

Bicester Town Council



Policy Committee Meeting

Ref: POL04/2425

**Monday 11th November 2024 at 19:00
Council Chamber, Garth House, Launton Road,
OX26 6PS**

Members:

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

Other Circulation, Substitute Members:

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

Other Circulation:

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



Council Offices, The Garth,
Launton Road,
Bicester,
Oxon. OX2 6PS
Telephone: 01869 252915
Email: enquiries@bicester.gov.uk
www.bicester.gov.uk

Tuesday 5th November 2024

To all members of the Policy Committee,

You are hereby summoned to attend a meeting of the **Policy Committee at the Council Chamber, Garth House, Launton Road, OX26 6PS** on **Monday 11th November 2024** at commence at **19:00hrs** for the transaction of the following business.

Paul Canning
Deputy Town Clerk

Agenda

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

1. Apologies for Absence

To consider apologies and reasons for absence. Committee members who are unable to attend the meeting should notify the Deputy Town Clerk (paul.canning@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. Minutes of the Previous Meeting

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

- **POL03/2425 – Tuesday 8th October 2024 at 19:00hrs**

(Pages 4
– 6)

4. Public Session

In accordance with Standing Orders 1 d-f, members of the public may make representations, ask questions and give evidence in respect of any item of business included in the agenda.

Time allocated shall not exceed 10 minutes. No member shall speak for more than 2 minutes.

5. Motion – Emergency Climate Resolution

Cllr Tom Beckett is to present the motion. Councillors are asked to **APPROVE** (Pages 7 - 8) the Motion.

6. Budget

Councillors are asked to **APPROVE** the budget for the year 2025/2026.

(Page 9)

7. Market Square Lease – Christmas Light Switch On

Councillors are asked to **APPROVE** the sealing of the Lease.

(Page 10-20)

8. Bicester Rugby Club

Councillors are asked to **APPROVE** the update that is presented.

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9. Forward Plan

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

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10. Date of the Next Meeting

Tuesday 11th February 2024 at 19:00hrs

Minutes of the Policy Committee

A meeting of the **Policy Committee** was held on **Tuesday 8th October 2024** at **19:00hrs** at **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester Oxon, OX26 6PS.**

Present:

Cllr Paul Wheatley (Chair)
Cllr Tom Beckett
Cllr Dan Hallett (Substitute)
Cllr Sam Holland
Cllr Rachel Mallows
Cllr Nick Mawer
Cllr Alisa Russell
Cllr Jim Webb

In Attendance:

Phil Evans, Town Clerk (Via Teams)
Jodi Clarke, Finance Assistant
Brian Welters, Resident of Bicester
John & Pam Roberts, Residents of Bicester

16/2425 Appoint Vice-Chair

RESOLVED that Cllr Wheatley proposed Cllr Russell be appointed to Vice-Chair, Seconded by Cllr Mallows.

2 councillors abstained & 5 councillors voted for Cllr Russell to be appointed.

RESOLVED that the Committee **APPOINTED** Cllr Russell as Vice-Chair to the Policy Committee.

17/2425 Apologies for Absence

RESOLVED that apologies were received from the following Committee Members with substitutions:

- Cllr Nick Cotter
- Cllr Harry Knight sent Cllr Dan Hallett to substitute but will be arriving late.

18/2425 Declaration of Interest

RESOLVED that no declarations were received.

19/2425 Minutes of the Previous Meeting

RESOLVED that the Committee **APPROVED** the minutes of the Policy Committee meeting held on with the following amendments:

- **POL02/2425 – Monday 16th September 2024 at 19:00hrs**
Change Brian Walters to Brain Welters

20/2425 Public Session

RESOLVED that Brian Welters, Pam Roberts & John Roberts attended the meeting to show their support for the proposed motion raised by Cllr Beckett. Mr Welters expressed to the Committee how the urgency & prompt action needed to make a positive contribution to the climate change, he informed the councillors that since 1975 the CO2 Emissions have doubled echoing the importance of the motion.

19:05hrs Cllr Hallett arrived at the meeting.

Pam Roberts expressed the fantastic work that Bicester Town Council has done in regard to the wildlife areas around Bicester when Cherwell District Council wanted to build on the land, she expressed that if the council then went forward with the motion, it would benefit all parties further. Communication between residents and the council on these matters could be better.

Cllr Beckett has set up Sustainability Meetings in St Edburg's church for residents to attend and discuss environmental factors within Bicester.

21/2425 Sports Rules & Regulations

RESOLVED that the Sports Rules & Regulations were **REVIEWED, COMMENTED** and **APPROVED** the following amendments:

- Bullet points changed to numbers
- Removal of the note at the bottom of the Rules & Regulations
- Cllr Wheatley proposed that the following section be added to the third bullet point to which Cllr Mawer seconded. – “The council may, at its absolute discretion, refuse to accept a booking.”
- Correction of a spelling mistake in bullet point 7
- A section to be added stating “Home teams should ensure that all relevant parties have received training for erecting the goals.”

Cllr Mawer who attended the Community Sports Working Group on the 26th September informed the Committee that there were a few things mentioned by the clubs:

- Whether the Astro pitch is a 3G or a 4G pitch as the footwear requirements are completely different.

The Town Clerk was able to inform the group that the pitch is a 3G Astro pitch, the difference between the 4G & 3G is that a 3G pitch is Astro crumb & a 4G pitch has layers & insulation. The footwear requirement for the two are different but confirmation has been given by Liam Didcock from Cherwell District Council that Whitelands do have a 3G Astro Pitch.

- Junior team raised concerns about goals after damage was caused to one of the sites goal sockets.

Cllr Mallows proposed that we create a video that is put onto the website for teams to watch prior to their matches to ensure goals are being used correctly. The councillors **AGREED** that a training video would be made available on the website for all users to watch.

22/2425 Ground & Building Maintenance

RESOLVED that the committee **APPROVED** the sealing of this contract with the following witnesses:

- Cllr Wheatley
- Cllr Holland

23/2425 Ground & Building Maintenance (Sub-Contract)

The Town Clerk informed the Committee that this contract is for retained service such as; the planters in Sheep Street & Verge maintenance. The Clerk also informed the group that there is a clause that states if Oxfordshire County Council pull the plug on the funding, then the Town Council will end up taking on the extra charge. The Clerk proposed that Cherwell District Council protect the council, but this was not accepted.

Cllr Wheatley proposed that this contract be rejected, Cllr Russell seconded, and a unanimous vote was made.

RESOLVED that the committee **REJECTED** the sealing of this contract.

Cllr Mallows proposed a vote of thanks for the Town Clerk and all the work he has done to bring this forward, Cllr Wheatley seconded, and a unanimous vote was made.

24/2425 Motion – Emergency Climate Change

RESOLVED that the Motion was **DEFERRED** to the following meeting as the recommendation should read:

- *“The Committee are asked to **APPROVE** the motion”*

Cllr Beckett thanked the public for attending and apologised that the administration cannot complete a simple task.

25/2425 Forward Plan

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

The Chair informed the group of the findings from the groups/meetings he had attended since the previous meeting.

Cllr Mawer thanked the chair for the updates given.

The Chair **REQUESTED** that the sports rules & regulation be removed from the forward plan, but the personnel policies would remain on the report until the Personnel – Sub Committee start reviewing them.

Date of the next meeting

Monday 11th November 2024 at 19:00hrs

CLOSE OF MEETING: 19:55hrs

**BICESTER TOWN COUNCIL
POLICY COMMITTEE
Monday 11th November 2024
Climate Emergency Resolution - Motion**

Chair: Councillor Paul Wheatley

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

Paul Canning – Deputy Town Clerk

Telephone: 01869 252915 paul.canning@bicester.gov.uk

Ward Affected: All Wards

1. Overview

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

2. Background

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

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

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

3. Motion

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

4. Recommendation

- 4.1. Councillors are asked to **APPROVE** the motion.

**BICESTER TOWN COUNCIL
POLICY COMMITTEE
Monday 11th November 2024
Budget**

Chair: Councillor Paul Wheatley

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

Paul Canning – Deputy Town Clerk

Telephone: 01869 252915 paul.canning@bicester.gov.uk

Ward Affected: All Wards

1. Background

- 1.1. Each year during October and November the Town council looks to set the following year's budget. Officers will create the budget alongside the chair of the finance committee.

The budget goes to each associated committee, subcommittee and working group for input.

1. Events Working Group, Reviewing the budgets for the town's events
2. Personnel sub-committee, Reviewing the proposals on Salary
3. Environment committee, Reviewing Environmental Services (inc final sign off on the town events)
4. Policy Committee, Reviewing Central Services (inc final sign off on salaries)

Officers will note any requested alterations and update the budget. Once all four groups have reviewed the budget it will then be submitted to finance for approval.

NOTE: for every adjustment a counter adjustment must be found as total spend must match total income.

The final sign off for the budget will be at Full council on the 15th of January 2024.

2. Budget Content

- 2.1. Please see Appendix 1

3. Recommendations

- 3.1. The Committee is asked to **APPROVE** the budget as set out in Appendix 1 (under a separate cover)

**BICESTER TOWN COUNCIL
POLICY COMMITTEE
Monday 11th November 2024
Market Square Lease – Christmas Light Switch On**

Chair: Councillor Paul Wheatley

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

Paul Canning – Deputy Town Clerk

Telephone: 01869 252915 paul.canning@bicester.gov.uk

Ward Affected: All Wards

1. Overview

- 1.2. The Town Council will be holding their annual Christmas Light Switch On event in Market Square on the 30th November 2024.

2. Update

- 2.2. Please see **APPENDIX 2** for the lease.
- 2.3. Please see **APPENDIX 3** for reference of schedule 1 in the lease.
- 2.4. Appendix 1 is the finalised lease ready for sealing.

3. Recommendation

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

DATED

2024

CHERWELL DISTRICT COUNCIL

- to -

BICESTER TOWN COUNCIL

LEASE

of land at Market Square, Bicester
for a Christmas lights switch-on event

[Legal Services](#)
Bodicote House · Bodicote
Banbury · Oxfordshire
OX15 4AA

THIS LEASE is made on the _____ day of _____ 2024

BETWEEN:

(1) CHERWELL DISTRICT COUNCIL of Bodicote House, Bodicote, Banbury, Oxfordshire, OX15 4AA (“the Landlord”) of the one part and

(2) BICESTER TOWN COUNCIL of The Garth, Launton Road, Bicester,
Oxfordshire, OX26 6PS ("the Tenant") of the other part

1. DEFINITIONS AND INTERPRETATION

1.1. Gender and number

Words importing one gender include all other genders, words importing the singular include the plural and vice versa, and words importing persons shall be construed as importing a corporate body and/or a partnership and vice versa

1.2. Headings

The clause headings do not form part of this lease and are not to be taken into account in its construction or interpretation

1.3. Obligation not to permit or suffer

Any covenant by the Tenant not to do anything includes an obligation not to permit or suffer that thing to be done by another person

1.4. 'Condition Photographs'

'Condition Photographs' means the photographs showing the condition of the Premises attached at Schedule 1

1.5. 'The Permitted Use'

'The Permitted Use' means the holding of a Christmas lights switch-on event

1.6. 'The Premises'

'The Premises' means all that piece of land at Market Square, Bicester, Oxfordshire shown edged red on the plan annexed to this lease

1.7. 'The Premium'

'The Premium' means the sum of £549.00 plus VAT

1.8. References to clauses

Any reference in this lease to any clause without further designation is to be construed as a reference to the clause of this lease so numbered

1.9. 'The Rent'

'The Rent' means one peppercorn if demanded

1.10. 'The Term'

'The Term' means the term commencing at 07:00 hours on Saturday 30 November 2024 and ending at 21.00 hours on Saturday 30 November 2024

2. DEMISE

In consideration of the Tenant paying to the Landlord the Premium the Landlord lets the Premises to the Tenant, to hold the Premises to the Tenant for the Term, the Tenant yielding and paying to the Landlord the Rent

3. THE TENANT'S COVENANTS

The Tenant covenants with the Landlord to observe and perform the requirements of this clause 3

3.1. Condition of the Premises

The Tenant must keep the Premises clean and tidy and clear of rubbish and ensure that no damage is caused to the Premises or any property otherwise owned by the Landlord

3.2 Alterations

The tenant must not carry out any alterations to the Premises

3.2. Yielding up

At the end of the Term the Tenant must yield up the Premises with vacant possession, in the condition required by the provisions of this lease, immediately removing any equipment or structures brought onto the Premises and making good any damage to the Premises caused by the Tenant, its agents and visitors and the Landlord shall use the Condition Photographs when making a determination. In the event of a dispute between the Tenant and the Landlord as to the condition of the Premises the matter shall be referred to Mona Walsh, the Landlord's Assistant Director Property or any designated officer whose determination shall be final

3.3. Use

The Tenant must not use the Premises or any part of them otherwise than for the Permitted Use

3.4. Nuisance

The Tenant must not cause any nuisance or annoyance to the Landlord or to any adjoining owners or occupiers

3.5. Alienation

The Tenant must not hold the Premises on trust for another and must not assign, sublet, charge, part with possession of, or otherwise dispose of the Premises or any part of the Premises

3.6. Entry

The Tenant must permit the Landlord, and all persons authorised by the Landlord, to enter the Premises at any time to ascertain whether or not the covenants and conditions of this lease have been observed and performed

3.7. Statutory obligations

The Tenant must comply in all respects with the requirements of any statutes, and any other obligations so applicable imposed by law or by any byelaws, applicable to

the Premises or the Permitted Use and the Tenant must not do anything that will or might wholly or partly vitiate any insurance effected in respect of the Premises

3.8. Health and safety

The Tenant must take all steps to ensure the health, safety and welfare of all visitors to the Premises. The Tenant must conduct its undertaking on the Premises lawfully and in accordance with the Health and Safety at Work etc Act 1974 and its subordinate legislation, and must carry out and record suitable and sufficient risk assessments prior to the Permitted Use taking place

3.9. Signage

The Tenant must ensure that adequate and sufficient signage is arranged for the protection of the public visiting the Premises

3.10 Stewarding

The Tenant must ensure that it has a sufficient number of experienced personnel to manage the Permitted Use of the Premises

3.11 Licencing

The Tenant shall be responsible for obtaining all necessary licences, consents and other permissions for the Permitted Use, including, for the avoidance of doubt, all consents, certificates and other permissions for and in connection with the Permitted Use and shall provide all such consents to the Landlord before signing this Lease

3.12 Indemnities and Insurance

3.12.1 The Tenant must keep the Landlord fully indemnified against all losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability arising directly or indirectly out of any act, omission or negligence of the Tenant, or any persons at the Premises expressly or impliedly with its authority, or any breach or non-observance by the Tenant of the covenants, conditions or other provisions of this lease

3.12.2 The Tenant must pay to the Landlord on an indemnity basis all reasonable fees charges costs and other expenses properly incurred by the Landlord in carrying out any remedial works which the Landlord consider is required in its absolute discretion to the Premises in relation to enforcing the provisions of this Lease or requiring the Tenant to remedy a breach of the provisions of this Lease

3.12.3 The Tenant must maintain public liability insurance at a minimum level of £10,000,000 (for any one claim with the number of claims allowable to be unlimited) against all claims in respect of:-

- a) Personal injury or death; and
- b) Injury or damage to any property

and to produce evidence to the Landlord of the terms of the insurance policy and payment of the premium upon request

4. LOCAL AUTHORITY

The Landlord enters into this Lease solely in its capacity as a landowner in respect of the Premises and not in any other capacity. Nothing in this Lease shall restrict the Landlord's powers or rights as a local authority, local planning authority or statutory body to perform any of its statutory functions

5. QUIET ENJOYMENT

The Landlord covenants with the Tenant to permit the Tenant peaceably and quietly to hold and enjoy the Premises without any interruption or disturbance from or by the Landlord or any person claiming under or in trust for it. The Landlord cannot guarantee that other users of the Premises will not obstruct or block any part of the Premises from time to time and the Tenant will not make any claim against the Landlord in this event

6. FORFEITURE

If and whenever during the Term any of the Tenant's obligations contained in this lease are not performed or observed the Landlord may at any time re-enter the Premises or any part of them in the name of the whole and thereupon the Term is to cease absolutely, but without prejudice to any rights or remedies that may have accrued to the Landlord against the Tenant in respect of any breach of covenant or other term of this lease, including the breach in respect of which the re-entry is made

7. MISCELLANEOUS

7.1. Exclusion of warranty as to use

The Landlord does not imply or warrant that the Premises may lawfully be used for the Permitted Use

7.2. Exclusion of third party rights

Nothing in this lease is intended to confer any benefit on any person who is not a party to it

Schedule 1

Condition Photographs

See attached photographs

IN WITNESS whereof the parties hereto have executed this lease as a deed the day
and year first before written

EXECUTED AS A DEED by)

affixing the common seal of)

CHERWELL DISTRICT COUNCIL)

in the presence of:)

Authorised signatory

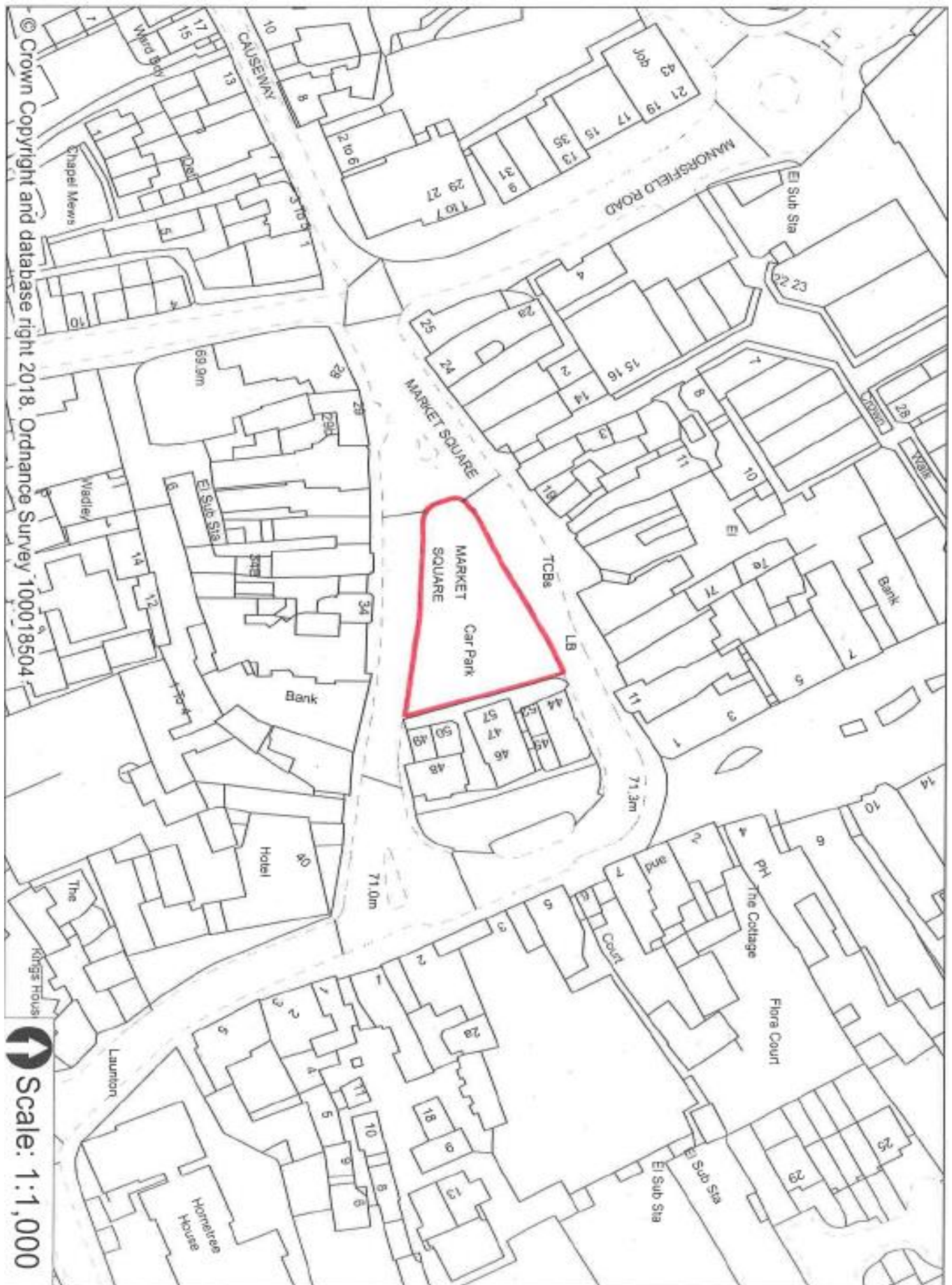
EXECUTED AS A DEED by)

affixing the common seal of)

BICESTER TOWN COUNCIL)

in the presence of:)

APPENDIX 3



**BICESTER TOWN COUNCIL
POLICY COMMITTEE
Monday 11th November 2024
Bicester Rugby Club**

Chair: Councillor Paul Wheatley

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

Paul Canning –Deputy Town Clerk

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

Ward Affected: All Wards

1. Update

- 1.2. Bicester Rugby Club withheld payment for the season 2023/2024. Officers, joined by Cllr Wheatley, engaged in negotiations over a deal that could work for both parties and more importantly see the sport continue within the town.
- 1.3. The Town Council were asked to identify the sites running costs that were attributed to the Rugby Club, whilst the Rugby club were tasked with identifying what was truly affordable to them.
- 1.4. There were several meetings and exchanges over emails. As of 1st November 2024 an improved offer was made by the Rugby Club that meets the running costs of the Council.
- 1.5. The detail of the offer will be passed to the Finance Committee and will be recommended as to be accepted by the Town Council.

2. Recommendation

- 2.2. The Committee is asked to **NOTE** this update and consider this negotiation now finalized and the Committee is to **APPROVE** that the finance committee be asked to do the same upon review.

**BICESTER TOWN COUNCIL
POLICY COMMITTEE
Monday 11th November 2024
Forward Plan**

Date/ Item/ Comment

Pending: Closure policy for cemetery
Pending: Retention of assets policy
Pending: Future management of 'new' open space play areas
Pending: New burial ground and memorial policy
Pending: 20mph speed limits
On-going: Working on town centre group
Om-going: Personnel Policy Review