

BICESTER TOWN COUNCIL



POLICY COMMITTEE MEETING

Ref: POL04/1920

Monday 25th November 2019
at
7.00pm

THE GARTH
LAUNTON ROAD
BICESTER
OX26 6PS

Circulation:

Town Mayor: Councillor Jason Slaymaker

Members

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

Substitute Committee Members

Cllr Sean Gaul
Cllr Harry Knight
Cllr Zoe McLernon
Cllr James Metcalf
Cllr Robert Nixon

Other Circulation

Cllr Lawrie Stratford – OCC
Cllr Michael Waine – OCC
Cllr Tom Wallis – CDC
Cllr Lucinda Wing – CDC



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

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

Tuesday 19th November 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 25th November 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 POL03/1920 – 10th September 2019 SPECIAL POLICY POL02/1920 - 14th October 2019
	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 UPDATE Committee is requested to consider the attached report.
✓	6	MAJOR TOWN INITIATIVES Committee is requested to note and comment as appropriate on the minutes from the following meetings:

Copy Attached	Agenda Item No	AGENDA
		Bicester Strategic Delivery Board Meeting - 25th July 2019 Bicester Vision Partnership Meeting - 12th September 2019 Bicester Vision Executive Board Meeting - 3rd October 2019
✓	7	PERSONNEL SUB-COMMITTEE To confirm the minutes and recommendations of the meetings: PSC03/1920 – 10th September 2019 PSC04/1920 – 9th October 2019
✓	8	WHITELANDS TRANSFER Committee is requested to consider the attached report.
✓	9	BICESTER GREEN Committee is requested to consider the attached report.
✓	10	MODERNGOV Committee is requested to consider the attached report.
✓	11	GARTH HIRE FEES Committee is requested to consider the attached report.
✓	12	BUDGET Committee is requested to consider the attached report.
✓	13	FORWARD PLAN Committee is requested to note and comment on the forward plan.
	14	DATE OF NEXT MEETING – Monday 27th January 2020 CLOSE OF MEETING:

Minutes of the Policy Committee meeting held on **Tuesday 10th September 2019** at 7.00pm in **The Garth, Garth Park, Launton Road, Bicester, OX26 6PS.**

Present:

Cllr Lynn Pratt – Vice-Chairman
Cllr Nick Mawer
Cllr Dan Sames
Cllr Les Sibley
Cllr Jason Slaymaker

In Attendance:

Samantha Shippen – Chief Officer

Minute Number	Agenda Item No	
186/1920	1	APOLOGIES FOR ABSENCE RESOLVED that apologies received from Councillors Richard Mould and Fraser Webster.
187/1920	2	DECLARATIONS OF INTEREST RESOLVED that a declaration of interest be received regarding Agenda Item number 12 as an employee of Bicester Green by Cllr Jason Slaymaker.
188/1920	3	MINUTES RESOLVED that the Committee CONFIRMED the minutes of the Policy Committee meeting: POL02/1819 –8th July 2019.
189/1920	4	PUBLIC SESSION No members of the public were present.
190/1920	5	ASSET MANAGEMENT UPDATE The Chairman advised that update on Garth Lodge would be taken at the end of the meeting. RESOLVED that the Committee NOTED the update on the Garth House, Burial Ground and Garth Stables. <i>The item was then adjourned to prior to item 12.</i>
191/1920	6	MAJOR TOWN INITIATIVES RESOLVED that 1. Committee NOTED the minutes from Bicester Vision Executive Board Meeting – 18th July 2019; 2. Committee RECOMMENDED that Council nominates the Chairman of Policy Committee become a Director of Bicester Vision on behalf of Bicester Town Council.

Minute Number	Agenda Item No	
192/1920	7	PERSONNEL POLICY REVIEW RESOLVED that the Committee APPROVED the Personnel Policies for review not later than July 2023.
193/1920	8	TOWNS WOMENS GUILD RESOLVED that a plaque be purchased to celebrate the 60th Anniversary of Bicester Towns Women's Guild, subject to a reasonable cost, the positioning of which was delegated to the Chief Officer and the Chairman of Policy Committee to agree.
194/1920	9	PERSONNEL SUB-COMMITTEE RESOLVED that the Committee CONFIRMED the minutes and recommendations of the Personnel Sub-Committee meetings: PSC02/1920 – 24th June 2019; PSC02/1920 reconvened – 2nd July 2019.
195/1920	10	FORWARD PLAN RESOLVED that the Forward Plan be NOTED.
196/1920	11	EXCLUSION OF PRESS AND PUBLIC RESOLVED 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.
197/1920	5	ASSET MANAGEMENT UPDATE RESOLVED that the Committee NOTED the update on Garth Lodge.
198/1920	12	LEASES UPDATE RESOLVED that the Committee NOTED the position on leases still under negotiation and thanked the Chief Officer for work that has been done up to date.
199/1920	13	DATE OF NEXT MEETING – Monday 25th November 2019 CLOSE OF MEETING – 7.52pm

Minutes of the Special Policy Committee meeting held on **Monday 14th October 2019** at **8.00pm** in **The Garth, Garth Park, Launton Road, Bicester, OX26 6PS**.

Present:

Cllr Richard Mould – Chairman
 Cllr Dan Hallett
 Cllr Sean Gaul
 Cllr Nick Mawer
 Cllr Zoe McLernon
 Cllr Les Sibley
 Cllr Jason Slaymaker

In Attendance:

Samantha Shippen – Chief Officer

Minute Number	Agenda Item No	
240/1920	1	APOLOGIES FOR ABSENCE RESOLVED that apologies received from Councillors Lynn Pratt and Jason Slaymaker. Councillor Sean Gaul substituted for Councillor Lyn Pratt and Councillor Zoe McLernon substituted for Councillor Jason Slaymaker
241/1920	2	DECLARATIONS OF INTEREST No declarations were made.
242/1920	3	PUBLIC SESSION No members of the public were present.
243/1920	4	OCC CONSULTATION TO LOWER THE AGE RANGE OF SOUTHWOLD PRIMARY SCHOOL TO 2-11 FROM 1 JANUARY 2020 Discussion took place regarding the benefits and challenges of the proposals. RESOLVED that the Committee NOTED the Consultation. CLOSE OF MEETING – 8.15pm

**BICESTER TOWN COUNCIL
POLICY COMMITTEE**

Monday 25th November 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. Garth House

- 1.1 The phases for re-development consideration have been agreed by the Committee including design costs.
- 1.2 The Planned Preventative Maintenance (PPM) survey results and options appraisal been reviewed by the Assets Working Group.
- 1.3 Options identified from a plan agreed by the Asset Working Group (at Appendix 1) have been given an early indicative costing
 - a) **No redevelopment** – PPM costs scheduled over 5 years - £508k;
 - b) **Rehabilitation/conversion development** - £770k (Q4 2018 early budget indication)
 - c) **Full strip out & conversion** - £1.8m (Q4 2018 building cost indices)
- 1.4 Further design works have been placed on hold awaiting the approval of Council to progress plans to a further stage.
- 1.5 Committee is requested to instruct officers in respect of the preferred option for moving the project to the next stage.

2. The Garth Stables

- 2.1 Phases 1 & 2 being a measured plan and space planning assessment has been reviewed by the Asset Task & Finish Working Group, a design is being recommended to this Committee. (at Appendix 2)
- 2.2 The Planned Preventative Maintenance (PPM) survey results and options appraisal been reviewed by the Assets Working Group.
 - a) PPM immediate requirement - £283k
 - b) PPM years 2-4 £58k
 - c) PPM year 5 £232k
 - d) PPM Year 6-10 £67k
 - e) **TOTAL PPM over 10 years £640k**
 - f) Redevelopment as 5 housing units £1.06m (early budget indication Q3 2019)
- 2.3 Committee is requested to instruct officers in respect of the preferred option for moving the project to the next stage.

3. Burial Ground

The pre application advice has been received and the details of the land availability is still awaited.

4. Garth Lodge

4.1 The former tenants have now vacated the Garth Lodge from 31 October 2019 and the remedial works from the damp proofing are complete.

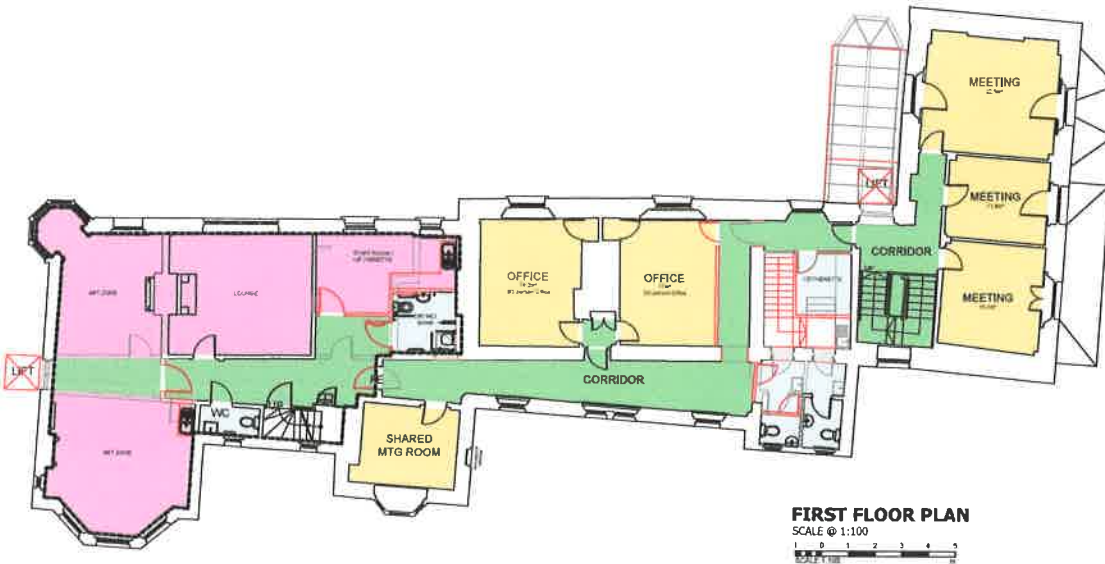
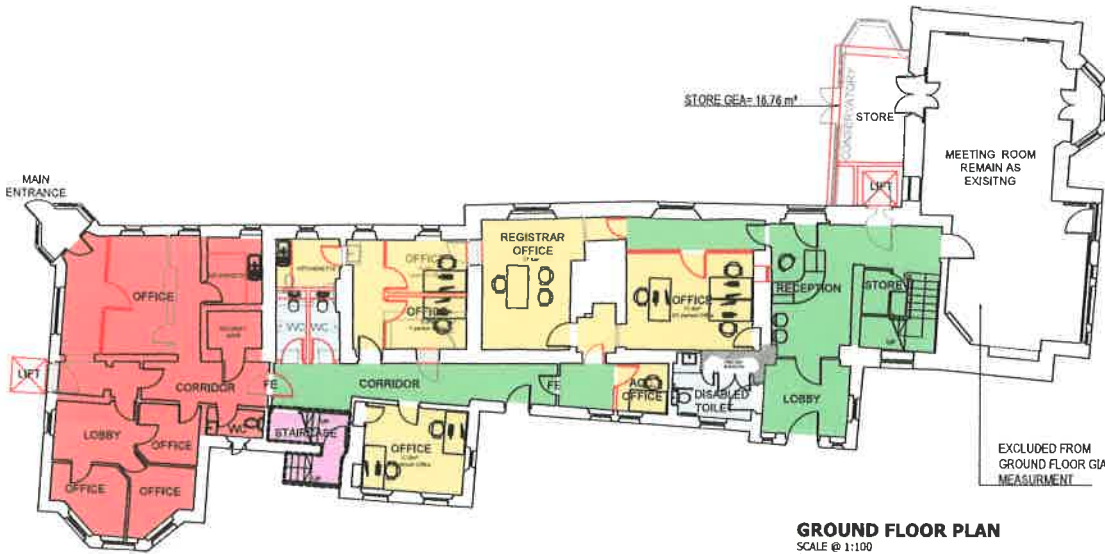
4.2 The property has been remarketed with Alexander & Co.

5. Recommendation

The Committee is recommended to

1. Instruct officers in respect of the preferred option for moving the Garth House project to the next stage;
2. instruct officers in respect of the preferred option for moving the Garth Stables project to the next stage;
3. **NOTE** the updates on Burial Ground and Garth Lodge.

Item 5 Appendix 1.



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KEY

OFFICE / MEETING ROOMS
AMENITY SPACES
CIRCULATION SPACE
SUB-LET
CITIZENS ADVICE

C Area Measurement Area	14/12/2019	2M	100
B Layout revised for Centre flexibility	25/02/2020	1M	100
A Initial Measurement	05/02/2020	2M	100
REV DESCRIPTION	DATE	BY	DATE

RIDGE
 PROPERTY & CONSTRUCTION CONSULTANTS

THE COMPANIES
 BLENHEIM PARK
 OXFORD ROAD
 WOODSTOCK, OX20 1QR

TEL: 01845 810000
 WWW.RIDGE.CO.UK

BICESTER TOWN COUNCIL

PROJECT
 THE GARTH
 LAUNTON, ROAD BICESTER

FILE
 FF&SIRIITY 1 & 2

[illegible]

KEY:

- FLAT **A** GIA = 55.40MP
- FLAT **B** GIA = 142.00MP
- FLAT **C** GIA = 96.40MP
- FLAT **D** GIA = 96.98MP
- FLAT **E** GIA = 75.75MP
- Ext. Ground
- Keepers GIA = 36.30MP

RIDGE

PROPERTY & CONSTRUCTION CONSULTANTS

THE CONYARDS
BLUETHORN PARK
OXFORD ROAD
WOODBURY, LONDON NW9



Abstract

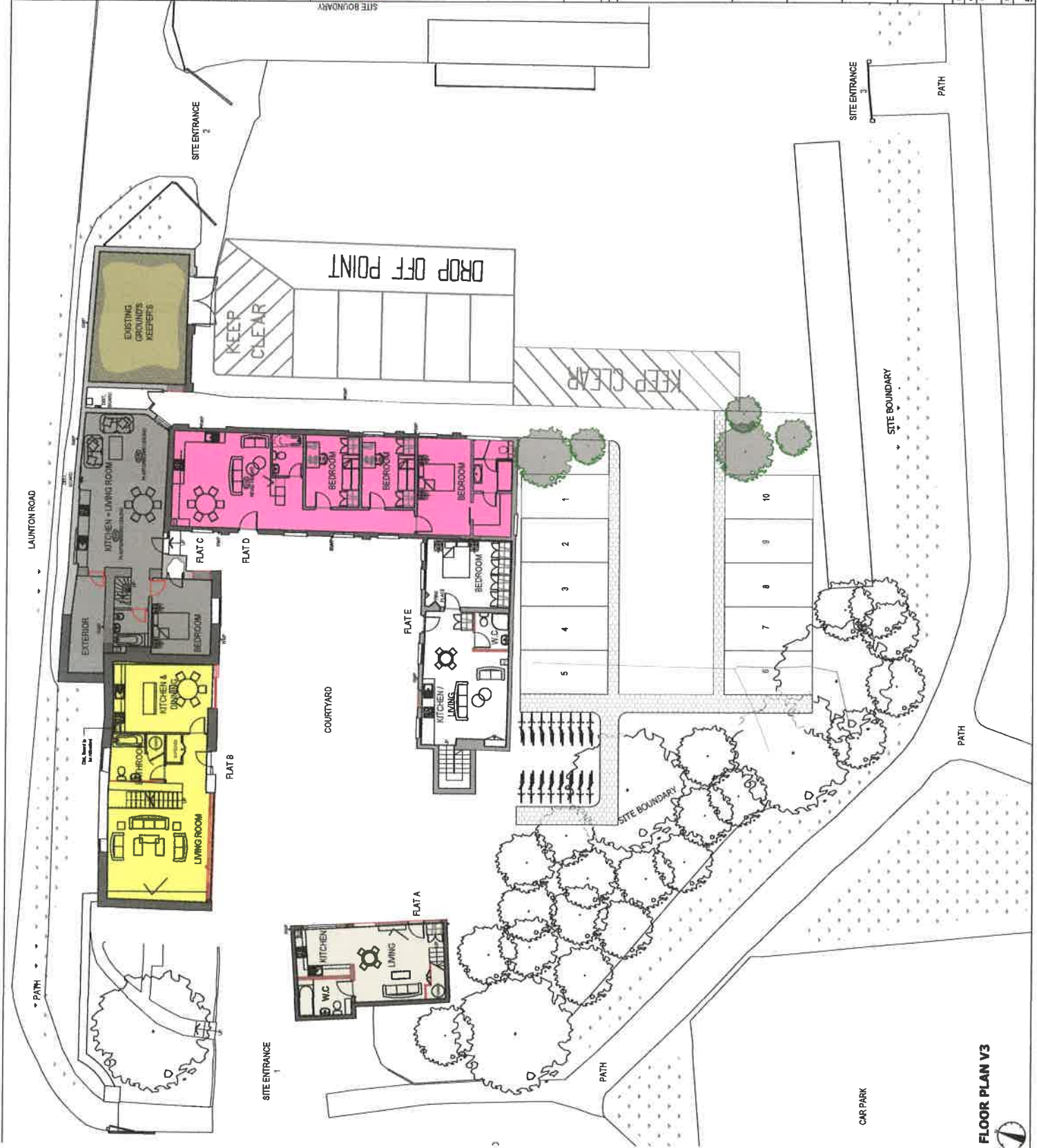
PROJECT
THE STABLES, LAUNTON ROAD
BICESTER

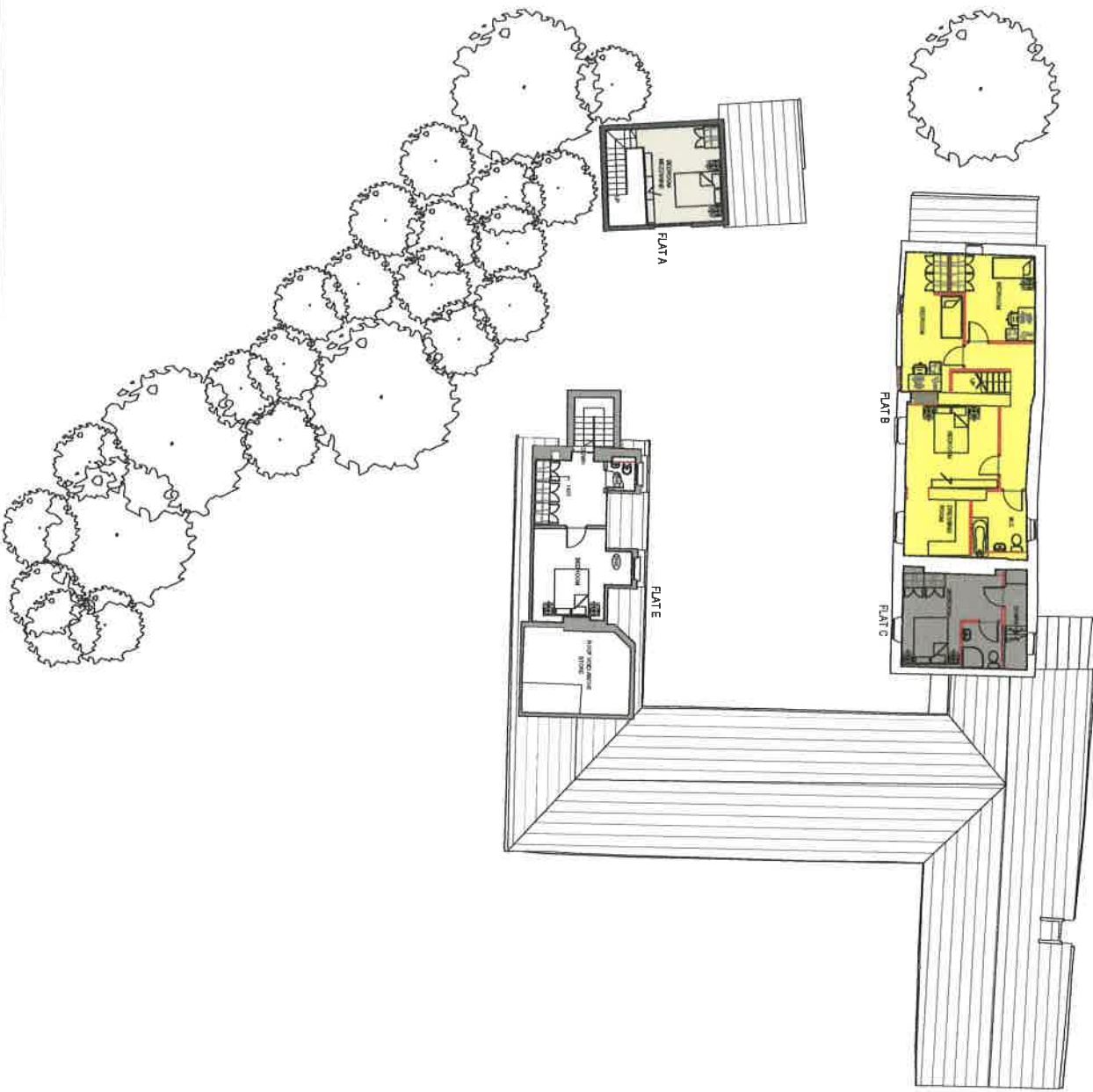
TABLE PROPOSED GROUND FLOOR PLAN OPTION 3

CREAM BY:	DATE:	SCALE:	BY: A1
CREATED BY:	QW	DATE:	27/06/2018

INFORMATION

PROJECT	YEAR	ZONE	LOT/CELL	TYPE	ROLL	NUMBER	REV
50009407	RDG	XX	00	PL	B	0123	





KEY:

- FLAT A GIA = 55.40MP
- FLAT B GIA = 142.00MP
- FLAT C GIA = 96.40MP
- FLAT D GIA = 96.98MP
- FLAT E GIA = 75.75MP
- Ext. Ground
- Keepers GIA = 36.30MP

THE COMMAND
PROPERTY & CONSTRUCTION CONSULTANTS

THE COMMAND
PROPERTY & CONSTRUCTION CONSULTANTS

12, STATION STREET
WIMBORNE, DORSET

01208 811111

PROPOSED FIRST FLOOR PLAN
OPTION 3

THE STABLES, LAUNTON ROAD
BICESTER

INFORMATION

DATE: 10/10/2023
DRAWN: J. SMITH
CHECKED: J. SMITH
SCALE: 1:500
PROJECT: THE STABLES, LAUNTON ROAD, BICESTER

NOTES:

- 1. THE PROPOSED FIRST FLOOR PLAN IS A PRELIMINARY DESIGN AND SHOULD BE USED FOR INFORMATION ONLY.
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BICESTER STRATEGIC DELIVERY BOARD - NOTES – 25 JULY 2019

MEETING: Bicester Strategic Delivery Board DATE AND TIME: 25 July 2019 at 10:30am VENUE: Meeting Room, 1st Floor, Franklins House, Wesley Lane, Bicester, OX26 6JU		Board Members: Cllr Barry Wood (CDC) (Chairman) Cllr Ian Hudspeth (OCC) Cllr Colin Clarke (CDC) Cllr Richard Mould (BTC) Cllr Lynn Pratt (CDC) Cllr Jason Slaymaker (BTC) Cllr Nick Mawer (BTC) Cllr Lawrie Stratford (OCC) Cllr Michael Waine (OCC)	Ian Collinson (Homes England) Peter Cox (Bicester Chamber of Commerce) Robert Jolley (Cherwell District Council (CDC)) Rosie Rowe (NHS Clinical Commissioning Group (CCG)) Phil Shadbolt (Bicester Vision) Lesley Tims (Environment Agency (EA)) Attendance as required (MHCLG)
	TOPIC	PURPOSE	
1.	Welcome	The Chairman welcomed Cllr Jason Slaymaker to his first SDB meeting.	
2.	Apologies	Cllr Colin Clarke, Cllr Lynn Pratt, Cllr N Mawer – Cllr Sean Gaul attended as rep	
3.	Notes of previous meeting and matters arising	The notes of 21 March 2019 were agreed with updates in items below.	
4.	Park and Charge Project	Presentation by Paul Gambrell, OCC, on the Park and Charge collaborative project between OCC, Zeta Specialist Lighting, UI!UK Urban Integrated Ltd, University of Oxford and SSE Enterprise. A three month feasibility study has already taken place and led to the larger bid presented today. The project totals £5.1m with Innovate UK funding secured for £3.5m for 18 months only. The funding starts 1 September and infrastructure needs to be installed 6 months before the end of the project. The hardware is being developed by Zeta Lighting with a dynamic charge point that can adapt as EVs evolve. The system would be App based with dashboard information provided for the partners. Commercially viable 2025. The benefit of the system is that it can be scaled down for rural areas and currently looking to pilot in smaller locations, eg village shops, parish halls, pubs. A priority list of council owned car parks has been identified with priority aimed initially to residents who live near a town centre car park.	

BICESTER STRATEGIC DELIVERY BOARD - NOTES – 25 JULY 2019

		Concept of a long term strategy across Oxfordshire to ensure consistency across installation and enforcement. Noted the added value of car owners walking to the car parks and this crosses over with active travel. Public Health England (PHE) have an Active 10 App and suggestion to include the PHE App as part of the Park and Charge App download at the same time. Action the Park and Charge project to consider including the PHE Active 10 App as part of the Park and Charge roll out. The Chairman noted the opportunities from the project and offered help if required.	Park and Charge Project Team
5.	London Road Crossing	OCC's Infrastructure Locality Lead updated the Board. James Gagg now in post and coordinating the funding to engage specialist work on London Road as part of an outline strategic business case for the level crossing for the Department for Transport. James to attend future SDB meetings.	
6.	Oxford Cambridge Expressway	OCC's Infrastructure Locality Lead updated the Board. James Gagg also co-ordinating the work on Oxford Cambridge Expressway and will attend future SDB meetings. Concerns were voiced at the meeting over the currently planned programme from Highways England. Noted that the Bicester Team have fed into potential projects re delivering biodiversity net gain.	
7.	Task and Finish Panel – Town Centre	Following on from a successful Grimsey event, a 17 member group was formed from the attendees. The group has worked to date on objectives and priorities for the town centre under headings, eg culture, heritage, connectivity. The £100k Garden Town funding will be used to kick start the projects. Propose to feedback to the Bicester Vision Partnership Meeting on 12 September, followed by updates to the Grimsey event attendees, then wider consultation on proposals. Phil Shadbolt gave personal thanks to Grae Laws, Bicester Vision, for setting up the initial Grimsey discussion and Robert Jolley thanked all partners involved in the project to date. The Chairman noted the work to date and the importance to progress projects on the ground.	

BICESTER STRATEGIC DELIVERY BOARD - NOTES – 25 JULY 2019

	Actions - Jenny Barker to circulate the Terms of Reference of the Town Centre Task Group. - Robert Jolley to follow up and ensure the Town Centre Task Group attendees are able to attend the Task Group meetings. Future High Street Fund bid – a speculative bid was submitted but unsuccessful. Information gathered for this bid will be useful for the Grimsey work and projects going forward.	Jenny Barker
8. Task and Finish Panel – Healthy Bicester	A report and Appendices were previous circulated. Updates as follows: Sport England funding - following successful presentations and discussions with Sport England, £925,000 funding has been awarded to Oxfordshire with some funding allocated to Bicester. Thanks given to CDC for funding and securing the Healthy Place project in Cherwell as, without this funding, the Sport England funding could not have been secured. Activity – successful diabetes education events have been held in Bicester. The success of the project was thanks to a partnership approach with the GP Practices supporting people and commissioning services work. Referral rates show that Cherwell has overperformed. Social prescribing – all practices in Bicester are now accessing the new social prescribing service called Community Connect and are able to refer patients to the service that has been set up by Citizens Advice North Oxfordshire. Sixth Form volunteers – evaluation of the Sixth Formers Volunteers Fair has shown that 32 of the students have gone on to actively volunteer with local community groups and of the 15 groups that attended, 8 were successful in recruiting volunteers. The event has now become a yearly event and, as proof of the concept, Banbury is now running a volunteers forum. Cookery course – for Food Bank users and run with support from Tesco. Unfortunately, the course had low attendance, despite a range of efforts to encourage attendance. Following insight from various providers, an opportunity has been identified to help parents weaning babies and we are looking to work with them.	

BICESTER STRATEGIC DELIVERY BOARD - NOTES – 25 JULY 2019

		Bike Day – supported by Dr Bike Sessions. Plan to follow up on the bike repairs to see how much the bike has been used and improvements to health. Bicester Healthy Facebook page – has been refreshed by the new Comms Officer and the ‘likes’ and ‘reaches’ of the post have since increased. Board member concern was raised re future activities and training for primary schools given the pressure teachers are already under. It was clarified that feedback from some trainers is that the teachers are not confident taking classes outside and support sessions are being arranged at OYAP to assist. A suggestion was made that if a school doesn’t have an outside space, the area at OYAP could be booked. The Chairman and Board noted an excellent report.	
9.	Garden Town Programme	This report picks up on work following the successful Garden Town funding bid reported at the last meeting. Masterplanning – work on healthy place shaping and how this might shape the town has been carried out but further progress limited due to resources. The recruitment process to fill the vacant post has commenced. Design – a session with internal colleagues on how to raise the quality of design of new development in Bicester has been carried out. Among the outcomes, having urban design advice to support planning officers was considered the first priority. Improvement of Highway Design and Connectivity - Health New Town funding and connectivity with other programmes to be used to look at a planting scheme to address air quality along Queens Avenue. Also working with OCC on a local cycling and walking improvement plan. When finalised, propose to fund schemes in detail with Garden Town funding. Market Square – funding secured for design work. Options being reviewed for vehicle/no vehicle options. Cultural offer in the town – a Bicester History Society Heritage trail is due to be launched in the Summer. A timeline will also be set up in the library. The Bicester Delivery Team	

BICESTER STRATEGIC DELIVERY BOARD - NOTES – 25 JULY 2019

	and Bicester Town Council are supporting the Bicester History Society to set up guided walks around the town. Garden Town Legacy – the work is being commissioned to look at how a long term legacy can be secured for the town. Housing delivery last year was good with 447 dwellings being completed. Work to ensure Bicester is an attractive place to live and invest is important in securing the delivery of plans for the town. The Garden Town programme is expanding and Jenny Barker was invited to talk to new members at a BOB MK design group, sharing local learning.	
10. Green Infrastructure in Bicester	The purpose of the report is to enable the consideration of matters with regard to green infrastructure in Bicester. Following discussions around the loss of green spaces, most of the publicly accessible spaces are owned by Bicester Town Council or Cherwell District Council. There are some private and non-designated areas and designation will need to be dealt with through the review of the Local Plan. A green spaces map has been published to encourage residents to maximise the use of them. The Bicester Delivery Team are involved in a project with the Environmental Change Institute (eci) at the University of Oxford on green infrastructure and what online toolkits are available to help plan green spaces better. A copy of the report is attached as an Appendix. Some of this work has also been taken forward into the Oxfordshire Plan. Bicester Town Council are investing in their green spaces, including reviewing small spaces at Bure Park, replacing the playground and providing the café at the Garth and secured grant funding for signage, bridge repair and the planting of a wildflower meadow at Bure Park. A future project will be to look at access to the countryside by joining up footpaths. Action Lesley Tims to contact Jenny Barker re secondment opportunities from the Environment Agency to CDC.	Lesley Tims

BICESTER STRATEGIC DELIVERY BOARD - NOTES – 25 JULY 2019

11.	Development Update	The report provides the current position on development planning application updates. No comments made. The Board noted the report.	
12.	Bicester Project update	The report updates on Bicester projects by the Bicester Delivery Team. No comments made. The Board noted the update	
13.	Project Bids	The report provides the current position on project bids submitted by the Bicester Delivery Team. No comments made. The Board noted the report	
14.	Risk Log	Updates to risks shown or marked as “no change” . The Board agreed the Risk Log.	
15.	Press release summary and agreed communication messages	The Board noted the press release report and agreed the following communication messages: • Healthy New Town projects including Heritage Trail and Cultural Festival in September. • Projects funded by Garden Town funding. • Future releases– Park and Charge project; and town centre projects.	CDC Comms
16.	Forward Plan	The Board noted the Forward Plan with the following additional standing item to be included: • Town Centre Task Group	
	Date of next meeting	31 October 2019 Venue: Franklins House, Bicester	All to note

BICESTER VISION

Meeting	BICESTER VISION PARTNERSHIP MEETING
Date of meeting	Thursday 12 September 2019
Venue	Bicester Sports Association, Tudor Jones Building, Chesterton, Bicester OX26 1TH
Circulation	All partners
Dates of next meetings	Executive Board meeting - Thursday 3 October 2019, 12pm Full Partnership meeting - Thursday 5 December 2019, 12-2pm

MINUTES

ACTION

1 WELCOME

Phil Shadbolt welcomed all attendees to the Partnership meeting and thanked Bicester Sports Association for hosting.

2 ENGLAND'S ECONOMIC HEARTLAND (Presentation attached)

Martin Tugwell provided an update on the genesis and work of England's Economic Heartland (EEH) with particular emphasis on Transport projects and EEH's work as the sub-national transport body for the Oxford to Cambridge arc and surrounding areas.

With regards to key infrastructure projects, it was confirmed EEH is acutely aware of problems for Bicester associated with London Road and is pushing (along with Local Authority partners) for a resolution to this matter; in addition to working to ensure proposed major road infrastructure reflects what is needed across the Arc geography, recognising the significant investment that is already being made in rail/digital infrastructure.

Q&A

Q What authority does EEH have, and how does it engage with Government to ensure local views are considered?

A EEH works closely with the Department for Transport and Highways England, and meets regularly with senior officers in Government. The strength of EEH lies in its links and representation from the Local Enterprise Partnerships and organisations like Bicester Vision along the route of the growth corridor. The intention is EEH will become a statutory sub-national transport body, similar to Transport for the North. EEH is a partnership organisation, including Oxfordshire County Council, the Oxfordshire LEP, and the Oxfordshire Growth Board. The business voice is extremely important to the work of EEH and engagement is actively encouraged.

Q Is the East West Rail line electric or diesel? And will it be a freight line?

A It was originally intended the line would be electrified and it is still the intention to have the ability to electrify the line in the future. With regards to freight and rolling stock, there is a clear case to be made to Government, in terms of public policy, of the need to invest in the line to enable freight carriage. One of the first pieces of work commissioned by EEH was around freight, and movement of freight is now a strategic priority for EEH.

Q There is an existing rail freight interchange at Graven Hill that seems to have been forgotten? Previous plans for MOD land included a rail terminal and suggestion of an additional junction on the M40, much of this land has now been sold off for housing.

A This has definitely not been forgotten and it is very much on EEH's radar to protect and look at investment in this facility to ensure best use is made of it. There has been a period of 8-10 years where regional strategic transport/spatial planning has lapsed and whilst opportunities may have been missed in this period, work is underway to ensure this does not happen in future.

Q Bicester would be a perfect charging point for electric coaches operating along the route of the expressway when built and it would be good to progress this to ensure it is included in design/construction.

A One of the key groups working with EEH is looking at innovation and work is already underway to consider whether something can be done at scale linked to electric vehicle charging.

Phil Shadbolt thanked Martin Tugwell for providing an update on EEH's work and partners were advised to contact Martin with any further questions.

(Martin Tugwell left the meeting)

3 GREAT WOLF RESORTS (Presentation attached)

(Cllr Lynn Pratt left the room)

Jeremie Babinet provided an overview of Great Wolf Resorts' plans to bring a flagship 498 room hotel and leisure complex to Bicester sited on ground currently within the control of Bicester Hotel, Golf and Spa. The resort will be targeting families with children up to the age of 12 and is aimed at those interested in short breaks, 1-2 nights. It was noted Great Wolf Resorts will be seeking to work with local partners in order to deliver this complex, and with a view to contributing to the local economy.

Q&A

Q How long is the expected stay when people visit?

A It is anticipated the average stay will be 1.5/1.6 days.

Q The plans all look great but with 600 planned employees, this will mean at least 150 extra cars per day, on top of those staying in the resort. This could present a huge challenge in terms of traffic management and will need careful consideration.

A Great Wolf are undertaking a transport consultation which will look closely at traffic issues. It is envisaged arrivals and departures will be staggered throughout the day and the resort will generate similar traffic levels to that of an Aldi/Lidl supermarket.

Q What star rating will the new hotel be, and how many acres will it cover?

A 3/4 stars, and the grounds will cover the equivalent of 9 holes of golf; 41/42 acres.

Phil Shadbolt thanked Great Wolf Resorts for the presentation and noted Bicester Vision will look forward to seeing the outcome of the consultation and the evidence collated.

4 OXFORDSHIRE GREENTECH (Presentation attached)

Sam Thomas provided information on the work of Oxfordshire Greentech and how Bicester Vision partners might get involved with the organisation.

Q&A

Q Is there any cost associated with organisations joining Oxfordshire Greentech?

A Bicester Vision Partners are automatically Affiliate members of Oxfordshire Greentech. If Partners wish to receive a higher level of benefit and engagement then there will be a further fee to pay; the pricing structure being dependent upon the size of the organisation applying for membership.

Q We have heard a lot about low energy but the title of the organisation is "Greentech" and the organisation needs to think about biodiversity and the environment. Ecological continuity is really needed throughout Oxfordshire and this is something the Oxfordshire Growth Board and the Oxfordshire LEP could usefully consider.

A Oxfordshire Greentech are working with local organisations looking at just these agenda. Oxfordshire Greentech has audited one local organisation (DCS) who has offset its impact on the environment by planting 50,000 trees.

Phil Shadbolt thanked Sam for the presentation and commented that the Bicester business community is lucky to have the support of Sam and his team operating in the area. Partners were encouraged to talk to the Oxfordshire Greentech team about their operation and the services they are able to offer.

5 CHERWELL THRIVE AT WORK (Presentation attached)

Jane McDonald provided an update on the Cherwell Thrive at Work programme.

Grae Laws was targeted at enrolling 10 Bicester Vision members in this scheme.

GL

6 BICESTER TOWN CENTRE GROUP

Miranda Markham provided an update on the work of the project group initiated at the Town Centre workshop with Bill Grimsey earlier in the year, Bill Grimsey being an expert adviser to Government on the retail sector and how to reinvigorate town centres, making them, once again, a focal point for activity.

It was reported the workshop with Bill Grimsey, attended by around 70 local businesses, Local Authority representatives, and interested stakeholders, had generated a significant number of ideas for regenerating the town centre. A number of those present at the workshop had volunteered to pull these ideas together into a high level plan for the town centre; and this project is underway, supported by the significant good will in the Bicester community.

The first element of work has been to create an agreed vision and this is virtually complete, recognising the diversity of views involved. The next step will be to drill down further to produce a detailed plan to bring the town centre alive again, with this work continuing to the end of the year. The results of this work will be presented back to the wider community and full consultation will take place on the process/actions required to reinvigorate the town.

It was noted the Bicester Festival, taking place 20-22 September would be an example of the type of increased heritage and culture opportunities it was hoped to create in the town.

It was suggested linking with BIRA (British Independent Retailers Association) who may be able to offer assistance with the work needed to bring life to Bicester's town centre – Miranda Markham to follow up with Guy Lachlan.

MM

7 BICESTER VISION INCORPORATION

Grae Laws provided an update on Bicester Vision's plans for incorporation, which will take place on 1 November 2019. Partners were reminded that incorporation will: ensure greater transparency; minimise the risk to Partners; and enable the organisation to bid for funding for projects to the benefit of Bicester as a whole.

The new organisation will have a new Board of directors, drawn mainly from the existing Executive Board members. Partners were advised to contact Grae Laws if they wished to be considered as a founder director.

ALL

It was noted incorporation will have little or no impact on the majority of Bicester Vision Partners, individually, but the organisation will be able to do more for Bicester as a whole.

The documentation to progress incorporation will outline the "6 pillars of work" for the organisation including: working to develop a thriving town centre; supporting existing local businesses particularly in encouraging job creation; working to encourage inward investment; providing situational awareness, keeping Partners informed of local development; and encouraging best practice.

8 PARTNERS' UPDATES

8.1 Bicester Chamber

- EPC requirements will be changing from April 2020. Oxford Futures are able to provide energy services free of charge. More information is available from Sam Thomas of Oxfordshire Greentech.

8.2 Perch

- Partners were invited to the Perch Eco Business Centre open evening on 26 September.

ALL

8.3 OYAP

- The Cherwell Lottery has been launched, run by Cherwell District Council, which offers participants the ability to nominate a chosen local charity.
- Partners were encouraged again to support the Bicester Festival taking place 20-22 September.

ALL

8.4 Bicester Sports Association (BSA)

- James Hill shared BSA's plans to double the size of facilities offered, improving the Clubhouse and providing a state of the art sports hub for the town. It was confirmed this a £7m privately funded proposal and any support Partners could offer would be appreciated. Partners were invited to view the plans presented and to direct any questions to James.

8.5 HS2

- Chris James reported that, subject to approvals, the HS2 project team would be setting up on site at the end of the year. Discussions are underway with the MoD re setting up site compounds and Bicester Vision Partners will be kept updated on progress with this work.

- Partners questioned whether the final route of the Oxford to Cambridge Expressway (yet to be decided) or the new towns to be created might impact on the HS2 project.
- It was agreed it would be useful to receive a presentation from HS2 on the work being undertaken and future plans at the December Partnership meeting.

GL

9 3 OUTPUTS FOR SOCIAL MEDIA

- **Change** – Partners learn more about the huge amount of change, activity and development going on around the region.
- **Thrive** – Bicester Vision commits to supporting the Cherwell Thrive At Work programme.
- **Town Centre** – Bicester Vision facilitates and supports work being undertaken to reinvigorate the town centre, making it, once again, Bicester's hub.

10 CLOSE

Phil Shadbolt thanked all those attending, the speakers who had given presentations and taken part in the Q&A sessions, and Bicester Sports Association for hosting the meeting.

11 DATES OF FUTURE MEETINGS

- | | |
|--|-------|
| ➤ Executive Board - Thurs 3 October 2019, 12pm, Bicester Town Council | Board |
| ➤ Executive Board - Thurs 7 November 2019, 12pm, Bicester Town Council | Board |
| ➤ Full Partnership meeting/AGM – Thurs 5 December 2019, 12-2pm, OYAP | ALL |
| ➤ Executive Board – Thurs 9 January 2020, 12pm, Venue tbc | Board |
| ➤ Executive Board – Thurs 6 February 2020, 12pm, Bicester Town Council | Board |
| ➤ Full Partnership meeting – Thurs 5 March 2020, 12-2pm, Bicester Hotel, Golf & Spa | ALL |
| ➤ Executive Board – Thurs 2 April 2020, 12-2pm, Bicester Town Council | Board |
| ➤ Executive Board – Thurs 21 May 2020, 12-2pm, Bicester Town Council | Board |
| ➤ Full Partnership meeting – Thurs 4 June 2020, 12-2pm, Venue tbc | ALL |
| ➤ Executive Board – Thurs 23 July 2020, 12-2pm, Bicester Town Council | Board |

No meetings in August or September

- | | |
|--|-------|
| ➤ Full Partnership – Thurs 8 October 2020, 12-2pm, Venue tbc | ALL |
| ➤ Executive Board – Thurs 5 November 2020, 12-2pm, Bicester Town Council | Board |
| ➤ Full Partnership meeting/AGM – Thurs 3 December 2020, 12-2pm, venue tbc | ALL |

BICESTER VISION

Meeting	BICESTER VISION EXECUTIVE BOARD MEETING	
Partners Present	Phil Shadbolt (Zeta) (Part meeting) (Chair)	(PS)
	Graeme Laws (BV Partnership Manager)	(GL)
	Jacqui Cox (Oxfordshire County Council)	(JC)
	Peter Cox (Bicester Chamber)	(PC)
	James Hill (Adalta Real)	(JH)
	Robert Jolley (Cherwell District Council)	(RJ)
	John Liggins (Ziran Land Limited)	(JL)
	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)
	Cllr Lawrie Stratford (Oxfordshire County Council)	(LS)
Apologies	Jonty Ashworth (Bicester Motion), Richard Byard (OxLEP), Shaun Jardine (Brethertons), William Knighton (Chiltern Railway), Sam Shippen (Bicester Town Council), Cllr Michael Waine (Oxfordshire County Council)	
In attendance	Brian Auld (Brethertons) Sarah Fraser	
Date of meeting	Thursday 3 October 2019	
Venue	Bicester Town Council, The Garth, Launton Road, Bicester OX26 6PS	
Circulation	All partners	
Dates of next meetings	Executive Board - Thurs 7 Nov 2019, 12-2pm, Bicester Town Council Full Partnership - Thurs 5 Dec 2019, <u>12-2pm</u> , OYAP	

MINUTES

ACTION

1 SUB GROUP UPDATES (RM chairing)

1.1 Development

The following potential developments were noted:

- Great Wolf are looking at proposals for a hotel and leisure complex at Chesterton; no formal application has, as yet, been made.
- The retail park developers are looking at trying to gain access to the A41.
- Albion Land are investigating the possibility of bringing forward a David Lloyd sports centre behind the new hotel and involving demolition of the existing chicken farm at Wendlebury.

JH confirmed he had spoken to a number of local developers who have indicated they would be happy to attend an Executive Board meeting to talk about aspirations for Bicester. **GL to confirm an appropriate meeting date.**

GL

1.2 Town Centre 2

It was reported work has continued since the successful workshop held with Bill Grimsey with the main objective being the production of a 2-3 page high level strategy for the Town Centre. A further half day session for around 9 of the original 17 volunteers is planned, with the aim of finalising the

high level strategy before sharing this with as many of the original workshop attendees/Local Authorities/Bicester Vision members as possible in November. It was noted that alongside the high level strategy will be a timeline for events/actions and an indication of the resource required.

1.3 Local Industrial Strategy (LIS)

It was reported the Oxfordshire Local Industrial Strategy was published on 19 July (along with the LIS documents for the other 3 LEP areas along the geography of the Oxford to Cambridge Arc). For Oxfordshire, the LIS document has been accompanied by 2 research documents with a 4th document, the investment prospectus/delivery plan, yet to be published. Oxfordshire LEP will be engaging a consultant to help with progressing this final document.

2 DATES FOR NEXT YEAR

The Board noted the proposed dates for 2020, and that support from the Executive Board at full Partnership meetings is essential if the full benefit of these meetings is to be gained in terms of gaining new members.

It was agreed:

- | | |
|--|-----|
| ➤ To circulate in advance to Executive Board members a list of non-BV partners attending each full Partnership meeting, so Board members can make time to welcome these people. | GL |
| ➤ Board members will register for events through Eventbrite. | ALL |
| ➤ To have a 5 minute section at the start of each full Partnership meeting as part of the 'Welcome' for new people/non BV partners to introduce themselves and their business. | SF |
| ➤ To try and arrange seating at Partnership meetings around tables rather than in rows, recognising that this may not be possible at all Partnership meetings, dependent on venue. | SF |
| ➤ To look at holding a Partnership meeting at the new Eco Innovation Centre. | SF |
| ➤ To contact Oxford Office Furniture of tables/chairs etc are required at future meetings. | GL |

3 BOARD MEMBERS' BRIEF UPDATES

3.1 Bicester Chamber

- 9 October sees a local neighbourhood police event being held at Turney's around "Protection, Surveillance and Business Continuity".

3.2 Bicester Garrison

- HS2 staff are now established on H site whilst conducting ecological surveys on A site where it is planned to develop a log base. The current timeline will see HS2 staff transferring from H site to A site in November.
- LR confirmed his replacement has been announced as Alex Atherton, who knows Bicester well and was formerly with the Pioneers as an Officer. The transition to Alex's command will take place 6 April 2020.
- With Government's focus diverted, the opportunity has been taken to focus on more pastoral issues on the base, but it was anticipated this situation will soon change.

3.3 Oxfordshire County Council

- The Board noted issues with South Oxfordshire District Council's Local Plan and the risk to Housing Infrastructure Fund bids if this is not resolved.
- LS reported a new permit scheme that has been introduced for people undertaking highways work which it is hoped will help in scheduling work more efficiently.

3.4 Bicester Village

- MM reported on regular meetings now taking place between Bicester Village and the Highways Authority which have enabled better mitigation to be effected when works are taking place.
- Board members were invited to Bicester Village's Christmas event on the evening of 5 December; formal invitations to follow.

3.5 Zeta

- PS provided an update on the £5m Park and Charge project Zeta is involved with, with partners. The final grant offer letter is awaited on this project and more information will be provided once this has been received.
- The company has launched ZIM, a traffic intersection management concept.

3.6 Cherwell District Council

- The Eco Innovation Centre has had its soft opening in the last week and it was agreed it would be useful to enquire about the possibility of Bicester Vision holding a future meeting there.
- RJ reported much greater alignment of working between Cherwell District Council and Oxfordshire County Council, in large part due to the joint senior management structure of the 2 organisations. RJ's role has changed in the last month to be Assistant Director of Growth and Economy, which has allowed a greater focus on developing the Cherwell Industrial Strategy. A first joint meeting for elected members is due shortly.
- A workshop is due to be held on 12 November at Upper Heyford at 5.45pm on the Cherwell Industrial Strategy. This will be very much about "place" and will be for Bicester, Kidlington and rural areas (Board members to share in their rural networks), and it was agreed it would be very useful for Bicester Vision to be represented at this meeting. A further meeting is planned on 23 January 2020 for the top 25-30 businesses in the area to talk about the same subject.

ALL

3.7 Bicester Town Council

- RM reported the Town Council has been contacted from a province in China wishing to visit Bicester with a view to investment. Work is underway to gain a clear understanding of what is required pre, during, and post this visit. Bicester Vision Board members will be kept informed as things progress.

(PS took over as Chair of the meeting)

4 **BICESTER VISION INCORPORATION**

4.1 Companies House Documentation - Form CIC36

A draft, completed CIC36 form had been circulated prior to the meeting. Board members were asked to review the document circulated and respond with any suggested amendments in the next 48 hours, following which this document would be "locked". Board members noted that activity descriptions had been kept deliberately loose to allow the organisation flexibility in the future.

ALL

4.2 Directors/Structure

It was agreed to delay incorporation until 1 December 2019 to allow Local Authority Partners to gain the necessary approvals to allow full Board representation (rather than taking on Observer status) recognising more information is required around the difference between being a Director and being an Authorised Representative carrying the mandate of a particular organisation.

Local Authority Partners all confirmed they wish to carry full voting rights and that there will need to be flexibility to nominate a proxy to carry the vote should the Authorised Representative/Director be unable to attend a Board meeting.

It was confirmed each Local Authority would have one seat on the Board with voting rights and would also have a further "Observer" seat with no voting rights.

It was noted all Directors will be required to declare any conflicting interests at each meeting as these arise on the agenda, with a full register of these being maintained.

With regards to Article 27.3, it was confirmed ultimate authority for the organisation and who sits on the Board, etc, lies with the Directors, decisions being taken on a simple majority vote (the Chair having a casting vote in the event of a tie).

It was agreed OCC/CDC will link directly with Brethertons to gain clarity on any specific legal questions. SF to forward BA's contact details to LS/RJ.

SF

4.3 Companies House Documentation - Articles of Association

With regards to Article 3, Asset Lock, in the event of Bicester Vision winding up, it was agreed that, ideally, assets would transfer to Bicester Chamber or, should the Chamber not meet the appropriate criteria, to Bicester Town Council.

It was confirmed Baldwins has agreed to act as Company Secretary and Bicester Vision will use Baldwins postal address as the new company's registered address (Bicester Vision's postal address remaining at Bicester Town Council).

It was agreed:

- **BA will speak to the regulator to ascertain if Bicester Town Council is an appropriate alternative receiving body for Bicester Vision's assets.**
- **BA will draft a separate Membership Agreement, or similar, running alongside the Articles establishing the link between directorship and the support given to the organisation, financial and otherwise. It was noted the Directors would be able to review and amend this document in the future.**

BA

BA

4.4 Chairman

The Board agreed the role of Bicester Vision Chairman will be extremely important during the period whilst incorporation is finalised and immediately thereafter in providing continuity of leadership and support to the Partnership Manager.

The Board discussed the possibility of having a revolving Chair, appointed at each Executive Board meeting but agreed this would not provide the desired continuity or appropriate support to the Executive.

With no immediate successor in place, PS agreed to remain in the role of Chair for the next 6 months to provide the necessary continuity, with the understanding that a new Chair will be appointed May/June 2020.

It was agreed:

- **PS will remain as Chair until May/June 2020.**
- **The Board will progress discussions to appoint a new Chair within the above timescale.**
- **The Board will also look to appoint a Vice Chair in the coming months to provide for future succession planning.**
- **Board members will work more closely with the Chair and Partnership Manager to provide greater support to the organisation going forward.**

Board

Board

ALL

- **MM will continue to provide the link between Bicester Vision and the Oxfordshire LEP and Growth Board.**
- **LR will confirm asap whether he is in a position to stand for Chair of Bicester Vision from April 2020.**

MM

LR

(Brian Auld left the meeting)

4.5 Company Assets

GL confirmed he would prepare an asset register and forward this to Baldwins for retention as part of the incorporation process. It was noted the organisation has very few physical assets.

GL

Ngage Solutions has agreed to prepare a forecast of the funding available to transfer into the new bank account for the newly incorporated organisation. Notice has been given to Ngage Solutions who are happy to provide support for as long as necessary.

It was noted discussions are already underway with Oxfordshire LEP on possible funding that may be available to support Bicester Vision's work.

It was agreed:

- **To establish a Funding Sub Group, to feed into the main Board.**

GL

5 **CHERWELL BUSINESS AWARDS**

It was reported the 2020 awards would be launched on 5 November 2019 and Bicester Vision will again be sponsoring the Micro Business Award (along with Bicester Chamber) and will be presenting the award to whoever wins.

Sponsorship/funding for the wine at the event is being sought as Bloxham Mill will no longer be able to provide this.

6 **ANY OTHER BUSINESS**

Nothing of note.

7 **3 OUTPUTS FOR SOCIAL MEDIA AND THE WEBSITE**

- Bicester Vision (along with Bicester Chamber) confirms sponsorship for Cherwell Business Awards in the Micro Business category.
- Bicester Vision Board to engage with local developers to understand their aspirations for Bicester.
- Bicester Vision moves forward with incorporation plans in order to bring additional benefit to Bicester businesses and the town as a whole.

8 **2019 MEETINGS**

- **Executive Board - Thursday 7 November 2019, 12-2pm, Bicester Town Council**
- **Full Partnership meeting and AGM - Thursday 5 December 2019, 12-2pm, OYAP**
- **Executive Board - Thurs 9 January 2020, 12pm, Venue tbc**
- **Executive Board - Thurs 6 February 2020, 12pm, Bicester Town Council**
- **Full Partnership meeting - Thurs 5 March 2020, 12-2pm, Bicester Hotel, Golf & Spa**

**Board
P/Ship
Board
Board
P/Ship**

ACTION

- | | |
|--|---------------|
| ➤ Executive Board – Thurs 2 April 2020, 12-2pm, Bicester Town Council | Board |
| ➤ Executive Board – Thurs 21 May 2020, 12-2pm, Bicester Town Council | Board |
| ➤ Full Partnership meeting – Thurs 4 June 2020, 12-2pm, Venue tbc | P/Ship |
| ➤ Executive Board – Thurs 23 July 2020, 12-2pm, Bicester Town Council | Board |

No meetings in August or September

- | | |
|--|---------------|
| ➤ Full Partnership – Thurs 8 October 2020, 12-2pm, Venue tbc | P/Ship |
| ➤ Executive Board – Thurs 5 November 2020, 12-2pm, Bicester Town Council | Board |
| ➤ Full Partnership meeting/AGM – Thurs 3 December 2020, 12-2pm, venue tbc | P/Ship |

The meeting closed at 1.35pm.

BICESTER TOWN COUNCIL

PSC03/1920

Minutes of a meeting of the Personnel Sub-Committee held on Tuesday 3rd September 2019 at 6.00pm at The Garth, Launton Road, Bicester.

Present: Cllr Zoe McLernon – Chairman
Cllr Jason Slaymaker
Cllr Alex Thrupp

In Attendance: Sam Shippen – Chief Officer

1. APOLOGIES

RECOMMENDED

That apologies be received and approved for Councillors Nick Mawer, Richard Mould and Les Sibley

2. DECLARATIONS OF INTEREST

There were no declarations received.

3. EXCLUSION OF PUBLIC AND PRESS

RECOMMENDED

that pursuant to the provisions of Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded as the matters to be discussed involve personnel items.

4. MINUTES

RECOMMENDED to approve the minutes of the meetings held on 24th June and 2nd July 2019 PSC02/1920.

5. ADMINISTRATION STAFF STRUCTURE

The Chairman and Chief Officer gave an update on the meetings with Administration staff regarding the proposed new structure held in August. Final comments are awaited from one team member, following which a further meeting will be organised with the Chairman and Chief Officer if required.

RECOMMENDED to **NOTE** the update.

6. PERSONNEL POLICIES REVIEW

RECOMMENDED that the Sickness Policy be added to the remaining Personnel Policies and be forwarded for approval to the Policy Committee on 9th September 2019.

7. SENIOR OFFICERS' ABSENCE

RECOMMENDED that a reinforcement of the Council's Office Cover Protocol requiring one of the Chief Officer and Operations Manager to be working in any normal working day and similarly either the Operations Manager or Outdoors Team Leader to be working to ensure management cover at all times for the administration and outdoors teams. That the requirement for two of the outdoor team (other than open & locking up) be updated and the title changed to Office & Outdoor Teams Cover Protocol.

8. STAFF UPDATES

The Sub-Committee considered feedback from the meeting with the Outdoors Team, the HR Adviser and Chief Officer.

The Chief Officer also gave an update on temporary staff in the office and confirmed that the Administration Officer (Events & Marketing) would commence on 4th November 2019.

RECOMMENDED that the update be **NOTED** and the Chief Officer work through the matters raised by the Outdoor Team, bringing appropriate recommendations back to the Sub-Committee when necessary.

9. DATE OF NEXT MEETING

Monday 9th December 2019 at 6pm.

CLOSE OF MEETING – 6.58PM

BICESTER TOWN COUNCIL

PSC04/1920

Minutes of a meeting of the Personnel Sub-Committee held on Wednesday 9th October 2019 at 7pm at The Garth, Launton Road, Bicester.

Present: Cllr Zoe McLernon – Chairman
Cllr Nick Mawer
Cllr Richard Mould
Cllr Les Sibley
Cllr Alex Thrupp

In Attendance: Sam Shippen – Chief Officer
Lowri Eastgate – Experience HR

1. APOLOGIES

RECOMMENDED

That apologies be received and approved for Councillor Jason Slaymaker.

2. DECLARATIONS OF INTEREST

There were no declarations received.

3. EXCLUSION OF PUBLIC AND PRESS

RECOMMENDED

that pursuant to the provisions of Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded as the matters to be discussed involve personnel items.

4. STAFF UPDATE

The Sub-Committee considered a confidential report from Experience HR. Councillors raised queries and questions in respect of the report, following which the Chief Officer left the room to allow Experience HR to advise the Sub-Committee.

RECOMMENDED that the Chairman of the Policy Sub-Committee supported by Experience HR deal with the staff matter in line with parameters set by the Sub-Committee.

CLOSE OF MEETING – 9.50PM

**BICESTER TOWN COUNCIL
POLICY COMMITTEE**

Monday 25th November 2019

WHITELANDS FARM SPORTS GROUND

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 Whitelands Farm Sports Ground has been operational since September 2017.
- 1.2 Parkwood Leisure (under their charitable arm, Legacy Leisure) has started the third year of a five-year agreement with CDC. The management fee to be charged to Cherwell District Council (CDC) this year (Sept '19 to Sept '20) is £55,032.44.
- 1.3 The draft agreement between CDC and Bicester Town Council (BTC) has yet to be signed, however BTC has been reimbursing the agreed management fee on a periodic basis. The figure due to be paid by BTC to CDC this year (Sept '19 to Sept '20) is £54,082.03.
- 1.4 The sports pitches, pavilion and car park all remain in the ownership of CDC. Future ownership arrangements need to be agreed in order to ensure the facility remains functional i.e. the pavilion and car park that serve the pitches will always be available to those who use them.

2. Details / Options

- 2.1 The original proposal was to transfer the grass pitches to BTC once an acceptable condition was reached. This would be accompanied with part of the remaining commuted sum. The pavilion, car park and artificial pitch would remain in the ownership of CDC, with BTC setting aside an agreed £10K per annum for repairs and maintenance from year 2 of the draft agreement. (To date, there has been no required use of the repairs and maintenance monies.)
- 2.2 CDC believe the future functioning of the facilities will be better served under the sole ownership of BTC. CDC perceive the benefits of this to be:
 - The future of the facilities is secured under one owner;
 - BTC gain a new asset;
 - All of the remaining commuted sum is transferred to BTC;
 - BTC retain autonomy on whether to extend the management arrangements through CDC at the end of the initial five-year period;
 - CDC remain responsible for monitoring the contract with Parkwood;
- 2.3 Alternatively CDC will retain ownership of the full site and require an ongoing partnership agreement to support the management costs of the operator.

3. Summary / Recommendations

- 3.1 CDC propose full site transfer to BTC as described above at no cost but in accordance with appropriate financial regulations regarding the disposal of an asset at less than market value.
- 3.2 An independent site / facility condition survey is undertaken to ensure any outstanding issues are addressed before transfer to BTC.
- 3.3 The remaining commuted sum is calculated and transferred to BTC upon successful legal transfer.
- 3.4 The transfer of the asset is accompanied by a binding agreement to ensure the land is not further developed other than for recreational and sporting purposes.

4. Recommendation

The Committee is recommended to **AGREE** the transfer of Whitelands Farm Sports Ground from Cherwell District Council to Bicester Town Council in line with the Summary/Recommendations contained in section 3 of this report.

**BICESTER TOWN COUNCIL
POLICY COMMITTEE**

Monday 25th November 2019

BICESTER GREEN

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 Bicester Green has occupied the “Claytons Yard” area of Garth Park since April 2017.
- 1.2 Temporary Planning Permission was granted for the use, including temporary accommodation for three years. This expires at the end of March 2020.
- 1.3 The lease with the Town Council and a license to occupy the premises formerly Hayward Carey & Vinden also expire on 31 March 2020.
- 1.4 Bicester Green has not as yet been able to secure alternative premises.
- 1.5 Following a meeting with the Chief Officer, Bicester Green has indicated their intention to apply for an extension to planning permission of up to three years. They are seeking an extension of lease & license for a 12 month period to March 2021 to allow them time to identify alternative premises.
- 1.6 The Committee should be aware of the implication any extension would have on the Council’s longer term plans for the Garth Stables. However as we are in early consideration stages, a 12 month extension is not expected to impact on development plans.

2. Recommendation

The Committee is recommended to **AGREE** the extension of lease & license to Bicester Green for a 12 month period from 1 April 2020, subject to planning permission being extended.

**BICESTER TOWN COUNCIL
POLICY COMMITTEE**

Monday 25th November 2019

MODERN.GOV

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 Modern.Gov is a paperless meeting system designed to support governance and meeting management. It has been used since 2000 in a range of mainly principal councils throughout the country, including Cherwell District and Oxfordshire County Councils. Information about the system is at Appendix 1.
- 1.2 Over the past couple of years it has been successfully adapted for use in parish and town councils. Harpenden Town Council was the first to lead on implementation and have produced a brief case study which is attached at Appendix 2.
- 1.3 The Chief Officer, Administration Officer and Mayor have seen the system in action and a presentation was made to councillors in attendance at the Budget Planning meeting in November 2019.
- 1.4 The quotation for the system is attached at Appendix 3. Costs of £9,000 in year 1 with £7,250 in years 2 onwards. Microshade hosting is already in place.
- 1.5 Taking into account a cost savings analysis undertaken by Calne Town Council adapted for the meetings of Bicester Town Council the anticipated time savings for Bicester Town Council would be approximately £7,250 based on current number of meetings which would cover the costs of the maintenance, support and upgrade in year 2 onwards.

2. Recommendation

The Committee is recommended to **AGREE** to purchase the Modern.Gov system.

Modern.Gov

Delivering good governance, supporting the paperless agenda

Modern.Gov delivers cost-effective, efficient and transparent decision management across your organisation.

Our governance & meeting management solution delivers improved outcomes for all your stakeholders; meeting organisers, committee members and citizens.

It supports improved and efficient governance for all organisations which need to track and report actions, coordinate meetings and ensure transparency, and has driven paperless working and improved public engagement and consultation since 2000.

Modern.Gov is designed to support meeting organisers, by streamlining administration processes to compile meeting packs in minutes rather than hours, reducing paper usage and printing costs. Last minute changes to agendas can be quickly published, without needing to reprint documentation, which delivers significant time and cost savings.

Secure paperless meeting app

The Modern.Gov paperless meeting app provides up-to-date information at your fingertips and paperless working for meeting organisers and attendees. It enables organisers to quickly make last minute changes to agendas, while committee members benefit from 24/7 secure access to view and annotate the latest documents with automatic download of agendas, reports, decisions and meeting minutes. Information is available offline, giving you access to everything you need, when you need it.

The solution also integrates with the Group's market-leading electoral management software, Xpress, which automatically updates candidates and election results.

Modern.Gov makes it easy to:

- ▶ **Co-ordinate a high volume of meetings**
- ▶ **Comply with rules of governance**
- ▶ **Track decisions and actions**
- ▶ **Record gifts and hospitality**
- ▶ **Ensure transparency**

Modern.Gov software is used by more than 350 customers comprising local authorities, clinical commissioning groups, housing associations, fire and rescue services and higher education institutions.

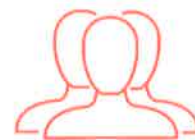
Key customers include Manchester City Council, City of Sydney, the National Assembly for Wales, Transport for London and NHS Trafford Clinical Commissioning Group. Since acquisition, the business has continued to win major new contracts including Edinburgh City Council, Adur and Worthing, Bournemouth, Christchurch and Poole Council, East Sussex Fire, University of Hertfordshire, and Dorset Council.



Save time
& money



Ensure
transparency



Improve citizen
engagement

CIVICA



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Modern.Gov the complete governance and meeting solution

- ▶ **Meeting management** - take the stress out of co-ordinating meetings and collating papers with all the documents you need in one place. From agendas and minutes to Register of Interests. Control access to restricted items and track issues by automatically linking to agenda items.
- ▶ **Paperless meeting app** - Committee members can securely view and annotate documents, with automatic document download to ensure members see the latest information, anytime and anywhere. For meeting organisers, last minute changes to agendas can be quickly updated on the app. All you need to do is publish and share the papers online when you're ready. The app is available for Apple, Android or Windows.
- ▶ **Workflow** - streamline your administrative duties, eliminate delays and avoid duplicating effort. Workflow helps you manage the steps you take towards making decisions and publishing reports, while ensuring transparency and accountability.
- ▶ **Member profiles** - record a wide range of information including contact details, biographies, committees, election results, decisions/votes, declarations of gifts or hospitality, and attendance at meetings.
- ▶ **Election or ballot results** - integrated with Xpress electoral management software to seamlessly transfer candidates and election results for display on your website
- ▶ **Public consultation** - tools to engage and consult with your audience quickly and easily, using online questionnaires, e-petitions and subscriptions.

"Agendas, minutes, action sheets and the Constitution are produced quickly and easily, saving significant time and effort. Papers are published to internal and external websites as well as to tablet devices; all with 1 click – which has assisted in reducing the number of paper agendas produced."

With Modern.Gov's all-inclusive site wide licence, we are rolling the system out to our other internal meetings such as our Senior Management Team. Over the next 12 months we are looking to expand the use of the system to include forward planning, manage member allowances and record member training and development attendance."

**Donna Linton - Governance & Corporate Planning Manager,
Cheshire Fire and Rescue Service**

Separate internal and public-facing websites are deployed as standard, including seamless integration with your existing website.

Talk to us about moving to a Civica managed solution.

Next steps

For a demonstration and quotation please contact your account manager or email moderngov@civica.co.uk.

£40k+

average savings
per annum

70%

Time saving on
agenda production

20k

app downloads
for iPad

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MODERN.GOV
PART OF THE ERS GROUP



**HARPENDEN
TOWN COUNCIL**

CLOSER TO THE COMMUNITY

CASE STUDY: HARPENDEN TOWN COUNCIL

Increasing productivity and efficiency was the aim when Harpenden Town Council sought a solution to manage their high volume of meetings and reports with only a small team to administer them.

Harpenden is the largest parish in the St Albans District with a population of almost 30,000 represented by 16 Councillors.

Full Council meetings are held six times a year, at which all Councillors are involved in all policy decisions. The Council also has four main Committees all with delegated responsibilities, plus several Working Parties and Community Forums.

THE CHALLENGE.

In total, the Council manages around 65 meetings every year, each one with an average of 4 or more reports / papers.

Having to produce hundreds of agendas and reports each year was a huge time commitment.

A small officer resource administered all the meetings. Much of the agenda production was done manually and report production was not done in a coordinated way.

An internal review looked at each stage of the agenda and report production process and identified ways in which it could be more efficient.

In the majority of cases this efficiency was linked to the use of technology. The Council was confident that this could save at least 30% of officer time across agenda and report production each year, as well as reducing paper by 50%.

The Council chose Modern.Gov as the perfect match to their needs, having had experience of using it in other parts of Local Government.



Call us on
020 8365 8909



Email us at
info@moderngov.co.uk



Visit our website
www.moderngov.co.uk



Tweet us
[@GovModern](https://twitter.com/GovModern)



RESULTS.

Modern.Gov's complete paperless governance solution was implemented in January 2018. Harpenden Town Council now benefits from key features including:

- Agenda & Minutes preparation
- Fully automated report review and sign off
- Paperless circulation

Modern.Gov has greatly reduced the amount of time spent preparing paperwork for meetings - by 50-70% the Council estimates.

“We now use Modern.Gov to produce all our meeting paperwork, to manage Member profiles and for report management.

Modern.Gov's features now underpin our work. In particular, we like the ability to quickly and easily produce agenda packs and minutes and publish these in a more accessible form online, while the workflow feature allows us to more effectively track and monitor report production for meetings. We estimate Modern.Gov has reduced admin time on committees / reports by 50-70%.

By giving us the opportunity to offer more flexible paperless options, Modern.Gov has also been a key part of our objective to at least halve our paper consumption by 2020.

As a Council, we want to be more efficient, more productive and more modern. Modern.Gov is an extremely useful tool in helping Local Councils to modernise their way of working.”

Carl Cheevers - Town Clerk, Harpenden Town Council

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Samantha Shippen
Bicester Town Council
The Garth
Launton Rd
Bicester
OX26 6PS

17th June 2019

Dear Sam

Thank you for requesting a quotation of the Modern.Gov committee and decisions management system for Bicester Town Council. Please find a breakdown of all of the costs associated with the software below.

Costs	
Application software – Modern.Gov	£9,000
Maintenance, Support & Upgrade Year 1 –Maintenance, Support & Upgrade fee Payable from system acceptance date	£ Inclusive
Maintenance, Support & Upgrade fee Year 2 onwards - Maintenance, Support & Upgrade	£7,250 p.a.
Software Installation Including:- Installation 4 Sessions onsite training Website branding Merge Templates Standard Migration of historic documents	£ Inclusive
Implementation Consultancy	£ Inclusive
Implementation Training	£ Inclusive
Implementation Documentation	£ Inclusive
Public & Private tablet apps (iPad, Android, Windows)	£ Inclusive
Microshade VSM Hosting	£ 500 p.a. (Optional)
TOTAL	£ 9,000 - Year 1 (+ VAT) £ 7,250 - Year 2 onwards (+ VAT)

Modern.Gov is sold at an all-inclusive price. Our aim is to provide absolute customer satisfaction, avoiding any risk of additional costs being identified partway through the implementation.

The all-inclusive standard price of £9,000 includes the following:

- An authority-wide licence for use.
- Five onsite training session and access to comprehensive online documentation.
- All installation and commissioning costs. Civica has considerable expertise in Windows-based infrastructure deployment as well as network security. We are happy to assist with all or part of the commission work, as the IT department feels is appropriate.
- The first year's support and maintenance fees.
- Site-specific customisation including document templates and web look-and-feel.

It should not be necessary to purchase additional consultancy to implement the system. However, we can provide consultancy at £800 per day if required.

We do not provide or perform formal acceptance tests, or any form of load testing. In the light of our all-inclusive pricing, formal acceptance tests provide little additional security at significant cost to both parties. We are happy that the customer performs whatever formal testing they see fit.

The all-inclusive price does **not** include:

- Hardware costs.

Support Service

We supply a very comprehensive and complete support service, including but not limited to;

- End user helpdesk access via telephone, email or web site.
- Rapid response times - we aim to deal with urgent problems immediately.
- Help, directions, over the phone training for users.
- Assistance with operational problems such as damaged input documents that are outside the scope of the software.
- Provision of software upgrades.
- Installation of software upgrades where this can be achieved remotely.
- Assistance with configuration changes.
- Remote support of the running server software.
- Small software changes in response to user requests.
- Online web forum with latest documentation, FAQs, and information sharing between customers.

We are committed to offering value for money and have demonstrated this with responsible increases in annual support maintenance.

Upgrades

Modern.Gov by Civica is a steadily evolving product with enhanced versions being released on a regular basis. There is only a single generic product stream, with all customer-specific variations handled by configuration parameters.

Upgrades are provided as part of the annual support fee. Development of Modern.Gov comes from discussion with the User Group and legislative requirements.

Civica supports all versions of Modern.Gov, and allows users to choose when they wish to upgrade, for customer practicality reasons. We typically upgrade our longer-standing customers once every six months or year, as they wish to exploit the features of the latest version. The high stability and low bug count of the system makes support a range of versions straightforward.

To date, Civica staff have performed all upgrades as part of the annual maintenance. The maintenance contract allows for upgrades to be supplied on CD with instructions for the customer to install. This option may be taken up in the future.

Upgrades are scripted, typically take an hour to apply, and retain all data currently held in the system. They can be applied out of hours using remote dial-in facilities.

If a customer encounters a serious bug in an older version of the system, and upgrading at that point is not practical, we will produce fixes for the necessary older versions. We do not, however, enhance older versions, and we encourage customers to take advantage of the considerable functional improvements in the latest versions.

Yours sincerely

Ricky Clarke
Sales and Account Management Executive

**BICESTER TOWN COUNCIL
POLICY COMMITTEE**

Monday 25th November 2019

Garth Hire Fees

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 The Hire of Rooms at The Garth Policy requires annual review of fees, including any discounts to be given to community or voluntary organisations, by the Committee. Fees were last reviewed in January 2019
- 1.2 As the Voluntary Groups fee has caused confusion and is not used, as voluntary organisations which the Council works with are given free use. It is suggested that the line be removed and Partner Organisations and Charities becomes "Partner Organisations, Community & Charities and any specific requests to lower the fee can be reviewed by the Committee from time to time.
- 1.3 The remaining fee pricing are recommended to remain unchanged.

Description	Cost (excl VAT)
Council Chamber	
Commercial	£32 ph
Partner organisations & Charities	£21 ph
Voluntary Groups	£6 per booking (max 3 hrs excl weekends)
Members Room	
Commercial	£16
Partner organisations & Charities	£11
Voluntary Groups	£6 per booking (max 3 hrs excl weekends)
Other items	
Tea, coffee & biscuits	£2 per person
Tea & coffee	£1.25 per person
Mugs & kettle	£6
Projector & screen	£6 per booking
Flipchart	£2.50 per booking

2. Recommendation

The Committee is recommended to **AGREE**

1. The removal of the "Voluntary Groups Fee;
2. The remaining fees are not increased.

**BICESTER TOWN COUNCIL
POLICY COMMITTEE**

Monday 25th November 2019

DRAFT COMMITTEE BUDGET 2020/21

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 The draft Policy & Finance Budget for 2020/21 is attached at Appendix 1 of this report for consideration and review by the Committee.
- 1.2 All budget lines have been reviewed with the historical data taken into account in alongside known additional requirements. A line by line review should be undertaken.
- 1.3 The Environment Committee will review its budget on Tuesday 26 November 2019.
- 1.4 As in previous years, this Committee has formally reviewed the draft Council budget for the forthcoming year including the effect on precept. Attached at Appendix 2 is the summary income, expenditure and net expenditure for review. The budget has been prepared on the base principle of a 2% increase.
- 1.5 At the time of writing, the indicative Band D figure has not yet been calculated by Cherwell District Council and therefore a best guess of an increase of 250 has been used. Should this change before the date of the Committee a subsequent report shall be prepared. (Appendix 3).
- 1.6 The level of Band D equivalent during the current financial year (2019/20) is £126.82, with a tax base of 11,575.9.

2. Recommendation

The Committee is recommended to **AGREE**

1. The budget draft for Policy & Finance for 2020/21 for recommendation to Town Council for adoption at its budget setting meeting on January 21st 2020;
2. That the budget be further reviewed by the Chief Officer in consultation with the Chairman & Vice Chairman of this Committee following the meeting of the Environment Committee before a recommendation is made to Council.



Bicester Town Council
DRAFT Income & Expenditure by Budget Heading 2019/20

	Actual 2015/16	Actual 2016/17	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual to 30/09/2019	Expected Outturn 19/20	Budget 2020/21	Notes	budget to expected difference 2019/20	2020/21 difference to 19/20 budget
102 Civic & Democratic											
4028 Meetings/Hospitality	140	68	137	78	200	0	200	200			
4150 Mayor's Expenses	1,500	1,500	1,500	1,750	1,750	1,750	1,750	1,750			
4159 Election Expenses	0	5,918	3,876	2,638	3,000	0	3,000	3,000			
4160 Civic Expenses	3,584	8,954	8,458	14,905	14,000	5,650	14,000	14,000	move 2019/20 to EMR?		
4209 Members Allowances	12,769	12,769	12,600	11,760	13,000	12,264	12,264	13,000	? Reduce		
Civic & Democratic :- Expenditure	17,993	29,209	26,571	31,131	31,950	19,664	31,214	31,950			
1010 Inc-Garth Rooms Lettings	0	60	0	0	0	0	0	0			
Civic & Democratic :- Income	0	60	0	0	0	0	0	0			
Net Expenditure over Income	17,993	29,149	26,571	31,131	31,950	19,664	31,214	31,950		736	0

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Bicester Town Council
DRAFT Income & Expenditure by Budget Heading 2019/20

	Actual 2015/16	Actual 2016/17	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual to 30/09/2019	Expected Outturn 19/20	Budget 2020/21	Notes	budget to expected difference 2019/20	2020/21 difference to 19/20 budget
105 Central Services											
4000 Salaries	109,609	110,732	123,010	130,778	136,500	52,996	120,000	148,734	3.5% increase assumed		
4001 Er's NI	7,079	7,548	10,975	11,108	12,950	5,252	11,750	13,381			
4002 Er's Pension	29,175	26,753	38,111	37,526	41,500	11,500	30,000	32,275	Pension Actuarial Review 2020		
4003 Temporary Staff	0	0	0	0	0	10,326	16,500	0	vire from 4000 Salaries		
4009 Staff Travel	498	307	520	24	750	0	750	1,000			
4015 Health & Safety	1,077	392	81	1,607	3,000	582	3,000	2,000			
4020 Mobile Phones	1,434	1,226	996	908	1,000	219	400	750			
4021 Office Phones	2,834	2,348	2,554	2,581	2,550	1,249	2,500	2,600			
4022 Post	2,556	2,556	2,588	2,202	2,600	1,337	2,600	2,600			
4023 Stationery	969	882	935	1,193	1,500	971	1,500	1,500			
4024 Subscriptions	4,399	3,950	4,607	4,061	4,750	4,207	4,700	4,750			
4025 Insurance	18,940	16,952	17,415	18,562	19,120	19,241	19,241	20,000			
4026 Printing	172	866	529	220	500	0	300	500			
4027 Ref Books/Publications	0	195	0	109	100	60	100	100			
4030 Advertising & Promotions	939	841	319	680	500	35	500	500			
4032 Recruitment Advertising	0	4,470	0	565	1,000	0	1,000	1,000			
4033 Office Expenses	1,518	1,150	876	1,124	1,300	780	1,300	1,300			
4034 Computer Support	5,765	6,851	8,131	16,536	11,000	10,634	18,000	18,000			
4035 Maintenance - Office Equipment	44	159	298	18	250	0	200	200			
4040 Website		385	425	2,755	1,000	211	5000	1,000	underspend in 2018/19		
4041 Lease of Photocopier	3,722	2,746	3,554	3,510	4,000	1,810	3,800	3,800			
4055 Press & PR	0	0	0	1,800	2,750	900	2,750	2,750			
4056 Legal & Professional Fees	1,746	950	3,569	7,489	10,000	4,081	8,000	10,000			
4057 Audit Fees	3,670	4,070	2,901	3,460	4,000	2,307	3,700	4,000			
4058 Accountancy	6,354	5,363	6,154	6,274	6,500	2,441	6,500	6,500			
4070 Training & Conferences	1,925	555	2,477	1,605	7,500	1458	5,000	7,500			
4075 Upgrade Computer Software	3,969	0	0	0	0	0	0	0			
4097 HR	0	840	397	1,485	1,500	2925	9,000	2,250	5 days		
4169 Newsletter	14,466	14,000	14,000	14,000	14,000	9,666	14,500	14,500			
Central Services :- Expenditure	222,860	217,087	245,422	272,180	292,120	145,188	292,591	303,491			
1014 Inc-Miscellaneous	-11	0	0	0	0	24002	24002	0			
Central Services :- Income	-11	0	0	0	0	24002	24002	0			
Net Expenditure over Income	222,871	217,087	245,422	272,180	292,120	121,186	268,589	303,491		23,531	11,371



Bicester Town Council
DRAFT Income & Expenditure by Budget Heading 2019/20

	Actual 2015/16	Actual 2016/17	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual to 30/09/2019	Expected Outturn 19/20	Budget 2020/21	Notes	budget to expected difference 2019/20	2020/21 difference to 19/20 budget
106 Garth House											
4004 Cleaning Contract	3,137	3,448	3,437	3,525	3,600	1,781	3,600	3,600			
4011 Rates	8,874	8,946	7,153	7,080	24,000	7,242	7,242	24,000	Outreach?		
4012 Water Charges				96	500	297	500	500			
4013 Gas				1,585	4,000	220	2,000	2,500			
4014 Electric *was utilities to 2017/18	2,339	6,377	3,117	1,486	1,800	858	2,500	2,500			
4017 Cleaning Materials	142	105	21	12	100	24	100	100			
4036 Grounds & Buildings Maintenance	3,986	2,120	2,235	2,532	3,000	4568	5,000	3,000	£2320 Insurance reclaim		
4038 Furniture & Furnishings	30	0	0	0	0	0	0	0			
4096 Refurb works	17,348	0	0	0	0	0	0	0			
4102 R&M Outreach Building	1,393	177	19	0	0	0	0	0			
4103 Maintenance CAB Building	365	1,373	303	310	0	0	0	0			
4130 Building Security	1,824	1,610	535	895	1,500	2875	3,150	1,500	£1650 CCTV upgrade		
4203 Window Cleaning	664	498	664	498	600	166	600	600			
Garth House :- Expenditure	40,102	24,654	17,484	18,019	39,100	18,031	24,692	38,300			
1001 Inc-OCC Rent	10,000	10,000	5,000	0	0	0	0	0			
1002 Inc-CAB Rent	4,250	4,250	4,250	4,250	4,250	0	4,250	4,250			
1007 Inc-Registrars	2,500	2,500	16,817	4,185	6200	0	4,000	5500			
1010 Inc-Garth Rooms Lettings	8,539	7,825	6,765	6,069	6,500	2,006	4,000	4,000			
1019 Inc-Grants received	17,348	514	0	0	0	0	0	0			
Inc - Insurance reclaim							2,070		insurance claim		
Garth House :- Income	42,637	25,089	32,832	14,504	16,950	2,006	14,320	13,750			
Net Expenditure over income	-2,535	-435	-15,348	3,515	22,150	16,025	10,372	24,550		11,778	2,400



Bleicester Town Council
DRAFT Income & Expenditure by Budget Heading 2019/20

	Actual 2015/16	Actual 2016/17	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual to 30/09/2019	Expected Outturn 19/20	Budget 2020/21	Notes	budget to expected difference 2019/20	2020/21 difference to 19/20 budget
107 Garth Lodge											
4011 Rates	0	0	0	1,485	0	0	500	0			
4012 Water Charges	0	0	0	-5	0	0	0	0			
4013 Gas	0	0	0	264	0	0	50	0			
4014 Electricity	0	0	0	77	0	0	50	0			
4052 Garth Lodge Costs	2,632	1,744	1,389	7,013	2,000	1,943	4,000	4,000			
Garth Lodge :- Expenditure	2,632	1,744	1,389	8,834	2,000	1,943	4,600	4,000			
1006 Inc-Garth Lodge	6,227	9,949	3,756	3,900	12,000	7,644	13,000	15,000			
Garth Lodge :- Income	6,227	9,949	3,756	3,900	12,000	7,644	13,000	15,000			
Net Expenditure over Income	-3,595	-8,205	-2,367	4,934	-10,000	-5,701	-8,400	-11,000		-1,600	-1,000
108 Corporate Finance											
4059 Bank Charges	254	2,086	2,063	2,107	2,400	1,084	2,400	2,400			
4306 loan repayments	26,291	26,102	25,914	25,726	11,450	5,636	11,300	11,300			
4900 Lloyds 2 Year deposit	525,000	0	0	0	0	0	0	0			
Corporate Finance :- Expenditure	551,545	28,188	27,977	27,833	13,850	6,720	13,700	13,700			
1014 Inc-Miscellaneous	663	110	526	0	0	0	0	0			
1019 Grants Received	8,479	0	0	0	0	0	0	0			
1076 Inc-Precept	1,106,845	1,262,320	1,339,590	1,399,420	1,468,070	1,468,070	1,468,070	0	TBC		
1077 Inc-Precept support Grant	61,716	61,716	61,716	61,716	30,858	61,716	61,716	30,858			
1078 Maturity of 2 Year Investment	0	0	525,000	0	0	0	0	0			
1096 Inc-Interest Received	14,664	14,341	8,272	16,271	8,000	1,090	8,000	8,000			
1225 Inc- New Homes Bonus				4,003	0	0	0	0			
Corporate Finance :- Income	1,192,367	1,338,487	1,935,104	1,481,410	1,506,928	1,530,876	1,537,786	38,858			
Net Expenditure over Income	466,023	-47,979	-567,537	-54,157	-25,008	-56,086	-56,016	0	EXCL Precept	31,008	-150



Bicester Town Council
DRAFT Income & Expenditure by Budget Heading 2019/20

	Actual 2015/16	Actual 2016/17	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual to 30/09/2019	Expected Outturn 19/20	Budget 2020/21	Notes	budget to expected difference 2019/20	2020/21 difference to 19/20 budget
109 Community Support											
4060 CAB	8,250	8,250	8,250	8,250	8,250	8250	8,250	8,250			
4061 Grants To Voluntary Org.	17,400	16,339	16,209	18,273	18,500	18,069	18,500	18,500	Increase?		
4062 Shopmobility/Dial A Ride	9,500	0	0	0	4,750	0	4,750	4,750	still required??		
4063 Community Arts Project Scheme	5,000	0	0	0	0	0	0	0			
4064 OYAP				3000	12000	0	12000	12,000			
4065 TVP Crime Partnership	3,600	3,600	3,600	3,600	3,600	0	3,600	3,600			
4066 SEE Bags	0	0	0	-218	0	0	0	0			
4131 Bicester Vision Manager	5,000	5,000	5,000	5,004	5,000	5,000	5,000	5,000			
4133 Partnerships		0	366	4,767	6000	364	6000	6,000			
4170 CCTV	5,150	5,150	5,150	5,150	5,150	0	5,150	5,150			
4171 In Bloom Support				0	7,000		7,000	0	Vire to planting costs		
Community Support :- Expenditure	53,900	38,339	38,575	47,826	70,250	31,683	70,250	63,250			
Net Expenditure over Income	53,900	38,339	38,575	47,826	70,250	31,683	70,250	63,250		0	-7,000

110 Projects

4100 Purchase New Machinery	3,495	0	0	3584	25,000	97	25,000				
4300 New Computer Equipment	3,809	0	0	0	7,000	2306	7,000				
4301 Garth House Redevelopment	0	0	0	1250	40,000	0	40,000				
4305 New cemetery	6,130	0	0	1725	50,000	0	50,000				
4312 Asset maintenance	0	0	0	0	60,000	0	60,000				
4313 Playarea/openspace investment	0	7,998	0	0	50,000	1514	50,000				
4314 Town Centre					25,000	4014	25,000				
Projects :- Expenditure	13,434	7,998	0	6,559	257,000	7,931	257,000	255,000	to be allocated		
1019 Inc- Grants Received				64,150	0	0	0	0			
Projects :- Income				64,150	0	0	0	0			



Bicester Town Council
DRAFT Income & Expenditure by Budget Heading 2019/20

	Actual 2015/16	Actual 2016/17	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual to 30/09/2019	Expected Outturn 19/20	Budget 2020/21	Notes	budget to expected difference 2019/20	2020/21 difference to 19/20 budget
Net Expenditure over Income	13,434	7,998	0	-57,591	257,000	7,931	257,000	255,000		0	-2,000
TOTAL POLICY & FINANCE											
EXPENDITURE	902,466	347,219	357,418	412,382	706,270	231,160	694,047	709,691			
INCOME	134,375	111,265	632,102	164,544	67,808	96,458	121,038	67,608			
NET EXPENDITURE POLICY & FINANCE	<u>768,091</u>	<u>235,954</u>	<u>-274,684</u>	<u>247,838</u>	<u>638,462</u>	<u>134,702</u>	<u>573,009</u>	<u>642,083</u>		<u>65,453</u>	<u>3,621</u>

Summary Expenditure/Income/Net Expenditure

	<u>2019/20 Budget</u>			<u>2020/21 Budget</u>		
	<u>Gross Exp</u>	<u>Income</u>	<u>Net Ep</u>	<u>Gross Exp</u>	<u>Income</u>	<u>Net Ep</u>
<u>POLICY & FINANCE</u>						
102 Civic & Democratic	31,950	0	31,950	31,950	0	31,950
105 Central Services to the Public	292,120	0	292,120	303,491	0	303,491
106 Garth House	39,100	16,950	22,150	38,300	13,750	24,550
107 Garth Lodge	2,000	12,000	-10,000	4,000	15,000	-11,000
108 Corporate Finance	13,850	38,858	-25,008	13,700	38,858	-25,158
109 Community Support	70,250	0	70,250	63,250	0	63,250
110 Projects	257,000	0	257,000	255,000	0	255,000
TOTAL POLICY & FINANCE	706,270	67,808	638,462	709,691	67,608	642,083
<u>ENVIRONMENT</u>						
300 Environmental Services	297,200	0	297,200	298,980	0	298,980
301 Open Spaces	373,021	3,450	369,571	373,021	4,000	369,021
305 Pingle Field	6,910	2,124	1,410	7,510	5,000	2,510
306 Sunderland Drive	7,900	2,000	5,900	7,970	2,000	5,970
307 Bicester Fields	5,100	2,000	3,100	5,100	1,700	3,400
308 Sports village	135,400	50,000	85,400	136,400	50,000	86,400
401 Garth Park	38,500	32,213	6,287	36,500	21,308	15,192
402 Play Areas	14,000	0	14,000	14,000	0	14,000
404 Allotments	2,500	7,000	-4,500	3,081	7,000	-3,919
501 Town Council Events	45,500	24,500	21,000	44,000	19,500	24,500
601 Cemetery	3,340	20,000	-16,660	3,450	20,000	-16,550
801 Street Scene	46,900	0	46,900	50,900	0	50,900
TOTAL ENVIRONMENT	976,271	143,287	829,608	980,912	130,508	850,404
<u>TOTAL COUNCIL</u>	1,682,541	211,095	1,468,070	1,690,603	198,116	1,492,487
<u>Precept</u>			1,468,070			-
<u>Other</u>	706,270	67,808	638,462	709,691	67,608	642,083
<u>Environmental</u>	349,940	27,000	322,940	356,411	27,000	329,411
<u>Recreation & Tourism</u>	626,331	116,287	506,668	624,501	103,508	520,993

Item 12 Appendix 3.

<u>Precept calculation</u>			
	2019/20	2020/21	
Budget Requirement	1,468,070	1,492,487	1,529,771 1. Budget to date 2. Band D 2% increase
Band D equivalent	11,575.9	11,825.9	11,825.9 Assumed 250 increase
Band D cost	126.82	126.20	129.36
			102.00 Percentage increase

POLICY COMMITTEE		
MEETING DATE	ITEM	COMMENT
November	Closure policy for cemetery	Pending
	London road Level Crossing	Watching brief
	Retention of Assets Policy	Pending
	NW Bicester	
	Future management of open space play areas	
	New burial ground and memorial policy	
	Working of Town Centre Group	On-going
FINANCE COMMITTEE		
MEETING DATE	ITEM	COMMENT
	Business continuity plan	

ENVIRONMENT COMMITTEE		
MEETING DATE	ITEM	COMMENT
2019	Wheelchair Swing	
Dec 2019	Garth park Improvement Programme	
Sept 2019	Play Area Improvement Programme	
Sept 2019	Tree Policy	
PLANNING COMMITTEE		
MEETING DATE	ITEM	COMMENT
Jan 2020	East West Rail	Invite East West Rail to Planning Meeting when the consultation process starts
	London Road Level Crossing	Ongoing – Live issue
April 2020	Oxfordshire Spatial Plan Consultation	
Oct 2020	Oxford/Cambridge Arc Development	
	Bicester Motion	
	BSA	
	Wolf Resorts, Chesterton	BTC to be included on distribution list