

Bicester Town Council



Policy Committee Meeting

Ref: POL01/2324

Monday 12th June 2023

at 19:00hrs

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

Members:

Cllr Rachel Mallows – **Chairman**

Cllr Nick Cotter, Cllr Dan Hallett, Cllr Sam Holland, Cllr Harry Knight,
Cllr Damien Maguire, Cllr Nicholas Mawer, Cllr Rich Oliver, Cllr Les Sibley 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 M Waive



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30 May 2023

To all Members of the Policy Committee

You are hereby summoned to attend a meeting of the **Policy Committee** at **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS** on **Monday 12th June 2023** 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. Appointment of Vice Chairman

Committee is asked to **APPOINT** Vice-Chairman.

3. Appointment of Substitute Members

Committee is asked to **APPOINT** Substitute committee members.

4. Appointment of Chairman for Personnel Sub-Committee

Committee is asked to **APPOINT** Chairman of Personnel Sub- Committee.

5. 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.

- 6. Minutes of Policy Committee** (Pages 5 - 6)
RESOLVED to confirm the minutes of the Policy Committee meeting:
POL06/2223 – Monday 24th April 2023
- 7. Public Session**
RESOLVED that 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
- 8. Major Town Initiatives** (Pages 7 - 11)
RESOLVED that Committee **NOTED** the minutes from:
Bicester Vision CIC Executive Board Meeting: 20th April 2023
- 9. Policies for Review** (Pages 12 - 16)
 Committee is recommended to **APPROVE** the policies and procedures being reviewed; and to **APPROVE** the reimbursement of the Town clerk for The service award handed to Raymond Crutchfield to the value of £89.99.
- 10. Civility Pledge** (Pages 17 - 19)
 Committee is recommended to **APPROVE** that Bicester Town Council join SLCC by passing a resolution to sign up to the civility and respect pledge.
- 11. Kingsmere Land Adoption** (Pages 20 - 30)
 The Committee is asked to **APPROVE** that officers agree to take the land ownership – should the investigation offer no problem associated to the land.
- 12. Exclusion of Press and Public**
RECOMMENDED
 That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.
- 13. Lease Position (standing)** (Pages 31 - 32)
 The Committee is asked to **Note** the report content.
- 14. Forward Plan** (Page 33)
 Committee is asked to **NOTE** and **COMMENT** on the Forward Plan.
- 15. Date of Next Meeting**
Monday 14th August 2023 – 7pm – The Chamber Room, Garth House
Meeting Closed:

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

6512 Apologies for Absence

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

6522 Declarations of Interest

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

6532 Minutes of Policy Committee

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

POL05/2223 – 20th February 2023

6542 Minutes of Personnel Sub-Committee Meeting

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

PSC05/2223 – 15TH February 2023

6552 Public Session

223 RESOLVED that no member of the public were present.

6562 Major Town Initiatives

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

Bicester Vision CIC Partnership Meeting – 9th February 2023

6572 Policies for Review

223 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

Minutes: POL06/2223: Policy Committee Meeting
Monday 24th April 2023

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Signed

Dated

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.

6582 Exclusion of Press and Public

223 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.

6592 Lease Position

223 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.

6602 Forward Plan

223 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.

6612 Date of Next Meeting

223

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

CLOSE OF MEETING: 20:19 hrs

BICESTER VISION

Meeting	BICESTER VISION CIC EXECUTIVE BOARD MEETING	
Directors/Members Present	Lt Col (Retd) Lyndon Robinson (Chair) (LR) Cllr Donna Ford (Bicester Town Council) (DF) James Hill (Adalta Real) (JH) Miranda Markham (Value Retail/Bicester Village) (MM) Cllr Calum Miller, (Oxfordshire County Council) (CM) Cllr Lynn Pratt (Cherwell District Council) (LP)	
Observers/Presenters Present	Placi Espejo (Bicester Vision Relationship Manager) (PE) Lt Col Ged Hennigan (Bicester Garrison) (GH) Ben Jackson (Bicester Vision Funding Manager) (BJ) Josh Wainwright (Bullington Prison) (JW) James Wilson (Cherwell District Council) (JWi)	
Apologies	Zach Bailey (Chiltern Railways), Richard Byard (OxLEP), Jacqui Cox (Oxfordshire County Council), Peter Cox (Grange Mews), Sarah-Jane Curtis (Bicester Motion), Phil Evans (Bicester Town Council), Michael Hewitt (Cherwell District Council), Shaun Jardine (Big Yellow Penguin), Robert Jolley (Cherwell District Council), Grae Laws (Bicester Vision Business Manager), Amrik Manku (Oxfordshire County Council), James Metcalf (Metcalf Security Group Ltd), Graham Perryman (Dragonfly Framing), Steve Thornton (Brita UK), Phil Shadbolt (Zeta), Cllr Michael Waine (Oxfordshire County Council)	
In attendance	Sarah Fraser	(SF)
Date of meeting	Thursday 20 April 2023	
Venue	Via Zoom	
Circulation	All Supporters	
Dates of next meetings	Full Partnership – Thursday 18 May 2023, 10am-12pm, Bicester Hotel Executive Board – Thursday 8 June 2023, 10am-12pm, via Zoom	

MINUTES

ACTION

1 CHAIRMAN'S UPDATE

LR opened the meeting by congratulating Bicester Village on gaining permission for their planned development, and shared two items arising since the last Executive Board meeting:

- That a meeting has been arranged with Matthew Barber, Police and Crime Commissioner for the Thames Valley, for the afternoon of 18 May 2023 to discuss the new Forensics Improvement Programme centred around Bicester, the launch of a new policing strategy, entitled "Crimefighters", and what an ongoing relationship with Bicester Vision might look like.
- Discussions are ongoing with the Ministry of Justice around national policy on prisoner reoffending, and it is hoped to link the Ministry to JW to discuss the Community Connections project underway at Bullington Prison so that activity on the ground can inform national policy at the highest levels.

2 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 2 March 2023 were agreed as an accurate record.

2.1 Matters arising (not covered elsewhere on the agenda)

- 2.1.1 ➤ **Cherwell Local Strategic Partnership – carried forward** – Peter Cox to confirm to DF the name of the current Bicester Town Council representative on the CLSP. PC
- 2.1.2 ➤ **Financial position – carried forward** – Grae Laws to update the Board re any fee changes to be imposed by Azets for the new financial year in relation to the annual Company Secretary function, and monthly accounts/budgeting function. GL
- 2.1.3 ➤ **Bicester Motion/Wriggly Monkey event** – PE confirmed a **member only** event will be held for Bicester Vision and Banbury Chamber members only on the afternoon/evening of 5 July 2023 to tour Bicester Motion's Innovation Quarter followed by a networking event at Wriggly Monkey Brewery.
- 2.1.4 ➤ **Bicester Market Traders/Town Centre Task Group** – JWi to contact Emma Gould re Emma joining the Town Centre Task Group to represent the Bicester Market Traders. This will be in addition to the new members for the Task Group sourced by Graham Perryman. JWi
- 2.1.5 ➤ **Bicester Market Traders** – Commenting on the importance of the Market Traders to Bicester's local economy, it was agreed it would be really useful for Emma Gould to become a member of Bicester Vision bringing the voice of the Market Traders to Bicester Vision meetings. PE to follow up with Emma. PE

All other actions had been undertaken, were covered by the agenda or were ongoing.

3 YEAR END ACCOUNTS UPDATE

It had been hoped to be able to share the year end accounts with Board members prior to the Executive Board meeting, unfortunately these were not yet available.

It was confirmed the accounts will be forwarded to Board members as soon as complete. GL

Board members noted the organisation will be making a planned loss in the 2022/23 financial year in order to recoup an element of Corporation Tax paid in 2021/22.

4 FUTURE PARTNERSHIP MEETINGS

4.1 18 May 2023 – AGM and Partnership meeting

Board members noted the AGM/Partnership meeting on 18 May will be focussed on developments in the town centre and will include presentations from:

- **Cherwell District Council** – outlining the plans for development in the town centre and a high level timetable for the works.
- **Bicester Market Traders** – Emma Gould will share a little of the work of the market traders, their work in the local community, and looking at how Bicester Vision can support them to ensure a vibrant town centre economy. The Market Traders have forged excellent relationships with, and learned to co-exist with, the town centre traders, and will be very important stakeholders in discussions around the town centre.
- **Business & IP Centre** – It was agreed to request a short introduction from Ryan Johnson on the facilities offered through the Business & IP Centre within Bicester Library; a further Business & IP Centre based within Oxford Library. Business & IP Centres are an excellent resource for businesses and helping people with business ideas with their IP queries. In Oxfordshire, Business & IP Centres are being supported by Oxfordshire County Council who have provided funding to facilitate centres in more places under a pilot scheme to see if this resource can become self-funding. PE

4.2 September and December Partnership Meetings

The topics for these two meetings are still to be agreed but work continues to run the meeting focussed on skills, dependent upon the best timing for schools to enable student attendance, and to bring Matthew Barber to a meeting as a keynote speaker.

5 **STANDING AGENDA ITEMS UPDATES**

5.1 Development

- Albion Land are progressing more industrial sheds at the Middleton Stony Road site.
- Congratulations to Bicester Village/Value Retail for gaining permission at the Oxford Road site which bring forward creation of a new public park, additional car parking and electric vehicle charging bays.
- The appeal against development of 40 flats at the Magistrates Courts has been heard and the decision is awaited, although this could take a number of months.

5.2 Town Centre Task Group/Bicester Garden Town Project

- JWi shared details on the actions being pursued to progress the Town Centre project and achieve some environmental improvements – **matrix attached**.
- Comments on the matrix:
 - Bike repair will be “on the go” adjusting tyres etc, and will not displace core business for bike shops around the town.
 - Shop vinyls will include a QR to relevant consultations encouraging participation. Vinyls will be rotated through the year. The vinyl to be installed in Marks & Spencer will list all the events due to take place in the town across the summer.
 - Discussions are ongoing with Sainsbury’s with regards to litter, public realm, and accessibility in-store.
 - A pop up art gallery will be appearing in the old Edinburgh Wool Mills unit.
 - HSBC is due to become vacant and it would be useful to have this as exhibition space.
 - The relationship with Sarah Gaddesdon as a town centre landlord has been very productive and will continue. JH/JWi to liaise re details for landlords with units in Market Square.

JH/JWi

5.3 Recruitment

- Work continues to recruit new members with 10 leads currently being pursued.
- Full and open Partnership meetings continue to be one of the most effective tools in recruitment of new members.
- Board members noted the importance of all constituent groups within Bicester Vision: private, public and third sector organisations.
- JW/PE to liaise re a number of third sector organisations that it may be useful to contact.

JW/PE

5.4 Funding update

- Funding opportunities are being pursued through HS2, Lloyds Bank Foundation, Oxford Community Rail Partnership.
- Board members were asked to share with BJ if they have initiatives that are paused pending funding being available in case appropriate bidding opportunities arise eg additional funding for play parks in the area.

5.5 Community Connections Project – Bullingdon Prison

- The project is now firmly up and running and work is progressing to connect with business and community groups and to support prison leavers with connections in the community.
- Ongoing discussions are taking place with Bicester Mental Health Café and Oxfordshire Mind about support available.
- An engagement day is planned for June where charities and other organisations will be coming to speak to those in the prison.

5.6 Local Intelligence5.6.1 ➤ **Bicester Garrison:**

- Recently won the top prize at the MOD Sanctuary Awards for Project Neptune and the conservation and wildlife work being undertaken at the garrison.
- The garrison will be having c1,000 cadets attending summer camps at the base in the next few months.
- Current expectation is that a new unit will shortly be arriving at St David's barracks. The garrison has also been approached by RAF Halton with regards to holding two RAF squadrons.
- Discussions are ongoing about increasing the amount of accommodation at the site in the future which would require significant infrastructure investment, which is not currently available.
- The base is investigating how to provide work experience placements that are being requested by local schools to give an insight into army/military life.

5.6.2 ➤ **Experience Oxfordshire:**

- Experience Oxfordshire has been successful in gaining special status (hopefully with funding attached) as a Visitor Experience Partnership reporting to Government on Tourism and place shaping.
- It was agreed PE will arrange for Hayley Brown to provide an update on this at a future Executive Board/Partnership meeting.

PE

5.6.3 ➤ **Bicester Village/Value Retail:**

- As mentioned, the recent planning application has been successful with half the site to be developed being dedicated to a new, accessible public park for the town which will include cycleways, etc.
- The development will facilitate 260 jobs with a further £1.1m going into sports facilities locally and BSA are in the final throes of appointing a contractor.

5.7 Pan Regional Partnership (formerly OxCam Arc)

- Funding for the Pan Regional Partnership (PRP) was confirmed in January.
- The Shadow Board is in place, led by Cllr Barry Wood and Yvonne Rees, whilst recruitment takes place for a Managing Director, a Chair and two Non-executive Directors.
- PE is leading on the Innovation and Economy work programme, which includes working with others on an International Investment Atlas, supporting on the establishment of a Data Observatory, and actively promoting innovation networks across the region.

6 **ANY OTHER BUSINESS**6.1 Executive Board meetings

It was agreed to move the timing for Executive Board meetings to 1.30-3.30pm (from October 2023 meeting) to assist Board members diaries. SF to amend calendar invitations.

SF

6.2 Soldiers of Oxfordshire Museum

It was reported the Soldiers of Oxfordshire Museum are seeking funding for one of their webinars in return for mention in SOFO marketing materials. Please contact LR for further details if able to support.

6.3 Annual Report

Contributions from Board members were requested for the Bicester Vision CIC Annual Report which is in the throes of being developed.

ALL

6.4 Cherwell Business Awards

The Cherwell Business Awards were launched on 19 April 2023 at Norbar. Bicester Vision CIC and Wednesday Business Club have sponsored the Small Business award, with Bicester Village also sponsoring an award and Cherwell District Council being the headline sponsor.

Board members were asked to consider entering or nominating a business (link to the site below):
[Cherwell Business Awards Searching for Cherwell District's Top Businesses](#)

ALL

7 3 OUTPUTS FOR SOCIAL MEDIA AND THE WEBSITE

- Bicester Vision CIC AGM on 18 May 2023 to receive updates from Cherwell District Council on town centre development, and Emma Gould on the work of the Market Traders.
- Bicester Vision CIC is delighted to once again be sponsoring the Small Business category at the Cherwell Business Awards. Businesses are encouraged to apply, or nominate others for an Award at: [Cherwell Business Awards Searching for Cherwell District's Top Businesses](#)
- Bicester Vision CIC congratulates Bicester Garrison on being awarded the top prize at the MOD Sanctuary Awards for Project Neptune and the conservation and wildlife work being undertaken at the garrison.

8 FUTURE MEETINGS

- | | |
|---|--------|
| ➤ Full Partnership – Thursday 18 May 2023, 10am-12pm, Bicester Hotel, Golf & Spa | P/Ship |
| ➤ Executive Board – Thursday 8 June 2023, 10am-12pm | Board |
| ➤ Executive Board – Thursday 20 July 2023, 10am-12pm | Board |
| ➤ Full Partnership – Thursday 14 September, 10am-12pm, OYAP | P/ship |
| ➤ Executive Board – Thursday 5 October 2023, 10am-12pm | Board |
| ➤ Executive Board – Thursday 2 November 2023, 10am-12pm | Board |
| ➤ Full Partnership – Thursday 7 December, timings and venue tbc | P/Ship |

The meeting closed at 11.20am

BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

Monday 12th June 2023

Policies and Procedures for Review

Chairman: Councillor Rachel Mallows

Telephone: 01869 252915 rachel.mallows@bicester.gov.uk

Phil Evans – Town Clerk

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

Ward Affected: All

1. Overview

In the meeting the following Policies and Procedures are being reviewed:

- Flag Flying Policy (GP22)
- NEW policy – Long Service Award (PP25)

2. Recommendation

Committee is recommended to **APPROVE** the policies and procedures being reviewed.

Committee is asked to **APPROVE** the reimbursement of the Town clerk for The service award handed to Raymond Crutchfield to the value of £89.99



FLAG FLYING POLICY - GP22

Document Control				
Review date is indicative and will depend on changes in legislation, best practice or when required. Alternative formats of this document may be available upon request.				
Version Number	Date Adopted	Minute Number	Amendments	Review Date
V1	Monday 18 th September 2017			
V2			Removal of Chief Officer, replacing with Town Clerk. Adding Unscheduled flag flying.	12 th June 2023
				September 2024

GENERAL

1. The flying of flags is a national tradition in the UK. The Government made changes to regulations in 2012 to ease controls over flag flying which are reflected in this policy.
2. All flags flown will be maintained in good condition and shall be replaced when they become worn and begin to fray.
3. The Council has three flag poles all located to the front Garth House.

FLAGPOLES IN GARTH PARK

Flagpole 1

4. The Union Flag shall fly continuously from flagpole 1.

Flagpole 2

The flag of The Town Council flag shall fly from flagpole 2 on dates not utilised for other purposes.

Flagpole 2 will be used to fly other flags as determined by the Council to be flown on special dates.

Flagpole 3

The English flag of St George shall fly continuously on flagpole 3, other than at times determined in this policy.

FLAGS OF OTHER COUNTRIES

Flags of the countries within the UK

5. The flags of Wales, Northern Ireland and Scotland shall be flown on their respective Saint's days (1st March, 17th March and 30th November) from flagpole 2.

Flags of other countries with which there is an established connection

6. The flags of those countries with which Bicester has twinning connections shall be flown on the national day of each country. France – Bastille Day (14th July), and Germany - German Unity Day (3rd October) on flagpole 2; Poland – Poland National Independence Day (11th November) on flagpole 3.
7. In recognition of the connection to the USA via RAF Croughton, the national flag shall be flown on USA Independence Day (4th July) on flagpole 2.

OTHER FLAGS

Commonwealth Flag

8. The Commonwealth Flag shall be flown on Commonwealth Day second Monday in March from flagpole 2.

Armed Forces Day Flag

9. The Armed Forces Day flag shall be flown from flagpole 2 for one week commencing on the Friday before Armed Forces Day (last Saturday in June).

Remembrance Flag

10. The Royal British Legion Remembrance Flag shall be flown from flagpole 2 from 1st November to 12th November or until the day after Remembrance Sunday (whichever is later).

Pride Flag

11. The Pride Flag shall be flown from flagpole 2 for one week from 1st June to celebrate pride month.

English County of Oxfordshire Flag

12. Oxfordshire Flag 15. The Oxfordshire Flag shall be flown from flagpole 2 for one day on the 19th October to promote the historic English county of Oxfordshire.

Unscheduled Flag flying

All flags covered in this policy may receive a request to be flown at a second opportunity. In all instances of a flag being flown on a date outside of the above schedule it must be agreed by the Town Clerk , The Mayor and the Chair of Policy.

Flags not covered by this policy

Ad hoc requests from Bicester based constituted groups to fly flags that are not covered by this policy should be made to the Town Council by request in writing to the Town Clerk. They will be determined by the Town Clerk in consultation with the Chairman of Policy Committee if there is insufficient time to be presented to the policy committee for approval. In cases where a particular flag will need to be purchased the requestor will need to purchase an appropriate flag.

LOWERING OF FLAGS TO HALF-MAST

13. On receiving a formal announcement or, in the case of a local situation, upon becoming aware, the Town Clerk will authorise the Union Flag outside Garth House to be lowered to half-mast**. The Union flag will fly in line with the agreed action plan within the marking of the Death of a Senior National Figure.
14. ** Half-mast – the flag is flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the mast. When flag is flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When the flag is lowered from the half-mast position, it should be raised to the top of the mast for a second before being fully lowered.
15. Such occasions may include but are not limited to:
 - i) Upon the announcement of the death of the Sovereign;
 - ii) The funeral of a member of the Royal Family;
 - iii) The funeral of a foreign ruler;
 - iv) The funeral of a Prime Minister or former Prime minister of the UK;
 - v) The death of prominent individuals who have influenced the social, economic or cultural life of Bicester;
 - vi) Times of national or international tragedy as notified by the Government (usually via Oxfordshire County Council);
 - vii) Times of national mourning.

POLICY REVIEW

16. This policy shall be reviewed at least every four years to ensure fitness for purpose.



LONG SERVICE AWARD POLICY PP25

1. General

The long-service awards scheme recognises and shows appreciation of long-serving and loyal employees.

Employees receive a certificate and letter of thanks from the Town Mayor.

2. Principles

This policy applies to:

- all employees who have completed both 25 and 40 years' continuous service.
- employees who have previous-service from employers if they have TUPE transferred.

The terms of a long-service award element may be different from this policy. If an employee has TUPE transferred with an award element, details are attached to their employment records. Future service will form part of their qualifying years for an award. Employees must inform the Town clerk and it requires at least one month's notice before any award is due.

3. Procedure

The employee must have continuous service with the Town Council.

Service interrupted by any of the following will count as continuous:

- service with the UK reserve forces. The employee must have been employed immediately before and after any deployment.
- statutory, occupational maternity, adoption or paternity leave. Any agreed periods of unpaid special leave
- previous service where the employee took time off to have a child or children before maternity leave rules existed. Employees can combine their total years as one long service. Combining years only applies if they were not employed elsewhere during their break.

Once an employee has left us, they are no longer entitled to an award. This includes employees that transfer to other authorities or academies.

If an employee believes they have not received an award they should notify the Town Clerk within two years of the date the award was due.

4. Presentation

The Town Mayor or someone acting on their behalf should present the certificate and the preferred date for the presentation would be Mayor Making. There should be consideration of the employee's wishes. Some people may prefer an informal approach rather than a formal presentation.

5. Service awards & budgets

The director area or school's budgets will meet the costs.

- Five years' service - green book employees receive five days' annual leave

Certificate and gift budget levels:

- 25 years' service - £100 plus VAT
- 40 years' service - £150 plus VAT

Policy originally adopted: TBC

Policy reviewed and amended: Every 5 years

Next review: TBC

BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

Monday 12th June 2023

Civility Pledge

Chairman: Councillor Rachel Mallows

Telephone: 01869 252915 rachel.mallows@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 if and 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 POLICY COMMITTEE REPORT

Monday 12th June 2023

Land adoption

Chairman: Councillor Rachel Mallows

Contact: rachel.mallows@bicester.gov.uk

Phil Evans – Town Clerk

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

Ward Affected: All Wards

1. Overview

1.1 CDC have formally offered land to the town council for adoption.

1.2 Appendix 2 refers

2. Officer's view

It is important for the council to be consistent in its approach for land management, - This will be of use for residents and their understanding of ownership.

There are several play areas within this exchange – BTC will seek ROSPA input as to their condition.

Further negotiations with CDC are required to establish the lands history and to be sure that the council understand any burdens associated.

3. Recommendation

The Committee is asked to **APPROVE** that officers agree to take the land ownership – should the investigation offer no problem associated to the land.

Environmental Services

Ed Potter Assistant Director of Environmental
Services

25.04.2023



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Bicester Town Council
The Garth
Launton Road
Bicester
OX26 6PS

Bodicote House
Bodicote
Banbury
Oxfordshire
OX15 4AA

www.cherwell.gov.uk

FAO: **Phil Evans**
Town Clerk

Please ask for: Tim Screen

Direct Dial: 01295 221862

Email: tim.screen@cherwell-dc.gov.uk

Our Ref: ES/SWB/TS/001

Dear Phil

RE: Southwest Bicester (Kingsmere) Open Space Transfers

Further to our recent correspondence I confirm that Cherwell District Council are soon to take ownership of the 'first phase' of open space/play area transfers from developers, Vistry Group (Countryside Properties) and Bellway Homes Ltd.

I am writing to formally request Bicester Town Council consider the adoption and management of all play areas, informal open space, woodland, and balancing ponds of the above development – please refer to the enclosed 'first phase' transfer plans and the commuted sums (based on s106 schedule 9 open space rates/calculations).

These areas have reached Final Completion in accordance with the relevant clauses of the s106 agreement, dated 27th June 2008.

The following commuted sums for 15 years maintenance will accompany the transfer. These sums are subject to 10% management contribution and interest rate calculated 2% over the base rate of Lloyds TSB bank.

Vistry / Countryside Partnership – refer to Plans 1-5

Middleton Stoney Road (SL5)	£66,629.49
Park and Ride Entrance (SL20 SL13)	£14,289.41
Southern Balancing Ponds (SL18 SL19 SL25)	£123,491.56
Southern Balancing Ponds Landscaping (SL18 SL19 SL25)	£165,018.49
LAP 1 and LAP 2 (SL8)	£39,553.80
Howes Wood (SL4)	£15,775.00

The following Commuted sums have been transferred to CDC with indexation and 10% Management Fee.

Bellway Homes Ltd – refer to Plan 6

Haydock Road LAP 1 (southern)	£30,561.92
LAP 1 Attenuation Tank	£14,700
Haydock Road LAP 2 (Unequipped)	£19,924.09
Haydock Road LAP 3 (northern)	£29,906.82
LAP 3 Attenuation Tank	£14,700
Habitat Corridor (between un-equipped LAP and Greenway)	£6,020.35
Habitat Corridor (between dwellings)	£28,907.36
Incidental Open Space (near Greenway)	£2,596.38
Habitat Corridor (school boundary)	£5,114.72

The following play areas were transferred to CDC in 2016 current balance subject to annual inspections and maintenance expenditure.

David Wilson Homes Ltd – refer to Plans 7,8

Cartmel Close	£TBC
Perth Road	£TBC

It is our recommendation that Bicester Town Council consider the adoption of all open space and play area provision at Kingsmere (phase 1) and request this matter is considered at the next appropriate council meeting.

Please contact me to arrange an initial site meeting/walkover with Richard Emery, Senior Project Manager (Strategic Land and Major Projects) Vistry Group, Tim Green, Landscape Team Leader, and Iain Osenton, Arboricultural Team Leader.

Please contact me if you have any questions concerning the above matters. I look forward to hearing from you.

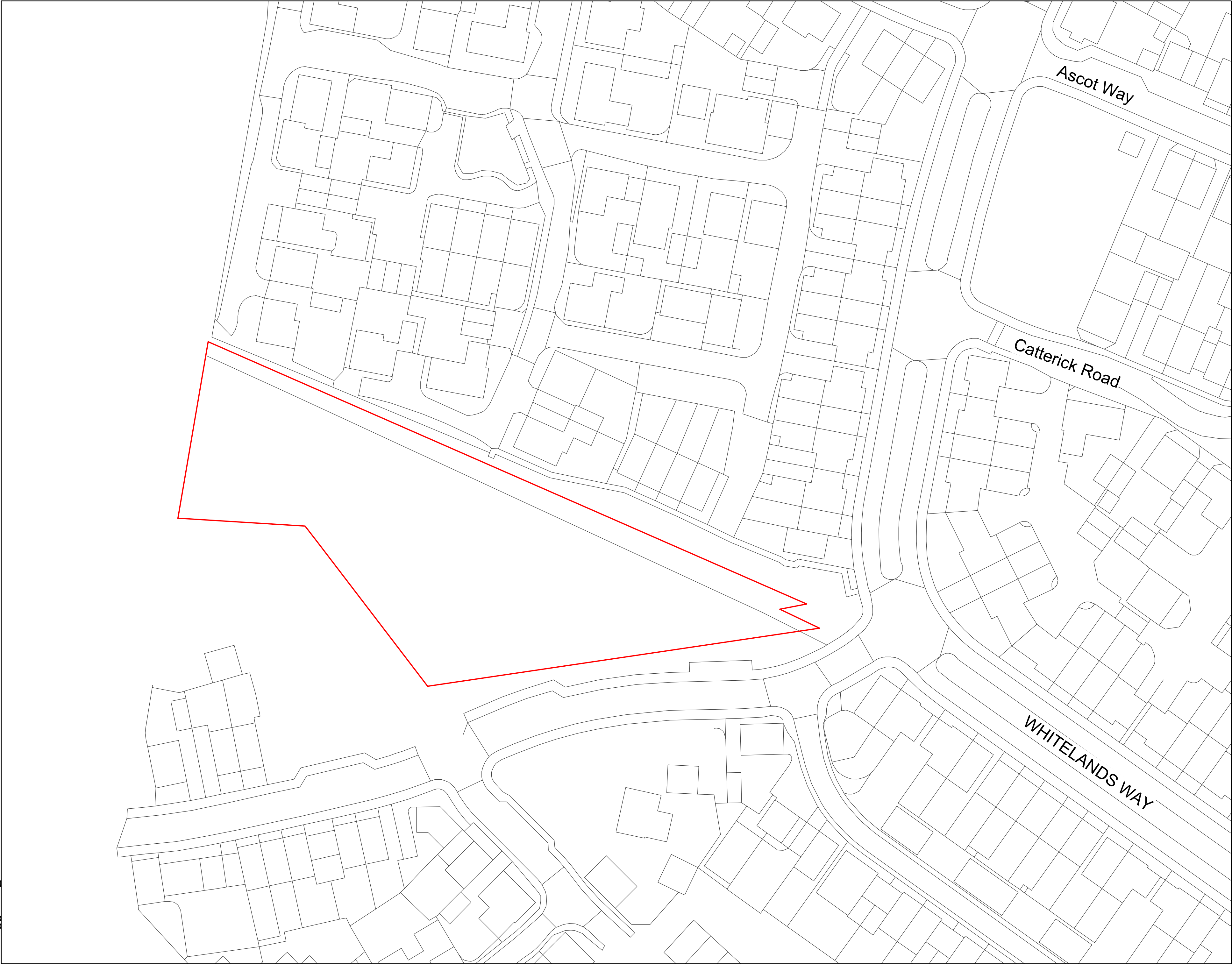
Yours sincerely

T. B. Suen

Tim Screen CMLI

Landscape Architect

Copy: Ed Potter
Peter Roscoe
Karyn panting
Tim Green
Iain Osenton



Key

SL4

Plan 1

Notes/Revisions

SL4 extent based on DJA drawing: SL4 LANDSCAPING DETAILS. DFD/BIC/L14 Received 13/08/2018. Revised to follow land registry parcels on southern extent

SW Bicester Phase 1

Countryside Properties (Bicester) Ltd

0m20m

N

Landscaping Adoption: SL4

Southern Land Registry Alignment

180601U / 3-LEG-069

Revision:

For Information

Date issued:
SEP 2019

Scale 1:500 @ A2

Drawn by:
SL

Checked by:
GR

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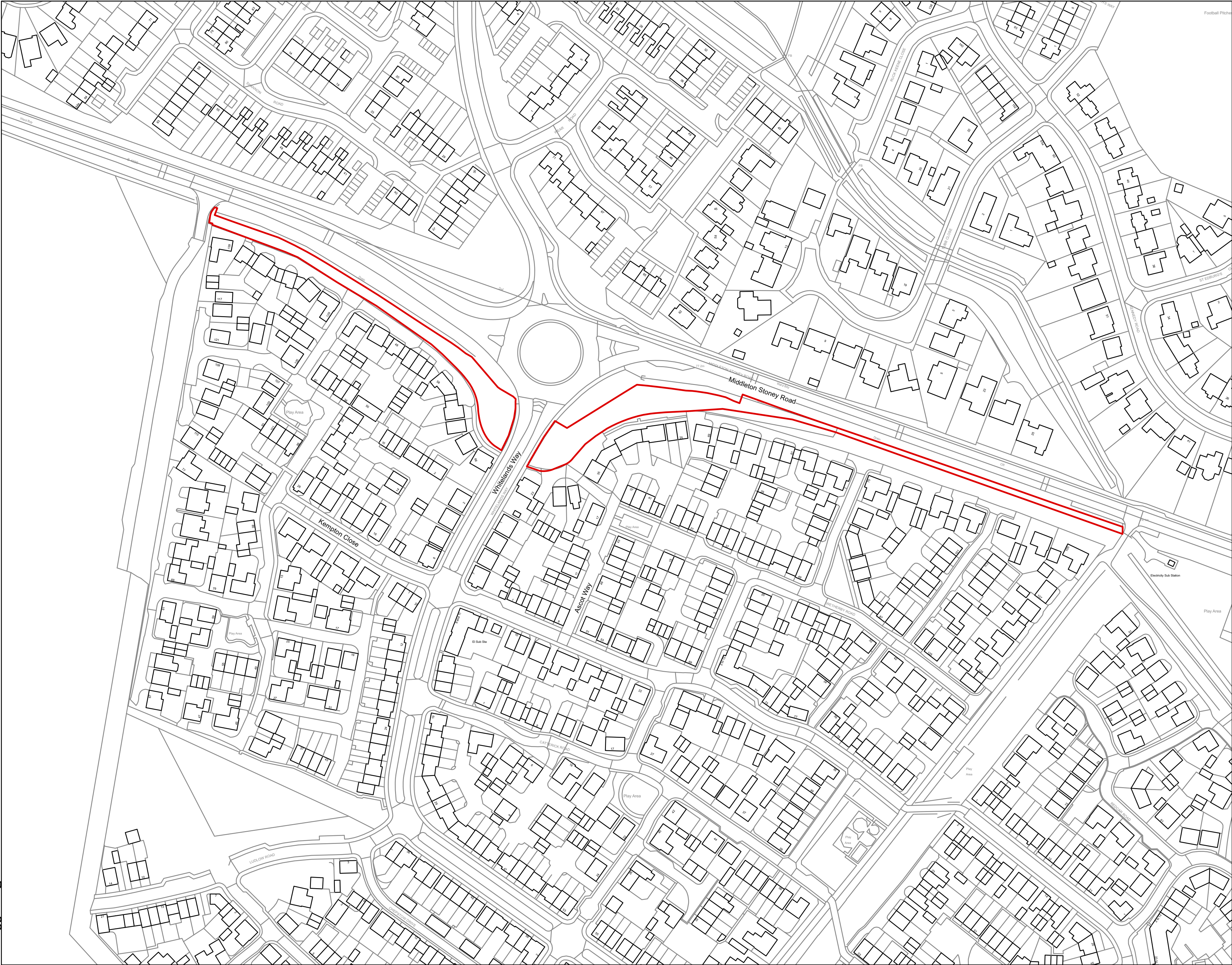
TELEPHONE

020 3664 6755

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Appendix i

Page 22



Key

SL5

Plan 2

Notes/Revisions

C 12/07/2021 Boundary revised as requested by MA

SL

SL5 extent based on DJA drawing: 2226/006 RevA 22/04/14 Received 21 FEB 2018. Amended based on TOR Parcel boundaries and road layout Breheny: JBC_4300_AB_02 - GA 16/02/11

SW Bicester Phase 1

Countryside Properties (Bicester) Ltd

N

SL5: SL5

Proposed SL5 boundary

180601U / 180601U-3-LEG-073

Revision:
-

For Information

Date issued:
May 2019

Scale 1:1250 @ A2

Drawn by:
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Checked by:
RB/SL

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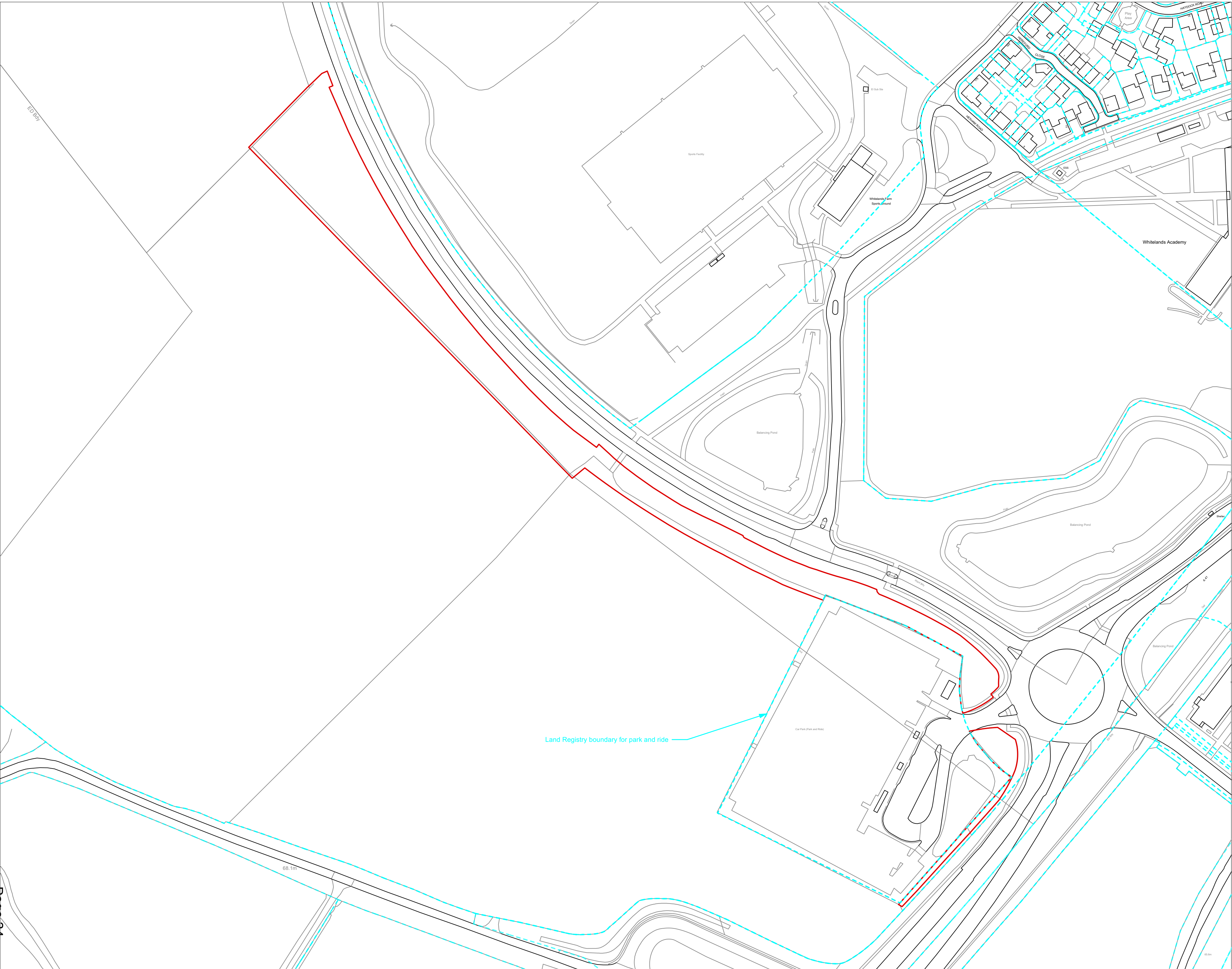
BOURNEMOUTH
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Appendix ii

Page 23



Land Registry boundary for park and ride

Key

Notes/Revisions

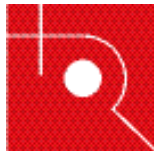
Kingsmere Phase 2
Countryside Properties (Bicester) LTD

SL13/20

Status:	Drawn by: SL	Checked by: RA/RB
Project Number: 180601U	Scale @ A2: 1:1500	Date: 2022-09-22
Drawing Number: TOR-4-LEG-168	Revision:	

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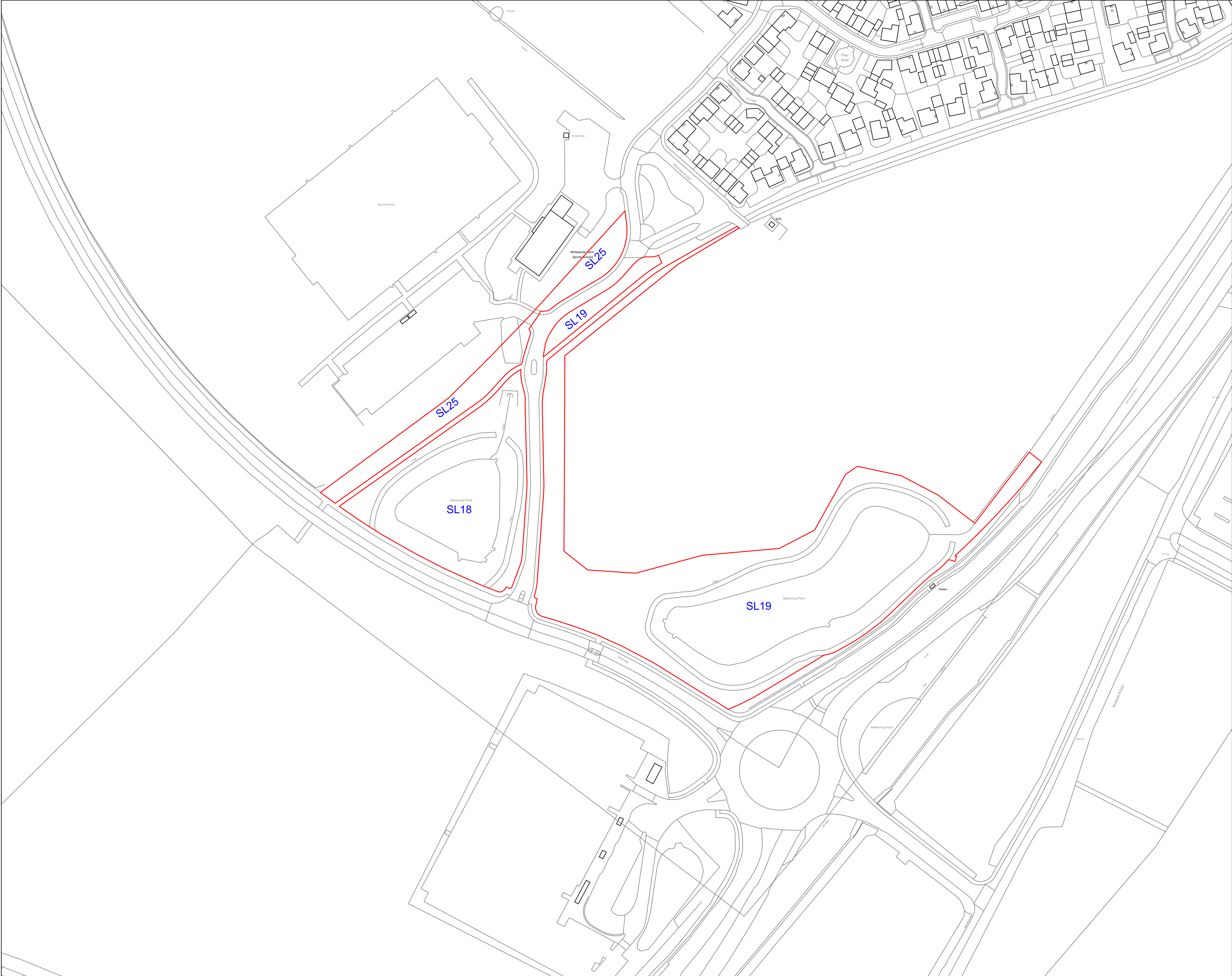
LONDON
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3 Edmund Gardens 117 Edmund Street
Birmingham B3 2JU

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Appendix iii



Key

Landscape Adoption Areas

Plan 4

Notes/Revisions

SW Bicester Phase 1
Countryside Properties (Bicester) Ltd

SL18,19 and 25 Boundaries

180601U/180601U-3-LEG-121

Revision:
-

For Information

Date issued:
11/03/2021

1:1000@A1

Drawn by:
SL

Checked by:
MA

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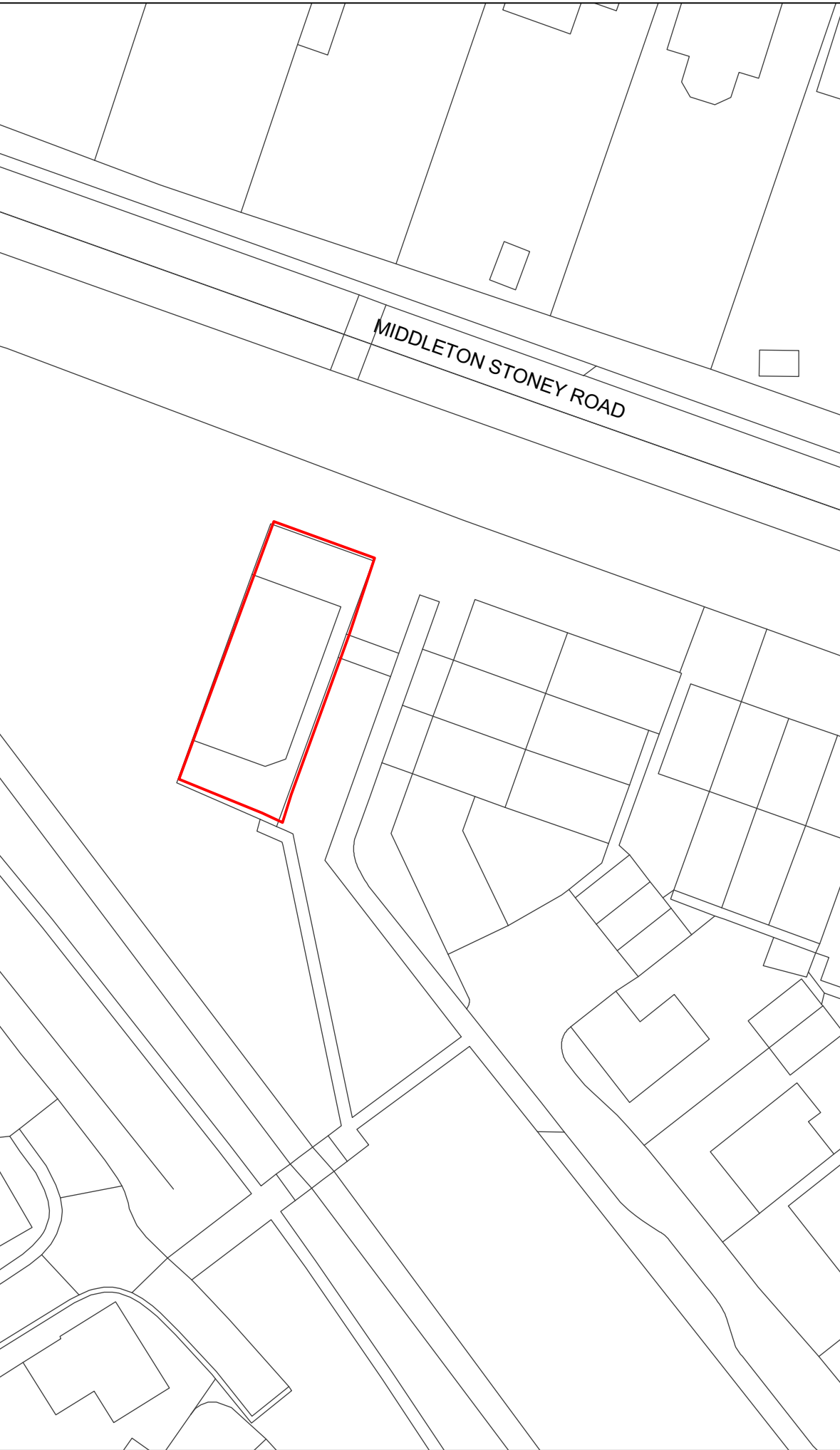
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Appendix ix



Key

SL8

Plan 5

Notes/Revisions			
A	22/7/19	SL8 boundaries revised using DJA drawings	GR
B	24/9/19	boundary colour changed to red	

SL8 based on:
2226_022A_SL8 Pingle Brook (WEST) - Adoption Boundary_150719 and 2226_023A_SL8 Pingle Brook (EAST) - Adoption Boundary_150719

SW Bicester Phase 1
Countryside Properties (Bicester) Ltd

N

Landscaping Adoption: SL8
Proposed SL8 boundary

180601U /3-LEG-081	Revision: -
DRAFT	Date issued: May 2019
1:500@A3	Drawn by: JC Checked by: RB/SL

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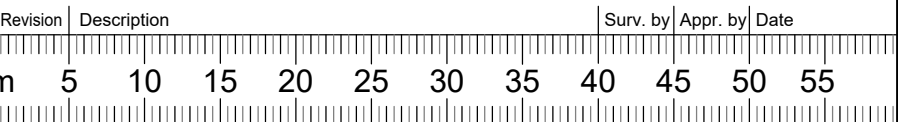
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TRANSFER BOUNDARY



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Tel 01865 594979
Tel 0116 2949127
Tel 01384 404203
Tel 01403 243162

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West Midlands
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horsham@mksurveys.co.uk

www.mksurveys.com www.surveys4bim.co.uk



Kingsmere KM7 & KM9
Bicester

Transfer Plan

Scale 1:500	Sheet Size A1	Sheet Number 1	Date May 2019
Project Number 27079	Rev -	Drawn By MKS	Approved By NS



Red line indicates the area of LAP proposed for transfer.

KearyColes

landscape architecture

Keary-Coles Design Limited

0116 241 1903 | 0116 243 2311 | info@keary-coles-design.co.uk

www.keary-coles-design.co.uk 624 Uppington Road, Thurnby, Leicester LE7 9QZ

client	David Wilson Homes (Mercia)
project	Transfer Plans KM12 LAP Adjacent to plot 39
date	January 2014
drawing no	122-PL3-11-Redline plan
scale	1:1250@A4
drawn	dk

De Lacy Fields (KM12) LAP - Bicester

De Lacy Fields (KM8) LAP - Bicester



Red line indicates the area of LAP proposed for transfer.



client	David Wilson Homes Mercia (Part of the Barratt Group)
project	Transfer Plans LAP De Lacy Fields (KM8) Bicester
date	January 2014
drawing no	1122-PL2-07
scale	1:1250 @A1
drawn	dk

Document is Restricted

BICESTER TOWN COUNCIL POLICY COMMITTEE FORWARD PLAN

Monday 12th June 2023

Date/ Item/ Comment

1. Pending: Closure policy for cemetery
2. Pending: Retention of assets policy
3. Pending: Future management of 'new' open space play areas
4. Pending: New burial ground and memorial policy
5. On-going: Working on town centre group
6. Pending: 20mph speed limits