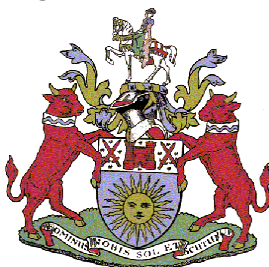


Banbury Town Council

Mark Hassall ACMA, MA
Town Clerk & RFO



The Town Hall
Bridge Street
Banbury
Oxfordshire
OX16 5QB

Tel: 01295 250340
Fax: 01295 250820

Our Ref: A09012024
Your Ref:
Please ask for: Martyn Surfleet
Email: martyn.surfleet@banbury.gov.uk

Date: 03 January 2024

To: All Members of the Town Council.
Others, for information.

You are hereby summoned to attend a Meeting of the **Town Council** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **Tuesday, 09 January 2024 at 6.30pm**, for the transaction of the following business: -

A handwritten signature in black ink, appearing to be 'Mark Hassall'.

Mark Hassall
Town Clerk & RFO

BUSINESS TO BE TRANSACTED

1. **Apologies for absence**
Contact Martyn Surfleet (01295 250340).
2. **Declarations of Interest**
Members are asked to declare any disclosable pecuniary interests in items on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011, the Banbury Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992 (Please refer to the notes at the end of Agenda).
3. **Minutes of the last Meeting**
To approve as correct the Minutes of the Meeting held on the 07 November 2023 (**enclosed**).
4. **Communications**
To receive such communications as the Town Mayor may wish to lay before the Council:

Banbury Town Council

5. Change of Council Membership

To receive an update, from the Town Clerk on the membership status of Councillor Dalton following a review of his request for dispensation.

6. Questions

- a. Any Town Councillor may seek an answer to a question concerning any business of the Council provided notice of the question has been given to the person to whom it is addressed before the meeting begins.
- b. A period of up to 20 minutes is allocated, during which Members of the public may, at the discretion of the Town Mayor, ask questions of the relevant Committee Chairman on any matter relevant to some question over which the Council has power, or which affects Banbury.

[You are requested to state your name and address before asking your question.]

7. Minutes of Committees

To consider the Minutes of Committees:

- | | |
|--------------------------------------|--------------------|
| a) Planning Committee | - 08 November 2023 |
| | - 13 December 2023 |
| b) General Services Committee | - 12 December 2023 |
| c) Resources Committee | - 02 January 2024 |

- i) That further to Minute R.34/23 it was recommended to the Council that the Estimates as recommended by the Grants and Budget Sub Committee on 28 November and the General Services Committee on 12 December 2023 be approved; and that the Four-Year Financial Forecast be approved.
- ii) That further to Minute R.37/23 it was recommended to the Council that it approve the 2024/25 Calendar of Meetings, attached at Appendix B to the Minutes.

7. To set the precept for 2024-2025:

Further to Minute R. 35/23 and following confirmation of the Relevant Tax Base, it was recommended that the Town Council set a precept of £2,230,520 (or £129.59 per Band D property, being an increase of 2%).

8. Banbury Vision 2050

To receive a verbal update from the Town Clerk & RFO.

Banbury Town Council

Notes on declaration of interest

- (i) Any Member arriving after the start of the meeting is asked to declare any disclosable pecuniary interests as necessary as soon as practicable after their arrival even if the item in question has been considered;*
- (ii) In such circumstances, the Member must withdraw from the meeting room, and should inform the Chairman accordingly.*

Recording of Meeting

- ii) Please be aware that an audio recording of the meeting may be made, as an aide-memoire for the purposes of the Clerk to ensure minutes reflect the overall tone and content of meetings, and will be deleted following the first draft approval of minutes by the chairman.*

It is not practical to offer detailed advice during the meeting.

BANBURY TOWN COUNCIL

Minutes of a meeting of Banbury Town Council held on Tuesday, 07 November 2023 at 6.30pm at the Town Hall, Banbury.

Present: Councillor Ahmed (Town Mayor)
Councillors: Ayers, Beere, Biegel, Bishop, Bunce, Cherry, Colegrave, Donaldson, Garrett, Hodgson, Hussain, Ilott, Kilsby, Mallon, Mears and Reeves.

Officers: Mark Hassall (Town Clerk/RFO)
Paul Almond (Director of Environment)
Martyn Surfleet (Executive Officer)

Apologies for Absence: Cllr Hussain, Cllr Phillips

C.25/23 Declarations of Interest

None.

C.26/23 Minutes of the Last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 19 September 2023 be approved as a correct record and signed by the Town Mayor.

C.27/23 Communications

It was proposed by Councillor Ahmed and agreed by all members that the content of the communications be discussed at the end of the meeting within a confidential session.

C.28/23 Questions - Elected Members and Members of the Public

Questions from Mr Peter Monk – Banbury Civic Society to the Leader of the Council
Cllr Kieron Mallon:

Question 1

Will the Town Council please use its best offices with the District & County Councils for a Civic Amenities Site to be established in of nearer Banbury?

It is not #Green' for residents to make the 15 / 16-mile round trip to Alkerton in order to dispose of material which is recyclable or destined for landfill?

The leader of the Council responded by stating that waste and refuse is handled by Cherwell District Council and that officers and members can engage with the District Council on the matter of a more local waste amenity site to Banbury. Councillor Mallon also highlighted that the refuse site in Farthinghoe is also a convenient resource for residents of Banbury.

Question 2

Following the provision of defibrillators at sports grounds etc, will the Town Council please consider additional units, and appropriate direction signage, in the Town Centre for the protection of shippers and night visitors?

The Leader of the Council responded by highlighting that Banbury Town Council are not able to install defibrillators on non-Council owned buildings or land. Banbury Town Council on the request of its elected members have installed defibrillator units on all of its sports pavilions and playing fields, and based on this experience can

work with local businesses and organisations to encourage the installation of more units throughout the town.

Question 3

Being concerned at the apparent slow response by the District Council to bring forward proposals for revitalising the heart of Banbury, a group of like-minded residents from various town organisations have been meeting ad hoc to consider the provision of better direction signage, in lieu of the not very visible existing finger signs, for the benefit of visitors, tourists and residents.

Will the Council please give its support to this effort and, subject to consideration such signage proposals being brought forward, promote these either directly or via the County Council as appropriate?

The Leader of the Council responded by highlighting that town signage is the responsibility of Oxfordshire County Council Highways and Cherwell District Council. But is aware that there is a working group of BTC members that are working with the relevant authorities and local businesses on road and tourist signage throughout the town centre, as well as the Banbury BiD and their Town Trail.

C.29/23 Planning Committee

It was proposed by Councillor Ilott, seconded by Councillor Ayers, and **RESOLVED** that the Minutes of the Planning Committee meetings held on 13 September 2023 be received. It was also proposed by Councillor Ilott and seconded by Councillor Ahmed, and **RESOLVED** that the minutes of the Planning Committee held on 18 October be received.

C.30/23 General Services Committee

It was proposed by Councillor Ilott, seconded by Councillor Ahmed, and **RESOLVED** that the Minutes of the General Services Committee meeting held on 17 October 2023 be received.

C.31/23 Resources Committee

It was proposed by Councillor Mallon, seconded by Councillor Colegrave, and **RESOLVED** that the Minutes of the Resources Committee meeting held on 31 October 2023 be received.

C.32/23 Annual Return

Members were invited to review the report of the external auditor.

It was RESOLVED to receive and note the External Audit report as set out in **Appendix A** to the minutes.

C.33/23 Internal Audit Report 2023-24 (First Interim)

Members were invited to review the report of the internal auditor.

It was RESOLVED to receive and note the Internal Audit report as set out in **Appendix B** to the minutes.

C.34/23 Resolutions Moved on Notice Resolution No 66 – Period Poverty

It was proposed by Councillor Biegel, seconded by Councillor Mallon that:

“We have seen the cost of living crisis affect many of our residents, particularly since the Autumn of 2022, which has left them with an unacceptable choice between heating or eating.

I wish to bring this Council's attention to a further specific and real issue arising from the cost of living crisis, that of period poverty. Many women and girls now do not have access to sanitary products due to the rising cost.

The effects of not being able to comfortably leave home for several days every month due to lack of suitable sanitary products is unbearable for the individuals and unacceptable in our town and society.

To combat period poverty, this Council resolves to provide free sanitary products in Banbury Town Council owned or managed female and gender-neutral toilet rooms or cubicles.”

There then ensued a discussion on the motion, with all speakers in favour of the proposals.

A vote was taken upon the motion which It was then **RESOLVED** unanimously that the motion be adopted.

C.35/23 Confidential Business Exclusion

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.

PLANNING COMMITTEE

Minutes of a meeting of the Planning Committee held on Wednesday,
08 November 2023 at 6.30pm in the Town Hall, Banbury.

Present: Councillor Bunce (Vice-Chairman)
Councillors: Ahmed, Ayers, Beere, Bishop, Colegrave,
Kilsby and Richards.

Alternate Members: None
Officers: Robert Duxbury (Planning Officer)
Martyn Surfleet (Executive Officer)

PL.36/23**Apologies**

Councillor Ilott, Councillor Hodgson

PL.37/23**Declarations of Interest**

Councillors Beere declared personal interests as a member of the Cherwell District Council Planning Committee. Members indicated that any views expressed at the meeting would be based on the information currently available and a final decision, which in the light of further information, might differ from previous views, would be made at the Local Planning Authority Meeting.

Councillor Kilsby expressed a personal interest in application 23/02876/F as a friend of the neighbouring property owner.

Councillor Beere also expressed a personal interest in application 23/02923/F as this application is within the proximity to his personal address.

Both councillors expressed that they would refrain from commenting or voting on these applications.

PL.38/23**Minutes of the Last Meeting**

IT WAS RESOLVED that the Minutes of the meeting held on the 18 October 2023 be approved as a correct record and signed by Cllr Bunce.

PL.39/23**Planning Applications to be Considered**

The Committee considered various planning applications that had been referred to the Town Council for consideration by Cherwell District Council (CDC) and were matters that had been delegated to the Planning Committee or where a Ward Member had referred a delegated application.

Officers responded to a number of questions raised by Members.

Members agreed that the proposals set out by the Planning officer regarding as the observations included within Appendix 1 be forwarded to the local planning authority for consideration.

IT WAS RESOLVED that the comments, as set out in Appendix 1, be forwarded to the Local Planning Authority.

PL.40/23**Planning Applications Delegated to the Town Clerk**

The Town Clerk had submitted a schedule containing details of planning applications which had been delegated to him in consultation with the Chairman, setting out the observations that had been forwarded to Cherwell District Council.

IT WAS RESOLVED that the report be noted.

The meeting ended at 19.02 pm

Appendix 1

Planning Applications considered by the Planning Committee

Application Number	Applicant	Location	Proposal	Observations
23/02876/F	Mr Neil Wingfield	BT, Broadband Electronic Communications Apparatus, Goodrington Close, Banbury, OX16 0DA	Removal of existing garages and erection of two buildings, both containing 2 x 1-bedroom apartments. The project proposed also brings new amenity spaces and enhanced landscaping “ Removal of existing garages and erection of two buildings, both containing 2 x 1-bedroom apartments. The project proposed also brings new amenity spaces and enhanced landscaping.	Banbury Town Council object to the proposal on the grounds that the buildings by reason of their design and size would be detrimental to the character and appearance of the area. Furthermore, the Town Council consider that the buildings will be harmful to the residential amenity of neighbouring properties. It is also considered that the proposal is deficient in car parking and will result in on-street parking to the detriment of convenience and road safety.
23/02907/F	Mr V Tari	32 West Bar Street, Banbury, Oxfordshire, OX16 9RR	Change of Use from Trades and Labour Club to Mixed Use (Sui Generis) for places of worship, offices, workshops and first floor HMO.	Banbury Town Council object to the proposal if the HMO element is not amended as suggested by the Private Sector Housing Inspector, and the issue of overlooking from new windows for the HMO is not dealt with. Adequate cycle parking and refuse arrangements should be secured by condition if permission is to be granted. The whole of the existing car parking area also should be secured as a part of this proposal so that adequate car parking is available for the multiple uses proposed.
23/02923/F	Mr Alex Osborne	2-4 Old Grimsbury Road, Banbury, OX16 3HG	Retrospective application for Change of Use from existing 6-bedroom house in multiple occupation (HMO) to an 8-bedroom HMO.	Banbury Town Council raise no objections.

Please note that following the consideration of delegated planning by the Town Clerk and Chairman, there may be additional plans to consider in order to meet the deadlines of the Planning Authority.

PLANNING COMMITTEE

Minutes of a meeting of the Planning Committee held on Wednesday,
13 December 2023 at 6.30pm in the Town Hall, Banbury.

Present: Councillor Ilott (Chairman)
Councillors: Ahmed, Ayers, Beere, Bunce, Colegrave,
Hussain, Kilsby and Richards.

Alternate Members: None
Officers: Robert Duxbury (Planning Officer)

PL.41/23**Apologies**

Councillor Bishop, Councillor Hodgson

PL.42/23**Declarations of Interest**

Councillors Beere declared personal interests as a member of the Cherwell District Council Planning Committee. Members indicated that any views expressed at the meeting would be based on the information currently available and a final decision, which in the light of further information, might differ from previous views, would be made at the Local Planning Authority Meeting.

PL.43/23**Minutes of the Last Meeting**

Cllr Kilsby corrected Minute PL.37/23 to reflect his personal interest on 23/02907/F.
IT WAS RESOLVED that the Minutes of the meeting held on the 08 November 2023 be amended and approved as a correct record and signed by Cllr Ilott.

PL.44/23**Planning Applications to be Considered**

The Committee considered various planning applications that had been referred to the Town Council for consideration by Cherwell District Council (CDC) and were matters that had been delegated to the Planning Committee or where a Ward Member had referred a delegated application.

Officers responded to a number of questions raised by Members.

Members agreed that the proposals set out by the Planning officer regarding as the observations included within Appendix 1 be forwarded to the local planning authority for consideration.

IT WAS RESOLVED that the comments, as set out in Appendix 1, be forwarded to the Local Planning Authority.

PL.45/23**Planning Applications Delegated to the Town Clerk**

The Town Clerk had submitted a schedule containing details of planning applications which had been delegated to him in consultation with the Chairman, setting out the observations that had been forwarded to Cherwell District Council.

IT WAS RESOLVED that the report be noted.

PL.46/23**Decision Notices**

The Town Clerk had submitted a schedule containing details of decision notices which had been sent by Cherwell District Council which were contrary to the recommendations of the Town Council. It was noted that there were two contrary determinations.

IT WAS RESOLVED that the report be noted.

The meeting ended at 19.32 pm

Appendix 1**Planning Applications considered by the Planning Committee**

Application Number	Applicant	Location	Proposal	Observations
23/03104/F	Mr Shehzad Hussain	Jimmys, 5C George Street, Banbury, OX16 5BH	Change of use from Class E commercial to Class 3 residential to form 2 x no. bedsits	Application 23/03104/F It was resolved that Banbury Town Council object to the proposal on the grounds that a) The proposed treatment of the front to the street is considered to be poor and inappropriate in the Banbury Conservation Area . b) The size and facilities offered to potential residents is below the standard required and will result in a poor standard of accommodation.
23/03033/F	Francoms Global Ltd	7A Spinney Drive, Banbury, OX16 9TA	Retrospective - Erection of one new dwelling including new vehicle and pedestrian access and parking (partially revised scheme of planning permission ref 19/02464/F)	Application 23/03033/F It was resolved that Banbury Town Council raise no objection.
23/03266/F	Mrs Chloe Rose	Ark Farmhouse, 120 Warwick Road, Banbury, OX16 2AN	Erection of a two-storey rear extension and conversion of the property from 9-bed HMO and 2 studio apartments to 12 bedroom /12 person HMO (Sui Generis) with 2 studio apartments - re-submission of 23/00978/F	Application 23/03266/F It was resolved that Banbury Town Council raise no objection subject to the CDC Private Housing assessors being content with the revised scheme. Concern was expressed that three of the bedrooms seem to have to share toilet/shower facilities.

Please note that following the consideration of delegated planning by the Town Clerk and Chairman, there may be additional plans to consider in order to meet the deadlines of the Planning Authority.

GENERAL SERVICES COMMITTEE

Minutes of a Meeting of the General Services Committee held at 6.30pm on Tuesday, 12 December 2023 in the Town Hall, Banbury.

Present: Councillor Colegrave (Vice-Chairman)
Councillors: Ayers, Biegel, Bishop, Bunce, Cherry, Donaldson, Hussain, and Mears.

Alternate Members: Councillor Mallon for Councillor Phillips

Officers: Mark Hassall (Town Clerk & RFO)
Paul Almond (Director of Environment)
Jackie Chacha (Marketing & Communications Manager)

GS.25/23 Apologies for Absence
Councillor Phillips

GS.26/23 Declarations of Interest
None.

GS.27/23 Minutes of the Last Meeting
IT WAS RESOLVED that the Minutes of the Meeting held on 17 October 2023 be approved as a correct record and signed by the Vice-Chairman.

GS.28/23 Income & Expenditure Report
The Committee considered a report prepared by the Town Clerk & RFO comparing year-to-date income and expenditure with the projected annual budget for the financial year. The report showed all expenditure incurred up to 27 November 2023.

Officers responded to a range of questions from Members relating to various budget codes and financial procedures. Members' attention was drawn to the fact that overall the Committee's expenditure was within forecast versus the phased YTD budget.

General Services variances are principally

- Staffing remain within projected costs, recruitment of a cleaner is underway.
- Planned cemetery works include roof repairs at Southam Road depot and tree works on poplars at Southam and driveway footpath repairs.
- Timing of invoicing for grounds maintenance works impacted by timing of November invoicing across Parks, seasonality of football pitch works and Horton View. Timing of Ezee Trees software install into Q4 £10k. Preparation works and seeding on the wildflower meadow in Spiceball has started £10k. Electric Vehicle charging at Southam Road timing for Q4 £8k. CCTV install has been completed and awaits invoice £6k.
- Contract has been completed for a two-year lease of cricket pitch facilities at Hanwell Fields, and investment in machinery purchase will now be undertaken.
- Timing of capital works at PDP aerial runway and Easington link path moved to Q4, with Hillview play area refurb, walled garden and municipal compost bay works earmarked for 2024 delivery.

Underspend on Resources Committee also principally

- Corporate, Central Administration and Civic continue to be well controlled, with cost under budget.
- Town Council Events are currently within budget parameters.
- Other services to the Public include timing of small grants (including a Warm Welcome grant scheme), and invoicing of Christmas Lighting scheme. Woodgreen Open Air Pool operating subsidy has been provided for, subject to a review meeting between CDC officers and the Woodgreen Pool Working Party in the new year.
- Other Costs & Income includes increased interest income in line with changes to Bank of England base rate.

Financial Effects & Risk Assessment

This is a monitoring report so there are no specific financial effects arising from it. Without effective budget monitoring there is a risk that budgets will not be adhered to, thereby weakening the Council's ability to demonstrate an effective use of resources. This risk is being mitigated by closer monitoring of spend using a phased budget.

GS.29/23 **IT WAS RESOLVED** to receive and note the Income and Expenditure report.

GS.30/23 **Revised & Draft Revenue Estimates**

COMMENTARY ON THE ESTIMATES

A Summary of the revised estimates for 2023/24 and draft estimates 2024/25 is attached in **Appendix 1** together with a full copy of the Estimates (2024/25).

The estimates included income from fees and charges, which for 2024/25 currently remain unchanged from this year, subject to receipt of guidance from Members.

The estimates for 2024/25 have been set based on a 2% rise in precept, and a rise of 2% in households in the town due to general housing growth. A 5.0% inflation rise in salaries and contract costs have been assumed, or greater where specified.

The following comments on the estimates are materially relevant:

GENERAL SERVICES

COST CENTRE 101 Litter Control & Cleansing

Contractual costs linked to inflation have risen higher than anticipated in the 23/24 budget.

Cost Centre 103 Southam & Hardwick Cemetery

Increased capital costs associated with depot roof maintenance and insurance costs

Cost Centre 110 Parks and Open Spaces

Investment in wildflower meadow creation across Spiceball, PDP, Saffron Close and Hanwell View. Investment across the play estate maintenance as well as bridge, fence and bench repairs. Cleansing costs associated with expanded public toilet provision.

Cost Centre 114 Park Rangers

Salary increases, accompanied by investment in Southam Road depot alarm system and CCTV.

Cost Centre 120 Football Pitches & Horton View

Increased cricket maintenance equipment purchases if fixed two-year seasonal bookings are secured. Refurbishment of Horton View kitchen and alarm system.

Cost Centre 160 Capital costs

Planned delivery of earmarked landscaping projects in Hillview Play area refurbishment (earmark funding) in 23/24 alongside installation of PDP aerial runway, St Marys Churchyard landscaping, creation of Municipal Compost Bays at Spital Farm. Ongoing works in Peoples Park to improve the Warwick Road entrance, including wall works, and install of a café canopy and metal fencing. Provision of defibrillators throughout the pavilion parks are complemented by installation of link path works in Easington Park.

RESOURCES

Cost Centre 305 Central Administration

Salary costs reflect the expansion of marketing function in 23/24, accompanied by CRM marketing provision.

Cost Centre 310 Town Council Events

Planning town event in 24/25 to replace the Coronation event of 23/24. Specific resources reduced to match an anticipated fall in sponsorship income.

Cost Centre 311 & 315 Town Hall & Other Services to the Public

Utility costs changes from a new fixed priced energy contract in 23/24. Roof repair costs at the Town Hall, with anticipated remedial repainting required in the spring on 2024. Ongoing support by Banbury Town Council following the removal of Christmas Lights funding by Cherwell District Council to revive and renew the Christmas Lights scheme across the town in 24/25. Further investment in an expanded lights projection scheme to cover Armistice, Christmas and the start of 2024. Ongoing subsidy of operation costs for Woodgreen Outdoor Pool, alongside increased full election costs in 2024, as advised by Cherwell District Council.

Cost Centre 320 Other Costs and Income

Increased interest income in 23/24 projected to grow in 24/25, supported by increased precept income.

Financial Effects and Risk Assessment

The overall proposals are felt to reflect a satisfactory basis for the Council to discharge its commitments for 2024/25. They include some key changes which will facilitate increased activity in certain service areas.

Consideration of this report falls within the provision of Section 106 of the Local Government Finance Act 1992 and Members affected by those provisions should declare accordingly and refrain from voting.

GS.31/23 IT WAS RESOLVED TO:

- To approve the revised estimates for 2023/24 as now submitted; and
- Refer the draft estimates for 2024/25, together with any comments, to Full Council for approval.

GS.32/23 Parks and Cemeteries Monitoring Report

The team are up to date with the scheduled work.

Mowing has now stopped, machines will now be serviced in preparation for next season.

Staff continue to be busy with burial duties.

Spring bulb planting in the annual beds is now complete.

The community bulb planting day on the 1st November in People's Park was a great success 32000 bulbs were planted by volunteers from Banbury Rotary Club and Students from Banbury and Bicester College. The team worked with and organised the day to ensure the volunteers could complete the planting of 16000 purple crocus and 16000 snow drops on the day. As well as providing a wonderful spring splash of colour, the crocus bulbs will also provide a reminder to support Rotary in its efforts to totally eradicate the (literally crippling) disease of polio from planet Earth!

Autumn Maintenance of the bowling green was completed and is now closed down for the winter.

The team continue to prepare the football pitches for play through undertaking weekly inspections and line marking.

4th Corner Landscape Contract Update

The contractor has now finished mowing for the winter, and we have retained one of the scheduled cuts for March 2024 to ensure we get off to a good start next growing season.

Work has started on winter pruning of shrubs and hedges.

Bulb planting in the ornamental beds is complete.

Monthly aeration operations are scheduled in for sports pitches, as conditions allow.

The Council's Landscape Officer continues to work closely with the contractor in addition to carrying out site inspections to monitor their performance.

Banbury Urban Orchard - Update

I am pleased to inform the committee all the fruit trees have been allocated for planting to local volunteers from local schools, residents and members of Banbury Rotary Club.

Julia O'Shea the Councils Landscape Officer has done a great job of project managing this initiative, and is busy working with the community organising planting sessions to make sure the fruit trees are in the ground before the end of the planting season.

The volunteers have not only agreed to plant but will continue to monitor and care for the trees until establishment.

Wild Flower Meadow Creation

Officers have issued the orders to create the wildflower meadows at the following sites:

- Spiceball Park
- Princess Diana Park
- Saffron Close
- Hanwell View Park

Work is underway at Spiceball Park, with Princess Diana Park, and Saffron Close to follow.

Work on the meadow at Hanwell View Park will only be undertaken when the land transfer has taken place from the developer.

Ranger Service / Play Area Update

The Park Ranger Team continue to keep up to date with the weekly Health & Safety inspections and carrying out any repairs resulting from those inspections.

The independent annual inspections of our play areas have now been completed, we are awaiting the final report.

The play area refurbishments at Spiceball Park have now been completed, New inclusive roundabout has now been installed.

The Rangers assisted and worked supporting the Council's recent events programme.

Cleansing Service Update

Facility Cleaning – We are still out to recruitment for the vacant cleaner position.

Parks & Open Spaces Cleansing – The service provided by Cherwell District Council is being delivered in line with the Service Level agreement.

Facility Management Update

Southam Road Cemetery Depot – New CCTV and alarm system has now been installed.

Peoples Park – Quotations have now been received for the installation of an extending canopy for the café, once permissions have been checked with planning an order for installation can be placed.

Parks Lighting

Following a review of lighting by Oxfordshire County Council, they have made the decision not to maintain and service any lighting that is not on the adopted highway.

This means that the responsibility for inspecting and repairing lighting the lighting columns in People's Park, Princess Diana Park and Moorfields Park will now be the full responsibility of Banbury Town Council.

The unmetered supply of electric has now transferred directly to our account. There has been a number of structural failures of the columns in People's Park, so priority was given to undertaking a condition survey of the columns in this Park.

The report has highlighted that six columns require immediate replacement, and an order has been placed for these units to be replaced with new columns including LED lighting heads. The Contractor has indicated 10-12 weeks to take delivery of the new columns.

Due to the importance of lighting for safety of park users in the evenings and our ambition to reduce energy use, these emergency works should be seen as phase one.

Officers recommend that following the phase one works, due to the fact that all the other columns in People's Park are of the same age and coming to the end of their natural life, that all units are replaced for new LED columns in 24/25.

Also recommended is that condition surveys are undertaken for our other parks, the findings can then form a phased programme of works to improve safety for users and reduce the Council's energy usage.

Sports Facility Update

Cricket – The Council has received a request to provide a facility for a cricket academy by a local charity Al Medina 313. An initial two season licence has been agreed and signed for cricket for the team to be based at Hanwell Fields Sports Ground starting in April 2024.

Tennis – The Council has been successful in securing a grant from the Lawn Tennis Association (LTA) to refurbish the tennis courts in People's Park. The grant of £10,000 will include cleaning and painting the courts, installing key code entry system for users to book the courts for free. In addition, the LTA will be helping the development of tennis in Banbury by providing drop in sessions run by a professional tennis coach in an aim to target more people taking up the sport.

Christmas Light Update

Following the dress rehearsal light switch-on, I am pleased to inform Members of the Committee that switch-on night was a great success with 100% of the lighting units illuminating at 5:00pm.

Financial Effects & Risk Assessment

There are no risks arising from these items and all financial effects can be contained within existing budgets.

Recommendations

It was then **RESOLVED** to:

- To note the Parks and Cemeteries Service Update.
- To note the 4th Corner Landscape Contract Update.
- To note the Banbury Urban Orchard Update.
- To note the Wild Flower Creation Scheme.
- To note the Ranger Service / Play Area Update.
- To note the Cleansing Service Update.
- To note the Facility Management Update.
- To approve the recommendations for Lighting in Parks.
- To note the Sports Facility Update.
- To note the Christmas Light Update.

It was AGREED unanimously to approve the recommendations for Lighting in Parks.

The meeting ended at 7.30pm

RESOURCES COMMITTEE

Minutes of a meeting of the Resources Committee held at 6.30pm on Tuesday, 02 January 2024 in the Town Hall, Banbury.

Present: Councillor Mallon (Chairman)
Councillors: Ayers, Biegel, Colegrave, Hussain, Kilsby, Phillips, Strangwood.

Alternate Members: None

Officers: Mark Hassall (Town Clerk & RFO)
Jackie Chacha (Marketing & Communications Manager)
Martyn Surfleet (Executive Officer)

R.30/23 Apologies for Absence
Cllr Reeves, Officer Paul Almond

R.31/23 Declarations of Interest
None

R.32/23 Minutes of the last Meeting
IT WAS RESOLVED that the Minutes of the Meeting held on 31 October be approved as a correct record and signed by the Chairman.

R.33/23 Income & Expenditure Report
The Committee considered a report prepared by the Town Clerk & RFO comparing year-to-date income and expenditure with the projected annual budget for the financial year. The report showed all expenditure incurred up to 27 November 2023.

Officers responded to a range of questions from Members relating to various budget codes and financial procedures. Members' attention was drawn to the fact that overall the Committee's expenditure was within forecast versus the phased YTD budget.

General Services variances are principally

- Staffing remain within projected costs, recruitment of a cleaner is underway.
- Planned cemetery works include roof repairs at Southam Road depot and tree works on poplars at Southam and driveway footpath repairs.
- Timing of invoicing for grounds maintenance works impacted by timing of November invoicing across Parks, seasonality of football pitch works and Horton View. Timing of Ezee Trees software install into Q4 £10k. Preparation works and seeding on the wildflower meadow in Spiceball has started £10k. Electric Vehicle charging at Southam Road timing for Q4 £8k. CCTV install has been completed and awaits invoice £6k.
- Contract has been completed for a two-year lease of cricket pitch facilities at Hanwell Fields, and investment in machinery purchase will now be undertaken.
- Timing of capital works at PDP aerial runway and Easington link path moved to Q4, with Hillview play area refurb, walled garden and municipal compost bay works earmarked for 2024 delivery.

Underspends on Resources Committee also principally

- Corporate, Central Administration and Civic continue to be well controlled, with cost under budget.
- Town Council Events are currently within budget parameters.
- Other services to the Public include timing of small grants (including a Warm Welcome grant scheme), and invoicing of Christmas Lighting scheme. Woodgreen Open Air Pool operating subsidy has been provided for, subject to a review meeting between CDC officers and the Woodgreen Pool Working Party in the new year.
- Other Costs & Income includes increased interest income in line with changes to Bank of England base rate.

Financial Effects & Risk Assessment

This is a monitoring report so there are no specific financial effects arising from it. Without effective budget monitoring there is a risk that budgets will not be adhered to, thereby weakening the Council's ability to demonstrate an effective use of resources. This risk is being mitigated by closer monitoring of spend using a phased budget.

Members expressed interest in the details of the Woodgreen Open Air Pool Subsidy, and Cherwell District Councils contribution as well as running costs of the facility. Several questions were asked regarding the running and maintenance of the facility and **IT WAS RECOMMENDED** that officers look to convene a meeting of the Woodgreen Pool Working Party to enable members and officers to further review the operations of the Woodgreen Open Air Pool.

IT WAS RESOLVED to receive and note the Income and Expenditure report.

R.34/23 Grants & Budget Sub-Committee

Members considered the minutes of the meeting of the Grants & Budget Sub-Committee held on the 28 November 2023.

Members were advised of the updated housing figures issued by Cherwell District Council since the issue of the agenda resulting in an increase of 3.4% of the tax base.

It was AGREED to receive and note the minutes of the Grants & Budget Sub-Committee and that the revised estimates be sent to the meeting of the Council on the 09 January 2024 for approval.

R.35/23 Revised & Draft Revenue Estimates

A Summary of the revised estimates for 2023/24 and draft estimates 2024/25 is attached in Appendix 1 together with a full copy of the Estimates (2024/25).

The estimates include income from fees and charges, which for 2024/25 currently remain unchanged from this year, subject to receipt of guidance from Members.

The estimates for 2024/25 have been set based on a 2% rise in precept, and a rise of 2% in households in the town due to general housing growth. A 5.0% inflation rise in salaries and contract costs has been assumed, or greater where specified.

The following comments on the estimates are materially relevant:

GENERAL SERVICES

COST CENTRE 101 Litter Control & Cleansing

Contractual costs linked to inflation have risen higher than anticipated in the 23/24 budget.

Cost Centre 103 Southam & Hardwick Cemetery

Increased capital costs associated with depot roof maintenance and insurance costs

Cost Centre 110 Parks and Open Spaces

Investment in wildflower meadow creation across Spiceball, PDP, Saffron Close and Hanwell View. Investment across the play estate maintenance as well as bridge, fence and bench repairs. Cleansing costs associated with expanded public toilet provision.

Cost Centre 114 Park Rangers

Salary increases, accompanied by investment in Southam Road depot alarm system and CCTV.

Cost Centre 120 Football Pitches & Horton View

Increased cricket maintenance equipment purchases if fixed two-year seasonal bookings are secured. Refurbishment of Horton View kitchen and alarm system.

Cost Centre 160 Capital costs

Planned delivery of earmarked landscaping projects in Hillview Play area refurbishment (earmark funding) in 23/24 alongside installation of PDP aerial runway, St Marys Churchyard landscaping, creation of Municipal Compost Bays at Spital Farm. Ongoing works in People's Park to improve the Warwick Road entrance, including wall works, and install of a café canopy and metal fencing. Provision of defibrillators throughout the pavilion parks are complemented by installation of link path works in Easington Park.

RESOURCES

Cost Centre 305 Central Administration

Salary costs reflect the expansion of marketing function in 23/24, accompanied by CRM marketing provision.

Cost Centre 310 Town Council Events

Planning town event in 214/25 to replace the Coronation event of 23/24. Specific resources reduced to match an anticipated fall in sponsorship income.

Cost Centre 311 & 315 Town Hall & Other Services to the Public

Utility costs changes following the expiry of the current fixed priced energy contract in 23/24. Roof repair costs at the Town Hall, with anticipated remedial repainting required in the spring on 2024. Ongoing support by Banbury Town Council following the removal of Christmas Lights funding by Cherwell District Council to revive and renew the Christmas Lights scheme across the town in 24/25. Further investment in an expanded lights projection scheme to cover Armistice, Christmas and the start of 2024. Ongoing subsidy of operation costs for Woodgreen Outdoor Pool, alongside full election costs in 2024.

Cost Centre 320 Other Costs and Income

Increased interest income in 23/24 projected to grow in 24/25, supported by increased precept income.

FINANCIAL EFFECTS AND RISK ASSESSMENT

The overall proposals are felt to reflect a satisfactory basis for the Council to discharge its commitments for the remainder of 2023/24 and for 2024/25. They include some key changes which will facilitate increased activity in certain service areas.

The revised estimates for the current year maintain expenditure within the bottom line precept level approved at Budget Council in January 2023.

Consideration of this report falls within the provision of Section 106 of the Local Government Finance Act 1992 and Members affected by those provisions should declare accordingly and refrain from voting.

It was RESOLVED to receive and note the draft revenue estimates and refer them for approval at the meeting of the council on the 09 January 2024.

R.36/23 Calendar of Events 2024/25 Update

Members were invited to review the report of the Events Manager.

Several questions were asked of the Town Clerk regarding feedback from the Banbury Fair extension and the pending dates of events yet to be agreed.

It was RESOLVED to receive and note the Draft Calendar of Events 2024 as set out in **Appendix A** to the minutes, and that a meeting of the Events Working group convene to finalise remaining dates to be confirmed.

R.37/23 Calendar of Meetings for 2024/25

Members were invited to review the report of the Town Clerk & RFO.

Members requested and **it was AGREED** to amend the date of the meeting of the Council from the 12th November 2024 to the 5th November 2024 due to clashes with Cherwell District Council meetings.

It was RESOLVED to receive and note the Calendar of Meetings 2024/25 as set out in **Appendix B** to the minutes. And refer the amended calendar for approval at the next meeting of the Council on the 09 January 2024.

Cost Centre 320 Other Costs and Income

Increased interest income in 23/24 projected to grow in 24/25, supported by increased precept income.

FINANCIAL EFFECTS AND RISK ASSESSMENT

The overall proposals are felt to reflect a satisfactory basis for the Council to discharge its commitments for the remainder of 2023/24 and for 2024/25. They include some key changes which will facilitate increased activity in certain service areas.

The revised estimates for the current year maintain expenditure within the bottom line precept level approved at Budget Council in January 2023.

Consideration of this report falls within the provision of Section 106 of the Local Government Finance Act 1992 and Members affected by those provisions should declare accordingly and refrain from voting.

It was RESOLVED to receive and note the draft revenue estimates and refer them for approval at the meeting of the council on the 09 January 2024.

R.36/23 Calendar of Events 2024/25 Update

Members were invited to review the report of the Events Manager.

Several questions were asked of the Town Clerk regarding feedback from the Banbury Fair extension and the pending dates of events yet to be agreed.

It was RESOLVED to receive and note the Draft Calendar of Events 2024 as set out in **Appendix A** to the minutes, and that a meeting of the Events Working group convene to finalise remaining dates to be confirmed.

R.37/23 Calendar of Meetings for 2024/25

Members were invited to review the report of the Town Clerk & RFO.

Members requested and **it was AGREED** to amend the date of the meeting of the Council from the 12th November 2024 to the 5th November 2024 due to clashes with Cherwell District Council meetings.

It was RESOLVED to receive and note the Calendar of Meetings 2024/25 as set out in **Appendix B** to the minutes. And refer the amended calendar for approval at the next meeting of the Council on the 09 January 2024.

R.38/23 Confidential Business Exclusion

IT WAS 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.

Banbury Town Council

Mark Hassall ACMA, MA

Town Clerk & RFO



The Town Hall
Bridge Street
Banbury
OX16 5QB

Tel: 01295 250340

Fax: 01295 250820

Calendar of Meetings 2024 – 2025

	CYCLE 1	CYCLE 2	CYCLE 3	CYCLE (BUDGET) 4	CYCLE 5	CYCLE 6
COUNCIL	Tues 14 May Annual Meeting	18 June	24 Sept	05 Nov	14 Jan	11 Feb
PLANNING (Wednesday)	1 May 15 May	5 June 24 July 14 Aug	11 Sept 23 Oct	6 Nov 18 Dec	15 Jan	26 Feb 26 Mar
GENERAL SERVICES	4 June	27 August	08 Oct	17 Dec	28 Jan	18 March
RESOURCES	11 June	3 Sept	22 Oct	7 Jan	4 Feb	25 March
TRAFFIC ADVISORY (Wednesday @ 2.00 p.m.)	22 May	28 August	-	27 Nov	26 Feb	-
COUNCIL	18 June	24 Sept	05 Nov	14 Jan	11 Feb	1 April

Notes:

1. All Meetings are held at the Town Hall, Bridge Street, Banbury and commence at 6.30pm unless otherwise stated.
2. The 2025 Annual Meeting will be held on **Tuesday**, 13 May.
3. Annual Town Meeting – **Monday**, 3 March 2025.