

Public Document Pack

Bicester Town Council



Bicester Town Council Meeting

Ref: BTC08/2425

Monday 28th April 2025 at 19:00hrs

**Council Chamber, Garth House, Launton Road, OX26
6PS**

Members:

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

Other Circulation:

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



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Wednesday 23rd April 2025,

To all members of the Bicester Town Council,

You are hereby summoned to attend a meeting of the Full Council that will be held on **Monday 28th April 2025**, in the Council Chambers based within the **Garth House, Launton Road, OX26 6PS** to commence at **19:00** 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 Bicester Town Council (enquiries@bicester.gov.uk) prior to the meeting, stating the reason for absence.

2. Declarations of Interest

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

3. Public Session

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

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

4. Minutes of the Town Council Meeting (Pages 4 - 12)

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

- **BTC06/2425 – Monday 20th January 2025**
- **BTC07/2425 – Monday 12th March 2025**

5. Minutes of the Finance Committee Meeting (Pages 13 - 15)

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

- **FIN05/2425 – Tuesday 7th January 2025**

6. Minutes of the Planning Committee Meeting (Pages 16 - 18)

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

- **PL07/2425 – Tuesday 4th February 2025**

7. Minutes of the Working Parties Meetings (Pages 19 - 23)

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

- **BTAG03/2425 – Thursday 9th January 2025**
- **CSWG03/2425 – Thursday 8th January 2025**

8. Calendar of Meetings (Pages 24 - 25)

Committee is **RECOMMENDED** to **APPROVE** the updated calendar.

**9. 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.

10. Cemetery

11. Date of Next Meeting:

Monday 12th May 2025 – 7pm, The Function Room, Whitelands Farm and Sports Ground

BTC06/2425

Minutes of the Bicester Town Council

A meeting of the Bicester Town Council was held on Monday 20th January 2025 at 19:00 hrs at The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.

Present:

Cllr Damien Maguire (Chair)
Cllr Alisa Russell (Vice-Chair)
Cllr Chris Pruden
Cllr Dan Hallett
Cllr Donna Ford
Cllr Jim Webb
Cllr Les Sibley
Cllr Nick Cotter
Cllr Paul Wheatley
Cllr Rachel Mallows
Cllr Sam Holland
Cllr Tom Beckett

In Attendance:

Phil Evans – Town Clerk
Helen Pool – Responsible Finance Officer
Martin Fraukum – Solicitor (Whitelands)
Jane Olds – SLCC
Julia Harrington – Cherwell District Council – Market Square Update
Carole Hetherington – Chairman Langford Village Community Association – London Road

40/ Apologies for Absence

2425 RESOLVED that apologies for absence were received from Cllr Harry Knight, Cllr Nick Mawer and Cllr John Willet.

41/ Declarations of Interest

2425 RESOLVED that no declarations of interest were received.

42/ Public Session

2425 Carole Hetherington – Chair Langford Village Community, talked about the London Road Crossing. This is an important crossing that affects traffic in all wards. There are approximately 62,000 vehicles moving over the crossing causing crowding, and congested roads. This effects the outer roads that people are diverting on to and impacts the villages. This has a negative impact on the income in the villages and also results in people from villages travelling to other towns, for example Upper Heyford commute to Banbury is as easy as going to Bicester. The maximum required would be 7 ½ ton vehicle limit with pedestrians and cyclists. She asked for the Council to vote in favour for access along London Road to help the villages.

43/ Minutes of Town Council Meeting

2425 RESOLVED that Council APPROVED the MINUTES and RESOLUTIONS contained in the minutes of the following meetings proposed by Cllr. Maguire and seconded by Cllr Hallett:

Minutes: BTC06/2425: Bicester Town Council
Monday 20th January 2025

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Signed

Dated

- BTC05/2425 – Monday 14th October 2024

44/ Minutes of the Finance Committee Meeting

2425 RESOLVED that Council APPROVED the MINUTES and RESOLUTIONS contained in the minutes of the following meeting proposed by Cllr. Russell and seconded by Cllr Wheatley. :

- FIN02/2425 – Tuesday 9th July 2024

45/ Minutes of the Planning committee Meeting

2425 RESOLVED that Council APPROVED the MINUTES and RESOLUTIONS contained in the minutes of the following meetings proposed by Cllr. Maguire and seconded by Cllr Webb:

- PL03/2425 – Tuesday 3rd September 2024

46/ Minutes of the Policy Committee Meeting

2425 RESOLVED that Council APPROVED the MINUTES and RESOLUTIONS contained in the minutes of the following meetings proposed by Cllr.Wheatley and seconded by Cllr Mallows. :

- POL01/2425 – Tuesday 18th June 2024
- POL02/2425 – Monday 16th September 2024
- POL03/2425 – Tuesday 8th October 2024

47/ Minutes of the Working Parties Meeting

2425 RESOLVED that Council APPROVED the MINUTES and RESOLUTIONS contained in the minutes of the following meetings proposed by Cllr. Maguire and seconded by Cllr Ford:

- BTAG02/2425 – Thursday 19th September 2024

48/ Market Square CDC Update

2425 Julia Harrington – Cherwell District Council, explained that the Bicester Square Market project had an engagement event in July that had not be positive, however, the November event was productive. They have hosted other business and member events and over 1500 people on an online survey. There are two options being considered: 1. To keep parking in the Market Square as it is with improvements with seating, lighting and planting. 2. Have a wider layout with seating and plants.

The next event will be at The Chesterton on the 27th January 2025. All are invited and there will be 3 options presented. Further events will be on the 29th in the library and 31st January at the Market on Sheep Street, where they can see the plans. This will then be reduced to one preferred plan in February which will then be discussed with OCC to plan

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Signed

Dated

the roll out.

They are still looking at the Sainsbury area to consider new lighting and seating, enhancing the area.

The Travel Lodge are is under review and will take 18 months to 2 years.

The East / West Rail and CDC are holding formal consultation regarding the under pass next Thursday.

Councillors expressed concern on the impact this would have on London Road and Market Square and whether vehicle access has been considered for the under pass. They also commented on the fact that this has been kicked down the road for a number of years without answers from CDC and CDC had not voiced concerns about access and the impact on traffic.

Ms. Harrington stated that they had only been asked about access and need enough evidence to consider vehicles. 400 People had expressed concern about the road by Market Square and they were working with the Transport Team regarding this.

She clarified that everyone has a voice, and they are trying to listen to all. They are changing the format on how people can feed into the CDC. They are creating an oversight group and need a Town Councillor to join. They are unhappy with East West Rail for diverting traffic through Market Square and they would consider attempting to get funds from them should this end up being the situation.

She further acknowledged that they haven't consulted well with the public and it would be good for some traffic to go through an underpass.

Cllr. Wheatley wanted to commend the work completed by the CDC team on the Bicester Square Market project and said it solidified matters; seconded by Cllr. Maguire.

49/ 2425 Budget Setting for 2025/2026

10.2 Alternative Budget Motion Proposal by Cllr Ford

It was agreed that the Motion Proposed by Cllr Ford be addressed first.

Cllr Ford introduced an alternative budget with minor amendments.

Cllr Ford proposed the motion, seconded by Cllr Holland.

RESOLVED, the Council voted against the motion.

In favour - 2, Against – 6 and Abstained – 3

10.1 Breakdown for Precept request

Councillors thanked the Town Clerk and Responsible Finance Officer for the work completed on the budget especially for the transparent lines with details. The proposed budget currently shows a minimal increase of £3.18 per year over what residents have

paid in 2024/2025. Last year, all residents had a decrease in what they paid but all towns are in a similar position this year.

Councillors contented, that historically a 2 to 3 % increase was added to the precept. However, we are not taking onboard the fact that the increase in the town Band D property level is partly due to the new estates and that the new estates do not get the same services from the various councils.

Other Councillors explained that we need to be prepared for future changes and plans. We need to invest for the Town Council in the future. We need reserves for any unforeseen projects that could occur such as the boiler that required replacement in the Bowls club. We also need to keep a reasonable reserve for the larger projects such as the cemetery. A top priority is to keep earmark reserves available should an opportunity arise to purchase land for this purpose.

Proposer – Cllr Russell; seconded – Cllr Beckett

RESOLVED the Committee **APPROVED** the precept with the understanding that the precept is subject to change once the Bank D numbers are confirmed by Cherwell District Council and **APPROVE** the amount of the precept of £1,872,967.62.

50/ Financial Reports Pass Through 2425

In line with the Finance Regulations, the Council is asked to approve the following reports that have been approved through the relevant committees.

11.1 Outdoor Team Rest Room

RESOLVED the Committee **APPROVED** Supplier A, in line with the finance regulations, supporting the approval already given by the Environment and Finance Committee.

11.2 Asset Disposal

RESOLVED the Committee **APPROVED** the removal of the assets in the report in line with finance regulations, supporting the approval already given by the Environment and Finance Committee. Officers will try to sell the listed equipment as spare and repairs.
Proposer – Cllr Russell, Seconder – Tom Beckett

11.3 Earmarked Reserve Spend

RESOLVED that the Committee **APPROVED** the spend from Earmarked Reserves 901/9014 of £132,765.93 for the parks and gardens contract, in line with finance regulations, supporting the approval already given by the Finance Committee.
Proposer – Cllr Russell, Seconder – Tom Beckett

51/ Conclusion of Audit (Audit Report APPENDIX 1 2425

12.1 Interim Audit

Councillors asked if the Responsible Finance Officer and Town Clerk accepted the performance by the Internal Auditor.

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Signed

Dated

The Responsible Finance Officer explained that as this was the first interim audit for her, it would have been preferable to have an onsite audit as a learning tool, however, she was content with the audit and found the Auditor to be professionally helpful.

The Town Clerk confirmed that he was happy with the internal audit.

Councillors asked why the website was still not up to date as per the recommendation by the Interim Audit regarding minutes and agendas. They further pointed out that the agenda for the meeting had not been published within the times specified by Standing Orders. The Town Clerk explained that we have new staff that are currently being trained and that these are in the process of being updated on the website in line with training.

RESOLVED that the Councillors **NOTED** the information.

12.2 Independence and Competence of the Internal Auditor.

Councillors asked if we were under a retainer for the Internal Auditor.

The Town Clerk said the Auditor was covered under a retainer and we would reassess the situation towards the end of the period.

RESOLVED that the Committee **REVIEWED** the independence and competence of the Council's internal auditor in accordance with good practice guidance offered by the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guidance published by NALC.

12.3 Notice of Conclusion of Audit and External Auditors Report.

The Committee **NOTED** the Notice of Conclusion of Audit and the report of the External Auditor as well as future actions required.

Councillor Stepping Down from Role

52/
2425 Cllr Webb officially stepped down as Deputy Town Mayor. Councillors thanked him for being an excellent Deputy who performed his duties in an exemplary manner.

Cllr Webb thanked the council for the opportunity representing the town as Deputy Town Mayor. Cllr Webb nominated Cllr Russell to the position, seconded by Cllr Wheatley.

RESOLVED that the Committee **APPROVED** the adjustment to roles for the year 2024/2025 and **APPROVED** the appointment of Cllr Russell as Deputy Town Clerk.

53/ Mayors Report

2425 **RESOLVED** that the Committee **NOTED** the Mayors report.

54/ Councillor Motion
2425 Motion 1

Cllr Holland said that we need to be a voice in the community communicating to East West Rail what we require for the town. Allowing for light weight vehicles is giving in to East West Rail and we should be firm and resolute saying no to them. They need to be told that they need to investigate a solution to keep the access open.

Cllr Holland proposed the motion, seconded by Cllr Ford.

Cllr Wheately proposed to have the word 'all' removed from the motion: 'This council reaffirms that it wants to retain access for all vehicles over the London Road Railway Crossing'. The term 'all' can include large vehicles up to 7 ½ tonnes. We do not want large vehicles going through the town.

Motion seconded by Cllr Cotter.

Councillors commented that the larger vehicles going down Launton Road and other areas do damages to walls, etc. By taking out the word 'all', we leave the motion open to allow all vehicles and we can then compromise removing higher tonnage vehicles.

Councillors voted on amendment to remove the word 'all' from the motion.

In favour - 9, Against – 0 and Abstained – 2

Other Councillors countered saying that the consultation with East West Rail has been going on for more than 10 years and East West Rail have not been able to find a solution. They have looked at all proposed solutions and listened to opinions. The current consultation is for pedestrians and cyclists to have a bridge or ramp and both of these would affect the houses in the area.

Councillors commented that the current crossing bridge is not feasible in terms of access and time taken to cross, an underpass would be a better option for pedestrians and bikes.

A further comment made was a discussion had with a Civil Engineer at the Langford meeting who said there was a way to get a vehicle underpass, it was feasible and East West Rail had not thoroughly investigated an under pass for vehicles.

Proposer – Cllr Pruden; seconded by Cllr Ford.

Councillors voted on the motion, **In favour - 10, Against – 0 and Abstained – 1**

Action: Town Clerk to work with Cllr Maguire and Cllr Holland to pen a letter to East West Rail without the word 'all' and for it to be reviewed by the Councillors before it is sent.

Motion 2

Cllr Wheately proposed an amendment to the wording of the motion: "This council welcomes Oxfordshire County Council's commitment to consult town and parish councils on its 'Dark Skies' proposals and only to implement changes that they support. Noting the

County Council has already committed that lights should remain on where there is a safety concern, we underscore that our priority in considering this proposal is the impact it will have on all Bicester residents' safety at night in our town."

Cllr Holland requests that the Town Clerk writes to Oxfordshire County Council confirming that this council will not support any proposal which negatively impacts the safety of its residents. The 'Dark Skies' proposal was passed through OCC without public consultation, and it was deferred due to negative feedback. OCC have now agreed to consult on this.

Councillors expressed sincere concern with the proposal due to the safety for all who must walk on the dark streets at night, especially those walking from the train stations and from Bicester Village. A proposal that collaborates with the community to investigate where lights could be turned off that had minimal impact, would be appreciated and could lead to financial savings.

They stated that further information was required before a motion could be agreed.

Proposer – Cllr Sibley; seconded by Cllr Hallet

RESOLVED the Committee **DIFFERED** the motion until further information is gathered.

Whitelands Lease Legal Steer

**55/
2425**

Resolution was passed to allow Martin Frankum and Jane Olds to remain in the meeting.

Jane Olds left the meeting.

A verbal report was offered from the legal advisor as to the council's position on the delay incurred from the new lease/Service level agreement being received by Cherwell District Council.

Councillors agreed to ask CDC Councillors to attend a policy meeting.

**56/ Date of the next meeting
2425 Monday 10th March 2025**

CLOSE OF MEETING: 21:10

Minutes of the Bicester Town Council

A meeting of the Bicester Town Council was held on **Monday 10th March 2025** at 19:00 hrs at The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.

Present:

Cllr Damien Maguire (Chair)
 Cllr Alisa Russell (Vice-Chair)
 Cllr Paul Wheatley
 Cllr Tom Beckett
 Cllr Sam Holland
 Cllr Rachel Mallows
 Cllr Jim Webb
 Cllr Nick Cotter
 Cllr Donna Ford

In Attendance:

Paul Canning – Deputy Town Clerk
 Maria Galic – Civic & Democratic Administrator

57/ Apologies for Absence

2425 RESOLVED that apologies for absence were received from Cllr Dan Hallett and Cllr Chris Pruden.

58/ Declarations of Interest

2425 RESOLVED that no declarations of interest were received.

59/ Public Session

2425 RESOLVED that no members of the public were present.

60/ Minutes of Town Council Meeting

2425 RESOLVED that Council DEFERRED the MINUTES and RESOLUTIONS contained in the minutes of the following meeting to be approved and signed at the next Town Council Meeting:

- BTC06/2425 – Monday 13th January 2025
 To amend Cllr Sibley as present in attendance.

61/ Minutes of the Finance Committee Meeting

2425 RESOLVED that Council APPROVED the MINUTES and RESOLUTIONS contained in the minutes of the following meetings proposed by Cllr Russell and seconded by Cllr Sibley:

- FIN03/2425 – Tuesday 24th September 2024
- FIN04/2425 – Wednesday 4th December 2024

62/ Minutes of the Environment Committee Meeting

2425 RESOLVED that Council APPROVED the MINUTES and RESOLUTIONS contained in the minutes of the following meetings proposed by Cllr Mallows and seconded by

Minutes: BTC06/2425: Bicester Town Council
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Signed

Dated

Cllr Sibley:

- EN02/2425 – Monday 22nd July 2024
- EN03/2425 – Monday 23rd September 2024

63/ Minutes of the Planning committee Meeting

2425 RESOLVED that Council APPROVED the MINUTES and RESOLUTIONS contained in the minutes of the following meetings proposed Cllr Mawer and seconded by Cllr Beckett:

- PL04/2425 – Tuesday 3rd September 2024
- PL05/2425 – Tuesday 19th November 2024
- PL06/2425 – Tuesday 14th January 2025

64/ Minutes of the Working Parties Meeting

2425 RESOLVED that Council APPROVED the MINUTES and RESOLUTIONS contained in the minutes of the following meetings:

- AWP01/2425 – Thursday 6th June 2024
- AWP02/2425 – Thursday 12th September 2024
- BE03/2425 – Thursday 14th November 2024
- BTAG02/2425 – Thursday 19th September 2024
- CSWG02/2425 – Thursday 26th September 2024

65/ Mayors Report

2425 RESOLVED that the Committee NOTED the Mayors report.

66/ Calendar and Committees for 2025.2026

2425 RESOLVED that Committee DEFERRED the APPROVAL and raised the following QUESTIONS and SUGGESTIONS for the proposed calendar:

- Number of meetings in school holidays, of which 9 were accounted for
- Meetings are out of synchronisation with CDC
- Planning Committee may require more meetings as previous, 12 and membership is only 11
- Meetings should be flexible with the public as well as at Council level
- Appreciation in the difficulty of balancing Council meetings in conjunction with CDC and OCC
- Inconsistencies in public attendance to meetings, such as the Traffic Advisory Group
- Allotments is a closed meeting open only to Reps
- Traffic minutes are not published or accessible for others
- Traffic has only 1 CDC rep and further reps need to be appointed

RESOLVED that Committee APPROVED the Standing Order Alteration recommendations proposed by Cllr Wheatley and seconded by Cllr Mawer. Councillors raised suggestions for a flow diagram to clarify motion rules for debate.

67/ Date of Next Meeting:

2425 Monday 28th April 2025 – 7pm, The Chamber Room, Garth House
Close of meeting: 20:10 hrs

Minutes: BTC05/2425: Bicester Town Council
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Signed

Dated

Minutes of the Finance Committee

A meeting of the **Finance Committee** was held on **Tuesday 7th January 2025 at 19:00hrs** at **The Chambers Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon, OX26 6PS.**

Present:

Cllr Alisa Russell (Chair)
Cllr Tom Beckett (Vice-Chair)
Cllr Nick Cotter
Cllr Donna Ford
Cllr Dan Hallett
Cllr Sam Holland
Cllr Les Sibley
Cllr Paul Wheatley

Attendance:

Helen Pool, Responsible Finance Officer
Jodi Clarke, Finance Assistant

79/2425 Apologies of Absence

RESOLVED that no apologies were received.

19:01 Cllr Holland arrived.

80/2425 Declaration of Interest

RESOLVED that no declarations were received.

81/2425 Minutes of the Previous Meeting

RESOLVED that the committee APPROVED the following minutes with the following amendments:

- **FIN03/2425** – Tuesday 24th September 2024 at 19:00hrs.
Oxfordshire County Councillor to be added to the Declaration of Interest for Cllr Sibley.
- **FIN04/2425** – Wednesday 4th December 2024 at 19:00hrs

82/2425 Public Session

RESOLVED that no public were present.

19:04 Cllr Cotter arrived.

Item 6 & 5 have been swapped around.

83/2425 Budget Report

Councillors discussed the budget set out in the appendix.

Councillors raised concerns for the Whitelands Income, but the Responsible Finance Officer informed the group that the budget had been set to the incorrect code and sits in **308/1014 Whitelands/Inc-miscellaneous** rather than **308/1028 Whitelands/Inc-pavilion/pitches**.

Minutes: FIN05/2425: Finance Committee Meeting

Tuesday 7th January 2025

Signed:.....

Date:.....

Councillors raised questions about leases the council have, clarification is needed. Concerns were also raised in regards to the outstanding lease at Whitelands, the Responsible finance Officer informed the committee that the solicitors had given the council advice on this. Town Clerk is to send all councillors a list of all written legal leases that the council have, this must be done 5 working days prior to the Full Council meeting on the 20th January 2025.

RESOLVED that the Committee **NOTED** the contents of this report and the 2025/2026 budget as set out in the appendix and the level of estimated precept to be set for the financial year 2025/2026.

RESOLVED that the Committee **RECOMMENDED** the budget to Full Council on the 20th January 2025.

6 Councillors voted for & 2 abstained.

84/2425 Precept Report

Councillors raised concerns regarding the National Insurance increase and how they can mitigate this. Councillors also commented on the incredible inflation this year and how the council needs the money to improve the services.

RESOLVED that the Committee **RECOMMENDED** the precept with the understanding that the precept is subject to change once the Band D numbers are confirmed by Cherwell District Council and will ask the Full Council to **APPROVE** the precept and the amount of the precept of £1,872,967.62.

7 Councillors voted for & 1 abstained.

85/2425 Interim Audit Report

Councillors raised that the report states no councillor allowance which is incorrect.

Cllr Beckett takes over as chair due to the Chair being poorly.

Responsible Finance Officer to confirm the HMRC Gateway Log in.

RESOLVED that the Committee **NOTED** and **RECOMMENDED** the report be **RECEIVED** and **NOTED** at the Full Council on the 20th January 2025.

86/2425 Earmarked Reserves

RESOLVED that the committee **APPROVED** & **NOTED** the expenditure of £132,765 from proposal ii. Pay for the invoice of £132,765.93 (exc. VAT) out of 901/9014 from Earmarked Reserved 901/9014 Green Infrastructure.

87/2425 Garth Park Play Area

REOLVED that the committee **APPROVED** the expenditure of a new amount of £406,000 based on the originally proposed and amended play equipment design in the Environment Meeting 17th June 2024, and for it to be funded from **EMR 901/9011 Play areas and open spaces**.

RESOLVED that the Committee **NOTED** that this subject to public consultation.

Minutes: FIN05/2425: Finance Committee Meeting
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Signed:..... Date:.....

88/2425 Date of the Next Meeting

1st April 2025 at 19:00hrs

Meeting Closed: 20:17hrs

Minutes: FIN05/2425: Finance Committee Meeting
Tuesday 7th January 2025

Signed:.....

Date:.....

PL07/2425

Minutes of the Planning Committee

A meeting of the Planning Committee was held on Tuesday 4th February 2025 at 19:00hrs at The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.

Present:

Cllr Tom Beckett – (Chair)
Cllr Dan Hallett
Cllr Sam Holland
Cllr Harry Knight
Cllr Damien Maguire
Cllr Chris Pruden
Cllr Jim Webb
Cllr John Willett

In Attendance:

Paul Canning (Officer)
Maria Galic (Civic & Democratic Administrator)

76/ Apologies for Absence

2425 RESOLVED that apologies for absence were received from Cllr Nick Cotter, Cllr Nick Mawer and Cllr Rachel Mallows.

77/ Declarations of Interest

2425 RESOLVED that a declaration of interest was received from Cllr Jim Webb in respect of planning application 24/03408/F – 46 Germander Way, due to knowing the applicant.

78/ Declarations of Interest for District & County Councillors

2425 RESOLVED that declarations of interest were received from Cherwell District Councillors Tom Beckett, Chris Pruden and John Willett.



79/ Minutes of the Planning Committee Meeting

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

- PL06/2425 – Tuesday 14th January 2024

80/ Public Session

2425 RESOLVED that no members of the public were present.

81/ Updates on Large Developments and associated issues

2425 RESOLVED that no updates were received.

82/ Planning Applications from Cherwell District Council

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

24/01670/OUT – Proposed Himley Village

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

Minutes: PL07/2425: Planning Committee Meeting
Tuesday 4th February 2025

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Signed

Dated

24/02933/F – 7 Battle Close

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

24/03197/DISC – Proposed Sports Pavilion

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

24/03361/F – McKay Trading Estate Station Approach

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

- Overdevelopment of the site
- Pressure from traffic
- Requirement to encourage Bicester Village employees to use active transport
- Effect on local residents
- Associated light pollution
- Statements regarding barriers to arrest sound and light pollution are not in final plans

24/03364/DISC – Proposed Himley Village

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

24/03372/F – 42 Purslane Drive

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

24/03408/F – 46 Germander Way

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

24/03410/F – 16 Haydock Road

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

24/03411/NMA – 6 Eaves Road

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

24/03414/F – Fortescue House St Johns

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

24/03415/F – 20 Montgomery Road

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

24/03416/F – 8 Poppylands

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

24/03431/F – Land Adj to 53 and 54 Hambleside

RESOLVED that Bicester Town Council **STRONGLY OBJECTS** to this application again.

25/00002/F – 32 Kings End

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

25/00015/F – 33 Barry Avenue

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

25/00088/F – 17 Plumpton Road

RESOLVED that Bicester Town Council made no comment but **NOTES** the residents

complaint in respect of this application.

25/00120/F – 63 Hudson Street

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

83/ Notification of Planning Decisions from Cherwell District Council

2425 RESOLVED that Committee NOTED the decisions and express disappointment in respect of applications: 111 Buckingham Road, Land adj to 20 Almond Road and Waverley House.

84/ Forward Plan

2425 RESOLVED that Committee REVIEWED and COMMENTED on the Forward Plan:

- Local Plan:
 - Councillors discussed methods of formulating an appropriate response to the Consultation, and this should include views from all Councillors
 - Councillors request for a presentation to be give by CDC representatives in a Special Planning Committee Meeting – with a sole focus on the Local Plan
- A41 Review:
 - Councillors discussed the necessity of this on item on future forward plans

Actions

RESOLVED that the Officer has agreed to conduct the following:

- Request CDC representative(s) to present an update on the Local Plan
- Arrange a Special Planning Committee Meeting in February 2025 for the above
- Request an extension from CDC on the deadline for Consultation response

85/ Date of next Meeting:

2425 Special to be confirmed

CLOSE OF MEETING: 19:55 hrs

BTAG04/2425

Minutes of the Bicester Traffic Advisory Group

A meeting of the Bicester Traffic Advisory Group was held on Thursday 10th April 2025 at 14:00 hrs at the Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.

Present:

Cllr Michael Waine (Chair)
Cllr Dan Hallett
Cllr Donna Ford
Cllr Chris Pruden
Cllr John Willett
Cllr Les Sibley (OCC)
Jacqui Cox (OCC)
Gargi Holland (OCC)

In Attendance:

Officer, Paul Canning
Civic & Democratic Administrator, Maria Galic
Events & Marketing Administrator, Isobel May

31/ Apologies for Absence

2425 RESOLVED that no APOLOGIES were received.

32/ Minutes of the Bicester Traffic Advisory Group

2425 RESOLVED that Committee APPROVED the Minutes of the Traffic Advisory Group Meeting:

- BTAG03/2425 – Thursday 9th January 2025

33/ Update of outstanding items

2425 RESOLVED the Advisory Group discussed and received updates on:

- Esso Garage Pathway:
 - OCC updated on speaking with developers regarding a crossing at the mouth of the entrance
 - Cllrs highlighted the importance of barriers as a deterrent for pedestrians due to the dangerous nature of the road
- London Road Crossing
- Oxford Road
 - Cllrs raised key issues over the requirement for: lighting, repainting of lines and signal crossing
 - Cllrs mentioned that another crossing would cause more traffic
- Bucknell Road / Field Street / Queens Avenue:
 - Cllrs suggested improvements to the recognisability of crossings by way of improved signs, providing better lighting, repainting of lines, signs to indicate no right turn and the possibility of left turn only

34/ Report from Oxfordshire County Council Officer

2425 RESOLVED that updates were received on:

Minutes: BTAG04/2425: Bicester Traffic Advisory Group Meeting
Thursday 10th April 2025

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Signed

Dated

- London Road Level Crossing
- A4095 Realignment (Strategic Link Road)
- Bicester Local Cycling and Walking Infrastructure Plan (LCWIP):
London Road and A41 South-Eastern Section
Middleton Stoney Road
- A41 J9 to Vendee Drive Cycle Route
- Bicester North Station to Bicester Village Station
- Sheep Street (ETRO)

Actions:

1. Council to utilise the Garth Gazette to enhance public awareness
2. Request for CDC representative to attend Locality Meetings and provide the preferred scheme to the Councillors

24/ Report from Cherwell District Council**2425** RESOLVED that no updates were received.**25/ Matters Raised by Group Members****2425** RESOLVED that no matters were raised by Group Members.**26/ Temporary Road Closure at Oxford Road, A41 North and South Bound****2425** RESOLVED that Councillors discussed the closure and question the process of its agreement.**27/ Temporary Road Closure at Victoria Road****2425** RESOLVED that Councillors discussed the closure and question the process of its agreement.**28/ Review Constitution of the Committee****2425** RESOLVED that a Review of the Constitution was discussed. The following key items were debated by the Advisory Group:

- The number of Group Members
- Groups with an interest
- The format that Minutes are published
- Revision of the wording on the Agenda
- Groups with interest / Members of the public have the option to contact Officers or local Councillors, in writing with concerns and questions
- Request of OCC to review the set-up of the Advisory Group (Constitution)
- Confidentiality of Meetings
- Exclusion of the Press and Public

Cllr Michael Waine proposed, that pending a review from OCC, for the Advisory Group to remain as 9 elected members with the ability for the public to write in with matters to the Meeting based on the Agenda as published.

This was voted in favour by the 3 attending Councillors.

29/ Forward Plan**2425** RESOLVED that the Committee NOTED and COMMENTED on the Forward Plan.

Minutes: BTAG03/2425: Bicester Traffic Advisory Group Meeting
Thursday 9th January 2025

Page 2 of 3

Signed

Dated

30/ Date of Next Meeting

2425 Thursday 3rd April 2025 at 2pm, The Chamber Room, Bicester Town Council

Close of Meeting: 16:14hrs.

04/2425

Minutes of the Community Sports Working Group

A meeting of the Community Sports Working Group was held on Thursday 6th March 2025 at 19:00 hrs at The Council Chambers, Bicester Town Council. The Garth, Launton Road, OX26 6PS.

Present:

Cllr Damien Maguire (Chairman)
Cllr Christopher Pruden
Cllr Nicholas Mawer
Cllr Jim Webb
Cllr Nick Cotter

In Attendance:

Phil Evans, Town Clerk
Viktorija Kovale, Finance Administrator
Michael Lee, Service Manager

Chesterton FC Representative
Bicester Park FC Representative
Whitelands FC Representatives
ACE Academy Representative
Launton Ladies FC Representative

18/ Apologies for Absence

2425 RESOLVED that apologies were received from the following members alongside any substitutions:

- Highfield FC
- Kea FC

19/ Declarations of Interest

2425 RESOLVED that a declaration of interest was received from:

- Cllr Jim Webb – Member of Bicester Fossils Walking Football.

20/ Minutes of the Community Sports Working Group

2425 RESOLVED that the following minutes were APPROVED:

- CSWG03/2425 – held on the 8th January 2025 at 19:00hrs

21/ Merging Younger Teams

2425 RESOLVED that the Working Party NOTED the report.

The Town Clerk explained to all members the benefits of merging the teams. Younger teams can play two teams per one quarter of the pitch. Based on this, clubs might support Bicester Town Council in creating more space for other teams.

If different clubs decide to merge their teams, Bicester Town Council should be informed first.

Minutes: 04/2425: Community Sports Group Meeting
Thursday 6th March 2025

Page 1 of 2

Signed Dated

22/ Whitelands 3G Users to Free up Capacity for Younger Teams

2425 RESOLVED that the Working Party NOTED the report.

The Service Manager explained to all members how clubs can support younger teams by allowing them to play at earlier times. Since the latest slot from 9 PM to 10 PM is usually free, adult teams can use that time, thereby freeing up earlier slots for younger teams.

23/ Whitelands 3G Users Outstanding Payments

2425 RESOLVED that the Working Party NOTED the report.

Forward Plan

RESOLVED that the Working Party NOTED the Forward Plan.

Service Manager read through the Forward Plan.

Whitelands FC representatives praised the Bicester Town Council groundsman for consistently doing an outstanding job. They noted that the groundsman ensures all pitches are in excellent condition every weekend.

Date of the Next Meeting:

To be confirmed.

CLOSE OF THE MEETING: 19:18hrs



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

FULL COUNCIL

28th April 2025

Chair: Councillor Damien Maguire

Contact: 01869 252915 damien.maguire@bicester.gov.uk

Paul Canning – Deputy Town Clerk

Ward Affected: ALL

MEETING CALENDAR 2025/2026

1. Background

1.1 During the Full Council meeting dated council meeting dating 10th of March, the proposed calendar for the upcoming year was reviewed. It was noted that the initial schedule included nine meetings planned during school holidays. This raised concerns about accessibility and participation, particularly for council members and residents with school-aged children.

2. Report

2.1 In response to these concerns, officers undertook a review of the proposed calendar. Their objective was to reschedule meetings to better align with the availability of council members and the community. The following adjustments were made:

2.3 Meetings initially set during school holidays were moved to alternative dates. This effort aimed to ensure higher attendance and participation.

2.4 The revised schedule considered the timing of CDC meetings. Efforts were made to avoid conflicts with these meetings wherever possible, further enhancing the overall coordination and efficiency of the council's activities.

2.5 Planning meetings were also increased from 9 to 10 per year.

2.6 Appendix A attached

Recommendation

Committee is **RECOMMENDED** to **APPROVE** the updated calendar.

Calendar 2025/2026

	CYCLE 01	CYCLE 02	CYCLE 03	CYCLE 04	CYCLE 05	CYCLE 06	CYCLE 07	CYCLE 08	CYCLE 09	CYCLE 10
FULL COUNCIL Phil Evans Samantha Wade Isobel May/Maria Galic	FC012025/2026 Mayor Making 12 May 2025	FC022025/2026 Annual Town Meet 19 May 2025	FC032025/2026 Committee Appoint 19 May 2025	FC042025/2026 Inc & Gov 23 June 2025	FC052025/2026 13 October 2025	FC062025/2026 Budget 12 January 2026	FC072025/2026 Meet Calendar 09 March 2026	FC082025/2026 27 April 2026		
ENVIRO Mick Lee TBC	EN012025/2026 16 June 2025	EN022025/2026 14 July 2025	EN032025/2026 22 September 2025	EN042025/2026 Budget 27 October 2025	EN052025/2026 19 January 2026	EN062025/2026 30 March 2026				
FINANCE Samantha Wade Viktorija Kovale	FI012025/2026 AGAR 04 June 2025	FI022025/2026 02 July 2025	FI032025/2026 23 September 2025	FI042025/2026 Budget 02 December 2025	FI052025/2026 06 January 2026	FI062025/2026 17 March 2026				
PLANNING Paul Canning Maria Galic	PL012025/2026 11 June 2025	PL022025/2026 07 July 2025	PL032025/2026 02 September 2025	PL042025/2026 07 October 2025	PL052025/2026 18 November 2025	PL062025/2026 18 December 2025	PL072025/2026 13 January 2026	PL082025/2026 24 February 2026	PL092025/2026 31 March 2026	PL102025/2026 21 April 2026
POLICY Phil Evans Viktorija Kovale	PO012025/2026 18 June 2025	PO022025/2026 15 September 2025	PO032025/2026 06 October 2025	PO042025/2026 10 November 2025	PO052025/2026 09 February 2026	PO062025/2026 23 March 2026				
TRAFFIC Paul Canning Isobel May	TR012025/2026 12 June 2025	TR022025/2026 24 September 2025	TR032025/2026 08 January 2026	TR042025/2026 28 March 2026						
PERSONNEL Phil Evans	PE012025/2026 04 June 2025	PE022025/2026 08 September 2025	PE032025/2026 01 October 2025	PE042025/2026 21 January 2026	PE052025/2026 25 March 2026	PE062025/2026 22 April 2026				
EVENTS Paul Canning Isobel May	EV012025/2026 ALL Event Plans 04 June 2025	EV022025/2026 Tender/Summer 04 September 2025	EV032025/2026 Budget/Winter 29 October 2025	EV042025/2026 Wash up 28 January 2026						
SPORTS Mick Lee TBC	SP012025/2026 18 June 2025	SP022025/2026 03 September 2025	SP032025/2026 07 January 2026	SP042025/2026 11 March 2026						
ALLOTMENTS Mick Lee TBC	AL012025/2026 18 June 2025	AL022025/2026 10 September 2025	AL032025/2026 25 February 2026							