.
- 7.4 Nominations of members of the Appeals Panel for 2019/20 will be circulated at or prior to the meeting. Council is required to approve the nominations and allow a Chairman to be appointed at any Appeals Panel hearing.

8. Recommendation:

The Council is recommended to:

- 1. AGREE the terms of reference for Environment Committee as detailed in Appendix 1 of this report;**
- 2. AGREE that ten members be APPOINTED to the Environment Committee for 2019/20;**
- 3. APPROVE the APPOINTMENT of councillors as members of the Environment Committee for 2019/20;**
- 4. APPROVE the APPOINTMENT of councillors as substitute members of the Environment Committee for 2019/20;**
- 5. APPROVE the APPOINTMENT of Chairman and Vice Chairman of the Environment Committee for 2019/20;**
- 6. AGREE the terms of reference for Finance Committee as detailed in Appendix 2 of this report;**
- 7. AGREE that ten members be APPOINTED to the Finance Committee for 2019/20;**
- 8. APPROVE the APPOINTMENT of councillors as members of the Finance Committee for 2019/20;**
- 9. APPROVE the APPOINTMENT of councillors as substitute members of the Finance Committee for 2019/20;**
- 10. APPROVE the APPOINTMENT of the Chairman and Vice Chairman of the Finance Committee for 2019/20;**
- 11. AGREE the terms of reference for Planning Committee as detailed in Appendix 3 of this report;**
- 12. AGREE that twelve members be APPOINTED to the Planning Committee for 2019/20;**
- 13. APPROVE the APPOINTMENT of councillors as members of the Planning Committee for 2019/20;**
- 14. APPROVE the APPOINTMENT of councillors as substitute members of the Planning Committee for 2019/20;**
- 15. APPROVE the APPOINTMENT of the Chairman and Vice Chairman of the Planning Committee for 2019/20;**

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- 16. AGREE the terms of reference for Policy Committee as detailed in Appendix 4 of this report;**
- 17. AGREE that ten members be APPOINTED to the Policy Committee for 2019/20;**
- 18. APPROVE the APPOINTMENT of councillors as members of the Policy Committee for 2019/20;**
- 19. APPROVE the APPOINTMENT of councillors as substitute members of the Policy Committee for 2019/20;**
- 20. APPROVE the APPOINTMENT of the Chairman and Vice Chairman of the Policy Committee for 2019/20;**
- 21. AGREE the terms of reference for Personnel Sub Committee as detailed in Appendix 5 of this report;**
- 22. AGREE that six members be APPOINTED to the Personnel Sub Committee for 2019/20;**
- 23. APPROVE the APPOINTMENT of councillors as members of the Personnel Sub Committee for 2019/20;**
- 24. APPROVE the APPOINTMENT of the Chairman and Vice Chairman of the Personnel Sub Committee for 2019/20;**
- 25. AGREE the APPOINTMENT of an Appeals Panel of seven members from which any three may consider a relevant appeal with the Chairman being appointed at each hearing.**

ENVIRONMENT COMMITTEE

To make **Decisions** on all matters relating to the following areas of responsibility, subject to any expenditure to be incurred remaining within the **Committee's** agreed delegated budget.

To make **Recommendations** on all matters relating to the following areas of responsibility, subject to any expenditure to be incurred remaining within **Town Council** agreed budget.

1. Town Council events, Fairs, Circuses, Parks, Recreation Grounds, Open Spaces, Equipped Areas for Play and Youth Activity.
2. General repair and maintenance of Garth buildings and grounds.
3. The provision and management of allotments
4. Assistance with, or the provision of, facilities for cultural activities, sports, arts and entertainments.
5. Maintenance of cemeteries, crematoria, closed graveyards and similar facilities.
6. The planting, maintenance, preservation and felling of trees in the Town Council's ownership
7. The provision and maintenance of litter and dog waste receptacles in the Town Council's ownership and all matters relating to civic amenities such as Christmas trees, floral decorations, etc.
8. The provision and maintenance of Town Council owned public seating and monuments.
9. The promotion of good environmentally sustainable management practices.
10. To spend monies within agreed Town Council Environment Budgets.

FINANCE COMMITTEE

1. To monitor **ALL** income & expenditure against agreed budgets and bring any items to the Full Council which the Committee deems worthy of review.
2. To receive budget monitoring reports, as required by the Council's Financial Regulations and to carry out scrutiny monitoring.
3. To receive the Council's Annual Accounts for the preceding financial year.
4. To receive regular reports regarding payments, as required by the Council's Financial Regulations.
5. To consider reports from the Responsible Financial Officer, as and when necessary.
6. To recommend the eligibility of applicants for Grant Aid, and determine the apportionment of Grant Aid from within the allocation contained within the Council's budget.
7. To oversee the annual budget setting process and advise spending committees on the financial position
8. To oversee forward financial planning.
9. To oversee an annual review of fees and charges and other incomes.

To make recommendations when necessary on:

10. Guidelines for the preparation of Revenue budgets.
11. The Capital programme.
12. The annual budgets including the levying of the Council's precept on the District Council.
13. Virement of budget provision between specific accounts to meet un-planned incidents to ensure that the accounts reflect an accurate statement of the Council's finances.
14. All matters relating to finance, budgets, valuation, rents and charges, including the re-allocation of cost codes across committees.
15. The financial terms for the rights and easements for the purchase, leasing or disposal of property.

PLANNING COMMITTEE

1. To have delegated power to determine the Town Council's policy in relation to National, Regional, County and District plans and policies.
2. To have delegated power to determine the Town Council's policy in relation to Planning Guidance.
3. To have delegated power to determine the Town Councils comments observations and/or objections in relation to any planning application on which this Council is consulted.
4. To have delegated power to comment as required by other planning authorities on any other matters covered by the various **Town & Country Planning Acts** and similar legislation (e.g. with regard to conservation area proposals and periodic reviews of the register of listed buildings).
5. To carry out a planning enforcement role locally, by reporting to the District Planning Authority any alleged incidents or unauthorised development, or any alleged contraventions of conditions associated with authorised developments.
6. To have preliminary discussions on all other planning related consultations that come before the Council.
7. To have delegated power to comment on all highways consultations.

APPENDIX 4.

POLICY COMMITTEE

To make **DECISIONS** on all matters relating to the following areas of responsibility, subject to any expenditure to be incurred remaining within the **Committee's** agreed delegated budget.

To make **RECOMMENDATIONS** on all matters relating to the following areas of responsibility, subject to any expenditure to be incurred remaining within **Town Council** agreed budget.

1. The need for any revision of the Councils aims and policies.
2. The future development of existing services
3. The introduction of new services.
4. Items relating to Capital Expenditure
5. The purchase and selling of land.
6. The provision of new Town Council buildings.
7. Major Alterations and major repairs to Town Council buildings and assets.
8. The co-ordination of activities between all Standing Committees of the Council and outside bodies.
9. To maintain overall control of and to make the most effective use of the Councils resources of finance, human resources, land and assets
10. To monitor and protect the Town's interest.
11. To monitor and review the Councils Standing Orders, organisation and allied matters.
12. To promote local knowledge and understanding of the work and function of the Council.
13. To determine all matters relating to employees of the Council, including any changes in the establishment and the health, welfare and safety of employees including the conditions under which they work, and recommendations from the personnel sub committee.
14. To determine any matters not within the terms of reference of the Planning, Environment and Finance Committees, except where statute requires such matters to be determined by the Town Council
15. To have delegated authority to deal with all those matters referred by Council.
16. To spend monies within agreed Town Council Policy Budgets.
17. To monitor all land registrations for Bicester Town Council.
18. To determine all licences, leases, and tenancies.
19. To determine policies relating to rents, fees and charges.
20. To determine general priorities

PERSONNEL SUB COMMITTEE

The Personnel Sub Committee is required to report to the Policy Committee as its parent committee.

To make **Recommendations** on all matters relating to the following areas of responsibility,

1. All matters relating to employees of the Council, including any changes in the establishment and the health, welfare and safety of employees including the conditions under which they work;
2. The appointment of grievance/disciplinary panels and appeal panels to deal with employee matters;
3. The review of annual salary recommendations;
4. The review of training requests and other matter arising from staff appraisals;

**BICESTER TOWN COUNCIL
TOWN COUNCIL**

Monday 13th May 2019

WORKING PARTIES AND TASK & FINISH GROUPS

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

Ward Affected: All

1. Introduction /Background

- 1.1 Council is required to confirm the continuation of working parties and task & finish groups previously established and appoint members of the council to each.
- 1.2 The current working parties and task & finish groups previously established to be confirmed for the 2019/20 municipal year are Events Working Party, Allotments Working Party, Traffic Advisory Group, Task & Finish Assets Group, Task & Finish Standing Orders Group.

2. Policy

- 2.1 The Council's policy for such groups is "The Council, or any Standing Committee, may establish working parties to address a clearly defined issue or project. Membership of such working parties may include representatives of other bodies and non-elected members. However voting rights on such working groups will be limited to elected Town Councillors."

3. Nominations 2019/20.

- 3.1 Councillor nominations will be circulated at or prior to the meeting which Council is invited to approve.
- 3.2 **Events Working Party** – Currently five councillors are nominated as members of the Events Working Party.
- 3.3 **Allotments Working Party** – Currently the Chairman of Environment Committee and two other councillors are nominated as members of the Allotments Working Party.
- 3.4 **Traffic Advisory Group** – currently three councillors are nominated as members of the Traffic Advisory Group. The surrounding parish councils have requested representation on the Traffic Advisory Group be considered by the Council.
- 3.5 **Task & Finish Assets Group** – currently three councillors are nominated as members of the Task & Finish Assets Group.
- 3.6 **Task & Finish Standing Orders Group** – currently three councillors are nominated as members of the Task & Finish Standing Orders Group.

4. Recommendation:

The Council is recommended to:

Agenda item 12

- 1. APPROVE the continuation of the Events Working Party, Allotments Working Party, Traffic Advisory Group, Task & Finish Assets Group, Task & Finish Standing Orders Group for 2019/20;**
- 2. APPROVE the number of councillors to be APPOINTED to the Events Working Party, Allotments Working Party, Traffic Advisory Group, Task & Finish Assets Group, Task & Finish Standing Orders Group for 2019/20;**
- 3. APPROVE the APPOINTMENT of councillors as members of the Events Working Party for 2019/20;**
- 4. APPROVE the APPOINTMENT of the Chairman and Vice Chairman of the Events Working Party for 2019/20;**
- 5. APPROVE the APPOINTMENT of councillors as members of the Allotments Working Party for 2019/20;**
- 6. APPROVE the APPOINTMENT of councillors as members of the Traffic Advisory Group for 2019/20;**
- 7. APPROVE the APPOINTMENT of the Chairman and Vice Chairman of the Traffic Advisory Group for 2019/20;**
- 8. APPROVE the representation of one councillor or the clerk of the surrounding parish councils of Caversfield, Chesterton, Launton and Wendlebury as non-voting members of the Traffic Advisory Group for 2019/20;**
- 9. APPROVE the APPOINTMENT of councillors as members of the Task & Finish Assets Group for 2019/20;**
- 10. APPROVE the APPOINTMENT of councillors as members of the Task & Finish Standing Orders Group for 2019/20;**

Agenda item 13

Outside Body Reports

- **Bicester & District Chamber of Commerce – Cllr Richard Mould - ATTACHED**
- **Bicester Fairtrade Committee – Cllr Lynn Pratt**
- **Bicester Foodbank – Cllr Rose Stratford**
- **Bicester Twinning Association – Cllr Sean Gaul, Cllr Debbie Pickford & Cllr Lynn Pratt**
- **Bicester Vision – Cllr Richard Mould - ATTACHED**
- **FEEOFFEE – Cllr Debbie Pickford & Cllr Lynn Pratt**
- **Lady Jersey Trust – Cllr Nick Mawer**
- **South West Sports Village Project Board – Cllr Richard Mould & Cllr Rose Stratford – no meetings 2018/19**
- **Strategic Delivery Board – Cllr Sean Gaul, Cllr Rose Stratford, Cllr Richard Mould**

REPORT FOR BICESTER CHAMBER OF COMMERCE

The Chamber meet every third Monday of the month with representation from BTC through the Chief Officer and Chairman of Policy. The Chamber has a small number of members which cover small businesses in the town but no town centre retailers. It has in the last year become more closely aligned with Bicester Vision using the services of the partnership manager.

It is actively involved in the organisation of the Cherwell Business Awards and through its web site is able to keep its members and others aware of developments in and around Bicester.

Going forward it is useful to have a presence at these meetings but believe it should be either/or in terms of Chief Office and Chairman of Policy.

REPORT FOR BICESTER VISION 2018

Bicester Vision was formed some 12 years ago as Public Private Partnership bringing the 3 tiers of local government and local businesses together to promote and develop businesses links in Bicester and surrounding villages. The founding members were: Oxford County Council, Cherwell District Council and Bicester Town Council for the public centre. The private sector was Zeta, Bicester Village, xx who form the executive board. In addition, there are some 50 partners who are paying members and who regularly attend quarterly partnership meetings. There are two members of the executive who are members of the Oxfordshire LEP and a representative also attends BV board meetings.

The town council receive the meeting minutes for all meetings which are presented to the Policy committee when signed off by the BV executive I do not therefore propose to go into great detail in my report. A couple of highlights however are the meeting last year in July which discussed the town centre. This had an illustrious panel including our Mayor Sean Gaul and Bill Grimsey better known for his running of Wickes and Iceland and who is now an advisor to the government on our high street regeneration. This was a well-attended meeting and as a follow up Cherwell and BTC together with BV and others have organised a workshop to run by Bill Grimsey in June. This will be an invited audience but will include Traders, Landlords CEO of Cherwell among others.

Bicester Vision are now exploring its structural organisation with proposals to move from a partnership to a form of not for profit company. This will safeguard partners in terms of liability and secure the long-term future. The Town Council will at some point in the future be required to confirm its support for this move when the proposals are made.

REPORT FOR THE STRATEGIC DELIVERY BOARD 2018

The Strategic Delivery Board (SDB) was formed in 2010 to coordinate the development of the ECO town now known as North West Bicester. In 2016 its scope was broadened to cover developments across Bicester. Its membership includes Officers and Members from OCC, CDC and BTC representing the three local authorities together with the Environment Agency, Homes England, CCG, Bicester Vision and Bicester Chamber of Commerce. The board meets quarterly in public and receives reports on various projects which are associated with development of Bicester. These include progress on the Garden Town, Healthy New Town, Major developments and the associated road upgrades including London Road crossing and the Howes Lane diversion. It also receives reports on Air Quality and traffic management plans.

The board minutes will be presented to the BTC Policy committee once ratified by the board.



CALENDAR OF MEETINGS 2019/20

	Cycle 1	Cycle 2	Cycle 3	Cycle 4 (Budget)	Cycle 5	Cycle 6
Council	Annual Meeting 13 May 20 May	24 June (Incl Annual Governance & Accounts)	3 Sept	18 Nov	21 Jan (T) (incl budget)	9 March
Planning	15 May (W) 18 June (T)	15 July 12 August	16 Sept 14 Oct	11 Nov 9 Dec 13 Jan	17 Feb 16 March	20 April 7.30pm
Policy Committee	28 May (T)	8 July	9 Sept	25 Nov	27 Jan	23 March
Environment Committee	4 June (T)	29 July	30 Sept	3 Dec (T)	4 Feb (T)	30 March
Finance Committee	10 June (Year End)	2 July (T)	8 Oct (T)	17 Dec (T)	10 Feb	7 April (Incl Grant Aid) 7.30pm
Traffic Advisory @ 2.00pm	23 May	18 July	5 Sept	7 Nov	9 Jan	19 March
Personnel Sub-Committee @ 6pm		24 June	9 Sept	9 Dec		9 March
Events Working Group @ 10am	16 May	11 July	12 Sept	14 Nov	16 Jan	12 March

1. All meetings commence at 7.00pm unless otherwise stated
2. Other than the Annual Meeting of the Council, meetings will take place in the Council Chamber at The Garth, Launton Road, Bicester
2. In 2020 the Annual Town Meeting will take place on Tuesday 31st March
3. In 2020 the Annual Meeting of the Council will take place on Monday 11th May at a venue to be advised
4. Changes to meeting dates and venue may occasionally occur, the Chief Officer has the authority to rearrange meeting dates and venue if required.
5. Working Party, Task and Finish Groups and Sub-committee meetings will be convened as required

ATTENDANCE REGISTER – 2018/2019: May 2018 – APRIL 2019

	TOWN COUNCIL			POLICY			ENVIRONMENT			PLANNING			FINANCE		
	9			6			6			12			5		
TOTAL NUMBER OF MEETINGS:	Present	Apologies		Present	Apologies	In Attendance	Present	Apologies	In Attendance	Present	Apologies	In Attendance	Present	Apologies	In Attendance
Cllr David ANDERSON	5	3			2	1				5	3				
Cllr Nick COTTER	3	1				2				1	4		2	2	
Cllr Sean GAUL	8	1		6			4	2		8	4		3	1	
Cllr Dave MAGEE	7	1		3	3		3	3					5		
Cllr Melanie MAGEE	1	6												5	
Cllr Nick MAWER	7	1		4	1					11	1				2
Cllr Richard MOULD	7	2		5	1		6			10	2		3	2	
Cllr Debbie PICKFORD	7	2					5	1		5	4				
Cllr Lynn PRATT	6	3		5	1		6			10	2				1
Cllr Przemek RYBKA *	5	1			1	2	3	2		6	3		2	1	
Cllr Dan SAMES	4	1		3	2							2			2
Cllr Les SIBLEY	8	1		4			4			10	2		2	1	
Cllr Jason SLAYMAKER	8	1		6			4	2		8	3		5		
Cllr Lawrie STRATFORD	4	4		5			2	4		7	4		3	2	
Cllr Rose STRATFORD	4	5		3	2		2	4		5	7		3	2	

AGENDA ITEM 16,

* Councillor Przemek Rybka total possible meetings Town Council 6, Environment 5, Planning 11 and Finance 4