

Bicester Town Council



BICESTER
TOWN COUNCIL

Bicester Town Council Meeting

Ref: BTC05/2021

**Monday 23rd November 2020 - 19:00hrs by Zoom
(please see Agenda for login details)**

Circulation: Town Mayor - Councillor Jason Slaymaker

Members:

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

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. OX2 6PS
Telephone: 01869 252915
Email: enquiries@bicester.gov.uk
www.bicester.gov.uk

Monday 16th November 2020

Sir/ Madam

You are summoned to attend a meeting of the **Bicester Town Council Committee** will be held on **Monday 23rd November** at **19:00hrs** on Zoom.

In line with the Coronavirus Act 2020 and subsequent regulations governing local authorities' meetings, the Council will be holding this meeting via the online video conference facility, Zoom.

To join the Zoom meeting follow this link:

<https://us02web.zoom.us/j/89632526421>

Meeting ID: 896 3252 6421

Password: (to ensure online security it is recommended that meeting passwords are not publicised and are given directly to those intending to attend the meeting. Please therefore email enquiries@bicester.gov.uk for the password at least 24 hours before the scheduled meeting date). Telephone number to join by audio only: 0203 051 2874 (you will be prompted to enter the meeting ID and password before joining the meeting).

Samantha Shippen
Chief Officer

Agenda

All Council Meetings are open to the public and press, unless otherwise stated.

1. Apologies for Absence

To consider apologies and reasons for absence. Committee members who are unable to attend the meeting should notify the Chief Officer (samantha.shippen@bicester.gov.uk) prior to the meeting, stating the reason for absence.

2. 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.

3. 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.

4. Minutes of the Town Council Meeting

To confirm the minutes and **RESOLUTIONS** contained in the minutes of the following Town Council meeting:

BTC04/2021 – 1st September 2020

5. Minutes of the Environment Committee Meeting

To confirm the minutes and **RESOLUTIONS** contained in the minutes of the following Environment Committee meeting:

ENV03/2021 – 28th September 2020

SpecialENV01/2021 – 29th October 2020

6. Minutes of the Finance Committee Meeting

To confirm the minutes and **RESOLUTIONS** contained in the minutes of the following Finance Committee meeting:

FIN03/2021 – 6th October 2020

7. Minutes of the Planning Committee Meetings

To confirm the minutes and **RESOLUTIONS** contained in the minutes of the following Planning Committee meetings:

PL05/2021 – 14th September 2020

PL06/2021 – 12th October 2020

PL07/2021 – 9th November 2020

8. Minutes of the Policy Committee Meeting

To confirm the minutes and **RESOLUTIONS** contained in the minutes of the following Policy Committee meeting:

PL03/2021 – 3rd November 2020

9. Questions on Working Parties and Other Groups

Members are asked to raise any questions they may have regarding the minutes of Working Parties and Other Groups contained in the Minute Book.

10. Report from Oxfordshire County/Cherwell District Councillor

A report may be delivered to Bicester Town Council from Oxfordshire County and Cherwell District Councillors.

11. Report of the Town Mayor

Council is requested to note the following matters from the Mayor:

- **8th November 2020 – Bicester Town Council Remembrance Day Service and Wreath Laying**

- **11th November 2020 – Caversfield Remembrance Day Service**

12. Strategic Delivery Board Representative

The Committee is asked to consider the attached report.

13. Land North East of London Road

The Committee is asked to consider the attached report.

14. Pingle Field Lease Side Letter Approval

The Committee is asked to consider the attached report.

15. Facebook Live

The Committee is asked to consider the attached report.

16. Date of Next Meeting - Monday 18th January 2021 at 19:00hrs

Close of Meeting:

BICESTER TOWN COUNCIL

Monday 23 November 2020

Strategic Delivery Board

Mayor: Councillor Jason Slaymaker
07512 902386 Jason.slaymaker@bicester.gov.uk

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

Ward Affected: All

1. Background

- 1.1 The Council has three representatives to the Bicester Strategic Delivery Board. They are identified as the Mayor, Chairman of Policy Committee and Chairman of Planning Committee.
- 1.2 As meetings are held on daytimes, Councillor Sean Gaul previously replaced the Chairman of planning Committee due to availability to attend meetings.
- 1.3 Council is requested to appoint a representative in place of Councillor Nick Mawer, Chairman of Planning Committee.

2. Recommendation

The Council is recommended to appoint a member to attend the Bicester Strategic Delivery Board.

BICESTER TOWN COUNCIL

Monday 23 November 2020

Land North East of London Road

Mayor: Councillor Jason Slaymaker
07512 902386 Jason.slaymaker@bicester.gov.uk

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

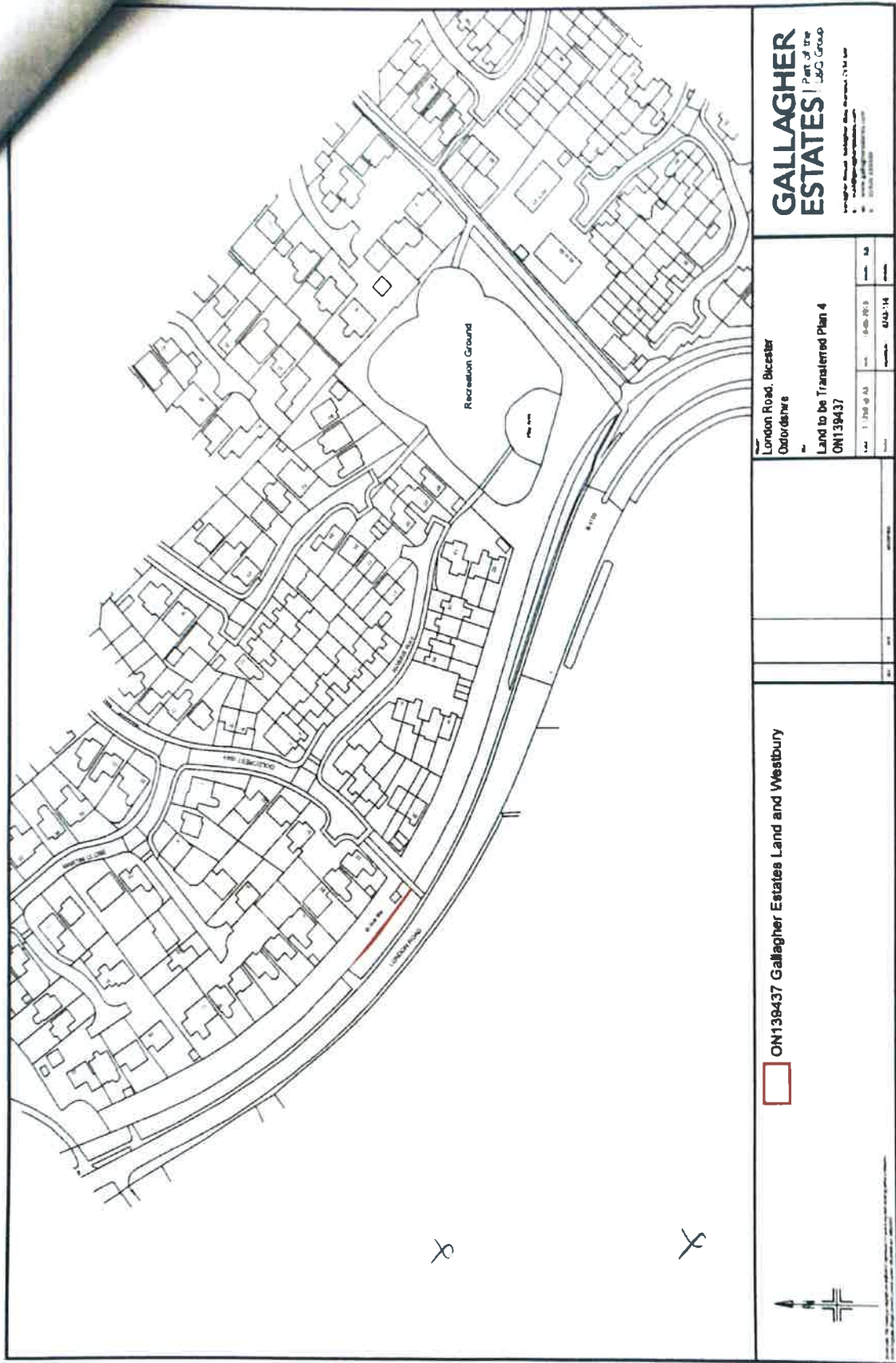
Ward Affected: All

1. Background

- 1.1 The Council will be aware that it was recently discovered that land to the north east of London Road at Langford intended for transfer in 2008 had not been transferred. Officers understand that this was due to an attempted transfer of part of titles at that time.
- 1.2 The Chief Officer has been in correspondence via the Council's solicitor with Gallagher Estates Ltd and Westbury Homes (Holdings) Ltd in respect of this matter for several months.
- 1.3 TP1 documents have now been received in respect of title numbers ON139437, ON146774, ON147816 and ON169789. Plan drawings are attached at Appendices 1-4 of this report for clarity. There is no cost in relation to the land.
- 1.4 Council is requested to authorise sealing of the documents in line with Standing Order 12 with the addition of having an independent witness as required by law for such transactions.
- 1.5 The Chief Officer would then arrange for such once government restrictions allow.

2. Recommendation

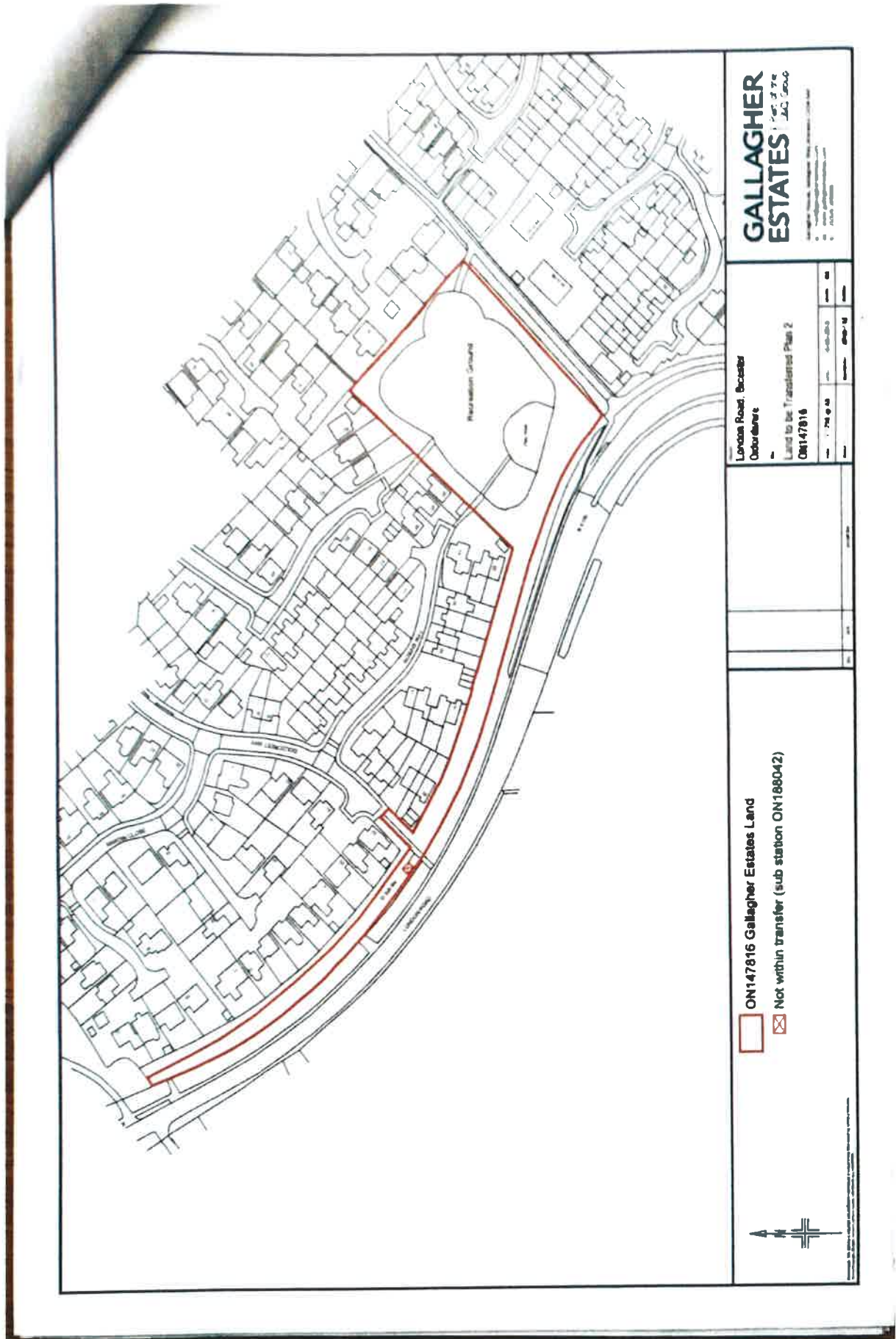
The Council is recommended to authorise the sealing of TP1's in respect of title numbers ON139437, ON146774, ON147816 and ON169789 in accordance with Standing Order 12 and in the presence of an independent witness.



Item 13 APPENDIX 2

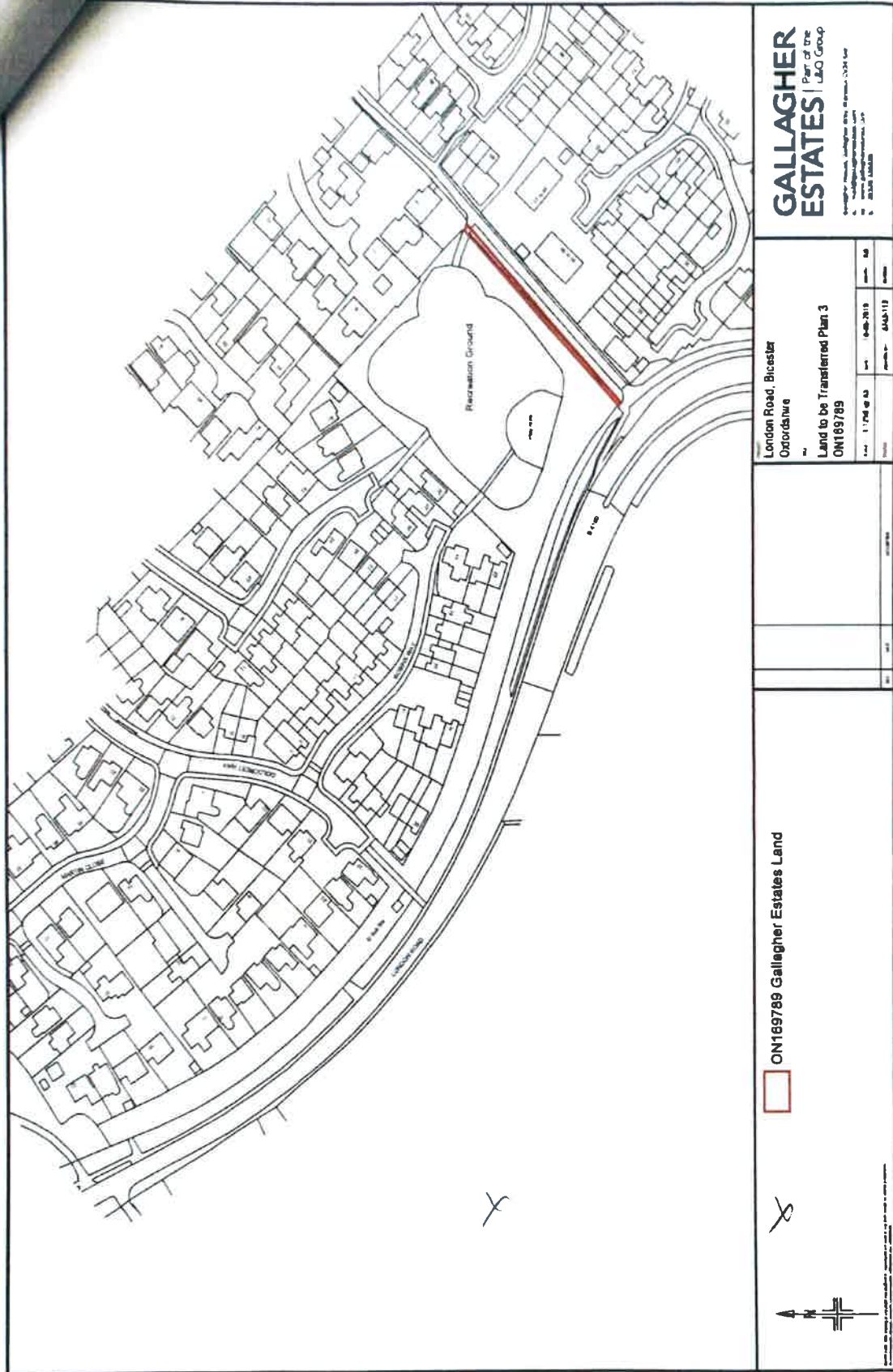


Item 13 Appendix 3



GALLAGHER ESTATES Gallagher Estates, 100, 102, 104, 106, 108, 110, 112, 114, 116, 118, 120, 122, 124, 126, 128, 130, 132, 134, 136, 138, 140, 142, 144, 146, 148, 150, 152, 154, 156, 158, 160, 162, 164, 166, 168, 170, 172, 174, 176, 178, 180, 182, 184, 186, 188, 190, 192, 194, 196, 198, 200, 202, 204, 206, 208, 210, 212, 214, 216, 218, 220, 222, 224, 226, 228, 230, 232, 234, 236, 238, 240, 242, 244, 246, 248, 250, 252, 254, 256, 258, 260, 262, 264, 266, 268, 270, 272, 274, 276, 278, 280, 282, 284, 286, 288, 290, 292, 294, 296, 298, 300, 302, 304, 306, 308, 310, 312, 314, 316, 318, 320, 322, 324, 326, 328, 330, 332, 334, 336, 338, 340, 342, 344, 346, 348, 350, 352, 354, 356, 358, 360, 362, 364, 366, 368, 370, 372, 374, 376, 378, 380, 382, 384, 386, 388, 390, 392, 394, 396, 398, 400, 402, 404, 406, 408, 410, 412, 414, 416, 418, 420, 422, 424, 426, 428, 430, 432, 434, 436, 438, 440, 442, 444, 446, 448, 450, 452, 454, 456, 458, 460, 462, 464, 466, 468, 470, 472, 474, 476, 478, 480, 482, 484, 486, 488, 490, 492, 494, 496, 498, 500, 502, 504, 506, 508, 510, 512, 514, 516, 518, 520, 522, 524, 526, 528, 530, 532, 534, 536, 538, 540, 542, 544, 546, 548, 550, 552, 554, 556, 558, 560, 562, 564, 566, 568, 570, 572, 574, 576, 578, 580, 582, 584, 586, 588, 590, 592, 594, 596, 598, 600, 602, 604, 606, 608, 610, 612, 614, 616, 618, 620, 622, 624, 626, 628, 630, 632, 634, 636, 638, 640, 642, 644, 646, 648, 650, 652, 654, 656, 658, 660, 662, 664, 666, 668, 670, 672, 674, 676, 678, 680, 682, 684, 686, 688, 690, 692, 694, 696, 698, 700, 702, 704, 706, 708, 710, 712, 714, 716, 718, 720, 722, 724, 726, 728, 730, 732, 734, 736, 738, 740, 742, 744, 746, 748, 750, 752, 754, 756, 758, 760, 762, 764, 766, 768, 770, 772, 774, 776, 778, 780, 782, 784, 786, 788, 790, 792, 794, 796, 798, 800, 802, 804, 806, 808, 810, 812, 814, 816, 818, 820, 822, 824, 826, 828, 830, 832, 834, 836, 838, 840, 842, 844, 846, 848, 850, 852, 854, 856, 858, 860, 862, 864, 866, 868, 870, 872, 874, 876, 878, 880, 882, 884, 886, 888, 890, 892, 894, 896, 898, 900, 902, 904, 906, 908, 910, 912, 914, 916, 918, 920, 922, 924, 926, 928, 930, 932, 934, 936, 938, 940, 942, 944, 946, 948, 950, 952, 954, 956, 958, 960, 962, 964, 966, 968, 970, 972, 974, 976, 978, 980, 982, 984, 986, 988, 990, 992, 994, 996, 998, 1000	
London Road, Bicester Outline Land to be Transferred Plot 2 ON147816	
☐ ON147816 Gallagher Estates Land ☒ Not within transfer (sub station ON188042)	Scale: 1:1000 North Arrow

Item 13 *APPENDIX 4*



**GALLAGHER
ESTATES** | Part of the
L&Q Group

Gallagher Estates, London, is a member of the L&Q Group.
Gallagher Estates, London, is a member of the L&Q Group.
Gallagher Estates, London, is a member of the L&Q Group.

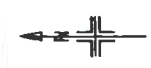
London Road, Bicester
Oxfordshire

Land to be Transferred Plan 3
ON169789

Area	1.774 of 0.3	Area	0.40-2019	Area	0.40-2019
Area	1.774 of 0.3	Area	0.40-2019	Area	0.40-2019

☐ ON169789 Gallagher Estates Land

X



BICESTER TOWN COUNCIL

Monday 23 November 2020

Pingle Field Lease Sideletter Approval

Mayor: Councillor Jason Slaymaker
07512 902386 Jason.slaymaker@bicester.gov.uk

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

Ward Affected: All

1. Background

- 1.1 The Council will be aware that the Environment Committee gave approval to Bure Park FC to site a storage container at Pingle Field subject to planning and other approvals.
- 1.2 Planning approval was granted in July 2020 and the football club is looking to progress with installation.
- 1.3 As Pingle Field is leased to the Town Council by Cherwell District Council, the Chief Officer has worked with officers at CDC to gain approval in line with the lease conditions. A draft letter is attached at Appendix 1 for consideration and approval.
- 1.4 Council is requested to delegate authority for signature to the Chief Officer on behalf of the Council.
- 1.5 The Chief Officer would then have Bure Park FC enter into an agreement to restore the site upon cessation of use, expiry of agreement with CDC or expiry of planning approval whichever is the earlier.

2. Recommendation

The Council is recommended to agree

- 1. The terms of the side letter to Pingle Field lease agreement with Cherwell District Council;**
- 2. The Chief Officer be delegated authority to sign on behalf of the Council;**
- 3. The Chief Officer enter an agreement with Bure Park FC to ensure the site is restored once use or permission ceases.**

Law & Governance

Sukdave Ghuman – Head of Legal Services and
Deputy Monitoring Officer



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

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

Bodicote House
Bodicote
Banbury
Oxfordshire
OX15 4AA

www.cherwell.gov.uk

Please ask for:	Helen Lolas	Direct Dial:	01295753755
Email:	helen.lolas@cherwell-dc.gov.uk	Our Ref:	HL/013823
Your Ref:		Fax:	01295 263143
Date:	DRAFT		

Dear Mrs Shippen

Pingle Field, Bicester

This letter relates to your obligations under the lease of Pingle Field, Bicester (the **Property**) dated 18 November 2003 and made between Cherwell District Council (1) and Bicester Town Council (2) (the **Lease**). In this letter, expressions defined in the Lease and used in this letter have the meaning set out in the Lease (save where otherwise stated).

1. Waste and alterations – Clause 3.4 of the Lease

At your request and in consideration only of the sum of £1 paid by you to us, we consent to you carrying out the works in the Notice of Decision by Cherwell District Council date registered: 8 July 2020, being the temporary siting of a storage container at Public Open Spaces Bicester, Oxford Road, Bicester (Application Number: 20/01513/F) as indicated on the attached plans. This consent is in satisfaction of clause 3.4.1 of the Lease (the **Written Consent**) and is subject to the remainder of this letter.

2. Termination

2.1 The Written Consent set out in paragraph 1 of this agreement will terminate on the earliest of the following to occur:

- (a) The expiry of the temporary planning consent 20/01513/F;
- (b) We grant a licence to assign the Lease;
- (c) We grant a licence to underlet the whole or part of the Property;
- (d) We assign or transfer the reversion to the Lease (whether or not the assignment

We do not use Document Exchange (DX)



or transfer has been registered at HM Land Registry);

(e) You breach any of the terms of this letter or the Lease.

2.2 We agree that the notice provisions of the Lease will also apply to any notice sent under the terms of this letter.

3. Effect of this letter

3.1 This letter does not constitute a variation of the terms of the Lease, which will continue in full force and effect including the Yielding Up provisions of clause 3.14. This letter is not intended to change your obligations under the Lease, but to give the Written Consent required in accordance with clause 3.4.1.

3.2 The terms of this letter are personal to you and will not benefit your successors in title to the Lease or underlessees.

3.3 The terms of this letter are personal to us and shall not bind our successors in title to the reversion to the Lease.

3.4 We agree that the terms of this letter shall remain confidential between us (and our respective professional advisers) and shall not be disclosed to any third party (including, but not limited to, HM Land Registry).

Yours sincerely,

.....
NAME OF PERSON SIGNING FOR AND ON BEHALF OF THE LANDLORD
.....

We hereby acknowledge receipt and accept the contents of this letter.

Signed

NAME OF PERSON SIGNING FOR AND ON BEHALF OF THE TENANT
.....

Date

BICESTER TOWN COUNCIL

Monday 23 November 2020

Communications – Facebook Live

Mayor: Councillor Jason Slaymaker
07512 902386 Jason.slaymaker@bicester.gov.uk

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

Ward Affected: All

1. Background

- 1.1 A company called Breakthrough Communications has through the Oxfordshire Association of Local Councils provided virtual training on communications which both the Chief Officer and Administration Officer (Events and Marketing) have attended.
- 1.2 The training has emphasised the importance of communication during and post lock down, with a suggestion that an emphasis on video and LIVE sessions on social media has a significantly higher reach than images or regular posts alone. Facebook Live is actively promoted as a free built-in feature; it notifies Facebook users when you are live and saves the video post recording. It is recommended for Town Councils to use (even once) and show a 'human face' of the Council to residents.
- 1.3 Council is requested to give consideration for approval of this type of activity, with the Mayor or Committee Chairmen as appropriate, as the spokesperson for the Council. Details of which could be left with officers to organise with the relevant councillor.
- 1.4 The Administration Officer (Events and Marketing) has suggested the content of the session be for a Q&A which would be pre advertised and questions encouraged from participants. The representative would be encouraged to speak on matters such as what the lockdown has meant for the community, to reinforce any government messages and to give support and reassurance to the residents during this time with any key updates, followed by the Q&A. Other topic areas could be used in future.
- 1.5 See below for an example of a promotion image of the Q&A (using Cllr Jason Slaymaker):

Copy to accompany post: ***'Our first Q&A will take place at 10am on XXX. Post your questions for Cllr xxx in the comments below or live during the session.'***



2. Recommendation

Council is recommended to **AGREE** to the use of Facebook Live for communication, allowing officers to organise the sessions.