

Bicester Town Council



Bicester Town Council Meeting

Ref: BTC03/2324

Monday 19th June 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 Jamie Jessett, Cllr Rachel Mallows, Cllr Nicholas Mawer, Cllr
Rich Oliver, Cllr Christopher Pruden, Cllr Les Sibley,
Cllr Jim Webb and 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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13 June 2023

Sir/ Madam

You are summoned to attend a meeting of the **Bicester Town Council** which will be held on **Monday 19th June 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
Service Manager

Agenda

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

1. Apologies for Absence

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

2. Declarations of Interest

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

3. 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

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

(Pages 5 -
7)

BTC06/2223 – 13th March 2023

- 5. Minutes of the Environment Committee Meeting** (Pages 8 - 10)

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

ENV06/2223 – 21st March 2023
- 6. Minutes of the Finance Committee Meeting** (Pages 11 - 12)

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

FIN06/2223 – 28th March 2023
- 7. Minutes of the Planning Committee Meetings** (Pages 13 - 19)

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

PL11/2223 – 7th March 2023
PL12/2223 – 18th April 2023
- 8. Minutes of the Policy Committee Meeting** (Pages 20 - 21)

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

POL06/2223 – 24th April 2023
- 9. Questions on Working Parties and Other Groups** (Pages 22 - 28)

To confirm the minutes and **RESOLUTIONS** contained in the minutes of the following:

EWP06/2223 – 8th March 2023
BTAG06/2223 – 30th March 2023
- 10. Reports from Oxfordshire County and Cherwell District Councils**

A report may be delivered to Bicester Town Council from Oxfordshire County and Cherwell District Councillors.
- 11. Mayors Report** (Page 29)

Council is asked to **NOTE** the last Mayors report for the municipal year 2022/2023.
- 12. Remembrance Day Change to Event** (Page 30)

Council is asked to **COMMENT** on a motion proposed by Cllr Donna Ford, seconding the motion is by Cllr Nicholas Mawer, regarding the attached report requesting a change to the current format in which Remembrance Service is delivered to the town.
- 13. Re-Appoint Vice-Chairman of Planning**

Council are asked to **APPOINT** a Vice-Chairman of Planning for the municipal year 2023 – 2024.

- 14. Civility Pledge** (Pages 31 - 33)
Committee is recommended to **APPROVE** that Bicester town council join SLCC by passing a resolution to sign up to the civility and respect the pledge.
- 15. Conclusion of Internal Report**
Due to the Internal Auditors visit being held on Tuesday 13th June 2023, the report will be given under separate cover at the Full Council Meeting.
- 16. Earmarked Reserves** (Pages 34 - 35)
Council if asked to **NOTE** the information and **APPROVE** the transfer and allocation to EMR.
- 17. Date of Next Meeting**
21st August 2023 – 7pm, The Chamber Room, The Garth
- Close of meeting:**

Minutes of the Bicester Town Council

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

Present:

Cllr Alex Thrupp (Chairman)
Cllr Harry Knight (Vice-Chairman)
Cllr Nick Cotter
Cllr Dan Hallett
Cllr Nicholas Mawer
Cllr Zoe McLernon
Cllr Lynn Pratt
Cllr Dan Sames
Cllr Les Sibley

In Attendance:

Paul Canning – Services Manager
Julie Trinder – Administration Office (Civic & Democratic)
Colin Cockshaw – Bicester Fairtrade Group
Matthew Norman – Community Reporter, Newsquest Oxfordshire

572/ Apologies for Absence

2223 RESOLVED that apologies of absence were received from Cllr Sandy Dallimore, Cllr Donna Ford, Cllr Richard Mould and Cllr Jason Slaymaker.

573/ Declarations of Interest

2223 RESOLVED that no declarations of interest were received.

574/ Public Session

2223 RESOLVED that:

- (1) Colin Cockshaw, Chairman of Bicester Fairtrade Group addressed the meeting and asked the Council if Bicester Town Council would be willing to take on responsibility ensuring Bicester remains a Fairtrade Town.

An application needs to be submitted to renew Bicester's status as a Fairtrade Town by 1st May 2023 and requested that Bicester Town Council will seek volunteers to form a new Fairtrade Group.

- (2) Matthew Norman, Community Reporter, Newsquest Oxfordshire introduced himself to the Council.

575/ Minutes of the Town Council Meeting

2223 RESOLVED that Council **CONFIRMED** the minutes of resolutions of :

BTC05/2223 – 16th January 2023

576/ Minutes of the Environment Committee Meeting

2223 **RESOLVED** that the Vice-Chairman of the Environment Committee requested, on behalf of the Chairman of the Environment Committee, that the minutes and resolutions of **ENV05/2223 – 24th January 2023**, be approved at the next Environment Committee meeting taking place on Tuesday 21st March due to a number of amendments that need to be made.

577/ Minutes of the Finance Committee Meeting

2223 **RESOLVED** that Council **CONFIRMED** the minutes and resolutions of:

FIN05/2223 – 14th February 2023

578/ Minutes of the Planning Committee Meetings

2223 **RESOLVED** that Council **CONFIRMED** the minutes and resolutions of:

PL09/2223 – 10th January 2023

PL10/2223 – 7th February 2023

579/ Minutes of the Policy Committee Meeting

2223 **RESOLVED** that Council **CONFIRMED** the minutes and resolutions of:

POL05/2223 – 20th February 2023

580/ Questions on Working Parties and Other Groups

2223 **RESOLVED** that Council **CONFIRMED** the minutes and resolutions of:

BTAG05/2223 – 26th January 2023.

LCWIP; It was requested that clarification is sought regarding 'Category B' being considered alongside the bus movements with the strategy work.

581/ Mayors Report

2223 **RESOLVED** that Council **NOTED** the Mayors Report.

582/ Reports from Oxfordshire County and Cherwell District Councils

2223 Cllr Sibley reported:

- A solution for the London Road level crossing has still not been sought.
- 20mph schemes still on-going

Cllr Mawer reported:

- CDC had set their budget and the key thing for Bicester is the £4.5m redevelopment of Market Square.

Cllr Pratt reported:

- The Planning committee at CDC voted for refusal on the Firethorn Developments Limited planning application on the grounds that they were no longer going to honour 30% affordable housing and houses not in-keeping with eco-town specification as initially promised.

Council thanked Cllr Pratt for her hard work and support in attaining this outcome.

583/ Fair Trade Report

2223 RESOLVED that Bicester Town Council **NOTED** and **COMMENTED** on the Fair Trade report.

It was agreed that Bicester Town council will submit an application to the Fairtrade Foundation to renew its status as a Fairtrade town and at a later date a meeting to be held with Cllr Thrupp, Cllr Pratt and Colin Cockshaw to discuss in principal how Bicester Town Council will support the Bicester Fairtrade Group.

Cllr Pratt paid tribute to Bicester Fairtrade committee.

584/ 2023/2024 Calendar of Meetings

2223 RESOLVED that Council **CONFIRMED** the 2023/2024 calendar or meetings but queried the two dates in June for the Bicester Traffic Advisory Group meetings.

Office Administrator to query this with the Town Clerk.

Cllrs thanked and paid respect to Cllr Pratt for her long standing 24 year contribution she has given to Bicester Town Council.

Cllr Thrupp wished the Council well and thanked them for their support given during his mayoral year.

585/ Date of Next Meeting

2223 Monday 15th May 2023 – Whitelands Farm Sports Ground, Whitelands Way, Bicester OX26 1AJ

Close of meeting: 7.46pm

Minutes of the Environment Committee

A meeting of the **Environment Committee** was held on **Tuesday 21st March 2023** at **19:30 hrs** at the **The Chamber Room, The Garth, Launton Road, OX26 2PS**.

Present:

Cllr Jason Slaymaker (Chairman)
Cllr Zoe McLernon (Vice-Chairman)
Cllr Nicholas Mawer
Cllr Lynn Pratt
Cllr Les Sibley
Cllr Harry Knight
Cllr Donna Ford
Cllr Alex Thrupp

In Attendance:

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

586/ Apologies for Absence

2223 RESOLVED that apologies for absence were received from Cllr Richard Mould and Cllr Dan Hallett.

587/ Declarations of Interest

2223 RESOLVED that no declarations of interest were received.

588/ Public Session

2223 RESOLVED that no members of the public were present.

589/ Minutes of the Environment Committee

2223 RESOLVED that minutes of the last meeting **ENV05/2223 – 17th January 2023** will be signed at a later date.

590/ Approved Projects

2223 RESOLVED that committee **NOTED** the work schedule for approved projects.

591/ Bicester Fields Outdoor Gym

2223 RESOLVED that committee **APPROVED** that Officers obtain three quotes from suppliers and confirm land ownership for the next Environment committee meeting to consider.

Committee suggested external funding through healthy living schemes.

592/ Garth House Boiler

2223 RESOLVED that committee **NOTED** report in line with the finance committee for approval.

593/ British Cycling Pedal Party

2223 RESOLVED that committee has **APPROVED** the request for British Cycling to hold a pedal party at Whiteland's facility.

Committee mentioned staff and CDC involvement and requested BTC officers share on social media.

594/ Manston Park Goal Posts

2223 RESOLVED that committee **REJECTED** the report and has requested that officers investigate the goals for Manston Park and understand all possibilities and bring details to the next environment meeting and that:

- Obtain 3 quotes and take to the next Finance meeting.
- Provide a public consultation.
- Members asked that the location of the goals are taken into consideration.

595/ Whitelands Floodlights

2223 RESOLVED that committee **AGREED** this was not for environment meeting and needs to go to the next full Council Meeting.

596/ Graffiti Wall

2223 RESOLVED that committee requires a proposal/presentation from the proposed company in the next environment meeting before the next steps:

- Consult network rail.
- Service manager to contact other councils regarding the process.
- Objectives to be set clearly.
- Consult local community police.
- Members mentioned the youth initiative budget.

597/ Trees on Shelley Close, Common Land

2223 RESOLVED that committee **REJECTED** the request to plan trees on common land, Shelly Close.

598/ Memoriam to Queen Elizabeth II

2223 RESOLVED that committee **AGREED** on the design and wording of the plaque.

- Black iron material.
- Set into the stone.
- Service manager to look at a tree guard.

599/ Events Logistics Quote

2223 RESOLVED that committee **AGREED** on all supplier quotes for main event infrastructure.

600/ Allotment Report

2223 RESOLVED that committee:

- **NOTED** the content of the report.
- **AGREED** tenants could have a bench but must not be used for BTC staff.
- **AGREED** to bees on all allotment sites.

Minutes: ENV06/2223: Environment Committee Meeting
Tuesday 21st March 2023

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Signed

Dated

601/ Exclusion of Press and Public

2223 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.

602/ Whitelands Function Room

2223 **RESOLVED** that committee has deferred back to officers and officers are asked to divide all costs into two separate reports and take the lease through policy meeting.

Committee members requested a discussion to be held with tenant as soon as possible for clarification on the report.

603/ Forward Plan

2223 **RESOLVED** that Committee **REVIEWED** the Forward Plan and requested that Graven Hill Bus Shelters and MBX Track be **ADDED**.

604/ Date of Next Meeting

2223 To be confirmed.

Meeting closed: 9.18pm.

Minutes of the Finance Committee

A meeting of the **Finance Committee** was held on **Tuesday 28th March 2023** at **19:30 hrs** at the **Council Chamber, Garth House, Launton Rd, OX26 6PS**.

Present:

Cllr Alex Thrupp (Chairman)
Cllr Donna Ford (Vice-Chairman)
Cllr Richard Mould
Cllr Dan Hallett
Cllr Nicholas Mawer
Cllr Les Sibley
Cllr Jason Slaymaker
Cllr Sandy Dallimore

In Attendance:

Sharon Botham RFO.

605/ Apologies for Absence

2021 RESOLVED that no apologies were received.

606/ Declarations of Interest

2021 RESOLVED that Cllr Ford and Cllr Hallett declared an interest on agenda item number 10, regarding Bure Park Primary School PTA and the 7th Bicester Scout Group.

607/ Minutes of the Finance Committee

2021 RESOLVED to confirm the minutes of the Finance Committee meeting **FIN05/2223** held on Tuesday 14th February 2023.

608/ Public Session

2021 RESOLVED that the Committee received no representations.

609/ Finance Report

2021 RESOLVED that Committee **APPROVED** the Income, Expenditure and Variances Report to **Month 10**.

610/ Bank Balances

2021 RESOLVED that Committee **APPROVED** the bank balances and nominated Cllr Mould to sign the bank reconciliation.

611/ Payments

2021 RESOLVED that the Committee **APPROVED** the payment schedules since those reported to Finance Committee on 14th February 2023.

612/ Aged Debtors & Aged Creditors

2021 RESOLVED that the Committee **NOTED** the report.

613/ Update on Electricity Usage

2021 RESOLVED that the Committee **NOTED** the report.

614/ Grant Aid

2021 RESOLVED that the Committee **APPROVED** all the Grant applications.

615/ Civic Expenses

2021 RESOLVED that the Committee **APPROVED** the report.

616/ Insurance

2021 RESOLVED that the Committee **APPROVED** Supplier A for a three year Long Term Agreement .

617/ Forward Plan

2021 RESOLVED that committee **NOTED** the information.

Date of next Meeting: Tuesday 6 June 2023 at 19:00

CLOSE OF MEETING: 20:15

Minutes of the Planning Committee

A meeting of the **Planning Committee** was held on **Tuesday 7th March 2023** 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 Lynn Pratt (Vice-Chairman)
Cllr Dan Hallett
Cllr Donna Ford
Cllr Les Sibley
Cllr Alex Thrupp
Cllr Fraser Webster

In Attendance:

Paul Canning – Services Manager
Julie Trinder – Administration Officer – Civic & Democratic

561/ Apologies for Absence

2223 RESOLVED that apologies for absence were received from Cllr Sandy Dallimore, Cllr Harry Knight, Cllr Zoe McLernon and Cllr Jason Slaymaker.

562/ Declarations of Interest

2223

563/ Councillors are reminded to declare any interests on any item on this agenda in accordance with Bicester Town Council's Code of Conduct.
2223 RESOLVED that no declarations of interest were received.

564/ Declarations of Interest for District & County Councillors

2223 RESOLVED that declarations of interest were received Cllr Nick Mawer. Cllr Lynn Pratt and Cllr Les Sibley as District Councillors 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.

565/ Minutes of the Planning Meeting

2223 RESOLVED that **MINUTES** and **RESOLUTIONS** of the following Planning Committee meeting were **APPROVED**:

PL10/2223 – 7th February 2023

566/ Public Session

2223 RESOLVED that members of the public attended this planning committee meeting and aired their concerns, detailed below, regarding planning application numbers **23/00352/F** and **23/00353/;**

1. Complete loss of privacy
2. This residential amenity will increase the height size overshadowing, overlooking the garden and potentially blocking natural sunlight
3. The view from rear garden when sitting outside looking towards the balcony will be obtrusive
4. Priory Lane is in a deemed conservation area and this extension will have a detrimental and adverse effect to the character of this special conservation area.
5. Priory lane is an unadopted lane an anomaly from the past and as a consequence has potholes.
6. Priory lane also has historical significance dating from the 12th century.

567/ 2223 Updates on large developments and associated issues

568/ 2223 North West Bicester

Cllr Pratt informed the meeting that planning application number **21/01630/OUT – Firethorn Developments Ltd** has gone to appeal and will go back to the CDC Planning Committee meeting to be decided. Cllr Pratt will encourage the committee to refuse this application.

569/ 2223 Graven Hill

It was reported that the planned Graven Hill Surgery will no longer be going ahead.

570/ 2223 Other Business Strategic Sites

No update given.

571/ 2223 Planning applications from Cherwell District Council

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

22/03593/F and 22/03594LB – Chapter and Verse, Old Place Yard

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

22/03619/F – British Bakels, Granville Way

RESOLVED that Bicester Town Council welcome this planning application.

22/03705/F – Windmill Media, 9 Cypress Gardens

RESOLVED that Bicester Town Council object to this application due to;

- Over development of the site
- The building of this property will only cause more overcrowding for the area
- Limited access to the site with no direct access to the site

22/03872/F – JBM Solar Projects 8, Land North and Adj to Mill Lane, Stratton Ardley

RESOLVED that Bicester Town Council strongly object to this planning application due to the proposed location being inappropriate causing a visual intrusion.

23/00224/F – Shangri La, Somerville Drive

RESOLVED that Bicester Town Council object this planning applications due to the:

- Over development of the site
- Out of keeping with street scene
- Inadequate parking provisions

23/00268/F – 23 Benson Close

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

23/00268/F – Greencore Construct Ltd, Bicester Park, Charbridge Lane

RESOLVED that Bicester Town Council welcome this planning application.

23/00351/F – 1 Launton Road

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

- Over development
- Access being dangerous
- Out of keeping with street scene
- Inadequate parking provisions
- Concerns with the internal design and the quality of size of buildings
- Vehicle access now runs over the drop curb which is incapacity with OCC Highways rules.
-

23/00352/F and 23/00353/F – The Sanctuary, Priory Lane

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

- Neighbours loss of privacy
- Increase the overshadow and overlook into neighbours garden
- Block out natural light
- Out of character with street scene
- Will have a detrimental and adverse effect to the character of the conservation area; development in-appropriate for conservation area
- Overbearing structure
- Over development of site
- No decision should be made until an Archaeological survey has been carried out
- Concerns with the effect that movement of construction traffic will have on the unadopted lane
- Concerns with the difficulty in getting construction vehicles on the site

23/00384/F – 75 Shannon Road

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

- Over development of site
- Not in keeping with street scene
- Concerns with parking and access to parking

23/00390/F – E P Barrus Ltd, Launton Road

RESOLVED that Bicester Town Council welcomes this planning application.

23/00397/F – 27 Hemmingway Road

RESOLVED that Bicester Town Council has no comment to make on this planning application.

23/00429/F – 14 Hamilton Close

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

23/00473/F – Whitelands Way

RESOLVED that Bicester Town Council has no comment to make on this planning application.

23/00491/F – 39 Osprey Close

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

23/00503/F – 11 Partridge Chase

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

23/00519/F – 44 Shearwater Drive

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

572/ Withdrawn plan

2223 **RESOLVED** that committee **NOTED** the withdrawn plan.

573/ Appeal Against Refusal

2223 None to note.

574/ Appeal Against Non-Determination

2223 **RESOLVED** that committee **NOTED** the Appeal Against Non-Determination.

575/ Notification of planning decisions from Cherwell District Council

2223 **RESOLVED** that Committee **NOTED** the notification of planning decisions from Cherwell District Council.

576/ Forward Plan

2223 **RESOLVED** that Committee **NOTED** the forward plan and **ADDED** Market Square and **REMOVED** North West Bicester Boundaries.

577/ Date of Next Meeting

2223 18th April 2023 – 7.30pm – The Chamber Room, The Garth

Close of meeting: 7.55pm.

Minutes of the Planning Committee

A meeting of the **Planning Committee** was held on **Tuesday 18th April 2023** at **19:30 hrs** at the **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.**

Present:

Cllr Nicholas Mawer (Chairman)
Cllr Lynn Pratt (Vice-Chairman)
Cllr Sandy Dallimore
Cllr Donna Ford
Cllr Zoe McLernon
Cllr Les Sibley
Cllr Alex Thrupp
Cllr Fraser Webster

In Attendance:

Paul Canning – Service Manager
Julie Trinder – Administrator
Dominic Hilton - Administrator

633/ Apologies for Absence

2223 RESOLVED that apologies of absence were received from Cllr Dan Hallett and Cllr Harry Knight.

634/ Declarations of Interest

2223

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

2223 RESOLVED that declarations of interest were received from Cllr Nick Mawer regarding planning application number 23/00744/F due his CDC portfolio.

636/ Declarations of Interest for District & County Councillors

2223 RESOLVED that declarations of interest were received Cllr Sandy Dallimore, Cllr Donna Ford, Cllr Nick Mawer. Cllr Lynn Pratt Cllr Les Sibley and Cllr Fraser Webster 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.

637/ Minutes of the Planning Meeting

2223 RESOLVED that **MINUTES** and **RESOLUTIONS** of the following Planning Committee were **APPROVED**:

PL11/2223 – 7th February 2023

638/ Public Session

2223 RESOLVED that no members of the public were present.

639/ Updates on large developments and associated issues**2223** Nothing to report.**640/ Planning applications from Cherwell District Council****2223** **RESOLVED** that Bicester Town Council commented on the following planning applications:**23/00004/F – 48 Ray Road****RESOLVED** that Bicester Town Council has no objection to this planning application.**23/00548/F – 7 Ray Road****RESOLVED** that Bicester Town Council has no objection to this planning application.**23/00552/F – 26 Chichester Close****RESOLVED** that Bicester Town Council has no objection to this planning application.**23/00574/F – 120 Anniversary Ave East, Ambrosden****RESOLVED** that Bicester Town Council **WELCOME** this planning application.**23/00637/LB – Spratt Endicott Solicitors, The Old Court House, Sheep Street****RESOLVED** that Bicester Town Council has no objection to this planning application.**23/00744/F – 17 Newton Close****RESOLVED** that Bicester Town Council has no objection to this planning application.**23/00752/TCA – The Garth Lodge, Launton Road****RESOLVED** that Bicester Town Council has no comment to make on this planning application.**23/0756/TPO – Street Record, Hunt Close****RESOLVED** that Bicester Town Council has no comment to make on this planning application.**23/0763/LB – 20 Church Street****RESOLVED** that Bicester Town Council has no objection to this planning application.**23/00792/F – 4 Draymans' Croft****RESOLVED** that Bicester Town Council has no objection to this planning application.**641/ Refused Plans****2223** **RESOLVED** that the Refused plans were **NOTED**.**642/ Withdrawn plan****2223** **RESOLVED** that the Withdrawn plan was **NOTED**.**643/ Appeal****2223** **RESOLVED** that the Appeal decision was **NOTED**.**644/ Appeal Against Refusal****2223** **RESOLVED** that the Appeal Against Refusal was **NOTED**.

645/ Notification of planning decisions from Cherwell District Council
2223 RESOLVED that the planning decision from Cherwell District Council were **REVIEWED**.

646/ Forward Plan
2223 RESOLVED that the Forward Plan was **REVIEWED**.

Committee asked OCC Councillors if they knew when works on the Banbury Road roundabout were due to commence. Cllr Ford informed the committee that a meeting is to be held w/c 24th April 2023.

Cllr Pratt reported that she had email Jacqui Cox, Infrastructure Locality Lead for OCC for an update on the pathway from the Esso Garage to the Bicester Shopping park.

647/ Date of Next Meeting
2223 TBC.

Close of meeting: 7.45pm.

Minutes of the Policy Committee

A meeting of the **Policy Committee** was held on **Monday 24th April 2023** at **19:30 hrs** at the **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS**.

Present:

Cllr Donna Ford (Chairman)
Cllr Nicholas Mawer (Vice-Chairman)
Cllr Richard Mould
Cllr Lynn Pratt
Cllr Dan Hallett
Cllr Les Sibley

In Attendance:

Jodi Clarke – Office Administrator
Phil Evans – Town Clerk

1222 Apologies for Absence

3 **RESOLVED** that apologies were received from Cllr Dan Sames and Cllr Jason Slaymaker.

2222 Declarations of Interest

3 **RESOLVED** that Cllr Pratt has a declaration of interest on item 9 in the Agenda.

3222 Minutes of Policy Committee

3 **RESOLVED** to confirm the minutes of the Policy Committee meeting:

POL05/2223 – 20th February 2023

4222 Minutes of Personnel Sub-Committee Meeting

3 **RESOLVED** to confirm the minutes of the Personnel Sub-Committee meeting:

PSC05/2223 – 15TH February 2023

5222 Public Session

3 **RESOLVED** that no member of the public were present.

6222 Major Town Initiatives

3 **RESOLVED** that the committee **NOTED** the minutes from:

Bicester Vision CIC Partnership Meeting – 9th February 2023

7222 Policies for Review

3 Committee **APPROVED** the adoption of the following policies with amendments to **7.4, 7.6 and 7.7**:

7.1 Data Security Policy (GP5) APPROVED

7.2 Investment Policy (GP6) APPROVED

7.3 Freedom of Information Policy (GP12) APPROVED

7.4 Press and Media Policy (GP18) RESOLVED that Town Clerk is to make amendments pronouns of the Town Clerk is to be changed from She to They.

7.5 Allotment and Inspection Policy (GP20) APPROVED

7.6 Flag Raising Policy (GP22) RESOLVED that amendments must be made to change Chief Officer to Town Clerk. Cllr Mawer wanted to add a section onto the Policy to which if a flag that has been authorised by the council to be flown previously may be appropriate to fly the flag again at the discretion of Chairman of Policy, Mayor and Town Clerk. **RESOLVED** that Town Clerk is to make amendments and bring the policy back to the next meeting.

7.7 Sale of Land Stance (CP27) RESOLVED That Town Clerk is to change the title from Sale of Land Stance to Sale of Land Policy.

8222 Exclusion of Press and Public
3 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.

9222 Lease Position
3

9.1 APPROVED The renew Tenancy Agreement was signed by Town Clerk and the seal register was counter signed by Cllr Ford & Cllr Mawer.

9.2 The Head of Terms be **REJECTED** under item 3 and 14. **RECOMMENDED** That Town Clerk is to follow advice from the Solicitor.

1022 Forward Plan
23

RESOLVED that Committee **NOTED** and **COMMENTED** on the forward plan.

RESOLVED that Town Clerk is to add an item to the agenda for staff complaints about councillors.

1122 Date of Next Meeting
23

Date of next Meeting: Monday 12 June 2023 at 19:00

CLOSE OF MEETING: 20:19 hrs

Minutes of the Events Working Party

A meeting of the **Events Working Party** was held on **Wednesday 8th March 2023** at **19:00 hrs** at the **Council Chamber, Garth House, Launton Road, OX26 6PS**.

Present:

Cllr Lynn Pratt (Vice-Chairman)
Cllr Donna Ford

In Attendance:

Paul Canning – Service Manager
Shannon O'Connor – Office Administrator – Events and Marketing
OPAY
Bicester Pride

1 Apologies for Absence

RESOLVED that apologies were received from Cllr Jason Slaymaker, Cllr Richard Mould and Cllr Harry Knight.

2 Declarations of Interest

RESOLVED that no declarations of interest were received.

3 Confirmed Minutes

Members **CONFIRMED** the minutes and resolutions from **BE05/2223 – 11th January 2023**.

4 Bicester Town Council Community Events

4.1 No report given.

4.2 **RESOLVED** that OYAP provided their proposal.

4.3 **RESOLVED:**

- That Bicester Pride updated their
- Officers to arrange a meeting with Bicester Pride CIC

5 Armed Forces Day

RESOLVED that members **AGREED:**

- The name change
- All activities and overview points

6 Coronation Day

RESOLVED that members **AGREED:**

- The Event Plan and quotes
- The requirement of a church service
- Newly elected Councillors to be invited

7 Music Event Plan

RESOLVED that members **AGREED:**

- To the event plan
- The event is locally focused

8 Forward Plan

RESOLVED that the Forward Plan was **REVIEWED** and the following is added:

- Family sports day event plan
- 80's Night event plan
- Event progression

9 Date of Next Meeting

To be confirmed.

Close of meeting: 7.55pm

Minutes of the Bicester Traffic Advisory Group

A meeting of the **Bicester Traffic Advisory Group** was held on **Thursday 30th March 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 Richard Mould (Chairman)

Cllr Donna Ford

Oxfordshire County Council

Cllr Les Sibley

Cllr Michael Waine

Eric Stevens

Cherwell District Council

Cllr Lynn Pratt

Bicester Vision

Peter Cox

Value Retail/Bicester Village

Miranda Markham

In Attendance:

Paul Canning – Services Manager

Julie Trinder – Administrator (Civic and Democratic)

Dominic Hilton – Administrator (Civic and Democratic)

1 Apologies

RESOLVED that apologies were received from Michael Hewitt, Jacqui Cox, Mike Wasley and Chris Hulme.

2 Minutes of the Bicester Traffic Advisory Group

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

BTAG05/2223 - Thursday 26th January 2023

3 Update of items outstanding not covered elsewhere on the Agenda

It was requested for an update from Oxfordshire County Council for an update on the path from the ESSO Garage to Bicester Retail Park.

OCC informed the meeting that, there are some legal issue with the local housing development still outstanding.

4 Report from Oxfordshire County Council Officer

4.1 A4095 realignment

There is good movement from the developers in terms of trying to find a way forward regarding the realigned road. There are ongoing discussions on funding and delivery.

4.2 A41 corridor

Resources have been an issue, but we will find a way to resolve matters and share

the report in the second week of May.

Members of Bicester Traffic Group are not happy with the continued delays with A41 corridor and have requested the portfolio holder ??? is invited to attend the next meeting.

5 Bicester Local Cycling and Walking Infrastructure Plan (LCWIP)

5.1 Capability and Ambition Fund

A team within Milestone is assigned to developing options for a number of schemes across our districts and will engage our members and the TAC once progress is made.

5.2 Active Travel

The Localities Team and iHub Team are collating potential locations for active travel counters to help understand how people in Bicester travel and interact with the surrounding spaces. This will be beneficial towards future funding bid submissions.

6 EWR

£15M funding was announced where OCC and CDC are looking at developing town-wide improvements.

East West Rail are expected to make an announcement in May 2023 on the entire route; details on London Road level crossing to follow as they recently appointed a new technical partner. The project board is expected to engage with members and stakeholders shortly after.

We are beginning to compile the lining programme for the next financial year, below is what is programmed so far, if there are any specific sites that you feel need to be on this list for next year's programme then your input would be appreciated.

Launton Road	All junctions refresh	Q1/Q2 – 23/24
London Road	Mini roundabout refresh	Q1/Q2 – 23/24
Field Street	Junctions and arrows	Q1/Q2 – 23/24
St Johns Street	Roundabouts, and crossing	Q1/Q2 – 23/24
Manorsfield Road	All markings	Q1/Q2 – 23/24
Kings End, North Street, Victoria Road, Victoria Court and Priory Road	Permit holder spaces to be refreshed	Part of Victoria Road and Victoria Court still done by the Parking Team
West Bicester various	New double yellows	Consultation complete - CMD 23 June - Works complete
Churchill Road	General Refresh	Q1/Q2 – 23/24
Southwold	Zig Zags	Q1/Q2 – 23/24
Sheep Street	Dragons Teeth	Q1/Q2 – 23/24

Future lining work in design for consultation:

- Part Cranesbill Drive double yellow lines
- Part Brashfield Road off Blake Road extension to double yellow lines
- Part Bucknell Road between Brookside School and Hudson Street double yellow lines
- Additional permit holder bays Victoria Road and Victoria Court
- Churchill Road off Launton Road double yellow lines
- Part Browning Drive double yellow lines
- Beckdale Close double yellow lines
- Part Medina Gardens double yellow lines
- Cemetery Road/Piggy Lane double yellow lines
- Wordsworth Close/Bunyan Road junction double yellow lines
- Graham Road double yellow lines (corner by playground)
- Double yellow lines on south-west side of Victoria Road to be re-advertised
- Proposed speed limit reductions on all Bicester peripheral roads – consultation complete and all but A41 Bicester Bypass and B4030 Vendee Drive approved. First tranche of 40mph is A41 Symmetry Park to Rodney House, A4421 from Rodney House to Buckingham Road, Bicester Road Launton, Howes Lane, Middleton Stoney Road up to Lovelynch House, A4095 between Vendee Drive and Chesterton and A4421 Buckingham Road.
 - Signage schedule is complete, and contractor has been instructed.
 - Road marking changes are under review and will be carried out as and when routes are re-surfaced
- An interim 40mph limit has been introduced over the Charbridge Lane bridge.
- Work has now started on A4421 Charbridge Lane and Skimmingdish Lane 40mph signage
- A 40mph speed limit has been introduced as part of the Ploughley Road scheme; this will be extended 100 metres towards Aylesbury
- 40mph on A4095 Lords Lane and Southwold Lane to follow dependent on proposed changes to the Banbury Road roundabout junction, which will include a new 30mph limit through the junction. Introduction of 30mph speed limit on Banbury Road between Bure Farm and A4095 roundabout under consideration, together with removal of build-out.
- New direction signs to direct drivers of electric vehicles to the charging points in Cattle Market car park – Claremont car park has been added to this signage scheme, all now quoted for but not yet instructed.
- Bicester Garrison – a review of direction signage to MOD sites has been carried out at the request of Garrison Sergeant Major
 - sign designs now complete
- West Bicester – drawings being prepared for potential speed limit reduction to 20mph – this work to be carried out by the 20mph delivery team.

- 20mph zone drawings also in hand for Bure Park - Still in preparation and subject to review by the 20mph delivery team
- West Bicester – preliminary drawings have been prepared for potential Residents' parking scheme on Kings Avenue and roads off.
- Victoria Road/Victoria Court – see above - preliminary drawings have been prepared for potential additions to permit holder parking.
- A41 approach to Junction 9 – damaged ADS. Replacement sign has been drawn up but still need to get access to the location to check dimensions and supports
- Piggy Lane – new gates and signage have been priced to replace the vandalised bollards; the extent of this work is dependent on establishing ownership of the land at the Coker Close end. An order has now been placed for a gate at the Cemetery Road end with regulatory signage at the Coker Close end.
- Fences and bollards have been instructed at various locations on Kingsmere to prevent vehicle access to cycle/footways

7 **Report from Cherwell District Council Officer**

No report given.

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

Launton Road

A formal request was made by members of the Bicester Traffic Advisory Group regarding a weight limit to be put in place on Launton road from Joblings Garage to Wessex Court, to prevent the over use by HGV's.

A4421

Scottish and Southern Electricity Network works have been scheduled to take place over 4 phases from July 2023.

Urgent works to be carried out at Kings End could not be rescheduled due to the above essential works taking place.

OCC reported an incident that happened recently regarding the vandalism of lamp posts in the Southwold Lane, Lords Lane and Bucknell Road area.

Victoria Road

It was reported that extra permit holder spaces in Victoria Road have been approved

Boston Road

A request for a reduced speed limit and more crossings was made by residents of Boston Road

Lynham Road

Cllr Waine will give the Bicester Traffic Advisory Group an update at the next meeting regarding the reroute of the S5 bus, which currently goes down Lynham road.

- 9 Forward Plan**
RESOLVED that members **REVIWED** and **COMMENTED** on the forward plan.

10 Date of Next Meeting

Close of meeting: 3:14pm

Thursday 22 June 2023 at 14:00

BICESTER TOWN COUNCIL

Monday 19th June 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 1st March – 15th May 2023, (for the Mayoral year of 2022/2023) the following visits were made:

The Mayor and his Consort attended the following functions:

- **March**
 - 10th – West Oxfordshire District Council Citizen of the Year Award
 - 18th – Banbury Town Council Civic Masquerade Themed Supper
 - 23rd – Catholic Church Anniversary Invitation, The Immaculate Conception
 - 24th – Help for Heroes Charity Fund Raising Event, Highfield Social Club
- **April**
 - 21st – South Oxfordshire District Council Charity Dinner
 - 23rd – BTC Mayor's St George's Day Charity Dinner
- **May**
 - 5th Lord Lieutenant Service of Celebration for His Majesty the King
 - 6th Garth Park Coronation Celebrations
 - 7th Bicester Town Council Coronation Church Service, St Edburghs Church
 - 7th The Kings Coronation celebrations at Launton Grange Mews

The Mayor attended the following function on his own:

- **March**
 - 9th – Q&A Session with 1st Bicester Intrepid Scout Group

The Deputy Mayor and his Consort attended the following function:

- **April**
 - 1st – Rainbow Pre-School Easter Egg Hunt
 - 13th – Brackley Town Council Mayor Making

2. Recommendation

Council is asked to **NOTE** the report.

BTC03/2324
19th June 2023

BICESTER TOWN COUNCIL

Monday 19th June 2023

Remembrance Day Service

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. Motion

This Council recognises the importance of the Armed Forces to our Town.

This Council believes that the movement of the Remembrance Day Service to Market Square will ensure all members of our community can be involved, thus making it a fully inclusive event for our town to be proud of.

Therefore, this council resolves to investigate moving the Remembrance Day service to Market Square.

2. Recommendation

Council is asked to **COMMENT** on the attached report regarding a change to the current format in which Remembrance Service, in November, is delivered to the town.

BTC03/2223
19th June 2023

BICESTER TOWN COUNCIL

Monday 19th June 2023

Civility Pledge

Chairman: Councillor Harry Knight

Telephone: 01869 252915 harr.knight@bicester.gov.uk

Phil Evans – Town Clerk

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

Ward Affected: All

1. Overview

The Committee requested that officers look at introducing an improvement to promote relations between Councillor and Staff.

SLCC published on the 21st February the following:

Over 1,000 local (parish and town) councils have signed up for the Civility and Respect Pledge.

SLCC and the National Association of Local Councils (NALC) are urging councils yet to sign the Pledge to do so. The sector must continue to stand up against bullying and harassment. The more councils that sign the Pledge, the more significant impact it will have in lobbying the government to re-visit its response to the Committee on Standards in Public Life report on local government ethical standards.

The Pledge allows local councils to demonstrate a commitment to stand up to poor behaviour across the sector and enforce positive changes that support civil and respectful conduct.

By signing the Pledge, local councils agree that it will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Puts in place a training programme for councillors and staff
- Signs up to the code of conduct for councillors
- Has good governance arrangements in place, including staff contracts and dignity at work policies
- Seeks professional help at the early stages should civility and respect issues arise
- Committed to calling out bullying and harassment if and when it happens
- Continue to learn from best practices in the sector and aspire to be a role model/champion council
- Supports the lobbying for change in legislation to support the Civility and Respect Pledge.

SLCC, the National Association of Local Councils (NALC), One Voice Wales (OVW) and county associations developed the Civility and Respect Pledge to address growing concerns about bullying, harassment and intimidation within the sector.

2. Recommendation

Committee is recommended to **APPROVE** that Bicester town council join SLCC by passing a resolution to sign up to the civility and respect pledge, Appendix 1 would be brought to full council on the 19th June 2023. – this pledge would be acknowledged and renewed during the election year mayor making.

Civility and Respect Pledge suggested agenda item:**To pass a resolution to sign up to the civility and respect pledge****Definition of Civility and Respect**

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

BICESTER TOWN COUNCIL

Monday 19th June 2023

Earmarked Reserves

Chairman: Councillor Harry Knight

Contact: harry.knight@bicester.gov.uk

Sharon Botham: Responsible Finance Officer

Contact: 01869 252915 sharon.botham@bicester.gov.uk

Ward Affected: All Wards

1. Background

1.1 Financial Regulation 4.9 requires Council to approve any changes to earmarked reserves (EMR).

1.2 Finance Committee, 7th June, considered the below transfer to EMR and recommends these to Council for approval.

1.3 The figure below forms part of the Council's annual return and has been verified by the internal auditor.

2. Transfers to EMR

2.1 The proposal which Finance Committee recommends is to transfer £403,737 from general reserve to earmarked reserve.

2.2 In summary, this transfer brings the level of general reserve to an appropriate figure and allocates funds to planned projects. For a full breakdown please see Appendix 1.

3. Recommendation

3.1 Council is recommended to **NOTE** the information and **APPROVE** the transfer and allocation to EMR.

Bicester Town Council
Earmarked Reserves 31st March 2022

	1st April 2022	Used to Fund Expenditure	From General Fund	Reserve Transfer	31st March 2023
9007 Community and Elections	£28,776		£3,000		£31,776
9011 Play Areas And Open Space Investment	£361,535	£299,505	£403,737		£465,767
9013 Equipment Replacement and Maintenance	£273,539	£16,539			£257,000
9014 Green Infrastructure	£261,692	£28,033			£233,659
9016 Town Centre	£105,250				£105,250
9020 BTC Premises	£1,147,825	£150,853			£996,972
9021 Youth Initiatives	£10,000				£10,000
9039 Burial Ground Provision	£734,064				£734,064
9042 Sports Village Contribution	£306,167				£306,167
9044 Partnership	£35,600	£5,500			£30,100
9046 Sports Village Sinking Fund	£39,600		£10,000		£49,600
	£3,304,048	£500,430	£416,737	£0	£3,220,355

May 2023 Town Council elections
Play area refurbishments for summer '22 quoted at £307k, further play area inspections being scheduled at Garth Park and Holm Square
£12k bus shelter refurbishments plus defib
Garth Park pathways resurfacing quoted at £117k, reserve will also be used to meet cost of Jubilee trees
District Council regeneration scheme
Garth Park cost options study quoted between £1.8m and £2.4m for redevelopment
Youth council community programme
New cemetery estimated in excess of £1m
Capital programme new asset September '22
Community organisations and twin town refugee support
3G pitch 10 year maintenance schedule