

Bicester Town Council



BICESTER
TOWN COUNCIL

Bicester Town Council Meeting

Ref: BTC05/2425

Monday 14th October 2024 at 19:00hrs
Council Chamber, Garth House, Launton Road,
OX26 6PS

Members:

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

Other Circulation:

Cllr John Broad, Cllr Simon Lytton, Cllr Calum Miller, Cllr Michael Waine, Cllr Rob
Parkinson and Cllr Frank Ideh



Council Offices, The Garth,
Launton Road,
Bicester,
Oxon. OX2 6PS
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Monday 7th October 2024,

To all members of the Bicester Town Council,

You are hereby summoned to attend a meeting of the **Bicester Town Council** at **The Council Chamber, Garth House, Launton Road, OX26 6PS** on **Monday 14th October 2024** to commence at **19:00hrs** 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 2 minutes.

4. Minutes of the Town Council Meeting

(Pages 5 – 17)

To confirm the **MINUTES** and **RESOLUTIONS** contained in the minutes of the following Town Council Meetings:

- **BTC06/2324 – Monday 15th January 2024**
- **BTC07/2324 – Monday 11th March 2024**

- BTC7A/2324 – Tuesday 26th March 2024
- BTC02/2425 – Monday 20th March 2024
- BTC04/2425 – Monday 24th June 2024

5. Minutes of the Environment Committee Meeting (Pages 18 – 21)

To confirm the **MINUTES** and **RESOLUTIONS** contained in the minutes of the following Environment Committee Meeting:

- ENV01/2425 – Monday 17th June 2024

6. Minutes of the Finance Committee Meeting (Pages 22 – 27)

To confirm the **MINUTES** and **RESOLUTIONS** contained in the minutes of the following Finance Committee Meeting:

- FIN01/2425 – Tuesday 4th June 2024

7. Minutes of the Planning Committee Meeting (Pages 28 – 34)

To confirm the **MINUTES** and **RESOLUTIONS** contained in the minutes of the following Planning Committee Meetings:

- PL01/2425 – Tuesday 11th June 2024
- PL02/2425 – Tuesday 18th June 2024

8. Minutes of the Policy Committee Meeting (Pages 35 – 41)

To confirm the **MINUTES** and **RESOLUTIONS** contained in the minutes of the following Policy Committee Meetings:

- POL06/23/24 – Monday 22nd April 2024
- POL012425 – Tuesday 18th June 2024

9. Minutes of the Working Parties Meetings (Pages 42 – 48)

To confirm the **MINUTES** and **RESOLUTIONS** contained in the minutes of the following Working Party Group Meetings:

- BE01/2425 – Thursday 23rd May 2024
- BTAG01/2425 – Thursday 13th June 2024
- CSWG01/2425 – Thursday 20th June 2024

10. Motion (Pages 49 – 50)

A presentation is to be received on the Local Neighbourhood Plan

11. Appointment to Outside Body

To appoint the Chair of Policy as a representative for the Town Centre Task Force

12. Mayor's Report (Pages 51 – 52)

Council is asked to **NOTE** the Mayor's Report

13. Earmarked Reserves Report (Page 53)

Council is asked to:

- **APPROVE** the expenditure of £1,878.30 (exc. VAT) from Earmarked Reserves 901/9013 Equipment Replacement/Maintenance.
- **APPROVE** the allocation of £23,851 to 328/9011 Play Areas & Open Spaces.

14. Bank Mandate

(Page 54)

Council is asked to:

- **APPROVE** the request the changes to the mandates

15. Date of Next Meeting:

Monday 13th January 2025 – 7pm, The Chamber Room, Garth House

Minutes of the Bicester Town Council

A meeting of the Bicester Town Council was held on **Monday 15th January 2024 at 19:00 hrs** at **The Council Chamber, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.**

Present:

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 Alisa Russell
Cllr Les Sibley
Cllr Jim Webb
Cllr Paul Wheatley
Cllr M Waine (County Councillor)

In Attendance:

Phil Evans – Town Clerk
Julie Trinder – Administration Officer – Civic & Democratic

44/ Apologies for Absence

2324 RESOLVED that apologies of absence were received from Cllr Harry Knight.

45/ Declarations of Interest

2324 RESOLVED that declarations of interest were received from Cllr Donna Ford and Cllr Nicholas Mawer, regarding Agenda item number 11 Grounds Maintenance Contract, as members of Cherwell District Council's Executive committee.

46/ Public Session

2324 RESOLVED that no members of the public were present.

47/ Minutes of the Town Council Meeting

2324 RESOLVED the minutes of BTC05/2324 – 20th November 2023 to be accepted and amended to read that Cllr Alisa Russell was in attendance.

Officers to check Cllr Russell's Mod.Gov access and attendance.

48/ Minutes of the Environment Committee Meeting

2324 RESOLVED that Councillors CONFIRMED the minutes and resolutions of:

ENV04/2324 – 21st November 2023

Officers to check Cllr Russell's Mod.Gov access and attendance.

Minutes: BTC06/2324: Bicester Town Council Meeting
Monday 15th January 2024

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Signed

Dated

49/ Minutes of the Finance Committee Meeting

2324 RESOLVED that the Chairman of Finance Committee requested minutes FIN04/2324 – 19th December 2023, be deferred to the next Town Council Meeting to take place 11th March 2024.

Officers to check Cllr Russell's Mod.Gov access and attendance.

50/ Minutes of the Planning Committee Meetings

2324 RESOLVED that Councillors CONFIRMED the minutes and resolutions of:

PL03/2324 – 4th July 2023

PL06/2324 – 3rd October 2023

51/ Minutes of the Policy Committee Meeting

2324 RESOLVED that Councillors CONFIRMED the minutes and resolutions of :

POL03/2324 – 30th October 2023

52/ Report from Oxfordshire County Council and Cherwell District
2324 Councillors

RESOLVED that:

- Cllr Michael Waine reported an update on:
 - Market Square proposal to approve a request for 2-Way traffic and free parking
 - 20 mph consultation to appear in the next edition of the Garth Gazette
 - Oxfordshire County Council Highways – still received no answers from issues raised
 - Education Scrutiny Committee unhappy with fall in competence and how Oxfordshire is going
- Cllr Donna Ford provided an update and progress report on the proposals for the Bicester Market Square project. Cllr Ford to distribute report to Council.
- Cllr Nicholas Mawer reported that £1.6m of government money to be spent on bringing social housing properties back into use. Phase I of the project will house refugees.

53/ The Mayors Report

2324 RESOLVED that the Town Mayors report was NOTED.

54/ Grounds Maintenance Contract

2324 RESOLVED that Councillors APPROVED the letter of Engagement and the premium rate with a retrospective report detailing this.

Cllr Paul Wheatley requested a report of the premium rates (once understood).

Minutes: BTC06/2324: Bicester Town Council Meeting
 Monday 15th January 2024

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Signed

Dated

Donna Ford and Cllr Nicholas Mawer abstained their vote due to being members of Cherwell District Council's Executive committee.

55/ Committee List

2324 RESOLVED that Councillors requested:

- To set up a Standing Orders committee meeting with 5 Councillors to discuss and agree the format of the 2024/2025 committee list.
- The potential to hold Webcast meetings. Town Clerk to take a proposal to the next Policy Committee meeting to be held on 29th January 2024
- That no meetings are held in the month of August

56/ Delegation of Authority

2324 RESOLVED that Councillors AGREED to no change and NOTED the content on the listed delegation of authority.

Challenges of Councillor understanding were raised for Town Clerk.

57/ Budget Sign-Off

2324 RESOLVED to APPROVE the budget for the following year 2024/2025 and to set a precept for the financial year 2024/2025 of £1,800,238.16 being a 2% increase on the precept set for 2023/24.

58/ Date of Next Meeting

2324 Monday 11th March 2024 – 7pm, The Chamber Room, Garth House

Close of meeting: 8.21pm.

BTC07/2324

Minutes of the Bicester Town Council

A meeting of the Bicester Town Council was held on Monday 11th March 2024 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 Nick Cotter
 Cllr Donna Ford
 Cllr Dan Hallett
 Cllr Rachel Mallows
 Cllr Nicholas Mawer
 Cllr Christopher Pruden
 Cllr Alisa Russell
 Cllr Les Sibley
 Cllr Jim Webb
 Cllr Paul Wheatley

In Attendance:

Phil Evans, Town Clerk
 Maria Galic – Administration Officer

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 no members of the public were present.

4/23 Bicester Foodbank Presentation

24 A presentation was held by Bicester Foodbank.
 The following were DISCUSSED and NOTED by the Committee:

- Reach of the foodbank to local areas – in particular West Bicester
- Number of voluntary support
- Number of referrals
- Significance of monetary donations
- Supermarket donation points

In order to improve the Foodbank the following were suggested:

- Funding
- Achieve a vision of no Foodbank
- Increase local community awareness

Minutes: BTC07/2324: Bicester Town Council Meeting
 Monday 11th March 2024

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Signed

Dated

5/23 Minutes of the Town Council Meeting

24 RESOLVED that Councillors CONFIRMED the minutes and resolutions of:

- BTC06/2324 – 15th January 2024

To be signed at the next meeting on **Monday 13th May 2024**.

Cllr Ford questioned the rate of increase applied which was confirmed as 2%. Members also asked officers to confirm it this was based on Dec-23 housing numbers.

6/23 Minutes of the Environment Committee Meeting

24 RESOLVED that Councillors CONFIRMED the minutes and resolutions of:

- ENV02/2324 – 18th July 2023
- ENV03/2324 – 21st November 2023

7/23 Minutes of the Finance Committee Meeting

24 RESOLVED that Councillors CONFIRMED the minutes and resolutions to be accepted as amended:

- FIN03/2324 – 10th October 2023 - including the correct spelling of Alisa Russell and correction of the date Tuesday 19th December.

**8/23 Minutes of the Planning Committee Meetings**

24 RESOLVED that Councillors CONFIRMED the minutes and resolutions of:

- PL07/2324 – 7th November 2023
- PL09/2324 – 9th January 2024
- PL10/2324 – 6th February 2024

9/23 Minutes of the Policy Committee Meeting

24 RESOLVED that Councillors CONFIRMED the minutes and resolutions of:

- POL04/2324 – 29th January 2024

10/2 Minutes of Work Parties

324 RESOLVED that Councillors CONFIRMED the minutes and resolutions of:

- AWP01/2324 – 14th June 2023
- AWP02/2324 – 9th August 2023
- BTAG04/2324 – 30th November 2023

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Monday 11th March 2024

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Dated

- CSWG03/2324 – 26th October 2023
- EWP03/2324 – 13th September 2023

11/2 Mayors Report

324 RESOLVED that the Town Mayors report was NOTED.

12/2 Reports from Oxfordshire County Council and Cherwell District
324 Councillors servicing Bicester Wards

- Cllr Calum Miller reported an update on:
 - London Road Crossing
 - EWR
 - Banbury Road Roundabout
 - Budget Council agreed funding for:
 - Social care
 - Highway maintenance
 - Clearance of gulleys
- Cllr Alisa Russell reported an update on:
 - SEND funding for local schools
- Cllr Donna Ford reported an update on:
 - Banbury Road Roundabout Project
- Cllr Nick Mawer reported an update on:
 - Balanced Budget
 - Housing portfolio and rise of homelessness
 - Refugees
 - Improvement of signage for Banbury Road Roundabout
- Cllr Nick Cotter reported an update on:
 - Resolution of budget
 - Meeting with Chief Executive Officer of Cherwell District Council

Minutes: BTC07/2324: Bicester Town Council Meeting
Monday 11th March 2024

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Dated

- Cllr Rachel Mallows reported an update on:
 - Traffic on Bucknell Road
- Cllr Christopher Pruden reported an update on:
 - Pioneer Square

13/2 Southwold Play Area Report

324 RESOLVED that Councillors APPROVED the proposed expenditure of £90,000 on the Southwold Play Area.

14/2 Review of Financial Regulations

324 RESOLVED that Councillors NOTED the Financial Regulations Report and the amendments.

15/2 Review of the Effectiveness of Internal Control

324 RESOLVED that Councillors APPROVED the Effectiveness of Internal Control.

16/2 Standing Orders

324 RESOLVED that Councillors APPROVED the Standing Orders Review for 2024/25 along with the following amendment:

- *Removal of Chief Officer title and replacing with Town Clerk.*

17/2 RFO Appointment

324 RESOLVED that Councillors APPROVED the appointment of the new Responsible Finance Officer.

18/2 Councillor Committee Re-assignment

324 RESOLVED that Councillors have NOTED and APPROVED the Committee Reassignment.

19/2 Councillor Motion

324 RESOLVED that Councillors APPROVED the Councillor motion – Regeneration of the Market Square and have requested that:

- Town Clerk invite Cherwell District Council to discuss the Market Square Project
- *Oversight Board* to be capitalised

Cllr Donna Ford has requested that the Councillor appointments be made Mayor Making.

Date of next Meeting: Monday 13th May 2024

CLOSE OF MEETING: 20:35 hrs

BTC7A/Special/2324

Minutes of the Bicester Town Council

A meeting of the Bicester Town Council was held on Tuesday 26th March 2024 at 20:30 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 Donna Ford
 Cllr Dan Hallett
 Cllr Nicholas Mawer
 Cllr Christopher Pruden
 Cllr Alisa Russell
 Cllr Les Sibley
 Cllr Jim Webb
 Cllr Paul Wheatley

In Attendance:

Phil Evans, Town Clerk
 Jodi Clarke, Office Administrator

1/23 Apologies for Absence

24 RESOLVED that apologies were received from the following members:

- Cllr Cotter
- Cllr Mallows
- Cllr Holland

2/23 Declarations of Interest

24 RESOLVED that declarations were received from:

- Cllr Ford – Cherwell District Council Executive
- Cllr Mawer – Cherwell District Council Executive

3/23 Public Session

24 RESOLVED that no public were present.

4/23 Calendar and Committees 2024.2025

24 Cllr Wheatley proposed that an amendment is made to the Committee membership on the following meetings:

- Planning Committee – Change from 13 members to 11.
- Environment Committee – Change from 10 members to 9.
- Finance Committee - Change from 10 members to 9.
- Policy Committee - Change from 10 members to 9.

Minutes: BTC7A/Special/2324: Bicester Town Council Meeting
 Tuesday 26th March 2024

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Signed

Dated

Cllr Mawer seconded the amendment, with an overall vote from councillors. 6 voted for the motion & 4 voted against.

The Committee **APPROVED** the above proposal for the 2024/2025 meeting calendar.

RESOLVED that the Committee **AGREED** to standardise all Sub and Working Parties to five members except Traffic which will remain with three members.

5/23 Changes to Format of Civic Service and Parade

24 The Town Clerk explained to the Committee why changes to the Civic Service & Parade had been requested by the Garrison Sergeant Major.

Councillor Beckett left the meeting at 20:57.

Councillor Maguire proposed that the Committee **APPROVED** option 2, Councillor Pruden seconded.

6/23 Exclusion of Press and Public

24 **RESOLVED** that no press or public were present.

7/23 Bicester Public Realm Framework

24 The Committee **APPROVED** the following to be sent on the Councillors behalf to Cherwell District Council:

Dear James,

N b

In Phils absence , please see the below comments from Councillors after the presentation they were given.

- Design codes for the Town Centre should be drawn up by Cherwell District Council in conjunction with Bicester Town Council
- "Enhance" Face lift for the walk from Bicester Village to Bicester Town Centre in compassing signage through the new park.
- Encourage people to live in the flats above the shops.
- Rest stops on the route into town at Picturesque locations.
- Do not close the Causeway to cars – **or previous suggestion of counter-one way for cycles is not welcome. The road is not wide enough for safety.**
- Causeway pathway widened. -
- Signage improved. **Signage and pedestrian route development from BV/Pingle Field to Town Centre.**
- Accessibility to shops.
- Maintain two-way traffic (vehicles) in **Market Square. We do not welcome full pedestrianization of Market Square.**
- Level crossing development, critical to future. **Impact on access to Town Centre.**
- More trees.
- Free Parking.
- Cycling on Sheep Street should be subject to Public Consultation
- Claremont Carpark to stay as parking.

8/23 Garth Park Garages

Minutes: BTC7A/Special/2324: Bicester Town Council Meeting
Tuesday 26th March 2024

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Signed

Dated

- 24** **RESOLVED** that the Committee **APPROVED** the request for the purchase of the Garth Park Garages from the earmarked reserve 90/9020 BTC premises for the provisional value maximum.

CLOSE OF MEETING: 21:49 hrs

Minutes of the Bicester Town Council

A meeting of the Annual Town was held on Monday, 20th May 2024 at 19:00 hrs at the Chamber Room, Bicester Town Council, Launton Road, Bicester, Oxon OX26 6PS.

Present:

Cllr Damien Maguire
Cllr Jim Webb
Cllr Donna Ford
Cllr Sam Holland
Cllr Rachel Mallows
Cllr Nicholas Mawer
Cllr Christopher Pruden
Cllr Alisa Russell
Cllr Les Sibley
Cllr Paul Wheatley
Cllr John Willett

In Attendance:

Phil Evans, Town Clerk
Helen Pool, Responsible Finance Officer

1/2425 Apologies for Absence

RESOLVED that apologies were received for: Cllr Nick Cotter, Cllr Tom Beckett and Cllr Dan Hallett.

2/2425 Declarations of Interest

RESOLVED that no declarations of interest were received.

3/2425 Appointment of committees

RESOLVED that the committee AGREED the following recommendations:

- i. **AGREE** that the nine members are **APPOINTED** to the Environment Committee, Councillors: R. Mallows; C.Pruden; A.Russell; J.Willett; H.Knight; L.Sibley; D.Ford; N.Mawer and D.Maguire.
APPROVED the **APPOINTMENT** of Cllr R.Mallows as Chair of the Environment Committee, seconded by Cllr Paul Wheatley.
- ii. **AGREE** that the nine members are **APPOINTED** to the Policy Committee, Councillors: R. Mallows; P.Wheatley; A.Russell; N.Cotter; H.Knight; J. Webb; S.Holland; N.Mawer and Tom Beckett.
APPROVED the **APPOINTMENT** of Cllr P. Wheatley as Chair of the Policy Committee, seconded by Cllr C.Pruden.
- iii. **AGREE** that the nine members are **APPOINTED** to the Finance Committee, Councillors: R. Mallows; P.Wheatley; A.Russell; N.Cotter; L.Sibley; D.Hallett; S.Holland; D.Ford and T.Beckett.
APPROVED the **APPOINTMENT** of Cllr A.Russell as Chair of the Finance Committee, seconded by Cllr Paul Wheatley.
- iv. **AGREE** that the 11 members are **APPOINTED** to the Planning Committee, Councillors: R. Mallows; C. Pruden; N.Cotter; J.Willett; H.Knight D.Hallett; J.Webb; S.Holland; N.Mawer; D.Maguire and T.Beckett.

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Minutes: BTC02/2425, Committee Appointment: Bicester Town Council Meeting
Monday 20th May 2024

Signed

Dated

APPROVED the **APPOINTMENT** of Cllr N.Mawer as Chair of the Planning Committee, seconded by Cllr Paul Wheatley.

Working Parties and Task and Finish Groups

RESOLVED that the committee **AGREED** the following recommendations

- i. **APPROVED** the **APPOINTMENT** to the Personnel Committee, of Councillors: R.Mallows; C. Pruden; D.Hallett; N.Mawer and D.Maguire. Chair to be approved in next Personnel Meeting.
- ii. **APPROVED** the **APPOINTMENT** to the Events Working Group, Councillors: A.Russell; C.Pruden; J.Webb; D.Ford and D.Maguire. Chair to be approved in next Events Meeting.
- iii. **APPROVED** the **APPOINTMENT** to the Community Sports Working Group, Councillors: N.Cotter; C.Pruden; J.Webb; N.Mawer and D.Maguire. Chair to be approved in next Sports Meeting.
- iv. **APPROVED** the **APPOINTMENT** to the Allotments Working Party, Councillors: P.Wheatley; A.Russell; J.Webb; S.Holland and D.Maguire. Chair to be approved in next Allotments Meeting.
- v. **APPROVED** the **APPOINTMENT** to the Assets Working Party, Councillors: C.Pruden; P.Wheatley; H.Knight; N.Mawer and T.Beckett. Chair to be approved in next Assets Meeting.
- vi. Councillors raised the concern that not all Officers from other Councils attend the Traffic Advisory Group. Attendance by non-Bicester Town Councillors has waned.
A motion was passed to retain 3 members for the Traffic Advisory Group. The Committee **AGREED** to the reduction of members and **APPOINTED** to the Traffic Advisory Group, Councillors: J.Willett; D.Hallett and D.Ford. Chair to be approved in next Traffic Meeting.
The Councillors **ASKED** the Town Clerk to review the Terms of Reference regarding non-attendance by other Officers and to ensure that the Officers are made aware that the Group will be disbanded due to lack of attendance, if necessary.
- vii. **APPROVED** the **APPOINTMENT** to the Standing Orders Committee, Councillors: N.Cotter; P.Wheatley; L.Sibley; N.Mawer and T.Beckett. Chair to be approved in next Standing Orders Meeting.
- viii. **APPROVED** the **APPOINTMENT** to Appeals, Councillors: N.Cotter; P.Wheatley; L.Sibley; S.Holland and D.Maguire. Chair to be approved in next Standing Appeals Meeting.

Representatives to Outside Bodies

RESOLVED that the Council **AGREED** the following recommendation:

1. **APPROVE** the arrangements and reporting back on representation on outside bodies in accordance with Council Policy:
2. **APPROVE** the **APPOINTMENT** to outside bodies for 2024/25 as follows:
 - Bicester Vision – Chair of Policy
 - Bicester Food Bank – Cllr Mallows
 - Bicester and District Twinning Association – Mayor, Deputy Mayor, Chair of Policy

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Minutes: BTC02/2425, Committee Appointment: Bicester Town Council Meeting
Monday 20th May 2024

Signed

Dated

- Strategic Oversight Partnership – Chair of Policy
- Lady Jersey Trust – N Mawer
- Citizen's Advice Bureau – P Wheatley

4/2425 Calendar of Meetings.

The Councillors **REQUESTED** that they be consulted 3 days before a meeting is due to be held of changes to the date and a reason needs to be provided.

RESOLVED the calendar of meetings for 2024/2025 is **NOTED**.

5/2425 Meeting the Attendance Register

Cllr. Pruden asked for his attendance to be checked and Cllr L.Sibley asked for all attendances for 2023/2024 to be reviewed as did Cllr Wheatley.

The Town Clerk will **REVIEW** all attendances.

6/2425 Date of Next Meeting

Monday 24th June 2024

Close of meeting: 7.40pm

ENV01/2425

Minutes of the Environment Committee

A meeting of the Environment Committee was held on **Monday 17th June 2024** at **19:00hrs** at **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester Oxon, OX26 6PS.**

Present:

Cllr Rachel Mallows (Chair)
Cllr Donna Ford
Cllr Harry Knight
Cllr Nick Mawer
Cllr Chris Pruden
Cllr Alisa Russell
Cllr Les Sibley
Cllr John Willett
Cllr Tom Beckett (Sub for Cllr Maguire)

Public in attendance:

Paul Davis (Ace Academy)
Brian Walters

In Attendance:

Paul Canning, Office Manager
John Burnett, Service Manager
Maria Galic, Civic and Democratic Administrator

1/2425 Apologies for Absence

RESOLVED that apologies were received from Cllr Damien Maguire with Cllr Beckett attending as Substitute.

2/2425 Declarations of Interest

RESOLVED that the following Cllr's were also CDC councillors, Cllr Ford, Knight, Mawer, Pruden, Russell, Sibley, Willett & Beckett

3/2425 Minutes of the Environment Committee

RESOLVED that Committee APPROVED the MINUTES and RESOLUTIONS of the following meeting:

- ENV06/2324 – Tuesday 19th March 2024

4/2425 Public Session

- Brian Walters – Forward plan Tiny Forests.
- Brian read out the BTC Emergency Climate resolution 2019 to councillors urging the Council to monitor and report steps taken to improve its environment footprint. Cllr Mallows responded with actions the council has taken but will look for further improvements.
- Funding restricted for Tiny Forests projects but maybe an opportunity to look for other funding options.

Minutes: ENV01/2425: Environment Committee
Monday 17th June 2024

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Dated

- Paul Davis, Ace Academy – Item 10 Whitelands Farm Sports Ground. The following ideas were discussed:
- Ace Academy currently rent the Function Room 5 days a week, 9am-5pm throughout the school terms
- Offer to contribute 50% of price required, £10,000, as a gesture of good will, towards the proposal
- Suggestion of a moveable partition in the Function room to improve use of the space
- Pillar restricts use of the room for lessons
- A moveable partition wall will provide 2 separate spaces for learning
- It will be a financial improvement for the Kitchen and Bar who will be able to hire out two spaces for functions rather than the one
- Councillors are welcome to see Kings mere Community Centre for an example of the functionality of a moving room divider

Committee welcome the idea to improve the use of the room for ACE and other users by way of a moveable partition. Councillors did note that the offer to pay 50% is generous and the possibility of accepting this gift does not have a negative impact.

However, Committee raised questions and concerns on the following:

- Financial transparency – Officers to provide more details regarding: supplier quotes, value, quality, fixtures, fittings, door movement, sound proofing decibels, maintenance costs/responsibility and fire exits/safety
- Budget – Officers requested to provide the budget available for proposals like this and question the justifiability of this expenditure
- Best Value – does not mean the cheapest, it means the best value for the money
- Capacity – concerns raised over increase in student numbers of ACE
- Negotiation – concerns raised over the process of negotiation between Council and ACE
- Investment – concerns raised over the investment by ACE. Council should consider the notion that they solely invest in this proposal. By doing so this would safeguard all interests
- Full Council Special / Finance Committee – request for Officers to present this proposal again at another committee meeting. Taking into to consideration the quote prices, a fee of £25,000 or more, would result in a Finance Meeting
- Lease of Whitelands Farm Sports Ground – this is an ongoing issue which needs resolution from CDC

Officer responded to questions and concerns raised on the following:

- Supplier A – will provide the best service and strong quality of product at the cheapest quotation price
- There is no notable difference in quality between Supplier A, B or C

5/2425 Garth Park

Minutes: ENV01/2425: Environment Committee
Monday 17th June 2024

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Signed

Dated

RESOLVED that Committee **APPROVED** Phase 1, the recommendation of the Destination Park at a value of £400k, with the amendment for it to include equipment for children with disabilities.

This decision was held based on these key discussion points:

- The project does not commence until after the School Summer Holidays
- Work to commence in September
- Timescale of work is approximately 8 -10 weeks, with completion in Autumn
- Consideration of a future splash park

6/2425 Grounds Maintenance Service & Pool Vehicle

RESOLVED that Committee **APPROVED** the amended recommendation, of the make and model of the vehicle.

- Councillors have requested the Officer to put this proposal to Finance Committee
- Consideration of leasing the vehicle rather than purchasing

7/2425 Whitelands Defibrillator

RESOLVED that Committee **APPROVED** the report and for funding of a defibrillator at Whitelands

- Councillors shared information regarding London Hearts Funding
- Councillors expressed the importance of having defibrillators located in as many places as possible, including schools and local centres

8/2425 Wall and Building Repairs

UNRESOLVED that Committee do not approve the repairs to be conducted until further information is provided on:

- Status of insurance claim
- A minimum of three quotations for repair works
- Officers to seek next steps from CDC to ensure that the Council undertake legally compliant steps
- Officers to investigate if the walls are of a historical asset and the nature of materials required to fix it appropriately
- Once all information has been sought, Officer to provide this proposal at the next Committee meeting

9/2425 Christmas Trees

RESOLVED that Committee **APPROVE** the purchase of one tree for Christmas. Officer to investigate:

- Use of bollards to protect the tree
- Liaise with CDC to ascertain information regarding the rights of the food vendor on the Market Square and to support a possible new location for this vendor
- Councillors suggested seeking sponsorship for an additional tree in front of the Methodist Church

10/2425 Whitelands Function Room

RESOLVED that Committee **APPROVED** the installation of a room divider and proposed the following amended motion:

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Cllr Donna Ford proposed that Bicester Town Council must acquire responsibility to pay for this proposal as it is their asset.
 Cllr Les Sibley seconded the motion.
 This Substantive amendment received a majority vote.

11/2425 Approved Projects

RESOLVED that Committee **NOTED** the work schedule for approved projects and for the inclusion of:

- Bure Park gate
- Officers will investigate staffing and options for pulling forward the Biester Litter Pick to Autumn 2024.

12/2425 Forward Plan

RESOLVED that Committee **REVIEWED** and **COMMENTED** on the Forward Plan:

- Grounds Maintenance Contract – suggestion of a review in Policy Committee
- Graven Hill Bus Shelter - Possible s106 Funding for
- Additional bins – budget has been spent, and some dog bins are earmarked for replacement

13/2425 Date of Next Meeting:

Monday 22nd July 2024 - 7pm, The Chamber Room, Garth House

CLOSE OF MEETING: 21:05hrs

Minutes of the Finance Committee

A meeting of the Finance Committee was held on Tuesday 4th June 2024 at 19:00 hrs at the Council Chamber, Garth House, Launton Rd, OX26 6PS.

Present:

Cllr Alisa Russell (Chairman)
Cllr Tom Beckett (Vice-Chairman)
Cllr Paul Wheatley
Cllr Donna Ford
Cllr Les Sibley
Cllr Nicholas Mawer (Substitute)

In Attendance:

Helen Pool – Responsible Finance Officer
Jodi Clarke – Finance Assistant

01/2 Apologies for Absence

425 RESOLVED that apologies be received from:

- Cllr Nick Cotter
- Cllr Dan Hallett
- Cllr Rachel Mallows
- Cllr Sam Holland – to which Cllr Nick Mawer substituted.

02/2 Public Session

425 RESOLVED that the Committee received one member of public.

Chris Dabell the new Chair from Bicester Rugby Club attended to speak about item 10.

A Service Level Agreement was put in place between the Rugby Club and Legacy Leisure when the Rugby club moved from Oxford Road to Whitelands Sports Farm Grounds. Payment for this is being chased by the Town Clerk. The Rugby Club is not aware that the Service Level Agreement was transferred to Bicester Town Council.

The Rugby Club have state they have no documentation to support the signing or negotiation of the Service Level Agreement. They have sent emails over the last year to negotiate an agreement.

The Rugby Club have heard that they are not willing to pay the invoice & that their usage is being stopped. Their finance officer has recorded their usage of the pitches, and they are happy to pay for this while the Service Level Agreement is being negotiated. As a board, their view is that they do not have a current Service Level agreement to pay an invoice against.

The Rugby Club informed the Committee that all communication has gone through the Town Clerk.

Cllr Sibley suggest that all relevant/appropriate parties arrange a separate meeting to discuss this matter.

Cllr Mawer also suggested a separate meeting & asked Cllr Wheatley to discuss this with the Town Clerk.

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Responsible Finance Officer is asked to mark the debt as an enquiry.

19:10 – Chris Dabell left the meeting.

03/2 Appointment of Vice-Chair

425 RESOLVED that Cllr Tom Beckett was **APPOINTED** as Vice-Chair for the Finance Committee.

Cllr Russell Proposed & Cllr Wheatley seconded.

04/2 Declarations of Interest

425 RESOLVED that declarations were received from:

- Cllr Donna Ford - Cherwell District Councillor
- Cllr Tom Beckett - Cherwell District Councillor
- Cllr Alisa Russell - Cherwell District Councillor
- Cllr Les Sibley - Cherwell District Councillor
- Cllr Nick Mawer - Cherwell District Councillor

05/2 Minutes of the Finance Committee

425 RESOLVED to **CONFIRMED** the minutes of the Finance Committee meeting held on:

- **FIN06/2324** held on Tuesday 26th March 2024 at 19:00hrs.

Cllr Sibley proposed & Cllr Wheatley seconded.

06/2 Finance Report

425 RESOLVED that Committee **NOTED & REVIEWED** the Income, Expenditure and Variances Report to **Month 1**.

A question was raised on why the '% spent' column was high compared to the actual expenditure. Responsible Finance Officer explained that this was due to the commitments not showing on the report, but this can be altered for future reports.

A query was raised as to why there was deficit for cost centre 501 – Town Council Events of £33,500, Responsible Finance Officer to provide feedback.

07/2 Bank Balances

425 RESOLVED that Committee **NOTED** the bank balances & that Cllr Russell signed the bank reconciliations on the 24th May 2024.

Responsible Finance Officer confirmed the following:

- Lloyds Treasury Account – Account has been frozen, but the money is still in the account, the Responsible Finance Officer is working to unfreeze the account.
- Santander Accounts – Responsible Finance Officer is still working to get access.

Cllr Russell stated they had seen the statements.

08/2 Payments

425 RESOLVED that the Committee **APPROVED** the payment schedules, totalling £141,403.59 for 09/03/2024 to 31/03/2023 and £453,591.87 and 01/04/2024 to 23/05/2024 of payments made since those agreed at the meeting on the 26/03/2024.

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Tuesday 4th June 2024

Signed..... Date.....

09/2 Aged Creditors

425 RESOLVED that the Committee **APPROVED & NOTED** the aged creditors as of the 30th April 2024.

The Responsible Finance Officer gave clarity to the following Suppliers:

- Cherwell District Council, £15,600 – Bollards, Sheep Street
- Clearway – has now been paid.

Cllr Mawer said that Cherwell District Council no information have no information on Bicester Town Council for the bollards in Sheep Street, this was chased back in 2018. As the bollards are not working Bicester Town Council would contest the invoice if it is raised until they are fixed and a record of maintenance is provided.

RESOLVED that the Committee **APPROVED** the Responsible Finance Officer to Contest the Cherwell District Council Invoice if it appears on the statement relating to Sheep Street bollards.

10/2 Aged Debtors

425 RESOLVED that the Committee **NOTED** the aged debtors as of the 30th April 2024.

Queries were raised because new debtors have appeared but were not on this report in the previous meeting. The Responsible Finance Officer explained that these were not in the previous report as they had not been raised by the Locum Officer, the Responsible Finance Officer backdated any invoice that were not raised.

11/2 Year End Accounts

425 It was raised that there was an error on the report on section 1.4, it should read as follows:

- "The underspend for the year is £150,977 before movement to the reserves is accounted for. There is a recommendation later in the agenda to move £ to the reserves."

RESOLVED that the Committee **APPROVED** the Income & Expenditure account for the year ended 31st March 2024.

A query was raised as to where the Mayor's Income is being coded to, the Responsible Finance Officer informed them that it is being coded to Inc Civic Miscellaneous (1013), coding throughout the year was also put into the wrong places.

The Responsible Finance Officer is to sit with the Town Clerk to discuss new codes to avoid this happening in the future as it has been a regular occurrence with Previous Officers.

The Responsible Finance Officer is to find out what 901/9044 (Earmarked Reserves - Partnership) & 308/1017 (Whitelands – Room Hire) pertains to.

It was also raised that Cherwell District Council have finalised and signed the contract in April 2024 but Bicester Town Council is yet to see the Contract for Whitelands Farm Sports Grounds.

12/2 Earmarked Reserves

425 RESOLVED that the Committee **AGREED** the following **RECOMMENDATIONS** got to Full Council on the 24th June 2024:

- That the General Reserves be maintained at a level of £810,110 for this purpose;

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- That £307,921 be added to earmarked reserves and allocated as outlined in the attached report.

The Responsible Finance Officer is to provide clarification on the difference between the following ledger codes:

- 9042 – SW Sports Village Contribution.
- 9044 – Partnership.
- 9046 – Sports Village Sinking Fund.

Ledger code 9021 (Youth Initiatives) is no longer used, Councillors expressed starting this up again as in the past they had 3 young Councillors join the Council from this. Reverend Wright is also for a space for the Youth in Bicester, it was raised that it may be worth speaking with them.

Cllr Wheatley proposed that the £30,000 from ledger code 9044 (Partnership) be moved to Ledger Code 9011 (Play Areas). Cllr Beckett seconded.

13/2 Internal Audit

425 RESOLVED that the committee NOTED & AGREED the final internal audit with statement of accounts go to full council on the 24th June 2024.

A Query was raised on the back of the last meeting regarding the Councils Insurance.

The Responsible Finance Officer assured the Committee that a broker will be used prior to the insurance running out on the 31/03/2025.

14/2 Statement of Accounts

425

1.1 Full Council is required by law to approve the Annual Governance and Accountability Return (AGAR). The draft AGAR is attached at Appendix 1. 1.2 Finance Committee should examine and scrutinise Appendix 2 – Accounting Statements 2023/24 for recommendation to Full Council.

1.3 To examine and scrutinise the Accounting Statement the detail which is pulled from the accounts package is attached at Appendix 2.

1.4 The Internal Auditor has already completed the Final Internal Audit This will be presented to Council 24th June for approval.

RESOLVED that the Committee AGREED that the statement account report goes to full council on the 24th June 2024.

15/2 Utility Aid

425 RESOLVED that the Committee APPROVED to go with the 2-year fixed contract.

16/2 Fees and Charges

425 RESOLVED that the Committee APPROVED the change in pricing for the Cricket Pitch at Whitelands from £90 per hour to £90 per day.

RESOLVED that the Committee DEFFERED the rest of the report to the following meeting due to the report needing further clarification.

17/2 Direct Debit Mandate

425 RESOLVED that Committee APPROVED the direct debit mandate for the Esso Fuel account and APPROVED the use of variable direct debits.

The Responsible Finance Officer explained that this was done in an emergency due to our previous supplier closing the fuel pumps with not prior warning to the council. They confirmed that the receipts are checked against the invoice alongside the vehicle registration.

18/2 Exercise of Public Rights Report

425 RESOLVED that the Committee AGREED that the exercise of public rights report got to full council on the 24th June 2024 and then placed into the public domain the following day.

19/2 Exclusion of Press and Public

425 RESOLVED that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press were 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.

20/2 May Election Earmarked Reserves Expenditure

425 RESOLVED that the following councillors APPROVED the expenditure of the contested election costs from earmarked reserves 9007 community and elections for £5,544.51.

21/2 Grant Aid

425 The Responsible Finance Officer is to email the councillors the following:

- Remaining balance
- Previous applicants
- Additional applicants

RESOLVED that the Committee APPROVED the following grant aid applications:

Grant Aid 2023/24

- Bicester Hindu Society
- Bicester Pride
- Launton Village Players

Grant Aid 2024/25

- Bicester Hindu Society
- Oxfordshire Play Association
- Life Education Wessex & Thames Valley/Glory Farm and Kings Meadow Primary
- Bicester Green
- Bicester Choral & Operatic Society.

RESOLVED that the Committee REJECTED the following grant aid applications:

- Graven Hill Residents Association
- The Wellness Space (Bicester) Ltd

The Responsible Finance Officer is to email the councillors the following:

- Remaining balance
- Previous applicants

The Councillors thanked the Responsible Finance Officer for all her ongoing work.

Minutes: FIN01/2425: Finance Committee Meeting

Tuesday 4th June 2024

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Date of next Meeting: Tuesday 9 July 2024 at 19:00

CLOSE OF MEETING: 20:59 hrs

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Tuesday 4th June 2024

Signed:..... Date:.....

Minutes of the Planning Committee

A meeting of the Planning Committee was held on Tuesday 11th June at 19:00 hrs at the The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.

Present:

Cllr Nicholas Mawer - Chairman
Cllr Christopher Pruden
Cllr Rachel Mallows
Cllr Harry Knight
Cllr Paul Wheatley - Substitute
Cllr Jim Webb

In Attendance:

Paul Canning – Office Manager
Shannon O'Connor – Administrator

1/24 Apologies for Absence

25 RESOLVED that apologies for absence were received from Cllr Nick Cotter, Cllr Sam Holland, Cllr Tom Beckett, Cllr Dan Hallett, Cllr Damien Maguire, and Cllr John Willett who had Cllr Paul Wheatley as substitute.

2/24 Declarations of Interest

25 RESOLVED that declarations of interest were received from all committee members due to knowing application 24/000532/F

3/24 Councillors are reminded to declare any interests on any item on this agenda in accordance with Bicester Town Council's Code of Conduct.

4/24 Declarations of Interest for District & County Councillors

25 RESOLVED that declarations of interest were received Cllr Chris Pruden (Portfolio Holder for Housing) as Oxfordshire County Councillors on the Planning Committee. Councillors 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.

5/24 Minutes of the Planning Meeting

25 RESOLVED that MINUTES of the below Planning Meeting have been APPROVED by committee

- PL11/2324- 27th February 2024
- PL12/2324 – 16th April 2024

6/24 Public Session

25 RESOLVED that no members were present.

Ward councillors highlight public OBJECTION regarding the planning application 24/0067/OUT:

- It is the last available green space in that location

Minutes: PL12/2324: Planning Committee Meeting
Tuesday 16th April 2024

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24/00900/F 13 Orchard Way, OX26 2EL

RESOLVED that Bicester Town Council made no comment on this planning application.

24/00965/F 3 The Oval, OX26 2EN

RESOLVED that Bicester Town Council made no comment on this planning application.

24/00985/F 113 Isis Avenue, OX26 2GR

RESOLVED that Bicester Town Council welcome this planning application.

24/01002/F 95 Isis Avenue, OX26 2GR

RESOLVED that Bicester Town Council made no comment on this planning application.

24/01048/F 3 The Oval, OX26 2EN

RESOLVED that Bicester Town Council made no comment on this planning application.

24/01053/F 8 Magdalen, OX26 4HR

RESOLVED that Bicester Town Council made no comment on this planning application.

24/01054/LB Corals 10, OX26 6TB

RESOLVED that Bicester Town Council welcome this planning application.

24/01083/F 56 Longfield's, OX26 6QL

RESOLVED that Bicester Town Council has concerns about the preservation of the trees on and surrounding the property.

24/01103/F 30 Lawrence Way, OX26 2FP

RESOLVED that Bicester Town Council welcome this planning application.

24/01183/F 67 Sheep Street, OX16 6JW

RESOLVED that Bicester Town Council **STONRLGY OBJECT** to this planning application for reasons below

- Loss of retail space
- Could be a starter shop for local/independent businesses

24/01184/LB Sarnie67, OX26 6JW

RESOLVED that Bicester Town Council **STONGLY OBJECT** as outlined in previous minute.

24/01192/F 2 Morello Close, OX26 8AT

RESOLVED that Bicester Town Council made no comment on this planning application.

24/01194/F 81,83, 85 Sheep Street, OX26 6JS

RESOLVED that Bicester Town welcome this planning application.

24/01247/F Plum Tree Cottage, OX26 6EB

RESOLVED that Bicester Town Council has no objections to this planning application but requests work is controlled due to the historic nature of the area.

24/01259/F 1A Pembroke Way, OX26 4TX

RESOLVED that Bicester Town Council made no comment on this planning application.

9/24 Withdrawn Plan

25 RESOLVED that Committee NOTED the Withdrawn planning application.

10/2 Amended Plans

425 RESOLVED that Committee NOTED the Refused planning applications.

24/00670/OUT Land to the south of Isis Aven, OXON

Committee continues previous minutes for application and **STONRGLY OBJECTS** to this application.

11/2 Notification of planning decisions from Cherwell District Council

425 RESOLVED that Committee NOTED the planning decisions.

12/2 Forward Plan

425 RESOLVED that Committee NOTED the Forward Plan.

Committee requested the following to be added to the forward plan for the next meeting.

- New developments coming up
- Northwest Bicester Plan
- S106 update and understanding

Date of next Meeting: 23rd July at 7pm, The Chamber Room, Garth House

CLOSE OF MEETING: 20:08

Minutes of the Planning Committee

A meeting of the Planning Committee was held on Tuesday 23rd July at 19:00 hrs at the The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.

Present:

Cllr Nicholas Mawer – Chairman
Cllr Tom Beckett – Vice Chair
Cllr Dan Hallett
Cllr Sam Holland
Cllr Damien Maguire
Cllr Jim Webb
Cllr John Willett
Cllr Les Sibley (Substitute for Cllr Harry Knight)

In Attendance:

Paul Canning – Office Manager
Maria Galic – Administrator
2 Representatives from Puy du Fou

Four Members of the public

13/ Apologies for Absence

2425 RESOLVED that apologies for absence were received from Cllr Harry Knight, Cllr Chris Pruden and Cllr Rachel Mallows.

14/ Declarations of Interest

2425 RESOLVED that no declarations of interest were received.

15/ Declarations of Interest for District & County Councillors

2425 RESOLVED that declarations of interest were received from Cllr Nick Mawer and Cllr Tom Beckett as Cherwell District Councillors, and Cllr Les Sibley as Cherwell District and Oxfordshire County Councillor.

16/ Minutes of the Planning Meeting

2425 RESOLVED that MINUTES of the following Planning Committee Meeting were APPROVED:

- PL01/2425 – Tuesday 11th June 2024

17/ Puy du Fou Planning Proposal

2425 RESOLVED that Standing Orders were suspended. A presentation was received from Puy du Fou (PdF).
Councillors considered the presentation and raised the following points as questions to PdF:

- **Not for profit:** 50% are other shareholders
- **Net gain biodiversity achievement:** PdF suggest they will exceed the net gain
- **Local concession:** PdF have yet to define the concession radius
- **Barrier for noise / light pollution:** PdF are solution makers and have yet to develop detailed plans and designs to incorporate bunding, forests to both enclose the sound and prevent M40 noise pollution. Still working on a strategy for

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Tuesday 23rd July 2024

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light pollution and a schedule for show timings. Road networks and impact on travel will also be considered in the next few months

- **Number of visitors / provisions to accommodate all:** *PdF shared that at the park in Spain there were 550,000 visitors last year and would suggest a similar figure for the UK. The proximity of the land near Bucknell is an opportune location for local, regional and international tourist traffic already. Access for those with disabilities will be considered with the provision of a solar train to transport visitors to the farthest part of the park. PdF recommend visiting the park in France*
- **Number, timing and variety of shows:** *Show are performed on a seasonal basis. Comparatively in Spain, the park opens at 11 and has evening performances. A clear schedule has not yet been defined for the UK but will consider impact on traffic/ rush hours / junction 10 and PdF have the ability to control the peak flow of tourist traffic. No major changes to variety of shows, e.g. in France the Viking show has remained the same for 25 years with improvements being made over time*
- **Planting of trees:** *will depend on budget and be utilised for landscaping and screening*
- **Current local developments / transport:** *PdF are to consider the current developments like North West Bicester, understand the needs of the local areas and the need to mitigate the impact on transport links*
- **Job opportunities / Apprenticeships:** *PdF estimate 700 direct jobs and 2,000 indirect jobs and project this figure could triple over 10 years. PdF emphasise the notion of employing local people even though unemployment figures in Cherwell are low. PdF are to consider the provision of apprenticeships and will seek advice from other local tourist attractions, e.g. Blenheim Palace*
- **Proposed planning timeline:** *End of 2025 for planning permission with and 2028/29 opening date*

18/ Public Session

2425 RESOLVED that members of the public were present and therefore Standing Orders were resumed. Members of the public presented concerns over the following planning application:

- **24/01704/CLUP - Land to South of Isis Avenue to Eden Way, Middleton Stoney Road**

The public **STRONGLY OBJECT** to this application due to:

- Loss of Open Space
- Over 200 residents objected to the previous application to build on this land
- This land has been maintained by Cherwell District Council and Bicester Town Council for numerous years
- Suggested the option of a compulsory purchase of this land by Bicester Town Council

19/ Appointment of the Vice Chair of the Planning Committee

2425 RESOLVED that Cllr Tom Beckett was appointed the Vice Chair of the Planning Committee with a seconder vote from Cllr Damien Maguire.

20/ Updates on large Developments and associated issues

2425 RESOLVED that no updates were received.

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21/ Planning applications from Cherwell District Council

2425 RESOLVED that Committee CONSIDERED and COMMENTED on the following applications:

23/02355/F – Waverley House, Queens Avenue

RESOLVED that Bicester Town Council made no further comment on this planning application as have already submitted a comment previously.

24/00190/F – 28 Forsythia Close

RESOLVED that Bicester Town Council have concerns over out of keeping with the street scene.

24/00214/F – 12-14 Sheep Street

RESOLVED that Bicester Town Council made no further comment on this planning application as have already submitted a comment previously.

24/00401/F – 20 Almond Road

RESOLVED that Bicester Town Council made no comment on this application.

24/01172/CDC – Cattle Market Car Park

RESOLVED that Bicester Town Council made no comment on this application.

24/01205/F – 53 Buckingham Road

RESOLVED that Bicester Town Council made no comment on this application.

24/01323/F – 74 Fair Close

RESOLVED that Bicester Town Council made no comment on this application.

24/01364/LB – Tysul House, 3 Church Terrace

RESOLVED that Bicester Town Council made no comment on this application.

24/01384/F – 42 Windmill Avenue

RESOLVED that Bicester Town Council have concerns over out of keeping with the street scene.

24/01402/F – 1 George Street

RESOLVED that Bicester Town Council **STRONGLY OBJECT** to this application due to:

- Overdevelopment of the site
- Concerns about parking
- Concerns about the location of drop kerbs
- Missing cycle racks on site
- Requests that EV Chargers be provided

24/01420/F – 42 Redwing Close

RESOLVED that Bicester Town Council made no comment on this application.

24/01423/F – 67 Shearwater Drive

RESOLVED that Bicester Town Council made no comment on this application.

24/01430/F – Baker and Taylor, Charbridge Way

RESOLVED that Bicester Town Council made no comment on this application.

24/01441/F – 12 Dove Green

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RESOLVED that Bicester Town Council made no comment on this application.

24/01677/F – 43 Cranesbill Drive

RESOLVED that Bicester Town Council made no comment on this application.

24/01697/F – 11 Beckett Way

RESOLVED that Bicester Town Council made no comment on this application.

24/01744/F – 46 Mullein Road

RESOLVED that Bicester Town Council made no comment on this application.

24/01443/DISC – 10 Bugloss Walk

RESOLVED that Bicester Town Council OBJECT to this application and have concerns as to whether the discharge of conditions have been fulfilled. In particular we have concerns about the management of noise and dust.

We accept that condition 4 is met

Condition 6 is not met in any way

24/01704/CLUP – Land to South of Isis Avenue to Eden Way, Middleton Stoney Road

RESOLVED that Bicester Town Council STRONGLY OBJECT to this application due to:

- Current active use by community of Amenity land and consequent loss of open space
- High level of public interest
- TPO trees within the site
- Current character and layout of the area

22/01978/DISC – Southeast Bicester, Wretch wick Way

RESOLVED that Bicester Town Council made no comment on this application

22/ Amended Plan

2425 RESOLVED that Committee NOTED the Amended Plan.

23/ Refused Plans

2425 RESOLVED that Committee NOTED the Refused Plans.

24/ Notification of planning decisions from Cherwell District Council

2425 RESOLVED that Committee NOTED the planning decisions.

25/ Forward Plan

2425 RESOLVED that Committee NOTED the Forward Plan.

Councillors raised suggestions regarding the format of future Agendas, and the possibility of excluding plans which have already been commented and approved.

26/ Date of next Meeting: Tuesday 3rd September at 7pm, The Chamber Room, Garth House

2425

CLOSE OF MEETING: 21:20hrs

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Minutes of the Policy Committee

A meeting of the Policy Committee was held on Monday 22nd April 2024 at 19:00 hrs at the The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.

Present:

Cllr Rachel Mallows (Chair)
Cllr Paul Wheatley (Vice-Chair)
Cllr Tom Beckett
Cllr Nick Cotter
Cllr Dan Hallett
Cllr Sam Holland
Cllr Nicholas Mawer

In Attendance:

Jodi Clarke, Finance Assistant
Phil Evans, Town Clerk
Matthew Barber, Police Crim Commissioner
Cllr Calum Miller, Oxfordshire County Councillor

62/2 Apologies for Absence

- 324** RESOLVED that apologies were received from:
- Cllr Harry Knight
 - Cllr Alisa Russell
 - Cllr Les Sibley

63/2 Declarations of Interest

- 324** RESOLVED that no declarations were received.

64/2 Matthew Barber - Police & Crime Commissioner

- 324** 19:04 Cllr Calum Miller arrived.

Police Commissioner Matthew Barber attended the meeting to allow councillors the chance to ask questions and talk about issues they may have within Bicester.

Matthew Barber informed the councillors that they are working on an app called Disc App that can be used by retail shops to make reporting crimes easier. This app is capable of holding CCTV footage that can be shared with other retail shops.

The Police Commissioner touched base on having a control room for the county rather than having several different networks, TVP can then link all cameras to the one hub, they are working on transparency for everyone. Currently this isn't live but may be later in the calendar year.

Cllr Cotter raised that normally people are doing these types of crimes due to underlying issues, what are TVP doing to assist with this?

The Police Commissioner explained that there is a big issue with confidence and people reporting crimes, they understand that the public see if TVP can't deal with shoplifting

Minutes: POL06/2324: Policy Committee Meeting
Monday 22nd April 2024

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Signed Dated

then how will they deal with bigger crimes. TVP are working on prevention, they recognise what treatments can be ordered by the courts, they want to work with CPS to make drug treatment apart of sentencing.

Cllr Cotter then raised that the biggest crime seen is economic crime, what can you do about the economic crime?

The Police Commissioner explained that there needs to be a wider education on preventing Cyber Crime & Fraud.

Cllr Holland asked the Police Commissioner how are TVP bringing technology forward?

The Police Commissioner explained that currently I can take a lengthy amount of time to download the footage from body cams, meaning that officers are having to spend time in the station waiting for this to be completed before they can continue with the work. The body cams are going through an upgrade to make this time shorter.

He then explained that when it comes to presenting footage some organisations have to go to the station to collect the footage whereas Cherwell District Council are sent a link that they can access from the offices, having the central hub would make this easier for all parties involved.

Cllr Mallows asked The Police Commissioner, what can we do to help?

The Police Commissioner explained that the following:

- The Council & Organisations to become the eyes and feed back to TVP.
- Report the issues raised by residents to PC in our local area.
- TVP want to bridge the gap between the police & the public.

Cllr Mallows also raised a concern a resident had that has been reporting a drug dealer dealing for over 4 years and still nothing had been done, can this be looked into?

The Police Commissioner explained that if they cannot deal with it but if the detail were emailed over then they would look into who the case is sat with. They also explained that no action may be due to lack of evidence, they could be watching waiting to get some evidence before approaching.

Recruitment for TVP was raised, The Police Commissioner explained that the last big recruitment period was 30 years ago. TVP have a small gain on retention of officers, they are doing all they can to keep officers happy, Officers that were due to retire during Covid stayed on longer then expected, those officer may now be retiring which makes the numbers look bigger.

The Town Clerk asked the Police Commissioner asked what spec/ model camera Bicester Town Council would need to be able to use the central hub at a later date. The Police Commissioner asked the Town Clerk to forward them the details so they can put the Town Clerk in touch with who they use.

Cllr Hallett asked about Drug & Alcohol testing, how can you shorten the testing time?

The Police Commissioner explained that these are time limited offences, they have a new system on mobile phones that mean less paperwork. In house drug testing meaning shortening the time for front line policing.

Cllr Hallett also asked about the following topics:

1. Cycle theft in Town
2. Electric Scooters

The Police Commissioner informed the councillors that bike theft in Cherwell was coming down. CCTV & lighting will help to prevent these types of crimes, increase the visibility.

The Police Commissioner explained that for an officer to seize a E-scooter they must be performing a crime before they can intervene. Normally a warning is given and if another officer then sees the person in question the E-scooter can then be seized as a warning has already been issued. The Police Commissioner also touched base on the fact that E-scooter may become legal in the future but bikes are equally as dangerous as scooters, E-Scooters are not a problem it is the behaviour of the rider.

Cllr Beckett raised that we need community engagement.

The Police Commissioner explained that they are looking into ways engage with the community the same way they try to engage with the police i.e. Facebook, WhatsApp instead of calling for non-blue light emergency's.

Cllr Miller asked about the wages and the impacts. The Police Commissioner explained that PCSO & PC are paid the same but the PCSO wages can change whereas the PC do not. They explained that this is the same struggle most public sectors come across.

The Councillors thanked The Police Commissioner for their time.

19:59 – Matthew Barber left the meeting.

20:00 – Cllr Miller left the meeting.

65/2 Public Session

324 RESOLVED that there was Representation offered.

66/2 Minutes of Policy Committee

324 RESOLVE that the Committee APPROVED the following minutes with a few amendments:

- POL05/2324 – 19th February 2024 at 19:00hrs

To add "Bicester Garrison HQ will be in situ for at least the next 10 years." To section 56/2324 of the above minutes.

67/2 Policy Review

324 RESOLVED that the following policies were APPROVED with the following amendments:

- GP3 – Fraud & Corruption Policy:
 - Section 5 – Replace "HM Customs and Excise Inland Revenue" to "HMRC"
 - Section 9 – Change Chairman to Chair.

Minutes: POL06/2324: Policy Committee Meeting
Monday 22nd April 2024

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Signed

Dated

Section 11 – PCAW has become Protect Advice with a new website:
<https://protect-advice.org.uk>, Phone number also needs updating.

Section 13 – Typo on the last line, (extra line return after “The”)

- GP22 – Flag Flying Policy

Section 3 – Should read, 'They are numbered one to four, the first being the pole nearest the bandstand.'

Section 7 – Expansion of detail: 'The flags of Wales, Northern Ireland and Scotland shall be flown on their respective Saint's days from flagpole 4. Those dates are;

- o 1st March - Wales, Saint David's Day
- o 17th March - Northern Ireland, Saint Patrick's Day
- o 30th November - Scotland, Saint Andrew's Day

Section 15 – Change Chairman to Chair.

68/2 Exclusion of Press and Public

324 RESOLVED that the Exclusion of Press & public was adhered to.

69/2 Standing Report - Lease's

324 Cllr Mawer proposed the rent be decreased from £7,800 to £5,800 and the Grant Aid be deducted to £1,000 as per the Grant Aid Policy. Seconded by Cllr Cotter and the Committee AGREED.

Cllr Mawer asked about the lease for Whitelands, the Town Clerk informed them that the lease is still with CDC but has a meeting with them next week.

70/2 Forward Plan

324 Cllr Beckett requested that the cemetery be placed onto the forward plan.

Date of next Meeting: Date Not Specified at Time Not Specified.

CLOSE OF MEETING: 21:07 hrs

Minutes of the Policy Committee

A meeting of the Policy Committee was held on Tuesday 18th June 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 Harry Knight
Cllr Nick Mawer
Cllr Alisa Russell
Cllr Les Sibley (Substitute)

In Attendance:

Phil Evans, Town Clerk
Jodi Clarke, Finance Assistant
John Burnett, Service Manager
Trevor Morley, Setfords

1/2425 Apologies for Absence

RESOLVED that apologies were received from the following Committee Members:

- Cllr Rachel Mallows
- Cllr Nick Cotter
- Cllr Jim Webb – Cllr Les Sibley has been sent as a substitute

2/2425 Declaration of Interest

RESOLVED that no declarations were received.

Cllr Wheatley REQUESTED that the following items to be added to the next agenda:

- Minutes from POL06/2425 meeting held on 22nd April 2024 at 19:00hrs
- Appointment of Vice-Chair
- Forward Plan

3/2425 Public Session

RESOLVED that no public were present.

4/2425 Tender Presentation

The Town Clerk explained the process that will take place during the Tendering Process and gave them the following information about each tender:

- New tenders do not have tree works included in the contract, but both have assured the Town Clerk that they can do the work at an additional cost.

Trevor Morely from Setfords has been asked to attend the meeting in case any legal advice is needed.

19:11 Cllr Beckett left the meeting.

Minutes: POL01/2425: Policy Committee Meeting
Tuesday 18th June 2024

Signed:.....

Date:.....

Q: How many staff members?

A: 18 staff members in reading.

Q: The unit in Heyford, is this part of the contingency plan for this contract?

A: Yes, we have reserved the space for if we get the contract.

Q: Would the Town Clerk be able to contact you if needed?

A: Yes, if the operation Manager is not fulfilling their duties, then both Henry and I are contactable at any time.

Q: Staff Shortages, what is your plan?

A: Bicester Team will be based in Bicester only. We have mobile teams to come in if it is needed but also the managers will assist if needed.

Q: Do you have provisions for breaks etc?

A: The staff know they are to take breaks every 2 hours; we push the team to take breaks little and often due to the machinery they work with.

Q: Do you have anything in place for Lone Working?

A: We have a policy in place for lone working, but we tend to send workers out in pairs rather than by themselves.

Q: Do you pay the living wage or Minimum wage?

A: Minimum Wage.

Q: How did you get guys into what you do?

A: Started as a ground's operative on a ground's maintenance contract but due to the unpleasant work setting, we both decided to leave and was mowing one ladies garden for £25 from there it has grown.

Q: Do staff fluctuate seasonally?

A: No, they are full time staff that are paid 40hrs per week but will work 45hrs in the summer & 30hrs in the winter.

Q: Do you offer apprenticeships?

A: We do but it is hit & miss. Some customers don't like the risk, if you were happy for this to be apart of the contract then it's something we can look at.

Councillors thanked the second tender for their time.

20:36 Tactical Facilities Management left.

5/2425 Cemetery

RESOLVED that a verbal update was given.

The Town Clerk informed the committee that they had walked the cemetery with Peter Mitchell who was able to identify some space for Cremation plots to which the Service Manager is currently working on.

20:40 Cllr Sibley left the meeting.

Minutes: POL01/2425: Policy Committee Meeting
Tuesday 18th June 2024

Signed:.....

Date:.....

The Town Clerk explained detailed timeframes.

The Town Clerk is trying all they can to ascertain land as quickly as possible whilst working with Cherwell District Council to reach the same goal.

20:42 Cllr Sibley Returned to the meeting.

The Committee discussed what the financial impact would be for every option.

20:53 Cllr Wheatley stopped the meeting for a 5-minute break.

20:58 Cllr Wheatley resumed the meeting.

6/2425 Exclusion of Press and Public

RESOLVED That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

7/2425 Tender Selection

RESOLVED that councillor discussed the presentation under item 4.

8/2425 Lease Alteration request

RESOLVED that the council AGREED the following:

- The Council would not approve the signage on the entrance to Garth Park.
- The tenants must seek planning permission to any alternate signage plan that you wish to produce.
- Once planning permission has been granted (or you have a letter saying permission is not needed) the Council will agree to the new signage.

9/2425 Date of Next Meeting

Monday 16th September 2024 at 19:00hrs

BE01/2425

Minutes of the Events Working Party Committee

A meeting of the Environment Committee was held on Thursday 23rd May 2024 at 19:00 hrs at The Chamber Room, The Garth, Launton Road, OX26 2PS.

Present:

Cllr Christopher Pruden (Chairman)
Cllr Alisa Russell
Cllr Donna Ford
Cllr Harry Knight
)

In Attendance:

Officer Paul Canning
Admin officer Shannon O'Connor

1/24 Apologies for Absence

25 RESOLVED that apologies were received from:

- Cllr Jim Webb

2/24 Declarations of Interest

25 RESOLVED that no declarations of interests were received.

3/24 Minutes of the Events Working Party Committee

25 RESOLVED that committee APPROVED the MINUTES and RESOLUTIONS of the following Environment Committee meeting:
- Wednesday 3rd April 2024

6/24 Public Session

25 RESOLVED that no members of the public were present.

5/24 Markets Update

25 RESOLVED that Committee agreed to remove item off the agenda as a standing item

No market update was provided

Cllr Ford gave verbal update regarding her follow up with CDC on this item

7/24 Bicester Town Council Community Events

25 RESOLVED that committee NOTED and AGREED the following reports

Committee highlighted spelling errors in event plan, including staff names. Officers to rectify before next meeting

Armed Forces Day event plan report –

Cllr Maguire mentioned he was unable to attend this event

Minutes: 01/2425: Events Working Party Committee Meeting
Thursday 23rd May 2024

Page 1 of 2

Signed

Dated

Outdoor Cinema event plan report
Committee discussed the photobooth being chargeable

Family Fun Day event plan report

2024 Stage report

Committee asked officers to look at including booking fees into all ticketed events.

8/24 Other Events

25 RESOLVED by committee who AGREE and NOTE updates from other events taking place within the community.

Verbal update provided by Nai's House representative

Mill House Open Spaces Form application, committee AGREE the open space request

12/2 Forward Plan

425 RESOLVED that committee REVIEWED and COMMENTED on the Forward plan.

Committee would like to have view of Garth Gazette deadlines for 2025 meetings and requested it going as a standing item on the agenda.

Date of next Meeting: Wednesday 4th September 2024

CLOSE OF MEETING: 20:21

Minutes of the Bicester Traffic Advisory Group

A meeting of the Bicester Traffic Advisory Group was held on Thursday 13th June 2024 at 14:00 hrs at the Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.

Present:

Cllr Michael Waine (Chair)
Cllr Donna Ford
Cllr Les Sibley (CDC)
Jacqui Cox (OCC)
Miranda Markham (DL)

In Attendance:

Helen Pool, Responsible Finance Officer
Maria Galic, Civic and Democratic Administrator

1/24 Appointment of Chair

25 RESOLVED that Cllr Michael Waine was elected Chair.

2/24 Apologies

25 RESOLVED that APOLOGIES were received from Cllr Dan Hallett and Peter Cox.

3/24 Minutes of the Bicester Traffic Advisory Group

25 RESOLVED that Committee APPROVED the Minutes of the Traffic Advisory Group meeting:

- BTAG06/2324 – Thursday 28th March 2024

4/24 Update of items outstanding not covered elsewhere on the Agenda

25 RESOLVED the Committee UPDATED and AGREED upon on a revival of the Traffic Advisory Group meetings by:

- Ensuring the meetings have a clear purpose
- The purpose of the meetings would meet the needs of those attending
- Discussed the importance of police attendance in future meetings
- Clarity on Committee attendance from OCC and CDC members

Updates were also received regarding:

- Recent gridlock in Bicester due to M40 closure and the availability of plans to deal with such circumstances
- Consideration of official traffic diversions to be updated to reduce future traffic in Bicester

5/24 Report from Oxfordshire County Council Officer
25

1. A4095 realignment (strategic link road)

- Progress is on track
- Committee expressed concerns over possible delays

2. Bicester Local Cycling and Walking Infrastructure Plan (LCWIP)

Committee requested a possible Howes Lane update from OCC at future meetings

a. London Road (design and delivery) and A41 south-eastern section (design only)

- Active Travel Funding has been received

b. Middleton Stoney Road (design and delivery)

- Active Travel Funding has been received
- Segregated cycle route was discussed along with the possibility of a segregated pedestrian route

c. A41 cycle route (options and feasibility)

- HS2 Road Safety Fund received
- Pipeline board sign-off in July

d. Bicester North Station to Bicester Village Station (options/concept)

- Committee request a presentation by OCC in September meeting
- Issues of resident hedges encroaching upon pathways were discussed

e. Sheep Street (ETRO)

Committee have reiterated their view for this to be a full public consultation:

- To include a wider area outside of Bicester Town – all users of Bicester
- Accessible for all people
- Concerns expressed over Bell Lane area

9/24 Forward Plan

25 RESOLVED that the Committee **NOTED** and **COMMENTED** on the Forward Plan for it to include the addition to **Item 5** below:

Item/Comment

1. Ongoing strategic review: cumulative effect on traffic due to Bicester's growth. Pioneer Way. CDC and OCC planner to be aware of traffic issues whilst development takes place
2. Ongoing: Holistic approach to parking outside Perch
3. Timescales to be agreed: Town Centre study
4. Ongoing: A41 review
5. Ongoing: Enforcement in Market Square and Sheep Street and the **Market Square Regeneration Scheme**
6. Ongoing: Update on air quality issues
7. Ongoing: 20mph speed limit updates
8. Cycle barrier review
9. EWR/London Road crossing
10. Bicester North Station to Bicester Village Station – Cyclist presence.
11. Banbury Road roundabout, Southeast link road

10/2 Date of Next Meeting

425

Thursday 19th September 2024 at 2pm, The Chamber Room, Bicester Town Council

Close of meeting: 14:58.

Minutes of the Community Sports Working Group

A meeting of the Community Sports Working Group was held on Thursday 20th June 2024 at 19:00 hrs at the Chamber Room, The Garth, Launton Road, OX26 6PS.

Present:

Cllr Nicholas Mawer
Cllr Damien Maguire (Chair)
Cllr Paul Wheatley (Substitute)

In Attendance:

Paul Canning, Office Manager
John Burnett, Service Manager
Viktorija Kovale, Office Administrator
Barry Maggs, RUFC Representative
Niall Riley, Whitelands Representative
Alan Baker, Bicester Park Representative
Paul Davis, ACE Academy
Sue Watts, Bicester Fossils Walking Football

1/ Appoint Chair

2425 RESOLVED that the Working Party APPOINTED Cllr Damien Maguire as chairman for municipal year 24/25.

2/ Apologies for Absence

2425 RESOLVED that apologies were received from the following members alongside any substitution's:

- Cllr Jim Webb
- Cllr Chris Pruden – Cllr Paul Wheatley substituted
- Jay Adams, Glory Farm FC
- Claire Finn, Launton Ladies FC
- Granville Williams, RUFC
- Dalton Yasin, Whitelands FC
- Brian Leach, Elmsbrock Jacks FC

3/ Declarations of Interest

2425 RESOLVED that no declarations were received.

4/ Minutes of the Community Sports Working Group

2425 RESOLVED and APPROVED that the minutes of the following meeting:

- CSWG06/2324 - held on 2nd May 2024 at 19:00hrs

5/ Dates to Note

2425 RESOLVED that the Working Party NOTED the report presented.

Minutes: 01/2425: Community Sports Working Group Meeting
Thursday 20th June 2024

Page 1 of 2

Signed Dated

KEA club has been asking to move the KEA field pitch aside, to give the team more room for the runoff area.

Service manager will investigate it, as well as generate soil mountain to stop travellers stay in a field.

6/ No Shows

2425 RESOLVED that the Working Party NOTED the report presented.

Office manager apologies for report presented as Bicester Town Council are not going to use 3-Strike System and this report shouldn't be presented.

Office manager informed the Working Party that Bicester Town Council and Whitelands administrators will monitor NO SHOWS and will update clubs regularly to decrease absence and create good communication between clubs and administrators.

7/ Next Season 2024-2025

2425 RESOLVED that the Working Party NOTED the report presented.

Service manager informed the working party that Bicester Town Council looking to create warm-up areas for each site.

Service manager informed the working party that Bicester Town Council is working on plan to fix Whitelands grass pitches and install the drainage.

Whitelands FC and ACE Academy FC mentioned that Whitelands grass pitches are not the same size.

Service manager confirmed that Bicester Town Council will measure both pitches, check and mark up correctly for the next season.

8/ Pitch Update

2425 RESOLVED that the Working Party NOTED the report presented.

9/ Floodlight Installation

2425 RESOLVED that the Working Party NOTED the report presented.

10/ Date of next meeting

2425 Thursday 26th September 2024 at 19:00hrs

Whitelands FC, KEA Club, ACE Academy FC impressed with amazing job of Whitelands administrator, new Bicester Town Council Service manager and Bicester Town Council outdoor team member.

CLOSE OF MEETING: 19:29 hrs

BICESTER TOWN COUNCIL

14th October 2024

Motion Brought Before Council

Chairman: Councillor Damien Maguire

Contact: damien.maguire@bicester.gov.uk

Phil Evans – Town Clerk

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

Ward Affected: All Wards

1. Overview

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 Paul Wheatley, proposed the following.

2. Background

Bicester Town is growing quickly. Much of the way in which Bicester is developing is through Cherwell District housing demand. Bicester lacks a plan for how it wishes to develop its housing, green infrastructure, transportation and utility provision, and has had no democratic mechanism for the people of Bicester to vote on how we should strategically develop.

The idea behind Neighbourhood planning, which was introduced by the Localism Act in 2011, is that decision-making is passed to a more local level, from national or local government to local communities. Parish and town councils or neighbourhood forums (in unparished areas) can produce neighbourhood plans for their local areas, putting in place a strategy and policies for the future development of the area.

If successful at referendum, a neighbourhood plan will become part of the statutory development plan for the area. This statutory status gives neighbourhood plans far more weight than some other local documents, such as District Council Plans, and will need to be considered within all planning applications, as well as for strategic infrastructure development.

A local neighbourhood plan provides a means for the people of Bicester to create a plan, and then to have a referendum on its adoption. It requires a significant effort over a period of 1-2 years to develop such a plan. There is extensive background information available in

the [Roadmap](#) for creating such a plan which is attached to this document. There is also extensive information available through the [Neighbourhood Planning website](#).

3. Motion

The council agrees for the need for the development of a local neighbourhood plan and recognises its importance in ensuring the development of Bicester reflects resident and business opinion of how to develop the town.

The council also recognises that the process of developing a Local Neighbourhood Plan (LNP) would benefit from the creation of a separate body that is representative of the residents and businesses within Bicester, and therefore supports the creation of a Local Neighbourhood Planning group (LNPG).

The council understands the minimal resources required to establish a LNPG, but acknowledges that funding may be required in the period 2024/25 to develop the LNP using external consultants.

The council also agrees to providing accommodation for group meetings, and councilor support in developing the LNPG.

BICESTER TOWN COUNCIL

Monday 14th October 2024

Mayors Report

Chairman: Councillor Damien Maguire

Contact: damien.maguire@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 17th June 2024 – 7th October 2024 the following visits were made:

The Mayor, Cllr Damien Maguire, attended the following functions:

June

- 18th – Festival of Voices, Dorchester Abbey
- 19th – Cultural Day, 1 Reg RLC
- 21st – St Mary's Catholic School, Bicester
- 22nd – Village Fete, Newton Purcell
- 24th – Armed Forces Flag Raising Day, Oxfordshire County Council, Oxford
- 26th – 422 MDS Change of Command, RAF Croughton

July

- 1st – Bure Park Primary School, Assembly, Bicester
- 1st – Kings Meadow Primary School, Bicester
- 2nd – On Call Crew, Fire Station, Bicester
- 5th – 8th – Twinning, Severn Seas, Poland
- 8th – St Edburg's CofE Primary School, Assembly, Kingsmere

September

- 5th – Award Giving, Bicester Library
- 6th – Fundraising Dinner, Chair of the Vale of the White Horse
- 7th – Bicester Pride
- 7th – Bicester and Kidlington Ramblers, 30th Anniversary
- 8th – Battle of Britain Civic Service, Mayor of Carterton
- 10th – Nai's House, 5th Birthday
- 12th – Bicester Motion's Groundbreaking Ceremony
- 13th – Civic Leaders Event, RAF Fairford
- 16th – Scouts Oxfordshire Annual General Meeting, Beckley Oxfordshire
- 19th – Bicester Vision, Open Partnership Meeting, Bicester

October

- 1st – Unlock Futures Fund, The Apartment, Bicester Village
- 3rd – Langford View Care Home Visit, Bicester

BTC05/2425
Monday 14th October 2024

The Mayor Cllr Damien Maguire and Consort Amanda Maguire, attended the following functions:

July

3rd – Henley Regatta, Henley-On-Thames

August

6th – Summer Party, High Sheriff of Oxfordshire, Oxford

17th – BTC, Mayor's Lunch, Open Doors Café, Bicester

18th – Afternoon Tea and Tour of Earth Trust, Oxford

September

13th – 77th United States Air Force Ball, RAF Fairford

15th – Battle of Britain Parade, Banbury Town Council

15th – Battle of Britain Service, St Laurence Church, Caversfield

24th – Lord Lieutenant Awards, Abingdon School

The Deputy Mayor, Cllr Jim Webb attended the following functions:

July

2nd – On Call Crew, Fire Station, Bicester

September

5th – Award Giving, Bicester Library

7th – Bicester and Kidlington Ramblers, 30th Anniversary

10th – Nai's House, 5th Birthday

The Deputy Mayor, Cllr Jim Webb and Consort Deb Webb, attended the following functions:

September

13th – Cherwell Business Awards, The Chesterton Hotel

BTC05/2425
Monday 14th October 2024

BICESTER TOWN COUNCIL FULL COUNCIL REPORT

Monday 14th October 2024

Earmarked Reserves

Chairman: Councillor Damien Maguire

Contact: damien.maguire@bicester.gov.uk

Phil Evans – Town Clerk

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

Ward Affected: All Wards

1. Overview

- i. Clearway Plumbing accrued invoices were received to the value of £1,878.30 (exc.VAT).
- ii. During our internal audit, a 22/23 accrual was completed resulting in an extra £23,851 amount going into earmarked reserves.

2. Background

i. Clearway accrued invoices from 23/24 had not been received by the finance department and were paid in May 2024. The Responsible Finance Officer is requesting that the amount of £1878.30 (exc.VAT) be taken out of Earmarked Reserves 901/9013 Equipment Replacement/Maintenance to ensure budgets are maintained for this year. Councillors asked for clarification on what the invoice was for. Clearway are our plumbing and heating engineers. Breakdown of the invoices are: £747.50 (exc.VAT) 106/4036 and £1130.80 (exc.VAT) 4036/308.

ii. The Responsible Finance Officer is requesting that the amount of £23,851 be put towards 328/9011 Play Areas & Open Spaces. (Note: this has been added to the allocation already but can be reallocated). This was an accrual journal from 22/23 that was completed during the External Audit resulting in a further £23,851 movement to Earmarked Reserves.

3. Recommendation

- i. Councillors are asked to **APPROVE** the expenditure of £1,878.30 (exc. VAT) from Earmarked Reserves 901/9013 Equipment Replacement/Maintenance.
- ii. Councillors are asked to **APPROVE** the allocation of £23,851 to 328/9011 Play Areas & Open Spaces.

BICESTER TOWN COUNCIL FULL COUNCIL REPORT

Monday, 14th October 2024|

Bank Mandates Report

Chairman: Councillor Damien Maguire

Contact: damien.maguire@bicester.gov.uk

Phil Evans – Town Clerk

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

Ward Affected: All Wards

1. Overview

The Town Council is required to remove Councillors names from the existing bank mandates for those who have left and replace them with the newly elected Councillors.

2. Background

- i. Financial Regulations 5.1. states: The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. We need to change the signatories for the following accounts: Barclays Accounts; Lloyds and Santander Capital Account.
- ii. Mandate forms also require completing for the Public Sector Deposit Fund held with CCLA Investment Management Limited.
- iii. The Finance Officer recommends that the following new Councillors be added to the Mandates: Cllr Damien Maguire; Cllr Paul Wheatley; Cllr Alisa Russell and Cllr Jim Webb.

3. Recommendation

The Committee is asked to **APPROVE** the request to changes to the mandates.