

Banbury Town Council

Mark Hassall ACMA
Town Clerk & RFO



The Town Hall
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Banbury
Oxfordshire
OX16 5QB

Tel: 01295 250340
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Our Ref:
Your Ref:
Please ask for: Martyn Surfleet
Email: martyn.surfleet@banbury.gov.uk

Date: 04 April 2023

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, 11 April 2023 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 February 2023 (**Enclosed**).
4. **Communications**
None.
5. **Questions**
 - a. Any Town Councillor may ask the Town Mayor, or the relevant Committee Chairman or the Town Clerk any questions concerning the business of the Council, provided notice of the question has been given to the person to whom it is addressed before the meeting begins, and a copy supplied to the Town Clerk.
 - 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.]

6. Minutes of Committees

To consider the Minutes of Committees:

- | | | |
|--------------------------------------|---|------------------------------------|
| a) Planning Committee | - | 01 March, 29 March 2023 (Enclosed) |
| b) General Services Committee | - | 21 March 2023 (Enclosed) |
| c) Resources Committee | - | 28 March 2023 (Enclosed) |

7. Resolutions Moved on Notice

Resolution No 62 to be moved by Councillor Hussain

"This council passed a climate emergency resolution to support our fight for a better future. To ensure we meet our environmental targets: this council will undertake research to find suitable areas within the town to plant fruit trees. Not only will this help wildlife and the environment, but it will also help diversify our tree estate as well providing healthy snacks for our residents."

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.*

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 February 2023 at 6.30pm at the Town Hall, Banbury.

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

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

Apologies for Absence: Cllr Dalton, Cllr Donaldson and Cllr Phillips.

C.38/22 Declarations of Interest

None.

C.39/22 Minutes of the Last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 10 January 2023 be approved as a correct record and signed by the Town Mayor.

C.40/22 Communications

None

C.41/22 Questions - Elected Members and Members of the Public

Several verbal questions were asked of the Leader of the Council by Councillor Biegel as follows –

How do you feel the warm spaces initiative is working across Banbury?

The Leader of the Council responded by highlighting that this is a scheme that probably hasn't achieved its full potential. It is still a new project. The first press release on this went out on 7 December. That's when it was launched. Here we are on February 7 – just two months on. That's not long for something like this.

Do you have feedback on the take up by residents?

The Leader of the Council responded to say that one of our grant recipients, the Methodist Church has indicated that the take up is low, though they have only been open for a few weeks when the weather has been milder. They average two per session. But the Sunshine Centre has told us it is very busy and averages 35 per session and the majority of its sessions are packed to capacity. We are waiting for information from other warm spaces.

Do you feel it had been sufficiently promoted to residents who are not online?

The big problem is telling people about the scheme. We recognise the problem and we acknowledge the problem. Our third press release on warm spaces that went out on 21 January dealt with this.

It asked on-line people to spread the word to those not on-line. In my comment I said that not everyone has broadband or reads the local newspaper – and that those most in need of warm spaces probably come in that category.

The Methodist Church also recognises the problem. Its response said ‘getting the word around is going to be one of the biggest challenges and we have asked local groups (e.g. local Rotary clubs) to help.’

Have posters advertising the warm spaces been sufficiently specific about where and when venues are open rather than just signposting residents to a website or Facebook page for the information?

The Leader of the Council responded by pointing out that posters are difficult because the warm space situation changes and we’d have to scrap existing posters and get new ones whenever a change occurred. The way forward might be to use other agencies – such as carers, Age Concern, social services, citizen’s advice, and charities such as HomeStart – to help spread the word. Members, too, could spread the word in their wards using their knowledge of the most vulnerable members of their areas.

C.42/22 Planning Committee

It was proposed by Councillor Ilott, seconded by Councillor Bunce, and **RESOLVED** that the Minutes of the Planning Committee meetings held on 11 January and 01 February 2023 be received.

C.43/22 General Services Committee

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

C.44/22 Resources Committee

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

C.45/22 Banbury Business Improvement District (Bid) Update

A BID is a business-led and business funded body formed to improve a defined commercial area. Most are governed by a board made up of BID levy payers who represent the BID area. This means that businesses have a genuine voice to decide and direct what they want for the area. There are more than 330 BIDs already operating across the UK, with the majority focusing on town or city centres. Businesses say the benefits they have brought about include:

- Businesses deciding and directing major projects that they want for their area
- Improved promotion & marketing of the town
- Increased footfall, which leads to increased business turnover
- Added vibrancy & vitality
- Additional networking opportunities within the local business community
- Improved relations with Councils, Police and other public bodies

A BID is funded by businesses paying a small proportion (typically of between 1% and 1.5%) of their business rateable value towards the BID. This money is then ring-fenced for use only in the BID area – unlike Business Rates which are re-distributed by Government. A BID can only be formed following consultation and a ballot in which businesses vote on a Business Plan which they have developed. The attached documents BID Business Plan 2023-28 outlines the proposals to be put to ballot. The levy would apply to businesses with a rateable value above £10k. This would generate approximately £164,000 per year across

390 business entities within the Banbury BID catchment. This could also be supplemented by voluntary contributions from local businesses outside the town centre. BIDs are also often successful in gaining additional funding, because they are attractive to public sector bodies who are encouraged to match-fund money raised by the private sector through the BID. Even without pulling in additional funding the BID could generate £0.8m over its 5-year lifespan.

The timetable for the BID re-election process is as follows:

- Oct 2022: Notification of intention to ballot sent to Secretary of State and Cherwell District Council
- January 2023: Notice of ballot sent to levy payers
- February 2023: Return of ballot papers

The Town Council has a vote, as it is a Business Rate payer within the BID area, through the Town Hall. It would be helpful to secure agreement at this stage as to how the Council would wish to vote in the ballot and for the Town Clerk to be authorised to cast the Council's vote accordingly.

Financial Effects & Risk Assessment

If the BID is approved, then all Business Ratepayers within the BID area will be required to pay an additional levy of 1.5% where their rateable value is above £10k. The RV of the Town Hall is £27,250 and the basement area is separately rated at £5,600. So the cost would be £408 for the Town Hall (£84 per annum for the basement now falling below the revised threshold of RV, the BID levy, this element will no longer apply).

There are no risks identified from a positive ballot outcome, which is likely to see additional spending on town centre initiatives that would far outweigh the Council's direct financial input. However, an unsuccessful ballot could see a further decline of the town centre and an inability to compete with other local town centres and out of town shopping experiences.

IT WAS RESOLVED to note progress with the Banbury BID and to authorise the Town Clerk to cast the Council's vote in favour of the BID.

C.46/22

Change of Committee Membership – Planning Committee

Members were made aware that due to personal circumstances Councillor Dalton would be resigning from his position on the Planning Committee. It was **RESOLVED** that Councillor Bishop be appointed to the committee as replacement and that Councillor Dalton be appointed as an Alternate Member.

The Meeting ended at 6.55pm.

PLANNING COMMITTEE

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

Present: Councillor Ilott (Chairman)
Councillors: Ahmed, Ayers, Beere, Biegel, Bishop, Bunce,
Hodgson, Kilsby.

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

PL.56/22 Apologies
None

PL.57/22 Declarations of Interest
Councillors Beere, Biegel, Bishop and Hodgson declared personal interests as members 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 Bishop also declared interests in applications 23/00144/F and 23/00192/F, Councillor Bishop agreed to refrain from speaking on the matters and would abstain from any votes that occurred.

PL.58/22 Minutes of the Last Meeting

IT WAS RESOLVED that the Minutes of the meeting held on the 01 and 15 February 2023 be approved as a correct record and signed by the Chairman.

PL.59/22 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 voted on the proposal set out by the Planning officer regarding application 23/00318/F, the results of the vote were –

For – 6
Against – 2
Abstain - 1

Members agreed that the proposals set out by the Planning officer regarding application 22/03868/OUT as well 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.60/22 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.61/22 Bretch Hill Estate (Banbury) Proposed 20mph Speed Limit & Parking Restrictions

The Committee considered a verbal report from the Planning Officer regarding the proposed 20mph Speed Limit & Parking Restrictions on the Bretch Hill Estate.

Members were briefed on the proposals and agreed on the principles of the outlined implications. Officers then responded to several questions from members relating to the proposals.

IT WAS RESOLVED that the report be noted.

The meeting ended at 7.29 pm

Appendix 1

Planning Applications considered by the Planning Committee

Application Number	Applicant	Location	Proposal	Observations
23/00182/F	Mr and Mrs Ord	18 Foscote Rise Banbury OX16 9XN	Erection of one new dwelling with associated single garage and the demolition and erection of a single garage to be associated with No 18 Foscote Rise	No Objections
23/00199/F	Alandy Investment Properties Limited	56-58 Broad Street Banbury OX16 5BL	Alterations to ground floor retail areas and conversion of first floor and erection of a new second floor to form 6 self-contained flats. Conversion of rear cottage to form a ground floor office and a maisonette on first and second floors. Part-retrospective	No objections but comment that brick choice for the front elevation is critical
23/00144/F	Mr Lorne Alway and Richard Silver	3 West Bar Street Banbury OX16 9SD	Demolition of existing building and erection of new building to provide 4 flats (resubmission of extant planning permission 20/00864/F)	No Objections
23/00318/F	DVSA	Hardwick Surgery Ferriston Banbury OX16 1XE	Change of Use of former Hardwick Surgery to Driving Test Centre (sui generis use)	On balance the Town Council raise no objections
23/00324/F and 23/00325/LB	Mr Vas Tari	57-58 High Street Banbury OX16 5JJ	PART RETROSPECTIVE - Ground floor alterations to provide a retail unit (Use Class E) and the upper floors are to be converted to a House of Multiple Occupancy (HMO). Remove and replace ground floor facade. New fire exit to serve ground floor. (resubmission of 21/00592/LB)	No Objections
23/00349/OUT	Greystoke CB	OS Parcel 5616 South West Of Huscote Farm And East Of Daventry Road Banbury	The construction of up to 140,000 sqm of employment floorspace (Use Class B8 with ancillary offices and facilities) and servicing and infrastructure including new site accesses, internal roads and footpaths, landscaping including earthworks to create development platforms and bunds, drainage features and other associated works including demolition of the existing farmhouse - All Matters Reserved - re-submission of 22/01488/OUT	Application withdrawn by applicant

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,
29 March 2023 at 6.30pm in the Town Hall, Banbury.

Present: Councillor Bunce (Vice-Chairman)
Councillors: Ayers, Beere, Biegel, Bishop, Hodgson,
Kilsby.

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

PL.62/22 Apologies
Councillor Ahmed, Councillor Ilott

PL.63/22 Declarations of Interest
Councillors Beere, Biegel, Bishop and Hodgson declared personal interests as members 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 Beere also declared interests in application 23/00507/F, Councillor Beere agreed to refrain from speaking on the matters and would abstain from any votes that occurred.
Councillor Bishop also declared interests in application 23/0254/F and 23/00303/LB, Councillor Bishop agreed to refrain from speaking on the matters and would abstain from any votes that occurred.

PL.64/22 Minutes of the Last Meeting

IT WAS RESOLVED that the Minutes of the meeting held on the 01 March 2023 be approved as a correct record and signed by the Vice-Chairman.

PL.65/22 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.66/22 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.67/22 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 7.25 pm

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

Application Number	Applicant	Location	Proposal	Observations
23/00401/F and 23/00402/LB	Fellside Estates	Borough House, Marlborough Road, Banbury	Change of Use of part of building to form 10no apartments (Use Class C3) including the partial demolition and alterations to the rear elevation, an external staircase, and internal alterations	No objections. Support the proposals as it will ensure the wellbeing of this building that was the former Banbury Borough Council offices.
23/00507/F	Mr. I Iqbal	38 East Street, Banbury, OX16 3LJ	Proposed two bedroom semi-detached dwelling to north of application site	No objections.
23/00497/F	Mr B Edwards	Broadmoor Cottage And Land At Wykham Park Academy, Ruskin Road, Banbury, OX16 9HY	Proposed demolition of existing house. Construction of 6 No two bedroom apartments, new access road, parking spaces and refuse/recycling storage	Agreed to object on the grounds that; 1) The proposal is considered to be a contrived form of overdevelopment of a back-land site that will cause harm to the living environment of houses in Wykham Place by reason of overlooking and disturbance from vehicles using the proposed access way. 2) The access and parking arrangements are considered inadequate given the length and width of the access way and are likely to create difficult turning and passing manoeuvres, including for waste freighters Additionally the Committee wished to comment that they would support some redevelopment of the site but it would depend upon a substantial reduction in unit numbers and arriving at an appropriate parking/turning arrangement.

23/00501/REM	EG Group	Unit 2 Kalabergo Close Banbury OX17 2FJ	Reserved matters application & condition discharge of Part B of 19/00128/HYBRID - Part B: Outline planning application - the development of up to 2 no. commercial buildings having a maximum floorspace of 16,890m2 and having a flexible use [to enable changes in accordance with Part 6 Class V of the Town and Country Planning (General Permitted Development) Order 2015 (as amended)] within Class B2 or B8 of the Town and Country Planning (Use Classes) Order 1987 as amended, and ancillary Class B1 offices, with all other matters reserved for future approval (19/00128/HYBRID)	No objections but suggest that more EV points are needed in the car parking area.
23/00667/REM	Orbit Homes (2020) Ltd	OS Parcel 6372 South East Of Milestone Farm Broughton Road Banbury	Reserved matters application, pursuant to the outline planning permission granted under reference 21/03644/OUT for the erection of up to 49 dwellings	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.

GENERAL SERVICES COMMITTEE

Minutes of a Meeting of the General Services Committee held at 6.30pm on Tuesday, 21 March 2023 in the Town Hall, Banbury.

Present: Councillor Phillips (Chairman)
Councillors: Ayers, Bunce, Cherry, Colegrave, Hussain, Mears.

Alternate
Members:

Officers: Mark Hassall (Town Clerk & RFO)
Paul Almond (Director of Environment)

GS.35/22 Apologies for Absence
Cllr Richards.

GS.36/22 Declarations of Interest
None.

GS.37/22 Minutes of the Last Meeting
IT WAS RESOLVED that the Minutes of the Meeting held on 17 January 2023 be approved as a correct record and signed by the Chairman.

GS.38/22 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 14 March 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 vacancies contributing £10k. Applicant numbers for roles has increased, and recruitment within the grounds team has been completed, however ongoing long-term sick continues to stretch team resilience.
- Planned cemetery works include arboriculture and memorial stability testing is ongoing.
- Timing of invoicing for grounds maintenance works impacted by timing of February invoicing across Parks, seasonality of football pitch works and Horton View, overspends offset vacancy savings, and taken together are broadly in line with full year projected expenditure.
- Expenditure is planned on computer software to support staff monitoring of play equipment and tree stock across the estate.
- Ongoing play area equipment being refurbished across the estate awaiting completion. Following an external ROSPA inspection, a programme of works has been identified, which officers are working through in the final quarter.
- Prior and current year utility charges for MUGA's from OCC £11k.
- Café build in People's Park opened, with an associated Earmarked Reserves of (£201k). The related Earmark reserve will be transferred to alternative earmarked projects to reflect increased inflationary pressures, thereby supporting delivery of planned Council objectives.

- The timing of the expenditure planned for the landscaping of the Walled Garden in Peoples Park is planned to be completed in 23/24.

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.
- Town Hall costs associated with plant maintenance and building repair, however are offset by savings across the committee
- Other services to the Public include timing of small grants (including a Warm Welcome grant scheme), and invoicing of Christmas Lighting scheme (£5k saving following anticipated utility and repair costs). Woodgreen Open Air Pool operating subsidy has been provided for, following a review meeting between CDC and BTC Officers an improvement of public swim availability and membership accessibility is being progressed and will be reported to elected members as schemes come forward.
- Other Costs & Income includes increased interest income (projected £19k) in line with changes to Bank of England base rate.
- Following successful receipt of three competitive quotes, planned decarbonisation of the heating systems at the Town Hall are due to be implemented ahead of year end, and are contained within the associated earmark reserve to be released.

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.

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

GS.39/22 Parks and Cemeteries Monitoring Report

The team are up to date with the scheduled work.

The team continue to over mark the football pitches and are carrying out condition inspections each week.

Staff have been busy with burial duties and grave topping up.

All machinery and equipment have now been serviced in preparation for the new season.

We have successfully recruited to the vacant positions within the Parks and Cemeteries team, they should in post by the 1st of April.

4th Corner Landscape Contract Update

The contractor is delivering the programmed work to schedule.

Sports pitch aeration operations have not been undertaken yet this playing season due to the adverse weather conditions.

Winter shrub border maintenance, weeding and pruning operations, are now complete.

The Contract Supervisor is still off work long term sick. The area manager continues to cover the role and oversee operations until the supervisor returns. The Council's Landscape Officer continues to work closely with the contractor in addition to carrying out site inspections to monitor their performance.

Tree Works & Planting Update

The contractor engaged to undertake the tree work packages has been working through the programme and is on track to be completed by the end of March.

The Tree Planting for the Queen's Green Canopy is now complete:

- a) Crouch Hill - The circle of 24 trees, Acer Campestre "Queen Elizabeth".
- b) Hanwell View Park – The avenue of 20 trees, Quercus Robur.
- c) Peoples Park – Acer Campestre 'Queen Elizabeth'.
- d) Southam Road Cemetery – Acer Campestre 'Queen Elizabeth'.
- e) Hardwick Hill Cemetery – Acer Campestre 'Queen Elizabeth'.

The memorial plaques have now been installed and all five schemes are now registered on the official website.

Play Area Update

The Senior Ranger is analysing the annual H & S Inspection report for our play areas. The works will be prioritised and undertaken based on the risk rating.

Play Area refurbishment update is:

- a) Princess Diana Park – Tendering for the replacement of the large teenage item of play equipment is now complete. We had five schemes returned, following evaluation of tenders, the winning tenderer was Kompan UK Ltd. The new unit will significantly improve the play value at this park, providing interest, excitement and interactive play for teenage children.
 - The Contract has now been awarded.
 - Contract start-up meeting is set for 23/03/2023.
 - Installation will be complete by June, in time for the school Summer Holidays.
- b) Spiceball Park - A repair had to be undertaken to the skatepark on the 10/03/23 due to vandalism on a section of the ramp.

- c) Moorfields Park – Unfortunately, the roundabout cannot be repaired as it is now an obsolete design, we need to replace the whole unit. We are seeking three quotations to install a new roundabout at this park. The aim is to have this complete by the Summer School Holidays.
- d) Howard Road Play Area – The surfacing underneath the aerial runway needs replacing. We are currently seeking three quotations to undertake removal of the grass matting and to install a wet pour safer surface pad.

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.

Winter Maintenance Update

Snow wardens were contacted on the 08/03/23 following the out of season snowfall.

The Rangers have continued to top up our on-street grit bins with salt as required.

Fencing Repairs Update

Bridge Street Park – New galvanised metal knee rail fence has now been installed. The rangers will be removing the old rotten wooden fence when ground conditions improve.

Peoples Park – Timber fencing refurbishment continues, with the Probation Service still working with the Town Council to continue with further sanding and painting works identified throughout the park.

Stanbridge Park – The broken fence and gate post on the Mascord Road entrance has now all been repaired.

Cleansing Service Update

Facility Cleaning – In-house cleaning staff are performing well.

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

Christmas Lights Contract Update

I have set up a project planning meeting for the Christmas lights installation and switch-on event 2023 on the 22nd March 2023 with Blachere Illuminations Ltd. Purpose of the meeting is to ensure that the previous performance failures are not repeated 2023/24.

Bus Shelter – Update

A brand new bus shelter has been installed on Woodgreen Avenue near to Penrose Drive, the old one was in a very poor condition and beyond economical repair.

An order has been placed for a panel repair to the other bus shelter on the other side of Woodgreen Avenue near to Broughton Road.

The Ranger Team continue to monitor our Bus Shelters through the monthly Inspections.

Financial Effects & Risk Assessment

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

Recommendations

The Committee is invited to **RESOLVE**

- To note the Parks and Cemeteries Service Update.
- To note the 4th Corner Landscape Contract Update.
- To note the Tree Works and Planting Update.
- To note the Play Area Update.
- To note the Winter Maintenance Update.
- To note the Fencing Repairs Update.
- To note the Cleansing Service Update.
- To note the Christmas Lights Contract Update.
- To note the Bus Shelter Update.

The meeting ended at 7.08pm

RESOURCES COMMITTEE

Minutes of a meeting of the Resources Committee held at 6.30pm on Tuesday, 28 March 2023 in the Town Hall, Banbury.

Present: Councillor Mallon (Chairman)

Councillors: Ahmed, Cherry, Colegrave, Garrett, Hussain, Kilsby, and Strangwood.

Alternate Members: Cllr Ahmed for Cllr Reeves

Cllr Cherry for Cllr Richards

Officers: Mark Hassall (Town Clerk & RFO)

Paul Almond (Director of Environment)

R.40/22 Apologies for Absence

Cllr Reeves, Cllr Richards.

R.41/22 Declarations of Interest

None

R.42/22 Minutes of the last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 31 January 2023 be approved as correct records and signed by the Chairman.

R.43/22 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 14 March 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 vacancies contributing £10k. Applicant numbers for roles has increased, and recruitment within the grounds team has been completed, however ongoing long-term sick continues to stretch team resilience.
- ◆ Planned cemetery works include arboriculture and memorial stability testing is ongoing.
- ◆ Timing of invoicing for grounds maintenance works impacted by timing of February invoicing across Parks, seasonality of football pitch works and Horton View, overspends offset vacancy savings, and taken together are broadly in line with full year projected expenditure.
- ◆ Expenditure is planned on computer software to support staff monitoring of play equipment and tree stock across the estate.
- ◆ Ongoing play area equipment being refurbished across the estate awaiting completion. Following an external ROSPA inspection, a programme of works has been identified, which officers are working through in the final quarter.
- ◆ Prior and current year utility charges for MUGA's from OCC £11k.
- ◆ Café build in People's Park opened, with an associated Earmarked Reserves of (£201k). The related Earmark reserve will be transferred to alternative earmarked projects to reflect increased inflationary pressures, thereby supporting delivery of planned Council objectives.

- ◆ The timing of the expenditure planned for the landscaping of the Walled Garden in Peoples Park is planned to be completed in 23/24.

Underspends on Resources Committee are principally

- ◆ Corporate, Central Administration and Civic continue to be well controlled, with cost under budget.
- ◆ Town Council Events are currently within budget parameters.
- ◆ Town Hall costs associated with plant maintenance and building repair, however are offset by savings across the committee
- ◆ Other services to the Public include timing of small grants (including a Warm Welcome grant scheme), and invoicing of Christmas Lighting scheme (£5k saving following anticipated utility and repair costs). Woodgreen Open Air Pool operating subsidy has been provided for, following a review meeting between CDC and BTC Officers an improvement of public swim availability and membership accessibility is being progressed and will be reported to elected members as schemes come forward.
- ◆ Other Costs & Income includes increased interest income (projected £19k) in line with changes to Bank of England base rate.
- ◆ Following successful receipt of three competitive quotes, planned decarbonisation of the heating systems at the Town Hall are due to be implemented ahead of year end, and are contained within the associated earmark reserve to be released.

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

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

R.44/22 The Local Authorities (Members' Allowances) (England) Regulations 2003 (As Amended)

The Committee considered a report of the Town Clerk & RFO, following the annual consideration given to the level of Members' Allowances by the Parish Remuneration Panel appointed by the District Council.

The Committee had previously resolved that the Town Council should not adopt a Members Allowance Scheme under the Local Authorities (Members Allowance) (England) Regulations 2003 (Minute R.7/03 refers) but it had accepted that travelling and subsistence allowances as set out in the Parish Remuneration Panel's reports should be paid for approved duties outside the town of Banbury (Minute R.53/03).

Members were advised that the Panel had recommended an increase of 2.75% in line with the agreed staff cost of living pay award, to the level of travel and subsistence allowances for 2023/24.

It was RESOLVED that the travelling and subsistence allowances as recommended by the Parish Remuneration Panel (Appendix 1) be adopted as recommended and introduced with effect from the beginning of the current financial year.

The meeting ended at 6.55pm