

Bicester Town Council



Bicester Town Council Meeting

Ref: BTC04/2324

**Monday 21st August 2023
at 19:00hrs**

**The Council Chamber, Bicester Town Council, The
Garth, Launton Road, Bicester, Oxon OX26 6PS**

Members:

Cllr Harry Knight – **Chairman**, Cllr Damien Maguire – **Vice-Chairman**
Cllr Tom Beckett, Cllr Nick Cotter, Cllr Donna Ford, Cllr Dan Hallett,
Cllr Sam Holland, Cllr Rachel Mallows, Cllr Nicholas Mawer, Cllr Rich Oliver,
Cllr Christopher Pruden, Cllr Les Sibley, Cllr Jim Webb, Cllr Paul Wheatley

Other Circulation:

Cllr John Broad, Cllr Sandy Dallimore, Cllr Simon Lytton, Cllr Calum Miller,
Cllr Lynn Pratt, Cllr Dan Sames and Cllr Michael Waine



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15 August 2023

Sir/ Madam

You are summoned to attend a meeting of the **Bicester Town Council** which will be held on **Monday 21st August 2023 at 19:00hrs** at the **The Council Chamber, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS** for the transaction of the following business.

Phil Evans
Town Clerk

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. 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 2minutes.

- 4. Minutes of the Town Council Meeting** (Pages 5 - 6)
To confirm the minutes and **RESOLUTIONS** contained in the minutes of the following Town Council meeting:

BTC03/2324 – 19th June 2023
- 5. Minutes of the Environment Committee Meeting** (Pages 7 - 9)
To confirm the minutes and **RESOLUTIONS** contained in the minutes of the following Environment Committee meeting:

ENV02/2324 – 18th July 2023
- 6. Minutes of the Finance Committee Meeting** (Pages 10 - 15)
To confirm the minutes and **RESOLUTIONS** contained in the minutes of the following Finance Committee meetings:

FIN01/2324 – 6th June 2023
FIN02/2324 – 1st August 2023
- 7. Minutes of the Planning Committee Meetings** (Pages 16 - 21)
To confirm the minutes and **RESOLUTIONS** contained in the minutes of the following Planning Committee meetings:

PL02/2324 – Tuesday 13th June 2023
PL03/2324 – Tuesday 4th July 2023
- 8. Minutes of the Policy Committee Meeting** (Pages 22 - 24)
To confirm the minutes and **RESOLUTIONS** contained in the minutes of the following Policy Committee meeting:

POL01/2324 – 12th June 2023
- 9. Questions on Working Parties and Other Groups** (Pages 25 - 33)
To confirm the minutes and **RESOLUTIONS** contained in the minutes of the following:

BTAG01/2324 – 22nd June 2023

EWP01/2324 – 7th June 2023
EWP02/2324 – 5th July 2023

PER01/2324 – 21st June 2023
- 10. Reports from Oxfordshire County and Cherwell District Councillors**
A report may be delivered to Bicester Town Council from Oxfordshire County and Cherwell District Councillors.
- 11. Mayors Report** (Pages 34 - 35)
Councillors are asked to **NOTE** the attached Mayor's Report.

- 12. Mayoral Chain** (Pages 36 - 38)
Councillors are asked to **APPROVE**:
- That the existing mayoral chain is retired
 - Option 2 of the report to replace the old chain
- 13. Remembrance Day Service and Parade 2023** (Pages 39 - 42)
Councillors are asked to **NOTE** and **COMMENT** on the attached proposal.
- 14. A4095 Realignment**
Following the report sent by Oxfordshire County Council for discussion at the last Bicester Traffic Advisory Group regarding the A4095, the Committee requested that the item below goes to Full Council meeting for discussion:
- The A4095 realignment works ongoing with Cherwell District Council and the North-West Bicester developers agree a design for the A4095 realignment, assess the costs and look at a funding and delivery strategy.
- 15. Councillor Seat Allocation** (Page 43)
Councillors are asked to **NOTE** and **AGREE** the changes.
- 16. Exclusion of Press and Public**
RECOMMENDED
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.
- 17. OYAP** (Page 44)
Councillors are asked to **AGREE** the attached report.
- 18. Date of Next Meeting**
20th November 2023 – 7pm, The Chamber Room, Garth House
Close of meeting:

Minutes of the Bicester Town Council

A meeting of the **Bicester Town Council** was held on **Monday 19th June 2023** at **19:00 hrs** at the **The Council Chamber, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS**.

Present:

Cllr Harry Knight (Chairman)
Cllr Damien Maguire (Vice-Chairman)
Cllr Tom Beckett
Cllr Nick Cotter
Cllr Donna Ford
Cllr Dan Hallett
Cllr Jamie Jessett
Cllr Rachel Mallows
Cllr Nicholas Mawer
Cllr Rich Oliver
Cllr Les Sibley
Cllr Jim Webb
Cllr Paul Wheatley

In Attendance:

Phil Evans, Town Clerk
Dominic Hilton Civic and Democratic Administrator

1/23 Apologies for Absence

24 RESOLVED that apologies of absence were received from Cllr Sam Holland

2/23 Declarations of Interest

24 RESOLVED that no declarations of interest were received

3/23 Public Session

24 RESOLVED that:

Lieutenant Colonel Ged Hennigan, garrison commander was for the proposal outlined in agenda number 12.

4/23 Minutes of the Town Council Meeting

24 RESOLVED that Council **CONFIRMED** the minutes of resolutions of :
BTC06/2223 – 13th March 2023

5/23 Minutes of the Environment Committee Meeting

24 RESOLVED that Council **CONFIRMED** the minutes of resolutions of :
ENV06/2223 – 21st March 2023

6/23 Minutes of the Finance Committee Meeting

24 RESOLVED that Council **CONFIRMED** the minutes of resolutions of :

FIN06/2223 – 28th March 2023

8/23 Minutes of the Policy Committee Meeting**24 RESOLVED** that Council **CONFIRMED** the minutes of resolutions of :

POL06/2223 – 24th April 2023

9/23 Questions on Working Parties and Other Groups**24 RESOLVED** that Council **CONFIRMED** the minutes of resolutions of :

EWP06/2223 – 8th March 2023

BTAG06/2223 – 30th March 2023

10/2 Reports from Oxfordshire County and Cherwell District Councils**324 RESOLVED** that Cllr Waine provided this report:

1). We have a ever growing concern about the overall management of SEND issues at County level, with the relevant scrutiny committee setting-up a Task and Finish Group to investigate the matter.

2). We have expressed our unhappiness with delays and deferrals of agreed local road maintenance, particularly Manorsfield Road and Wadham Close.

3). Following discussions with County Officers regarding their early suggestion that most roads in Bicester should be 20mph we have strongly pressed for a full local consultation, hopefully using the Garth Gazette, where clear options would be available for 'strategic roads' remaining 30mph.....we as County Councillors would support the majority view!

4). As County Councillors we are growingly cynical about EW Rail's delaying tactics, over past years and now, to come up with a truly viable option to the London Road Crossing that will meet the town's future needs when 'gate-down' time increases.

11/2 Mayors Report**324 RESOLVED** that Council **NOTED** the Mayors Report.**12/2 Remembrance Day Change to Event****324 RESOLVED** that Council **APPROVE** an investigative report to hold remembrance service and parade in Market Square.**13/2 Re-Appoint Vice-Chairman of Planning****324 RESOLVED** that this item has been removed from this agenda to be **DISCUSSED** at the next planning committee meeting.**14/2 Civility Pledge****324 RESOLVED** that Council **APPROVED** the civility pledge.**15/2 Conclusion of Internal Report****324 RESOLVED** that Council **APPROVE** conclusion of Internal Report**16/2 Earmarked Reserves****324 RESOLVED** that Council **APPROVE** conclusion of Earmarked Reserves

Minutes of the Environment Committee

A meeting of the **Environment Committee** was held on **Tuesday 30th May 2023** at **19:00 hrs** at the **The Chamber Room, The Garth, Launton Road, OX26 2PS**.

Present:

Cllr Damien Maguire (Chairman)
Cllr Donna Ford
Cllr Rachel Mallows
Cllr Nicholas Mawer
Cllr Rich Oliver
Cllr Christopher Pruden
Cllr Les Sibley

In Attendance:

Paul Canning – Service Manager
Shannon O'Connor – Administration Officer (Events and Marketing)

1/23 Apologies for Absence

24

Apologies for Absence

RESOLVED that apologies for absence were received from Cllr Harry Knight, Cllr Dan Hallett and Cllr Jamie Jessett .

2/23 Declarations of Interest

24

RESOLVED that no declarations of interest received

3/23 Minutes of Environment Committee: 21st March 2023

24

RESOLVED the minutes of the last meeting ENV06/2223 – 21st March 2023

4/23 Public Session

24

RESOLVED that several members of the public were present.

- Representatives from Bure Park FC
- Representatives of Biodiversity community
- Parents

5/23 Appointment of Vice Chairman

24

RESOLVED that members would postpone decision until next meeting until all members present.

6/23 Appointment Substitute Members

24

RESOLVED that all substitutes were appointed by members.

7/23 Appointment of Sub-Committees

24

RESOLVED that this agenda item was previously agreed at Mayor Making.

8/23 Approved Projects

24

RESOLVED that committee **NOTED** the work schedule for approved projects

- 9/23 Presentation from Open Walls Network**
24 **RESOLVED** that Open walls network would complete presentation at next meeting -18th July 2023
- 10/2 Graffiti Wall**
324 **RESOLVED** that committee **NOTED** the contents on the report.
- 11/2 Langford Fields**
324 **RESOLVED** that committee **APPROVE** supplier A in continuity with Danegrfield's project.
RESOLVED that committee **APPROVE** locations.
RESOLVED that committee **APPROVE** funding to be taken from EMR Green Infrastructure.
- 12/2 Garth Park Winter Bedding 2023**
324 **RESOLVED** that committee **APPROVE** the design proposal. Officers to select the appropriate plants.
- 13/2 Memorial Bench Skate Park**
324 **RESOLVED** that committee **APPROVE** the purchase from **Supplier A** and location of bench.
 - Parents to work with officers regarding the plaque wording
- 14/2 Manston Park Goal Posts**
324 **RESOLVED** that committee **APPROVE** spend on the condition of the outcome of the public consultation.
 - Residents and businesses to be invited to consultation
 - Bure Park FC to loan a set of goals
 - Officers have been asked to contact MP Victoria Prentis to provide an update to 11 year old constituent.
- 15/2 OFA Grant Funding**
324 **RESOLVED** that committee **APPROVE** officers to partner with the OFA in developing sports grounds.
- 16/2 New bin installation**
324 **RESOLVED** that committee **APPROVE** new bin installations and **NOTE** costings.
- 17/2 Park Hire Waiver OYAP, Nai`s and Pride**
324 **RESOLVED** that committee **APPROVE** the waiver of the Garth Park hire fee for Bicester Pride, OYAP and Nai's House.
- 18/2 2023 play area refurbishment (MOTION)**
324 **RESOLVED** that members **APPROVE** motion proposed by Councillor Mawer and Councillor Ford
 - Increasing the footprint of the current play area.
 - Liaise with Oxfordshire County Council regarding the installation of additional street lighting in the vicinity.

- Increase the quantity and variations of play equipment within the new play area.

19/2 Whitelands CCTV upgrade

324 RESOLVED that committee **APPROVE** in line with the financial regs the earmarked reserve spend.

20/2 Forward Plan

324 RESOLVED that Committee **REVIEWED** the Forward Plan and requested that Graven Hill Bus Shelters, Appointment of Vice chairman and BMX Track be **ADDED**.

Date of next Meeting: Tuesday 18 July 2023 at 19:00

CLOSE OF MEETING: 21:14 hrs

Minutes of the Finance Committee

A meeting of the **Finance Committee** was held on **Tuesday 6th June 2023** at **19:00 hrs** at the **Council Chamber, Garth House, Launton Rd, OX26 6PS**.

Present:

Cllr Paul Wheatley (Chairman)
Cllr Tom Beckett
Cllr Nick Cotter
Cllr Donna Ford
Cllr Sam Holland
Cllr Christopher Pruden
Cllr Les Sibley

In Attendance:

Cllr Harry Knight (Substituted for Cllr Dan Hallett)
Cllr Damien Maguire
Sharon Botham – RFO
Louise Steele – Locum RFO

1/23 Appointment of the Vice-Chairman

24 RESOLVED that the Committee appointed Cllr Tom Beckett as Vice-Chairman.

2/23 Appointment of Substitutes

24 RESOLVED that the Committee appointed Cllr Webb, Cllr Maguire and Cllr Oliver as substitutes.

3/23 Apologies for Absence

24 RESOLVED that apologies be received from Cllr Hallett and Cllr Mallows.

4/23 Declarations of Interest

24 RESOLVED that no declarations were received.

5/23 Minutes of the Finance Committee

24 RESOLVED to confirm the minutes of the Finance Committee meeting **FIN06/2223** held on Tuesday 28th March 2023

6/23 Public Session

24 RESOLVED that the Committee received no representations.

7/23 Finance Report

24 RESOLVED that Committee **REVIEW** the Income, Expenditure and Variances Report to **Month 1** and **NOTED** the variances

8/23 Bank Balances

24 RESOLVED that Committee **APPROVED** the bank balances and nominated Cllr Wheatley to sign the bank reconciliation.

- 9/23 Payments**
24 RESOLVED that the Committee **APPROVED** the payment schedules since those reported to Finance Committee on 28th March 2023.
- 10/2 Aged Creditors**
324 RESOLVED that Committee **NOTED** the Aged Creditors as at the end of Month 1
- 11/2 Aged Debtors**
324 RESOLVED that Committee **NOTED** the Aged Debtors as at the end of Month 1
- 12/2 Utility Usage**
324 RESOLVED that Committee **NOTED** the report
- 13/2 Internal Audit**
324 RESOLVED that Committee **NOTED** the Internal Auditors visit and that the full report will go to the Full Council on the 19th June 2023
- 14/2 Year End Accounts**
324 RESOLVED that the Committee **APPROVED** the Income and Expenditure report for the year ended 31st March 2023
- 15/2 Statement of Accounts**
324 RESOLVED that the Committee **APPROVED** year end accounts go to the Full Council Committee on 19th June 2023, subject to any changes requested by the Auditor.
- 16/2 Earmarked Reserves**
324 RESOLVED that the Committee **AGREED** to the allocation of the Earmarked reserves and **RECOMMENDED** this go to the Full Council on 19th June 2023. The Committee **NOTED** the level of the General Reserve,
- 17/2 Approved Supplier List**
324 RESOLVED that the Committee **NOTED** the Approved Supplier List and requested the contract end dates for the next meeting.
- 18/2 Direct Debits & BACS**
324 RESOLVED that the Committee **APPROVED** the continuing use of the Direct Debits and the addition of those requested in the report.
- 19/2 PWLB loan**
324 RESOLVED that the Committee **APPROVED** the PWLB loan repayment.
- 20/2 Langford Fields Furniture**
324 RESOLVED that the Committee **NOTED** and **APPROVED** the spend from the Earmarked Reserves.
- 21/2 Whitelands CCTV Upgrade**
324 RESOLVED that the Committee **NOTED** and **APPROVED** the spend from the Earmarked Reserves.
- 22/2 Forward Plan**
324 RESOLVED that committee **NOTED** the information.

Date of next Meeting: Tuesday 1 August 2023 at 19:00

CLOSE OF MEETING: 20:30 hrs

Minutes of the Finance Committee

A meeting of the **Finance Committee** was held on **Tuesday 1st August 2023** at **19:00 hrs** at the **Council Chamber, Garth House, Launton Rd, OX26 6PS**.

Present:

Cllr Paul Wheatley (Chairman)
Cllr Donna Ford
Cllr Dan Hallett
Cllr Sam Holland
Cllr Christopher Pruden
Cllr Les Sibley

In Attendance:

Louise Steele – Locum RFO
Julie Trinder – Administration Officer

23/2324 Apologies for Absence

RESOLVED that apologies be received from Cllr Tom Beckett, Cllr Nick Cotter and Cllr Harry Knight.

24/2324 Declarations of Interest

RESOLVED that no declarations were received.

25/2324 Minutes of the Finance Committee

RESOLVED to confirm the minutes of the Finance Committee meeting **FIN01/2324** held on Tuesday 6th June 2023 were deferred for approval at the next meeting taking place on Tuesday 10th October 2023 due to the attendees recorded being incomplete. Cllr Christopher Pruden and Cllr Sam Holland were in attendance, Cllr Harry Knight substituted for Cllr Dan Hallett.

It was also **NOTED** that a number of errors appeared in the agenda **FIN01/2324**.

26/2324 Public Session

RESOLVED that the Committee received no representations.

27/2324 Finance Report

RESOLVED that Committee **NOTED** the Income, Expenditure and Variances Report to **Month 2**.

Cllr Ford questioned:

- Why the Chairman of Events Working Party and the Chairman of Environment Committee had not responded to her emails regarding the cancelled Music 1 Event;
- Was there a marketing budget for the Music 1 Event;
- What was the estimated rates value for the Whitelands Sports Village? RFO to check figures with Cherwell District Council and report back to committee.
- How much will the May elections cost the taxpayer? What is the cost of by-elections and has the Council provided sufficient budget. RFO to share costs with

committee upon her findings.

28/2324 Bank Balances

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

29/2324 Payments

RESOLVED that the Committee **APPROVED** the schedule of payments made since those reported to Finance Committee on 6th June 2023.

30/2324 Aged Debtors

RESOLVED that Committee **NOTED** the Aged Debtors as at 29th June 2023.

31/2324 Aged Creditors

RESOLVED that Committee **NOTED** the Aged Creditors as of 29th June 2023. For the future, commentary as to what each item represented was requested.

32/2324 Utility Usage

RESOLVED that Committee requested the RFO distribute a detailed report for the current year's usage for discussion at the next Finance Committee meeting taking place on Tuesday 10th October 2023.

33/2324 Electrical Re-Wire, Garth Park

RESOLVED that Committee **APPROVED** that the additional spend of £17,500 be taken from the EMR BTC Premises.

34/2324 Purchase Order Module

RESOLVED that Committee **APPROVED** the purchase of the Purchase Order Module from Rialtas Business Solutions at an estimated cost of £725 for year one and £225 pa thereafter.

35/2324 Best Kept Allotment Award

RESOLVED that Committee **NOTED** the spend from EMR Green Infrastructure and asked this agenda item be deferred to the next Finance meeting taking place on Tuesday 10th October and that the amount being asked for approval is clarified in support of the request.

36/2324 Flagpoles

RESOLVED that Committee **APPROVED** the spend of £4,000 from EMR BTC Premises.

37/2324 Manston Park Goal Posts

RESOLVED that Committee **NOTED** the spend from EMR Play Areas/Open Spaces and asked this agenda item be deferred to the next Finance meeting taking place on Tuesday 10th October and that the amount being asked for approval is clarified in support of the request.

38/2324 Unplanned Overspend

RESOLVED that Committee **APPROVED** that the unplanned overspend of £3,067.74 on the pathways in Garth Park be funded from the EMR for Green Infrastructure.

39/2324 Forward Plan

RESOLVED that the Forward Plan be updated, that updating Bank Mandates be added

Minutes: FIN02/2324: Finance Committee Meeting
Tuesday 1st August 2023

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Signed

Dated

as an urgent action and a set of actions to reflect the requirements of the Joint Panel on Accountability & Governance (JPAG) Practitioners' Guide also be added.

RESOLVED that committee request that an Extra-Ordinary meeting be held on the rise of the Planning Committee taking place on Tuesday 8th August to discuss the Lloyds bank account signatories.

40/2324 Date of Next Meeting

- Extra-Ordinary Finance Committee – Tuesday 8th August 2023 – on the rise of the Planning Committee meeting.
- Tuesday 10th October 2023 – 7pm, The Chamber Room, Garth House.

Close of meeting: 7.55pm

Minutes of the Planning Committee

A meeting of the **Planning Committee** was held on **Tuesday 13th June 2023** at **19:00 hrs** at the **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS**.

Present:

Cllr Nick Cotter (Chairman)
Cllr Tom Beckett
Cllr Donna Ford
Cllr Nicholas Mawer
Cllr Rich Oliver
Cllr Les Sibley
Cllr Jim Webb
Cllr Paul Wheatley

In Attendance:

16/2 Apologies for Absence

324 RESOLVED that apologies were accepted from Cllr Damien Maguire, Cllr Rachel Mallows, Cllr Sam Holland and Cllr Chris Pruden.

17/2 Declarations of Interest

324 RESOLVED that declarations of interest were received from Cllr Donna Ford and Cllr Nicholas Mawer due to their portfolio with Cherwell District Council.

18/2 Councillors are reminded to declare any interests on any item on this agenda in accordance with Bicester Town Council's Code of Conduct.

19/2 Declarations of Interest for District & County Councillors

324 RESOLVED that declarations of interest were received Cllr Donna Ford, Cllr Les Sibley, Cllr Nick Cotter, Cllr Tom Beckett and Cllr Harry Knight as District Councillors and Cllr Donna Ford and Cllr Les Sibley as Oxfordshire County Councillor on the 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.

20/2 Minutes of the Planning Meeting

324 RESOLVED that **MINUTES** and **RESOLUTIONS** of the following Planning Committee were **APPROVED**:

PL01/2423 – 23rd May 2023

Cllr Donna Ford and Cllr Fraser Webster, were present at the above meeting.

21/2 Public Session

324 RESOLVED that no members of the public were present.

22/2 North West Bicester

324 Cllr Nicholas Mawer updated the committee regarding the Firethorn Development application and the concern CDC officers have on the compromised aspect on the Eco town and what the impact this application will have on Howes Lane.

A Planning Officer from CDC to be invited to the next Planning Committee meeting to be held in July.

23/2 Graven Hill

324 It was reported that residents at Graven Hill have concerns regarding issues with the quality of building and the original terms of reference not being adhered to.

A request was made for Karin Curtin, Managing Director at Graven Hill Village Development, be invited to a future Planning meeting.

24/2 Other Business Strategic Sites

324 Currently nothing to report, committee will be updated as and when any developments are made.

25/2 Approval of Substitutes

324 **RESOLVED** that Committee **APPROVED** Cllr Harry Knight and Cllr Jamie Jessop as Substitute members on this Planning committee.

26/2 Planning applications from Cherwell District Council

324 **RESOLVED** that Bicester Town Council commented on the following planning applications:

2300963/F – 20 Bernwood Road

RESOLVED that Bicester Town Council has no objection to this planning application.

23/01057/F – 1 Orpine Close

RESOLVED that Bicester Town Council has no objection to this planning application, however, committee has concerns that the first floor front extension will change the current street scene and could cause on street parking.

23/01085/F – Bicester Motion

RESOLVED that Bicester Town Council **WELCOMES** this planning application and the boost in tourism and employment it will have to the town.

23/01193/TPO – 16 and 18 Bucknell Road

RESOLVED that Bicester Town Council leaves this is the Arborculturalist.

23/01252/F – 12 York Close

RESOLVED that Bicester Town Council **OBJECT** to this planning application due to the extended dropped curb and the fact that OCC have already rejected this planning application.

23/01304/ADV & 23/01305/LB - A-Plan Insurance

RESOLVED that Bicester Town Council has no objection and **WELCOME** these planning applications.

23/01363/F & 23/01364/LB – The Cottage, Kings Head Court

RESOLVED that that Bicester Town Council has no objection with these planning applications.

23/01384/F – 1 Colridge Close

RESOLVED that Bicester Town Council has no objection to this planning application.

23/01424/F – 1 George Street

RESOLVED that Councillor Les Sibley, will call this planning application in at the next CDC Planning Committee meeting due to the lack of communication from CDC to BTC councillors and no details being made available in the public domain.

Committee's concerns regarding this planning application are:

- Parking issues, restricted space
- Signs/concerns for pedestrians
- Access an issue
- Cycling and pedestrian route will become a problem
- Potential building dangerous
-

23/01447/OUT – 46 Bucknell Road

RESOLVED – After a full discussion regarding this planning application, Bicester Town Council has no objection to this planning application, however, BTC regret the loss of a bungalow and echo comments already made regarding the Swift bricks.

R3.0068/23 – Langford Village School

RESOLVED that Bicester Town Council do not object to the planning application however, would urge for a permanent solution. If the work do take place BTC ask that these works are kept to a high specification.

27/2 Appeal Decision

324 RESOLVED that committee **NOTED** the Appeal Decision.

28/2 Appeal Against Refusal

324 RESOLVED that Bicester Town Council **NOTED** the Appeal Against Refusal.

29/2 Notification of planning decisions from Cherwell District Council

324 RESOLVED that the planning decision from Cherwell District Council were **REVIEWED**.

30/2 Forward Plan

324 RESOLVED that the Forward Plan was **REVIEWED**.

31/2 Date of Next Meeting

324 4th July 2023 – 7pm – The Chamber Room

Meeting closed: 8.40pm

Minutes of the Planning Committee

A meeting of the **Planning Committee** was held on **Tuesday 4th July 2023** at **19:00 hrs** at the **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS**.

Present:

Cllr Damien Maguire – Vice-Chairman
 Cllr Tom Beckett
 Cllr Donna Ford
 Cllr Dan Hallett
 Cllr Sam Holland
 Cllr Nicholas Mawer
 Cllr Christopher Pruden – *Left the meeting at 7.53pm*

In Attendance:

Paul Canning – Service Manager
 Julie Trinder – Office Administrator (Civic & Democratic)
 Dominic Hilton – Office Administrator (Civic & Democratic)
 Matthew Carr – SSE
 Nick Brown – OCC
 Keith Stenning – OCC

32/2 Apologies for Absence

324 RESOLVED that apologies were received from Cllr Nick Cotter, Cllr Rachel Mallows, Cllr Rich Oliver, Cllr Les Sibley, Cllr Jim Webb and Cllr Paul Wheatley.

33/2 Re-Appoint Vice-Chairman of Planning Committee

324 RESOLVED that Cllr Damien Maguire was **APPOINTED** as Vice-Chairman for Planning Committee meetings.

34/2 Councillors are reminded to declare any interests on any item on this agenda in accordance with Bicester Town Council's Code of Conduct.
324

35/2 Declarations of Interest

324 RESOLVED that declarations of interest were received from Cllr Damien Maguire due to being a resident at Graven Hill and being a member of the Graven Hill Residents Society.

36/2 Declarations of Interest for District & County Councillors

324 RESOLVED that declarations of interest were received Cllr Tom Beckett, Cllr Donna Ford, Cllr Nicholas Mawer and Cllr Christopher Pruden as District Councillors and Cllr Donna Ford as Oxfordshire County Councillor on the 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.

37/2 Minutes of the Planning Meeting

324 RESOLVED that **MINUTES** and **RESOLUTIONS** of the following Planning Committee were **APPROVED**:

PL02/2324 – Tuesday 13th June 2023

Agenda Item 23/2324 – should have read Karen Curtin.

38/2 Public Session

324 **RESOLVED** that no members of the public were present, however, Standing Orders were suspended whilst a presentation was held with Nick Brown NRSWA Principal Officer OCC, Keith Stenning Head of Service - Network Management OCC and Matthew Carter Project Manager (SSE) regarding the A4095 33kva Reinforcement.

39/2 Updates on large developments and associated issues**324****40/2 North West Bicester****324** No update to be given.**41/2 Graven Hill****324** No update to be given.

Karen Curtin, Managing Director at Graven Hill, has agreed to attend the Planning Committee in November, however committee have requested for earlier attendance.

42/2 Other Business Strategic Sites**324** No update to be given.**43/2 Planning applications from Cherwell District Council****324** **RESOLVED** that Bicester Town Council commented on the following planning applications:**23/00913/F – 63 Jay Close****RESOLVED** that Bicester Town Council has no objection to this planning applications.**23/01441F – 10 Derwent Road****RESOLVED** that Bicester Town Council has no objection to this planning applications.**23/01489/F – 136 Roman Way****RESOLVED** that Bicester Town Council has concerns with this planning application due to:

- Over development of site
- Not within street scene
- Over adequacy of parking for the size of the property

23/01493/F – Proposed Himley Village**RESOLVED** that Bicester Town Council **REJECT** this planning application until Howes Lane re-development has taken place . Bicester Town Council also has concerns regarding the pedestrian access and not meeting ECO Town status.**23/01519/TPO – 3 The Priory, Priory Lane****RESOLVED** that Bicester Town Council leave this to the Arboriculturalist.**23/01556/TEL – Street Record, Leach Road****RESOLVED** that Bicester Town Council recommend that:

- CDC explore the rationale for this
- Make the site more aesthetically pressing
- Explore using current sites

23/01559/F – Thames Valley Police, Howes Lane

RESOLVED Bicester Town Council welcomes this planning application and support the high class jobs coming into Bicester. However, regret that this application is going ahead without the realignment of Howes Lane.

23/01584/F – 13 Perth Road

RESOLVED that Bicester Town Council has no objection to this planning applications.

23/01586/F - Proposed Himley Village

RESOLVED that Bicester Town Council **REJECT** this planning application until Howes Lane re-development has taken place . Bicester Town Council also has concerns regarding the pedestrian access and not meeting ECO Town status.

23/01635/F – 24 Flanders Close

RESOLVED that Bicester Town Council object to this planning application due to:

- Over development of the site
- Loss of privacy to neighbouring properties
- Impact on current street scene

23/01654/F – Bure Park FC, Old Place Yard

RESOLVED that Bicester Town Council has no objection to this planning application.

44/2 Appeal Against Refusal

324 RESOLVED that Bicester Town Council **NOTED** the Appeal Against Refusal.

45/2 Notification of planning decisions from Cherwell District Council

324 RESOLVED that Committee **NOTED** and **REVIEWED** planning decisions from Cherwell District Council.

46/2 Forward Plan

324 RESOLVED that committee **NOTED** and **REVIEWED** the Forward Plan.

47/2 Date of Next Meeting

324 Date of next meeting: Tuesday 8th August 2023 – 7pm, The Chamber Room

Close of meeting: 8.36pm

Minutes of the Policy Committee

A meeting of the **Policy Committee** was held on **Monday 12th June 2023** at **19:00 hrs** at **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.**

Present:

Cllr Rachel Mallows (Chairman)

Cllr Dan Hallett
Cllr Sam Holland
Cllr Nicholas Mawer
Cllr Les Sibley
Cllr Paul Wheatley
Cllr Nick Cotter
Cllr Rich Oliver
Cllr Damien Maguire
Cllr Harry Knight

In Attendance:

Phil Evans, Town Clerk
Jodi Clarke, Office Administrator

6622 Apologies for Absence

324 RESOLVED that no apologies were received.

6632 Appointment of Vice Chairman

324 RESOLVED Committee **APPOINTED** Cllr Wheatly as the Vice- Chairmain for the Policy Committee.

6642 Appointment of Substitute Members

324 RESOLVED that Committee **APPOINTED** Cllr Jessett, Cllr Ford, Cllr Pruden, Cllr Webb and Cllr Beckett as Substitute Members for the Policy Committee.

6652 Appointment of Chairman for Personnel Sub-Committee

324 RESOLVED that Committee **APPOINTED** Cllr Pruden as the Chairman for Personnel-Sub Committee.

6662 Declarations of Interest

324 RESOLVED that no declarations of interest were received.

6672 Minutes of Policy Committee

324 RESOLVED to confirm the minutes of the Policy Committee meeting:

POL06/2223 – 24th April 2023

6682 Public Session

324 RESOLVED that no member of the public were present.

6692 Major Town Initiatives

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

Minutes: POL01/2324: Policy Committee Meeting
Monday 12th June 2023

Page 1 of 3

Signed

Dated

Bicester Vision CIC Executive Board Meeting – 20th April 2023

RESOLVED that the Town Clerk is to invite the Police and Crime Commissioner Matthew Barber or a representative to the Policy Committee Meeting.

6702 Polices for Review

324 RESOLVED that the committee **APPROVED** the reimbursement of the Town Clerk for the service award handed to Raymond Crutchfield to the value of £89.99.

RESOLVED that the committee **APPROVED** the Flag Flying Policy (GP22) with the following amendments made, Cllr Mawer asked that the Town Clerk swaps the 'unscheduled flag flying' paragraph and the 'flags not covered by this policy' paragraphs.

19:17 Cllr Oliver arrived.

6712 Civility Pledge

324 RESOLVED that Committee **APPROVED** Bicester Town Council take the civility and respect pledge to the next Full Council meeting for adoption.

6722 Kingsmere Land Adoption

324 Committee **APPROVED** that officers from Bicester Town Council begin negotiations to understand:

- The condition of each plot of land.
- The cost of maintenance of each plot.
- The amount of money left in the S106

19:52 Cllr Wheatly left the room.

RESOLVED that Town Clerk is to meet with Tim Screen from Cherwell District Council to answer more questions.

Councillors were asked to email any questions they had regarding the Kingsmere Land Adoption to the Town Clerk before the Monday 19th June 2023.

19:55 Cllr Wheatly returned to the room.

6732 Exclusion of Press and Public

324 RESOLVED That in accordance with section 1(2) of the Public Bodies (Admissions 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.

6742 Lease Position (standing)

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

RESOLVED that the Town Clerk set a deadline with Cherwell District Council for Whitelands Farm Sports ground lease renewal.

6752 Forward Plan

324 RESOLVED that Town Clerk is to invite Developer, Cherwell District Council and Hallam

Land to the Policy Committee.

APPROVED that Town Clerk reinstate Sale of Land on the Forward Plan.

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

6762 Date of Next Meeting
324 Monday 14th August 2023 at 19:00

CLOSE OF MEETING: 20:22 hrs

Minutes of the Bicester Traffic Advisory Group

A meeting of the **Bicester Traffic Advisory Group** was held on **Thursday 22nd June 2023** at **14:00 hrs** at the **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS**.

Present:

Bicester Town Council

Cllr Donna Ford

Oxfordshire County Council

Cllr Les Sibley

Cllr Michael Wayne

Eric Stevens

Cherwell District Council

Cllr Lynn Pratt

Bicester Chamber of Commerce

Peter Cox

Value Retail/Bicester Village

Miranda Markham

In Attendance:

Paul Canning, Service Manager

Dominic Hilton, Civic and Democratic Administrator

1 To Appoint Chairman of Bicester Traffic Advisory Group Meeting

RESOLVED that Cllr Donna Ford was **APPOINTED** chairman for municipal year 23/24

2 Apologies

RESOLVED that **APOLOGIES** were Received from Cllr Mallows, Cllr Hallett, Jacqui Cox, Mike Waseley and Chris Hulme

3 Minutes of the Bicester Traffic Advisory Group

RESOLVED to confirm the Minutes of the Bicester Traffic Advisory Group's meeting Held on:

BTAG06/2223 – Thursday 30th March 2023

4 Update of items outstanding not covered elsewhere on the Agenda

S5 Bus update, it is in the hands of the bus company (Stagecoach), not the council.

Works at Kings End, causing massive disruption and traffic lights on the two oxford road roundabouts aren't keeping up. OCC **NOTED** and will investigate.

5 Report from Oxfordshire County Council Officer

5.1 A4095 realignment

Work is ongoing with Cherwell District Council and the North-West Bicester developers to agree a design for the A4095 realignment, assess the costs and looking at a funding and delivery strategy.

Committee **NOTED** proposed to take this to next Full Council

5.2 Bicester Local Cycling and Walking Infrastructure Plan (LCWIP)

5.2a Capability and Ambition Fund

Milestone developed 4 no. different layouts on how to improve cycling and walking along the east-west section of Bicester Road (Kidlington). Each option had different levels of inclusiveness with the proposed measures ranging from widening the existing on-carriageway cycle lanes to fully segregated cycle tracks. A cost estimate was supplied for each option and a technical optioneering report summarised the benefits and constraints of each option. A separate commission was agreed for Milestone to explore some alterations to an original option.

Committee **NOTED**

5.2b Active Travel

We have undertaken video surveys on Sheep St to monitor the current usage of active travel and to help understand what measures can be taken to improve it to better align with the Bicester LCWIP. Member and Public engagement will take place once further details are available.

Committee **NOTED**

5.3 EWR

East West Rail updated in a meeting in June 2023 that maintaining the connection to the community in Bicester is key to their work. They referred to 3 key considerations for the scope of work in Bicester:

- Identifying a location for an alternative road bridge (south and east of the existing crossing)
- Maintaining existing crossing which will be open to all traffic, and
- Maintaining connectivity for active travel

East West Rail have yet to share further detail on their proposals in Bicester.

Committee **NOTED**

6 **Report from Cherwell District Council Officer**

No report given.

7 **Matters raised by Group Members/Residents**

RESOLVED that committee **SUPPORTED** a vote of thanks to Eric Stevens

Sheep Street – Disabled Parking

A request by Cllr Ford for the curbs to be investigated by OCC to a drop curb.

- 8 Forward Plan**
RESOLVED that members **REVIEWED** the forward plan.

- 9 Date of Next Meeting**
Close of meeting: 15:05

Thursday 27th July 2023 at 14:00, The Chamber Room, Garth Park

Minutes of the Events Working Party

A meeting of the **Events Working Party** was held on **Wednesday 7th June 2023** at **19:00 hrs** at the **Council Chamber, Garth House, Launton Road, OX26 6PS**.

Present:

Cllr Donna Ford
Cllr Jamie Jessett
Cllr Harry Knight
Cllr Damien Maguire
Cllr Rich Oliver
Cllr Les Sibley

In Attendance:

Shannon O'Connor – Administration Officer (Events & Marketing)
Paul Canning, Service Manager

10 Election of the Events working Party Chairman

RESOLVED that the working party **APPROVED** Cllr Oliver as Chair for the Events Working Party.

11 Apologies for Absence

RESOLVED that no apologies were received.

12 Declarations of Interest

RESOLVED that no declarations of interest were received.

13 Bicester Town Council Community Events

Reviewed and Commented.

The event plan will go to Environment Committee with the final details.

AFD 2023 – CDC food Festival. Same day.

14 Other Events

RESOLVED that OYAP gave an update on their upcoming events.

RESOLVED that Officers will send over the details for Finance Committee & Bicester Town Councils Grant Aid to assist them with funding for their events.

RESOLVED that Nai's House gave an update on the requested changes to their Bee Nice Festival event along with a general update.

RESOLVED that Service Manager would email Dan Cooper about CDC waste contact, Gazebo's & Barriers.

RESOLVED that Bicester Pride gave an update on their upcoming Pride Event.

15 Forward Plan

RESOLVED that the Working Party **NOTED** the Forward Plan.

Date of next Meeting: Wednesday 5 July 2023 at 19:00

CLOSE OF MEETING: 19:53 hrs

Minutes of the Events Working Party

A meeting of the **Events Working Party** was held on **Wednesday 5th July 2023** at **19:00 hrs** at the **Council Chamber, Garth House, Launton Road, OX26 6PS**.

Present:

Cllr Rich Oliver (Chairman)
Cllr Harry Knight
Cllr Damien Maguire
Cllr Jim Webb

In Attendance:

Paul Canning, Service Manager
Jodi Clarke, Office Administrator

16 Apologies for Absence

RESOLVED that apologies were received from Cllr Donna Ford.

17 Declarations of Interest

RESOLVED that Cllr Rich Oliver could have a Declaration of Interest as he is apart Equity Act.

18 Confirmed Minutes

RESOLVED that Working Party **APPROVED** the minutes for the Events Working Party held on:

- 7th June 2023 at 7:00pm.

19 Bicester Town Council Community Events

RESOLVED that the working party **REVIEWED** and **COMMENTED** on the following events:

- Live Music Event
- Family Sports Day

20 Other Events

RESOLVED that Nai's House gave an update of how their Be Nice Event went on the 1st July 2023. Nai's House raised £2,000+ at the event.

RESOLVED that Admin Officer would send an open space form to Gem at Nai's House along with a link to HM Land Registry.

Nai's House thanked Jodi Clarke (Admin) and Simon Deane (Outdoor Team Leader) for their help on the Saturday Morning.

RESOLVED that Bicester Pride gave an update on their upcoming event. The Service Manager informed and requested the following from the representatives for Bicester Pride:

- Collect the radios the day before.
- Gazebo's will be left in the yard with weights.
- Barriers will be left in the yard.

Minutes: BE02/2324: Events Working Party Meeting
Wednesday 5th July 2023

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Signed

Dated

- Send their Event Plan along with all relevant documents.
- The Agreement with Savior Fare to be sent in writing to the Service Manager.

APPROVED that Bicester Pride can hang a banner on the front gates of Garth 2 weeks before the Event.

It was raised that the Pride Event is not showing on the Bicester Town Council website.
RESOLVED that Officers would look into this.

RESOLVED that Officers would look into a location or options as to where/how the Council can notify more about what's going on in Bicester.

21 Chinese New Year

RESOLVED that the working party **COMMENTED** on the proposal for the Chinese New Year event for January 2024.

22 Forward Plan

RESOLVED that the working party **REVIEWED** and **COMMENTED** on the Forward Plan.

Date of next Meeting: Wednesday 13 September 2023 at 19:00

CLOSE OF MEETING: 19:36 hrs

Minutes of the Bicester Town Council Personnel Sub-Committee Meeting

A meeting of the **Bicester Town Council Personnel Sub-Committee PSC06-2223** was held on **Wednesday 12th April at 19:30hrs** in the Garth House.

Present:

Cllr Zoe McLernon – Chair
Cllr Richard Mould – Vice Chair
Cllr Les Sibley
Cllr Nick Mawer
Cllr Alex Thrupp
Cllr Dan Hallett

In Attendance:

Phil Evans – Town Clerk

1. Apologies for Absence

RESOLVED Councillors were in full attendance

2. Declaration of interest

RESOLVED Cllr McLernon declared that a member of staff being discussed was a personal friend.

3. Minutes of the Previous Personnel Meetings Redacted Information

RESOLVED to confirm the minutes of the Personnel Sub Committee meetings PSC05-2223 held on the 15th of February.

4. 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 publicly would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

5. Minutes of the Previous Personnel Meetings Unredacted Information

RESOLVED to confirm the minutes of the Personnel Sub Committee meetings PSC05-2223 held on the 15th of February.

6. Staff update

RESOLVED the committee noted the update on 10 staffing members, supported by the Holiday Entitlement , Flexible working hours accrued and absence information for all staff.

7. Staff Support

RESOLVED the committee **APPROVED** that the Town clerk work with NGRC in bringing in support for both the RFO and Clerk for 8 working days (to be consumed during May/June).

Close of Meeting: 20:12

BICESTER TOWN COUNCIL

Monday 21st August 2023

Mayors Report

Chairman: Councillor Harry Knight

Contact: harry.knight@bicester.gov.uk

Phil Evans – Town Clerk

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

Ward Affected: All Wards

1. Overview

During the period of 16th May until 14th August 2023 the following visits were made:

The Mayor and his Consort attended the following functions:

May

- 18th Grand opening of Zaykra Turkish Restaurant
- 19th Aylesbury Town Council Mayor Making

June

- 9th – RAF Croughton, Spring Fling BBQ
- 20th – Bicester Baby Bank Visit
- 23rd – Flag Raising, Garth Park
- 24th – Armed Forces Day
- 24th – RAF Croughton, July 4 Celebrations

July

- 8th – OYAP Summer Coronation Concert, St Edburys Church
- 22nd – Bicester Operatic and Choral Society, Twist and Shout, St Edburys Church
- 26th - The Komorun Nessa Fundraising Event, Red Lion, Islip
- 28th - Bicester Hotel and Golf, IMS Fundraising Event

August

- 5th – Launton Grange Carehome Summer Fete
- 14th - Opening of Learning Pool, Minton Place

The Mayor attended the following functions on his own:

June

- 1st – Pride Flag Raising, Garth Park
- 5th – Bicester Fire Station to meeting Mayor's Cadet

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The Deputy Mayor attending the following functions:

June

24th – RAF Croughton, July 4 Celebrations

August

5th – Gin and Jazz Fundraising Event, Garth Park

BICESTER TOWN COUNCIL

Monday 21st August 2023

Mayoral Chains

Chairman: Councillor Harry Knight

Telephone: 01869 252915 harry.knight@Bicester.gov.uk

Town Clerk: Phil Evans

Contact: 01869 252915 Phil.evans@Bicester.gov.uk

Ward Affected: All

1. Overview

1.1 The current mayoral chain has become full and has no more space to engrave anymore present or future Mayors on.

2. Proposal

2.1 There are several options:

2.2 Option 1 – Add in a new a row;

To customer's existing Sterling Silver gilt chain of office consisting of 35 links outer row and 15 links front and reverse inner row. Manufacture 14 x new links(286-H) and using the existing 15 x links which form the front and reverse inner rows. Fit to chain to make full inner row (ensuring correct date order of links) Refinish entire chain in polished hard gold plate.

Price £3204.17 nett

Plus, a new presentation case would be required – current cost for this would be £319.93 nett

2.3 Option 2 – New Chain:

Single row (See Appendix 1) - £5343.73 nett

Double row (See Appendix 2) - £6831.58 nett

3. Recommendation

Councillors are asked to **APPROVE** that the existing chain is retired, and that Option 2 of this report is **AGREED**.

Appendix 1

Fattorini

Artist-craftsmen
since 1827

FULL 40" CHAIN



EXISTING PENDANT

576G Tool 2589-M
39mm x 25mm

Coronation
Link
45mm x 48mm

Customer Approval.....

Date.....

DM-Bicester TC

B230608-06

© 08.06.23 R.H.

THE FATTORINI NAME MAY APPEAR TO THE REVERSE OF YOUR PRODUCT TO IDENTIFY THE MANUFACTURER.

Appendix 2

Fattorini

Artist-craftsmen
since 1827

FULL 40" CHAIN



P35 1200-M Clip 1203-M Pierce
43mm x 18mm

Coronation
Link
45mm x 48mm

EXISTING PENDANT

Customer Approval.....

Date.....

DM-Bicester TC

B230608-07

© 08.06.23 R.H.

THE FATTORINI NAME MAY APPEAR TO THE REVERSE OF YOUR PRODUCT TO IDENTIFY THE MANUFACTURER.

BICESTER TOWN COUNCIL

Monday 21st August 2023

Remembrance Day Service and Parade

Chairman: Councillor Harry Knight

Contact: harry.knight@bicester.gov.uk

Phil Evans – Town Clerk

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

Ward Affected: All Wards

1. Overview

Cllr Donna Ford brought forward a motion for Bicester Garrison to come to the Town Council to present their ideas on improving the Town Council's Remembrance Service and Parade. During the last Town Council Meeting held in June, Lieutenant Colonel Ged Hennigan RLC, Garrison Commander and Kevin Jessop, Adjutant Bicester Garrison, attended the meeting and asked if Bicester Town Council would investigate the change in format of the Remembrance service to increase public engagement.

A meeting has since been held with Bicester Town Council, Bicester Garrison and 1 Regt RLC joined by Rev Peter Wright and Lindsey Anderson-Gear from St Edburges church to discuss the changes.

At the meeting it was agreed that HQ Bicester Garrison, 1 Regt RLC and Rev Peter Wright would discuss the changes and provide Bicester Town Council with a proposed report which has now been received from GSM, Graham Patterson.

2. Recommendation

Councillors are asked to **NOTE** and **COMMENT** on the above and the attached Appendix 1 and Appendix 2.

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Monday 21st August 2023

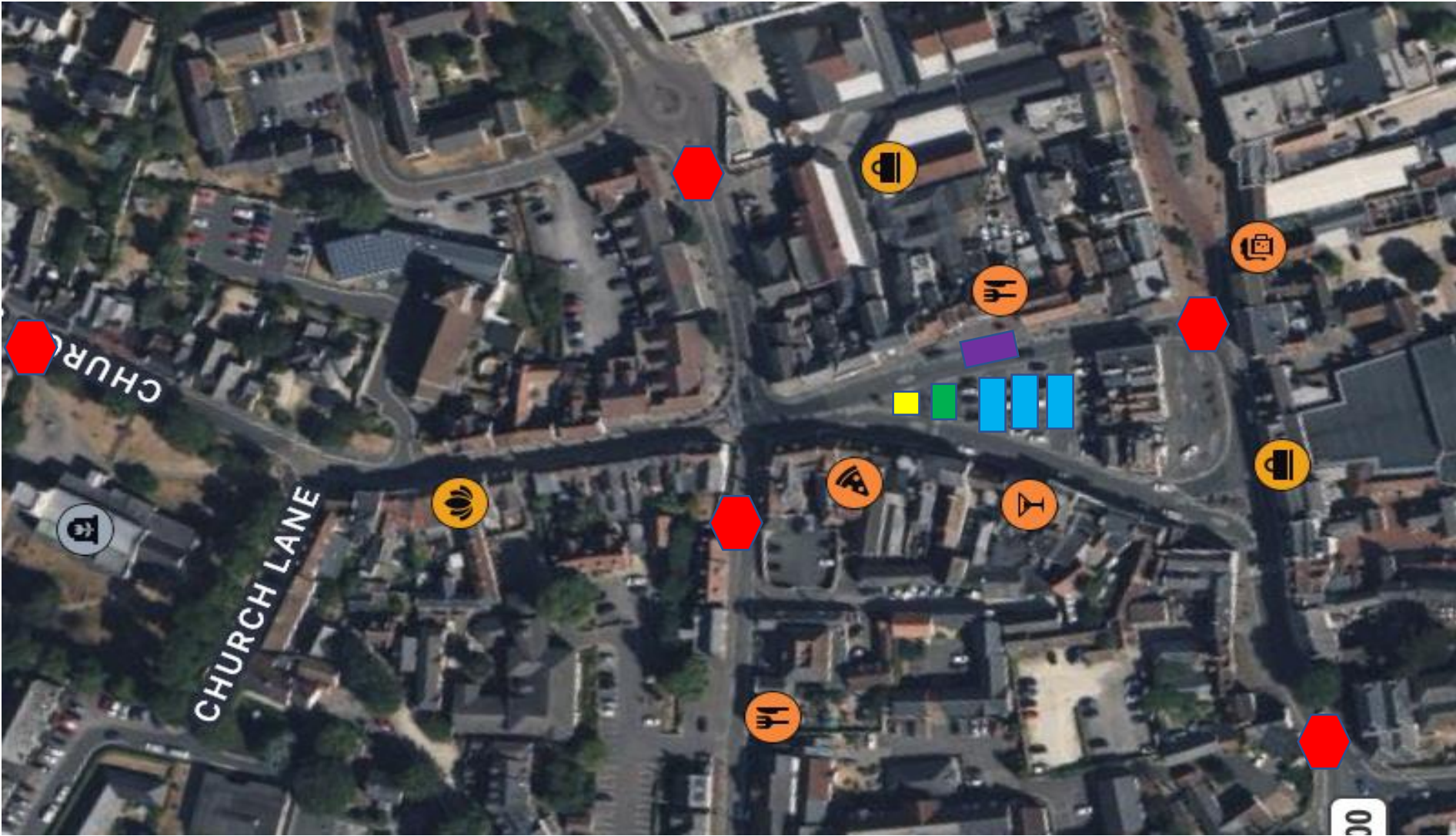
Remembrance Parade MEL 12 Nov 2023

Ser	Time	Location	Activity	IC/Attendance	Remarks
12 Nov 23					
1	0900	12 SQN SHQ	Transport reports to guardroom	Drivers and Transport	Pick up Dais from SQMS 0830 hrs
2	0900	12 SQN SHQ	Squadron Parade	All	Tp Sgt's to confirm nom rolls
3	0915	12 SQN SHQ	Work Party depart for Bicester town centre	SQMS and work party	1 x Van - Positioning of the Dias
4	0945	12 SQN SHQ	Security detail depart for Bicester town centre	RDS and security detail	Security of the event and traffic control (OP WIDEAWAKE)
5	1000	12 SQN SHQ	RSM/SSM/Guard of Honour depart for St Edburg's	SSM, and Guard of Honour	1 x Minibus
6	1000	12 SQN SHQ	Main body departs for St Edburg's Church	All main body – Shuttle Runs	
7	1030	St Edburg's Cenotaph	Main body Formed up at St Edburg's Church		Form up at church hall
8	1040	St Edburg's Cenotaph	Parade sets off for Marked Square		RSM - Parade! Parade Shun
9	1050	Church Street	Parade Set	1 RLC Padre	RSM-Stand at Ease
10	1055	Bicester Market Square	Service of Remembrance		
11	1059.30sec	Bicester Market Square	call to attention	RSM	RSM - Parade! Parade Shun
12	1059.30sec	Bicester Market Square	Act of remembrance	Read by young soldier	They shall grow not old
13	1100	Bicester Market Square	Two-minute silence		
14	1102	Bicester Market Square	Two-minute silence ends		
15	1102	Bicester Market Square	Last Post	Bugler	Signalled by the 'Last Post', heads bowed
16	1104	Bicester Market Square	Reveille	Bugler	Signalled by the 'Reveille', heads raised
17	1105	Bicester Market Square	Laying of the wreaths	CO, Garrison Comd, all other parties	Band Plays & only selected departments to lay wraths at drumhead.
18	1115	Bicester Market Square	Service of Remembrance continues		

Remembrance Parade MEL 12 Nov 2023

19	1130	Bicester Market Square	Service ends Kohima Epitaph	Read by RBL	
20	1135	Bicester Market Square	Guard of Honour fall in on the Dias	Guard of Honour	GSM and RSM escort the Garrison Comd and CO to dais
21	1135	Church Street	March through Bicester	OC, SSM and the marching contingent	Parade! Parade Shun By the Right, quick march!
22	1140	Bicester Market Square	The Salute	OC, SSM and the marching contingent	Eyes! Right. Given by OC at the Dias Eyes! Front. Given by SSM 12 Sqn past the Dias
23	1145	Church Street	Parade end	OC, SSM and the marching contingent	Parade! Parade halt
24	1150	Church Street	Transport back to St David's Barracks	All	For those not attending church service
25	1200	St Edburg's Church	Church service		Remainder to lay wreaths at the war memorial if they wish to do so.
26	1300	St Edburg's Church	End of the church service		
27	1330	Camp	Retire to messes	Respective mess members	
28					
29					

Remembrance Parade Layout 12 Nov 2023



-  = Roadblock
-  = Stage/Drumhead
-  = Band
-  = Daises/taking Salute
-  = Parading Contingents

BICESTER TOWN COUNCIL

Monday 21st August 2023

Re-Allocation of Councillor Role's

Chairman: Councillor Harry Knight

Contact: harry.knight@bicester.gov.uk

Phil Evans – Town Clerk

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

Ward Affected: All Wards

Environment Committee

Standing Down: Cllr Dan Hallett

Replacement Councillor: Cllr Jim Webb

Standing Orders Tasking Group

Standing Down: Cllr Hallett

Replacement Councillor: Cllr Les Sibley

Events Working Group

Standing Down: Cllr Les Sibley & Cllr Jamie Jessett

Replacement Councillor: Cllr Jim Webb & Cllr Christopher Pruden

Recommendation

Councillors are asked to **NOTE** and **AGREE** the above changes.

BTC04/2324
Monday 21st August 2023

Document is Restricted