

Public Document Pack

Bicester Town Council



Bicester Town Council Meeting

Ref: BTC04/2526

Monday 23rd June 2025 at 19:00hrs

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

Members:

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

Other Circulation:

CDC

Cllr John Broad, Cllr Frank Ideh, Cllr Simon Lytton and Cllr Rob Parkinson

OCC

Cllr Sean Gaul, Cllr John Shiri and Cllr Matt Webb



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Tuesday 17th June 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 23rd June 2025**, in the Council Chambers, **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 5 - 9)

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

- **BTC08/2425 – Monday 28th April 2025**
- **BTC03/2526 – Committee Appointment – Monday 27th May 2025**

5. Minutes of the Environment Committee Meeting (Pages 10 - 16)

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

- **ENV04/2425 – Monday 18th November 2024**
- **ENV05/2425 – Tuesday 21st January 2025**
- **ENV06/2425 – Monday 17th March 2025**

6. Minutes of the Finance Committee Meeting (Pages 17 - 19)

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

- **FIN06/2425 – Tuesday 1st April**

7. Minutes of the Policy Committee Meeting (Pages 20 - 33)

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

- **POL03/2425 – Tuesday 8th October 2024**
- **POL04/2425 – Monday 11th November 2024**
- **POL05/2425 – Monday 10th February 2025**

8. Minutes of the Planning Committee Meeting (Pages 34 - 42)

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

- **PL08/2425 – Wednesday 29th January 2025**
- **PL09/2425 – Tuesday 22nd April 2025**

9. Minutes of the Working Parties Meetings (Pages 43 - 44)

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

- **BE04/2425 – Thursday 9th January 2025**

10. Mayor's Report (Page 45)

Committee is asked to **NOTE** the Mayor's Report.

11. Motion**(Pages 46 - 47)**

The Council are asked to **DISCUSS** and **AGREE** upon a **RESPONSE**.

12. Exclusion of Press and Public

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. Personnel Pass Through Purchase Report**(Pages 48 - 49)**

The Council are asked to **APPROVE** the attached report

14. Date of Next Meeting:

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

Minutes of the Bicester Town Council

A meeting of the Bicester Town Council Meeting was held on Monday 28th April 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 Tom Beckett
Cllr Nick Cotter
Cllr Donna Ford
Cllr Dan Hallett
Cllr Sam Holland
Cllr Harry Knight
Cllr Rachel Mallow
Cllr Nicholas Mawer
Cllr Christopher Pruden
Cllr John Willett
Cllr Paul Wheatley

In Attendance:

Officer, Paul Canning
Civic & Democratic Administrator, Maria Galic

Representatives:

Commanding Officer
Bicester Resident
Cllr Michael Waine

68/ Apologies for Absence

2425 RESOLVED that APOLOGIES were received from Cllr Les Sibley and Cllr Jim Webb.
Cllr Cotter arrived at 19:05 hrs.

69/ Declarations of Interest

2425 RESOLVED that no declarations of interest were received.

70/ Public Session

2425 RESOLVED that members of the public were present.

Representatives from:

- Commanding Officer 1 Reg St George Barracks:
 - An introduction to the new Commanding Officer was received by Councillors
- Bicester Resident:
 - Commented on BTAG minutes and raised concerns over the removal of barriers impacting several cyclists / parents and wheelchair users
- Cllr Waine:
 - Commented that the Bicester Town Council has no voice or powers in what happens to the town and that perhaps Bicester Town Council should be granted some decision-making powers
 - A vote of thanks was proposed for Cllr Waine for his service of 52 years being a councillor. Cllr Ford proposed and Cllr Wheatley seconded this to be written and recorded

Minutes: BTC08/2425: Bicester Town Council Meeting
Monday 28th April 2025

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Signed

Dated

- Cllr Maguire expressed that the Council needs 'To collaborate more together'.

71/ Minutes of the Town Council Meeting

2425 RESOLVED that Council APPROVED the Minutes of the Town Council Meeting to be signed as amended:

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

72/ Minutes of the Finance 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 Russell:

- FIN05/2425 – Tuesday 7th January 2025

73/ 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 Maguire:

- PL07/2425 – Tuesday 4th February 2025

74/ Minutes of the Working Parties Meeting

2425 RESOLVED that Council did NOT APPROVE the MINUTES and RESOLUTIONS contained in the minutes of the following meetings, as they should not have been included in the Agenda as the subsequent Working Party Meeting had not yet taken place:

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

75/ Calendar of Meetings

2425 RESOLVED that Council APPROVED the updated calendar and to ensure it is amended by the Officer following the meeting.

76/ Exclusion of Press and Public

2425 RESOLVED that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press were excluded from the meeting at this point.

77/ Cemetery

2425 RESOLVED that the Committee NOTED and COMMENTED on the Cemetery.

78/ Date of Next Meeting

2425 Monday 19th April 2025, 7pm - The Chamber Room, Bicester Town Council
Close of Meeting: 20:30hrs.

Minutes: BTC08/2425: Bicester Town Council Meeting
Monday 28th April 2025

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Signed

Dated

Minutes of the Bicester Town Council

A meeting of the Bicester Town Council was held on Monday 27th May 2025 on the Rise of the Annual Town Meeting at the Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.

Present:

Cllr Alisa Russell (Chair)
Cllr Paul Wheatley (Vice-Chair)
Cllr Damien Maguire
Cllr Rachel Mallows
Cllr Nick Cotter
Cllr Chris Pruden
Cllr Les Sibley

In Attendance:

Phil Evans, Town Clerk
Maria Galic, Civic and Democratic Administrator
Cllr John Broad (CDC)
Cllr Sean Gaul (OCC)
Cllr John Shiri (OCC)
Cllr Matt Webb (OCC)

19/ Apologies for Absence

2526 RESOLVED that Apologies were received from Cllr Tom Beckett, Cllr Donna Ford, Cllr Dan Hallett, Cllr Sam Holland, Cllr Harry Knight, Cllr Jim Webb and Cllr John Willett.

20/ Declarations of Interests

2526 RESOLVED that no declarations of interest were received.

21/ Appointment of Committees

2526 RESOLVED that Committee AGREED and APPROVED the Appointment of Committees and Working Parties.

Cllrs requested that the Officer review the Standing Orders on Committee Appointment.

RESOLVED that the following chairs of parent committee meetings were APPOINTED and committee membership confirmed:

Finance Committee

Cllr Russell was appointed as Chair of the Finance Committee.
This was Proposed by Cllr Wheatley and Seconded by Cllr Mawer.
Members of this committee are Cllr Beckett, Cllr Cotter, Cllr Ford, Cllr Holland, Cllr Mallows, Cllr Sibley, Cllr Webb and Cllr Wheatley.

Environment Committee

Cllr Mallows was appointed as Chair of the Environment Committee.
This was Proposed by Cllr Pruden and Seconded by Cllr Maguire.
Members of this committee are Cllr Ford, Cllr Knight, Cllr Maguire, Cllr Mawer, Cllr Pruden, Cllr Russell, Cllr Sibley and Cllr Willett.

Policy Committee

Minutes: BTC03/2526 Committee Appointment Meeting
Tuesday 27th May 2025

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Signed

Dated

BTC03/2526 Committee Appointment

Cllr Wheatley was appointed as Chair of the Policy Committee.
This was Proposed by Cllr Russell and Seconded by Cllr Pruden.
Members of this committee are Cllr Beckett, Cllr Cotter, Cllr Hallett, Cllr Holland, Cllr Knight, Cllr Mallows, Cllr Mawer and Cllr Pruden.

Planning Committee

Cllr Mawer was appointed as Chair of the Planning Committee.
This was Proposed by Cllr Maguire and Seconded by Cllr Mallows.
Members of this committee are Cllr Beckett, Cllr Cotter, Cllr Hallett, Cllr Holland, Cllr Knight, Cllr Maguire, Cllr Mallows, Cllr Pruden, Cllr Webb and Cllr Willett.

RESOLVED that the chairs of Working Parties is to be confirmed at their first meeting.
Membership of the Working Parties was confirmed as follows:

Personnel

Cllr Hallett, Cllr Maguire, Cllr Mawer, Cllr Pruden and Cllr Russell.

Events

Cllr Ford, Cllr Maguire, Cllr Mallows, Cllr Pruden and Cllr Webb

Sports

Cllr Cotter, Cllr Maguire, Cllr Mawer, Cllr Pruden and Cllr Webb.

Allotments

Cllr Holland, Cllr Maguire, Cllr Russell, Cllr Webb and Cllr Wheatley.

Traffic

Cllr Hallett, Cllr Ford and Cllr Willett.

Representatives to Outside Bodies

RESOLVED that Committee **APPOINTED** the following Councillors to represent at Outside Bodies:

Bicester Vision

Cllr Wheatley

Bicester Foodbank

Cllr Wheatley and Cllr Mallows

Bicester and District Twinning Association

Cllr Russell, Cllr Wheatley and Cllr Maguire

Bicester Feeoffee Charity

The existing trustees were appointed:
Lynn Pratt, Richard Mould and Tony Kempton

Bicester Area Oversight Group (formerly Strategic Oversight Partnership)

Cllr Wheatley

Lady Jersey Trust

Cllr Mawer

Citizens Advice Bureau
Cllr Wheatley

22/ Calendar of Meetings 2025/2026

2526 RESOLVED that the Committee NOTED the dates and times of meetings for 2025/2026.

23/ Meeting Attendance Register For 2024/2025

2526 RESOLVED that the Committee NOTED the attendance register and request a review of Cllr Wheatley's attendance as a substitute member.

24/ Date of Next Meeting

2526 Monday 23rd June 2025 - 7pm, The Chambers, Garth House

CLOSE OF MEETING:
20:09hrs

Minutes of the Environment Committee

A meeting of the Environment Committee was held on **Monday 18th November 2024** at **19:00hrs** at **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester Oxon, OX26 6PS.**

Present:

Cllr Rachel Mallows (Chair)
Cllr Donna Ford
Cllr Sam Holland
Cllr Alisa Russell
Cllr Les Sibley
Cllr Damien Maguire
Cllr John Willett
Cllr Christopher Pruden

Public in attendance:

Brian Walters

In Attendance:

Mick Lee, Service Manager

34/ Apologies for Absence

2425 RESOLVED that apologies were received from Cllr Harry Knight and Cllr Nick Mawer.

35/ Declarations of Interest

2425 RESOLVED that no declarations of interest were received.

36/ Public Session

2425 RESOLVED that members of the public were present.

- Brian Walters – Thanked councillors for getting the climate resolution boosted

37/ Motion - Sunderland Drive pavilion Electrical refurbishment

2425 RESOLVED that the costs of the work were approved for supplier B to carry out the work with the provision that the work was signed off and certificated after completion.

38/ Motion - Garth Park Summer Bedding

2425 RESOLVED that the designs for the summer bedding at The Garth were approved.

39/ Outdoor Team Cabin

2425 RESOLVED that purchase of a mess room/drying room portacabin for the outdoor team was APPROVED.
After discussions regarding the use of Gath house it was decided that having a resale value for the portacabin was in the Councils best interest.

40/ Motion - Budget

2425 RESOLVED that the draft budget proposals for 2025/26 were APPROVED.
Further questions raised and to be answered before Full Council Meeting in January.

The following information was presented to Councillors
Changes to Employer National Insurance contributions

Starting from April 5th, 2025, employer National Insurance (NI) rate will increase 13.8% to 15%, and the employer NI threshold (secondary threshold) will reduce from currently £9,100 per year / £758 per month to £5,000 per year or £417 per month.

300/Environment = £33,494.52, currently budgeted = £30,750
Monthly NIC £2092.29 x 12 = £25,107.48 per year
(25107.48/13.8x15)+ ((9100-5000) x 0.15 x 8)
27,290.74 + 4920 = 32,210.74

308/Whitelands = £20,297.28; currently budgeted = £15,375
Monthly NIC £1170.99 x 12 = £14,051.88
(14051.88/13.8x15) + ((9100-5000) x 0.15 x 7)
15,273.78 + 4305 = £19,578.78

41/ Minutes of the Environment Committee

2425 UN-RESOLVED that the previous Meeting Minutes were not included in the Agenda.

Minutes that will be deferred until the next Meeting are:

- ENV02/2425 – Monday 22nd July 2024
- EN03/2425 – Monday 23rd September 2024

42/ Forward Plan

2425 Committee REVIEWED and COMMENTED on the Forward Plan.

Play area renovation timings

Investigation into dog friendly parks. Cllrs suggested the use some of the old play parks as they are already fenced in.

Solar light issue at Whitelands

Public consultation on Garth play area to investigate

43/ Date of Next Meeting:

2425 Monday 20th January 2025 - 7pm, The Chamber Room, Garth House

CLOSE OF MEETING: 20: 30hrs

Minutes of the Environment Committee

A meeting of the Environment Committee was held on Tuesday the 21st January 2025 at 19:00hrs at The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester Oxon, OX26 6PS.

Present:

Cllr Rachel Mallows (Chair)
Cllr Donna Ford
Cllr Dan Hallett
Cllr Alisa Russell
Cllr Damien Maguire
Cllr Christopher Pruden

Public in attendance:

Brian Welters

In Attendance:

Mick Lee, Service Manager

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34/ Apologies for Absence

2425 RESOLVED that apologies were received from Cllr Harry Knight, Cllr Nick Mawer and Cllr Les Sibley

35/ Declarations of Interest

2425 RESOLVED that no declarations of interest were received.

36/ Minutes of the Environment Committee

24/25

37/ Public Session

2425 RESOLVED that members of the public were present.
Brian Welters – Expressed appreciation of the electric vehicles that we intend to acquire.
He also mentioned solar panels and trying to find renewable energy sources and that the pool vehicle to investigate being an electric vehicle also.

38/ Motion – Bowls Club Boiler repairs

2425 RESOLVED that committee Retrospectively approved after discussions. S.M to investigate whether the lease has a 50/50 repair cost option
S.M to investigate service dates of other buildings to prevent unexpected costs in future and if these inspections are BTC responsibility or tenants

39/ Motion – Electric vehicles to replace existing Diesel vans.

2425 RESOLVED that committee Approved subject to investigation into acquiring vehicles by best value means.
S.M to investigate lease hire against outright purchase. This will include what we get as part of service/maintenance package for electric against Diesel option
S.M to investigate charging points installation at Garth Park
S.M to investigate whether we can get grants from OCC for the charging points.

Minutes: ENV05/2425: Environment Committee
Tuesday 21st January 2025

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Signed

Dated

S.M to investigate whether costs would be brought down to getting 3 vehicles at the same time

S.M to put information together to take to next full council meeting.

- 40/ 2425 Motion – Replacement play equipment at Lucerne Avenue**
RESOLVED that committee **Approved** costs of up to £7,556.77 with the proviso that the S.M enquires with the contractor whether they can match the lower quote or at least cut the price.
 S.M to check for warranty periods of equipment.

- 41/ 2425 Motion – Pool Vehicle**
RESOLVED that committee **Approved** the acquisition of this vehicle with the proviso that S.M investigates lease hire, electric or Hybrid versions of similar vehicles and compares prices of such to take to the next full council meeting Also as with the replacement electric vehicles.
 S.M to investigate lease hire against outright purchase. This will include what we get as part of service/maintenance package for electric against Diesel option
 S.M to investigate charging points installation at Garth Park
 S.M to investigate whether we can get grants from OCC for the charging points.
 S.M to investigate whether costs would be brought down to getting 3 vehicles at the same time
 Taxable benefits and procedures for use of a pool vehicle were discussed

- 42/ 2425 Motion – High priority tree works**
RESOLVED that committee **Approved** the high priority works with proviso that the S.M investigates whether this work should have been done previously as part of the old contract.
 S.M to check dates of previous tree surveys if any carried out.

- 43 /24/25 Motion – Funfair locations and dates**
RESOLVED that committee **Approved** with the proviso that the S.M will investigate access issues due to road closures, other access issues due to ongoing building work.
 Comments were made that the fairground at Keble made a lot of mess due to ground conditions being wet and muddy.
 Fairground operators to give advanced notice to residents with locations of noise creating generators
 S.M to investigate further locations if Keble is inaccessible. Consider Sunderland sports fields or Pingle fields
 S.M to investigate whether other positions have been considered before.

**44/
2425 Forward Plan**

Committee REVIEWED and COMMENTED on the Forward Plan.
Mess room planning application has been applied for as of 20/1/25
CCtv at Holm Square as been further investigated with potential of using the
community centre in progress.
Lights at Whitelands are in discussion between BTC and CDC week
commencing 27/1/25
Bandstand renovation is to be taken on by S.M
Insurance claims for the repair works at Sunderland Pavillion and Southwold
play area have been re-opened.
Garth park destination park consultations should be complete by Friday 31st
January
A suggestion that an introductory email should be sent to councillors when new
staff start work for BTC.

**45/
2425 Date of Next Meeting: TBC**
Monday March 2025 - 7pm, The Chamber Room, Garth House

CLOSE OF MEETING: 20: 30hrs

Minutes of the Environment Committee

A meeting of the Environment Committee was held on **Monday 17th March 2025** at 19:00hrs at The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.

Present:

Cllr Rachel Mallows – (Chair)
Cllr Donna Ford
Cllr Damien Maguire
Cllr Nick Mawer
Cllr Chris Pruden
Cllr Alisa Russell
Cllr Jim Webb – (Substitute for Les Sibley)
Cllr John Willett

In Attendance:

Michael Lee (Officer)
Isobel May (Event & Marketing Administrator)
Cllr Paul Wheatley
Cllr Sam Holland

Representatives:

Glory Farm Resident
Tiny Forest Representative

46/ Apologies for Absence

2425 RESOLVED that apologies for absence were received from Cllr Harry Knight and Cllr Les Sibley.

47/ Declarations of Interest

2425 RESOLVED that no declarations of interests were received.

48/ Minutes of the Environment Committee Meeting

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

- ENV05/2425 - 21st January 2025 at 19:00hrs.



49/ Public Session

2425 RESOLVED that members of the public were present.

- Glory Farm Resident:
 - Commented on ASB in and around Spitfire Park and shared the communities' frustrations with anti-social behaviour.
 - Requested for the swing to be taken out ASAP and replaced with a toddler swing when appropriate. BTC have approved removing the swing.
 - Requested for no ball games signs to be erected on the green
 - Requested for a bin to be at the Boston Road bus stop.
- Tiny Forest Representative:
 - Expressed his thanks that the tiny forest is still being considered. BTC Officer will investigate funding of this by Earth Watch.

50/ Garth Park play area consultation

2425 RESOLVED that committee APPROVED the installation of the Garth Park Play area.
Work can now be organised preferably between school holidays.

51/ Play area equipment replacement

2425 RESOLVED that committee APPROVED the replacement of equipment.

Councillors highlighted the following:

- The officer needs to investigate whether the equipment that needs replacing at Keble was damaged due to contractors
- The officer needs to investigate whether our insurers have justification to say that all zip line equipment needs to be fenced off and for what reasons?
- Councillors suggested CCTV systems for worst ASB play areas.

52/ Memorial Wall

2425 RESOLVED that Committee APPROVED in principal and COMMENTED on the following:

- The officer is to investigate costings of installation, maintenance and repairs.
- The officer is to investigate other parish cemeteries that have these kinds of walls.
- Officer to propose rules for the erection, maintenance and removal of memorials.

53/ Forward Plan

2425 RESOLVED that Committee NOTED the forward plan.

85/ Date of next Meeting: Monday 16th June 2025

2425 CLOSE OF MEETING: 20:16 hrs

FIN06/2425

Minutes of the Finance Committee

A meeting of the **Finance Committee** was held on **Tuesday 1st April 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 Donna Ford
Cllr Dan Hallett
Cllr Sam Holland
Cllr Les Sibley
Cllr Paul Wheatley

Attendance:

Helen Pool, Responsible Finance Officer
Samantha Wade, Responsible Finance Officer

89/2425 Apologies of Absence

RESOLVED that apologies were received.

Cllr Tom Beckett (Vice-Chair)
Cllr Sam Holland
19:05 Cllr Nick Cotter arrived.

90/2425 Declaration of Interest

RESOLVED that no declarations were received.

91/2425 Minutes of the Previous Meeting

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

- FIN05/2425 – Tuesday, 7th January 2025

92/2425 Public Session

RESOLVED that no public were present.

93/2425 Finance Report

The Chair stated that the report was one month away from year end.

As per Financial Regulation 4.8, the committee **REVIEWED** and **NOTED** the attached Income, Expenditure and Variance Report to the 13th March 2025.

94/2425 Bank Balances

Councillors asked about the 3 bank accounts and bank mandates. The RFO answered that we now have access to the CCLA investment and that the dividends from the investment are paid into our current account. The Town Clerk had sent a Resolution Form back to Lloyds TSB on the 28th March 2025 and we wait to hear back from them. Santander were chased and will get back to us once they have allocated the case to the correct department.

Minutes: FIN06/2425: Finance Committee Meeting
Tuesday 1st April 2025

Signed:.....

Date:.....

As per Financial Regulation 2.2, the committee **REVIEWED** and **NOTED** the attached report detailing bank balances at 11th March 2025 and **NOTED** that Cllr Russel has signed the monthly bank reconciliation for the year to 31st January 2025.

95/2425 Aged Creditors

The Councillors noted that we were seeking to engage a debt collection agency to reclaim monies owed by Forte Entertainment Ltd. Councillors asked if we needed to approve the use of a agency. A councillor reminded them that this had already been agreed in a previous Finance meeting.

In addition to Financial Regulation 5.2, the committee **NOTED** the Aged Creditors as of 20th March 2025.

96/2425 Aged Debtors

The Chair asked if we need to approve the report and note it. The RFO explained that historically we approved it as there were actions that needed to be approved, however, going forward, we will write **NOTED** only.

In addition to Financial Regulation 5.2, the committee **NOTED** and **APPROVED** the aged debtors as of the 20th March 2025.

97/2425 Grant Aid

Councillors reviewed the Grant Aid applications for 2025/2026. Councillors expressed an interest in inviting applicants to come to the Finance Committee meeting next year to represent their association. Some councillors expressed an interest in specific groups and abstained from voting for those groups.

Councillors requested that 3 organisations donate a number of tickets to their events to go toward 2 charities, Bicester Food Bank and Bicester Baby Bank for people in need to have a shared experience.

Further clarification was required from 3 of the Grant Applicants. **RESOLVED** that the Committee **DEFERRED** the 3 grants to be considered in the Finance Committee meeting on the 3rd June 2025.

RESOLVED that the Committee **APPROVED** the following applicants for Grant Aid for 25/26

- Bicester Evergreen
- Loins Club of Bicester
- Oxfordshire Play House
- Launton Village Players
- Bicester Food Bank
- ARCh (Assisted reading for Children)
- The Hummingbird Cancer Support & Therapy Centre
- Bicester Hindu Society
- Bicester East Community Association
- Bicester Autism
- Bicester Choral & Operatic Society
- Orchard Baptist Church, Café 103

Minutes: FIN06/2425: Finance Committee Meeting
Tuesday 1st April 2025

Signed:.....

Date:.....

- Bicester Community Hub
- Home Start Bicester
- Friends of Bardwell
- Lowland Rescue Bicester
- Langford Village Association
- 1st Bicester Intrepid Scout Association.
- Bicester Community Fridge
- Bicester Christian Action
- Bure Park Primary PTA
- Langford Community Orchard Group
- Trinity Camerata
- Nais House

98/2425 Payments

Councillors reviewed the Payments report and queried the dates on the report which were then clarified by the RFO.

Councillors pointed out that we are required to review standing orders and direct credits every two years as per our Finance Regulations. The RFO will create a report for the next Finance Meeting.

As per Financial Regulations 5.2, the committee **APPROVED** the payment schedules since the last meeting held on Tuesday 24th September 2024, totalling £1,843,846.39 for 02/09/2025 to 28/02/2025.

99/2425 Finance Regulations

The Committee **REVIEWED** this report and the amendments to Financial Regulations and agreed to pass the amended document through to Policy Committee and from to Full Council.

Date of the Next Meeting

3rd June 2025 at 19:00hrs

Meeting Closed: 20:00hrs

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

Minutes: POL03/2425: Policy Committee Meeting
Tuesday 8th October 2024

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

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 DEFFERED 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

Minutes of the Policy Committee

A meeting of the **Policy Committee** was held on **Monday 11th November 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 Alisa Russell (Vice-Chair)
Cllr Tom Beckett
Cllr Sam Holland
Cllr Rachel Mallows
Cllr Nick Mawer
Cllr Chris Pruden (Substitute)
Cllr Jim Webb

In Attendance:

Paul Canning, Deputy Town Clerk
Jodi Clarke, Finance Assistant
Paul Jagers, Bicester Rugby Club
Wendy Cheeseman, Resident of Bicester
Pam Roberts, Resident of Bicester
Brian Welter, Resident of Bicester
Marion Beaver, Resident of Bicester

26/2425 Apologies for Absence

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

- Cllr Nick Cotter sent Cllr Chris Pruden to Substitute the meeting.
- Cllr Harry Knight
- Cllr Michael Waine

27/2425 Declaration of Interest

RESOLVED that no declaration of interest were received.

28/2425 Minutes of the Previous Meeting

RESOLVED that the Committee **APPROVED** the following minutes:

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

29/2425 Public Session

RESOLVED that multiple residents attended the public session for different items.

Paul Jagers from the Bicester Rugby Club spoke regarding Item 8 on the agenda. Paul thanked the council for all their work with the rugby Club & willingness to negotiate with them. Paul also thanked the council for Partnering with Rugby to keep them playing during the issues with Whitelands & expressed that the club is happy to be working alongside the council going forward.

Brian Welter, Pam Roberts & Wendy Cheeseman attended the meeting to show their support for the proposed motion raised by Cllr Beckett.

Wendy Cheeseman had a few questions for Cllr Beckett regarding the proposed motion (these are answered in Item 8 of the minutes):

1. In terms of measuring your carbon emissions, Can I check that you are measuring CO₂e not CO₂?
2. Is it the organisation itself your measuring (As in the Town Council)?
3. Does the Town Council consider themselves as an anchoring institution?
4. Do you have an adaptation or resilience plan?
5. Committee spoke about having an external audit, did you mean doing a carbon footprint? & did you mean to do that with the base year 2024/2025 as you are talking about getting money to do it in 2025/2026?

Brian Welter expressed how important this motion is to the residents of Bicester, & how much Climate Change is affecting everyone. Mr Welter expressed how the council should be leading by example to make these changes, he explained that the council have a responsibility to do this but the example that comes from it encourages the residents to take action as well.

Pam Roberts explained today was the first day of the conference of the parties which is a worldwide meeting about Climate Change & how to reduce Carbon Emissions, Carbon Dioxide & other gases in the atmosphere. Mrs Roberts expressed that if the motion is approved tonight then Bicester Town Council can work towards achieving the goal of reducing our carbon footprints. There are many residents that are not here tonight that with a bit of encouragement we can get them to take some action.

30/2425 Climate Emergency Resolution – Motion

The Chair handed over to Cllr Beckett to present his motion to the council & public.

Cllr Beckett presented the following: On the 3rd September 2019 Bicester Town Council agreed to a Climate Emergency Resolution by where the council agreed to facilitate the reduction of Carbon Emissions which of course to be able to do this you need to be able to establish how much Carbon Emissions you have. It was set upon this Policy Committee to identify means & opportunities to reduce and eliminate Carbon Emissions, it was taken upon this Committee to investigate a grant pot which will enable carbon reductions schemes.

The Council has done a lot so far with the purchase of electric vehicles, installation of LED light bulbs & done some work on energy efficiency measures across council

owned buildings but the council hasn't done a base line assessment, what the council hasn't done is address points i, iii, iv & vii of its climate energy resolution and therefore this motion is for the Committee to take action on the climate resolution with a particular task of identifying the costs for the council to have an external audit of scope 1,2 & 3 emissions, alongside a list of recommended actions the council could take to reduce those emissions with this investigatory work to happen for the 2025/2026 budgetary period & to include that within the budget.

Cllr Beckett responds to the questions asked in the public session:

1. The assessments which we are looking to do are for carbon emissions as a whole so; CO₂E (Carbon Emissions Equivalent).
2. This motion doesn't address the wider emissions of Bicester but does take steps to address and look at our own emissions & in the essence of the forward plan is to look at how we can also encourage others.
3. Anchoring institution – I'm not sure we can quite define ourselves as an anchoring institution but in the wider sense we are because we are there to look after the long-term health & social welfare of our communities.
4. In terms of a resilience plan, a Climate Change resilience plan I assume. whether we are actually thinking about the flood impacts and the longer-term impacts of climate change on our town, I'm not sure if we have looked at the wider impacts but I know flood risk assessments are done through any developments therefore they are done by proxy through Cherwell District Council and it is something we should consider within local plans and certainly something which Cherwell District Council is considered within it's local plan going forward.
5. I think within this motion it would be to carry out the audit in 2025/2026 and therefore the baseline year would have to be in that year 2025/2026 and your accounting period.

Cllr Beckett expressed how important it is for Bicester Town Council to show leadership when tackling the climate change issues & how it is Bicester Town Council responsibility to show this leadership to the community to encourage them to also take action on climate change.

Cllr Webb did raise a concern about whether the budget facilitates the expenditure for the external audit. The Vice-Chair informed the Committee that £7,000 had been allocated for this.

RESOLVED that the committee **APPROVED** the motion.

This vote was a unanimous vote.

31/2425 Budget

The Vice-Chair thanked the Responsible Finance Officer Helen Pool for all the hard work she has put into the budget for it to be presented to each committee.

Cllr Mawer had a few questions regarding section on the budget, each query will be done on a line-by-line basis with the Vice-Chair answering any queries possible:

- The total estimated expenditure for 2024/2025 for the Policy Committee budget was £63,109.00, the draft budget for 2025/2026 is £136,148.16 so that is more than double. Is that correct?

The Vice-Chair informed the committee that the section they were looking at was for the Projects indirect expenditure, so it is not the total of the Policy Budget just the Projects (110) section.

1013/102 (Inc Civic Miscellaneous/ Civic & Democratic);

- Easter Egg Hunt 2023/2024 & Mayors Lunch 2024/2025 total estimated expenditure for 2024/2025 is £12,000, this seems quite a lot.

The Vice-Chair informed the committee that this code is an income code not an expenditure code.

4031/102 (Modern Gov/ Civic & Democratic);

- Why if there are annual costs is no budget presented?

The Vice-Chair informed the committee that this is because the council is moving away from Modern Gov, so there is no reason to budget an expense.

4159/102 (Elections/ Civic & Democratic);

- We are going to see the Town Council with significant increase to 22 councillors, are we putting aside enough money?

The Vice-Chair informed the committee that £12,000 will be put aside. Concerns were raised that the £12,000 would cover an election if in the 2024/2025 period was almost £12,000, the Vice-Chair commented that the difference would be made up from earmarked reserves.

Cllr Pruden asked Cllr Mawer if they knew whether the cost of the elections is based on the amount of members that get elected? Cllr Mawer was not sure as the process is quite complex.

4161/102 (Civic Mayor Making/ Civic & Democratic);

- Have we been subject to a 37% increase in that charge?

The Vice-Chair explained that they based on the last year 2023/2024 they had seen nearly £1,500 spent, but not sure why this year was less. The Vice-Chair thinks it is more conservative and fairer to budget the same value as 2023/2024.

4163/102 (Civic Service & Parade/ Civic & Democratic);

- £4,000 for the Civic Service & Parade, the estimate expenditure for 2024/2025 is £1,423.00, this is a huge jump to £4,000.

The Vice-Chair explains that if you look at the 'Actual Last Year 23/24 you will see that the expenditure was £3,370, and that it would be good to have some funding for the Civic Service & Parade. The Responsible Finance Officer has tried looking into why this year was so low, whether it is that something was missed, something not purchased or that was bought in previous years.

Cllr Mawer explained that the reason the Civic Service & Parade was changed was to decrease the extra expenditure on road closures.

Cllr Mawer expressed that there are general concerns about the affect of the governments increase in national insurance. The Vice-Chair informed the committee that they have already discussed this with the Responsible Finance Officer, the Vice-Chair gave them the formula to calculate this as it is not an easy process. Staff are still waiting on their increments for the annual increase, nothing has been confirmed, the difference is it will be calculated and if it is material they will come back to the council and the councillors and explain what the difference is, & what the plan to cover the difference is because it cant be avoided but the Responsible Finance Officer is calculating the impact.

4021/105 (Office Phones/ Central Services);

- We've purchased 2 extra phone lines, going up from £2,000 to £3,500 that is correct?

The Vice-Chair explained that they had worked out for this years estimated expenditure was looking to be £3,590. They want to but 2 extra lines and £81.00 added from an accrued bill in 2023/2024 invoices that have come through after year end. Previous years we have spent £3,000.

4024/105 (Subscriptions/ Central Services);

- Any reason why the budget is lower than estimated expenditure for this year by about £2,500?

The Vice-Chair was unsure on the definite reason for this as it could have been down to a one-off invoice but they will ask the Responsible Finance Officer and get back to them.

4040/105 (Website/ Central Services);

- Last Year we spent £435.00, we've spent £156.00 so far in this year but we are budgeting £1,300 for next year. That is quite a considerable increase, is there any reason why?

The Vice-Chair informed the committee that the officers were looking to make some changes to the website.

4057/105 (Audit Fee's/ Central Services);

- Are the Audit Fee's set?

The Vice-Chair confirmed that these are set fee's and are hoping these don't change. The Actuals are around £3,000 but they haven't increased the price in a few years so it could be that they put there charges up, this is why a £4,000 budget has been kept.

The Vice-Chair will ask the Responsible Finance Officer to email the auditor to check for any increases in the fee's for the next financial year.

4169/105 (Newsletter/ Central Services);

- This is for the Garth Gazette, last year was £15,000 but budgeting £20,000?

The Vice-Chair explained to the Committee that there had been an increase due to more household within Bicester and staff costs for the creation of the Newsletter.

1001/106 (Inc-Nais House/ Garth House);

- Is this the amount they pay or NET figure?

The Vice-Chair Informed the Committee that this is what the organisation pay. The Vice-Chair suggested asking the Responsible Finance Officer to do a separate report for the NET figure.

4011/106 (Rates/ Garth House);

- £24,000 for the current year but £10,000 for the following year?

The Vice-Chair would need to speak with the Responsible Finance Officer as the reasoning is complicated, there was no estimate for this year but previous year's show less but no more than £10,000.

4039/106 (Waste Removal/ Garth House);

- Has cost £9,105, budget was £1,250 and there is no budget for next year?

The Vice-Chair confirmed that the waste removal budget should not be here and has been moved but will be viewable in the Environment Committee budget.

4130/106 (Building Security/ Garth House);

- Gone from £1,500 to £11,550?

The Vice-Chair explained that the Town Clerk has a project for next year to change the security system in many places, this because the current ones are old and outdated which includes CCTV.

1006/107 (Inc-Garth Lodge/ Garth Lodge);

- Expected income is less then the budget? Current budget is £13,200 but only getting £11,000 for the year.

The Vice-Chair noticed there was a typo and both the draft budget and expenditure for 24/25 should state £12,200.

1096/108 (Inc-Interest Received/ Corporate Finance);

The Vice-Chair explains that the Town Clerk thinks the investments will be liquidated for the new build. That means it will not have the same amount in the deposit for the whole year, the account will not be emptied in one lump sum so that why it's been budgeted for half of what was received this year in terms of interest.

4305/110 (New Cemetery/ Projects);

- Are we still putting money away for this?

The Vice-Chair explains that they've done a £2,500 increase each year.

Cllr Webb thanks the Vice-Chair & Cllr Mawer for going through and asking the questions that were needed for clarification.

Councillors thanked both the Vice-Chair and the Responsible Finance Officer for the hard work & transparency within the proposed budget.

RESOLVED that the Committee **RECOMMEND** the budget as set out in appendix 1 to go forward to the Finance Committee on the 2nd December 2024 as amended.

This was a unanimous vote.

32/2425 Market Square Lease – Christmas Light Switch On

RESOLVED that the Committee **APPROVED** the sealing of this contract and witnessed as such.

This was a unanimous vote.

Cllr Wheatley & Cllr Mawer both signed the sealing register with Cllr Wheatley sealing the lease.

33/2425 Bicester Rugby Club

The Committee passed their thanks onto the Rugby Club but also to the Town Clerk & Cllr Wheatley for the hard work to resolve the issues that they were faced with.

Cllr Pruden asked if any measures had been put in place to avoid this happening in the future with any users of the councils' sites. The Chair expressed that the Rugby Club and the Town Clerk will work together to avoid further issues.

RESOLVED that the Committee **NOTED** the update and considered the negotiation is now finalized and the Committee **APPROVED** that the Finance Committee is asked to do the same upon review.

This was a unanimous vote.

34/2425 Forward Plan

Personnel Policies were last reviewed in 2019, the Chair asked Cllr Pruden who is the Chair of the Personnel Sub-Committee to review these policies and have them brought back to the Policy Committee once done.

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

35/2425 Date of the Next Meeting

11th February 2025 at 19:00hrs

Close of meeting: 20:14hrs

Minutes of the Policy Committee

A meeting of the **Policy Committee** was held on **Monday 10th February 2025 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 Rachel Mallows
Cllr Nick Mawer
Cllr Jim Webb

In Attendance:

Phil Evans, Town Clerk
Viktorija Kovale, Sports & Facilities Administrator

36/2425 Apologies for Absence

RESOLVED that apologies were received from the following Committee Members:

- Cllr Alisa Russell
- Cllr Harry Knight
- Cllr Sam Holland

37/2425 Declaration of Interest

RESOLVED that no declaration of interest were received.

38/2425 Minutes of the Previous Meeting

RESOLVED that the Committee **APPROVED** the following minutes:

- **POL04/2425 – Monday 11th November 2024 at 19:00hrs**

39/2425 Public Session

RESOLVED that no members of the public attended the meeting.

40/2425 General Policy Review

RESOLVED that policy **APPROVED** in principle.

The Town Clerk will provide the updated policy at the next meeting. The updated policy should be in clear English language, cover all aspects, and splitting to sections. The Town Clerk and Councillors discussed how data should be stored and who should have control over it. The Councillors also requested a review of the GDPR policy for contacting past Mayors and retired Councillors.

41/2425 Exclusion of Press and Public

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

42/2425 Lease Review

The Town Clerk informed the Councillors about the expired lease agreements.

St Edburgs Park Lease

The Town Clerk informed the Committee of a long-term offer of a lease for a piece of land. The lease is currently being drafted and will be ready for presentation at June's policy meeting.

The Thames Water lease is on hold due to upcoming negotiations.

Citizens Advice Bureau Lease is under investigation as they are not responding to the Town Clerk's emails.

Nai's House is requesting a tenancy renewal and permission to change their current opening hours. They would like to extend their opening hours until 10 PM and include Saturdays. Additionally, they are proposing a Late-Night Lounge from 10 PM to 2 AM once a month.

Councillors would like to set terms and conditions, including out-of-hours contact for BTC. Nai's House should also be responsible for park safety during the night.

RESOLVED that the Committee provisionally **APPROVED** the Tenancy Renewal and Change of Service Hours for Nai's House.

43/2425 Cemetery Update

RESOLVED that The Committee **NOTED** the update.

The Town Clerk informed the Committee that new cemetery land has been identified, and an agreement needs to be put in place. The Town Clerk is planning upcoming negotiations with the landowners and is seeking assistance from Councillors if needed.

44/2425 Land Purchase Proposal

RESOLVED that The Committee **APPROVED** the bid for lands being auctioned in WEST ward.

45/2425 Date of the Next meeting

24th March 2025 at 19:00hrs

45/2425 Date of the Next meeting

24th March 2025 at 19:00hrs

Close of meeting: 20:38hrs

Minutes of the Planning Committee

A meeting of the Planning Committee was held on Tuesday 18th March 2025 at 19:00hrs at The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.

Present:

Cllr Nick Mawer – (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)

Bicester Village Representatives (x2)

86/ Apologies for Absence

2425 RESOLVED that apologies for absence were received from Cllr Tom Beckett.

87/ Declarations of Interest

2425 RESOLVED that declarations of interest were received from all Planning Committee members in respect of planning application 25/00132/F – Compound East of Garages, Launton Road. A declaration of interest was also received from Cllr Chris Pruden in respect of planning application 24/03405/F - 1 Newton Close.

88/ Declarations of Interest for District & County Councillors

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

89/ Minutes of the Planning Committee Meeting

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

- PL07/2425 – Tuesday 4th February 2025

90/ Public Session

2425 RESOLVED that a presentation followed by a question-and-answer session from Bicester Village representatives was received in respect of planning application 25/00215/SO – Land North of Pingle Drive.

Councillors raised questions and concerns over:

- Access to site
- Train time frequency
- Active Travel Links and planning for cycle parks
- Proximity to old St Edburges School

91/ Updates on Large Developments and associated issues

2425 RESOLVED that no updates were received.

92/ Planning Applications from Cherwell District Council

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

24/01183/F – Sarnie 67, 67 Sheep Street

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

24/01216/DISC – The Cottage, Kings Head Court

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

24/01244/HPA – 43 Hudson Street

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

24/01247/F – Plum Tree Cottage, Crumps Butts

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

24/01253/F – Park Farm House, Merton Road

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

25/00013/F – 9 Lapwing Close

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

25/00053/F – 24 Brashfield Road

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

25/00055/F – 11 Chapel Drive

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

25/00106/CLUP – 4 Ringlet Road

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

25/00118/DISC – Land Nth & Sth of Pingle Drive

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

25/00119/F – Land Nth & Sth of Pingle Drive

RESOLVED that Bicester Town Council WELCOME this application but request for the Local Planning Authority to ensure this is only a temporary car park and advise for the LPA and Highway Authority to implement the use of Active Travel.

25/00125/TPO – The Mill, Priory Lane

RESOLVED that Bicester Town Council leave this application to the arboriculturist officer.

25/00132/F – Compound East of Garages, Launton Road

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

24/00144/TPO – Land Nth of Rau Court

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

25/00149/DISC – Proposed Himley Village, NW Bicester, Middleton Stoney Road
RESOLVED that Bicester Town Council made no comment on this application.

25/00161/LB – Tudor Cottage 22 Church Street
RESOLVED that Bicester Town Council made no comment on this application.

25/00120/F – 63 Hudson Street
RESOLVED that Bicester Town Council WELCOME this application.

25/00166/F – 3 The Oval
RESOLVED that Bicester Town Council made no comment on this application.

25/00176/F – ALDI, Launton Road
RESOLVED that Bicester Town Council made no comment on this application.

25/00178/F – 34 George Street
RESOLVED that Bicester Town Council STRONGLY OBJECT to this application due to:

- Overdevelopment of the site
- Out of keeping with the street scene
- Parking related concerns

25/00181/F – 3 Henley Gardens
RESOLVED that Bicester Town Council made no comment on this application.

25/00215/SO – Land Nth of Pingle Drive
RESOLVED that Bicester Town Council made no comment on this application.

25/00222/DISC – Proposed Sports Pavillion, Whitelands Way
RESOLVED that Bicester Town Council made no comment on this application.

25/00226/F – 2 Mullein Road
RESOLVED that Bicester Town Council made no comment on this application.

25/00227/F – 8 Newton Road
RESOLVED that Bicester Town Council OBJECTS to this planning application due to overdevelopment of the site.

25/00245/F – 1 Swift Close
RESOLVED that Bicester Town Council OBJECTS to this planning application due to:

- Overdevelopment of the site
- Concerns over accuracy of supporting documents
- Potential encroachment onto boundary edge and highway

25/00259/F – 34 George Street
RESOLVED that Bicester Town Council OBJECTS to this planning application due to overdevelopment of the site.

25/00271/REM – Himley Village, Middleton Stoney Road
RESOLVED that Bicester Town Council made no comment on this application.

25/00276/DISC – Land Nth and Sth of Pingle Drive
RESOLVED that Bicester Town Council made no comment on this application.

25/00293/PIP – Kidzzoo, 15-16 Crown Walk

RESOLVED that Bicester Town Council request more information on this planning application due to not being available on the planning portal.

25/00319/F – Unit E4, Telford Road

RESOLVED that Bicester Town Council WELCOME this application.

25/00325/DISC – Land Nth and Sth of Pingle Drive

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

25/00326/DISC – Land Nth and Sth of Pingle Drive

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

25/00327/DISC – Land Nth and Sth of Pingle Drive

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

25/00328/DISC – Land Nth and Sth of Pingle Drive

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

25/00329/NMA – 136 Anniversary Avenue

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

25/00335/OBL – Land Nth and Sth of Pingle Drive

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

25/00343/F – 15 Jay Close

RESOLVED that Bicester Town raises CONCERNS over this application due to overdevelopment of the site.

25/00352/MA56 – Impressions Hair and Beauty Salon, Victoria Road

RESOLVED that Bicester Town Council WELCOME this application.

25/00391/F – 11 Turnstone Green

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

25/00392/DISC – Proposed Himley Village, Middleton Stoney Road

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

25/00415/TEL – Prestige Industrial Pipe, Telford Road

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

25/00421/F – 2 Robins Way

RESOLVED that Bicester Town Council OBJECTS to this planning application due to overdevelopment of the site and impact on neighbours.

25/00430/PIP – Land St of Alchester Terrace

RESOLVED that Bicester Town Council made no comment on this application but raise questions over potential contributions to Claypitts Allotments and Community Orchard nearby.

25/00439/SCOP – Land At Dymocks Farm, Buckingham Road

RESOLVED that Bicester Town Council raises CONCERNS over this application due to:
- Caversfield's class as a Category C Village and this is not encapsulated in the

Local Plans

- The use of the open land area

25/00448/F – 82 Haydock Road

RESOLVED that Bicester Town Council **OBJECTS** to this planning application due to overdevelopment of the site.

25/00450/F – 6 Blythe Place

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

25/00473/F – 22 Turnstone Green

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

25/00474/F – 42 London Road

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

- Overdevelopment of the site
- Parking related concerns

25/00479/F – 36 Dove Green

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

25/00481/F – 12 Reedmace Road

RESOLVED that Bicester Town Council raises **CONCERNS** over this application due to:

- Purpose and use of outbuilding
- Loss of light to neighbours

25/00482/ADV – 24 Sheep Street

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

25/00483/F – 24 Sheep Street

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

25/00484/F – 24 Sheep Street

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

25/00485/LB – 24 Sheep Street

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

25/00487/F – 1 Osborne Close

RESOLVED that Bicester Town Council leave this application to the Highways.

25/00489/DISC – 20 Almond Road

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

25/00493/F – 3 Beckett Way

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

25/00525/F – 84 Kingfisher Way

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

25/00532/DISC – Land Adj to Bicester Road, Howes Lane

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

25/00540/TPO – Magnolia House, Banbury Road

RESOLVED that Bicester Town Council leave this application to the arboriculturist officer.

93/ Notification of Planning Decisions from Cherwell District Council
2425 RESOLVED that Committee NOTED the decisions from Cherwell District Council.

94/ Forward Plan
2425 RESOLVED that Committee REVIEWED and COMMENTED on the Forward Plan.

95/ Date of next Meeting:
2425 Thursday 27th March 2025 – 6pm, The Chamber Room, Garth House

Tuesday 22nd April 2025 – 7pm, The Chamber Room, Garth House

CLOSE OF MEETING: 20:26 hrs

Minutes of the Planning Committee

A meeting of the Planning Committee was held on Tuesday 22nd April 2025 at 19:00hrs at The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.

Present:

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

In Attendance:

Paul Canning (Officer)

96/ Apologies for Absence

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

97/ Declarations of Interest

2425 RESOLVED that declarations of interest were received from Cllr Jim Webb in respect of planning application 25/00910/F – 110 Barry Avenue and Cllr Tom Beckett in respect of planning application 25/00657/F – 20 Almond Road.

98/ Declarations of Interest for District & County Councillors

2425 RESOLVED that declarations of interest were received from Cherwell District Councillors Cllr Nick Mawer, Cllr Chris Pruden and Cllr John Willett.

99/ Minutes of the Planning Committee Meeting

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

- PL08/2425 – Tuesday 18th March 2025

100/ Public Session

2425 RESOLVED that no members of the public were present.

101/ Updates on Large Developments and associated issues

2425 RESOLVED that no updates were received.

102/ Planning Applications from Cherwell District Council

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

25/00315/F – 7 Market Square

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

25/00316/LB – 7 Market Square

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

25/00321/NMA – 7 Spindleside

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

25/00371/F – 10 Corncrake Way

RESOLVED that Bicester Town Council RAISE CONCERNS over this application due to parking for residents.

25/00438/F – 2 Orchard Way

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

25/00483/F – 24 Sheep Street

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

25/00517/CLUP – Brashfield House

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

25/00543/CLUP – 24 Fairford Way

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

25/00561/F – 15 Shaw Close

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

25/00576/F – 26 Scampton Close

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

25/00596/F – 5 Battle Close

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

25/00606/F – 10 Dumas Close

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

25/00657/F – 20 Almond Road

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

25/00681/F – 32 The Bramblings

RESOLVED that Bicester Town Council OBJECTS to this application due to being out of keeping with the street scene.

25/00695/F – 21 Rowan Road

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

25/00700/F – 36 Cranesbill Drive

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

25/00702/DISC – Land North of Bicester Avenue Garden Centre

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

25/00703/NMA – Land North of Bicester Avenue Garden Centre

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

25/00710/F – Iceland 12-14 Sheep Street

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

25/00773/F – 32 Haydock Road

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

25/00804/LB – The Old Priory, Priory Lane

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

25/00822/TPO – 21 Lodge Close

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

25/00823/F – 60 Corncrake Way

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

- Overdevelopment of the site
- The application was rejected at appeal

25/00859/TCA – 1 Church Terrace

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

25/00910/F – 110 Barry Avenue

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

22/03873/F – Land North and Adjacent to Mill Lane

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

103/ Notification of Planning Decisions from Cherwell District Council

2425 RESOLVED that Committee NOTED the decisions from Cherwell District Council.

104/ Forward Plan

2425 RESOLVED that Committee REVIEWED and COMMENTED on the Forward Plan and confirmed that the Local Plan should remain as a Forward Plan agenda item.

105/ Date of next Meeting:

2425 To be confirmed

CLOSE OF MEETING: 19:46

Minutes of the Events Working Party Committee

A meeting of the Events Working Party was held on Wednesday 29th January 2025 at 19:00 hrs at The Chamber Room, The Garth, Launton Road, OX26 2PS.

Present:

Cllr Christopher Pruden (Chair)
Cllr Donna Ford
Cllr Jim Webb
Cllr Damien Maguire

In Attendance:

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

Representatives from:

Stages Theatrical
Lone Wolf Comedy Club
Bicester Live
Bicester Pride

24/ Apologies for Absence

2425 RESOLVED that no apologies were received.

25/ Declarations of Interest

2425 RESOLVED that no declarations of interests were received.

26/ Minutes of the Events Working Party

2425 RESOLVED that the Working Party APPROVED the MINUTES and RESOLUTIONS of the following Event Working Party Meeting held on:

- BE03/2425 – Thursday 14th November 2024

27/ Public Session

2425 RESOLVED that members of the public were present.

Representatives from:

- Bicester Live
 - Requested what opportunities BTC have for them
 - Updated on their collaboration with Savoir Fare for music opportunities
 - BTC are happy to consider the use of the bandstand for live music pending its refurbishment
 - Event operations (funding, sponsorship, staffing) will need to be investigated
 - Requested to be added to the next agenda
- Bicester Pride
 - Confirmation of date being the 6th September 2025.
 - Councillors highlighted security needed to be improved.
 - Officer to confirm policy of pride flag raising

- Lone Wolf Comedy Club
 - Requested confirmation of their date at Pingle Field, which they have proposed the first weekend of June. Officer to share this event plan with the Working Party
- Stages Theatrical
 - Proposal of events:
 - Halloween Scare Fest / Concert
 - Sing before the Outdoor Cinema
 - Performance at the light switch on / Christmas Concert
 - Officer highlighted event logistics are to be solely with Stages Theatrical

Officer to ensure working party attendance is maintained by these interested groups.

28/ Events Committee Report

2425 RESOLVED that the Working Party NOTED and COMMENTED on the reports.

Councillors highlighted the following:

- Advertisements of events, to include use of shop windows / noticeboards and increase of Facebook presence
- Methods of fundraising donations
- BTC to use public consultation to improve the choice of events
- Improvement of security

29/ Provisional Event and Marketing Strategy 2025

2425 RESOLVED that the Working Party NOTED and COMMENTED on the Event and Marketing Strategy 2025.

Councillors praised and agreed of the use of the marketing plan.

30/ Forward Plan

2425 RESOLVED that Working Party REVIEWED and COMMENTED on the Forward plan.

Councillors highlighted the following points:

- Commented and questioned the successfulness of the light trail
- Light switch on:
 - Noted Christmas tree was an improvement
 - Inclusion of local shops, restaurants, takeaways and pubs
 - Location of stage Collaborating with CDC on the Christmas market
 - Possibility of future meetings to be held online - where possible

31/ Date of next Meeting: To be Confirmed

2425 CLOSE OF MEETING: 20:37



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

Monday 23rd June 2025

Mayors Report

Chair: Councillor Alisa Russell

Contact: alisa.russell@bicester.gov.uk

Phil Evans – Town Clerk

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

Ward Affected: All Wards

1. Overview

During the period of 13th May 2025 – 16th June 2025 the following visits were made:

The Mayor Cllr Alisa Russell attended the following functions:

May

13th – Bicester Village 30th Anniversary, Blenheim Palace, Woodstock

16th – Chair of West Oxfordshire District Council, Charity Garden Party, Oxfordshire's Museum

20th – An Evening at Dorchester Abbey, Dorchester-on-Thames

30th – Sweeny Todd, Bicester Choral and Operatic Society, The Cooper School

June

2nd – Bicester pride, Flag Raising, Garth Park

3rd – Hays Travel Store Reopening, Crown Walk

12th – SERFCA, Oxfordshire & Buckinghamshire Armed Forces Briefing, RAF Benson



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

FULL COUNCIL REPORT

23rd June 2025

Chair: Alisa Russell

Contact: 01869 252915 alisa.russell@bicester.gov.uk

Phil Evans – Town Clerk

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

Ward Affected: ALL

Motion

Councillor Mawer has proposed Three Motions which have been seconded by Cllr Holland.

1) Street Lights

This Council resolves to submit a collective response to Oxfordshire County Council stating

Bicester Town Council does not wish to see the safety of its residents compromised by turning off a single light within the Town Boundaries of Bicester. Bicester Town Council expects that Oxfordshire County Council will honour its commitment not to turn off any light due to the opposition of the Town Council.

2) This Council resolves that the Town Clerk writes to the Chief Executive of Cherwell District Council recognising that Oxford United is a club for the whole of Oxfordshire and that Bicester Town Council supports the principle of building a stadium at the Triangle. Furthermore the Town Council urges the Chief Executive to recognise that failure to come to agreement with OUFC will jeopardise the future of a Championship football team with all the attendant reputational risk that would ensue.

3) In light of the recent tragic events at Bicester Motion, and the un co-ordinated establishment of donation pages with a risk that some could be fraudulent, this Council instructs the Town Clerk to prepare a report advising the Town Council on the steps required to establish an official charity.

The charity should have a clerk and trustees drawn from the community and the council. The number of trustees and the split of Councillors and Community representatives to be recommended by the Clerk .

That the beneficiaries of the charity be established but that the prime objective be to support people in need within the Town Boundary

Recommendation

The Council are asked to **DISCUSS** and **AGREE** upon a **RESPONSE**.