

Bicester Town Council



BICESTER
TOWN COUNCIL

Community Sports Working Group Meeting

Ref: 01/2425

Thursday 20th June 2024

at 19:00hrs

**Chamber Room, The Garth, Launton Road, OX26
6PS**

Members:

– Chairman,

Cllr Nicholas Mawer, Cllr Christopher Pruden, Cllr Jim Webb, Cllr Nick Cotter and
Cllr Damien Maguire



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13 June 2024

To all Members of the Community Sports Working Group

You are hereby summoned to attend a meeting of the **Community Sports Working Group** at **Chamber Room, The Garth, Launton Road, OX26 6PS** on **Thursday 20th June 2024** to commence at **19:00hrs** for the transaction of the following business.

Phil Evans
Town Clerk

Agenda

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

1. Appoint Chair

Members are asked to **APPOINT** a Chair for the Community Sports Working Party.

2. Apologies for Absence

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

3. Declarations of Interest

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

4. Minutes of the Community Sports Working Group

To **CONFIRM** the **MINUTES** of the following Community Sports Working Group:

(Pages 4 - 6)

- **CSWG06/2324** – held on 2nd May 2024 at 19:00hrs

5. Dates to Note

The Working Party is asked to **NOTE** the report presented.

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Thursday 20th June 2024

6. **No Shows** (Pages 8 - 9)
The Working Party is asked to **NOTE** the report presented.
7. **Next Season 2024-2025** (Pages 10 - 12)
The Working Party is asked to **NOTE** the report presented.
8. **Pitch Update** (Page 13)
The Working Party is asked to **NOTE** the report presented.
9. **Floodlight Installation** (Page 14)
Report to be given.

Working Party is asked to **NOTE** the report.
10. **Date of next meeting**
Thursday 26th September 2024 at 19:00hrs

Minutes of the Community Sports Working Group

A meeting of the **Community Sports Working Group** was held on **Thursday 2nd May 2024** at **19:00 hrs** at **The Function Room, Whitelands Farm Sports Ground, Whitelands Way, Bicester, OX26 1AJ**.

Present:

Cllr Damien Maguire (Chairman)
Cllr Jim Webb
Cllr Paul Wheatley (Substitute)

In Attendance:

Jodi Clarke, Finance Assistant
Paul Canning, Office Manager
Viktorija Kovale, Office Administrator
Conor Pattison, Outdoor Supervisor
Sahra Bloomfield, Whitelands Team Leader
Shane Davidson, Whitelands Operative
Chris Wales, Bicester Town Colts
Paul Davis, ACE Academy
Ryan Gurts, ACE Academy & Oxfordshire RTC
Sue Watts, Bicester Fossils Walking Football
Marilyn Heslop, Chesterton FC
Judith Williams, Highfield FC
Claire Finn, Launton Ladies
Granville Williams, RUFC
Brain Leach, Elmsbrook Jacks
Matt Korn, Bure Park

5023 Apologies for Absence

/24 RESOLVED that apologies were received from the following members alongside any substitution's:

- Cllr Chris Pruden – Cllr Wheatly substituted.
- Barry Hiles, Kidlington FC
- Chris Cassidy, KEA Club
- Phil Munn, Whitelands FC

The Office Manager passed Bicester Town Council's condolences to Whitelands FC after the passing of Colin Jessop who was a beloved coach for the team.

5123 Declarations of Interest

/24 RESOLVED that a declaration of interest was received from:

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

5223 Minutes of the Community Sports Working Group

/24 RESOLVED that the following minutes were **CONFIRMED**:

Minutes: 06/2324: Community Sports Working Group Meeting
Thursday 2nd May 2024

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Signed

Dated

- **CSWG05/2324** – held on the 14th March 2024 at 19:00hrs

Cllr Maguire Proposed and Cllr Webb seconded.

5323 3 - Strike System

/24 RESOLVED that the Working Party **COMMENTED & NOTED** the 3-Strike System.

The Office Manager informed the working party that after trialling the 3-strike system, no improvements to cancel bookings were made. The Office Manager believes this is because the 3-Strike system was included in meeting that had lengthy time period between each one making the system ineffective.

The Team Leader at Whitelands will take control on the 3-strike system in house at Whitelands.

5423 Whitelands Facilities Update

/24 RESOLVED that the Working Party **NOTED** the Whitelands Facilities Report.

The Outdoor Supervisor is to provide a maintenance schedule to the teams as soon as they can.

The Office Manager explained The installation of floodlights is due to take place on the following dates:

- Tues 7th May – Fri 10th May - Civils works.
- Mon 20th May – Fri 24th May – Installation of columns and testing.

Cllr Webb asked about the flooding on the pitches. The Office Manager explained that Grounds Maintenance Contract Team deal with this but they will look into this.

5523 Team Fixtures List

/24 RESOLVED that the Working Party **APPROVED** the report.

Cllr Maguire proposed and Cllr Webb seconded.

5623 Forward Plan

/24 RESOLVED that the Working Party **NOTED** the Forward plan.

Pitch Maintenance:

- Dead Grass on Pitches – Office Manager agreed that this was an issue at the beginning of last season due to the Trimax being out of action, but has confirmed this has been resolved and a second piece of kit has been purchased as a backup for any repairs needed in the future.
- Launton Ladies mentioned that it would be better if the grass was taken down in increments rather than leaving the grass to grow long and then cut.

Line Marking:

- Incorrect Line Marking – Office Manager informed them that Line Marking Training has been given to the Groundsman and they will continue to go through training alongside other members of the team.

Minutes: 06/2324: Community Sports Working Group Meeting
Thursday 2nd May 2024

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Signed

Dated

Housing Developer:

Launton Ladies raised that there needs to be more support from housing developers in regards to pitch provisions, open spaces etc.

- Talk with Cherwell District Council about local developers.
 - New Facilities
 - Improve current grounds
- Bring Cherwell District Council football representative to the next football meeting.
- Oxfordshire Football Association developers are based at bodicote, Office Manager to get in contact with them to see if they can assist with developers at Cherwell District Council.

Rugby & Football Pitches:

The maintenance on the rugby pitch is different to the football pitches, this is due to the different sports played.

- Maintenance, timing windows Outdoor Supervisor to share to users.

3G Maintenance:

- Paint – The 3G paint will be completed quarterly but this is dependent on weather. Hot weather can make the lines fade quicker then wet weather so the Outdoor Supervisor will monitor the paint throughout each quarter of the year.
- Brushing – Weekly brushing of the 3G pitch is needed alongside the replenishment of the astro crumb. Brushing should be done 3 to 4 times before replenishing the crumb. Office Manager is to look into a professional company to supply training to the staff at Garth & Whitelands.

Date of next Meeting: Thursday 20 June 2024 at 19:00

CLOSE OF MEETING: 19:17 hrs

BICESTER TOWN COUNCIL SPORTING COMMUNITY WORKING GROUP

Thursday 20th June 2024

Pitch Break Timeline

Chairman:

Contact:

Service Manager: John Burnett

Telephone: 01869 252915 John.Burnett@Bicester.gov.uk

Ward Affected: West

1. Overview

This report is communicating the summers activity with all users.

This report represents the availability of the pitches for Bicester Fields, Keta Fields, Pingle field, Sunderland Drive and Whitelands grass pitches. The 3G pitch will remain open as normal.

All 3G **BLOCK** booking usage will be suspended from 18:00 1st June, these bookings will be re-instated from 09:00 on the 15th of August, if any club would like to use the pitch within this period, then it would need to be booked separately as and when required.

2. Timeline Markers

20th May to 28th May – Seeding (internal)

1st June – Pitch Closure

1st July (3 days) – BTC Ground Treatment processing (external)

3rd to 24th July – Pitches rested

8 July to 10th July – Goal Mouth repair

1st August to 14th August – Training slots available (Wednesdays, Thursday, Friday).

22nd July to 28th July – Mark Pitches

1st August – Pitches open for games.

3. Recommendations

The working party is requested to **NOTE** the report.

BICESTER TOWN COUNCIL SPORTING COMMUNITY WORKING GROUP

Thursday 20th June 2024

No shows 2023/2024

Chairman:

Contact:

Service Manager: John Burnett

Telephone: 01869 252915 John.Burnett@Bicester.gov.uk

Ward Affected: West

1. Overview

1.1 This report highlights the top 3 team **no shows** recorded for 2023/24 season.

Date	Club Name Bure Park Pitch Number	Time
04/09/2023	4	18:30-19:30
07/09/2023	1	19:30-20:30
07/09/2023	2	19:30-20:30
29/09/2023	1	17:30-18:30
01/10/2023	1	10:00-12:00
01/10/2023	2	10:00-12:00
20/10/2023	1	17:30-18:30
22/10/2023	1	10:00-12:00
22/10/2024	2	10:00-12:00
24/10/2023	2	17:30-18:30
25/10/2023	2	17:30-18:30
25/10/2023	3	17:30-18:30
25/10/2023	2	18:30-19:30
03/11/2023	1	17:30-18:30
10/11/2023	1	17:30-18:30
15/11/2023	2	17:30-18:30
17/11/2023	1	17:30-18:30
10/12/2023	2	19:00-20:00
02/01/2024	4	19:30-20:30
05/01/2024	1	17:30-18:30
26/01/2024	1	17:30-18:30
28/03/2024	3	18:30-19:30
06/04/2024	4	8:30-10:30
19/04/2024	1	17:30-18:30
19/04/2024	2	17:30-18:30
28/04/2024	Grass Pitch	10:00-12:00
03/05/2024	1	17:30-18:30
10/05/2024	1	17:30-18:30
12/05/2024	Grass Pitch	10:00-12:00
17/05/2024	1	17:30-18:30
22/05/2024	3	19:30-20:30
24/05/2024	1	17:30-18:30
28/05/2024	2	17:30-18:30
28/05/2024	2	18:30-19:30
28/05/2024	3	19:30-20:30
28/05/2024	4	19:30-20:30
29/05/2024	3	19:30-20:30
30/05/2024	2	17:30-18:30
31/05/2024	1	17:30-18:30
31/05/2024	2	17:30-18:30

	Club Name Chesterton	
Date	Pitch Number	Time
20/09/2023	1	17:30-18:30
02/10/2023	4	20:30-21:30
20/10/2023	3	18:30-19:30
20/11/2023	1	20:30-21:30
04/12/2023	3	19:30-20:30
04/12/2023	1	20:30-21:30
18/12/2023	1	20:30-21:30
19/02/2024	1	20:30-21:30

	Club Name Ardley	
Date	Pitch Number	Time
12/10/2023	3	20:30-21:30
26/10/2023	3	20:30-21:30
16/11/2023	3	20:30-21:30
30/11/2023	3	20:30-21:30
07/12/2023	3	20:30-21:30
11/01/2024	3	20:30-21:30
18/01/2024	3	20:30-21:30
07/03/2024	3	20:30-21:30
21/03/2024	3	20:30-21:30
18/04/2024	3	20:30-21:30
25/04/2024	3	20:30-21:30

1.2 As advised in the last working party meeting, the Whitelands team will work with teams going forward to reduce no shows and increase capacity for other users.

1.3 A report will be generated at the end of the next season for comparison.

2. Recommendation

The Working Party is requested to **NOTE** the report.

BICESTER TOWN COUNCIL
SPORTING COMMUNITY WORKING GROUP

Thursday 20TH June 2024

2024/25 Season Layout and Capacity

Chairman:

Contact:

Service Manager John Burnett

Contact: 01869 252915 John.Burnett@bicester.gov.uk

Ward Affected: All Wards

1. Overview

This report is to offer information to users regarding the optimum layout.

2. Layout (approx.)

PINGLE FIELD



BICESTER FIELDS (LANGFORD PARK)



SUNDERLAND DRIVE



KETA FIELD



WHITELANDS



3. Pitch USE Information

3.1 Overall capacity

Pingle – 54%

Langford – 88%

Keta – 67%

Sunderland Drive – 42%

Whitelands – 30%

39 teams have registered this season

4. Recommendation

The committee is requested to **NOTE** the pitch layout for 2024 - 25

BICESTER TOWN COUNCIL
COMMUNITY SPORTS WORKING GROUP

Thursday 20th June 2024

Sports Pitches Update

Chairman:

Telephone: 01869 252915

Service Manager: John Burnett

Telephone: 01869 252915 John.Burnett@Bicester.gov.uk

1. Summary

1.1 All football pitches have now been overseeded for the end of this seasons play. We have planned in an application of fertiliser and weed control through an external contractor to complete this operation. This will take place after the Armed Forces Day event which uses the Pingle fields site.

1.2 In July we plan to commence setting out and initial marking of the football pitches in readiness for this coming season.

1.3 The cutting regime currently in place is for all pitches to be cut once per week using our Wessex trailed mower / tractor.

1.4 Whitelands Grass Pitches - All post season renovations have been completed for this site and they included Verti drain of all pitches, over seeding and finished with an application of top dressing. As with Bicester Town Council managed sites these pitches will receive an application of fertiliser, and this will then be followed up with a weed control application.

1.5 The football and rugby season has gone generally well despite a rather wet playing season which has resulted in the continued use of a lot of the pitches into the renovation period. The wet weather hasn't caused too many surface issues other than some rutting in places particularly in Bicester fields although this is off the pitch area.

1.6 When practice sessions commence, they will be from Wednesday to Friday 6pm to 9pm.

2. Recommendations

The Working party is recommended to **NOTE** the report.

BICESTER TOWN COUNCIL
COMMUNITY SPORTS WORKING GROUP

Thursday 20th June 2024

Updated Floodlight Installation Timings

Chairman:

Contact :

Service Manager: John Burnett

Telephone: 01869 252915 John.Burnett@Bicester.gov.uk

1. Summary

- 1.1 Rugby Pitch:-** Due to poor weather conditions the installation of the floodlights has been delayed to the following dates.

Week commencing Monday 22nd July – Civils works.

Week commencing Monday 5th August – Installation of columns.

2. Recommendations

The working party is requested to **NOTE** the report.