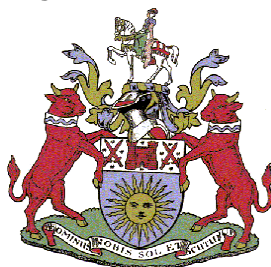


Banbury Town Council

Mark Hassall ACMA, MA
Town Clerk & RFO



The Town Hall
Bridge Street
Banbury
Oxfordshire
OX16 5QB

Tel: 01295 250340
Fax: 01295 250820

Our Ref: A19092023
Your Ref:
Please ask for: Martyn Surfleet
Email: martyn.surfleet@banbury.gov.uk

Date: 12 September 2023

To: All Members of the Town Council.

You are hereby summoned to attend a Meeting of the **Town Council** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **Tuesday, 19 September 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 20 June 2023 (**enclosed**).
4. **Communications**
To receive such communications as the Town Mayor may wish to lay before the Council.

Banbury Town Council

5. 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.]

6. Minutes of Committees

To consider the Minutes of Committees:

- | | |
|--------------------------------------|------------------|
| a) Planning Committee | - 21 June 2023 |
| | - 19 July 2023 |
| | - 16 August 2023 |
| | - |
| b) General Services Committee | - 29 August 2023 |
| c) Resources Committee | - 05 Sept 2023 |

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

- (iii) 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 approval of minutes.

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, 20 June 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, Phillips, Reeves, Richards, Strangwood and Tohill-Martin.

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

Apologies for Absence: Cllr Dalton

C.1/23 Declarations of Interest

None.

C.2/23 Minutes of the Last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 16 May 2023 be approved as a correct record and signed by the Town Mayor.

C.3/23 Communications

C.4/23 Questions - Elected Members and Members of the Public

C.5/23 Planning Committee

It was proposed by Councillor Bunce, seconded by Councillor Phillips, and **RESOLVED** that the Minutes of the Planning Committee meeting held on 24 May 2023 be received.

C.6/23 General Services Committee

It was proposed by Councillor Phillips, seconded by Councillor Colegrave, and **RESOLVED** that the Minutes of the General Services Committee meeting held on 06 June 2023 be received.

C.7/23 Resources Committee

It was proposed by Councillor Mallon, seconded by Councillor Reeves, and **RESOLVED** that the Minutes of the Resources Committee meeting held on 13 June 2023 be received.

C.8/23 Resolutions Moved on Notice – Resolution No 63

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

“Banbury Town Council supports local, healthy food production and wishes to further promote the growth of herbs, fruits and vegetables. Banbury in Bloom would present an excellent opportunity to do this.

This council resolves to instruct Officers to bring forward a report to all members on expanding Banbury in Bloom to promote local healthy food production by residents”

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** by majority that the motion be adopted.

C.9/23 Resolutions Moved on Notice – Resolution No 64

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

“In 2022 this council passed a motion which resolved to undertake a new pro-active anti-litter campaign across Banbury to educate and discourage more people from dropping litter in the first place.

This Council still believes that the minimisation of litter around Banbury is desirable for all residents and visitors. It has been observed that excess litter is being dropped in streets along ‘school runs’ where there are fewer bins available on the pavement.

This council resolves to survey some of these areas, working alongside Cherwell District Council officers, so the appropriate recycling/general/smart bins may be purchased and installed.”

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** by majority that the motion be adopted.

C.10/23 Resolutions Moved on Notice – Resolution No 65

It was proposed by Councillor Hodgson, seconded by Councillor Cherry that:

“Following the letter to the Banbury Guardian from Caleb and Dylan Thompson of Orchard Way asking if the central reservation of their road could be planted with wildflowers, this council notes the Council’s commitment to biodiversity in green spaces across the town and the hard work the Council has already done in encouraging and maintaining biodiversity on its own land. It should also note the hard work that has already been done following the boys’ letter, as reported in the recent meeting of the General Services Committee.

It also notes that in terms of Orchard way, if the boys’ letter were to result in the positive action they have asked for, the options are to rewild and/or to plant wildflowers, although there are some hurdles to jump over as the land is owned by Oxfordshire County Council, managed by Cherwell District Council and the work carried out by Banbury Town Council. There are other areas of land and road verges across Banbury that are in a similar position and that could be similarly used to encourage increased biodiversity, as Caleb and Dylan have asked, and a noble, socially and environmentally conscious request it is too. They should be proud and are to be commended.

This council, therefore, moves that it will carry out a review to identify suitable sites across Banbury for further biodiversification through rewilding or planting of wildflowers, including central reservations and road verges, and it will liaise with Oxfordshire County Council and Cherwell District Council where required to ensure that that goal is realised wherever possible.”

An amendment was proposed by Councillor Mallon and seconded by Councillor Reeves as follows:

“Biodiversity Motion Amendments in the name of Kieron Mallon

Following the letter to the Banbury Guardian from Caleb and Dylan Thompson of Orchard Way asking if the central reservation of their road could be planted with wildflowers, this council notes the Council’s commitment to biodiversity in green spaces across the town and the hard work the Council has already done in encouraging and maintaining biodiversity on its own land.

Banbury Town Council sites already maintained for enhanced biodiversity are:

*Spiceball Park
Hanwell Fields
Peoples Park
Browning Road
Mineral Railway
Crouch Hill Open Space
Hastings Park*

It also notes that in terms of Orchard way, if the boys’ letter were to result in the positive action they have asked for, the options are to rewild and/or to plant wildflowers. It is understood that Cherwell District Council who manage and maintain the land owned by Oxfordshire County Council, are looking at the opportunities for less intense maintenance, for the benefit of biodiversity. Banbury Town Council makes a financial contribution of £50,000 per year to Cherwell District Council to help them cover the costs of maintaining highway grass verges in Banbury.

There are other areas of land and road verges across Banbury that are in a similar position and that could be similarly used to encourage increased biodiversity, as Caleb and Dylan have asked, and a noble, socially and environmentally conscious request it is too. They should be proud and are to be commended.

As discussed at the General Services Committee 6th June 2023, this council, moves that it will carry out a review to identify suitable sites across Banbury for further biodiversification through rewilding or planting of wildflowers on land owned by the Town Council to complement any work carried out on central reservations and road verges, by Oxfordshire County Council and/or Cherwell District Council, to ensure that a Town wide biodiversity enhancement is realised wherever possible.”

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

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

C.11/23

Internal Audit

The Council considered the Annual Internal Audit Report (page 3 of the Annual Return).

IT WAS RESOLVED to receive and note the Annual Internal Audit Report.

C.12/23 Annual Return

The Council considered the report of the Town Clerk where
IT WAS RESOLVED that the Annual Governance Statement (Section 1 on the Annual Return, where questions 1 to 9 are answered yes, and signed on behalf of the Council by the Leader of the Council and the Town Clerk.

C.13/23 Accounting Statement

The Council considered the report of the Town Clerk & RFO where
IT WAS RESOLVED that the Accounting Statements (Section 2 on the Annual Return – for the year ended 31 March 2023 be approved and be signed on behalf of the Council by the Leader of the Council and the RFO.

C.14/23 Accounts for the Year Ended 31 March 2021 (unaudited)

The Council considered the report of the Town Clerk & RFO where
IT WAS RESOLVED that the Accounts for the Year Ended 31 March 2023 (unaudited) be approved and signed on behalf of the Council by the Leader of the Council and the RFO.

C.15/23 Notice of Electors Rights

The Council considered a copy of the Notice of Electors Rights

IT WAS RESOLVED that the Notice of Electors Rights be approved.

C.16/23 Financial Regulations

The Council reviewed a copy of Banbury Town Councils Financial Regulations.

IT WAS RESOLVED that the Financial Regulations be approved.

C.17/23 Standing Orders (2018)

The Council reviewed a copy of Banbury Town Councils Standing Orders (2018)

IT WAS RESOLVED that the Standing Orders (2018) be approved.

The Meeting ended at 7.27pm.

PLANNING COMMITTEE

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

Present: Councillor Ahmed
Councillors: Ayers, Beere, Bishop, Colegrave, Hodgson,
Kilsby, and Richards.

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

PL.10/23**Apologies**

Councillor Ilott, Councillor Bunce, Officer Surfleet

In the absence of both the Chairman and the Vice Chairman nominations for a Chairman for the evening were requested by the Planning officer. Cllr Beere proposed Cllr Ahmed. There were no other nominations and the Committee accepted the proposal **unanimously**.

PL.11/23**Declarations of Interest**

Councillors Beere and Bishop 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.

PL.12/23**Minutes of the Last Meeting**

IT WAS RESOLVED that the Minutes of the meeting held on the 24 May 2023 be approved as a correct record and signed by Cllr Ahmed.

PL.13/23**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.14/23**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 19.00 pm

Appendix 1Planning Applications considered by the Planning Committee

Application Number	Applicant	Location	Proposal	Observations
23/01231F and 23/01232/LB	Montrose Property Company Ltd	90 High Street Banbury OX16 5JF	Change of use of first and second floors to 2 x no one-bedroom flats	Banbury Town Council raise no objections to the planning application provided that adequate internal provision can be made for refuse storage as it is important that refuse bins are not stored in the High Street. No objections are raised to the Listed Building Consent application.
23/01162/F	Jamie Lang	47 Dover Avenue, Banbury, OX16 0JG	Two-storey building comprising of 2 no one- bedroom flats with amenity space to the rear and hardstanding to the front.	Banbury Town Council raise no objection.
23/01499/F	DDPT Properties Ltd	19 Bridge Street Banbury OX15 5PN	Change of Use of upper floor offices (Class E) to 2 x studio apartments (Class C3)	Banbury Town Council object to the small size of the units created. The Committee considered that the floorspace would be better formed into one duplex apartment.

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,
19 July 2023 at 6.30pm in the Town Hall, Banbury.

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

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

PL.15/23 Apologies
Councillor Bunce, Councillor Bishop

PL.16/23 Declarations of Interest
Councillors Beere and Hodgson declared personal interests as members and alternate 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.

PL.17/23 Minutes of the Last Meeting
IT WAS RESOLVED that the Minutes of the meeting held on the 21 June 2023 be approved as a correct record and signed by Cllr Ilott.

PL.18/23 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, there was then a discussion between members resulting in a vote on whether to object to application 23/01624/F on the grounds of lack of information. The results of said vote were as follows:
For – 5
Against – 0
Abstain - 2

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.19/23 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 19.31 pm

Appendix 1

Planning Applications considered by the Planning Committee

Application Number	Applicant	Location	Proposal	Observations
23/01602/F	Grundon Waste Management Ltd	Waste Recycling and Transfer Complex, Thorpe Mead, Banbury, OX16 4RZ	Change of Use from waste management facility to B2 and B8 uses (office, storage and distribution)	Banbury Town Council raise no objections but ask that the Town Council be consulted on the clearance of conditions that will necessarily imposed.
23/01624 /F	Yasmin Kad	Banbury Madni Mosque, Merton Street, Banbury, OX16 4RP	Outline planning for portacabin (single storey) to west of car park with All Matters Reserved	Banbury Town Council object, The Town Council raise significant concerns arising from the lack of information accompanying the application. They query the usage, and ask whether the intended use could be undertaken within the mosque building. Is the use temporary? And over what period? There is a concern that the already occasionally inadequate car parking will be reduced by this proposal.
3/01633/F	Tri7 Banbury LLP	Site at Calthorpe Street and Marlborough Road, Banbury	Demolition of existing retail units and public car park and redevelopment for residential dwellings (C3 Use), provision of private car parking, hard and soft landscaping and photovoltaic (PV) panels on roof, and associated works	The Town Council objects to the proposal on the following grounds ▪ It considers that the proposal for 230 units in blocks of 3-5 stories represents overdevelopment of this conspicuous site . In our view it would be contrary to Policy ESD15 of the current Local Plan and be detrimental to the character and appearance of the immediate area ▪ The proposal is considered to be out of scale with the Banbury Conservation Area and will have a seriously detrimental impact upon the character and appearance of that Area and is therefore contrary to Policy ESD15 of the Local Plan ▪ Design and materials do not reflect or, in a contemporary design response, re-interpret local distinctiveness, including elements of construction, elevational detailing, windows and doors, building and surfacing materials, mass, scale and colour palette as required by Policy ESD15 of the Local Plan on such a conspicuous site in a market town such as Banbury and is therefore contrary to that Policy. It is considered that whilst such an approach may be acceptable in larger urban cities it is not appropriate in a relatively small market town ▪ The loss of public car parking that will be caused by this development will detrimentally affect the performance of Banbury as a service/retail centre and be contrary to Policy BAN 7 of the adopted Local Plan

				▪ The proposal will provide Inadequate car parking to serve the needs of residents and visitors of the new development which will then impact on adequacy of remaining on-street car parking and further pressuring the remaining town centre car parks to the detriment of the Town Centre and its users and be contrary to Policy BAN 7 of the Local Plan ▪ The quality of created residential environment for new residents is considered to be poor as a result of the overdevelopment, lack of parking and deficiencies in open space provision as set out in the above objections and therefore the proposal is contrary to Policy ESD15 of the Cherwell Local Plan ▪ Whilst Policy Ban 7 of the Local Plan in some circumstances supports the redevelopment of retail town centre sites it states that such schemes should not be to the detriment of the retail floorspace and to the wider town centre and that specifically such redevelopments ought to have mixed uses. As the proposal is for all residential development it is contrary to that Policy ▪ The proposal makes no reference to a package to Section 106 contributions for necessary off-site or on-site infrastructure and is therefore contrary to national and local policies
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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,
16 August 2023 at 6.30pm in the Town Hall, Banbury.

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

Alternate Members: Cllr Mears for Cllr Hodgson
Officers: Robert Duxbury (Planning Officer)
Martyn Surfleet (Executive Officer)

PL.20/23 Apologies

Councillor Ayers, Councillor Hodgson, Cllr Ilott

PL.21/23 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.22/23 Minutes of the Last Meeting

IT WAS RESOLVED that the Minutes of the meeting held on the 19 July 2023 be approved as a correct record and signed by Cllr Bunce.

PL.23/23 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, there was then a discussion between members resulting in a vote on whether to raise no objections to applications 23/01799/F – 23/01811/F – 23/01848/F based on planning grounds. The results of said vote were as follows:

For – 2

Against – 1

Abstain – 4

A further vote was taken on whether to raise concerns on the operational and safeguarding viability of the proposals presented in applications 23/01799/F – 23/01811/F – 23/01848/F.

The results of said vote were as follows:

For – 6

Against – 1

Abstain – 0

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.

IT WAS ALSO RESOLVED that a letter be written to Oxfordshire County Council Children's services to raise the concerns set out in Appendix 1, and request a response for members.

PL.24/23 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.25/23 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.

PL.26/23 Oxfordshire County Council - Local Transport & Connectivity Plan (Transport Hubs)

The committee considered the report of the Planning Officer regarding Oxfordshire County Councils Local Transport and Connectivity Plan.

Members were briefed on the proposals regarding transport hubs within Banbury and were requested to provide feedback and suggestions to be passed onto Oxfordshire County Council for consideration.

IT WAS RESOLVED to receive and note the report.

IT WAS ALSO AGREED that members will provide feedback to the planning officer prior to the closing date for comments on **01 September 2023**.

The meeting ended at 19.53 pm

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

Application Number	Applicant	Location	Proposal	Observations
23/01784/F	Saltbox Property Developments Ltd	3 West Bar Street, Banbury, OX16 9SD	Extension, alteration, and conversion of building to create 9 no. apartments with associated landscaping and car parking (amended scheme to earlier approvals)	Banbury Town Council raise no objections to the principle of extending this conversion as proposed, but expresses some concern that 9 car parking spaces are not included.
23/01799/F	Healthcare Access Ltd	48 Easington Road, Banbury, OX16 9HJ	Change of use from dwelling house C3 to C2 (Children's Home)	On the basis of the information provided with the application whilst no objections on planning grounds are raised, Banbury Town Council have the following concerns about the safeguarding of the children to be housed i. The unknown provenance of the applicant company ii. The long-term sustainability of the proposed operational provision of sufficient staff iii. Operational effectiveness - specifically the deliverability of the shift pattern proposed – what happens when the staff have leave? iv. In particular, concern is expressed about the social care implications of housing both children aged from 0 to 18 years and their care assistants. Note that the Town Council will be formally raising this issue directly with OCC'
23/01811/F	Healthcare Access Ltd	50 Easington Road, Banbury, OX16 9HJ	Change of use from dwelling house C3 to C2 (Children's Home)	On the basis of the information provided with the application whilst no objections on planning grounds are raised, Banbury Town Council have the following concerns about the safeguarding of the children to be housed i. The unknown provenance of the applicant company ii. The long-term sustainability of the proposed operational provision of sufficient staff

				iii. Operational effectiveness - specifically the deliverability of the shift pattern proposed – what happens when the staff have leave? iv. In particular, concern is expressed about the social care implications of housing both children aged from 0 to 18 years and their care assistants. Note that the Town Council will be formally raising this issue directly with OCC'
23/01848/F	Healthcare Access Ltd	Flat 3, St Johns Court, 20 Calthorpe Road, Banbury, OX16 5ES	Change of Use from dwelling house C3 to C2 (Children's Home)	On the basis of the information provided with the application whilst no objections on planning grounds are raised (with the exception that we have concerns that a noise nuisance may be more likely to occur in a block of flats than in the proposed use of semi-detached houses) Banbury Town Council have the following concerns about the safeguarding of the children to be housed i. The unknown provenance of the applicant company ii. The long-term sustainability of the proposed operational provision of sufficient staff iii. Operational effectiveness - specifically the deliverability of the shift pattern proposed – what happens when the staff have leave? iv. In particular, concern is expressed about the social care implications of housing both children aged from 0 to 18 years and their care assistants. Note that the Town Council will be formally raising this issue directly with OCC'
23/01816/F	Mr U Rajarapu	10 Broad Street, Banbury, OX16 5BN	Change of use of vacant betting shop into restaurant (E use class) and take away (sui generis use class) including installation of extraction flue system to rear and new fascia signs.	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.

GENERAL SERVICES COMMITTEE

Minutes of a Meeting of the General Services Committee held at 6.30pm on Tuesday, 28 August 2023 in the Town Hall, Banbury.

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

Alternate Members: None.

Officers: Paul Almond (Director of Environment)
Martyn Surfleet (Executive Officer)

GS.10/23 Apologies for Absence
None.

GS.11/23 Declarations of Interest
None.

GS.12/23 Minutes of the Last Meeting
IT WAS RESOLVED that the Minutes of the Meeting held on 06 June 2023 be approved as a correct record and signed by the Chairman.

GS.13/23 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 23 August 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

- Income across cemeteries contains seasonal impact, along with outstanding settlement of rental terms of buildings at Hardwick Hill.
- Whilst staffing costs are currently below budget (£10k) across the committee, mainly due to vacancies, when including the impact of YTD anticipated nationally agreed pay rises, they are estimated as £4k over budget.
- Computer software to support play equipment and grounds maintenance monitoring.
- In partnership with CDC, landscaping and install of round benches at Moorfields and Hill View parks.
- Overspend in arboriculture is anticipated to be timing related only.
- Timing of playground and landscape software monitoring programmes offset by unspent earmark reserve release.
- Timing of invoicing for grounds maintenance works impacted by seasonality.

Underspends on Resources Committee also principally

- Reduced Central Admin costs including salaries.
- Staffing costs are currently over budget £2k across the committee, mainly due to recruitment, when including the impact of YTD anticipated nationally agreed pay rises, they estimated as £10k over budget.
- Town Council Events income includes sponsorship across events and are ahead of budget, with costs incurred in advance but managed within planned budgets. The coronation celebration increased expenditure (net of income) of (£3k) was mainly caused by a £2k overspend incurred on litter disposal. Marginal net overspend on Town Mayors Sunday and Food Fairs are anticipated to be contained within overall event budgets.
- Other Costs & Income includes increased interest income, timing of which is delayed due to transfer from Santander of interest earned to-date (£25k). Costs associated with improvements the heating efficiency at the town hall will be met from earmarked reserves.

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.14/23 Parks and Cemeteries Monitoring Report

The team are up to date with the scheduled work.

Mowing is still ongoing within the Park, Cemeteries and St Marys Churchyard.

Staff continue to be busy with burial duties.

Planting in the park days with local school children went ahead on the 14th and 15th of June, despite the extreme temperatures, all schools turned up and they did an amazing job of planting up the beds.

Maintenance of the bowling green has continued over the summer at Horton View, the club have praised the green staff for the standard of maintenance that has been achieved and how well the green has bowled.

The football season is being prepared for. All teams' applications received have been accommodated and facilities have been allocated. Initial line marking and goal post installation has been undertaken in readiness for first games.

4th Corner Landscape Contract Update

Although the contractor experienced some staff vacancies which delayed previous cuts, the 7th cut will be completed by the end of August.

Weed growth has been particularly bad this year with the perfect growing conditions of rainy warm weather. Road channel weed treatment spraying is due to 29th August 2023, which will improve the appearance of the Banbury's street scene.

Sports pitch verti-draining aeration and topdressing works has been undertaken on all football goal mouths in preparation for the start of the playing season.

Shrub border maintenance is on generally on schedule.

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

Following the motion passed at April's full Council:

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."

Officers met with elected members and a representative of volunteer group BCAG Banbury Trees to agree a project plan for this initiative.

Officers have completed a survey to identify suitable locations across Banbury Town Councils open spaces and have found 65 locations covering all wards across Banbury.

After sourcing the available trees from nurseries, working up scheme costs, a grant application has been made to The Trust for Oxfordshire's Environment.

An assessor has been appointed to review our grant application and she has visited some of the locations.

We are currently awaiting the outcome of our application.

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 RPII (Register of Play Inspectors International Ltd) training for team members was completed in June 2023.

Play Area refurbishment update is:

- a) Princess Diana Park – The play area refurbishment was completed in time for the schools breaking up for the summer. The play area was officially opened by Cllr Martin Phillips on the 18th August 2023.
- b) Spiceball Park – Repairs have been undertaken on the ramp surface.
- c) Moorfield Park – A new accessible roundabout was installed in time for the Summer School Holidays.

The Rangers continue work supporting the Council's event programme.

Park Furniture Update

Spiceball Park – A long section of timber post and rail fence adjacent to Concorde Avenue has been repaired.

Moorfield Park & Hill View Park – New Communal seats installed.

Peoples Park – The Probation Service have completed refurbishment of the park benches, and started work on the picnic tables.

Princess Diana, Moorfields & Spiceball Parks - New Solar benches are to be installed.

Peoples Park, a request has been received by the Council for chess tables to be installed in Parks, proposal is to install table top chess boards in the park to gauge demand for this type of activity.

Cleansing Service Update

Facility Cleaning – We currently have a vacancy for a cleaner following the resignation.

The In-house team continue to keep our facilities clean for public use and have assisted with cleaning at our events.

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

Further to the motion agreed at full Council, working with Cherwell District Council, additional litter bins have been installed in 4 locations in the Grimsbury Area.

Café Operator Update

The café operator has now been open since June.

Karen appears to be making a success of running the cafe, the food and drink offer is varied and good quality. She has built up a good regular customer base and has attracted a steady trade over the summer.

The café provided a valuable service for events held in the Park like the school planting days in June and Town Mayors Sunday in July.

Sports Pitches Update

The football foundation has launched a grant scheme with aims of:

“revolutionising the state of grass pitches across England. By 2030, we want to ensure grassroots football has 20,000 'good' quality pitches to enjoy”

Grants available are detailed below:

Pitch size	Grant value (per pitch)*
11 v 11	£3,200 per pitch
9 v 9	£2,560 per pitch
Mini soccer (7v7 and 5x5)	£1,920 per pitch

One of the conditions of making an application is that a condition report per pitch has to be undertaken. Officers undertook this Pitch Power survey work and submitted the results to the Grounds Management Association for consideration.

If applications are successful the grant is tapered over a six-year period i.e. *For example, the grant awarded for an 11v11 football pitch that needs enhancing would be £3,200 in year 1 and 2, £2,133 in year 3 and 4 and £1,067 in year 5 and 6.*

We have now received the reports back from the Grounds Management Association which identifies work recommendations required to improve our pitches, which means we should be eligible for the Football Foundation grants.

Applying for the grant could provide significant funding to improve the quality of Town Councils football pitches and mean a reduction in the number of games that have to be called off due to waterlogging.

The recommendation is that members support the work undertaken to date and approve officers making the grant application to the Football Foundation.

Defibrillators – Update

As previously approved by this committee, defibrillators have now been installed on the pavilion buildings at all sports grounds.

Electric Vehicle Charging Points for Fleet and Employee Vehicles

The Government has launched a grant scheme for the installation of Electric Charging points for charging its fleet and employee vehicles

Officers made an application, which has been approved.

To utilise the grant funding, the installation must be complete before December 2023.

Installing EV charging points at Southam Road Depot would ensure the Council has the necessary infrastructure in place to move to electric powered vehicles as the fleet comes up for replacement.

The recommendation is to approve the installation of EV charging points at Southam Road Depot taking advantage of the grant funding awarded.

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 Banbury Urban Orchard Update.
- To note the Ranger Service / Play Area Update.
- To note the Park Furniture Update.
- To note the Cleansing Service Update.
- To note the Café Operator Update.
- To approve the Grant Application to the Football Foundation for Sports Pitch Improvements.
- To note the Defibrillators Update
- To approve the installation of Electric Charging Points at Southam Road Depot.

It was AGREED to receive and note the Parks and Open Space report.

It was AGREED to approve the Grant Application to the Football Foundation for Sports Pitch Improvements.

It was AGREED to approve the installation of Electric Charging Points at Southam Road Depot.

GS.15/23 Bus Shelter Realtime Information and Living Roofs Update

Due to the previous Clear Channel Lease Contract expiring in October 2023, it was suggested that, by way of mutual approval between Banbury Town Council and Clear Channel before the end of October 2022, the contract can only be extended after that time by Deed of Variation.

Clear Channel agreed to the installation of Green Roofs on arterial route bus shelters.

As part of a wider Oxfordshire County Council incentive funding has been made available for the installation of real time information boards to be fitted in and in proximity to our shelters.

A further £10,000 will be invested by Clear Channel in the repainting and refurbishment of the remaining shelter stock to retain and enhance the current provision.

Suggestions for resolution

Clear Channel agreed to the installation of 7 Green Roofs on arterial route bus shelters in spring 2024 with the final location to be proposed by Clear Channel for future installation.

Oxfordshire County Council have agreed to install real time information on near to 20 shelters across the estate, with major interchange boards proposed for Bridge Street, and potentially Banbury station pending additional funding from Chiltern Railways. Installation due for September 2024 pending electrical works commencing W/C 21st August.

The proposed list consists of –

- OXFORD RD O/S ST JOHNS CHURCH
- OXFORD RD O/S MEDICAL CENTRE
- OXFORD RD O/S HORTON HOSPITAL
- OXFORD RD OPP. HORTON HOSPITAL
- BEACONSFIELD RD O/S SHOPS
- BRETCH HILL OPP BRADLEY ARCADE
- CHATSWORTH DRIVE O/S PH
- CHATSWORTH DRIVE OPP. SHOPS
- BANKSIDE ADJ. FARMWAY
- BLOXHAM RD OPP. EASINGTON GARDENS
- MIDDLETON RD O/S TESCO'S DIRECT
- MIDDLETON RD OPP. TESCO'S DIRECT
- OXFORD RD ADJ. GRANGE RD
- BRIDGE STREET O/S DEBENHAMS BUILDING
- BRIDGE ST O/S WILKOS
- CASTLE ST O/S BOLTON RD CAR PARK
- HORTON VIEW O/S NO. 5

Further assessments for suitability of real time information installation on shelters within Horsefair and Bridge street to be conducted by OCC officers and representatives from Clear Channel, with bridge street shelters proposed to be served by a standalone information multi-exchange board outside the old Debenhams site when entering the bus station. This will be twinned with a similar provision in the train station.

Clear Channel in consultation with officers have identified 6 key shelters for refurbishment –

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Once agreed a work schedule will be issued.

Financial Effects & Risk Assessment

Clear Channel proposes to invest in the region of a further £126,000 in 8 new 3-bay Living Roof shelters to replace 8 existing locations – across the advertising and non-advertising estate

In addition, Clear Channel will invest a further £10,000 in repainting and refurbishment of the remaining shelter stock.

Oxfordshire County Council to fund installation of Real Time Information on 20 existing arterial route shelters within Banbury.

It was RESOLVED to receive and note the Bus Shelter Realtime Information and Living Roofs Update.

GS.16/23 Customer Relationship Management and Booking Software Update

Members requested that officers look into ways to implement much required modernisation to our systems, by way of tendering for a CRM (Customer Relationship Management) software package, and events booking system that will begin to address the current issues faced by The Council and its Officers, in relation to the communication and promotion to residents, of events and facilities, in order to create ease of access.

Several software providers were contacted to advise and propose solutions with varying results. And after much consideration and consultation with both members and officers it was agreed to enlist the services of Abavus Ltd to provide a CRM software and Mobile App, and that Bookteq would handle the bookings of both the Town Hall and Sports Facilities.

My Banbury Customer Portal / App - Abavus

After seeking approval from committee members to implement a phased roll out / launch of the system and app the following milestones were achieved;

- 30th May – Silent launch. The Service Desk was made available to officers to begin logging requests and enquiries, allowing time to tweak forms and trouble shoot in a safe environment.
- 6th June – Soft “Go Live”. Officers began logging all service requests and enquiries on the system.
- 12th June – Silent Launch. The Customer Portal was listed on the Council's website and a dedicated site page was created guiding residents on how to report issues / enquire about services.

- 21st July – Full Go Live – Co-ordinated press release / marketing schedule, and public launch of the App and Customer Portal.

Booking System - Bookteq

Alongside the customer relationship software and app, the timeline for the implementation of the facilities booking system was agreed the following milestones have been achieved;

- 19th June – Officers were given training on the new booking system ready for launch.
- 26th June – Officers began transferring over current confirmed bookings onto the new booking system, as part of a phased transition from current software.
- 21st July – Public launch of the booking system for the Town Hall went live, with dedicated 'Venue Hire' page created on BTC website, as well as linked to the 'My Banbury' app.

The final phase of roll out of the booking system relates to our sports facilities and pavilions. Access to the system will be given to select league teams for the start of the 2023/24 season as part of a phased roll out / testing period to allow teams to learn the new booking process, and allow officers to respond accordingly to any issues that might arise. Once testing has finished the intention is to slowly roll out the system to our other teams one by one.

Uptake and Statistics

Since the launch of the Customer Portal and App officers have been organically adding customers onto the reporting system as and when reports have come in, via the phone and email as well as in person. Now that the service is live with the public we are beginning to see a gradual growth in registered users, as well as a diversification of platforms in which the reports are generated (iPhone, Android and Web Browser). As time goes on we will start to see trends on which route reports are generated and officers will be able to respond in raising awareness for the service to fill any gaps in uptake.

Downloads of the My Banbury App currently stand at (as of 21st August 2023)
Apple – 77
Android – 68

Next Steps – Continued Marketing and Monitoring

As part of the ongoing promotion and monitoring of these new software's further marketing and advertising strategies are needed, to ensure the longevity and success of the App and Customer Portal. So far as part of the launch officers produced in house marketing materials for both social media and our noticeboards as well as a dedicated press release to local news outlets. Presence of promotional materials at Town Council Events will also take place, starting with Music Mix and the next event being the Food and Drink Festival. Advertising leaflets produced in house have also been provided to the Tourist information desk within Banbury Museum & Gallery as well as the Customer Service Desk within Castle Quay. Finally, a sustained and continuous approach to social media promotion is in place with weekly posts highlighting the App and its functionality.

Officers have also explored further ways to promote the services via other means. The following options have been highlighted as potential avenues;

- Radio advertisement / sponsorship – Via Banbury FM, several package options are available with varying price structures and target audiences.
- QR coded external vinyl stickers for our parks and open spaces leading residents to download the app. Priced between 0.92p and 1.03p per sticker.

Both of these options will provide additional far reaching advertisement for the new App and Booking software and will target audiences that are unreachable via the typical social media approach.

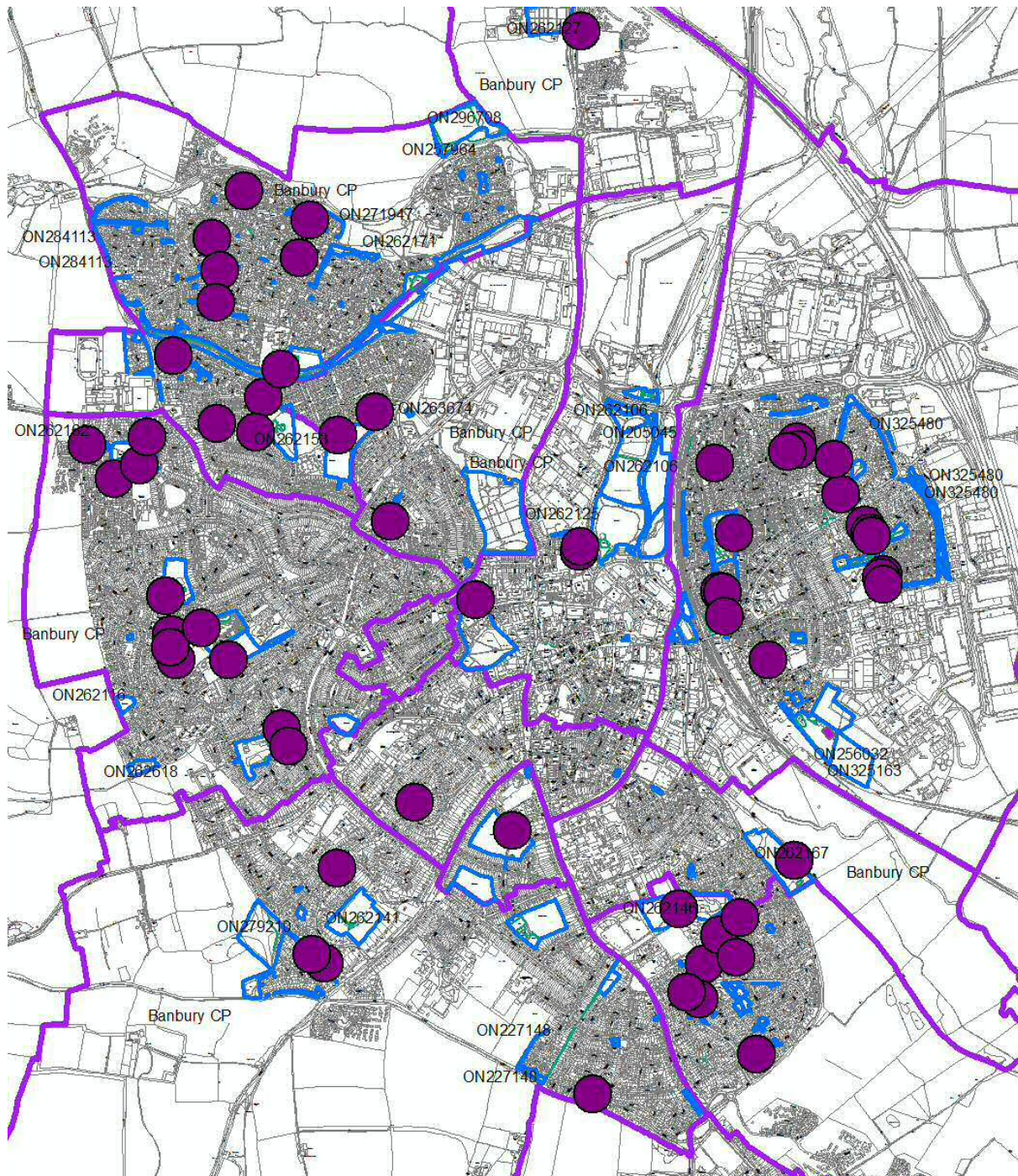
It was raised by members that further additional funds over and above the requested £5,000 may be required to ensure the success of the 'My Banbury' app, and that officers should investigate more avenues of marketing for the App and Customer Portal.

IT WAS RESOLVED:

- To Note the Booking, Customer Relationship Management, Reporting & Mobile Application Update.
- To Approve that officers, request additional marketing funds to the sum of £5,000, through the 6+6 budgeting exercise, to further promote and market the 'My Banbury' App and supporting software's

The meeting ended at 7.43pm

Banbury Edible Canopy - Overview

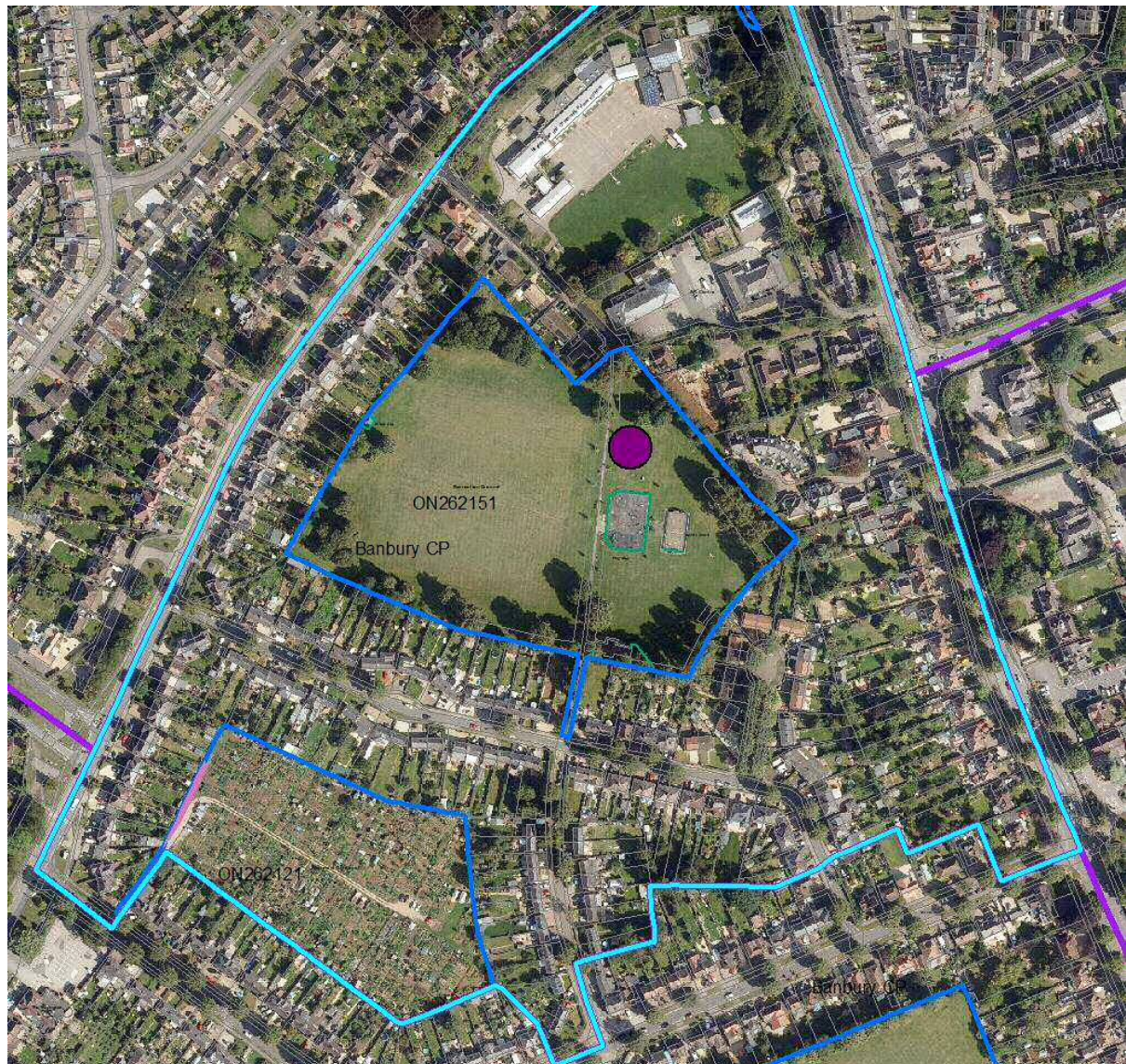


Calthorpe North

- Bankside



Easington North
Easington Park



Easington South

Brunswick Place

Waller Drive x2

Brantwood Rise



Grimsbury

West Street

Moorfield Park

Brunswick Place x 2

Waterloo

Grimsbury Square x 3

Daventry Road

Delapre Drive

David Wilson x 3

Linea Way x 3

Alma Road Play Area



Hardwick East

Hanwell View MUGA



Hillview Park
Morris Drive
Daimler Av
Ironstones
Sussex Drive x 2
Guernsey Way
Rosedale Ave
Saffron Close
Meadowsweet Way

Morris Drive

Ironstones

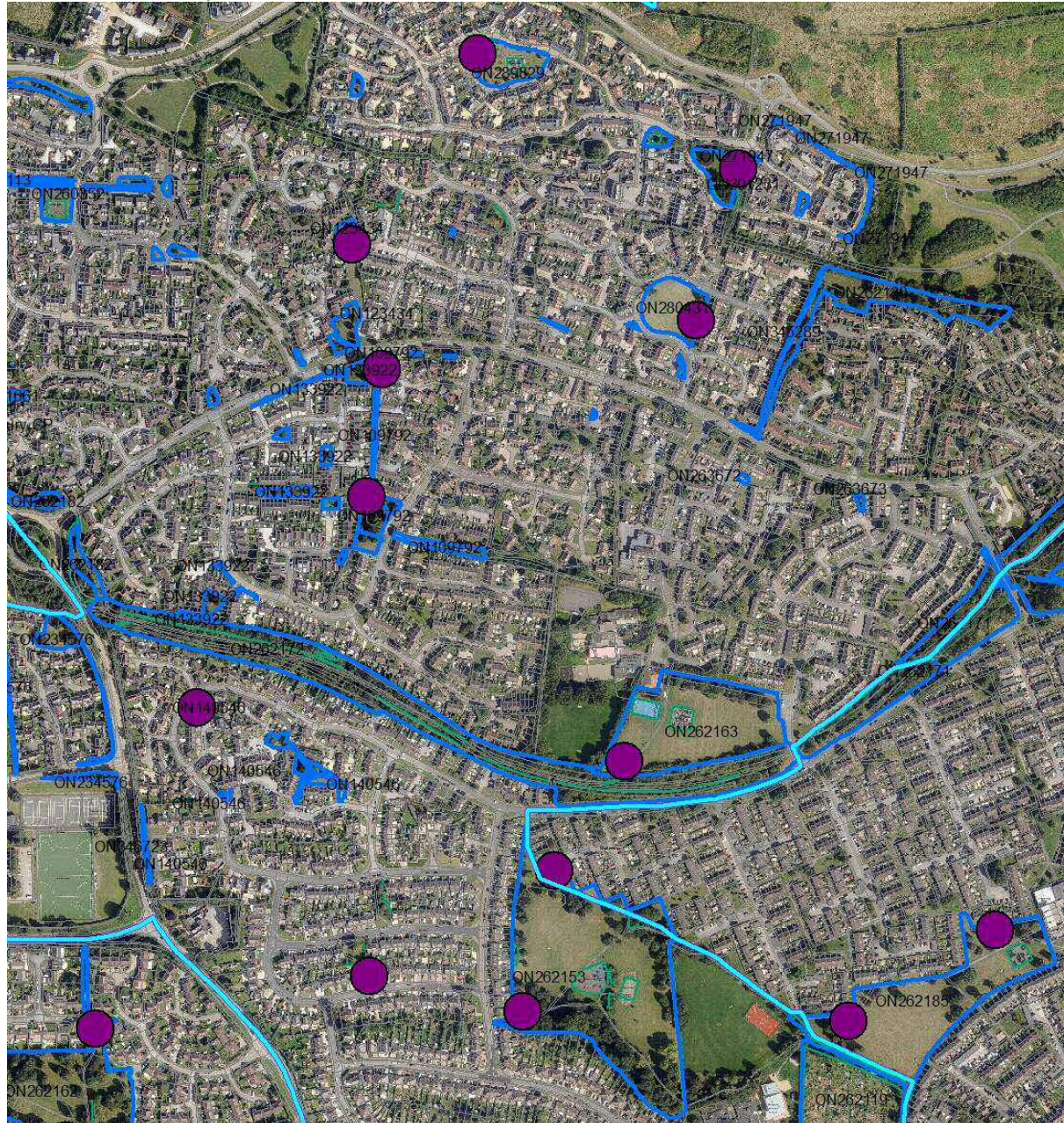
Sussex Drive x 2

Guernsey Way

Rosedale Ave

Saffron Close

Meadowsweet Way



Neithrop North

Hillview

Windrush Park x 2

Parklands



Neithrop South

Wesley Drive



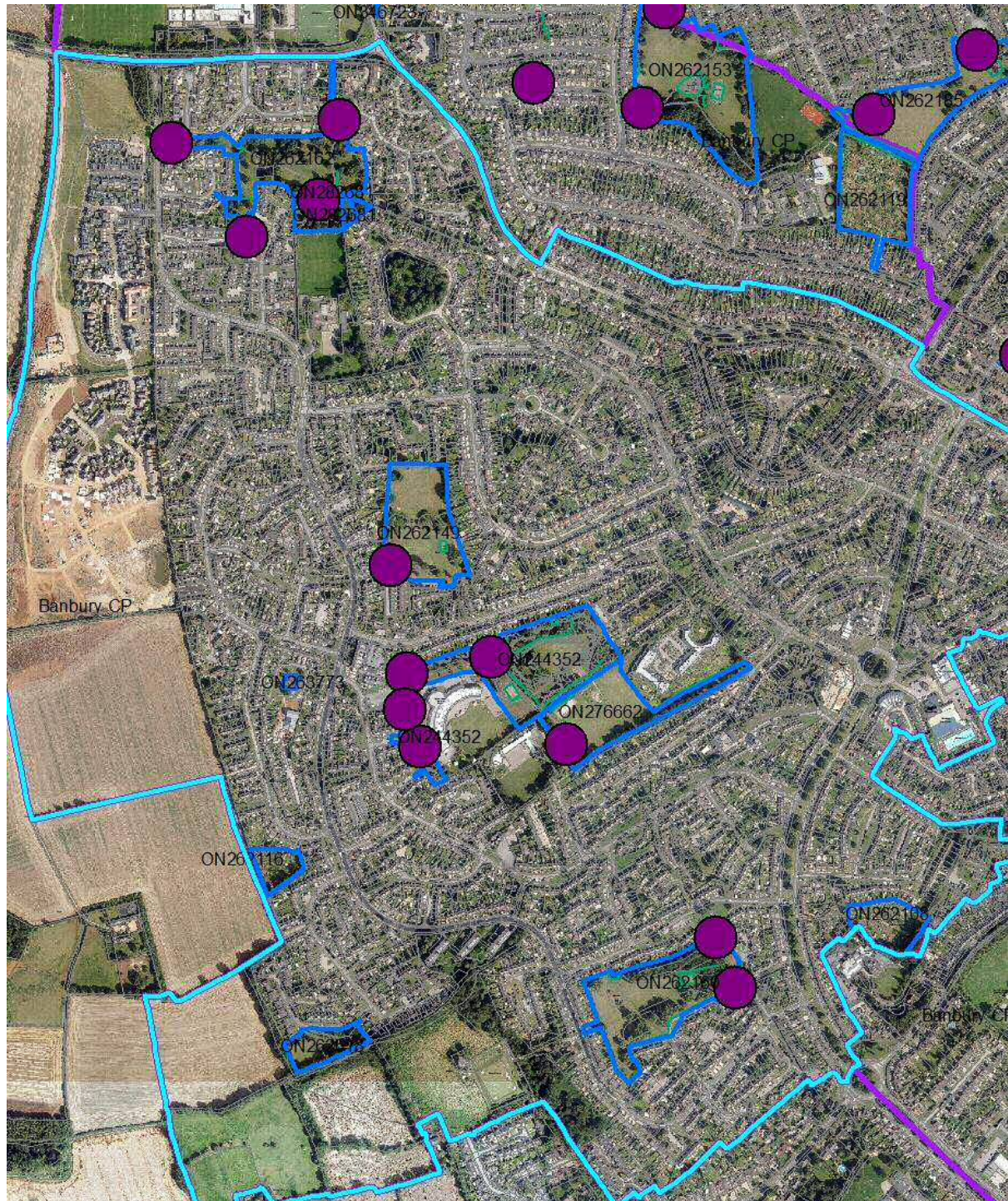
Ruscote

Trinity Park x 4

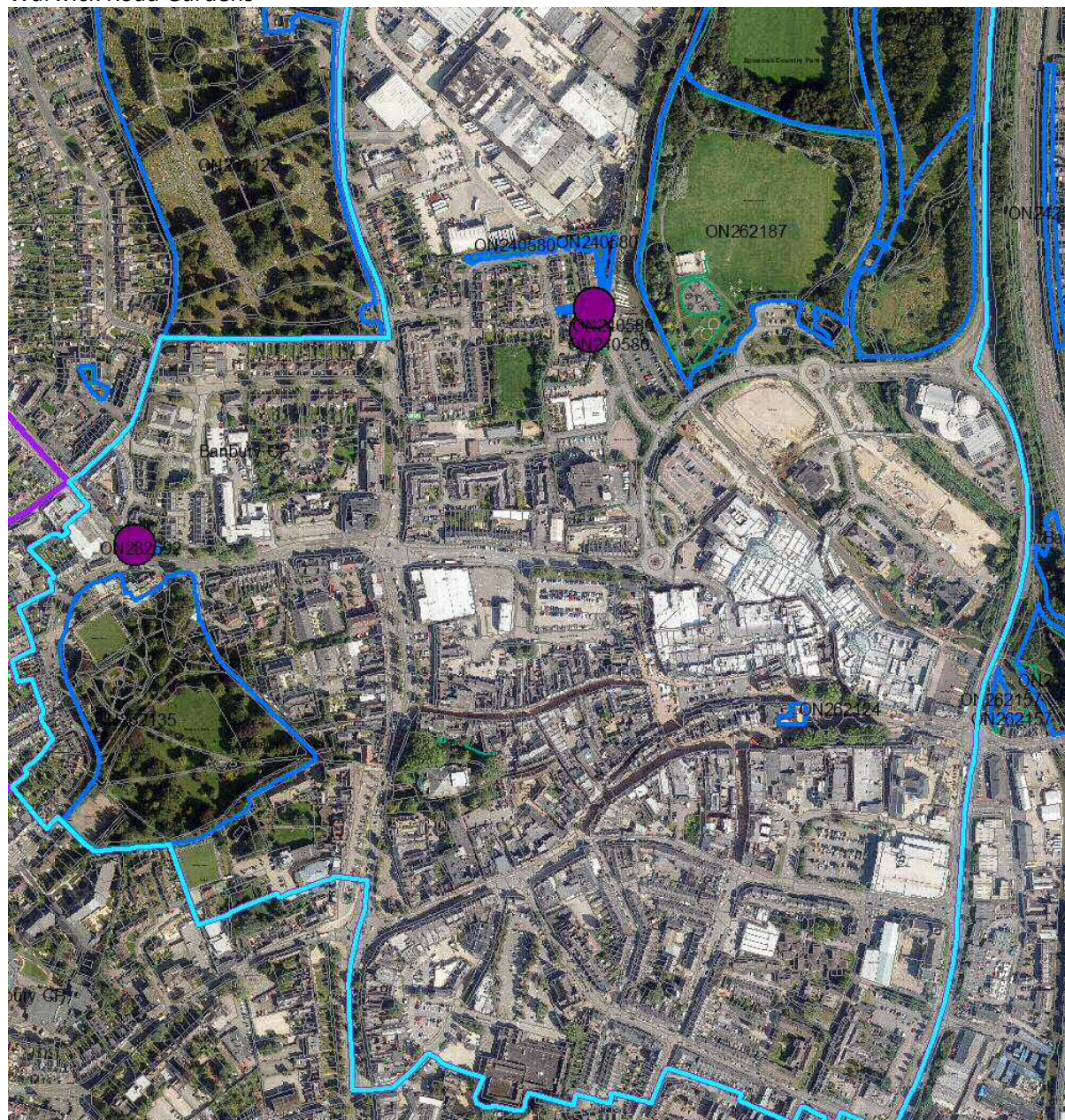
Hastings

PDP x 5

Stanbridge x2



Warwick Road Gardens



RESOURCES COMMITTEE

Minutes of a meeting of the Resources Committee held at 6.30pm on Tuesday, 05 September 2023 in the Town Hall, Banbury.

Present: Councillor Mallon (Chairman)
Councillors: Ayers, Hussain, Kilsby, Reeves, Richards, Strangwood and Tohill-Martin.

Alternate Members: Cllr Ahmed for Cllr Strangwood, Cllr Bunce for Cllr Reeves

Officers: Mark Hassall (Town Clerk & RFO)
Paul Almond (Director of Environment)
Chris Green (Events Manager)
Simon Lewthwaite (Civic & Events Officer)
Martyn Surfleet (Executive Officer)

R.11/23 Apologies for Absence

Cllr Stangwood, Cllr Reeves

R.12/23 Declarations of Interest

None

R.13/23 Minutes of the last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 28 March and 16 May 2023 be approved as correct records and signed by the Chairman.

R.14/23 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 23 August 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

- Income across cemeteries contains seasonal impact, along with outstanding settlement of rental terms of buildings at Hardwick Hill.
- Whilst staffing costs are currently below budget (£10k) across the committee, mainly due to vacancies, when including the impact of YTD anticipated nationally agreed pay rises, they are estimated as £4k over budget.
- Computer software to support play equipment and grounds maintenance monitoring.
- In partnership with CDC, landscaping and install of round benches at Moorfields and Hill View parks.
- Overspend in arboriculture is anticipated to be timing related only.
- Timing of playground and landscape software monitoring programmes offset by unspent earmark reserve release.
- Timing of invoicing for grounds maintenance works impacted by seasonality.

Underspends on Resources Committee also principally

- Reduced Central Admin costs including salaries.
- Staffing costs are currently over budget £2k across the committee, mainly due to recruitment, when including the impact of YTD anticipated nationally agreed pay rises, they estimated as £10k over budget.
- Town Council Events income includes sponsorship across events and are ahead of budget, with costs incurred in advance but managed within planned budgets. The coronation celebration increased expenditure (net of income) of (£3k) was mainly caused by a £2k overspend incurred on litter disposal. Marginal net overspend on Town Mayors Sunday and Food Fairs are anticipated to be contained within overall event budgets.
- Other Costs & Income includes increased interest income, timing of which is delayed due to transfer from Santander of interest earned to-date (£25k). Costs associated with improvements the heating efficiency at the town hall will be met from earmarked reserves.

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.15/23 Events Update Report**Past Events****A Taste of Spring – 16 April 2023**

This was a very successful event with 60 food and drink traders taking part, selling a good cross section of products, including hot/cold food and drinks, as well as a small number of charity/information stalls. The music stage was repositioned for this event to sit alongside (outside Leport & Co. Solicitors), rather than at the far end, and this worked very well being opposite the set-out tables/chairs and bar traders. Positive feedback was received from traders, and the general public. Weather: Good

Party in the Park – Coronation Celebrations – Sunday 7th May 2023

This was a highly anticipated event, and was structured along similar lines to the Jubilee event in 2022. The layout of the event was based on a live music stage at the far end of Spiceball Park, with food/drink traders along either side, and with fairground attractions and other activities, including Go Karts, Climbing Wall and Face Painting to the rear of the park. Music was performed throughout the event, with the last band to perform being 'The Scalectrics' who have a strong local following, with the lighting of a beacon, a fire performance display and a firework display in the second field bringing the day to a close. There was an excellent response to this event from the general public and traders, with several selling out of stock. Weather:

Excellent, we were extremely lucky with this as poor weather on the Saturday/Monday either side of this event.

Inauguration – Tuesday 17th May 2023

The outgoing Mayor Cllr. Jayne Strangwood formally handed over to Cllr. Fiaz Ahmed at the annual Inauguration. This Civil Events Officer, who has co-ordinated the whole process of the mayoral handover, and also managed the Mayoral diary.

Armed Forces Day – Saturday 17th June 2023

This year's event included a tour of the Cold War bunker in the basement of the Town Hall, a performance by the Brize Norton Military Wives Choir, and a display of military vehicles/stands. The event was well publicised via both social media, and also with signage around the town. Event running times: 10:00-16:00

Town Mayor's Sunday – Sunday 9th July 2023

This fun event took place in People's Park, and will include a wide range of activities, including a dog show, go karting, ferret racing, rock climbing, fairground rides – with food and drink also being available to purchase. Event running times: 11:30-16:30

Banbury Music Mix – Friday 21st July 2023

This year's event was a great success with performances from five singers/bands, all with connections to Banbury and the local area. We had 12 food and drink traders located to the rear of the event on the pedestrian area to the rear of Market Place, and going into Cornhill offering a range of products to purchase. The branded reusable cup deposit scheme was used again this year for bar traders, which worked well and was popular with people attending the event. Footfall data provide by Banbury BID showed that 21st was the busiest day for the town centre during the month of January. Weather: Very good / no rain.

Banbury Food & Drink Festival – Sunday 20th August 2023

Following on from the Taste of Spring event in April, our larger Food & Drink Festival was a great success. We ended up with 78 traders on the day of the event, with a good spread of food and drink produce throughout. The traders were spread from Cornhill at the top end, through Market Place, and around the roundabout at the far end of the event. There were 3 Cookery Theatre demonstrations during the day from celebrity chef Paul Da Costa Greaves, which were well attended, and the positioning of this on the turning circle opposite Nat West Bank and Café Nero worked well to draw people in from the main event area in Market Place. Live music was performed, again by local artists, from a stage in front of the main Town Hall entrance with tables/chairs set out on the roundabout, which was very popular. We were not adversely affected by the Football World Cup Final, and some traders reported a lift in business after this. A wide demographic range attended which was very pleasing to see. Weather: Excellent / Some very hot spells.

Upcoming Events

Emergency Services Day – Saturday 2nd September

This popular event will be taking place again Spiceball Park, to educate the general public in how to use the emergency services, and basic life-saving skills. Emergency Services vehicles will also be available for the public to view close up – this will be especially popular with the younger members of our community.

Banbury Canal Festival – Saturday 30th September & Sunday 1st October 2023

Plans for this two-day weekend event are coming together well, with many of same elements as last year returning. As well as the towpath itself, we will again make use of the car parking areas around The Mill Arts Centre, North Car Park 2 and Bridge Street Park for food/drink traders, and also Local Charities and Organisations. This will very much be themed as a family event, with attractions and interest for all age groups. As last year, there will be performances from the Mill Arts Centre taking place in Chamberlaine Court car park. We have also been working with the Sealed Knot re-enactment society and are looking forward to their participation in the event at Bridge Street Park with a Living History display. Event running times: 10:30-16:30 on both days.

Remembrance Sunday – 13 November 2022

A successful event took place to mark Remembrance Sunday. All elements of the normal event took place, including a parade, leaving from the Town Hall; a Church service at St Mary's Church and a wreath laying ceremony at the War Memorial in People's Park; along with a reception for invited guests at the Town Hall afterwards. Feedback was received from the Military that they may prefer to be at the War Memorial for 11, rather than in the church, but this was later withdrawn at a review meeting.

Christmas Lights Switch On – Sunday 26th November

This event will once again follow on from the Victorian Christmas Market, and we will have a Santa's grotto, music stage, and fireworks to bring this year's events season to a close. It worked very well last year to move the stage further down Bridge Street, in order to maximise the view for all and so we will be looking to repeat this, although we will be looking to reposition one of the larger fairground rides. Event running times: 11:00-18:00

Financial Effects & Risk Assessment

For 2023-2024 the total budget within the events cost code of 310 (minus salaries) was £93,397. At present £89,692 has been spent, with no further events left to deliver. The remaining money will be used for updating and maintaining events equipment, as per the budget 2023-2024.

Financial effects for events to be delivered in 2023 are all outlined in proposed budgets for 2023-2024, as part of the budget setting process.

R.16/23 Bus Shelter Update

Due to the previous Clear Channel Lease Contract expiring in October 2023, it was suggested that, by way of mutual approval between Banbury Town Council and Clear Channel before the end of October 2022, the contract can only be extended after that time by Deed of Variation.

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My Banbury Customer Portal / App - Abavus

After seeking approval from committee members to implement a phased roll out / launch of the system and app the following milestones were achieved;

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Uptake and Statistics

Since the launch of the Customer Portal and App officers have been organically adding customers onto the reporting system as and when reports have come in, via the phone and email as well as in person. Now that the service is live with the public we are beginning to see a gradual growth in registered users, as well as a diversification of platforms in which the reports are generated (iPhone, Android and Web Browser). As time goes on we will start to see trends on which route reports are generated and officers will be able to respond in raising awareness for the service to fill any gaps in uptake.

Downloads of the My Banbury App currently stand at (as of 21st August 2023)

Apple – 77

Android – 68

Next Steps – Continued Marketing and Monitoring

As part of the ongoing promotion and monitoring of these new software's further marketing and advertising strategies are needed, to ensure the longevity and success of the App and Customer Portal. So far as part of the launch officers produced in house marketing materials for both social media and our noticeboards as well as a dedicated press release to local news outlets. Presence of promotional materials at Town Council Events will also take place, starting with Music Mix and the next event being the Food and Drink Festival. Advertising leaflets produced in house have also been provided to the Tourist information desk within Banbury Museum & Gallery as well as the Customer Service Desk within Castle Quay. Finally, a sustained and continuous approach to social media promotion is in place with weekly posts highlighting the App and its functionality.

Officers have also explored further ways to promote the services via other means. The following options have been highlighted as potential avenues;

- Radio advertisement / sponsorship – Via Banbury FM, several package options are available with varying price structures and target audiences.
- QR coded external vinyl stickers for our parks and open spaces leading residents to download the app. Priced between 0.92p and 1.03p per sticker.

Both of these options will provide additional far reaching advertisement for the new App and Booking software and will target audiences that are unreachable via the typical social media approach.

It was raised by members that further additional funds over and above the requested £5,000 may be required to ensure the success of the 'My Banbury' app, and that officers should investigate more avenues of marketing for the App and Customer Portal.

IT WAS RESOLVED:

- To Note the Booking, Customer Relationship Management, Reporting & Mobile Application Update.
- To Approve that officers, request additional marketing funds to the sum of £5,000, through the 6+6 budgeting exercise, to further promote and market the 'My Banbury' App and supporting software's

R.18/23 Mayoral Business Plan

The current policy and business plan have served as essential guidelines for advising the Mayor and their office over the years.

It has come to our attention that the existing business plan has not undergone any substantial revisions since 2009. While certain terminology and methodologies have undergone minor updates, a comprehensive overhaul is now imperative. Our primary objective with this updated business plan is to ensure that the Banbury Mayoral Office remains contemporary and aligned with the evolving national framework.

The landscape in which the Mayoral Office operates has experienced significant changes, especially in light of the Covid-19 Pandemic that emerged in 2020. One notable transformation has been the shift towards virtual meetings and digital interactions. Unfortunately, the previous business plan did not account for these new modes of engagement, underscoring the pressing need for strategic adjustments.

Lastly, it has been noted that the previous business plan's layout contributed to its being excessively text-heavy, making it a laborious read. Recognising the importance of clear and concise communication, our proposal includes a revised layout that enhances readability and accessibility, thereby enabling efficient comprehension of the document's contents.

Mayoral Business Plan – Proposals

This proposal seeks to address the following key points:

- i. Comprehensive Update: Revise and modernize the existing business plan, incorporating the latest terminologies, methodologies, and best practices.
- ii. Adaptation to Changing Circumstances: Incorporate strategies and guidelines that account for virtual meetings and digital interactions, which have become integral to our operational landscape.
- iii. Enhanced Layout: Restructure the business plan's layout to promote readability and ease of understanding.
- iv. Incorporation of an online booking system for the Mayor's office.

By undertaking these necessary updates, we aim to equip the Banbury Mayoral Office with a business plan that is not only relevant but also adaptable to the dynamic environment in which it functions.

A discussion was had between members regarding the wording surrounding the mayoral post and its separation from members roll as a councillor and it was **AGREED** to amend:

*'The post is strictly non-political.
The Mayor should not attend political or protest events.'*

To read as follows:

*'The post is strictly non-political.
The Mayor should not attend political or protest events in a Mayoral capacity.'*

It was also agreed that the wording regarding the choosing of a Mayoral Chaplain be changed from '*Should*' to '*May*'

IT WAS RESOLVED

- To note the Mayoral Policy Update
- To approve proposed changes to the Mayoral Business Plan, including the suggested amendments as agreed by members.

The meeting ended at 7.23pm



Mayoral Business Plan

Welcome

I would like to congratulate and welcome you to the role of Mayor / Deputy Mayor, as the first Civic citizen of our Town, you are now an incumbent of an important leadership role that has been held within our community since 1572.

We want your year of office to be enjoyable and will do everything possible to support you, confident that you will discharge the duties ahead to the same high standard set by many distinguished predecessors.

Never hesitate to ask if you are unsure about any of the processes or your duties as Chairman, support is available to help both from Officers and fellow Councillors.

Town Clerk of Banbury.

Key responsibilities of the Banbury Mayor

Item	Responsibility
1	To chair meetings of the Council effectively
2	To preside over civic functions, including but not limited to the Remembrance Service, the reception following the annual meeting and to promote the town of Banbury
3	To act and conduct him/herself as the First Citizen and ambassador of the Council in promoting the town of Banbury and the Council's aims including its vision.
4	To lead the community in support of the Council's values and visions, to provide community leadership and to proactively engage with the Council, its priorities, aims and objectives and the partners of the Council
5	To assist the promotion of good causes. To promote, raise the profile and gain publicity for projects and events that are of a good charitable or voluntary nature that benefit the citizens of Banbury, particularly smaller organisations
6	To attend funerals of officers who die in service and civic dignitaries past and present
7	To support the charities chosen by the Town Mayor, and to announce to the AGM Full Council a charity or charities that will be supported during the Civic Year that will benefit the citizens of Banbury
8	To give a summary of activities / achievements during the year at the AGM
9	To represent the Council at events, including any international visits which should promote the Council's aims, values and/or vision
10	To encourage citizenship and participation in the life of the town
11	To observe civic protocols when undertaking the civic and ceremonial role



Mayoral Business Plan

Events & Budget

Current budget provision for Town Council generated Mayoral events include :-

- Inauguration
- Armed Forces Day
- Town Mayors Sunday
- Battle of Britain
- Remembrance Sunday
- Twinning social evening Hennef & Ermont

There are, however, other events which take place during the year for which the only budget provision has been made in the Mayor's allowance and travel figure. This figure covers all the Mayor's personal expenses plus travelling expenses. When the Town Mayor drives themselves to functions the mileage can be claimed at the current rate.

Some events by the nature of charging the public can be self-funded, others by having a raffle during the event costs can be offset, but other event costs need to come out of this budget. These events include any other events which will inevitably come up during the year, such as the Civic Dinner.

If the Town Mayor would like a new event to be placed in the calendar then it is hoped that this idea will be discussed firstly with the Town Clerk, and possibly then go through the Resources Committee to agree any funding allocated within the Mayoral allowance. It is felt that the calendar is full up to the end of each year so any individual events should take place during January, February or March.

The Mayor can hold a Charity Dinner or equivalent towards the end of the Mayoral year, these can prove difficult if selling tickets. If the Mayor has a particular interest then it might be an idea to run a themed evening, which would be reasonably priced and unusual, so potentially could sell enough tickets

Public / Private Mayoral Engagements

In addition to the above events the Town Mayor is usually invited to attend approximately up to 150 events during the year.

A strict criterion is adhered to for acceptance of any invitations:

- i. Town Mayor
- ii. Deputy Town Mayor

The Deputy Mayor has no standing as Deputy Mayor when the Mayor is present.

Invitations to functions should only be sent to the Mayor, the Deputy Mayor should not attend the same functions as the Mayor.



Mayoral Business Plan

The Town Mayor's order of priority for functions/meetings is as follows: -

- i To chair Banbury Town Council meetings
- ii To attend functions/events as Banbury Town Mayor
- iii To attend other Banbury Town Council meetings
- iv To attend other meetings/events as a representative of other bodies/organisations.

It is expected that the Town Mayor will get a substitute for iii. and iv. to enable him/her to undertake their Mayoral duties.

Engagement Policy

1. Every invitation should be routed via the civic office and that every appointment is routed through the Civic & Events Officer. This can be achieved directly via email or the online platform.

2. Imperative not to cancel except in an emergency, all engagements are important, no matter how small. Organisers often put in a lot of effort to make their events successful and your role in promoting their activity is vital, it is not acceptable to 'change your mind' if another invitation is more to your liking.

A measure of the effectiveness of the Mayoralty in undertaking quality engagements is maintained. Each event attended by the Civic Party is 'scored' depending on the type of activity.

The Town Mayor should accept engagements from the Banbury town area first and then out of town second.

Best Value for Civic Office – a national framework guideline as set out by the National Association of Civic Officers (NACO) would award points as follows (5 being optimum score).

Item	Points Attained
Promotion of council events	5.0
Community events	5.0
Council events / traditional events	3.0
Civic Hosting	3.0
Support for charity & voluntary bodies	2.0
Social	1.5
Civic Circuit	1.0

Mayors are asked to consider carefully each invitation they receive with a view to recognising the "value" of each event to the Council and to the local community.

Precedence – The Town Mayor takes precedence in the town of Banbury only. Chairman of Cherwell District Council would take precedence outside the town (in the Cherwell area) or at a function in the town if the event was a CDC event. The precedent would then be followed by the County Council



Mayoral Business Plan

Clothing, Robes & Chain / Badges

The Mayor wears the robe of office at ceremonial occasions and whilst chairing a Banbury Town Council meeting. Most other events can be accommodated by the Mayor wearing the chain of office.

If only wearing the chains of office consideration must be given as to the most appropriate dress code. Example. It may not be appropriate to wear jeans with the mayoral chain. It is suggested that the usual dress code is formal unless specified specifically.

Note, if the robe is to be worn, this should be accompanied with the Royal Maces. The Maces are to be accompanied by the Mace Bearer and Sergeant at Arms at all times.

While attending events, ceremonies and services, it is advised to take into consideration diversity and the customs, traditions and religious representation of others.

When undertaking “walk-about” engagements whilst wearing the Chains of Office you would be accompanied by the Civic Officer, if there is not adequate security available. It is advised that if you are outside that you remain close to the Civic & Event Officer.

Finance

It is advisable that each incoming Town Mayor opens their own bank account and itemises all payments made relating to that office. The monies could be liable to tax if the tax inspector decided to make a stance. The Mayor should never make a profit, the allowance only enables the post holder to do the job with dignity and pride. The Town Mayor's allowance should cover raffle tickets / church collections / all tickets to events / a discretionary clothing allowance / plus all incidentals. The Town Mayor is asked to complete an expense form each month which itemises costs incurred and once verified the expenses will be reimbursed.

The Mayor should familiarise themselves with the Mayoral Allowance Policy (Appendix 1).

The Town Mayor is expected to spend money at all Civic events when local and charity organisations are present. This is a good use of the Mayoral allowance and much appreciated by local charities.

Charity & Fundraising

It is the Mayor's responsibility to lead in any fund-raising initiative on behalf of the chosen Mayoral charities. Unfortunately, the Civic Office does not have the staffing resources to act as fundraisers, but assistance can be given in other ways.

The primary role of the Civic Office is to ensure the smooth running of the Civic Events and Office of the Mayor.

More increasingly Mayor's are opting to support charities as a figure head, raising the charities profile rather than directly raising money via Civic Dinners.



Mayoral Business Plan

The Mayor must abide by any guidance issued from time to time by the Town Clerk in respect of the Mayor's charities and/or the budget allocated to the Mayor by the Council.

The Mayor may select one or more charities that s/he shall announce at the Annual General Meeting, which s/he shall support. These charities will already be established and registered with the Charity Commission. If, in the opinion of the Town Clerk, any charity is unacceptable for legal or financial reasons, the Town Mayor shall select an alternative.

All administrative functions related to the Mayor's charities must be undertaken by the appropriate officers of the charity in question and not by the Town Mayor or the Council, or by officers.

Some Mayors decide early which charities they wish to support but you may want to wait – this ensures that no particular sector thinks they are going to get lots of support, leaving other sectors feeling that they are missing out.

The Mayor is invited to many charities during the year and it is often whilst at these events that the Mayor might see a need for some fund-raising/support. There is absolutely no pressure for the Mayor to raise money during his term of office, supporting the community is far more important, fund-raising provides additional support but is just an extra bonus and is not essential.

Speeches

The Mayor's Office will not write the Mayor's speeches, however, making speeches is a very important part of the Mayor's role and integral part of the duties. Additional framework support can be obtained via the Civic & Event Officer / Communications Officer.

In order for a speech to be effective, it helps to have the speech written in your own words and practised aloud.

The Town Mayor is the First Citizen for Banbury and as such is an ambassador for the town. The office requires the post holder to be dignified and presentable at all times and a good communicator with all.

The post is strictly non-political.

The Mayor should not attend political or protest events in a Mayoral capacity.



Mayoral Business Plan

A-Political Role

The Town Mayor will probably be asked to 'sort out' problems for local residents but whereas it would be appropriate to listen and be understanding it is the Town Mayor's duty to pass these concerns on to the appropriate ward Councillors. These criteria also apply to Council meetings – it is imperative that the Town Mayor distances themselves from controversial matters.

As First Citizen you might be interested in these comments from former Mayors from other towns:

- *'Set out what you want to achieve in the tenure of the post and review that as time goes on'*
- *'Remember that when you are wearing chains, someone is always watching you'*
- *'Try and remember that you are the public face of the Town, and even if your feet are killing you try not to show it'*
- *'Never be a judge in competitions, if you can possibly avoid it, particularly children's competitions or dog shows – you will please a few but upset many!!'*

Insurance

The Mayoral chain is covered by insurance whilst in this country, and overseas, if it is going to be taken out of the country then the Events Manager will notify the insurance company and get a letter issued to cover the Mayoral chain whilst going through customs. All reasonable care should be taken of the Mayoral chain at all times, it should be stored in the case and put in a locked & safe place. If you are unable to adequately secure the chain, it may be stored at the Town Hall.

The Mayoral chain should be kept in your personal hand luggage and not placed in the hold of a plane / ship.

The Mayor has a choice of who they wish to be their Mayoress / Consort. This person will be named at the Mayoral Inauguration and permitted to wear the official 'Consort' Chain of Office.

Mayoral Chaplain

The Mayor may choose a Chaplain. If the Mayor attends a specific place of worship then it might be appropriate for that religious leader to act as Chaplain, but if no preference is requested then we tend to ask someone from St Mary's – we ask and they choose.



Mayoral Business Plan **Holiday / Dietary / Contact**

Please let the office know of any dates you are not available i.e. holidays booked or dates of regular committee meetings. These can then be noted in the diary.

Please inform the office of any dietary requirements or medical conditions that people need to be aware of. The office will also need to be informed of your car registration and mobile telephone number.

Decisions required relating to forthcoming events

Inauguration

Please let the office have the names and addresses of 20 people you would like to invite (this list can be added to for future events, but space is limited at this event).

- Do you want music to be played whilst you are out of the room robing up; if so have do you any thoughts on what you might like?
- Catering preferences? Canapes are preferred. BTC staff usually serve the drink, what are your preferences?

Other Civic Events

All other events that take place between May and December are more or less set in stone but the office will always discuss each event with you before sending out invitations to make sure you are happy with the arrangements.

If you wish to have any more information on any of the above, please call (01295) 250340 and speak to the Civic & Event officer.

Communications





Mayoral Business Plan

Appendix 1

Mayoral Allowance Policy

1. Annually the council have the opportunity to provide funds for a Mayoral Allowance within the normal budgeting cycle (LGA 1972 s 15(5)).
2. The Mayoral Allowance is intended to facilitate the execution of the Mayoral role irrespective of personal economic circumstances.
3. The allowance shall cover expenditure that the Council considers to be wholly and necessarily incurred for the purpose of the Mayoral role.
4. At the beginning of the Mayoral year the sum of one thousand pounds (£1000) or 1/12th of the annual budgeted expenditure, whichever is the least, shall be provided to the Town Mayor.
5. Where expenditure is incurred by the Town Mayor using the funds provided, receipts should be retained (excluding donations and categories of expenditure specifically authorised by the appropriate committee).
6. Following the acceptance and authorisation of a statement of expenditure from the Town Mayor or Town Mayors secretary of the sums forwarded, a cheque will be issued by Banbury Town Council for the amount of the receipts and allowable expenditure included.
7. Any assets (excluding clothing) purchased by the Mayor using the Mayoral Allowance with a useful life and face value beyond the mayoral term will be returned to Banbury Town Council for use by the subsequent Mayor.

(Note: for tax purposes expenditure on ordinary clothing worn at work is not considered to be incurred wholly and exclusively in the performance of the duties. Consequently, no tax deduction can be given for expenditure by civic dignitaries on ordinary clothing and tax will be payable at the applicable rate.)

8. The Mayor will be personally liable for any personal tax liabilities incurred following receipt of the Mayoral allowance.