

Public Document Pack

Bicester Town Council



Bicester Town Council Meeting

Ref: BTC06/2526

Monday 12th January 2026 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



Council Offices, The Garth,
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Bicester,
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Tuesday 23rd December 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 12th January 2026**, in the Council Chambers, **Garth House, Launton Road, OX26 6PS** to commence at **19:00** for the transaction of the following business.

Michael Lee
Service Manager

Agenda

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

1. Apologies for Absence

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

2. Declarations of Interest

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

3. Public Session

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

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

4. CDC Update

An update is to be received by Cherwell District Council.

5. OCC Update

An update is to be received by Oxfordshire County Council.

6. Budget Setting for 2026/2027

(Pages 5 - 6)

Councillors are asked to **APPROVE** the Precept and Budget for the new financial year.

7. Minutes of the Town Council Meeting

(Pages 7 - 16)

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

- **BTC04/2526 – Monday 23rd June 2025**
- **BTC04A/2526 – Monday 7th July 2025 – On The Rise of the Planning Committee Meeting**
- **BTC05/2626 – Monday 13th October 2025**

8. Minutes of the Environment Committee Meeting

(Pages 17 - 21)

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

- **ENV01/2526 – Monday 16th June 2025**
- **ENV03/2526 – Monday 22nd September 2025**

9. Minutes of the Policy Committee Meeting

(Pages 22 - 23)

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

- **POL01/2526 – Tuesday 17th June 2025**

10. Minutes of the Planning Committee Meeting

(Pages 24 - 44)

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

- **PL01/2425 – Tuesday 10th June**
- **PL02/2425 – Monday 7th July**
- **PL03/2425 – Tuesday 12th August**
- **PL04/2526 – Wednesday 3rd September 2025**
- **PL05/2526 – Tuesday 7th October 2025**
- **PL06/2526 – Tuesday 18th November 2025**

11. Minutes of the Working Parties Meetings (Pages 45 - 54)

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

- **BE01/2526 – Wednesday 4th June 2025**
- **BE02/2526 – Thursday 4th September 2025**
- **BTAG01/2526 – Thursday 12th June 2025**
- **CSWG01/2526 – Wednesday 25th June 2025**

12. Mayor's Report (Pages 55 - 56)

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

13. Appointment of RFO (Page 57)

Council is recommended to retrospectively **APPROVE** the appointment of the new Responsible Finance Officer.

14. Date of Next Meeting:

Monday 9th March 2026 – 7pm, The Chamber Room, Garth House

BICESTER TOWN COUNCIL

Monday 12th January 2026
Budget and Precept 2026-27

Chair: Councillor Alisa Russell

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

Responsible Finance Officer: Trevor Longfield

Contact: trevor.longfield@bicester.gov.uk

Overview

Bicester Town Council is obliged to set a balanced Budget and to agree a Precept annually. The Precept is the amount of money that is collected on the Council's behalf from the Council Taxpayers in the area, it is set as a total cash sum but to ease comparisons across the years may also be expressed as an amount per Band D household.

To give the Council the opportunity to review and approve the Precept of £1,947,886 and the Budget for the year from April 2026 to March 2027. We have applied an increase of 4.0% to the monetary amount of the Precept which when applied to the Cherwell District Council provisional estimated increase in the tax base of 0.4% means an increase of 3.6% in the amount that the Bicester Residents pay.

The following table shows the main elements.

Heading	2026-27 Budget	2025-26 Budget	Increase / (Decrease)
Precept	£1,947,886	£1,872,968	4.00%
Tax Base (CDC to approve on 06/01/2026)	13,489.2	13,439.4	0.37%
Band D Notional	£144.40	139.36	3.62%
Income (Non-Precept) Note 1	£407,054	£408,800	(0.43) %
Payroll Note 2	£1,030,000	£968,641	6.33%
Parks and Gardens	£460,000	£460,000	-
Maintenance	£321,772	£271,014	18.73%
Utilities Note 3	£114,978	£89,478	28.50%

Notes

¹ Decrease due to removal of Christmas Light Trail.

² In the Finance Committee Meeting this increase as a percentage was mis-stated as not all elements were included (on-costs, inflation, annual grade increases etc.)

³ Significantly higher than budget 2025-26 re-charges from CDC in respect of Whitelands Sports Complex.

Budget 2025-26

This is a summary of the proposed budget for 2026-27:

Net Income over Expenditure	29,000	
After Reserves Items	-	
	Actual	
Income	2,354,940	
Precept	1,947,886	
Sports Income	146,500	
Rental Income	102,602	
Events Income	34,500	
Grant Income	31,252	
Other Income	7,200	
Income - Mayor's	-	Charities
Interest Earned	85,000	
Costs	2,325,940	
Payroll	1,030,000	
Staff Related	16,600	
Parks and Gardens	460,000	
Maintenance	321,772	
Events	92,500	
Utilities	114,978	
ICT	43,500	
Civic	37,150	
Rates	35,639	
Other Costs	37,851	
Grants	22,000	
Office and Facilities	48,300	
Publicity	27,800	
Legal and Professional	27,500	
Sponsorship	8,600	
Mayor's	1,750	Charities
Mayor's - Last year	-	Charities
Reserves Items		
Capital or Reserves	29,000	

Recommendation

The Council is asked to **REVIEW** this report and to **APPROVE** the Budget and Precept for the year from 1st April 2026 to 31st March 2027.

Minutes of the Bicester Town Council

A meeting of the Bicester Town Council was held on **Monday 23rd June 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 Donna Ford
Cllr Dan Hallett
Cllr Sam Holland
Cllr Harry Knight
Cllr Damien Maguire
Cllr Nick Mawer
Cllr Les Sibley
Cllr Jim Webb
Cllr John Willett

In Attendance:

Phil Evans, Town Clerk
Maria Galic, Civic and Democratic
Cllr Sean Gaul (OCC)
Cllr John Shiri (OCC)

25/ Apologies for Absence

2526 RESOLVED that Apologies were received from Cllr Nick Cotter, Cllr Rachel Mallows and Cllr Chris Pruden.

26/ Declarations of Interests

2526 RESOLVED that declarations of interest were received from Cllr Jim Webb as a season ticket holder.
Cllr Les Sibley at this point requested for the 3rd Motion to be moved to 2nd Motion.

27/ Public Session

2526 RESOLVED that Cllr Sean Gaul and Cllr John Shiri were present.
Cllrs discussed the omission of Agenda items for OCC and CDC Reports on Full Council Agendas and that the Officer ensures these are added to future Agendas.

OCC Councillor highlighted the following in respect of Part-Night Lighting (PNL):

The process of this consultation would follow this order:

1. Bicester Town Council (BTC) would need to request PNL
2. OCC would then need to give consent
3. Consultation would then be arranged
4. Officers would be asked to look for mitigating factors, e.g. higher than average crime rate, safety
5. Then will go to a cabinet member for approval

Other key points and questions were raised in respect of the Local Government reorganisation proposals:

- Council tax harmonisation
- Government ministers will make final decision on this model

Minutes: BTC04/2526
Monday 23rd June 2025

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Signed

Dated

- Mayoral strategic authorities may become even larger than they currently are
- Within Oxfordshire potentially District and County models will combine
- Whether or not there will be one, two or three operators delivering these services or Mayoral strategic authorities
- BTC may most likely take on more responsibilities

Cllrs asked OCC Cllr what their position is on PNL and received feedback that local resident views must be taken into account that there is concern and nervousness on this scheme. However if the local authority considered this OCC would act on this.

28/ Minutes of the Town Council Meeting

2526 RESOLVED that the MINUTES and RESOLUTIONS contained in the Minutes of the following Town Council Meetings were APPROVED.

Proposed by Cllr Paul Wheatley and Seconded by Cllr Damien Maguire:

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

29/ Minutes of the Environment Committee Meeting

2526 RESOLVED that the MINUTES and RESOLUTIONS contained in the Minutes of the following Environment Committee Meetings were APPROVED.

Proposed by Cllr Damien Maguire and Seconded by Cllr Nick Mawer:

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

30/ Minutes of the Finance Committee Meeting

2526 RESOLVED that the MINUTES and RESOLUTIONS contained in the Minutes of the following Finance Committee Meeting were APPROVED.

Proposed by Cllr Alisa Russell and Seconded by Cllr Paul Wheatley:

- FIN06/2425 Tuesday 1st April 2025

31/ Minutes of the Policy Committee Meeting

2526 RESOLVED that the MINUTES and RESOLUTIONS contained in the Minutes of the following Policy Committee Meetings were APPROVED.

Proposed by Cllr Paul Wheatley and Seconded by Cllr Nick Mawer:

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

32/ Minutes of the Planning committee meeting

2526 RESOLVED that the MINUTES and RESOLUTIONS contained in the Minutes of the following Planning Committee Meetings were APPROVED.

Proposed by Cllr Nick Mawer and Seconded by Cllr Harry Knight:

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

33/ Minutes of the Working Party Meeting

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Monday 23rd June 2025

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Signed

Dated

- 2526** RESOLVED that the **MINUTES** and **RESOLUTIONS** contained in the Minutes of the following Working Party Meeting were **APPROVED**.
Proposed by Cllr Alisa Russell and Seconded by Cllr Damien Maguire:

- BE04/2425 – Thursday 9th January 2025

34/ Mayors report

- 2526** RESOLVED that the Council **NOTED** the Mayor's Report.

35/ Motion

- 2526** RESOLVED that the Council **DISCUSSED** and **AGREED** upon a **RESPONSE** for the **Three Motions**.

Cllrs discussed, and highlighted the following points and questions in respect of the 3 **Motions, Street Lights, Bicester Motion and Oxford United**:

1) Street Lights:

- Safety of street lights being off
- Police and Crime Commissioner has raised his concerns
- There is no overwhelming desire for this policy for Bicester and as OCC have expressed it must be BTC who request this, who so far have not
- Gender based opinions vary greatly, especially for women's safety
- Duty of care for residents
- BTC never consented to a 20-mph consultation which was imposed by OCC
- Bicester is already poorly lit
- Residents have faced issues with the lights and delays in repairs
- Lack of clear road markings Howes Lane
- Fix street lamps as soon as reported and correspond with residents
- Most of the street lights have gone down and replaced with modern led lights
- Green Party Cllrs would favour this scheme in order to save power
- 24-hour culture needs to be taken into consideration
- Reporting of crimes to would be challenging in the dark and accuracy of descriptions may be impacted

RESOLVED that Cllr Paul Wheatly Proposed an amendment to the words 'Light' to 'Street Light'. This was Seconded by Cllr John Willett. The amendment was **APPROVED** by Cllr Nick Mawer.

RESOLVED that Council **AGREED** upon a **RESPONSE** which was held by a unanimous vote, bar one Cllr.
The following Motion was **PASSED**:

Bicester Town Council does not wish to see the safety of its residents compromised by turning off a single street 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 Council.

2) Bicester Motion:

- Concerns over uncoordinated establishment of donation pages with questionable authenticity
- BTC do not currently have the capacity to react to an event and quickly respond to a tragedy
- Suggestions of donating money to BTC to pass onto charity
- BTC should consider setting up a charity, and must ensure that it is appropriate and has proper framework and structure in place
- Tragic event at BM was unexpected and so BTC are requested to be more prepared should there ever be future incident

RESOLVED that Council **AGREED** upon a **RESPONSE** which was held by a unanimous vote.

The following Motion was **PASSED**:

In light of the recent tragic events at Bicester Motion, and the uncoordinated 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 the prime objective be to support people in need within the Town boundary.

3) Oxford United (OUFC)

Cllr Sibley left the Meeting prior to this Motion being discussed and returned once discussion had ended.

- Requirements for a new stadium
- OUFC is a club for the whole of Oxfordshire
- There are 3 Cllrs who are Season Ticket holders
- New stadium is a great benefit to the whole community and will be innovative and fit to green standards
- District and County Council have been requested to pay costs for a lost appeal
- Importance of regeneration for the community, in particular for the youth and women's activities
- Planning Committee on 31st July 2025
- No local club in Bicester
- Resident feedback has shown favour for the new stadium plans
- Access to perhaps be fixed on match days

RESOLVED that Council **AGREED** upon a **RESPONSE** which was held by a unanimous vote.

The following Motion was **PASSED**:

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 the Championship football team with all the attendant reputational risk that would ensue.

36/ Personnel Pass Through Purchase Report
2526

RESOLVED that the Council APPROVED the Report.

37/ Date of Next Meeting
2526

Monday 13th October 2025 - 7pm, The Chambers, Garth House

CLOSE OF MEETING:
20:00hrs

Minutes of the Bicester Town Council

A meeting of the Bicester Town Council was held on **Monday 7th July 2025** on **The Rise of the Planning Committee Meeting** in the Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.

Present:

Cllr Paul Wheatley (Chair)
Cllr Tom Beckett
Cllr Donna Ford
Cllr Dan Hallett
Cllr Damien Maguire
Cllr Chris Pruden
Cllr Jim Webb
Cllr John Willett

In Attendance:

Paul Canning, Deputy Town Clerk
Maria Galic, Civic and Democratic

38/ Apologies for Absence

2526 RESOLVED that Apologies were received from Councillors Harry Knight, Rachel Mallows, Nick Mawer, Alisa Russell, and Les Sibley.

39/ Declarations of Interests

2526 RESOLVED that no declarations of interest were received.

40/ Annual Governance Statement (AGAR Section 1) Report

2526 RESOLVED that Council APPROVED the Annual Governance (AGAR Section 1) Report. The Reports were RECOMMENDED for presentation at Full Council for APPROVAL.

Councillors also raised the following points and questions:

- Absence of the Chair
- Suggested this meeting should only be approved with the Chair's consent and would like to ask if this procedure was followed
- Questions over the purpose of the Meeting Calendar if meeting dates can be overridden by Officers
- RFO appointment to be included in the next Full Council meeting

41/ Annual Governance Statement (AGAR Pt 2) Report

2526 RESOLVED that Council APPROVED the Annual Governance (AGAR Pt 2) Report.

42/ Internal Auditor Report

2526 RESOLVED that Council NOTED the Auditor Report.

Councillors also raised the following points and questions:

- Should the Report redact names
- To ensure all future meeting Agendas are published on time

43/ Date of Next Meeting

2526 Monday 13th October 2025 - 7pm, The Chambers, Garth House

CLOSE OF MEETING:
20:00hrs

Minutes of the Bicester Town Council

A meeting of the Bicester Town Council was held on Monday 13th October 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 Tom Beckett
Cllr Donna Ford
Cllr Harry Knight
Cllr Damien Maguire
Cllr Les Sibley
Cllr Jim Webb
Cllr John Willett

In Attendance:

Phil Evans, Town Clerk
Maria Galic, Civic and Democratic
Isobel May, Event and Marketing

Representatives from:

Cllr Sean Gaul (OCC)
Gargi Holland (OCC)
Jacqui Cox (OCC)
Julia Harrington (CDC)
Member of the public
Rory O'Riley (OSRFI)
Steve Harley (OSRFI)
Tim Snazell (OCC)

44/ Apologies for Absence

2526 RESOLVED that Apologies were received from Cllr Nick Cotter, Cllr Dan Hallett, Cllr Rachel Mallows and Cllr Nick Mawer.

45/ Declarations of Interests

2526 RESOLVED that declarations of interest were received from Cherwell District Councillors.
Cllr Tom Beckett, Cllr Donna Ford, Cllr Harry Knight, Cllr Chris Pruden, Cllr Alisa Russell, Cllr Les Sibley and Cllr John Willett

46/ Public Session

2526 RESOLVED that Cllr Sean Gaul was present.
OCC Councillor highlighted the following:

- Local government of the organisation element – Discussions are ongoing regarding the number of councillors under the proposed single unitary model. Should this model proceed, it will be based on existing boundaries.
- Home to school transport – A high volume of applications has caused delays beyond the 20-day processing target. Residents affected are advised to contact Cllr Sean Gaul.

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Signed

Dated

- High needs overspend – Current expenditure exceeds government allocations. The Council awaits further guidance from central government; if overspends are carried forward, several councils' risk financial insolvency.
- Congestion charge – Implemented to reduce traffic congestion and encourage active travel.

Cllrs raised the following with the OCC Cllr:

- Congestion charge – Suggested that charges be limited to just city centre residents, who have greater access to public transport, encourage those in the centre to use the public transport. Those in the surrounding villages have limited access to public transport.
- Recycling centres – Concern that reducing opening days may increase fly-tipping, with associated costs falling on Cherwell District Council (CDC). OCC will raise these concerns with the cabinet and have a meeting with BTC Cllrs to discuss further.
- Cycling in sheep street – Consultation process was insufficiently communicated to residents.
- Works on sheep street – Current works are having a severe negative impact on the town centre.

47/ A41 (Siemens access to Vendee Drive roundabout) cycle route

2526 RESOLVED that a presentation was RECEIVED from OCC and Cllrs COMMENTED the following:

- Request for comparison of travel times between all three proposed paths. OCC confirmed these factors are part of their physical constraints review.
- Cllrs expressed concern about potential loss of trees and habitat; OCC stated this depends on the outcome of their environmental assessment.
- Inquiry made about linking project funds to Oxford Road improvements for better town centre connectivity. OCC confirmed related works would come from separate funding sources.
- Question raised on whether the path is intended for Bicester residents or Siemens employees, how will OCC monitor this to get results. Safety concerns highlighted near the park and ride area, which needs to be looked at.

48/ Movement & Place Plan for Bicester and Mid Cherwell

2526 RESOLVED that a presentation was RECEIVED from OCC and Cllrs COMMENTED the following:

- Support expressed for improved connectivity; requested clarity on links to Oxford Road and Graven Hill.
- Plan expected to be adopted in late January, with actions divided into short-, medium-, and long-term goals.
- Questions raised regarding the potential impact on residents.
- Emphasis placed on maintaining some provision for car usage.

49/ Market Square Update Presentation

2526 RESOLVED that a presentation was RECEIVED from CDC and Cllrs COMMENTED the following:

- Requested a copy of the presentation.
- Supported the Crown Walk mural but noted that bin storage will not eliminate odour issues.

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Signed

Dated

- Expressed concern that new benches and blocks near Sainsbury's may encourage anti-social behaviour.
- Highlighted the need to prevent unauthorised vehicle access outside Sainsbury's; CDC is enforcing lease terms to ensure bollards function and additional signage is installed.
- Sought clarification on how access to the Market Square service lane will be restricted to authorised vehicles.

50/ Oxfordshire Strategic Rail Freight Interchange

2526 RESOLVED that a presentation was RECEIVED from OSRFI and Cllrs COMMENTED the following:

- Cllrs raised concerns regarding the potential use of existing Chiltern lines, associated pollution, noise levels, and the nature of employment opportunities to be created. OSRFI responded that rail freight is more environmentally sustainable than road freight, with a minimum of four trains per day—potentially increasing to twelve—and no operations between 1:00 a.m. and 5:00 a.m. Employment opportunities are expected to cover a wide range of skill levels.

51/ Date of Next Meeting

2526 Monday 12th January 2026 – 7pm, The Chamber Room, Garth House

CLOSE OF MEETING:
21:07hrs

Additional agenda items from this meeting will be deferred to the next Full Council Meeting, in accordance with Standing Orders, as the meeting extended beyond 21:00 hours.

Minutes of the Environment Committee

A meeting of the Environment Committee was held on **Monday 16th June 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 John Willett
Cllr Les Sibley

In Attendance:

Michael Lee (Officer)
Tanya Govorusa

Representatives:

Rugby Club rep

1/ Apologies for Absence

2526 RESOLVED that apologies for absence were received from Cllr Harry Knight.

2/ Declarations of Interest

2526 RESOLVED that no declarations of interests were received.

Resolved that the Vice chair was elected Cllr Russell.

3/ Minutes of the Environment Committee Meeting

2526 RESOLVED that the MINUTES and RESOLUTIONS of the Environment Committee Meeting were APPROVED:

- ENV05/2425 – March 17th, 2025, at 19:00hrs.

4/ Public Session

2526 RESOLVED that members of the public were present.

- **Rugby Club Representative:**

- The elected chair of the rugby club spoke about the rugby club wanting to put fences around their pitches to help with their advertising for local businesses, so the club can be self-funding and give local businesses the opportunity to grow.
- The fence would also help with Health & safety issues, keeping the players away from spectators.
- The installation would be funded by grants, so no cost to council.
- He also thanked the Whitelands staff for all the support given to the team with what transpired at the Bicester Motion.

5/ Garth Park Play Area Refurbishment

2526 RESOLVED that committee APPROVED the retrospective works on the grounds of health and safety.
The council asked for improvements in the procurement process and a checklist is required due to miscommunication.

6/ Traveller Incursion Defences

2526 RESOLVED that committee APPROVED the proposal to the above costs.

- Councillors highlighted the following:
 - APPROVED with provision.
 - Officer investigates whether we own all these areas and if not get permissions off those that do.
 - Contact traveller office for help and advice.
 - Contact CDC - re their areas.

7/ Memorial Wall Proposal

2526 RESOLVED that Committee APPROVED in principle.

8/

2526 Fence at Whitelands Rugby Pitches

The Committee is RECOMMENDED to APPROVE the proposal.

- The Town Council agrees in principle that Bicester Rugby Club may erect fences round their pitches on Whitelands Sports ground.

Subject to 1) Planning Consent being granted for the advertising.

Or 2) A letter being received from Cherwell District Council confirming that planning permission is not required.

Further this agreement is conditional on a discussion with other Sports users at the next Sports Working Group and there being no objection from Cherwell District Council.

- APPROVED with provision that officer investigates.
- Rules re advertising at Whitelands.
- Find out why it was not passed previously.
- Planning conditions at Whitelands.
- To add as an agenda item at next sports meeting.

9/

2526 Requests for Memorials in Various Locations

The Committee is RECOMMENDED to RESOLVE the decision.

RESOLVED with provisos below:

APPROVED with provision that Officer investigates costs of new benches.

- Investigates other areas around town that could be used for these memorials (open spaces etc.)
- Use Whitelands and limited number in cemetery as Garth Park is fully utilised.
- Put map together of areas of interest that could be used.
- Councillor suggested two plaques on each bench.
- Councillor suggested for plaques to go on non-plaque benches.
- Memorial trees should go to Policy committee.
- Council thanked for all the work done prior to the funeral for one of the victims of the fire at Bicester motion.

10/

2526 Forward Plan

RESOLVED that Committee NOTED the forward plan.

- Tiny forest, any progress being made, funding has been applied for to Earth watch
- Splash Park to investigate where we are at.
- Organise walk around play areas not done last time.
- Officer to start looking for play areas that need prioritising.
- Officer to create a poll for dates to do walk round.
- Officer to check who installed zip wires and what warranty periods they have.

11/

2526 Date of next Meeting: Monday 14th July 2025

CLOSE OF MEETING: 20:50 hrs

Minutes of the Environment Committee

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

Present:

Cllr Alisa Russell – (Chair)
Cllr Donna Ford
Cllr Damien Maguire (left at 19:33)
Cllr Nick Mawer
Cllr Les Sibley
Cllr Paul Wheatley
Cllr John Willett

In Attendance:

Michael Lee (Officer)
Isobel May (Event & Marketing Administrator)

20/ Apologies for Absence

2526 RESOLVED that apologies for absence were received from Cllr Harry Knight, Cllr Rachel Mallows and Cllr Chris Pruden

21/ Declarations of Interest

2526 RESOLVED that no declarations of interests were received.

22/ Minutes of the Environment Committee Meeting

2526 RESOLVED that Committee did APPROVE the Minutes of the Environment Committee Meeting:

- ENV01/2526 – Monday 16th June 2025

UNRESOLVED that Committee did NOT APPROVE the Minutes of the Environment Committee Meeting:

- ENV02/2526 – Monday 14th July 2025 – due to the meeting taking place when it was inquorate, stated in the Standing Orders '*No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3.*'
- These minutes will not be noted for future meetings.

23/ Public Session

2526 RESOLVED that no members of the public were present.

24/ Langford Parks Consultation

2526 UNRESOLVED that the Committee did NOT APPROVE and COMMENTED on the proposal.

- Cllrs requested more in-depth questions and further questions to be added, for example, '*what would you like to see done with the other parks?*' and '*Do*

Minutes: ENV03/2526: Environment Committee Meeting
Monday 22nd September 2025

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Signed

Dated

- you agree with the positioning of the new proposed play area?*
- Cllrs have requested clarification on the rationale for the consultation, as they believe it is important for the public to be informed of the background and timeline.

25/ Additional Costs for Tree Adjacent to Network Rail

- 2526** RESOLVED that the Committee APPROVED and COMMENTED on the proposal.
- Cllrs queried as to why BTC are paying for this, Officer shared that the trees are on BTC owned land.

26/ Claypits Shed Proposal

- 2526** RESOLVED that the Committee APPROVED the proposal.

27/ Land Grabs Letter

- 2526** RESOLVED that the Committee APPROVED the proposal.

28/ Bee Hives at Allotment Sites

- 2526** RESOLVED that the Committee APPROVED the proposal.

29/ Allotment Tenancy Review

- 2526** RESOLVED that the Committee APPROVED in principle and COMMENTED on the proposal.
- Cllrs would like to defer the notices until posters go up on the plots stating to contact BTC. After this then the letters can be sent out.

30/ Forward Plan

- 2526** RESOLVED that the Committee APPROVED and COMMENTED on the report.
- Cllrs would like to see the memorial wall and splash park to be added back onto the forward plan.

31/ Date of Next Meeting:

- 2526** Tuesday 21st October 2025, at 7pm, The Council Chamber, Garth House

CLOSE OF MEETING: 19:38

Minutes of the Policy Committee

A meeting of the **Finance Committee** was held on **Tuesday 17th June 2025** at **19:00 hrs** at the **Council Chamber, Garth House, Launton Rd, OX26 6PS**.

Present:

Cllr Paul Wheatley (Chairman)
Cllr Dan Hallett
Cllr Nick Mawer
Cllr Rachel Mallows
Cllr Tom Becket

In Attendance:

Michael Lee – Service Manager
Viktorija Kovale – Finance Administrator

01/2 Appointment of Vice-Chair

425 RESOLVED that Cllr Rachel Mallows was **APPOINTED** as Vice-Chair for the Policy Committee.

Cllr Wheatley Proposed and Cllr Hallett seconded.

03/2 Apologies for Absence

425 RESOLVED that apologies be received from:

- Cllr Nick Cotter
- Cllr Chris Pruden
- Cllr Sam Holland
- Cllr Harry Knight

04/2 Declarations of Interest

425 RESOLVED that no declarations were received.

05/2 Minutes of the Policy Committee

425 RESOLVED to **CONFIRM** the minutes of the Policy Committee meeting held on:
• **POL06/2425** held on Monday 24th March 2025 at 19:00hrs.

06/2 Public Session

425 RESOLVED that a member of the public, Scribe Representative, was present at the meeting, which included a 45-minute presentation.

07/2 Bicester Town Council Accounting Software.

526 RESOLVED that Committee **REVIEWED** the presentation and **COMMENTED**.

Questions raised for the Scribe Representative:

- Safety and data protection
- Ease and duration of the transition from Rialtas to Scribe
- Month and year-end processes

- Licensing

Councillors are waiting for all potential software options before making the final decision.

08/2 Policy Review

425 RESOLVED that Committee **NOTED** and **APPROVED** the updated policies.

09/2 Exclusion of Press and Public

425 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.

10/2 Lease Review

425 RESOLVED that the Committee **APPROVED** the Lease Review actions and proposed, in principle, the lease for Nais House.

A question was raised by Nais House, who would like to rent space, having previously been located at CAB. Councillors advised charging Nais House the same amount per square meter as BTC charges for their space.

Date of next Meeting: 15th September 2025 at 19:00

CLOSE OF MEETING: 20:19hrs

Minutes of the Planning Committee

A meeting of the Planning Committee was held on Tuesday 10th June 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 Chris Pruden – (Vice-Chair)
Cllr Dan Hallett
Cllr Harry Knight
Cllr Damien Maguire
Cllr Rachel Mallows
Cllr Jim Webb
Cllr John Willett

In Attendance:

Phil Evans, Officer
Maria Galic, Civic & Democratic

1/25 Appointment of Vice Chair of the Planning Committee

26 RESOLVED that Committee APPOINTED Cllr Chris Pruden as Vice Chair.
Proposed by Cllr Chris Pruden and Seconded by Cllr Damien Maguire.

2/25 Apologies for Absence

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

3/25 Declarations of Interest

26 RESOLVED that declarations of interest were received from Cllr Rachel Mallows due to knowing an applicant listed as a new application.

4/25 Declarations of Interest for District & County Councillors

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

5/25 Minutes of the Planning Committee Meeting

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

- PL09/2425 – Tuesday 22nd April 2025

6/ Public Session

2526 RESOLVED that no members of the public were present.

7/ Updates on Large Developments and associated issues

2526 RESOLVED that updates were received on:

Bicester Motion – A vertiport testbed for the electric air taxi industry in has reached operational completion.

Planning Applications from Cherwell District Council

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

24/01206/F – 63 Jay Close

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

24/03259/F – Symmetry Park

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

25/00276/DISC – Land Nth & Sth of Pingle Drive

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

25/00751/F – 6 Ruck Keene Close

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

25/00803/F – 91 Kestrel Way

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.

25/00850/F – 7 Sterling Close

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

25/00876/REM – 46 Bucknell Road

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

25/00880/F – 11 Ravencroft

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

25/00882/F – Land South of Anniversary

RESOLVED that Bicester Town Council **WELCOME** the provision of housing put forward in this application but **RAISE CONCERNS** over:

- The quality of the design
- Massing of the buildings
- Energy efficiency standards

25/00924/NMA – 138 Anniversary Avenue

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

25/00943/DISC – Site D And E Graven Hill

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

25/00956/CLUP – Vodafone, 29 Crown Walk

RESOLVED that Bicester Town Council **WELCOMES** this application.

25/00962/DISC – 1 George Street

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

25/00990/NMA – Ursuline Convent, 4-6 Kings End

RESOLVED that Bicester Town Council has **NO OBJECTION** to this application if the conservation officers are in agreement with the plans.

25/00993/F – 4 Manchester Terrace

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

25/01013/TCA – The Garth Launton Road

RESOLVED that Bicester Town Council LEAVE this application to the ARBORICULTURALIST OFFICER.

25/01016/TCA – St Edburghs Church

RESOLVED that Bicester Town Council LEAVE this application to the ARBORICULTURALIST OFFICER.

25/01061/F – 1 George Street

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

25/01095/F – 6 Martin Close

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

25/01105/NMA – Site D And E Graven Hill

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

25/01109/F – Shotz Pool And Sports Lounge

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

25/01128/DISC – Impressions Hair And Beauty

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

25/01130/TCA – Bicester Town Council, The Garth

RESOLVED that Bicester Town Council LEAVE this application to the ARBORICULTURALIST OFFICER.

25/01136/F – Autumn Barn Whitelands Farm

RESOLVED that Bicester Town Council RAISE CONCERNS on this application due to:

- Overdevelopment of the site
- Not in keeping with the street scene and the nature of the site

25/01148/F – 162 Buckingham Crescent

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

25/01177/F – 53 Bristol Road

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

25/01178/REM – South East Bicester, Wretchwick Way

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

25/01183/F – 67 Wear Road

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

25/01248/F – 31 Taunton Road

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

25/01322/TPO – Lucerne Avenue, Bure Park

RESOLVED that Bicester Town Council RAISE CONCERNS on this application due to:

- These trees are under the authority of BTC and are therefore theirs to manage
- This application has not consulted BTC
- Management of these trees should comply with BTC Tree Policy

25/01323/CLUP – Units B7 And B7a, Telford Road

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

25/01334/LB - Tudor Cottage, 22 Church Street

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

25/01355/F – 20 Dumas Close

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

25/01387/TCA – 1 St Edburys Path

RESOLVED that Bicester Town Council LEAVE this application to the ARBORICULTURALIST OFFICER.

8/25 Notification of Planning Decisions from Cherwell District Council

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

9/25 Forward Plan

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

- London Road Level Crossing – expressing thank you to the Local MP for organising meetings with councillors to discuss this
- Market Square – a potential future Planning Committee meeting presentation

10/2 Date of next Meeting:

526 Monday 7th July 2025 – 7pm, The Chambers, The Garth, Launton Road

CLOSE OF MEETING: 19:56

Minutes of the Planning Committee

A meeting of the Planning Committee was held on Monday 7th July 2025 at 19:00hrs at The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.

Present:

Cllr Chris Pruden – (Chair)
Cllr Donna Ford
Cllr Dan Hallett
Cllr Damien Maguire
Cllr Jim Webb
Cllr John Willett
Cllr Paul Wheatley (substitute for Cllr Rachel Mallows)

In Attendance:

Paul Canning, Officer
Maria Galic, Civic & Democratic

11/ Apologies for Absence

2526 RESOLVED that apologies for absence were received from Cllrs Harry Knight, Rachel Mallows, and Nick Mawer.

12/ Declarations of Interest

2526 RESOLVED that declarations of interest were received from Cllr Chris Pruden in respect of application 25/01444/H – Land West of Oxford Road due to being on Planning at Cherwell.

13/ Declarations of Interest for District & County Councillors

2526 RESOLVED that declarations of interest were received from Cherwell District Councillors Tome Beckett, Nick Mawer, Chris Pruden, and John Willett.

14/ Minutes of the Planning Committee Meeting

2526 RESOLVED that the MINUTES and RESOLUTIONS of the Planning Committee Meeting were APPROVED:

- PL01/2526 – Tuesday 10th June 2025

15/ Public Session

2526 RESOLVED that no members of the public were present.

16/ Updates on Large Developments and associated issues

2526 RESOLVED that updates were received on:

Other business Strategic Sites – New units have been approved around Baynard's Green.

17/ Planning Applications from Cherwell District Council

2526 RESOLVED that Committee CONSIDERED and COMMENTED on the following

Minutes: PL02/2526: Planning Committee Meeting
Monday 7th July 2025

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applications:

24/03371/F – 42 Purslane Drive

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/00880/F – 11 Ravencroft

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01163/F – The Bure Farm

RESOLVED that Bicester Town Council **WELCOME** the provision of solar panels on this application.

25/01244/F – 11 Read Place

RESOLVED that Bicester Town Council **RAISE CONCERNS** on this application due to:

- Access issues, as the applicant does not have access to Hull Lane which is managed land
- Impact on residents of Hull Lane
- Not fitting with the rest of Graven Hill

25/01350/F – Ursuline Convent

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01351/LB – Ursuline Convent

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01362/F – 59 Woodfield Road

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01378/F – The Laurels Parts of OS Parcels 1125 & 1621

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01419/TEL – Street Record

RESOLVED that Bicester Town Council **RAISE CONCERNS** on this application due to:

- Line of sight

25/01430/DISC – Haynes Court

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01432/F – 22 Margaret Close

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01442/F – 16 Park Rise

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01444/H – Land West of Oxford Road

RESOLVED that Bicester Town Council **RAISE CONCERNS** on this application due to:

- Flood risk associated with the site
- Access and traffic issues for current residents
- Concerns about infrastructure around medical provision of new residents
- Contribution towards the cemetery
- Concerns about Sect 106 contributions to new school provision
- Overdevelopment of the site as there is insufficient green space and not enough play space for children

- Concerns regarding loss of trees on the site
- Inclusion of improvements to footpath and cycle network on land adjoining Oxford Road
- Uncertainty of location of site with blue boundary on shown maps not being consistent with Site plan (red boundary)

25/01449/F – 44 Longfields

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01470/F – 8 Avon Crescent

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01481/TPO – Beech Tree House, 5 Tinkers Lane

RESOLVED that Bicester Town Council **LEAVE** this application to the ARBORICULTURIST OFFICER.

25/01488/F – Kingswood House, 29 North Street

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01502/CLUP – 5 Trent Crescent

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01503/CLUP – 25 Barry Avenue

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01529/DISC – Iceland 12-14 Sheep Street

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01551/F – Cornucopia 1 Home Close

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01552/TCA – The Garth, Launton Road

RESOLVED that Bicester Town Council **LEAVE** this application to the ARBORICULTURIST OFFICER.

25/01571/F – Natwest 1-7 Manorsfield Road

RESOLVED that Bicester Town Council made a **COMMENT** on this application and are disappointed to lose another bank in the town centre.

25/01580/CLUP – 26 Windmill Avenue

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01585/REN56 – West Bicester Community Centre

RESOLVED that Bicester Town Council **WELCOME** on this application.

25/01613/DISC – Mckay Trading Estate

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01620/LB – The Old Court House, 5 Sheep Street

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01635/TCA – Old Manor House, 16 Kings End

RESOLVED that Bicester Town Council **LEAVE** this application to the

ARBORICULTURIST OFFICER.

25/01650/NMA – Block A 20-26 Graven Hill Road

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01652/F – 15 Sheep Street

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

24/03431/F – Land Adjacent 53 and 54 Hambleside

RESOLVED that Bicester Town Council **REFER** back to their original comments.

18/ Notification of Planning Decisions from Cherwell District Council
2526 **RESOLVED** that Committee **NOTED** the decisions from Cherwell District Council.

19/ Forward Plan

2526 **RESOLVED** that Committee **REVIEWED** and **COMMENTED** on the Forward Plan:
- London Road Level Crossing – there will be an upcoming meeting in respect of this
- Local Plan – Executive have voted for this to go to Full Council at Cherwell

20/ Date of next Meeting:

2526 **Tuesday 12th August 2025 – 7pm, The Chambers, The Garth, Launton Road**

CLOSE OF MEETING: 19:49

Minutes of the Planning Committee

A meeting of the Planning Committee was held on Tuesday 12th August 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 Chris Pruden – Vice-Chair
Cllr Dan Hallett
Cllr Damien Maguire
Cllr Rachel Mallows
Cllr Jim Webb
Cllr John Willett

In Attendance:

Paul Canning, Officer

Representatives from:

Cherwell District Council – Cllr Rob Parkinson

21/ Apologies for Absence

2526 RESOLVED that apologies for absence were received from Cllrs Harry Knight and Cllr Sam Holland.

22/ Declarations of Interest

2526 RESOLVED that no declarations of interest were received.

23/ Declarations of Interest for District & County Councillors

2526 RESOLVED that declarations of interest were received from Cherwell District Councillors Nick Mawer, Chris Pruden, and John Willett.

24/ Minutes of the Planning Committee Meeting

2526 RESOLVED that the MINUTES and RESOLUTIONS of the Planning Committee Meeting were APPROVED:

- PL02/2526 – Monday 7th July 2025

25/ Public Session

2526 RESOLVED that Cllr Rob Parkinson from Cherwell District Council was present.

26/ Updates on Large Developments and associated issues

2526 RESOLVED that updates were received on:

Other business Strategic Sites – Puy Du Fou was mentioned by Cllrs as they have started their planning application process.

27/ Planning Applications from Cherwell District Council

2526 RESOLVED that Committee CONSIDERED and COMMENTED on the following applications:

- Out of keeping with the street scene

25/01802/NMA – Haynes Court

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01820/HYBRID – Alchester Parklands

RESOLVED that Bicester Town Council is aware that this application is outside the current town boundary but wishes to **RAISE CONCERNS**

- Bicester Town Council feels it will impact the town and that the development should not be brought forward without the southeast relief road (link road) being constructed
- And Vehicular access at the London Road crossing being secured
- The strategic gap between Bicester and Ambrosden will be closed
- The application site is not in the Local Plan recently approved by the LPA

25/01842/NMA – 11 Turnstone Green

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01853/F – 12 Merganser Drive

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01895/LB – Tudor Cottage

RESOLVED that Bicester Town Council made a **COMMENT** on this application, mentioning as long as the **CONSERVATION OFFICER** is happy.

25/01898/F – Pevensey House

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01935/ADV – Network Rail

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

28/ 2526 Notification of Planning Decisions from Cherwell District Council

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

29/ 2526 Forward Plan

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

- The local plan can be removed from item 8

30/ 2526 Date of next Meeting:

Wednesday 3rd September 2025 – 7pm, The Chambers, The Garth, Launton Road

CLOSE OF MEETING: 20:15

Minutes of the Planning Committee

A meeting of the Planning Committee was held on Wednesday 3rd September 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 Harry Knight
Cllr Damien Maguire
Cllr Jim Webb
Cllr Paul Wheatley (as substitute for Cllr Chris Pruden)
Cllr John Willett

In Attendance:

Trevor Longfield, Officer
Maria Galic, Civic & Democratic

Representatives from:

Five Reps from Firethorn – Bicester Eco Town

31/ Apologies for Absence

2526 RESOLVED that apologies for absence were received from Cllr Nick Cotter, Cllr Dan Hallett, and Cllr Chris Pruden.

32/ Declarations of Interest

2526 RESOLVED that no declarations of interest were received.

33/ Declarations of Interest for District & County Councillors

2526 RESOLVED that declarations of interest were received from Cherwell District Councillors Tom Beckett, Nick Mawer, Harry Knight, and John Willett.

34/ Minutes of the Planning Committee Meeting

2526 RESOLVED that the MINUTES and RESOLUTIONS of the Planning Committee Meeting were APPROVED:

- PL03/2526 – Tuesday 12th August 2025

35/ Public Consultation on the Next Phase of the Bicester Eco Town

2526 A presentation was received from Firethorn on the Reserved Matters application for Phase 2 and 3 of the development.

Councillors raised the following comments and questions on this application:

- Concerns over access to the original site
- The nature of housing offered in respect of affordability and tenure.
- No provision of amenities in the application
- Number of allotments provided.
- Ground heat source logistics.
- Safety of cyclists and the logistics for cycling in the Eco Town
- Parking provision provided for residents and visitors, in consideration of proximity

- to Caversfield
- Clarification on 100% Net zero carbon homes by way of construction and operation
- Construction Traffic Management Plan in respect of work being impacted by other large planning applications such as Puy du Fou
- Control of site once Firethorn leaves, and private management of play areas

36/ Public Session

2526 RESOLVED that no members of the public were present.

37/ Updates on Large Developments and associated issues

2526 RESOLVED that an update was received on:

- Other business Strategic Sites – Puy Du Fou have commenced their planning application process.

38/ Planning Applications from Cherwell District Council

2526 RESOLVED that Committee CONSIDERED and COMMENTED on the following applications:

25/00882/F – Graven Hill Village Development

RESOLVED that Bicester Town Council reiterate previous comments made and RAISE CONCERNS over this application due to:

- The quality of the design
- Massing of the buildings
- Energy efficiency standards

25/01235/F – Premier 6-8 Bowmont Square

RESOLVED that Bicester Town Council RAISE CONCERNS on this application and request that if the local planning authority accepts this plan that they should impose noise limits on the site.

25/01888/F – 2 Dryden

RESOLVED that Bicester Town Council STRONGLY OBJECTS this application as the land should remain as amenity land.

25/01915/OBL – Land North and South of Pingle Drive

RESOLVED that Bicester Town Council made WELCOMES this application.

25/01934/TPO – 5 TY Craig

RESOLVED that Bicester Town Council LEAVE this application to the ARBORICULTURAL OFFICER.

25/01988/ADV – 1-3 Sheep Street

RESOLVED that Bicester Town Council made NO COMMENT on this application.

25/02001/NMA – Axis J9 Phase 1

RESOLVED that Bicester Town Council made NO COMMENT on this application.

25/02005/ADV – Morleys 14 Arkwright Road

RESOLVED that Bicester Town Council made WELCOMES this application.

25/02030/MA56 – Bicester Physiotherapy and Sports Injury Clinic

RESOLVED that Bicester Town Council made **WELCOME** this application.

25/02057/DISC – Himley Village North West Bicester

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02087/F – 6 Restharrow Mead

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

39/ Notification of Planning Decisions from Cherwell District Council

2526 RESOLVED that Committee **NOTED** the decisions from Cherwell District Council.

40/ Forward Plan

2526 RESOLVED that Committee made **NO COMMENT** on the Forward Plan.

41/ Date of next Meeting:

2526 Tuesday 7th October 2025 – 7pm, The Chambers, The Garth, Launton Road

CLOSE OF MEETING: 20:28

Minutes of the Planning Committee

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

Present:

Cllr Harry Knight
Cllr Damien Maguire
Cllr Rachel Mallows
Cllr Nick Mawer (arrived at 19:17)
Cllr Jim Webb
Cllr Chris Pruden - Chair
Cllr John Willett

In Attendance:

Phil Evans, Officer
Isobel May, Events and Marketing

Meeting commenced at 19:05 as a unanimous decision, making Cllr Chris Pruden the chair for the rest of the meeting.

42/ Apologies for Absence

2526 RESOLVED that apologies for absence were received from Cllr Tom Beckett, Cllr Tom Beckett and Cllr Dan Hallett

43/ Declarations of Interest

2526 RESOLVED that declarations of interest were received from Cllr Damien Maguire and Cllr Rachel Mallows due to knowing an applicant listed as a new application.

44/ Declarations of Interest for District & County Councillors

2526 RESOLVED that declarations of interest were received from Cherwell District Councillors Harry Knight, Chris Pruden and John Willett.

45/ Minutes of the Planning Committee Meeting

2526 RESOLVED that the MINUTES and RESOLUTIONS of the Planning Committee Meeting were APPROVED:

- PL04/2526 – Wednesday 3rd September 2025

46/ Public Session

2526 RESOLVED that no members of the public were present.

47/ Oxfordshire Rail Freight Interchange

2526 RESOLVED that committee NOTED and COMMENTED on the report.
Cllrs will await the Full Council Meeting to ask questions as OSRFI will be presenting.

48/ Updates on Large Developments and associated issues

2526 RESOLVED that an update was received on:
- Other business Strategic Sites – A large submission has been made for Gavray

Minutes: PL05/2526: Planning Committee Meeting
Tuesday 7th October 2025

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Signed

Dated

Meadows.

49/ Planning Applications from Cherwell District Council

2526 RESOLVED that Committee CONSIDERED and COMMENTED on the following applications:

25/01235/F – Premier 6-8 Bowmont Square

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01949/NMA – 10 Corncrake Way

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01992/F – 105 Fair Close

RESOLVED that Bicester Town Council **RAISE CONCERNS** on this application as the land should remain as amenity land and will change the street scene.

25/02027/MA56 – 12-14 Sheep Street

RESOLVED that Bicester Town Council **RAISE CONCERNS** on this application as the size of the apartment is below the minimum for 2 occupants.

25/02092/NMA – 8 Avon Crescent

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02104/DISC – Land North Of Bicester

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02107/DISC – Land North And South

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02108/DISC – Land North And South

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02115/F – 3 Bryony Road

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02131/TEL – Electricity Sub Station

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02136/CLUP – 17 Perth Road

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02137/F – 8 Crown Walk

RESOLVED that Bicester Town Council made a **COMMENT** on this application for the PVC to be considerate of the units.

25/02182/TCA – 17 Field Street

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02203/F – 19A Field Street

RESOLVED that Bicester Town Council **WELCOMES** this application.

25/02215/CDC – Unit 14 Expeditionary Road

RESOLVED that Bicester Town Council **WELCOMES** this application.

25/02232/OUT – Land North & East Manor Farm

RESOLVED that Bicester Town Council **RAISED CONCERNS** due on this application:

- The management of access
- How the necessary improvements to the motorway network will be facilitated
- How the applicant can guarantee that the correct percentage of visitors will come by rail
- Concerns about traffic and travel

However, also **WELCOMES**:

- Potential number of new jobs
- Activities for the locals

25/02244/F – 6 Orchard Way

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02247/DISC – Former Rodney House

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02291/F – 10 Oak Close

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02299/F – 20 The Oval

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02302/DISC – Unit D1 Graven Hill

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02305/F – 9 Lyneham Road

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02308/DISC – Land Adj To No1 St Peters Crst

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02313/F – 6 Manchester Terrace

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02319/DISC – Himley Village NW Bicester

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02338/DISC – McKay Trading Estate

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02340/REM – Land East Of Ploughley Road

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02349/F – 13 Yew Close

RESOLVED that Bicester Town Council made a **COMMENT** on this application to ensure the applicant adheres to the opening hours.

25/02355/F – 2 Bugloss Walk

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02402/F – 27 Maple Road

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/01773/F – 2 Somerville Drive

RESOLVED that Bicester Town Council **REINFORCES** their original comments on this application due to the application not keeping with the street scene.

25/01680/F – 8 Dickens Close

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

50/ Notification of Planning Decisions from Cherwell District Council

2526 RESOLVED that Committee **NOTED** the decisions from Cherwell District Council.

51/ Forward Plan

2526 RESOLVED that Committee made **NO COMMENT** on the Forward Plan.

52/ Date of next Meeting:

2526 Tuesday 18th November 2025 – 7pm, The Chambers, The Garth, Launton Road

CLOSE OF MEETING: 20:25

Minutes of the Planning Committee

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

Present:

Cllr Tom Beckett
Cllr Damien Maguire
Cllr Rachel Mallovs
Cllr Nick Mawer - Chair
Cllr Chris Pruden
Cllr John Willett

In Attendance:

Trevor Longfield, Officer
Chloe Challinger, Civic and Cemetery
Isobel May, Events and Marketing

Representatives:

Bicester Arc

53/ Apologies for Absence

2526 RESOLVED that apologies for absence were received from and Cllr Dan Hallett, Cllr Harry Knight and Cllr Jim Webb

54/ Declarations of Interest

2526 RESOLVED that declarations of interest were received from Cllr Tom Beckett for being a tenant for the difference of work place.

55/ Declarations of Interest for District & County Councillors

2526 RESOLVED that declarations of interest were received from Cherwell District Councillors Chris Pruden, Damien Maguire, Nick Mawer and John Willett.

56/ Minutes of the Planning Committee Meeting

2526 RESOLVED that the MINUTES and RESOLUTIONS of the Planning Committee Meeting were APPROVED:

- PL05/2526 – Tuesday 7th October 2025

57/ Public Session

2526 RESOLVED that no members of the public were present.

58/ Updates on Large Developments and associated issues

2526 RESOLVED that an update was received on Other Business Strategic Sites. Representatives from Bicester Arc briefed Councillors on development proposals, highlighting:

- Introduction of a build-to-rent scheme comprising 310 apartments.
- Provision of long-term private rentals managed by a single professional institutional landlord to ensure consistent quality.

Minutes: PL06/2526: Planning Committee Meeting
Tuesday 18th November 2025

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Signed

Dated

- A focus on long-term community stewardship, sustainability, and enhanced services including 24-hour security and concierge support.
- A Section 106 agreement to ensure alignment with local authority planning requirements for rental properties.
- Cllrs raised concerns on the following:
 - Delivery access in a high-security environment using fob entry systems. Bicester Arc confirmed a secure designated delivery area will be provided.
 - Pedestrian movement and connectivity, particularly safety issues relating to the A41 and access to the railway. Bicester Arc advised they are working with Bicester BUG and expect the existing network to accommodate demand.
 - Tenant allocation management, including fairness for local residents versus applicants from outside Bicester.
 - Rental compliance, specifically preventing Airbnb or short-term subletting given the site's proximity to Bicester Village, and concerns about rent increases. Bicester Arc confirmed leases will prohibit subletting and rents will be capped in line with inflation.
 - Parking provision, noting a 0.75 space-per-apartment ratio on a non-allocated basis.
 - Electoral contact challenges due to tight security. Bicester Arc indicated that accessible post boxes and potential meet-and-greet arrangements in communal areas would support communication.

59/ Planning Applications from Cherwell District Council

2526 RESOLVED that Committee CONSIDERED and COMMENTED on the following applications:

25/02173/F – 34 George Street

RESOLVED that Bicester Town Council RAISED CONCERNS on this application due to overdevelopment of the site.

25/02413/LB – Spratt Endicott Solicitors

RESOLVED that Bicester Town Council made NO COMMENT on this application.

25/02424/LB – FindersKeepers

RESOLVED that Bicester Town Council made NO COMMENT on this application.

25/02430/DISC – Ursuline Convent

RESOLVED that Bicester Town Council made NO COMMENT on this application.

25/02433/F – 38 Longfields

RESOLVED that Bicester Town Council made NO COMMENT on this application.

25/02440/F – 53 Villiers Road

RESOLVED that Bicester Town Council made NO COMMENT on this application.

25/02483/ADV – FindersKeepers

RESOLVED that Bicester Town Council made NO COMMENT on this application.

25/02489/F – 17 Plumpton Road

RESOLVED that Bicester Town Council made NO COMMENT on this application.

25/02497/DISC – McKay Trading Estate

RESOLVED that Bicester Town Council made NO COMMENT on this application.

25/02533/F – 11 Lancaster Close

RESOLVED that Bicester Town Council **OBJECTS** on this application due to overdevelopment of the site and pressures on parking.

25/02539/F – 96 Buckingham Road

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02556/OBL – Land North And South

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02577/CLUP – 101 Buckingham Road

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02581/ADV – Spratt Endicott Solicitors

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02616/CLUP – 45 Hamilton Close

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02662/F – 2 Knighton Way

RESOLVED that Bicester Town Council **RAISED CONCERNS** on this application due to overdevelopment of the site.

25/02663/F – 45 Charlotte Avenue

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02684/SO – Land North Of Bicester

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02687/F – 8 Cartmel Mews

RESOLVED that Bicester Town Council **RAISED CONCERNS** on this application due to overdevelopment of the site and privacy aspect of school pupils.

25/02726/F – 21 Roman Way

RESOLVED that Bicester Town Council **RAISED CONCERNS** on this application due to overdevelopment of the site.

25/02797/TPO – Street Record Garth Court

RESOLVED that Bicester Town Council **LEAVE** this application to the ARBORICULTURIST OFFICER.

25/02817/CLUP – 101 Buckingham Road

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02818/LB – 7 Market Square

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02828/LB – 18 Kings End

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02865/DISC– Land North And South

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

25/02868/OBL – Land North And South

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

21/03558/OUT – Land On The North

RESOLVED that Bicester Town Council **WELCOMES** the retention of the Wildlife site.

25/00271/REM - Himley Village

RESOLVED that Bicester Town Council made **NO COMMENT** on this application.

60/ Notification of Planning Decisions from Cherwell District Council

2526 RESOLVED that Committee **NOTED** the decisions from Cherwell District Council.

61/ Forward Plan

2526 RESOLVED that Committee made **NO COMMENT** on the Forward Plan.

62/ Date of next Meeting:

2526 Wednesday 17th December 2025 – 7pm, The Chambers, The Garth, Launton Road

CLOSE OF MEETING: 20:35

Minutes of the Events Working Party

A meeting of the Events Working Party was held on Wednesday 4th June 2025 at 19:00 hrs at The Chamber Room, The Garth, Launton Road, OX26 2PS.

Present:

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

In Attendance:

Officer Paul Canning

Representatives from:

Bicester Pride
Bicester Concert Band

1/ Appointment of Chair

2526 RESOLVED that Cllr Damien Maguire was appointed Chair of the Events Working Party.

2/ Apologies for Absence

2526 RESOLVED that no apologies were received.

3/ Declarations of Interest

2526 RESOLVED that no declarations of interests were received.

4/ Minutes of the Events Working Party

2526 RESOLVED that the Working Party APPROVED the MINUTES and RESOLUTIONS of the following Event Working Party Meeting held on:

- BE04/2425 – Wednesday 29th January 2025

5/ Public Session

2526 RESOLVED that members of the public were present.

Representatives from:

- Bicester Pride
 - Provided an update on the event taking place in September at Garth Park
 - Requested permission for a banner to be placed on the park entrance gate which the Council permitted.
 - Support of social media posts by the Council was also requested.
- Bicester Concert Band
 - Requested that the Council supplies them with 38 chairs for the free concert in the bandstand, which was agreed.

6/ BTC Event Tenders 2025/2026

2526 RESOLVED that the Working Party APPROVED the reports.

7/ VJ Day 80th Anniversary Report

Minutes: Events Working Party: BE01/2526
Wednesday 4th June 2025

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Signed

Dated

2526 RESOLVED that the Working Party **APPROVED** on the report.

8/ Easter Egg Hunt Report

2526 RESOLVED that Working Party **NOTED** the report.

9/ VE Day Report

2526 RESOLVED that Working Party **NOTED** the report.

Cllrs thanked Officers for a great event, especially Maria for her part hosting the evening and Isobel for her planning of an extremely enjoyable event.

10/ Mayor Making Report

2526 RESOLVED that Working Party **NOTED** the report

A vote of thanks was given to Officers and staff, especially Maria for organising the event.

11/ Christmas Light Trail Report

2526 RESOLVED that Working Party **APPROVED** the public consultation and **COMMENTED** on the report.

Cllrs would like to see an additional question to be added to the public consultation: would residents like to see a tiered pricing so that Bicester residents had discount with different pricing for those living outside of Bicester.

12/ Flag Raising Report

2526 RESOLVED that Working Party **NOTED** the report

13/ Armed Forces Day Report

2526 RESOLVED that Working Party **NOTED** the report.

14/ Outdoor Cinema Report

2526 RESOLVED that Working Party **APPROVED** the ticket price.

15/ Family Fun Day Report

2526 RESOLVED that Working Party **NOTED** and **COMMENTED** on the report.

16/ Music Event Report

2526 RESOLVED that Working Party **APPROVED** the ticket price.

17/ Civic Service Report

2526 RESOLVED that Working Party **NOTED** the report.

18/ Lone Wolf Comedy Club Event Report

2526 RESOLVED that Working Party **NOTED** the report.

19/ Date of Next Meeting:

2526 Thursday 4th September 2025, at 7pm, The Council Chamber, Garth House

CLOSE OF MEETING: 20:15

Minutes of the Events Working Party

A meeting of the Events Working Party was held on Thursday 4th September 2025 at 19:00 hrs at The Chamber Room, The Garth, Launton Road, OX26 2PS.

Present:

Cllr Damien Maguire (Chair)
Cllr Donna Ford
Cllr Jim Webb
Cllr Paul Wheatley

In Attendance:

Michael Lee, Officer
Isobel May, Events and Marketing

Representatives from:

Bicester Live

16/ Apologies for Absence

2526 RESOLVED that apologies were received from Cllr Rachel Mallows and Cllr Christopher Pruden.

17/ Declarations of Interest

2526 RESOLVED that no declarations of interests were received.

18/ Minutes of the Events Working Party

2526 RESOLVED that the Working Party APPROVED the MINUTES and RESOLUTIONS of the following Event Working Party Meeting held on:

BE01/2526 – Wednesday 4th July 2025

19/ Public Session

2526 RESOLVED that members of the public were present.

Representatives from:

- Bicester Live:
 - Reason for their presence was to go through Agenda Item 11 and 12
 - Mentioned the Sundays in the Park was a huge success this year and with the councils support next year can be better.
 - Lots of brass bands are interested in next year's events.
 - VJ Day was a success, however the toilet facilities weren't working, therefore we need to investigate getting better provisions. The funding of £1000 can be used for equipment and provisions.
 - Other acts are aware they wouldn't be able to get paid which we could find tricky to get them.
 - Cllrs are happy to support Bicester Live and Bicester Town Council's partnership, the events are great for the community and should stay free.
 - Cllrs mentioned BTC should investigate sponsorships to make the event bigger i.e. sponsor picnic blankets or chairs with their logo on it
 - Cllrs welcomed Bicester Live's enthusiasm

20/ Nai's House Be Nice Festival 2026 Application Form

2526 UNRESOLVED that the Working Party did **NOT APPROVE** the form and made the following **COMMENTS**.

- Cllrs raised concerns that Nai's House did not come to the events meeting to update the council on their event in July
- Pingle Field is a large space and from the Cllrs understanding the event in July wasn't well attended, the date they have requested for next year is in the middle of preseason for football. Either Nai's House move the date earlier or use the smaller field at Pingle which would not interfere with preseason.

21/ Residents Email

2526 RESOLVED that the Working Party **COMMENTED** on the report.

- Cllrs all agreed it was a very emotional email and admired their strength to contact Bicester Town Council
- Cllrs raised concerns that if we did it for one charity, we will need to do it for others, the £800 for one week is expensive. Requested for Officer to investigate a permanent lighting fixture to keep costs down and ensure we can offer this to all.
- Requested for the illumination to be done at Whitelands as staff are onsite until 10pm and there are cameras, therefore BTC Staff will not have to do overtime or spend extra costs on security.

22/ Armed Forces Day Flag Raising Report

2526 RESOLVED that the Working Party **NOTED** and **COMMENTED** on the report.

- Cllrs declared a vote of thanks to all staff involved

23/ Armed Forces Day Report

2526 RESOLVED that Working Party **NOTED** and **COMMENTED** on the report.

- Cllrs declared a vote of thanks to Paul for arranging the Lancaster Bomber flyby.
- Shared their disappointment for the lack of military presence but understood why and accepted their apologies.
- Suggested for the bins to be in more noticeable areas and tie bin bags to the gazebos.
- Questioned how we can make it a bigger event to encourage more public to attend.

24/ Outdoor Cinema Report

2526 RESOLVED that Working Party **NOTED** and **COMMENTED** on the report.

- Cllrs shared their disappointment with the lack of ticket sales, BTC offer the opportunities for the public to get involved however they don't support by coming. Therefore, the event didn't break even which shouldn't be a burden for taxpayers' money.
- Cllrs who attended all enjoyed their day / evening.

25/ Family Fun Day (Teddy Bears Picnic) Report

2526 RESOLVED that Working Party **NOTED** and **COMMENTED** on the report.

- Cllrs mentioned the day was a success and was well attended.

26/ VJ Day Report

2526 RESOLVED that Working Party **NOTED** and **COMMENTED** on the report during the public session.

27/ Bicester Live & Bicester Town Council Event Partnership

2526 RESOLVED that Working Party **APPROVED** the report for Officers referral of this agenda item to the Environment Committee for approval.

28/ Christmas Light Trail Grotto Price Increase Report

2526 RESOLVED that Working Party **APPROVED** and **COMMENTED** on the report.

- Cllrs agreed the price needs to go up as it does not cover the costs.
- Mentioned could we offer a 'tea with Santa' at Garth Park Kitchen for those who aren't able to book the grotto.
- On another note, Cllrs would like to see more involvement from Garth Park Kitchen.

29/ Santa Fun Run Rebranding Report

2526 RESOLVED that Working Party did **NOT APPROVE** the rebranding of the event.

- Cllrs do not believe we should change the name as everyone knows it as the Santa Fun Run.
- All agreed we do need to charge for the suits; however, Officers need to investigate how much they cost to ensure BTC are charging the correct amount.
- Cllrs requested if Officers could investigate a different route, possibly at Whitelands. Suggested for the Officer to contact park run for assistance.

In addition to this Cllrs also discussed a late application for hire of Langford Park grass area for 19th September to which they don't give permission.

30/ Date of Next Meeting:

2526 Wednesday 22nd October 2025, at 7pm, The Council Chamber, Garth House

CLOSE OF MEETING: 20:27



BTAG01/2526

Minutes of the Bicester Traffic Advisory Group

A meeting of the Bicester Traffic Advisory Group was held on Thursday 12th June 2025 at 14:00 hrs at the Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.

Present:

William Evans (OCC – arrived at 14:09)
 Cllr Donna Ford
 Chris Hulme (TVP)
 Cllr Chris Pruden
 Cllr John Willett
 Jacqui Cox (OCC)
 Gargi Holland (OCC)

In Attendance:

Officer, Michael Lee
 Events & Marketing Administrator, Isobel May
 Sports and Allotments Administrator, Tanya Govorusa

1/ Appointment of Chair of the Bicester Traffic Advisory Group

2526 UNRESOLVED that no Chair was APPOINTED.

Cllrs commented on their disappointment of no County Councillors present to be elected as the chair.

2/ Apologies for Absence

2526 RESOLVED that APOLOGIES were received from Cllr Dan Hallett.

3/ Minutes of the Bicester Traffic Advisory Group

2526 UNRESOLVED that Committee did NOT APPROVE the Minutes of the Traffic Advisory Group Meeting:

- BTAG04/2425 – Thursday 10th April 2025

The following amendment is to be made:

- To update Cllr Ford's departure of the meeting at 14:48

4/ Update of outstanding items

2526 RESOLVED the Advisory Group discussed and received updates on:

- Esso Garage Pathway:
 - OCC updated that developers have sent over [a](#) latest design that their engineers are looking into. Commented to say they aren't 100% happy.
 - Cllrs raised concerns for where the crossing of the mouth will be as it will be close to the roundabout which will cause more traffic and will be dangerous.
 - Cllrs mentioned that temporary matting needs to go down to stop the mud as this can be a risk for slips, trips and falls.
- London Road Crossing

5/ Report from Oxfordshire County Council Officer

2526 RESOLVED that updates were received on:

- London Road Level Crossing:

Minutes: BTAG01/2526: Bicester Traffic Advisory Group Meeting
 Thursday 12th June 2025

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Dated

- OCC confirmed that East West Rail are looking into 3 options that need to be submitted to the Minister by late July. Also mentioned there will be an additional meeting to go over the plans.
- Cllrs raised concerns that the public seem to know the plans, however they are incorrect and misinformed.
- Cllrs stated regardless of what happens there will be huge consequences for the Town.
- A4095 Realignment (Strategic Link Road):
 - OCC confirmed that it is all set to go if they receive the planning permission for the road.
 Cllrs raised the following points:
 - Concerns over the ring road being speed limited
 - To keep the ring road at a minimum of 40 mph
- Bicester Local Cycling and Walking Infrastructure Plan (LCWIP):
London Road (design and delivery), A41 South-Eastern Section (design) and Middleton Stoney Road (design & delivery):
 - OCC confirmed the reports will be published end of next week which will include the preliminary designs that would have been reviewed after the public consultation. This report will also be sent to Active Travel England and a Safety Audit. After the report has been shared, they will investigate the detailed design in July and works to start in Autumn 2025.
 - Cllrs raised concerns that they hadn't received the consultation.
- A41 J9 to Vendee Drive Cycle Route (options & feasibility):
 - OCC stated Siemens had to align with OCC's policy and had to contribute section 6 money.
 - A consultant is investigating 3 routes and mapping existing conditions via surveys i.e. traffic surveys and planning workshops
- Sheep Street (ETRO):
 - OCC mentioned the team is monitoring 24/7 of the pedestrian and cyclist count.
 - Cllrs raised concerns that the workings at the moment are dangerous, and local businesses are losing money.
 - Cllrs requested signs are put up for the public to report incidents, require a phone number and an email address.
- Bicester Movement and Place Strategy:
 - OCC stated Bicester's transport is well progressed; however, they will start to investigate it, specifically urban areas. Will be setting objectives to progress Bicester and will be adopted this calendar year; OCC will have more detail at the next meeting.

6/ Report from Cherwell District Council

2526 RESOLVED that updates were received on:

- CDC are renewing signs and lines in Bicester from the last financial year as there is a major backlog
- Double yellow lines are being placed on many roads around Bicester
- There have been many complaints about the cycle barriers not being 1 ½ metres

Minutes: BTAG01/2526: Bicester Traffic Advisory Group Meeting
Thursday 12th June 2025

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Signed

Dated

apart.

- Cllrs raised concerns that there still aren't any road signs for the new Banbury Road layout, there needs to be some advanced notices!
- CDC mentioned that Weston on the Green's speed limit will drop down to 30mph.
- Cllrs would like the zebra crossings to be repainted as the lines are very faint, this can cause an accident. Suggested CDC look at what is the most dangerous and work their way down.

7/ Matters Raised by Group Members

2526 RESOLVED that the following matters were raised and discussed by the group:

- Cllrs confirmed with Chris Hulme that everything is all in order for Saturday's funeral.
- Cllrs questioned if this group is confidential. OCC will look into this and confirm.
- All questioned if this meeting can go online as it is clearly not working due to the lack of attendance.
- OCC need to investigate the Terms of Reference.

8/ Forward Plan

2526 RESOLVED that the Committee **NOTED** and **COMMENTED** on the Forward Plan.

- Cllrs commented on item 2 that it should be forbidden to park there. At the beginning it was looked after well and now it isn't.

9/ Date of Next Meeting

2526 Thursday 25th September at 14:00hrs, The Chamber, Garth House.

Close of Meeting: 15:26 hrs.

Minutes of the Community Sports Working Group

A meeting of the Community Sports Working Group was held on Wednesday 25th June 2025 at 19:00 hrs at The Council Chambers, Bicester Town Council. The Garth, Launton Road, OX26 6PS.

Present:

Cllr Damien Maguire (Chairman)
Cllr Paul Wheatley Sub on behalf of Cllr Christopher Pruden
Cllr Jim Webb

In Attendance:

Michael Lee, Service Manager
Tanya Govorusa Sports and Facilities Administrator

Chesterton FC Representative
Bicester Park FC Representative
Whitlands FC Representatives
ACE Academy Representative
Launton Ladies FC Representative
Bicester Rugby Club Representative
FC Whitlands Representative
Highfield Representative
Launton Youth Representative
RTC Representative
Bicester Town Colts Representative

1/25 Appointment of Chair

26 RESOLVED that Working Group APPOINTED Cllr Maguire as the Chair of the Sports Working Group.

2/ Apologies for Absence

2526 RESOLVED that apologies were received from the following members alongside any substitutions:

- Cllr Nicholas Mawer
- Cllr Christopher Pruden
- Cllr Nick Cotter

3/ Declarations of Interest

2526 RESOLVED that a declaration of interest was received from:

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

4/ Minutes of the Community Sports Working Group

2526 RESOLVED that the following minutes were APPROVED:

- CSWG03/2425 – held on the 6th March 2025 at 19:00hrs

5/ Pitch Allocations

Minutes: 01/2526: Community Sports Group Meeting
Wednesday 25th June 2025

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Signed

Dated

2526 RESOLVED that the Working Party **APPROVED** the pitch allocations.

6/ New Pitch Locations

2526 RESOLVED that the Working Party **APPROVED** the new pitch locations.

- Bicester School has 4 pitches available with changing facilities but no showers available; these will be used for overflow if we need them. Feedback from club representatives was positive and more beneficial for teams who struggle to find space.
- Club representative [made a suggestion](#) for a new pitch location, St Edberg's School site, there could be potential usage of high-quality pitches. Councillors have actioned the service manager to contact and investigate using if needed in the future.
- Club representative [made a suggestion](#) for a new pitch location, Whitelands Academy, could the service manager investigate whether we can utilise them.

7/ Whitelands Subscription Users

2526 RESOLVED that the Working Party **NOTED** the report.

- Report noted with comments below. Establish geographical parameters of teams that are preferred users, waiting list to investigate by officer, numbers of team's members per clubs, officer to investigate whether we can change hours at Whitelands to 5pm – 10pm.

8/25 Fence Around Rugby Pitches

26 RESOLVED that the Working Party **COMMENT** on proposal.

- Comments were very positive in most regards, Officer to investigate planning needs from Cherwell and rules regarding advertising. Football teams asked for permission for fences if this is approved so they can move up leagues.

Forward Plan

RESOLVED that the Working Party **NOTED** the Forward Plan.

Service Manager read through the Forward Plan.

Rugby Club representative **NOTED** with additional comments re the Rugby Memorial Day taking place on Sunday 31st August.

Pitches to be marked out mid-August for start of season.

Date of the Next Meeting:

Wednesday 24th September 2025 at 19:00hrs at The Council Chambers, Bicester Town Council, The Garth, Launton Road, OX26 6PS.

CLOSE OF THE MEETING: 20:10hrs



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

Monday 12th January 2026

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 17th June 2025 – 23rd December 2025 the following visits were made:

The Mayor Cllr Alisa Russell attended the following functions:

June

17th – 40th Festival of Voices, Dorchester Abbey

September

6th – Bicester Pride, Opening, Garth Park

18th – Baton, The Heyford, Upper Heyford, Meeting

25th – Lord Lieutenant Awards, Abingdon School, Abingdon

27th – Dandiya Night, Bicester Hindu Society, Kingsmere Community Centre

October

7th – Unlock Futures Fund, The Apartment, Bicester Village

14th – Court Sermon and High Sheriff's Law Lecture, Oxford

18th – USR UK Conference, Milton Keynes

24th – Chair of Vale of the White Horse District Council, Fundraising Dinner, Hilton Garden Inn, Abingdon

November

6th – Aylesbury Town Council Remembrance Service, St Mary's Church

9th – Bicester Town Council's Remembrance Sunday Service, Parade and Lunch

15th – Ribbon-cutting North Aston Farm Shop & Community Hub

16th – Mayor to Trinity Camerata's Concert, St Edburg's Church

29th – BTC Christmas Light Switch on

December

2nd – Pantomime, Oxfordshire Freemasons, Oxford Playhouse Theatre

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4th - Bicester Town Council Christmas Light Trail
5th - Mayor of Witney Carol Service, St Mary's Church, Witney
6th - 2025 U.S. Embassy London Annex Holiday Gala, Chesterton Hotel Bicester
12th - St Edburg's Christmas Tree Festival 2025
12th – 15th - Twinning Visit to Neunkirchen-Seelscheid
18th - Chair West Oxfordshire District Council Civic Carol Service, St Bartholomew Church, Ducklington
20th - Ukrainian Christmas 2025
21st - Bicester Town Council Annual Mayoral Santa Fun Run

The Deputy Mayor Cllr Dr Paul Wheatley attended the following functions:

July

12th – 15th – Twinning Visit, Essarts En Bocage, France
17th – Bicester Garrison, Charity Bike Race, Ambrosden
18th – Community Engagement, Bicester garrison, Officers' Mess

August

17th – VJ Day, Liberty and Lyrics, Garth Park

September

6th – New Yam Festival, Oxford Igbo Union, Cheney School
13th – Battle of Britain, Afternoon Tea, Carterton
18th – Cinnamon Tree, Grand Opening, Market Square
19th – Bicester Volunteer Fair, Opening, Methodist Church, Sheep Street

October

5th – Langford Community Orchard, Apple Day
14th – Court Sermon and High Sheriff's Law Lecture, Oxford
18th – USR UK Conference, Milton Keynes
18th – Diwali Annakut Darshan, Kingsmere Community Centre

November

4th - Memorial Plaque Unveiling, Oxford Town Hall
29th - The Bicester Concert Band, together with Five Acres School Choir Christmas Concert
29th - BTC Christmas Light Switch on
30th - Burford Town Council - Civic Service Invitation 2025

December

7th - Aylesbury Town Mayor's Carol Service 2025



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Monday 12th January 2026

RFO Appointment (section 151 Officer)

Chairman: Alisa Russell

Contact: alisa.russell@bicester.gov.uk

Phil Evans –Town Clerk

Contact: 01869 252815 phil.evans@bicester.gov.uk

Ward Affected: All Wards

1. Overview

The Finance Officer in a Town Council manages the council's financial operations, ensuring compliance with laws, preparing budgets, coordinating audits, managing revenue, handling payroll, and providing financial advice to support decision-making.

2. Background

Trevor Longfield has been appointed as the Responsible Finance Officer. He is a resident of Bicester and brings a wealth of experience in finance from both the private and public sectors. Trevor is a Chartered Certified Accountant and holds a Master of Science degree in International Finance and Management. Additionally, he has earned a Postgraduate Diploma in Business Administration.

3. Recommendation

Council is recommended to retrospectively **APPROVE** the appointment of the new responsible finance officer.