

Bicester Town Council



Minute Book

Ref: MB03/2021

**Presented at the meeting of
Bicester Town Council held on
Monday 18th January 2021
(BTC04/2021)**

MINUTE BOOK MB03/2021

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Minutes of the Bicester Town Council Meeting

A meeting of the **Bicester Town Council Meeting** was held on Monday 23rd November 2020 at 19:00hrs on Zoom.

Present:

Cllr Jason Slaymaker – Chairman
Cllr Nick Mawer – Vice Chairman
Cllr Nick Cotter
Cllr Dan Hallett
Cllr Harry Knight
Cllr James Metcalf
Cllr Richard Mould
Cllr Robert Nixon
Cllr Lynn Pratt (entered the meeting at 7.05)
Cllr Dan Sames
Cllr Les Sibley
Cllr Alex Thrupp
Cllr Fraser Webster

In Attendance:

Samantha Shippen – Chief Officer
Julie Trinder – Administration Officer

1. 200/2021 Apologies for Absence

RESOLVED that apologies were received from Cllr Zoe McLernon and Cllr Lawrie Stratford.

2. 201/2021 Declarations of Interest

RESOLVED that no declarations of interest were received.

3. 202/2021 Public Session

RESOLVED that no members of the public were present.

4. 203/2021 Minutes of the Town Council Meeting

RESOLVED to confirm the following minutes and resolutions of the following Town Council meeting:

BTC04/2021 held on 28th September 2020

5. 204/2021 Minutes of the Environment Committee Meeting

RESOLVED to confirm the minutes and resolutions of the following Environment Committee meetings:

ENV03/2021 held on Monday 28th September 2020

Special ENV01/202 held on Monday 29th October 2020

6. 205/2021 Minutes of the Finance Committee Meeting

RESOLVED to confirm the minutes and resolutions of the following Finance Committee meeting:

FIN03/2021 held on Tuesday 6th October 2020

7. 206/2021 Minutes of the Planning Committee Meeting

RESOLVED to confirm the minutes and resolutions of the following Planning Committee meetings:

PL05/2021 held on Monday 14th September 2020

PL06/2021 held on Monday 12th October 2020

PL07/2021 held on Monday 9th November 2020

8. 207/2021 Minutes of the Policy Committee Meeting

RESOLVED to confirm the minutes and resolutions of the following Policy Committee meeting:

POL03/2021 held on Tuesday 3rd November 2020

9. 208/2021 Questions on Working Parties and Other Groups

RESOLVED that no questions were raised.

10. 209/2021 Report from Oxfordshire County/Cherwell District Councillor

Cllr Sibley reported that he had attended a meeting where the application was approved for the expansion of St Edburg's School, there was also a request for of a pedestrian crossing to assist when using the walking bus.

11. 210/2021 Report of the Town Mayor

RESOLVED that Council **NOTED** the report.

12. 211/2021 Strategic Delivery Board Representative

RESOLVED that Council **AGREED** to **DEFER** this agenda item to a meeting at a later date following a review of the Strategic Delivery Board by Cherwell District Council.

13. 212/2012 Land North East of London Road

RESOLVED that Council **AGREED**:

1. To authorise the sealing of TP1's in respect of title numbers ON139437, ON146774, ON147816 and ON169789 in accordance with Standing Order 12;
2. Cllr Mould and Cllr Pratt agreed to witness the application of the seal in the presence of an independent witness.

14. 213/2021 Pingle Field Lease Sideletter Approval

RESOLVED that Council **AGREED**:

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

15. 214/2021 Communications - Facebook Live

A **RESOLUTION** was proposed and seconded that Facebook Live not be used, Cllr Sames requested a recorded vote:

	Yes	No
Cllr Cotter	✓	
Cllr Hallett	✓	
Cllr Knight	✓	
Cllr Metcalf	✓	
Cllr Mawer		✓
Cllr Mould	✓	
Cllr Nixon	✓	
Cllr Pratt	✓	
Cllr Sames	Abstained	
Cllr Sibley	✓	
Cllr Slaymaker		✓
Cllr Thrupp	✓	
Cllr Webster	✓	

RESOLVED the motion be carried.

**16. 215/2021 Date of Next Meeting – Monday 18th January 2021
19.00hrs.**

Close of Meeting: 20.17hrs

Minutes of the Bicester Town Council Environment Committee Meeting

A meeting of the **Bicester Town Council Environment Committee** was held on Monday 30th November 2020 at 19:00hrs on Zoom.

Present:

Cllr Jason Slaymaker – Chairman
Cllr Zoe McLernon – Vice Chairman
Cllr Harry Knight
Cllr Nick Mawer
Cllr Richard Mould
Cllr Robert Nixon
Cllr Lynn Pratt
Cllr Les Sibley
Cllr Alex Thrupp

In Attendance:

Samantha Shippen – Chief Officer
Phil Evans – Service Manager
Zara Sankey – Administration Officer

1. 216/2021 Apologies for Absence

RESOLVED that no apologies were received.

2. 217/2021 Declarations of Interest

RESOLVED that no declarations of interest were received.

3. 218/2021 Minutes of Environment Committee

RESOLVED to confirm the minutes of the Environment Committee meeting **ENV03/2021** held on – Monday 28th September 2020 to be signed at a later date.

4. 219/2021 Public Session

No members of the public were present.

5. 220/2021 Minutes of the Events Working Party

RESOLVED to confirm the minutes of the following Events Working Party **BE04/2021 – Wednesday 18th November 2020. Subject to the following amendment** – 7.c. Events Working Party Officers to correspond with the Bicester Chamber of Commerce and Bicester Vision to update on plans for the proposed Business Society Street Fair for the next meeting.

6. 221/2021 Play Area Update

RESOLVED that the Committee:

1. **NOTED** the improvements to the online play area map and play area listings;
2. **REQUESTED** that Officers amend the resident's consultation letter to include an option to retain the play area; include a dog exercise option for the medium sized sites; make clear that informal spaces and exercise proposals are without equipment and to confirm which residents will receive the letter;

3. **APPROVED** the methods and proposals for the play area closures. Require Officers to submit for **REVIEW** a summary of data and the final proposal including costs to the Environment Committee;
4. **APPROVED** the costs estimated at £12,500 for play area repairs as identified in RoSPA reports;
5. **AGREED** the projects budget request for £191,000 be forwarded to Policy Committee for inclusion;
6. **REQUESTED** that Cranesbill Drive play area be reviewed for improvements at a later date in the programme.

7. 222/2021 Litter and Dog Bins

RESOLVED that the Committee:

1. **NOTED** the Council's dog and litter bin provision across town;
2. **REQUESTED** that the Service Manager investigate recycling bin options at sites to be advised by councillors for submission to the Environment Committee prior to commencing the litter bin replacement;
3. **APPROVED** the preferred litter bin as the Glasdon Plaza in black and that the Bicester Town Council crest is added;
4. **APPROVED** the purchase of 90 litter bins for installation subject to the previous resolutions;
5. **REFUSED** the request for additional bins at Bowmont Square subject to review at such time as other bins are brought up to standard;
6. **APPROVED** the preferred dog bin as Glasdon Retriever 35 in red;
7. **APPROVED** the purchase of 60 dog bins;
8. **AGREED** that costs be met from the Green Infrastructure Earmarked Reserve and the 2021/22 budget to be adjusted accordingly. The request to be forwarded to Finance Committee for approval.

8. 223/2021 Pavilion Improvements

RESOLVED that the Committee:

1. **APPROVED** the purchase of defibrillators from Company A – Defib Shop and installation at a cost of £4,035 for the Bicester Town Council's Pavilions at Pingle Field and Bicester Fields to be funded from the Equipment Replacement/Maintenance Earmarked Reserve subject to approval by the Finance Committee. The Committee **REQUESTED** that for Sunderland Drive Officers seek funding from the FA Grant;
2. **APPROVED** the identified pavilion improvement costs which have been included in the draft budget for 2021/22.

9. 224/2021 Bicester Bowls Club

RESOLVED that the Committee **APPROVED**:

1. The external works from Company C - CP Decorating, at a cost of £550 to the Council be met from the 2021/22 budget;
2. The external door replacement by Company D – Bicester UPVC, at a cost of £3,401.71 to the Council;
3. That funding for the external doors be requested from the Finance Committee to be met by the Asset Maintenance budget within projects cost centre.

Cllr Zoe McLernon left the meeting at 20:18 and re-joined at 20:19

10. 225/2021 Garth Park Improvements**RESOLVED** that the Committee:

1. **AGREED** the pathway improvements in sections 1,3,4 and 7 for inclusion in the projects budget for 2021/22, with additional works scheduled for inclusion in future budgets;
2. **APPROVED** the replacement of edging stones to the pond at a cost of £1,400 within 2020/21 budget;
3. **AGREED** that the lights in the pond not be replaced at present;
4. **APPROVED** the bench replacement process with benches in Garth Park being Oxford Blue and benches in the town being black.

11. 226/2021 Budget**RESOLVED** that the Committee:

1. **APPROVED** the 2021/22 Environment Budget, subject to any required additional review;
2. **REQUESTED** that project funding be requested from the Finance Committee to be allocated to the Policy/Finance budget for the following items play areas, bins, defibrillators, doors, pathways, van and a wood chipper.

<u>Item</u>	<u>Cost</u> <u>£</u>	<u>From</u>
Play areas	191,000 +	Play Areas EMR
Bins	42,640	Green Infrastructure EMR
Defibrillators	3,398	Equipment EMR
Doors	3,401.71	Projects Asset Maintenance 2020/21
Pathways	55,500	Projects 21/22
Van	25,000	Equipment EMR
Wood chipper	11,000	Equipment EMR

12. 227/2021 RoSPA Inspections**RESOLVED** that the Committee **NOTED** the report.**13. 228/2021 Forward Plan****RESOLVED** that the following amendments be made to the forward plan:

1. **Wheelchair Swing:** review in January 2021;
2. **Garth Park Bylaws:** review in January 2021;
3. **Refurbishment Programme for Pavilions:** remove.

14. 229/2021 Date of Next Meeting: 25th January 2021**Close of Meeting: 21:18hrs**

Minutes of the Bicester Town Council Finance Committee Meeting

A meeting of the **Bicester Town Council Finance Committee** was held on Wednesday 9th December 2020 at 19:00hrs on Zoom.

Present:

Cllr Alex Thrupp - Chairman
Cllr Dan Hallett
Cllr Nick Mawer
Cllr Richard Mould
Cllr Lynn Pratt
Cllr Les Sibley
Cllr Frazer Webster

In Attendance:

Samantha Shippen – Chief Officer
Callum McMahon – Administration Officer

1. 230/2021 Apologies for Absence

RESOLVED that apologies be received from Cllr Zoe McLernon. Apologies were also recorded for Oxfordshire County Councillor Lawrie Stratford.

2. 231/2021 Declarations of Interest

RESOLVED that no declarations of interest were received.

3. 232/2021 Minutes of Finance Committee

RESOLVED to confirm the minutes of the Finance Committee meeting **FIN03/2021** held on **Tuesday 6th October 2020 to be signed at a later date.**

4. 233/2021 Public Session

No members of the public were present.

5. 234/2021 Finance Report

RESOLVED that Committee **APPROVED** the Income, Expenditure and Variances Report to **Month 7.**

6. 235/2021 Bank Balances

RESOLVED that Committee **APPROVED** the bank balances and nominated Cllr Richard Mould to sign the bank reconciliation.

7. 236/2021 Payments

RESOLVED that the Committee **APPROVED** the payment schedules since the Finance Committee on **6th October 2020.**

8. 237/2021 Aged Debts/Bad Debts

RESOLVED that Committee **NOTED** the report.

9. 238/2021 Audit

RESOLVED that the Committee

1. **NOTED** the receipt of the External Audit;
2. **AGREED** an action plan in response to matters raised by the Internal Auditor:
 - 2.1 **Standing Orders Review** – this is due to return to the Policy Committee on 21 December 2020.
 - 2.2 **3-Year Forecast** – considered later in this meeting.
 - 2.3 **Reserves** – some will be allocated for spend subject to proposals in this meeting.
 - 2.4 **Investments** – already reviewed, to be reviewed further at next meeting.

10. 239/2021 Draft Budget 2021/22 & Projects Allocation

RESOLVED that the Committee

1. **APPROVED** the 2021/22 Draft Budget, subject to any required additional review to be undertaken by Policy Committee following receipt of the tax base information;
2. **RESOLVED** that the allocation of project budgets for 2021/22 be undertaken at a later date;
3. **AGREED** that fees and charges be held for 2021/22;
4. **APPROVED** the three year forecast budget;
5. **APPROVED** the capital and project funding requested by the Environment Committee as detailed in the report;

<u>Item</u>	<u>Cost</u> £	<u>From</u>	<u>Current Balance</u> £	<u>Resulting balance</u> £
Play areas	191,000 +	Play EMR	233,902	42,902 -
Bins	42,640	Green EMR	307,057	264,417
Defibrillators	3,398	Equip EMR	134,863	131,465
Doors	3,401.71	Projects Asset	60,000	56,598.29
Pathways	55,500	Projects 21/22	270,000	214,500
Van	25,000	Equip EMR	131,465	106,465
Wood chipper	11,000	Equip EMR	106,465	95,465

11. 240/2021 Forward Plan

RESOLVED to **ADD** Review investment with CCLA Fund Manager 16th February 2021.

12. 241/2021 Date of Next Meeting: 16th February 2021 – 7pm

Close of Meeting: 19:39hrs

Minutes of the Planning Committee Meeting

A meeting of the **Bicester Town Council Planning Committee** was held on Tuesday 15th December 2020 at 19:00hrs on Zoom.

Present:

Cllr Lynn Pratt – Vice Chairman
Cllr Dan Hallett
Cllr Richard Mould
Cllr Les Sibley
Cllr Richard Mould

In Attendance:

Samantha Shippen – Chief Officer
Julie Trinder – Administration Officer
Cllr John Broad – CDC
Thaina Sa'id – East West Rail Alliance
Lesia Smith – East West Rail Alliance
Monty Ashworth – Bicester Motion
Sarah-Jane Curtis – Bicester Motion

Residents:

Bryony Harrington
Dr Pam Roberts

1. 242/2021 Apologies for Absence

RESOLVED that apologies were received from Cllr Nick Mawer, Cllr Harry Knight, Cllr James Metcalf and County Councillor Lawrie Stratford.

2. 243/2021 Declarations of Interest

Declarations of Interest for District & County Councillors

RESOLVED that Cllr Richard Mould, Cllr Lynn Pratt and Cllr Les Sibley as District Councillors and Cllr Les Sibley as County Councillor on this Planning Committee will make their comments and decision based upon information available at the time of the Meeting. It is accepted that District Councillors may come to different decision in the light of more information being made available at District Planning Meetings.

3. 244/2021 Minutes of Planning Committee

RESOLVED to confirm the minutes of the Planning Committee meeting **PL07/2021** held on **Monday 9th November 2020 to be signed at a later date.**

4. 245/2021 Public Session

4.1 A resident attended the meeting and spoke with reference to a planning application **20/03091/PIPTech** that has been submitted. The resident wished to ensure the Committee that the house in question will be energy sufficient and sustainable and in-keeping with Eco Town standards.

4.2 A resident voiced her concerns regarding the pre-application for Bicester Motion and asked that the requirement for a mandatory 10% biodiversity net gain be taken into consideration.

5. 246/2021 Updates on Large Developments and Associated Issues

5.1 North West Bicester

Bridge underneath railway and road by passing Howes Lane to be completed 2021.

5.2 Graven Hill

Development going ahead, construction still proceeding.

5.3 Garden Town

Funding has been provided to do roundabout implements.

5.4 Other Business Strategies

- Work has started on David Lloyd Health Club
- Bloombridge Developments, Bicester Gateway progressing
- Warehouse on Symmetry Park, application has been submitted

6. 247/2021 East West Rail

RESOLVED that Committee **NOTED** the update given by Communities Engagement Officer, East West Rail.

7. 248/2021 Bicester Motion

RESOLVED that the Committee **NOTED** the presentation regarding developments at Bicester Motion.

8. 249/2021 Planning Applications from Cherwell District Council

RESOLVED that the following comments be made:

20/02782/ADV – Bicester Town Council has no objection to this application.

20/02873/CLUE – Bicester Town Council has no objection to this application.

20/02905/F – Bicester Town Council has no objection to this application.

20/02959/TPO – Land belongs to Bicester Town Council, no comment to be made.

20/02960/TPO – Bicester Town Council leaves this application to the Arboricultural Officer.

20/03000/F – Bicester Town Council has concerns with this application being submitted retrospectively.

20/03024/F – Bicester Town Council has no objection to this application.

20/03068/F – Bicester Town Council welcomes the application for additional covered cycle parking.

20/03084/TCA - Bicester Town Council leaves this application to the Arboricultural Officer.

20/03091/PIPTech – Bicester Town Council welcomes this application and is happy with self-build inline with high Eco standards.

20/03131/F – Bicester Town Council has no objection to this application.

20/03199/F – Bicester Town Council **strongly object** to this application and the variation of employment usage. The employment expectation at approval had already been increased to 70% B8, to now increase to 100% is unacceptable as it does not accommodate a wide range of skills and employment as would be gained from a mixed B classes use. Employment variety from this and other sites is key to the achievement of local plan policy objectives and local expectations. In addition, the additional impact on

the road network for a complete B8 use is significant and detrimental to the local area and nearby residential properties.

20/032021/F – Bicester Town Council **object** to this application, the location of the development means the property will overlook the nature reserve causing a negative impact on nature and ecology in this area including the nearby newt pond, the development is also out of keeping with the local street scene and will have an adverse effect on nearby properties. BTC would like to see the retention of a bungalow on this site.

9. 250/2021 Amended Plans

None to note.

10. 251/2021 Withdrawn Plans

RESOLVED that the Committee **NOTED** the withdrawn plan **20/02246/REM – The Old Fox Inn.**

11. 252/2021 Appeal

None to note.

12. 253/2021 Notification of Planning Decisions from Cherwell District Council.

RESOLVED that Committee **NOTED** the planning decisions from Cherwell District Council **PL08/2021.**

13. 254/2021 Forward Plan

RESOLVED Committee reviewed the forward plan:

- To **REMOVE** East West Rail, Bicester Motion and A41 Roundabout
- To **MOVE** London Road level crossing to December 2021

14. 255/2021 Date of Next Meeting Monday 11th January 2021 – 7pm

Close of meeting: 8.22pm

Minutes of the Bicester Town Council Policy Committee Meeting

A meeting of the **Bicester Town Council Policy Committee** was held on Monday 21st December 2020 at 19:00hrs on Zoom.

Present:

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

In Attendance:

Samantha Shippen – Chief Officer
Julie Trinder – Administration Officer

1. 256/2021 Apologies for Absence

RESOLVED that apologies were received from Cllr Richard Mould and Cllr Dan Sames.

2. 257/2021 Declarations of Interest

RESOLVED that Councillor Lynn Pratt declared an interest in item 14 as a Cherwell District Council executive member.

3. 258/2021 Minutes of Policy Committee

RESOLVED to confirm the minutes of the Policy Committee meeting **POL3/2020** held on **3rd November 2020 to be signed at a later date.**

4. 259/2021 Public Session

No members of the public were present.

5. 260/2021 Assets Management Update

The Vice-Chairman of the Committee reported that a meeting had been held with Caroline Ford, CDC Planning Officer for NW Bicester, and requested a meeting be arranged with the developers and councillors as a matter of urgency to discuss the proposed cemetery provision that appears in the master plan.

RESOLVED that Committee **NOTED** the update.

6. 261/2021 Major Town Initiatives

RESOLVED that the Committee **NOTED** the minutes from:

Bicester Vision Executive Board Meeting: 5th November 2020

7. 262/2021 Personnel Sub-Committee Meeting

RESOLVED that the Committee **CONFIRMED** the minutes and recommendations of the meeting:

PCS04/2021 – 1st December 2020

8. 263/2021 Draft Budget

RESOLVED that the Committee **AGREED** budget and precept draft for 2021/2022 for recommendation to Council on 18th January 2021 for adoption.

The Chief Officer to forward any adjustments to councillors as soon as figures are available.

9. 264/2021 Standing Orders Review

RESOLVED that the Committee **AGREED** the draft Standing Orders for **RECOMMENDATION** to the Town Council for **ADOPTION**.

10. 265/2021 Cherwell District Council Statement of Licensing Policy Consultations

RESOLVED that the Committee **AGREED** not to send a response to Cherwell District Council's Statement of Licensing Policy consultation.

11. 266/2021 Freedom of Information Appeals Panel

RESOLVED that the Committee **AGREED**:

1. to **APPROVE** an Appeals Panel meet on a date to be as soon as possible in January to hear an FOI appeal.
2. to appoint Cllr Fraser Webster as a member of the FOI Appeals Panel.

12. 267/2021 Forward Plan

RESOLVED that Committee reviewed the forward plan and made the following observations:

1. **REMOVE** London Road level crossing and NW Bicester under path or tunnel.
2. **ADD** 'new' to Future management of open space play areas.

13. 268/2021 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.

14. 269/2021 Land and Leases Update

RESOLVED that Committee **AGREED** that

1. Land on Wretchwick Way be transferred subject to a request that CDC pay the legal costs of transfer of ownership;
2. Cherwell District Council be approached for a meeting in respect of expired leases and no investment be made in land until leases are renewed.

15. 270/2021 Date of Next Meeting: Monday 2nd March 2021 – 7pm

Meeting close: 7.53pm

Minutes of the Bicester Town Council Events Working Party

A meeting of the **Bicester Town Council Events Working Party** was held on Wednesday 18th November 2020 at 19:00hrs on Zoom.

Present:

Cllr Jason Slaymaker – Chairman
Cllr Zoe McLernon
Cllr Lynn Pratt
Cllr Les Sibley

In Attendance:

Samantha Shippen – Chief Officer
Phil Evans – Service Manager
Zara Sankey – Administration Officer
Laura Hamilton-Gould – Bicester Motion
Neil Levene – Brand Events (for Bicester Motion)
Tara Murtagh-Stewart – Cherwell District Council
Janine Squires - OYAP
Donna Waterer – OYAP

1. Apologies for Absence

RESOLVED that apologies were received from Cllr Richard Mould, Tom Duckham – CDC, and Nicola Riley - CDC.

2. Minutes of Events Working Party

Members confirmed the minutes of the Events Working Party meeting **BE03/2021** held on **Wednesday 15th September 2020**.

3. Markets Update

An update was received from Tom Duckham – CDC that

- Bicester Market has been operating at full capacity most weeks since the summer.
- Since the November government restrictions, only essential traders are allowed to operate and the market is running at a reduced service.
- The specialist SKETTS markets booked for 21st November is cancelled, but they hope to operate on 12th December.

4. An update on 2020 Virtual Advent Calendar

Members **NOTED** the report and thanked the Officers for preparing.

5. BTC 2021 Events Programme

Members **APPROVED** the programme and thanked the Officers for preparing.

6. Budget

Members thanked the Chief Officer for preparing and **AGREED** the budget subject to the following adjustments:

1. Remove £1000 from expenditure for Event 1 and 3 (music events)
2. Add £2000 to Special Events to give a budget for the Women's Tour.

7. Other Events

RESOLVED that the members **NOTED** the following updates:

- a) **Christmas Markets** – OneBicester confirmed they will be not be running physical markets due to the uncertainty of government restrictions. To allow traders to be promoted virtually during December, OneBicester is investigating opportunities to share videos and promotions online.
- b) **Bicester Motion Retro Car Fest Update** – Plans were presented detailing the event which is intended to attract 8 – 9,000 attendees, they included showing a considered approach to minimise the disruption to local residents with traffic and noise. Members welcomed the event and thanked Bicester Motion representatives for their time in sharing further details about the festival, to be held 18th – 20th June. It was **AGREED** that representatives from Bicester Motion attend future meetings to give updates.
- c) **Business Society Street Fair** – no update provided. Events Working Party Officers to correspond with the Bicester Chamber of Commerce and Bicester Vision to update on plans for the proposed Business Society Street Fair for the next meeting.
- d) **Bicester Festival Update** – CDC confirmed in 2021 there would be a mix of virtual and live events planned. This year's festival had excellent results with an average of 2 mins watch time, with roughly 2,700 people per day. The theme next year will be Water, encapsulated as 'Sea Change' to reflect on big social and environmental changes.
- e) **Other Events – OYAP** updated members that content and workshops were moving online as a response to the lockdown. The winter programme will run regular workshops through Zoom until face-to-face activities can continue. Workshops include creative music projects, script writing, art and design.

8. Forward Plan

RESOLVED that the members **AGREED** no changes required.

9. Date of Next Meeting

Wednesday 13th January 2021

Close of Meeting: 20:30hrs

Minutes of the Bicester Traffic Advisory Group Meeting

A meeting of the **Bicester Traffic Advisory Group Meeting** was held on Thursday 26th November 2020 on Teams.

Present:

Bicester Town Council

Cllr Richard Mould – Chairman
Samantha Shippen – Chief Officer
Julie Trinder – Administration Officer

Cherwell District Council

Cllr Lynn Pratt

Oxfordshire County Council

Jacqui Cox

John Lee

Cllr Les Sibley

Cllr Michael Waine

Mike Wasley

Bicester Chamber of Commerce

Peter Cox

Value Retail/Bicester Village

Miranda Markham

Alasdair McGowan

1. Apologies for Absence

Received from Cllr Jason Slaymaker, Cllr Lawrie Stratford and Mr John Croxton.

2. Minutes of the Bicester Traffic Advisory Group

The Minutes of the Bicester Traffic Advisory Group meeting held on **Thursday 1st October 2020** were approved as an accurate record.

3. Update of items outstanding not covered elsewhere on the Agenda

3.1. Cllr Waine informed the meeting that parking restrictions in Green Close, Longfields Court and Fallowfields Court are being lifted and bays are now available for residents parking.

3.2. Streetlamps in Manorsfield Road still not been restored. Cllr Sibley and Cllr Waine to pursue this.

4. Report from Oxfordshire County Council – Jacqui Cox

4.1. Realignment of the A4095

Balfour Beatty with Stantec as their transport consultant continue to develop their recommendations on the design for this realignment. Workshop for local county, district and town councillors on the revised scheme will be arranged once the consultants have undertaken their design review and produced their design recommendations.

4.2. Banbury Road Roundabout

This scheme needs to be constructed by March 2022 – AECOM have been selected to undertake the design stage; the contract award is currently being progressed. The feasibility study will focus on road safety and the needs of all road users, including the needs of pedestrians and cyclists.

4.3. A41/Ploughley Road Junction

The Outline Business Case to take the scheme forward into preliminary design has been approved. The scheme has now been handed over to the OCC delivery team to progress preliminary design and delivery.

Discussions are currently being held with AECOM regarding them continuing the design of the scheme. It is expected that the contract will be awarded in early December for them to begin preliminary design.

4.4. London Road Cycle Improvements

A business case is being submitted for OCC Director and Financial approval in November to release s106 funding to be used for the detailed design of the preferred alignment of the new cycle facility.

The proposed facility is an off-road path running from the Rodney House roundabout end of London Road and running towards Bicester Village railway station.

Improvements will also include works to the Talisman roundabout and some footway improvements between the Talisman roundabout and the London Road level crossing.

Detailed design is expected to culminate in March 2021, with delivery of the scheme to take place from April 2021.

4.5. Bicester Market Square £800,000 in Funding

As part of the re-imaging Bicester town centre work, OCC officers will be reviewing previous work on Market Square and proposing a way forward over the coming months. Updates on this will be brought to future TAC meetings for discussion as the work unfolds.

Cllr Hudspeth will be reviewing previous work on Marketing Square and work alongside CDC colleagues.

4.6. Bus Network Changes

Stagecoach have informed the Council of changes to service S5 from 4 January 2021. The service will operate between Glory Farm, Bicester and Oxford only and will no longer serve Langford, Launton, Ambrosden, Upper Arcott or HMP Bullingdon (except on Sundays when three journeys serve Ambrosden and two serve HMP Bullingdon).

The County Council has procured from Stagecoach a new service 29/H4 between Bicester, Graven Hill and Ambrosden using S106 funds which will improve this section of route to half-hourly on Mondays to Saturdays, and an additional Sunday morning journey on route S5 as above. This route will serve Foundation Square in the emerging Graven Hill development.

Every hour on Mondays to Saturdays, commercially provided service H5 will continue beyond Ambrosden to Merton, Islip, Barton and JR Hospital.

Services 29/H4 will be linked to service 26 which currently operates between Bicester and the emerging Kingsmere development, providing cross-town connectivity. Whilst discussions were held with Stagecoach and the developer about reversal of the service 26 route, no agreement was reached. The route of service 26 within Kingsmere is altered to serve emerging development to the west and to operate via Pioneer Way.

Kingsmere will therefore benefit from a half-hourly bus service directly to Bicester Village railway station.

Negotiations are taking place with Buckinghamshire Council regarding diversion of service 18 so that all journeys serve Launton and four in each direction serve Langford. A Saturday service would also be introduced on this route under contract to Oxfordshire using S106 funds.

A cost-effective conventional bus service solution is not considered to be available for Upper Arcott or Stratton Audley. The Council are investigating opportunities for the Comet community transport scheme to serve both villages twice a week.

The Chief Officer informed the meeting that a Dental Practice based in Bicester has applied for planning permission to move to Launton and are unaware of the changes in the bus service. Jacqui Cox to feedback to colleagues.

4.7. Traffic Schemes North Update

Bicester Parking Review – Implementation now complete and the order has been made, comments are now being logged for discussion at the six-month review.

All road lining has now been completed for this season, a programme for next year is being compiled.

Cllr Waine informed the meeting that Paul Wilson from OCC is working on a scheme to improve parking issues in Buckingham Crescent which will hopefully be in place end of March 2021.

4.8. South West Bicester Active Travel Measures

Funding from the DfT and the LEP was confirmed in November from Tranche 2 of the Active Travel Fund scheme, which will enable measures to be delivered in Bicester, Witney and Oxford. The Government's funding is particularly aimed at urban areas where it is felt that most people could walk or cycle for local trips.

The funding is time limited and has to have been spent or fully committed by the end of March next year. To make best use of time, a site visit with the delivery team took place in the early autumn to assess the proposed Tranche 2 scheme for South West Bicester ahead of confirmation of the funding. The aim is to provide a choice of walking and cycling routes between west/south west Bicester and the town centre based on ideas put forward during the consultation period.

Detailed and timely consultation is key to the success of this scheme and a virtual stakeholder workshop will be held in mid-December, to include councillors, cycle groups and local businesses. A public consultation on the proposed measures will be held in the New Year but given the timescales this will only enable the tweaking of details.

A date for a virtual stakeholder workshop was agreed to take place on Thursday 17th December.

5. Report from Cherwell District Council Officers

No report available.

6. Matters raised by Group Members/Residents

Value Retail gave an update on re-opening and peak day plans.

7. Forward Plan

No update given.

8. Date of Next Meeting: Thursday 28th January 2021 – 2pm

Close of Meeting: 14.55hrs.