

# **Bicester Town Council**



## **Minute Book** **Ref: MB04/2021**

**Presented at the meeting of  
Bicester Town Council held on  
Monday 8<sup>th</sup> March 2021  
(BTC07/2021)**

**MINUTE BOOK MB04/2021**

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## **Minutes of the Bicester Town Council Meeting**

A meeting of the **Bicester Town Council Meeting** was held on Monday 18<sup>th</sup> January at 19:00hrs on Zoom.

### **Present:**

Cllr Nick Mawer –Chairman  
Cllr Dan Hallett  
Cllr Harry Knight  
Cllr James Metcalf  
Cllr Richard Mould  
Cllr Robert Nixon  
Cllr Lynn Pratt  
Cllr Les Sibley  
Cllr Alex Thrupp

### **In Attendance:**

Samantha Shippen – Chief Officer  
Julie Trinder – Administration Officer  
Gillian Munday – Cherwell District Council

### **1. 283/2021Apologies for Absence**

**RESOLVED** that apologies were received from Cllr Zoe McLernon and Cllr Jason Slaymaker. Apologies were received from Cllr Fraser Webster but not conveyed to the meeting.

### **2. 284/2021 Declarations of Interest**

**RESOLVED** that no declarations of interest were received.

### **3. 285/2021Public Session**

**RESOLVED** that no members of the public were present.

### **4. 286/2021 Minutes of the Town Council Meeting**

**RESOLVED** to confirm the minutes of the Town Council meeting **BTC05/2021 held on 23<sup>rd</sup> November 2020** to be signed at a later date.

### **5. 287/2021 Minutes of the Environment Committee Meeting**

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

**ENV04/2021 – 30<sup>th</sup> November 2020**

### **6. 288/2021 Minutes of the Finance Committee Meeting**

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

**FIN04/2021 – 9<sup>th</sup> December 2020**

### **7. 289/2021 Minutes of the Planning Committee Meeting**

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

**PL08/2021 – 15<sup>th</sup> December 2020**

**8. 290/2021 Minutes of the Policy Committee Meeting**

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

**POL04/2021 held on 21<sup>st</sup> December 2020**

**9. 291/2021 Questions on Working Parties and Other Groups**

No questions were raised.

**10. 292/2021 Report from Oxfordshire County/Cherwell District Councillor**

Cllr Sibley reported that the all the road marking restrictions already announced have now been implemented. Other restrictions to be announced in due course.

Cllr Mould reported that the budget at Cherwell District Council is progressing well, an update will be given at the next CDC Full Council meeting taking place next month. Band B will receive a 2% increase.

Cllr Pratt reported that 12 businesses were still trading in Castle Quay shopping centre.

**RESOLVED** that the reports be **NOTED**.

**11. 293/2021 Report of the Town Mayor**

**RESOLVED** that Council **NOTED** the report.

Cllr Pratt informed the Council that the Christmas Tree Festival at St Edburg's Church was well organised and how pleased she was that it was able to go ahead.

**12. 294/2021 Wild Bicester**

Gillian Munday from Cherwell District Council gave a presentation on the Wild Bicester project which is in partnership between Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT) and Cherwell District Council. The project will run from November 2020 – March 2022 and has been funded through CDC's Community Nature Project, Healthy Place Shaping and Bicester Garden Town. The 18-month programme will cost £31,500.

Wild Bicester is designed to improve the overall biodiversity in Bicester as well as promoting the health and wellbeing of those involved through participation in the events/activities.

Council are in favour of Wild Bicester and will be happy to see what Bicester Town Council can do to help with the project.

**RESOLVED** that Council **NOTED** the presentation regarding Wild Bicester.

**13. 295/2012 Annual Town Meeting**

**RESOLVED** that Council **AGREED** that the Chief Officer already has delegated authority to change meeting dates, she will consult with Councillor Mould to hold the Annual Town meeting between 1<sup>st</sup> May and 1 June 2021 in accordance with legislation once the notice of election dates are clear.

**14. 296/2021 Budget and Precept 2021/22**

**RESOLVED** that Council **AGREED**:

1. The budget for 2021/22 with a gross expenditure of £1,811,350, income of £184,935 and a resulting net expenditure of £1,626,415;
2. That £43,927 of underspend in 2020/21 be utilised to support the budget for 2021/22;
3. The total precept for 2021/22 be set at £1,582,488;
4. The Band D be increased by 2% to £131.94, an increase of £2.59 per year per Band D property.

**15. 297/2021 Standing Orders Review**

A proposal to permanently revoke Standing Orders version 19 and add Standing Orders 20 was seconded and layed on the table until the meeting on 8<sup>th</sup> March 2021.

**16. 298/2021 Conclusion of Audit for the Year Ended 31<sup>st</sup> March 2020**

**RESOLVED** that Council **AGREED** to **NOTE** the conclusion of audit for the year ended 31<sup>st</sup> March 2020.

Council thanked the Chief Officer and Staff for their hard work in achieving a very good audit and for achieving a clean slate without any queries for the first time that could be recalled.

**17. 299/2020 Date of Next Meeting – Monday 8<sup>th</sup> March 2021 – 7pm**

**Close of Meeting – 8.05pm**

## Minutes of the Bicester Town Council Environment Committee Meeting

A meeting of the **Bicester Town Council Environment Committee** was held on Monday 25<sup>th</sup> January 2021 at 19:00hrs on Zoom.

**Present:**

Cllr Zoe McLernon – (Chairman)  
Cllr Harry Knight  
Cllr Nick Mawer  
Cllr Richard Mould  
Cllr Robert Nixon  
Cllr Lynn Pratt  
Cllr Les Sibley

**In Attendance:**

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

The meeting was inquorate until 19:09 and started at 19:10.

**1. 300/2021 Apologies for Absence**

**RESOLVED** that apologies were received from Cllr Jason Slaymaker. Apologies were accepted from Cllr Lynn Pratt and Cllr Richard Mould until such time they were able to join the meeting due to a delay from a prior meeting.

**2. 301/2021 Declarations of Interest**

**RESOLVED** that no declarations were received.

**3. 302/2021 Minutes of Environment Committee**

**RESOLVED** to confirm the minutes of the Environment Committee meetings **Special ENV01/2021 - Thursday 29<sup>th</sup> October 2020** and **ENV04/2021- Monday 30<sup>th</sup> November 2020** to be signed at a later date.

*Cllr Richard Mould joined the meeting at 19:16.*

**4. 303/2021 Public Session**

No members of the public were present.

**5. 304/2021 Minutes of the Events Working Party**

**RESOLVED** to confirm the minutes and recommendations of the following Events Working Party **BE05/2021 - Wednesday 13<sup>th</sup> January 2021.**

**6. 305/2021 Tree Planting Consultation Review**

**RESOLVED** that the Committee:

- 1. AGREED to DECLINE** the tree planting request at Shelley Close as this does not have universal support of the local residents;

2. **NOTED** that the Bicester Town Council Outdoor Team have replaced the dead tree in Trefoil Drive place area with a *Prunus subh 'Autumnalis Rosea'*.

*Cllr Lynn Pratt joined the meeting at 19:22.*

## 7. 306/2021 Vehicle Replacement

**RESOLVED** that the Committee:

1. **APPROVED** the specification requirements for vehicle replacement for the existing Vauxhall Combo 2000 CDTI 16v as:
  - Electric Van: electric battery; to be 40kWH and have a range of around 170 miles on a full charge; chargeable cable to mains kit.
  - Cab: driver and passenger air bags; power operated front windows; power operated and heated exterior mirrors; integrated Sat Nav system; firewall separating cab from load space.
  - Body: sliding side doors to nearside and offside unglazed; unglazed rear doors; minimum payload of 500kg; cargo area approx. 2m length x 1.2m width; ply lining to rear; keep the original mat in good condition.
  - Additional fitments and accessories: first aid kit fitted in cab; fire extinguisher 2.0kg dry powder fitted in cab; reverse park sensors activated when engaging reverse gear; front floor mats; 1 x LED lamp fitted to loading area of the van at the bulkhead with light facing rearwards operated by a switch in the cab; 900mm approx.; LED Beacon Bar fitted to roof of van towards the rear; reverse park sensors activated when engaging reverse gear.
  - Colour: manufacturer's standard white gloss.
  - Signs: first aid kit fitted in cab; fire extinguisher 2.0kg dry powder fitted in cab; installation of Bicester Town Council logo (both sides) – supplied by BTC.
2. **CONFIRMED** a preference for 2.1 Nissan Acenta;
3. **APPROVED** the installation of an electric charge point at a cost of £1500 approx. Officers to apply for a grant towards the charge point installation.

## 8. 307/2021 Garth Park Closing Hours

**RESOLVED** that the Committee **APPROVED** the change to Garth Park closing times as:

| Month              | Mon to Fri | Sat to Sun |
|--------------------|------------|------------|
| January (winter)   | 17:10      | 16:00      |
| February (winter)  | 17:10      | 17:00      |
| March (winter)     | 17:10      | 17:00      |
| April (summer)     | 19:00      | 19:00      |
| May (summer)       | 20:00      | 20:00      |
| June (summer)      | 21:00      | 21:00      |
| July (summer)      | 20:00      | 20:00      |
| August (summer)    | 19:00      | 19:00      |
| September (summer) | 18:00      | 18:00      |
| October (winter)   | 17:10      | 17:00      |
| November (winter)  | 17:10      | 15:00      |
| December (winter)  | 17:10      | 15:00      |

## 9. 308/2021 Football Training Fees Waiver

**RESOLVED** that the Committee **AGREED** to waive the booking fee for pre-season football training for the 2020/2021 season only, at an associated loss of income of £1,104.17 (ex VAT).

**10. 309/2021 Forward Plan**

**RESOLVED** to:

- 1. DEFER** the wheelchair swing to March;
- 2. DEFER** Garth Park bylaws to March.

**11. 310/2021 Date of Next Meeting: Monday 22<sup>nd</sup> March 2021.**

Close of Meeting: 19:42hrs.

## **Minutes of the Bicester Town Council Finance Committee Meeting**

A meeting of the **Bicester Town Council Finance Committee** was held on Tuesday 16<sup>th</sup> February 2021 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  
Kelly Watson – CCLA Fund Manager  
Donna Ford

**1. 324/2021 Apologies for Absence**

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

**2. 325/2021 Declarations of Interest**

**RESOLVED** that no declarations of interest were received.

**3. 326/2021 Minutes of Finance Committee**

**RESOLVED** to confirm the minutes of the Finance Committee meeting **FIN04/2021** held on **Wednesday 9<sup>th</sup> December 2021 to be signed at a later date.**

**4. 327/2021 Public Session**

**RESOLVED** that the Committee received no representations.

**5. 328/2021 investment with CCLA Fund Manager**

The presentation explained that the CCLA's typical customers include similar councils both locally and nationally and that it is a fund specifically designed for Local Authorities. An overview of the CCLA and PSDF in terms of security, liquidity and yield was given including the high ethical and moral standards which the CCLA has in terms of the money markets used for investments. Lastly, it was noted how the CCLA outperforms comparators even in such difficult times as 2020.

**RESOLVED** that the Committee **NOTED** the presentation from the CCLA Fund Manager.

**6. 329/2021 Finance Report**

**RESOLVED** that the Committee **APPROVED** the Income, Expenditure and Variances Report to **Month 9.**

**7. 330/2021 Bank Balances**

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

**8. 331/2021 Payments**

**RESOLVED** that the Committee **APPROVED** the payment schedules since the Finance Committee on **9<sup>th</sup> December 2020**.

**9. 332/2021 Forward Plan**

**RESOLVED** that the Committee **APPROVED** to remove the CCLA Fund Manager from the forward plan.

**10. 333/2021 Date of Next Meeting: 29<sup>th</sup> March 2021 – 7pm**

**Close of Meeting: 19:44 hrs**

## **Minutes of the Planning Committee Meeting**

A meeting of the **Bicester Town Council Planning Committee** was held on Monday 11<sup>th</sup> January 2021 19:00hrs on Zoom.

### **Present:**

Cllr Nick Mawer - Chairman  
Cllr Dan Hallett  
Cllr Harry Knight  
Cllr James Metcalf  
Cllr Richard Mould  
Cllr Robert Nixon  
Cllr Les Sibley  
Cllr Alex Thrupp

### **In Attendance:**

Samantha Shippen – Chief Officer  
Julie Trinder – Administration Officer

### **1. 271/2021 Apologies for Absence**

**RESOLVED** that apologies were received from Cllr Lynn Pratt, Cllr Zoe McLernon and Cllr Jason Slaymaker. Cllr Alex Thrupp substituted for Cllr Lynn Pratt.

### **2. 272/2021 Declarations of Interest**

**2.1 RESOLVED** that no declarations of interest were received.

#### **2.2 Declarations of Interest for District & County Councillors**

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

### **3. 273/2021 Minutes of Planning Committee**

**RESOLVED** to confirm the minutes of the Planning Committee meeting **PL08/2021** held on **Tuesday 15<sup>th</sup> December 2020 to be signed at a later date.**

### **4. 274/2021 Public Session**

No public were present.

### **5. 275/2021 Updates on Large Developments and Associated Issues**

#### **5.1 North West Bicester**

Cllr Richard Mould and Cllr Lynn Pratt met with a planning officer from Cherwell District Council. Still awaiting news from Developers on the burial ground area. No progress on second section until new link road is completed.

### 5.1 Graven Hill

Progressing well. Old MOD buildings have been demolished.

### 5.2 Garden Town

Funding has been granted to provide road works at Graven Hill and Banbury Road.

### 5.3 Other Business Strategies Sites

- Large warehouse on A41 being let to Ocado, providing high paid technical jobs.
- Ground works on David Lloyd site taking place.

## 6. 276/2021 Planning Applications from Cherwell District Council

**RESOLVED** that the following comments be made:

**20/03203/F** – Bicester Town Council has no objection to this application.

**20/03264/F** – Bicester Town Council has no objection to this application.

**20/03265/F** – Bicester Town Council strongly object to this application due to the layout and concerns for overcrowding leading to unsuitability for an HMO in this location, the size of property and ability to house seven individuals, the proposal is considered to be overdevelopment of the site and not in keeping with current street scene. The property is in an area that already suffers with on street parking both on the road and on grass verges, it is considered that this proposal will lead to additional parking which could restrict access to the nearby playing fields, especially as there is no proposal for a turning area. The proposal and associated resultant parking could have an adverse effect on a main cycling/walking route to Bicester.

**20/03269/F** – Bicester Town Council has no objection to this application.

**20/03285/O56** – Bicester Town Council welcome the change of use providing there is no adverse impact on the conservation area and has no conflict with active travel proposals.

**20/03302/F** – Bicester Town Council welcome this application as it provides additional manufacturing capacity within the town.

**20/03327/F** – Bicester Town Council strongly object to this application and wish to re-iterate previous comments due to access onto Howes Lane which is a busy road with significant HGV and construction traffic. The proposal is considered inappropriate in this location.

**20/03330/F** – Bicester Town Council strongly object to this application due to overdevelopment and the potential impact on neighbouring properties, particularly the space to the wall; it is not in keeping with the current street scene Concern has also been expressed in relation with parking & traffic movement within the site Bicester Town Council would welcome appropriate development in this area, however, attention needs to be given to the layout of the site.

**20/03383/F** – Bicester Town Council has no objection to this application.

**20/03404/F** – Bicester Town Council welcomes this application and the quality of jobs it will bring but has concerns with how the large number of waiting vehicles will be managed, with a requirement for a managed holding area to be established. Assurance is also requested to ensure that improvements being made between the A41 and Site boundary with Wretchwick Green are of an adequate width and specification to accommodate cyclists and pedestrians in line with active travel plans.

**20/03429/F and 20/03429/REM** – Bicester Town Council has no objection to these applications.

**20/03461/F** – Bicester Town Council has no objection to this application.

**20/03484/F and 20/03485/LB** – Bicester Town Council welcomes this application.

**20/03542/F** – Bicester Town Council has no objection to this application.

**20/03553/F** – Bicester Town Council has no objection to this application.

**20/03657/F** – Bicester Town Council has concerns with displaced parking in this area which has existing issues caused by narrow roads.

**7. 277/2021 Amended Plans**

None to note.

**8. 278/2021 Withdrawn Plan**

None to note.

**9. 279/2021 Appeal**

None to note.

**10. 280/2021 Notification of Planning Decisions from Cherwell District Council.**

**RESOLVED** that Committee **NOTED** the planning decisions from Cherwell District Council **PL09/2021**.

**11. 281/2021 Forward Plan**

No amendments were required.

**12. 282/2021 Date of Next Meeting Monday 8<sup>th</sup> February 2021 – 7pm.**

**Close of meeting: 7.45pm**

## **Minutes of the Planning Committee Meeting**

A meeting of the **Bicester Town Council Planning Committee** was held on **Monday 8<sup>th</sup> February 2021 19:00hrs** on Zoom.

### **Present:**

Cllr Nick Mawer - Chairman  
Cllr Dan Hallett  
Cllr Zoe McLernon  
Cllr Richard Mould  
Cllr Robert Nixon  
Cllr Les Sibley

### **In Attendance:**

Samantha Shippen – Chief Officer  
Julie Trinder – Administration Officer  
Cllr John Broad – CDC  
Lisa Addiscot – Mosaic Urban Design  
Rob Bolton – Review Partners  
Steve Houkes – Political Developments  
Mark Kirby – Velocity Transport Planning  
Hannah Leary – Barton Willmore  
Eleanor Musgrove – Firethorn Developments Limited

### **Resident:**

One local resident

### **1. 311/2021 Apologies for Absence**

**RESOLVED** that apologies were received from Cllr Harry Knight, Cllr Lynn Pratt and Cllr Jason Slaymaker.

### **2. 312/2021 Declarations of Interest**

**2.1 RESOLVED** that no declarations of interest were received.

#### **2.2 Declarations of Interest for District & County Councillors**

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

### **3. 313/2021 Minutes of Planning Committee**

**RESOLVED** to confirm the minutes of the Planning Committee meeting **PL09/2021** held on **Monday 11<sup>th</sup> January 2021 to be signed at a later date.**

### **4. 314/2021 Public Session**

There were no public questions or representations.

## 5. 315/2021 Updates on Large Developments and Associated Issues

### 5.1 North West Bicester

Cllr Richard Mould reported that work on the bridge is progressing well and on schedule.

It was also reported that planning had been submitted for North-West Bicester on the Himley Village Site.

### 5.2 Graven Hill

Progressing well

### 5.3 Garden Town

Funding has been granted for the bridge at Howes Lane.

### 5.4 Other Business Strategies Sites

Building works on David Lloyd site progressing well and will open later this year.

## 6. 316/2021 Consultations

### 6.1 Presentation on a proposal for development at North West Bicester

Steve Houkes from Political Developments introduced a proposed development at North West Bicester presenting an opportunity to create a community based upon sustainable and healthy lifestyles, a place that is connected with its neighbours and surrounding landscape that encourages a reduced carbon footprint, to incorporate:

- Connected multi-functional green spaces
- A development that integrates with its context
- Healthy lifestyles
- Walkable neighbourhoods and active travel
- True zero carbon development that is adapted for climate change
- Homes for all ages and abilities that are adapted and enabled for home working

A presentation had been circulated and added to the Agenda file.

**RESOLVED** that Committee **NOTED** the presentation regarding the proposed development at North West Bicester.

### 6.2 Various Roads (Bicester) proposed 20mph speed limit and active travel measures

**RESOLVED** that Committee **NOTED** the consultation and **WELCOMED** the active travel initiative, however Bicester Town Council have concerns with the 2-way system proposed for the Causeway.

### 6.3 Various Roads (Cherwell & West) and (Oxford City) proposed disabled persons parking places

**RESOLVED** that Committee **NOTED** the consultation and **WELCOMED** the proposals that relate to Bicester.

### 6.4 Oxfordshire Minerals and Waste Local Plan (MWLP): Part 2 site allocations – sustainability appraisal and site assessment methodology

**RESOLVED** that Committee **NOTED** the consultation.

### 6.5 School Streets Scheme

**RESOLVED** that Committee **NOTED** the consultation.

### 6.6 Various Roads (Western Bicester) Proposed Parking Restrictions

**RESOLVED** that Committee welcomed the proposals.

**7. 317/2021 Planning applications from Cherwell District Council**

**RESOLVED** that the following comments be made:

**20/03260/F** - Bicester Town Council has no objection to this application.

**20/03491/OBL** – Bicester Town Council has no comment on this application.

**20/03513/F** – Bicester Town Council has no objection to this application.

**20/03549/TPO** – Bicester Town Council leaves this application to the Arboricultural Officer.

**20/03624/F** – Bicester Town Council has no objection to this application.

**20/03635/F** – Bicester Town Council object to this application due to loss of amenity space, over development of site, access issues and the impact it will have on neighbouring properties. Concern was expressed in relation to parking access and visibility splays.

**20/03671/F** – Bicester Town Council welcomes this application.

**20/03697/F and 20/03680/LB** – Bicester Town Council has no object to this application but request the property is in-keeping of the current street scene.

**20/03693/F** – Bicester Town Council are in favour of increasing habitation into the town centre but request the ground floor is retained for retail, specifically for the provision of smaller units suitable for retail in accordance with NPPF 7 Ensuring the Viability of Town Centres being as this application is in Bicester's primary shopping area.

**20/03696/F** – Bicester Town Council has no objection to this application.

**20/03699/F** – Bicester Town Council has no objection to this application.

**21/00033/F** – Bicester Town Council welcomes this application.

**21/00075/F and 21/000767/LB** – Bicester Town Council welcomes this application, particularly as it brings a property back into use in the primary retail area.

**21/00115/F** – Bicester Town Council has no objection to this application.

**21/00117/F** – Bicester Town Council has no objection to this application.

**21/00120/F** – Bicester Town Council has no objection to this application.

**21/00135/F** – Bicester Town Council has no objection to this application.

**21/00154/F** – Bicester Town Council has no objection to this application.

**21/00155/F** – Bicester Town Council welcomes this application.

**21/00194/F** – Bicester Town Council has concerns with this application, this area already suffers with parking issues which this development could exacerbate and are concerned with the lack of parking spaces being allocated and the associated loss of green space.

**21/00214/F** – Bicester Town Council has no objection to this application.

**8. 318/2021 Amended Plans**

None to note.

**9. 319/2021 Withdrawn Plans**

None to note.

**10. 320/2021 Appeals**

None to note.

**11. 321/2021 Notification of planning decisions from Cherwell District Council**

**RESOLVED** that Committee **NOTED** the planning decision from Cherwell District Council.

**12. 322/2021 Forward Plan**

No amendments were made.

**13. 323/2021 Date of next meeting Monday 15<sup>th</sup> March 2021 19.00hrs**

**Close of meeting: 20.48hrs**

## Minutes of the Bicester Town Council Events Working Party Meeting

A meeting of the **Bicester Town Council Events Working Party** was held on Wednesday 13<sup>th</sup> January 2021 at 19:00hrs on Zoom.

### Present:

Cllr Richard Mould –(Chairman)  
Cllr Nick Mawer  
Cllr Lynn Pratt  
Cllr Les Sibley

### In Attendance:

Samantha Shippen – Chief Officer  
Phil Evans – Service Manager  
Zara Sankey – Administration Officer  
Matt Birtles – Bicester Green Trustee  
Leila Wilcox – Bicester Green Trustee  
Janine Squires - OYAP  
Donna Waterer – OYAP

In the absence of the Chairman, Councillor Richard Mould was elected chairman.

### 1. Apologies for Absence

**RESOLVED** that apologies were received from Cllr Zoe McLernon and Cllr Jason Slaymaker, Cllr Nick Mawer substituted for Cllr Jason Slaymaker.  
Cllr Lynn Pratt's apologies were accepted until such time as she was able to join the meeting due to poor connection.

### 2. Minutes

Members **CONFIRMED** the **MINUTES** of meeting **BE04/2021 – Wednesday 18<sup>th</sup> November 2020** to be signed at a later date.

### 3. Markets Update

Members **NOTED** the report of market updates received from Tom Duckham (CDC) that:

- Markets are currently open for essential goods only;
- Bicester Market will continue with food produce only;
- Bicester Market Association are allowing free rent to traders whilst these current restrictions are in place.

### 4. Virtual Advent Calendar Report

It was **RECOMMENDED** that the 2021 virtual advent calendar be published through Facebook and promoted through the Council's website.  
Members thanked the Officers for their work on this and commented that it was really good for external organisations who were involved.

*Cllr Lynn Pratt joined the meeting at 19:08hrs.*

## **5. Bicester Town Council 2021 Events Update**

Members considered the costings for infrastructure for 2021 events.

It was **RECOMMENDED** that:

1. First Aid be awarded to Company A at a cost of £3,000 for seven events;
2. Security be awarded to Company D at a cost of £9,588.25 for seven events;
3. Toilets be awarded to Company K at a cost of £2,735 for four events;
4. Further negotiations take place in respect of Stage, Sound and Lighting with Company H to further reduce costs or otherwise the contract be placed Company G;
5. Officers seek clarity on deposits and cancellation costs should events be affected by Covid-19 restrictions.

## **6. Other Events**

- a) **Business Society Street Fair** – no update was received from Bicester Chamber of Commerce or Bicester Vision.
- b) **Any other event updates** –
  - i) **OYAP** - has moved planned live sessions to be online following the Covid-19 restrictions. The sessions include art, drama, music and creative writing. They are working with Bicester primary and secondary Schools to promote skills and training for students. A comprehensive program is listed on the OYAP website and previous online content is available to watch through their Facebook page.
  - ii) **Bicester Green** – Trustees, Matt and Leila were welcomed by members to the meeting. The Chief Officer advised that following discussions with Bicester Green there is an intention for them to work closely with BTC Officers on involvement in future events. Officers will also share and promote the online survey for the proposed Eco-Hub on Sheep Street to gain opinions from volunteers, existing and potential customers, to understand how the move would best serve the community.
  - iii) **Women's Cycle Tour** - the Chief Officer advised that following the postponement of the 2020 race in June 2020 due to the Covid-19, the rearranged Women's Tour is planned to take place in June 2021. Bicester will host the Grand Départ (Stage One) Monday 7<sup>th</sup> June 2021. Members **RECOMMENDED** that Officers promote opportunities for local businesses and groups, such as Bicester Green, to be included in the plans for the event (subject to Covid-19 restrictions).

## **7. Forward Plan**

**RESOLVED** to:

1. **ADD** the Women's Cycle Tour;
2. **REMOVE** the Business Society Street Fair.

## **8. Date of Next Meeting: Wednesday 10<sup>th</sup> March 2021 at 19:00hrs.**

**Close of Meeting: 19:38hrs**

## Minutes of the Bicester Traffic Advisory Group Meeting

A meeting of the **Bicester Traffic Advisory Group Meeting** was held on Thursday 28<sup>th</sup> January 2021 at 14.00hrs 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

Cllr Les Sibley

Eric Stevens

Cllr Lawrie Stratford

Mike Wasley

#### **Bicester Chamber of Commerce**

Peter Cox

#### **Value Retail/Bicester Village**

Miranda Markham

### 1. Apologies for Absence

**RESOLVED** that apologies were received from John Croxton TVP, Dean Fischer CDC, Cllr Jason Slaymaker and Cllr Michael Waine.

### 2. Minutes of the Bicester Traffic Advisory Group

To approve Minutes of the Bicester Traffic Advisory Group's meeting held on **Thursday 26<sup>th</sup> November 2020** were approved as an accurate record.

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

**3.1** Cllr Lawrie Stratford queried *item 4.5 - Bicester Market Square £800,000 in Funding* - from previous minutes stating that the original amount of funding proposed was £1,000,000.

**3.2** Cllr Les Sibley informed the meeting that Sainsbury's have been chased again with regards to streetlamps in Manorsfield Road still not being restored and no reply has been received. OCC Councillors will take up with OCC and give an update at the next meeting. Cllr Richard Mould and Cllr Lynn Pratt will take up with CDC and update at the next meeting.

### 4. Report from Oxfordshire County Council Officers

#### **(a) Eric Stevens and Jacqui Cox**

##### **4.1 Bicester Market Square**

Eric Stevens, Transport Planner, informed the meeting that Officers are drafting a brief for an urban design consultancy with transport planning capabilities to consider the options for an enhanced mixed-use space in the Market Square, including the transport improvements that would be required. Once the consultants have been commissioned, they will organise engagement with stakeholders.

Miranda Markham thanked Eric Stevens for the update and as a stakeholder will be happy to communicate with him.

Chief Officer asked that the proposed war memorial is considered in this scheme. Chief Officer to circulate designs to Committee.

#### **4.2 South West Bicester Active Travel Measures**

Site visits and initial concepts were compiled by the design team and fed into a key stakeholder workshop in December, with options for the various sections of the route discussed.

Some amendments were made following the workshop and discussion with local county councillors and the scheme is now out to public consultation to present the scheme that is to be delivered and receive any detailed comments or feedback.

The majority of the scheme needs to be delivered by the end of March and the Traffic Regulation Order consultations are therefore taking place concurrently with the wider consultation and notices have had to be published to prepare for the construction phase.

Signs for notice of works are already out.

#### **4.3 Realignment of the A4095**

The engineering consultants have been progressing the design review as part of the feasibility work. Engagement with stakeholders needs to be undertaken in order to complete this stage and submit an internal business case to progress to the preliminary design work in the new financial year.

The delivery of the scheme is scheduled by the end of March 2023.

#### **4.4 Banbury Road Roundabout**

Contractual matters are now all resolved, and the consultants are progressing with the options review and feasibility design work.

This scheme needs to be constructed by March 2022 to meet the funding requirements.

#### **4.5 A41/Ploughley Road Junction**

The contract with AECOM is now in place and they are progressing the preliminary design work. The scheme aims to signalise the Ploughley Road junction with the A41 and is being funded through Garden Town funding and developer contributions.

#### **4.6 London Road Cycle Improvements**

The internal business case for this scheme was approved in December which means it can now progress into preliminary design. As part of this next phase we will be engaging with local Members and residents on the proposals.

This will push the design work back a little, but the scheme is still due to be delivered in 2021.

Concerns were made regarding the width of the road and lorries accessing the Launton Road and Market Square with difficulty and asked if this could be taken into consideration with London Road improvements.

An update will be given at the next meeting.

#### 4.7 A41 Corridor Study

An invitation to tender went out before Christmas for this key piece of work and Steer have recently been appointed. OCC and CDC officers will manage the project and the key consultants will engage with stakeholders once they have completed a sift of all the background material.

The final report is expected in May and will be used to feed into the Local Plan Review and the area transport strategy work for the Local Transport & Connectivity Plan.

Consultation to be held in the Summer 2021.

#### 4.8 Bus Network Changes

Bus patronage remains significantly suppressed across Oxfordshire. Some estimates have indicated that in the long term, a reduction of 20-25% can be expected, which may place financial strain on some marginal commercial routes in the future. The Government continues to provide a tailored package of financial support to the bus industry and has pledged to do so until social distancing requirements are no longer necessary.

Significant bus service changes are taking place in the Bicester area from Monday 4 January 2021. These are:

- curtailment of Stagecoach service S5 to operate between Oxford, Bicester and Glory Farm only, except on Sundays when three journeys will serve Ambrosden and two will serve HMP Bullingdon – the frequency remains at up to every 15 minutes between Oxford and Bicester and up to every 30 minutes to/from Glory Farm;
- introduction of new services 27 and 28 to offer replacement links between Langford/Launton and Bicester on Mondays to Saturdays. Service 27 will operate with 8 journeys per day, whilst service 28 will operate hourly;
- introduction of new services 29 and H5, which together will offer a 30-minute frequency service on Mondays to Saturdays between Bicester and Ambrosden, including the emerging Graven Hill development. Service 29 will continue to HMP Bullingdon or Upper Arcott, whilst service H5 will continue to JR Hospital via Merton, Islip and Barton Park;
- Upper Arcott will be served by three off-peak journeys on service 29 on Mondays to Fridays, with alternative more frequent services available from Lower Arcott;
- the ability to link directly between service 26 (Kingsmere) and services 29/H5 (Graven Hill) to offer cross-town services between these major developments, including direct connections for education and shopping; and
- Langston & Tasker service 18 will no longer serve Launton or Stratton Audley, due to a decision by Buckinghamshire Council. Stratton Audley will be instead served by a replacement Comet community transport service on Tuesdays and Thursdays.

Further details of most changes are available on the Stagecoach website at <https://www.stagecoachbus.com/promos-and-offers/oxfordshire/covid-19>.

A temporary timetable will be required for services 27/28 when EWR enabling works will close the Bicester Road bridge in Launton in the New Year. Further details will be announced in due course.

Any queries regarding buses, please feedback to Jacqui Cox.

### **(b) Mike Wasley**

#### **4.9 Planned Works**

An update was given on planned carriage way works.

|                   |               |                            |
|-------------------|---------------|----------------------------|
| Tubb Close        | Micro asphalt | Deferred until 2021 – 2022 |
| Nuffield Close    | Micro asphalt | Deferred until 2021 – 2022 |
| Bernwood Crescent | Micro asphalt | Deferred until 2021 – 2022 |
| Chichester Close  | Micro asphalt | Deferred until 2021 – 2022 |
| Campbell Close    | Micro asphalt | Deferred until 2021 – 2022 |

Will follow up with dates as soon as they have been confirmed.

#### **4.10 Lining**

Currently compiling this year's lining programme along with a re-lining report, please send any comments to Mike Wasley to help compile a list.

A request was made for OCC Highways to look at Mallards Way which needs attending to the carriage way edge and re-lining works.

Following an accident at the chicanes on the Buckingham Road, the name plate needs replacing. Mike Wasley to follow up.

### **5. Report from Cherwell District Council Officer**

No report available.

### **6. Matters Raised by Group Members/Residents**

#### **6.1 Manorsfield Road**

Already discussed.

#### **6.2 Hornbeam Road**

Keep clear lining is being ignored and causing an obstruction to turning point. It was decided that the next step would be to apply double yellow lines. Cllr Lawrie Stratford to take up with colleagues.

### **7. Forward Plan**

Members reviewed the Forward Plan. A request for an update on air quality issues to be giving at the next meeting.

### **8. Date of Next Meeting: Thursday 1<sup>st</sup> April 2021 – 2pm**

**Close of Meeting: 14.45hrs**