

Bicester Town Council



Policy Committee Meeting

Ref: POL03/2425

Tuesday 8th October 2024 at 19:00

**Council Chamber, Garth House, Launton Road,
OX26 6PS**

Members:

Cllr Paul Wheatley – **Chair**, Cllr Rachel Mallows, Cllr Alisa Russell,
Cllr Nick Cotter, Cllr Jim Webb, Cllr Harry Knight, Cllr Sam Holland,
Cllr Nick Mawer and Cllr Tom Beckett

Other Circulation, Substitute Members:

Cllr Chris Pruden, Cllr John Willett, Cllr Les Sibley, Cllr Dan Hallett,
Cllr Donna Ford and Cllr Damien Maguire.

Other Circulation:

Cllr John Broad (CDC), Cllr Frank Ideh (CDC), Cllr Simon Lytton (CDC), Cllr
Calum Miller (OCC), Cllr Rob Parkinson (CDC) and Cllr Michael Waine (OCC)



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Friday 27th September 2024

To all members of the Policy Committee,

You are hereby summoned to attend a meeting of the **Policy Committee at the Council Chamber, Garth House, Launton Road, OX26 6PS on Tuesday 8th October 2024** at commence at **19:00hrs** for the transaction of the following business.

Paul Canning
Deputy Town Clerk

Agenda

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

1. Appoint Vice-Chair

The Committee is asked to **APPOINT** a Vice-Chair.

2. Apologies for Absence

To consider apologies and reasons for absence. Committee members who are unable to attend the meeting should notify the Town Clerk (phil.evans@bicester.gov.uk) prior to the meeting, stating the reason for absence.

3. 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.

4. Minutes of the Previous Meeting

The Committee is asked to **APPROVE** the minutes of the Policy Committee meeting held on:

- **POL02/2425 – Monday 16th September 2024 at 19:00hrs**

(Pages 4
– 6)

5. 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.

6. Sports Rules & Regulations

The Committee is asked to **REVIEW**, **COMMENT** and **APPROVE** any changes (Pages 7 – 9) needed.

7. Grounds & Building Maintenance

The Committee is asked to **APPROVE** the sealing of this contract and witness as such. (Page 10)

APPENDIX 1 under separate cover.

8. Grounds & Building Maintenance (Sub-Contract)

(Page 11)

The Committee is asked to **REJECT** the sealing of this contract.

APPENDIX 2 under separate cover.

9. Motion – Emergency Climate Resolution

Cllr Tom Beckett is to present the motion. Councillors are asked to **APPROVE** (Pages 12 - 13) the report.

10. Forward Plan

The Committee is **RECOMMENDED** to **NOTE** the Forward Plan.

(Page 14)

8 Date of Next Meeting

Monday 11th November 2024 at 19:00hrs.

Minutes of the Policy Committee

A meeting of the **Policy Committee** was held on **Monday 16th September 2024** at **19:00hrs** at **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester Oxon, OX26 6PS.**

Present:
Cllr Paul Wheatley (Chair)
Cllr Tom Beckett
Cllr Sam Holland
Cllr Nick Mawer
Cllr Alisa Russell
Cllr Jim Webb

In Attendance:
Paul Canning, Deputy Town Clerk
Jodi Clarke, Finance Assistant
Brian Walters, Resident of Bicester

10/2425 Apologies for Absence

RESOLVED that apologies were received from the following Committee Members:

- Cllr Rachel Mallows
- Cllr Nick Cotter
- Cllr Harry Knight

11/2425 Declaration of Interest

RESOLVED that a declaration of interest was received from Cllr Jim Web as he personally knows the outsourced HR support.

12/2425 Public Session

RESOLVED that Brian Walters attended the meeting to show his support for the proposed motion raised by Cllr Beckett. Mr Walters expressed to the Committee how the urgency & prompt action needed to make a positive contribution to the climate change. Mr Walters also expressed that it had been 5 years since the previous recommendation was approved.

13/2425 Policies for Review

RESOLVED that the following Policies were **REVIEWED** and **APPROVED**:

- GP11 – Complaints Policy
- GP24 – Tree Management Policy

Cllr Mawer expressed that the council hasn’t been replacing trees as they should do in line with section 6.2 of GP24 – Tree Management Policy which states:

“It is important to ensure that for every tree felled, at least one tree is planted in its place and is properly cared for. The size and scale of the replacement planting should reflect both the trees removed and the situation.”

14/2425 Motion – Emergency Climate Change

RESOLVED that Cllr Beckett presented his motion on the emergency climate change to the councillors and expressed the importance of following through with the recommendation that came from the Emergency Climate Change back in September 2019.

Cllr Beckett informed the councillors that the points 1, 3, 4 & 7 of the recommendation have not been actioned, these points are:

- i. Declare a Climate Emergency and work to becoming a carbon neutral organization by 2030, to include scope 1, 2 and 3 emissions.
- iii. Task the Policy Committee to investigate the creation of a grant pot to encourage and enable carbon reduction schemes within Bicester for the year 2020-21. The primary criterion for applications should be CO2 savings per pound spent.
- iv. Where possible, include environmental implications of recommendations in officer reports alongside legal, financial and equality implications. These will include the impact of recommendations on CO2 emissions as well as any other environmental factors.
- vii. Seek ways to facilitate and encourage our community in reducing direct and indirect CO2 emissions and to become resilient to changes caused by changing climate. We will take active steps where possible to encourage:
 - o More sustainable transport.
 - o Reductions in energy use in homes, businesses and elsewhere.
 - o Co-operation with organizations seeking to develop low carbon and community led affordable housing in Bicester.
 - o Use and development of renewable energy sources.
 - o Production, sale and consumption of locally sourced food.
 - o Any other methods of achieving the aims above.

Cllr Beckett expressed that the costs need to be identified & budgeted for the following year but gave a rough estimate of £5,000 - £10,000.

Cllr Beckett explained the difference between the 3 scopes:

Scope 1 – Direct emissions from owned or controlled sources.

Scope 2 – Indirect emissions from the generation of purchased energy.

Scope 3 – All other indirect emissions in a company's value chain.

Cllr Mawer asked for clarification on whether this would be a standing report or placed onto the forward plan as the motion is not clear. Concerns were raised about bringing a consultant in to tell the council something they already know.

Cllr Beckett informed the group that these were alterations made as per the Town Clerks request, the motion reads as if it's a standing report but is to be put onto the forward plan until a time comes that a report can be presented to the committee.

Cllr Holland expressed his concern for staff as due to staff resources they may not have the capacity.

Due to staff shortages and the work that is going to be required to collate the information for budget creation the Chair asked the Deputy Town Clerk whether the staff had the capacity to take on the extra project at this time. The Deputy Town Clerk informed the Chair that it would put pressure on the staff at this current time.

RESOLVED that the Committee **NOTED** and **COMMENTED** the motion.

The Chair requested that the motion be brought back to the Policy Committee on the 8th October with the recommendation to approve the motion.

Cllr Mawer & Cllr Webb seconded the proposal made by the Chair.

15/2425 Forward Plan

RESOLVED that the Committee **NOTED** the Forward Plan.

The Chair informed the group of the findings from the Town Centre Group.

The Chair also added that the council have Rules & Regulation for the Sports that takes place at Council owned sites.

It was **AGREED** that a section needs to be added to the Policy page on the website that re-directs them to the open spaces page for the Rules & Regulations.

Date of the next meeting

Tuesday 8th October 2024 at 19:00hrs

CLOSE OF MEETING: 20:03hrs

**BICESTER TOWN COUNCIL
POLICY COMMITTEE
Tuesday 8th October 2024
Sports – Rules & Regulations Review**

Chair: Councillor Paul Wheatley

Telephone: 01869 252915 Paul.Wheatley@bicester.gov.uk

Phil Evans–Town Clerk

Telephone: 01869 252915 Phil.Evans@bicester.gov.uk

1. Background

- 1.1. The Town Council have Rules & Regulations that sports users have to always adhere to when using the councils' provisions.

The Rules & Regulations haven't been looked at since prior to taking on Pitchbooking.com back in 2021.

Sports users accept the Rules & Regulations when placing their booking, this is done via the T&C section done by Pitchbooking.com.

Please see **APPENDIX 1** for all contents.

2. Recommendation

- 3.1. The Policy Committee are **RECOMMENDED** to **REVIEW, COMMENT** and **APPROVE** any amendments needed.



BICESTER
TOWN COUNCIL

Tel: 01869 252915

Email: Sports@bicester.gov.uk

**Rules and Regulations for the Hiring of
Bicester Town Council Pitches and Pavilions**

- All bookings to be made on a first come first served basis.
- Until you receive a booking confirmation, you **DO NOT HAVE A BOOKING**. You should have your booking confirmation with you when using the pitch, as our staff may request this as proof of booking at any time.
- The Council reserves the right to cancel the hiring if at any time, in the opinion of the Service Manager or his staff, the pitches are deemed unfit, there will be no charge. The Council reserves the right to forbid the use of pitches to a club or hirer in the event of a breach of these conditions. The Council shall not be liable for any expenditure incurred or loss sustained by the Hirer or any other person arising there from or connected to the cancelation of any fixtures.
- The Council accepts no responsibility for any injury to the Hirer or any other person, loss or damage to the property of the Hirer or any other person, arising by the virtue of their presence on the site or use of any associated facilities (Changing rooms etc.).
- All items left unattended at any time in the changing rooms are left entirely at their owner's risk and no liability will attach nor will be accepted by Bicester Town Council for any loss and damage howsoever caused.
- The Hirer shall indemnify the Council from and against all actions, costs, claims or demands whatsoever arising under statute or common law or in consequences of the licence hereby granted to use the pitches, and shall obtain a public liability insurance policy with an indemnity from £2,000,000 (Two million pounds).
- The pitches shall not be used for any purpose other than that stated in the application booking. The Hirer's attention is drawn to the fact that pitches are primarily used for allocated sports and that he/she must take all proper precautions to avoid unnecessary damage to the playing areas. The Hirer shall be responsible for costs incurred by the Council for repairing and making good any damage to the pitches and associated facilities (changing rooms) whether caused by the Hirer, his/her team members or members of the opposing team. Where several clubs use a facility in rapid succession and damage is caused and blame cannot be apportioned, all clubs will be charged and equal part of the cost.
- There is no access to emergency telephones at the site. It is the responsibility of the home team to make the necessary provisions to contact the emergency services, i.e. be familiar with the nearest public telephone box or have use of a mobile telephone.
- The Hirer must make their own arrangements for the provision of First Aid.
- NO portable electrical appliances to be used in any pavilions without the express written permission of Bicester Town Council, please email sports@bicester.gov.uk to enquire about this.
- Home teams are responsible for cleaning the pavilion at the end of the booking. This includes entrances & corridors, toilets and changing rooms.
- The Hirer shall be responsible for their team and the opposition for keeping the pitches and premises, both inside and outside, clean and tidy and ensuring that all lights, taps, showers and other equipment in the changing rooms are turned off; doors and windows are closed, gates and security shutters are shut before leaving.
- There is to be no littering of the football pitches or the surrounding areas. It is the home club's responsibility to ensure all areas are cleared after the match and failure to do so may lead to a club fine of £25.00.
- All participants whether they are players, managers, spectators or parents are expected to behave in a sporting manner both on and off the pitch regardless of the result or any incidents that may have occurred during the game. This includes the use of foul language and/or unruly behavior. Threats or abuse directed towards our staff or match officials, or any form of racism or abuse, will not be tolerated and may result in police action.

- It is the manager/coach's responsibility to ensure the safety of their players by adhering to Health & Safety guidelines at all time.
- Adult goals and nets are available for use and should be treated with respect. It is the responsibility of the home team to collect equipment from the changing rooms, for fixing nets onto goalposts and erecting corner flags etc., and subsequently returning nets removed from the goalposts and to place these in the net bins or boxes provided in the changing rooms immediately after the game. Any losses arising by not complying with this clause will result in the home team being recharged for the cost of replacing this equipment.
- Only net clips supplied by the hirer should be used to attach the nets to the posts. The use of adhesive tape is not permitted. **Teams must supply pegs and corner flags.**
- If the home team fail to remove and put equipment away after use, especially the removal of nets from the goalposts, a club fine of £25.00 may be asked from the club to cover the cost of manpower incurred as a result.
- Mini/youth goals, pegs and corner flags are not to be left on site.
- Teams are responsible for the storage of any items belonging to them, anything left in the pavilions longer than the duration of the hired pitch is at the risk of the club.
- Any damage that occurs to equipment, buildings or pitches will be the responsibility of the home team and will result in a club fine. CCTV is in operation.
- Changing rooms should be left in a clean condition, and ready for the next user. Football boots must **NOT** be worn in the changing rooms. Misuse of changing rooms will lead to a club fine of £25. There will also be a charge to cover any costs of vandalism caused, where doors are not properly secured and illegal access is gained.
- Any problems noted upon arrival at the changing facilities or the pitch area should be reported immediately. Please email sports@bicester.gov.uk
- If, after reasonable steps such a reminder letter, payment is still not received, Bicester Town Council reserves the right to take legal action to recover the outstanding amount plus legal fees and administration costs.

NOTE: Please remember at all times, football pitches and pavilions remain the property of Bicester Town Council.

**BICESTER TOWN COUNCIL
POLICY COMMITTEE
Ground & Building Maintenance
Tuesday 8th October 2024**

Chair: Councillor Paul Wheatley

Telephone: 01869 252915 Paul.Wheatley@bicester.gov.uk

Phil Evans–Town Clerk

Telephone: 01869 252915 Phil.Evans@bicester.gov.uk

Wards Affected: All

1. Background

- 1.1. The Town Council recently concluded the tender to bring it's Ground Maintenance Contract in house. This decision was made because financially the council had been paying £600K per annum for this service and bringing it in house was estimated to reduce this cost to £400K, secondary to this it was felt the service to it's residents would be to a higher standard with direct contractor control.

The tender completed during the Policy Committee meeting held on the 18th June 2024 at 19:00hrs with two companies presenting to the Council.

2. Update

- 2.1. **APPENDIX 1** (Separate Cover)

- 2.2. Appendix 1 is the finalised contract ready for sealing.

3. Recommendation

- 3.1. The Committee is asked to **APPROVE** the sealing of this contract and witness as such.

**BICESTER TOWN COUNCIL
POLICY COMMITTEE
Ground & Building Maintenance
(Sub-Contract)
Tuesday 8th October 2024**

Chair: Councillor Paul Wheatley

Telephone: 01869 252915 Paul.Wheatley@bicester.gov.uk

Phil Evans–Town Clerk

Telephone: 01869 252915 Phil.Evans@bicester.gov.uk

Wards Affected: All

1. Background

1.1. Some services for the Town must remain within the control of Cherwell District Council, these services are:

1. Verge Management
2. The planters and hanging baskets within the vicinity of Sheep Street.

The reason the must remain with Cherwell District Council are because the asset is owned by Cherwell District Council or the original agreement is held by Cherwell District Council.

2. Update

2.1. **APPENDIX 2** (Separate Cover)

2.2. Appendix 2 is the finalised contract ready for sealing.

3. Recommendation

3.1. The Committee is asked to **REJECT** the sealing of this contract. The Verge Management in the Town is the responsibility of Oxfordshire County Council, have reduced the service in verge management to twice a year, Cherwell have sought grant support from Oxfordshire County Council to maintain the original service to a good standard, however there is no guarantee that this grant is sustainable. The contract received from Cherwell District Council requests that Bicester Town Council bare one third of the overall cost per year (Approx £25K) if the grant were withdrawn this would increase by a further £12.5K.

Officers should be tasked with the planters and hanging baskets being transferred into Bicester Town Council's control.

**BICESTER TOWN COUNCIL
POLICY COMMITTEE
Tuesday 8th October 2024
Climate Emergency Resolution - Motion**

Chair: Councillor Paul Wheatley

Telephone: 01869 252915 Paul.Wheatley@bicester.gov.uk

Phil Evans–Town Clerk

Telephone: 01869 252915 Phil.Evans@bicester.gov.uk

Ward Affected: All Wards

1. Overview

- 1.1. Under Item 6 of the Standing Orders Motions for a meeting that require written notice to be given to the proper officer. Councillor Tom Beckett, Seconded by Councillor Alisa Russell proposed the following motion.

2. Background

- 2.1. During the Bicester Town Council meeting on the Tuesday 3rd September 2019 ([minutes here](#)), the council agreed to a Climate Emergency Resolution, whereby the council agreed to facilitate the reduction of carbon emissions:

- i. Declare a Climate Emergency and work to becoming a carbon neutral organization ~~by 2030~~, to include scope 1, 2 and 3 emissions.
- ii. Task the Policy Committee to identify means and opportunities to reduce and eliminate carbon emissions.
- iii. Task the Policy Committee to investigate the creation of a grant pot to encourage and enable carbon reduction schemes within Bicester for the year 2020-21. The primary criterion for applications should be CO2 savings per pound spent.
- iv. Where possible, include environmental implications of recommendations in officer reports alongside legal, financial and equality implications. These will include the impact of recommendations on CO2 emissions as well as any other environmental factors.
- v. Call on Central Government, Oxfordshire County Council and Cherwell District Council to provide powers and/or resources to help achieve carbon neutrality.
- vi. Endorse the cross-party position taken by other bodies including the LGA and NALC to call on HMG to explore supporting domestic implementation of Sustainable Development Goals through funded partnership roles within each local authority area;
- vii. Seek ways to facilitate and encourage our community in reducing direct and indirect CO2 emissions and to become resilient to changes caused by changing climate. We will take active steps where possible to encourage:

- More sustainable transport.
- Reductions in energy use in homes, businesses and elsewhere.
- Co-operation with organizations seeking to develop low carbon and community led affordable housing in Bicester.
- Use and development of renewable energy sources.
- Production, sale and consumption of locally sourced food.
- Any other methods of achieving the aims above.

3. Motion

- 3.1. This committee recognizes the significant work of the council to reduce its emissions through purchase of electric vehicles, installation of LED light bulbs, and work around other efficiency measures across council owned buildings.
- 3.2. This committee also recognizes that many of the above resolutions made by the council in 2019 haven't been met, particularly points 1, 3, 4 and 7 as recorded above.
- 3.3. This committee therefore requests that the Town Clerk takes action on the Climate Resolution, with the particular tasks of:
 - a. Identifying the costs for the council to have an external audit of Scope 1, 2 and 3 emissions, alongside a list of recommended actions the council could take to reduce those emissions, with this investigatory work to be done ahead of budget setting for the 2025/26 period.
 - b. Climate Emergency Resolution be placed on the forward plan until such time that a report can be readied.

4. Recommendation

- 2.1. Councillors are asked to **APPROVE** the report.

BICESTER TOWN COUNCIL
POLICY COMMITTEE
Tuesday 8th October 2024
Forward Plan

Date/ Item/ Comment

Pending: Closure policy for cemetery

Pending: Retention of assets policy

Pending: Future management of 'new' open space play areas

Pending: New burial ground and memorial policy

Pending: 20mph speed limits

On-going: Working on town centre group

On-going: Sports Pitches, Rules & Regulations

New: Personnel Policy Review