

Bicester Town Council



BICESTER
TOWN COUNCIL

Policy Committee Meeting

Ref: POL01/2122

**Wednesday 16th June 2021 -19.00 hrs at
John Paul II Centre, Webb Court, The Causeway,
Bicester, Oxon OX26 6AW.**

Circulation: Town Mayor - Councillor Nicholas Mawer

Members:

Cllr Richard Mould – **Chairman**, Cllr Lynn Pratt – **Vice-Chairman**
Cllr Dan Hallett, Cllr Nicholas Mawer, Cllr Zoe McLernon, Cllr Dan Sames,
Cllr Les Sibley, Cllr Jason Slaymaker, Cllr Alex Thrupp, Cllr Fraser Webster,

Other Circulation, Substitute Members:

Cllr Nick Cotter, Cllr Sandy Dallimore, Cllr Harry Knight, Cllr James Metcalfe,

Other Circulation:

Cllr Donna Ford - OCC, Cllr Michael Waine – OCC,
Cllr Tom Wallis – CDC, Cllr Lucinda Wing – CDC



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Tuesday 8th June 2021

Dear Councillor

You are summoned to attend a meeting of the **Policy Committee** to be held on **Wednesday 16th June 2021 at 19.00hrs** at the **John Paul II Centre, Webb Court, Causeway, Bicester, Oxon OX26 6AW.**

Phil Evans
Service Manager

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 Bicester Town Council (enquiries@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. Minutes of the Policy Committee

To confirm the **MINUTES** and **RESOLUTIONS** of the following Policy Committee meeting: **26th April 2021 - POL6/2021.**

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. Major Town Initiatives

Committee is requested to note and comment as appropriate on the minutes from the following meetings:

5.1 Bicester Vision CIC Executive Board Meeting: Thursday 15th April 2021

6. Portrait of Sir Tony Baldry

Report pending the availability of Sir Tony Baldry and Miranda Markham.

7. Office Refurbishment

The Committee is asked to consider the attached report.

8. Bicester Town Council Meetings

The Committee is asked to consider the attached report.

9. Nais House

The Committee is asked to consider the attached report.

10. Forward Plan

The Committee is asked to consider the attached report.

11. Date of Next Meeting - 2nd August 2021 - Venue TBC

Close of Meeting:

Minutes of the Bicester Town Council Policy Committee Meeting

A meeting of the **Bicester Town Council Policy Committee** was held on Monday 26th April 2021 at 19:00hrs on Zoom.

Present:

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

In Attendance:

Phil Evans – Service Manager
Julie Trinder – Administration Officer
Gem Barrett – Nai's House
Daniel Cooper – Nai's House
Donna Ford – Conservative
Rachel Mellows – Bicester Pride
Christine Riley – Bicester Pride

Cllr Jason Slaymaker questioned why Assets Management Update was not on the Agenda. The Chairman informed the meeting that this item will be on the next Agenda.

1. 334/2021 Apologies for Absence

RESOLVED no apologies received.

2. 335/2021 Declarations of Interest

RESOLVED that Councillor Lynn Pratt declared an interest in item 6 as a Bicester Town Council representative for Fair Trade and Cllr Jason Slaymaker declared an interest in item 11 Nais' House who have been one of his chosen charities during his mayoral years.

3. 336/2021 Minutes of Policy Committee

RESOLVED to confirm the minutes of the Policy Committee meeting **POL06/2021** held on **2nd March 2021 to be signed at a later date.**

4. 337/2021 Public Session

Christina Riley attended the meeting to ask Bicester Town Council for their commitment to support LGBTIQ in Bicester.

A request for Bicester Town Council's Equalities Policy (GP15) be updated to include sex and gender reassignment.

The Chairman of Policy informed the meeting that a Pride flag had been ordered and will be flown in June and requested the date of the next Committee meeting (after elections) as he would like to attend.

5. 338/2021 Major Town Initiatives

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

5.1 Bicester Vision CIC Executive Board Meeting: 4th March 2021

5.2 Bicester Strategic Delivery Board Meeting: 18th March 2021

6. 340/ Town Entrance Signs

RESOLVED that the Committee **NOTED** the report.

7. 341/2021 Mayor Making 2021

RESOLVED that the Committee **NOTED** the update and Agenda.

8. Portrait of Sir Tony Baldry

RESOLVED that the Committee **NOTED** the report and **WELCOME** Sir Tony Baldry and Miranda Markham to a Full Council Meeting in the Autumn.

9. 345/2021 NHS, Social Care and Frontline Workers' Day

RESOLVED that the Committee **AGREED** to the suggestions to take part on the day.

10. 346/2021 Office Refurbishment

RESOLVED that the Committee **APPROVED**:

the intended work for office re-carpeting;

the intended work for office re-painting;

the intended work for office furnishing;

the Service Manager will source three quotes and bring back to Policy Committee meeting in June.

11. 347/2021 Nai's House

RESOLVED that the Committee **CONSIDERED**:

the proposal and **AGREED** to the Service Manager and Chairman of Policy work with Nai's House to conclude an agreement;

Renting this space to Nai's House for an initial 6 month period which may be extended depending on the redevelopment plan that the Town Council have been discussing.

12. 348/2021 Bicester Town Council Meetings

RESOLVED that Committee **NOTED** the update and Agenda.

It was confirmed that Mayor Making will be taking place on Monday 17th May 2021 and the Annual Town Meeting will take place on Tuesday 18th May 2021.

The Chairman of Policy to investigate ways of streaming at the meeting at Mayor Making.

13. Forward Plan

RESOLVED to add to the Forward Plan:

- Leases
- Refurbishment of offices
- Review Equality policy (GP15)

14. Exclusion of Press and Public

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.

15. 350/2021 HR Consultant

The Chairman of Policy gave a brief introduction to the situation regarding the Chief Officer and requested a temporary appointment be given to the Service Manager as Acting Chief Officer for the duration of the Chief Officers absence. Cllrs acknowledged and approved the motion.

RESOLVED that Committee **NOTED** the actions undertaken to date.

**16. 351/2021 358/2021 Date of Next Meeting: Monday 26th April 2021 –
7.30pm**

Meeting close: 8.42pm

BICESTER VISION

Meeting	BICESTER VISION CIC EXECUTIVE BOARD MEETING	
Directors/Members Present	James Hill (Adalta Real) Graeme Laws (Business Manager) (Director only) Miranda Markham (Value Retail/Bicester Village) Cllr Richard Mould (Bicester Town Council) Graham Perryman (Bicester Chamber) Cllr Lynn Pratt (Cherwell District Council)	(JH) (GL) (MM) (RM) (GP) (LP)
Observers Present	Lt Col Lyndon Robinson RLC (Chair) Peter Cox (Bicester Chamber) Amrik Manku (Oxfordshire County Council)	(LR) (PC) (AM)
Apologies	Shaun Jardine (Brethertons), William Knighton (Chiltern Railway), Sam Shippen (Bicester Town Council), John Liggins (Ziran Land Limited), Phil Shadbolt (Zeta), Robert Jolley (Cherwell District Council), Cllr Lawrie Stratford (Oxfordshire County Council), Cllr Michael Waine (Oxfordshire County Council), Richard Byard (OxLEP), Sarah-Jane Curtis (Bicester Motion), Jacqui Cox (Oxfordshire County Council)	
In attendance	Sarah Fraser	(SF)
Date of meeting	Thursday 15 April 2021	
Venue	Via Zoom	
Circulation	All Supporters	
Dates of next meetings	Full Partnership – Thursday, 13 May 2021, 12-2pm , via Zoom Executive Board – Thursday 10 June 2021, 10am-12pm , venue tbc or via Zoom	

MINUTES

ACTION

1 WELCOME

LR welcomed those on the call and asked that Bicester Vision's condolences to Her Majesty The Queen on the death of HRH Prince Philip be formally recorded.

2 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 4 March 2021 were agreed as an accurate record.

2.1 Matters arising (not covered elsewhere on the agenda):

- **CDC Observer status** - Robert Jolley has confirmed his wish to maintain observer status at Bicester Vision Board meetings. The Board noted and agreed the request to nominate an alternate to attend should Robert be unavailable, stipulating this must be a single, named alternate to maintain consistency of attendance at meetings.

It was agreed:

- **LR/GL will confirm with Robert the name of the proposed alternate and will then add both names to the organisation's roles and responsibilities register.**
- **Carried forward - LP will speak to Robert Jolley re targets/objectives within the Cherwell Industrial Strategy and will feedback at the next Board meeting.**

LR/GL

LP

3 BUSINESS MANAGER'S UPDATE (Presentation attached)

Further to the presentation shared, the Board noted:

- **Finances** – GL will share a copy of the company's P&L and 3 year budget once year end figures have been released by Azets. GL
- **Business Plan** – GL will engage one to one with Board members and the wider Partnership on what more Bicester Vision CIC can do to ensure the organisation remains relevant.
- **Forward Plan** – The Board noted the Forward Plan presented and that the PropFest event on 9 September will be *"showcasing many of the property initiatives and stakeholders working in Oxfordshire and across The Arc in a major event to be located at Bicester Motion in Hanger 113. Representation is requested from local schools and opportunities will be provided to pupils to help on the day and see this business event at first hand"*. UKPropFest 2021 - UK Property Forums
- **Cherwell District Council (CDC):**
 - The Board noted Bicester Vision's continued support to CDC, providing technical facilitation for the Bicester Stakeholder Workshop planned for 22 April to ensure the widest possible audience is reached.
 - Noting that, where they touch and where relevant to Bicester Vision's CIC36 documentation, Bicester Vision and CDC's business plans should be reflective of each other and aligned, the Board suggested it would be useful to receive an update from CDC on the top line information within the CDC business plan.
 - It was reported the draft Grant Agreement between Bicester Vision CIC and CDC now rests with CDC, pending signature.
- **Company policies** – The Board noted and agreed the policies previously circulated (as below). GL offered his thanks to Samantha Shippen for her help in preparing the policies for approval.
 - Anti Bribery Policy
 - Anti Fraud Policy
 - Anti Money Laundering Policy
 - Anti Slavery Policy
 - Anti Tax Evasion Policy
 - Data Protection (GDPR) Policy
 - Incident Management Policy
 - Personal Data Handling Policy
 - Risk Management Policy
- **Annual Report** – Executive Board members were reminded to forward, no later than 30 April 2021, their photo and bio to GL for inclusion in the Annual Report in the "Meet the Board members" section. Board members were also asked to forward information about their individual organisations for inclusion in the Annual Report. ALL

It was agreed:

- GL will ask Robert Jolley to provide a top line presentation on CDC's Business Plan at the next Bicester Vision Executive Board meeting. GL
- LP to speak to Robert Jolley re progress on signing off CDC Grant Agreement. LP
- GL/MM will produce a statement on diversity for inclusion on the Bicester Vision website. GL/MM

4 OXFORDSHIRE COUNTY COUNCIL REPRESENTATION

It was reported Cllr Lawrie Stratford has indicated he will be standing down from the Bicester Vision CIC Board as he has taken the decision not to stand in the forthcoming local elections and hence will no longer be representing Bicester at Oxfordshire County Council.

The Board offered its thanks to Cllr Stratford for his services to Bicester Vision over many years.

It was noted future political representation from Oxfordshire County Council will be confirmed post-election. In the meantime, AM undertook to gain a briefing from Cllr Stratford to be shared with any future incumbent.

AM

5 STANDING AGENDA ITEMS UPDATES

5.1 Development

It was reported:

- The planning application to demolish Dorothy Perkins/Clinton Cards prior to development of the site has been withdrawn.
- A planning application is anticipated from Churchill Retirement Homes for development of a site on St John Street.
- An appeal has been lodged by BSA further to the application for development at Chesterton. The appeal will be on the agenda for consideration by Bicester Town Council Planning Committee w/c 19 April 2021.

5.2 Town Centre Task Group

- Further to the recent stakeholder meeting, it was agreed there is a need to proactively progress plans for the town centre; noting that Oxfordshire County Council work to improve Market Square will be key to the future of the town centre.
- As Covid restrictions ease further consideration will be given to event planning to build on momentum gained.
- Work is being progressed to secure funding (outside of public funding) to support work on improving the town centre.
- Work is also being progressed on a Landlords' Forum, which appears to have support.
- Businesses are being encouraged to sign up to the Bicester Business Directory being co-ordinated by GP.
- A Town Centre Business Plan is to be written. Whilst Bicester Vision has the strategic overview needed to write this, additional resource would be required. Bicester Vision will submit a bid to undertake this work once funding has been secured by CDC.

5.3 Recruitment

- GL reported he will approach Matthew Battle of PropFest to enquire whether they would like to take on membership for a year.

GL

5.4 OxLEP Update

- MM reported Government has recently announced a review of LEPs. It was suggested Bicester Vision should be submitting a response to this review. **MM to speak to OxLEP.**
- Government has also announced a review of Destination Management Organisations which may impact on Bicester.

MM

5.5 Local Intelligence

- **Nai's House** – It was reported the charity Nai's House, a suicide prevention and holistic mental health support service for 13-30 year olds is urgently seeking new premises to continue its work. **RM to forward information to JH/MM.**
- **East West Rail consultation** – All partners were urged to contribute to the East West Rail consultation on the next phase (**closing date is 9 June 2021**) particularly in relation to the London Road crossing. Link to information about the consultation is here: **Public consultation - find out more.**

RM

ALL

How to respond to consultation: You can share your views using the online feedback form available at www.eastwestrail.co.uk, by emailing your comments to East West Rail at consultation@eastwestrail.co.uk, writing to East West Rail via **FREEPOST East West Rail**, or request paper copy form www.eastwestrail.co.uk, by emailing contact@eastwestrail.co.uk or by calling 0330 134 0067.

6 BOARD MEMBER UPDATES

6.1 Chairman's update

- Bicester Garrison appears quiet at the moment. The pandemic will continue to have an effect on operations and the recently announced downsizing of the Army may have implications for the Garrison.
- LR had very much enjoyed his recent visit to Bicester Motion and been humbled by a High Sheriff's award for services to the community.
- LR had recently provided an update to Bicester Chamber members on Bicester Vision's work.

6.2 Adalta Real

- Bicester Rifle Club's application to develop premises at Chesterton has been refused on the grounds of sustainability an appeal has been lodged and the Rifle Club is hoping for success with this.

6.3 Zeta

- GL reported Zeta has installed the first set of new electric charging points in the town with more points to follow.

6.4 Bicester Village

- Bicester Village has reopened smoothly and significant steps are being taken to ensure staff and visitor safety.

6.5 Bicester Chamber

- Bicester Advertiser has requested (and been provided with) a statement around the reopening of the High Street on behalf of Bicester Chamber. **GP to forward a copy of this statement to GL to adapt for use on the Bicester Vision website.**
- Board members were reminded again to forward content for "Beautiful Bicester" the Town Centre website. Thanks were offered to GL and Lucy at Bicester Vision for their assistance in developing and populating this website.

GP/GL

ALL

7 ANY OTHER BUSINESS

It was agreed LR would complete an entry for Bicester Vision CIC in one of the online books of condolence following the Duke of Edinburgh's death.

[Post meeting note: The following statement was included on the Buckingham Palace website: "On behalf of the Directors, Observers and Members of the Bicester Vision Community Interest Company may I extend our heartfelt condolences to Her Majesty The Queen and her family on the death of her much loved husband His Royal Highness The Prince Philip, Duke of Edinburgh. From: Lieutenant Colonel (Retired) Lyndon Robinson; Chairman Bicester Vision Community Interest Company".]

8 4 OUTPUTS FOR SOCIAL MEDIA AND THE WEBSITE

- Bicester Vision CIC offers its condolences to Her Royal Highness The Queen on the death of His Royal Highness The Prince Philip, Duke of Edinburgh.

ACTION

- Bicester Vision CIC is planning 3 events to bring together businesses in a volunteer setting.
- Bicester Vision CIC congratulates Eddie Wong on the photographic content he has produced for the Beautiful Bicester website.
- Bicester Vision CIC is delighted to see the reopening of Bicester High Street and very much hopes this will go from strength to strength.

9 2021 MEETINGS

- | | |
|---|---------------|
| ➤ Full Partnership & AGM – Thursday 13 May 2021 12-2pm, via Zoom | P/Ship |
| ➤ Executive Board – Thursday 10 June 2021, 10am-12pm, venue tbc | Board |
| ➤ Executive Board – Thursday 22 July 2021, 10am-12pm, venue tbc | Board |
| ➤ NO MEETING IN AUGUST | |
| ➤ Full Partnership – Thursday 16 September 2021 Full day volunteering with Bicester Rangers at Bicester Garrison | P/Ship |
| ➤ Executive Board – Thursday 7 October 2021, 10am-12pm, venue tbc | Board |
| ➤ Executive Board – Thursday 4 November 2021, 10am-12pm, venue tbc | Board |
| ➤ Full Partnership – Thursday 2 December 2021 12-2pm, British Bakels | P/Ship |

The meeting closed at 11.40am

BICESTER TOWN COUNCIL PLANNING COMMITTEE REPORT

Wednesday 16th June 2021

Office Refurbishment

Chairman: Councillor Richard Mould

Telephone: 07906 810920

Phil Evans – Service Manager

Telephone: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All

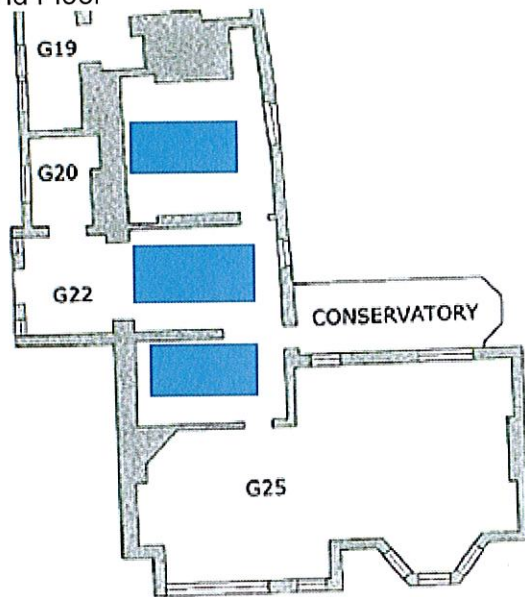
1. Background

- 1.1 The Town Council office in Garth House needs refurbishment.
- 1.2 Given the current situation, I believe a face lift will help restart and refresh the team as we gear up to return to the office in June.
- 1.3 The refurbishment costs would include works being undertaken in all offices currently in use by Bicester Town Council – This will include the soon to be vacated registrars Room as the council look to establish a professional reception.
- 1.4 This does not include works being undertaken by Ridge
- 1.5 Original Proposals were asked to be resubmitted in June's Policy Meeting
- 1.6 The Plans for staff to return to the office will be held off until these works are complete (should they be approved)

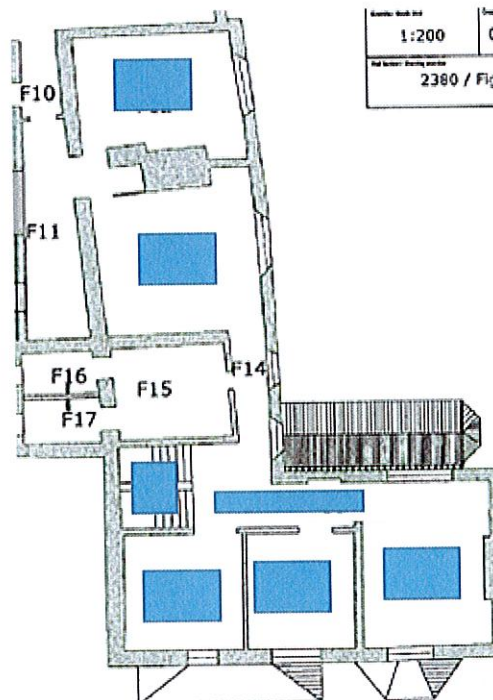
2. Floor Plan

The work quoted is for the rooms marked below as blue

2.1 Ground Floor



2.2 First Floor



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Ref: 2380 / Fig	

3. Quotations

In my previous estimate submitted to councillors in the last policy meet.

Painting £4805
Flooring £8230
Furnishing £7561

Now quotes have been gathered (ex VAT)

Painting and Decorating
Company A - £4805
Company B - £4500 * (-£305 reduction from previous estimate)
Company C - £6095

Flooring
Company D - £10890
Company E - £8070
Company F - £7362 * (-£868 reduction from previous estimate)

Furniture
Company G - £6290
Company H - £8230
Company I - £6270 * (-£1291 reduction from previous estimate)

4. Financial

This could be taken from 9020/901 which is earmarked reserves for BTC premises as this work would lower the overall cost planned with the Garth House refurbishment.

5. Recommendation

The Committee is recommended to:

APPROVE the intended work for office Re- Painting with COMPANY B
APPROVE the intended work for office Re- Carpeting with COMPANY F
APPROVE the intended work for office Furnishing with COMPANY I

BTC needs an uplifting change and this would be of huge benefit to team morale.

BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

Wednesday 16th June 2021

Bicester Town Council Meetings

Chairman: Councillor Richard Mould

Telephone: 07906 810920

Phil Evans – Service Manager

Telephone: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All

1. Background

- 1.1 As the council start to recover from the pandemic, The meeting structure has undergone changes to remain in line with Guidance.
- 1.2 The plan was to install a Marquee at garth park to host the larger committees but the supply chain for these items have been significantly stretched and seen charges increase in reflection.
- 1.3 The next step change for the government is on the 21st of June which will help plan future meet venues.

2. June Meetings

Finance 8th June will continue as planned – taking place in the chambers.

Planning (15th June) Policy (16th June) & Full Council (21st June) will now take place at the John Paul II Centre.

We have agreed a reduction with John Paul II Centre for a booking fee of £350 (was £450)

3. Recommendation

The Committee is recommended to:

APPROVE the meeting venue change to be extended until the end of June

BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

Wednesday 16th June 2021

Nai's House

Chairman: Councillor Richard Mould

Telephone: 07906 810920

Phil Evans – Service Manager

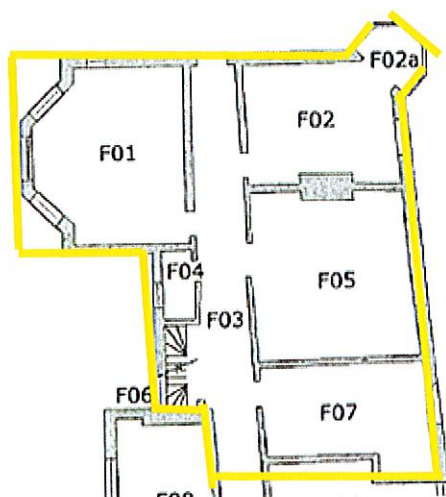
Telephone: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All

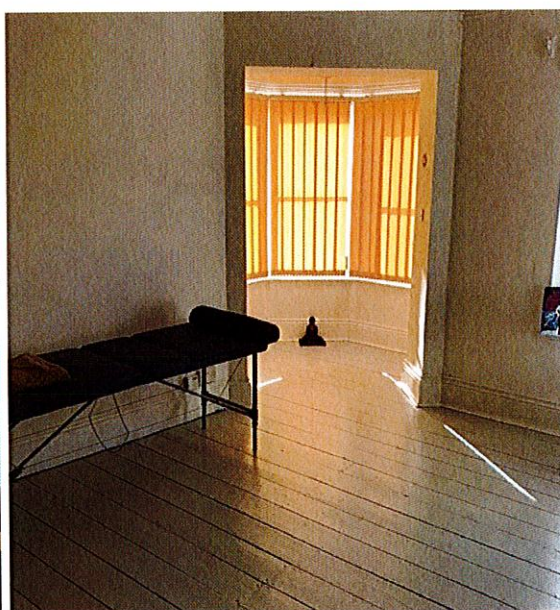
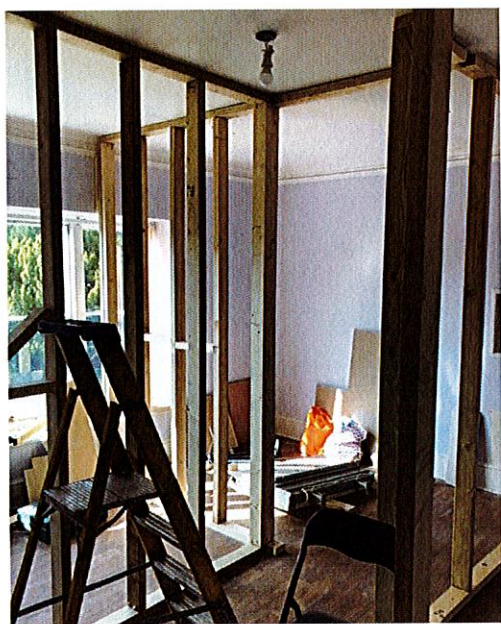
1. Update

- 1.1 In the last Policy Meeting, We agreed to welcome Nai's House into Garth House and for it to become their new home.
- 1.2 Nai's House Commenced work in bringing the new base of their operation upto a good standard early in May.
- 1.3 The Lease final draft is with Nai's House for approval and is to commence from 1st June.
- 1.4 Nai's house is now operating within the building – they do await some donations for furniture to be delivered over the next coming weeks.

2. Floorplan of Leased Space



3. Images



4. Recommendation

The Committee is recommended to:

NOTE the completion of our new tenants.

BICESTER TOWN COUNCIL POLICY COMMITTEE FORWARD PLAN

Wednesday 16th June 2021

Date/ Item/ Comment

1. Pending: Closure policy for cemetery
2. Pending: Retention of assets policy
3. Future management of 'new' open space play areas
4. April 2021: New burial ground and memorial policy
5. On-going: Working on town centre group
6. Leases
7. Refurbishment of offices
8. Review Equality policy (GP15)