

Public Document Pack

Bicester Town Council



Bicester Town Council Meeting

Ref: BTC08/2526

Monday 27th April 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



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Wednesday 22nd April 2026,

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 27th April 2026**, 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 - 7)
To confirm the **MINUTES** and **RESOLUTIONS** contained in the minutes of the following Town Council Meeting:
 - **BTC07/2526 – Monday 9th March 2026**
5. **Minutes of the Environment Committee Meeting** (Pages 8 - 9)
To confirm the **MINUTES** and **RESOLUTIONS** contained in the minutes of the following Environment Committee Meeting:
 - **ENV05/2526 – Monday 19th January 2026**
6. **Minutes of the Finance Committee Meeting** (Pages 10 - 12)
To confirm the **MINUTES** and **RESOLUTIONS** contained in the minutes of the following Finance Committee Meeting:
 - **FIN04/2526– Monday 1st December 2025**
7. **Minutes of the Planning Committee Meeting** (Pages 13 - 20)
To confirm the **MINUTES** and **RESOLUTIONS** contained in the minutes of the following Planning Committee Meeting:
 - **PL08/2526 – Tuesday 24th February 2026**
 - **PL09/2526 – Tuesday 31st March 2026** (Appendix i)
8. **Minutes of the Working Parties Meetings** (Pages 21 - 25)
To confirm the **MINUTES** and **RESOLUTIONS** contained in the minutes of the following Working Party Group Meeting:
 - **BTAG03/2526 – Thursday 9th January 2025**
9. **Councillor Code of Conduct and Standing Orders** (Page 26)
(Appendix ii & iii)
The Committee is **RECOMMENDED** to review and **APPROVE** the updated guidance on Code of Conduct.
Oxfordshire Councils' Councillor Code of Conduct 2022 (Adopted August 2023).
10. **Committee Memberships** (Page 27)
The Committee is **RECOMMENDED** to **NOTE** the resignation from Committee Memberships and **APPROVE** the Appointment of Replacement Members.
11. **Council Meetings 2026-2027** (Appendix iv) (Page 28)
The Committee is **RECOMMENDED** to **APPROVE** the updated calendar.
12. **Mayor's Report** (Page 29)
Committee is asked to **NOTE** the Mayor's Report.

13. **Exclusion of Press and Public**

RECOMMENDED

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

14. **Grant Aid Applications** (Appendix v)

(Page 30)

Date of Next Meeting:

Monday 11th May 2026 – 7pm, Whitelands Way, Bicester OX26 1AJ

Minutes of the Bicester Town Council

A meeting of the Bicester Town Council was held on **Monday 9th March 2026** at 19:00 hrs 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 Tom Beckett
Cllr Sam Holland
Cllr Rachel Mallows
Cllr Jim Webb
Cllr Nick Cotter
Cllr Donna Ford
Cllr Dan Hallett
Cllr Chris Pruden
Cllr Harry Knight
Cllr Les Sibley
Cllr Nick Mawer

In Attendance:

Paul Canning – Deputy Town Clerk

Representatives from:

Cllr Sean Gaul (OCC)

64/ Apologies for Absence

2526 RESOLVED that apologies for absence were received from Cllr Sam Holland

65/ Declarations of Interest

2526 RESOLVED Declarations of interest were received from Cherwell District Councillors. Cllr Tom Becket, Cllr Nick Cotter, Cllr Conna Ford, Cllr Harry Knight, Cllr Nicholas Mawer, Cllr Chris Pruden, Cllr Alisa Russell, Cllr Les Sibley, Cllr John Willet.

66/ Public Session

2526 A presentation was made by Bicester Village representatives.

- An update was provided on the next phase of the Bicester Village development, including the Western Terrace building and associated highway works.
- Improvements to the Middleton Stoney roundabout were discussed, with emphasis on maintaining traffic flow and the role of the temporary car park during construction.
- Concerns were raised regarding communication with residents and noise mitigation during planned nighttime works at the car park site.
- Councillors were assured that residents would be kept informed and that measures would be implemented to minimise noise.
- The presentation also covered the public park and lease agreement, outlining the park's boundary, proposed barriers, and signage. The intention is for the park to be handed over to Bicester Town Council in early 2027.

Minutes: BTC07/2526
Monday 9th March 2026

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Signed

Dated

67/ CDC Update**2526** Cllr Beckett provided a brief update on CDC.

- The approval of free car parking during Remembrance Sunday services and funding for local area developments.
- This funding includes the creation of a new 3G pitch at Whitelands and the resurfacing of the existing pitch at the leisure centre.
- Councillors raised questions regarding the allocation of Section 106 funding for sports provision within Bicester; Cllr Beckett will report back on this matter.
- Councillors also raised the issue of lack of bin collections by CDC and its impact on the environment including an increase in fly tipping.

68/ OCC Update**2526** Cllr Gaul provided a brief update on OCC.

- Cllr Gaul updated councillors on the County Council's position regarding the London Road crossing and the need to revise local transport and connectivity plans.
- Councillors expressed concerns about ensuring continued focus on delivering an underpass and urged East West Rail to prioritise funding for this.
- Cllr Gaul also reported that additional government funding has been allocated for pothole repairs.

69/**2526 Minutes of Town Council Meeting**

RESOLVED that council APPROVED the MINUTES and RESOLUTIONS contained in the minutes of the following town council meeting.

- BTC 06/2526 Monday January 2026

70/**2526 Minutes of the Environment Committee Meeting**

RESOLVED that council APPROVED the MINUTES and RESOLUTIONS contained in the minutes of the following town council meeting.

- ENV05/2526 – Monday 19th January 2026

71/**2526 Minutes of the Policy Committee**

RESOLVED that Council DEFERRED the minutes contained in the minutes of the following Policy Committee Meeting, due to the need for Committee approval.

POL05/2526 – Monday 9TH February 2026

72/**2526 Minutes of the Working Parties Meeting**

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

- AWP03/2526- Wednesday 25th February 2026
- BE03/2526 – Wednesday 22nd October 2025
- BNE04/2526 – Wednesday 28th January 2026

Minutes: BTC07/2526
Monday 9th March 2026

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Dated=

- BTAG02/2526 – Thursday 25th September 2025
- BTAOG03/2526 – Thursday 8th January
- CSWG02/2526 – Wednesday 24th September 2025
- CSWG03/2526 Wednesday 7th January 2026

73/ Insurance Update

2526 RESOLVED that the Committee NOTED the Insurance report.

74/ Mayors Report

2526 RESOLVED that the Committee NOTED the Mayors report.

75/ Calendar and Committees for 2025.2026

2526 RESOLVED that Committee DEFERRED the APPROVAL and raised the following QUESTIONS

- Planning Committee may require more meetings due to falling out of synchronisation with CDC.
- The meeting schedule is to be looked at again by officers.
- The proposal to change meeting times from 19:00 to 18:00 was AMENDED to keep meetings at 19:00 which was unanimously supported by councillors.
- The vice- chair proposed allotment Sub-Committee meetings were removed from the calendar and replaced a single meeting each year as part of the Environment Committee, this put to a vote:
The Committee APPROVED by 11 votes to 3, moving to a single allotment meeting each year as part of the Environment Committee
- Councillors would also like to minute their thanks to all BTC staff who have provided a great service over the last 4 months despite staffing issues.

76/ Date of Next Meeting:

2526 Monday 27th April 2025 – 7pm, The Chamber Room, Garth House
Close of meeting: 20:40 hrs

Minutes: BTC07/2526
Monday 9th March 2026

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Dated

Minutes of the Environment Committee

A meeting of the Environment Committee was held on Monday 19th January 2026 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 Les Sibley
Cllr John Willett

In Attendance:

Michael Lee (Officer)
Isobel May (Events and Marketing Administrator)

Representatives from:

DL Hancock

41/ Apologies for Absence

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

42/ Declarations of Interest

2526 RESOLVED that no declarations of interests were received.

43/ Minutes of the Environment Committee Meeting

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

- ENV04/2526 – Monday 17th November 2025

A Cllr queried whether the issue of parking in the disabled bays at Whitelands had been resolved or referred to the Sports Working Group. The Officer advised that he had spoken with the Whitelands Supervisor, who will monitor the situation more closely and seek to address the issue.

44/ Public Session

2526 RESOLVED that no members of the public were present.

Cllrs agreed to include a sub-item to allow a representative from DL Hancock to present ideas for the memorial wall.

- DL Hancock advised that space within the cemetery could be used as a short-term solution for a memorial wall, including the scattering of ashes by lifting turf and the installation of cast plaques on a wall. The creation of a separate area using conifer hedging was also suggested.

Cllrs raised the following points:

- Flower beds or raised beds could also be used for ash scattering; this was confirmed as an option by DL Hancock. The Officer will investigate further.
- Concerns were raised regarding potential undisclosed burials and legal implications of lifting turf. DL Hancock advised this would depend on burial

Minutes: ENV05/2526: Environment Committee Meeting
Monday 19th January 2026

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Dated

records and deeds, noting that ash interments require less depth and disturbance is unlikely.

- The potential market size would need to be assessed using ash interment records.
- Vandalism was considered unlikely if plaques were secured using resin.
- It was suggested that a meeting be arranged between CDC, BTC and DL Hancock to explore the options further.

45/ Agenda item 5

2526 **RESOLVED** that the Committee did **APPROVE** one location and did **NOT APPROVE** the second location and **NOTED** on the following:

- The date for Kea Field was approved.
- It was noted that Keble Road requires reconsideration due to surrounding developments, reduced parking availability and frequent road closures.
- The Officer was instructed to contact the organisers to propose alternative locations, namely Bure Park, George Street and Whitelands.

46/ Forward Plan

2526 **RESOLVED** that the Committee **APPROVED** and **COMMENTED** on the report.

- Bedding plants plans - Cllrs requested information on potential design themes. The Officer suggested a design reflecting the Town's twinning links.
- Memorial benches – The Officer reported several enquiries regarding memorial benches. Cllrs agreed that applicants should indicate a preferred location, with suitability to be assessed by the Officer. It was agreed that additional benches are required across Bicester.
- Play area equipment – The Officer confirmed that repairs to the Garth Park play area have been completed.
- Cllrs requested an update. The Officer reported that quotes had been received and are being reviewed with insurers. Cllrs also requested that BTC post on social media seeking any relevant information.

47/ Date of Next Meeting:

2526 **Monday 30th March 2026, at 7pm, The Council Chamber, Garth House**

CLOSE OF MEETING: 20:31

Minutes of the Finance Committee

A meeting of the Finance Committee was held on Monday 1st December 2025 at 19:00 hrs at the Council Chamber, The Garth, Launton Rd, OX26 6PS.

Present:

Cllr Alisa Russell (Chairperson)
Cllr Tom Beckett
Cllr Nick Cotter
Cllr Donna Ford
Cllr Rachel Mallows
Cllr Les Sibley
Cllr Paul Wheatley

In Attendance:

Trevor Longfield – Responsible Finance Officer
Chloe Challinger – Civic and Democratic Administrator

17 / Apologies for Absence

2526 RESOLVED that apologies be received from:

- Cllr Jim Webb

18 / Declarations of Interest

2526 RESOLVED that no declarations were received.

19 / Minutes of the Finance Committee

2526 RESOLVED to CONFIRM the minutes of the Finance Committee meeting held on:

- FIN01/2526 held on Thursday 5th June 2025 at 19:00hrs.

20 / Public Session

2526 RESOLVED that no members of the public were present.

21 / Financial Performance Report

2526 RESOLVED that Committee NOTED and REVIEWED the Income, Expenditure and Variances Report to Month 7 October 2025.

A concern was raised about the £47,000 spend on Open Spaces (TL was this £471K budget?)

Review of same contract at year end to understand cost incurred during change of contract

Biggest item spend - £415,000 The Garth for play park

Long-term loan – paid to public works board every six months

Confirmation of employee costs

Whitelands café – no income generated – need to review for claiming.

22 / Bank Balances

2526 RESOLVED that Committee NOTED and REVIEWED the bank balances.

Minutes: FIN04/2025-26: Finance Committee Meeting
Monday 1st December 2025

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Signed.....

Date.....

Committee questioned whether access was available to Bank Accounts. RFO advised that recovery of the Lloyds account (£550,000) is in progress but not yet received. Other accounts should be accessible when officers are present.

Councillors requested a review of interest generated, the return on CCLA fund is significantly higher than Barclays, but concern raised that CCLA is share-based and that might not be suitable. Council should maximise returns on funds but require good day-to-day operational service, should follow best advice for best outcome. Council would prefer more ethically minded/Greener banks but risks of impact on customer operationally. Suggestion made of Nationwide – Mayor to explore this.

23 / Standing Orders and Direct Debits

2526 RESOLVED that the Committee APPROVED the RFO stopping Direct Debits and Standing Orders that are no longer appropriate.

Concerns raised over contract with new energy provider signed for three years from April 2026. Supplier was selected with the advice of Utility Aid, but more environmentally friendly options should have been considered. RFO advised that contract did not include Whitelands which is still under Cherwell District Council who re-charge the costs to Bicester Town Council.

All future new or stopped Standing Orders and Direct Debits to be reported regularly.

24 / Reserves Report

2526 RESOLVED that the Committee REVIEWED and NOTED the report.

Noted that £58,000 insurance recoveries for play area added back to the Earmarked Reserves ("EMR") that that the spend came from. Queries raised over EMRs: Town Centre as money spend on bollards, Open Spaces as suggestion of leasing vehicles and/or staggering purchases (Town Clerk to be consulted).

RFO to review the EMRs to produce clearer explanation of intended uses and reasonableness of the level of reserves.

25 / Charitable Grants

2526 RESOLVED that the Committee NOTED the progress and APPROVED one of the two recommendations.

The Committee agreed to REJECT the Grant to Citizens Advice Bureau. The Committee DELEGATED the APPROVAL of the small grant to Howe Trust (Wheatley) to the mayor subject to review of the documents. RFO advised that Bicester Green were taking action to register as a Charity. Concerns were raised that the grant criteria were being restricted to registered charities and that this was not the definition nor past practice.

RFO to provide analysis of Grants, paid and provisionally agreed but still not paid, with a view or re-visiting applications previously rejected due to timing of applications.

26 / Budget and Precept 2026-27

2526 RESOLVED that the Committee REVIEWED and APPROVED the Budget and Precept for 2026-27.

Budget and Precept recommended for approval by the Full Council at their next meeting.

Concerns raised on the lack of income from Whitelands Café, the precise nature of the legal position between the Café, Bicester Town and Cherwell District Councils.

Concerns raised over salary increase assumptions and training access including apprenticeships.

Concerns also raised over cemetery space – whether it should be provided without additional costs to taxpayers, new cemetery being ashes-only interment and issues around religious requirements and burials.

28 / Internal Audit

2526 RESOLVED that the committee NOTED the interim internal audit report.

Councillors expressed concern that Report states that there had been no expenditure over £10,000 when there had been some payments over £100,000 by the time of the audit.

Date of next Meeting: 6th January 2026 at 19:00

CLOSE OF MEETING: 20:34hrs

Note: FIN02 was cancelled and FIN03 was adjourned as non-quorate

Minutes of the Planning Committee

A meeting of the Planning Committee was held on Tuesday 24th February 2026 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 Mallows
Cllr Nick Mawer - Chair
Cllr Harry Knight
Cllr John Willett

Substitutes:

Cllr Paul Wheatley

In Attendance:

Trevor Longfield, Officer
Chloe Challinger, Civic and Cemetery

Representatives:

70/ Apologies for Absence

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

71/ Declarations of Interest

2526 RESOLVED that declarations of interest were received from Cllr Tom Beckett, Cllr Harry Knight, Cllr Nick Mawer and Cllr Les Sibley for knowing and/or being neighbours to applications made.

72/ Declarations of Interest for District & County Councillors

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

73/ Minutes of the Planning Committee Meeting

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

- PL07/2526 – Wednesday 17th December 2025

74/ Public Session

2526 RESOLVED that formal representation for the tenants at the Claypits regarding planning application 25/03098/F and 25/03194/F.

- Objection as there has been no update from the developers regarding the turn around point for vehicles entering the road.
- 97 tenants at Claypits
- Planning changed from nine dwellings to six dwellings causing concerns for access.

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Dated

- Insufficient access for Emergency services vehicles due to being a single-track access road.
- Ongoing fly tipping issues resulting in changes to gate locations to bring in line with the wall to prevent further environmental concerns.
- Tenants are allocated two spaces per dwelling and therefore a further three visitor spaces allocated for the development.

75/ Planning Applications from Cherwell District Council

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

23/01732/OBL – Land North of Merton Road, Ambrosden

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

25/02837/CLUP – 26 Thames Avenue

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

25/02860/TCA – Street Record Crumps Butts

RESOLVED that Bicester Town Council would allow the **ARBORICULTURALIST OFFICER** to comment on this application.

25/03176/LB – 7 The Cook House

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

25/03184/TCA– Brashfield Lodge

RESOLVED that Bicester Town Council would allow the **ARBORICULTURALIST OFFICER** to comment on this application.

25/03194/F – 1-6 Alcester Terrace

RESOLVED that Bicester Town Council will complete Land Registry searches to ascertain the legal landowners before commenting.

25/03209/TEL – O2 Telecommunications Mast 649

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

25/03251/HPA – 30 Duxford Close

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

25/03261/DISC – Unit D1 Graven Hill

RESOLVED that Bicester Town Council made **DISCHARGE CONDITIONS**.

25/03306/DISC – Land North and South of Pingle Drive

RESOLVED that Bicester Town Council made **DISCHARGE CONDITIONS**.

25/02964/CLUP – 8 Sage Street

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

25/03310/REM – Unit D1 Graven Hill

RESOLVED that Bicester Town Council has **RAISED CONCERNS** and made note and support the comments by Thames Valley Police and Bicester cyclist group.

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25/03327/CLUP – 27 Buckingham Road

RESOLVED that Bicester Town Council has **RAISED CONCERNS** on this application regarding excess vehicles with inadequate parking provisions.

25/03353/TCA – Brashfields House

RESOLVED that Bicester Town Council would allow the **ARBORICULTURALIST OFFICER** to comment on this application.

26/00037/F – 8 Chaucer Close

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

26/00069/F – Value Retail Management

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

26/00094/F – Unit 2 Cabot Park

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

26/00116/F – 25 Churchill Road

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

26/00128/F – 35 West Hawthorn Road

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

26/00133/HPA – 61 Clifton Close

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

26/00169/F – 16 Oak Lane

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

26/00180/F – 1 Orpine Close

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

26/00260/F – 30 Duxford Close

RESOLVED that Bicester Town Council have **PERMITTED** the amended plans on this application.

25/03174/F– 3 Martin Close

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

25/03204/F– 15 Somerville Drive

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

25/03231/F– 38 Longfields

Bicester Town Council **OBJECTS** to this application and has **RAISED CONCERNS** surrounding street parking provisions creating over densification of the area.

25/03314/F – 59 Woodfield Road

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

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

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

78/ Date of next Meeting:
2526 Tuesday 31st March 2026 – 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 Tuesday 31st March 2026 at 19:00hrs at The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.

Present:

Cllr Chris Pruden – Chair
Cllr Dan Hallett
Cllr Damien Maguire
Cllr Nick Mawer (arrived at 19:01)
Cllr Jim Webb
Cllr Paul Wheatley (substitute for Cllr John Willett)

In Attendance:

Paul Canning, Officer
Isobel May, Events and Marketing

In the absence of the Chair at the commencement of the meeting, Vice Chair Cllr Chris Pruden assumed the role of Chair.



79/ Apologies for Absence

2526 RESOLVED that apologies for absence were received from Cllr Harry Knight, Cllr Rachel Mallows and Cllr John Willett.

80/ Declarations of Interest

2526 RESOLVED that no declarations of interest were received.

81/ Declarations of Interest for District & County Councillors

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

82/ Minutes of the Planning Committee Meeting

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

- PL07/2526 – Wednesday 17th December 2025
- PL08/2526 – Tuesday 24th February 2026

83/ Public Session

2526 RESOLVED that no public were present.
In addition to this agenda item, the Officer presiding over the meeting raised a written complaint received by the Council. Councillors provided guidance on the appropriate next steps.

84/ Updates on Large Developments and associated issues

2526 RESOLVED that no updates were received.

85/ Planning Applications from Cherwell District Council

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

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25/01444/HYBRID – Land West of Oxford Road

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

26/00313/DISC – Tudor Cottage

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

26/00333/TEL – 93 Kingsclere Road

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

26/00354/CLUP – 79 Kingsclere Road

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

26/00358/TEL – Street Record

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

26/00367/DISC – Phase 3A and 3B Zone 4

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

26/00383/CLUP – DHL Charbridge Way

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

26/00395/SCOP – OS Parcel 7800

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

- The inadequate water and electricity supply
- Environmental factors

Cllrs requested Vistry are invited to the meeting to discuss this application further.

26/00403/CLUP – 24 Tubb Close

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

26/00441/LB – 40 Sheep Street

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

26/00443/DISC – Tudor Cottage

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

26/00452/OUT – Dymocks Farm

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

- This is a speculative development with little chance of being built considering the number of existing homes already with planning permission that have not yet been built. There are more sustainable locations for additional housing identified within the local plan.
- It is beyond the current boundaries of the village and is contrary to local planning policies being placed within the area designed as a green buffer round Bicester and its surrounding villages
- It is contrary to policies particularly the settlement hierarchy contained in both the current and emerging Local Plans;
- We have concerns about the adverse impact of local services and infrastructure, including power and water supply and the effect on surrounding properties which rely on bore holes;
- adverse impact on the landscape; particularly loss of biodiversity and habitats
- does not represent sustainable development;

- highway safety considerations especially on the Fringford Road.

26/00458/CLUP – 3 Banbury Road

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

26/00483/LB – 36 Market Square

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

26/00493/TCA – Monks Retreat

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

26/00502/DISC – 81, 83 & 85 Sheep Street

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

26/00537/DISC – Land North And South of Pingle Drive

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

26/00548/LB – Claremont House

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

26/00629/NMA – 12 Merganser Drive

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

26/00741/TCA – Bicester Methodist Church

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

26/00298/F – 1 Eaves Road APPLICATION WITHDRAWN

25/03329/F – Land at Telford

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

26/00010/F – Annexe Adjacent 12 Kings End

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

26/00228/CDC – 39 Sheep Street

RESOLVED that Bicester Town Council **WELCOMES** this application, however, does **RAISE CONCERNS** on vandalism.

26/00299/F – 102 Anniversary Avenue

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

26/00304/F – 15 Partridge Chase

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

26/00350/F – 9 Hunt Close

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

26/00377/F – St Edburgs Church

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

26/00382/ADV – DHL Charbridge Way

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

26/00428/F – 27 Buckingham Road

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

26/00459/F – Land Adj to Bicester Road

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

26/00461/F – 42 Goodwood Close

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

26/00476/F – 3 Beckett Way

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

26/00529/LB – 40 Market Square

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

26/00535/F – 90 Kestrel Way

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

26/00545/F – 16 Cypress Gardens

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

26/00547/F – Claremont House

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

86/ Notification of Planning Decisions from Cherwell District Council

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

87/ Forward Plan

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

88/ Date of next Meeting:

2526 Tuesday 21st April 2026 – 7pm, The Chambers, The Garth, Launton Road

CLOSE OF MEETING: 19:36

Minutes of the Bicester Traffic Advisory Group

A meeting of the Bicester Traffic Advisory Group was held on Thursday 9th January 2026 at 14:00 hrs at the Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.

Present:

Cllr John Broad (CDC)
Jacqui Cox (OCC)
William Evans (OCC)
Cllr Donna Ford
Cllr Sean Gaul (OCC – left at 15:58)
Cllr Dan Hallett (left at 15:53)
Chris Hulme (TVP)
Gargi Holland (OCC)
Cllr Frank Ideh (CDC – left at 14:38)
Cllr Chris Pruden (CDC)
Cllr John Shiri (OCC)
Cllr Matt Webb (OCC – left at 15:00)
Cllr John Willett

In Attendance:

Officer, Michael Lee
Events & Marketing Administrator, Isobel May

19/ Apologies for Absence

2526 RESOLVED that APOLOGIES were received from Andrew Bowe (CDC) and Cllr Nick Cotter (OCC)

20/ Minutes of the Bicester Traffic Advisory Group Meeting

2526 RESOLVED that the Working Party did NOT APPROVE the Minutes of the Traffic Advisory Group Meeting:

- BTAG02/2526 – Thursday 25th September 2025

21/ Constitution and Terms of Reference

2526 The Working Party did NOT APPROVE the Constitution and Terms of Reference and provided COMMENTS.

Members requested that further amendments be made to clarify arrangements for public and private meetings, including rules governing public sessions; to provide greater detail on the Code of Conduct; and to revise the committee quorum.

Following this item, Cllr Matt Webb (OCC) was appointed to the Working Party, repl Cllr Nick Cotter.

22/ Update of Outstanding Items

2526 RESOLVED the Advisory Group discussed and received updates on the below:

- Esso Garage Pathway
 - OCC are pursuing maintenance for an update.
- London Road Crossing

Minutes: BTAG03/2526: Bicester Traffic Advisory Group Meeting
Thursday 9th January 2026

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Signed

Dated

- Following confirmation that EWR now propose an underpass option, OCC has requested removal of the bridge and lifts option.
- Further design work and transport impact assessments are awaited.

Cllrs raised the following points:

- Clarification requested on traffic impact studies relating to a one-way system and whether an underpass would mitigate traffic pressure; OCC has requested further analysis.
- Concern noted that one-way traffic arrangements would impact all users.
- Bus access was queried; OCC confirmed a bus turnaround is under consideration.

23/ Report from Oxfordshire County Council Officer

2526 RESOLVED that updates were received on:

- Ongoing strategic review: cumulative effect on traffic due to Bicester's growth
 - The Department for Transport are coordinating with OCC, CDC, and National Highways on cumulative impacts, particularly at Junctions 9 and 10.
 - National Highways are carrying out a Strategic Transport Needs Assessment at Junction 9.
 - Developers have been asked to model scenarios that include additional speculative sites.
 - OCC are reviewing transport assessments and strategic modelling to inform an overall transport strategy for the area.

Cllrs raised the following points:

- The land on Junction 9 requires safeguarding to prevent future gridlock.

- Pioneer Way – traffic issues whilst development takes place:

Cllrs raised the following points for OCC to investigate:

- Road safety improvements are required and fall within the landowner's responsibility.
- Overgrown vegetation near the school zebra crossing has been reported by the local school as a safety concern.
- The T-junction near the shopping outlet experiences frequent standstill traffic and requires review.

- Parking outside The Perch:

- CDC are investigating.

Cllrs raised the following points:

- Cllrs continue to receive frequent complaints from residents regarding this ongoing safety issue, which presents a risk of an accident. A clear resolution is requested so Cllrs can provide residents with a positive update.
- The land is owned by Sainsbury's, who have confirmed that delivery drivers are permitted to park there for loading and unloading.
- Bollards should be installed to prevent vehicles from turning around and driving through the pedestrian area.
- A comprehensive review is required of the area outside Sainsbury's, the Cinema, Monty Burger Bar, and Biagio's.

- Town Centre Study:

- OCC have requested that Cllrs provide further detail, as the issue to

Minutes: BTAG03/2526: Bicester Traffic Advisory Group Meeting
Thursday 9th January 2026

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Signed

Dated

be discussed was not clearly defined; therefore, the meeting moved on to the next item.

- A41 review:
 - OCC deferred the update to be considered alongside another item within their report.

Cllrs raised the following point:

 - The A41 Eastern side needs to be repaired.
- Enforcement in Market Square and Sheep Street
 - The footway outside the church at the northern end of Sheep Street is a modular footway currently reinstated with 6mm surfacing as an interim measure, permitted until 13 February 2026.
 - SSE excavated the footway to install a junction box but were unable to locate a viable cable, partly due to the presence of a disabled parking bay.
 - The works were decommissioned and will require a future return to site, including a road closure, to complete the works.
 - Footway modules are being stored for permanent reinstatement once the works are completed

Cllrs raised the following points:

 - An update was requested on cycling arrangements on Sheep Street. OCC confirmed that a six-month review will take place at the end of the month and will be submitted to the Cabinet Member.
 - Ongoing concerns were raised about how cycling issues are reported. OCC confirmed that, following the last meeting, posters and social media communications were issued, which proved effective.
- Update on air quality issues:
 - This was a CDC matter; therefore, no update was provided as CDC did not attend the meeting.
- 20mph speed limit updates:
 - Installation of the 20mph limit is largely complete, with minor snagging issues to be resolved by the end of March.
 - The scheme will then enter a monitoring phase, including engagement with Bicester Town Council and OCC Cllrs.

Cllrs raised the following points:

 - Clarification was sought on monitoring arrangements; OCC confirmed that speed reviews are being undertaken.
 - TVP advised that speed surveys have been carried out, but results have not yet been shared.
 - Cllrs emphasised that monitoring should include areas near schools.
 - Concern was noted that the scheme does not reflect the original expectations and that compliance within the wider community is limited.
- Cycle barrier review:
 - OCC officers have drafted an Access Control Barrier Policy to improve accessibility on motor traffic-free routes.
 - National guidance and the Equality Act 2010 advise against barriers on active travel paths, recommending instead improved markings and

sightlines.

- Existing non-compliant barriers should be replaced with accessible alternatives in line with design guidance.
- Funding will be met through maintenance budgets, planned infrastructure schemes, or Government funding as part of a town-wide approach.

Cllrs raised the following points:

- A timeline for the next meeting was requested.
- It was noted that barriers near schools should remain in place for safety; OCC advised that a 1.5m gap standard is being applied and that some barriers have already been adjusted.

- Bicester North Station to Bicester Village

Cllrs raised the following points:

- It was noted that this measure is unnecessary, as there are sufficient alternative routes available; cyclists can use the designated blue route.
- The island should be reviewed and widened to improve safety, slow traffic, and better accommodate users with buggies, wheelchairs, and mobility scooters.

- Banbury Road Junction

- Outstanding snagging relates to the lighting columns, with agreed actions now progressing.

Cllrs raised the following points:

- Advance signage is required, as non-local drivers are unclear which lane to use due to road markings being positioned too far forward. OCC will review scheme funding to assess feasibility.

- South East Peripheral Road (SEPR)

- The SEPR remains a priority, with funding approved for further development.
- Work will focus on route options and feasibility for the western section, alongside potential improvements to the A41 corridor.
- Consultants are being procured, with work expected to begin in March/April 2026 and involve stakeholders.

Cllrs raised the following points:

- Vendee Drive requires further review; this has been raised previously and road markings are needed.
- The layout near the Esso garage requires revision.

- Delivery of London Road and Middleton Stoney Road walking, wheeling and cycling schemes

- Detailed design is underway, with trial holes and site investigations scheduled over the next four weeks.
- Construction is planned to commence in autumn 2026.
- Following public consultation, zebra crossings are now proposed on all four arms of the Shakespeare Drive roundabout.

Cllrs raised the following points:

- It was suggested that pavements should be added and that speed bumps should be removed.

- Options and feasibility design of A41 (Siemens access to Vendee Drive)

- Arboreal and ecological surveys are underway, with the report due by early February.
- Stakeholders will then be updated, and the scheme progressed to public consultation.
- Options and feasibility matters for Graven Hill to Kingsmere walking, wheeling and cycling connections
 - For the route north of Boundary Way ("Cattle Creep"), arboreal and ecological surveys are planned, with officers liaising with Network Rail and the OCC's legal team regarding railway access.
 - For the route south of Boundary Way to Lakeview Drive, officers will seek to safeguard a route through planning negotiations and will liaise with Network Rail on the railway crossing.
 - Funding requires review.
 Cllrs raised the following point:
 - A request was made to see the timeline.
- Maintenance and Highway Schemes
 - £45k of machine lining works are planned across Bicester, primarily in response to complaints around Bicester Village; no timeline is currently available.
 - Further lining works across Bicester are anticipated in the new financial year.
 Cllrs raised the following points:
 - Vendee Drive should be included in the lining programme.
 - The Queen's Avenue zebra crossing requires review for improved lighting, as visibility is poor, particularly given its proximity to a school.

24/ Report from Cherwell District Council

2526 RESOLVED that no updates were received.
The committee would like to note that attendance to these meetings is important from CDC.

25/ Matters Raised by Group Members

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

- A pedestrian crossing on Launton Road was requested due to high traffic and pedestrian use. Cllrs asked for this to be prioritised and included in the forward plan; OCC confirmed it will be considered.

26/ Forward Plan

2526 RESOLVED that the Committee **NOTED** the Forward Plan.

27/ Date of Next Meeting

2526 Thursday 26th March at 14:00hrs, The Chamber, Garth House.

Close of Meeting: 16:00 hrs.

Councillor Code of Conduct and Standing Orders

(See attached appendix ii & iii)

- The Committee is **RECOMMENDED** to review and **APPROVE** the updated guidance on Code of Conduct.
- Oxfordshire Councils' Councillor Code of Conduct 2022 (Adopted August 2023).



BICESTER TOWN COUNCIL

FULL COUNCIL

27th April 2026

Chair: - Alisa Russell

Contact: 01869 252915 Alisa.Russell@Bicester.gov.uk

Officer: – Paul Canning

Contact: 01869 252915 Paul.Canning@Bicester.gov.uk

Ward Affected: All

Resignation from Committee Memberships and Appointment of Replacement Members

1. Background

- 1.1 Councillor Sam Holland has advised that, due to changes in personal and professional commitments, he wishes to resign from his appointments to Town Council committees with immediate effect, while remaining a member of Bicester Town Council and attending Full Council meetings.

2. Overview

- 2.1 To maintain the current political composition of committees, Full Council is requested to appoint Councillor Nick Mawer to the committee vacancies arising from Councillor Holland's resignation.

3. Recommendation

The resignation of Councillor Sam Holland from Town Council committee memberships be **NOTED**; and
That replacement member Cllr Nick Mawer is **APPROVED** to the resulting vacancies.

Council Meetings 2026-2027

(See attached appendix iv)

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



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

Monday 27th April 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 5th March 2026 – 26th April 2026 the following visits were made:

The Mayor Cllr Alisa Russell attended the following functions:

March

7th - Balul Martisorului

22nd – Reading Business Club

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

April

3rd – Bicester Town Council Easter Fun Day

26th – Lord Mayor Oxford St George's Day Civic Service

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