

Bicester Town Council



Events Working Party Meeting

Ref: BE0125/26

**Wednesday 4th June 2025 at 19:00hrs
The Council Chamber, Garth House, Launton Road,
OX26 6PS**

Members:

Cllr Donna Ford, Cllr Damien Maguire, Cllr Rachel Mallows, Cllr Christopher Pruden and Cllr Jim Webb

Substitute Members:

Cllr Tom Beckett, Cllr Nick Cotter, Cllr Dan Hallett, Cllr Sam Holland, Cllr Harry Knight, Cllr Nick Mawer, Cllr Alisa Russell, Cllr Les Sibley, Cllr Paul Wheatley and Cllr John Willett



Council Offices, The Garth,
Launton Road,
Bicester,
Oxon. OX2 6PS
Telephone: 01869 252915
Email: enquiries@bicester.gov.uk
www.bicester.gov.uk

Wednesday 28th May 2025

To all members of the Events Working Party,

You are hereby summoned to attend a meeting of the **Events Working Party** at the **Council Chamber, Garth House, Launton Road, OX26 6PS** on **Wednesday 4th June 2025** to commence at **19:00hrs** for the transaction of the following business.

Paul Canning
Deputy Town Clerk

Agenda

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

1. Apologies for Absence

To consider apologies and reasons for absence. Committee members who are unable to attend the meeting should notify the Town Clerk (phil.evans@bicester.gov.uk) prior to the meeting, stating the reason for absence.

2. Declarations of Interest

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

3. Appointment of Chair

The Working Party is asked to **APPOINT** a Chair.

4. Minutes of the Events Working Party

(Pages 4 - 5)

To **APPROVE** the **MINUTES** and **RESOLUTIONS** of the following Events Working Party Meeting held on:

- **BE04/2425 – Wednesday 29th January 2025**

5. Public Session

In accordance with Standing Orders 1 d-f, members of the public may make representations, ask questions and give evidence in respect of any item of business included in the agenda.

Time allocated shall not exceed 10 minutes. No member shall speak for more than 2 minutes.

6. Events Committee Report

(Pages 6 - 98)

The Working Party is asked to **NOTE** and **COMMENT** on the reports.

7. Date of Next Meeting:

Thursday 4th September 2025 at **Council Chamber, Garth House, Launton Road** at **19:00hrs**

Agenda Item 3

Minutes of the Events Working Party Committee

A meeting of the Events Working Party was held on Wednesday 29th January 2025 at 19:00 hrs at The Chamber Room, The Garth, Launton Road, OX26 2PS.

Present:

Cllr Christopher Pruden (Chair)
Cllr Donna Ford
Cllr Jim Webb
Cllr Damien Maguire

In Attendance:

Officer Paul Canning
Isobel May, Events and Marketing
Maria Galic, Civic and Democratic

Representatives from:

Stages Theatrical
Lone Wolf Comedy Club
Bicester Live
Bicester Pride

24/ Apologies for Absence

2425 RESOLVED that no apologies were received.

25/ Declarations of Interest

2425 RESOLVED that no declarations of interests were received.

26/ Minutes of the Events Working Party

2425 RESOLVED that the Working Party APPROVED the MINUTES and RESOLUTIONS of the following Event Working Party Meeting held on:

- BE03/2425 – Thursday 14th November 2024

27/ Public Session

2425 RESOLVED that members of the public were present.

Representatives from:

- Bicester Live
 - Requested what opportunities BTC have for them
 - Updated on their collaboration with Savoir Fare for music opportunities
 - BTC are happy to consider the use of the bandstand for live music pending its refurbishment
 - Event operations (funding, sponsorship, staffing) will need to be investigated
 - Requested to be added to the next agenda
- Bicester Pride
 - Confirmation of date being the 6th September 2025.
 - Councillors highlighted security needed to be improved.
 - Officer to confirm policy of pride flag raising

Minutes: Events Working Party: BE04/2425
Wednesday 29th January 2025

Page 1 of 2

Signed

Dated

- Lone Wolf Comedy Club
 - Requested confirmation of their date at Pingle Field, which they have proposed the first weekend of June. Officer to share this event plan with the Working Party
 - Stages Theatrical
 - Proposal of events:
 - Halloween Scare Fest / Concert
 - Sing before the Outdoor Cinema
 - Performance at the light switch on / Christmas Concert
 - Officer highlighted event logistics are to be solely with Stages Theatrical
- Officer to ensure working party attendance is maintained by these interested groups.

28/ Events Committee Report

2425 RESOLVED that the Working Party **NOTED** and **COMMENTED** on the reports.

Councillors highlighted the following:

- Advertisements of events, to include use of shop windows / noticeboards and increase of Facebook presence
- Methods of fundraising donations
- BTC to use public consultation to improve the choice of events
- Improvement of security

29/ Provisional Event and Marketing Strategy 2025

2425 RESOLVED that the Working Party **NOTED** and **COMMENTED** on the Event and Marketing Strategy 2025.

Councillors praised and agreed of the use of the marketing plan.

30/ Forward Plan

2425 RESOLVED that Working Party **REVIEWED** and **COMMENTED** on the Forward plan.

Councillors highlighted the following points:

- Commented and questioned the successfulness of the light trail
- Light switch on:
 - Noted Christmas tree was an improvement
 - Inclusion of local shops, restaurants, takeaways and pubs
 - Location of stage Collaborating with CDC on the Christmas market
 - Possibility of future meetings to be held online - where possible

31/ Date of next Meeting: To be Confirmed

2425 CLOSE OF MEETING: 20:37

|

Minutes: Events Working Party: BE04/2425
Wednesday 29th January 2025

Signed

Dated



BICESTER
TOWN COUNCIL

Chair:

Contact: 01869 252915

Officer – Paul Canning

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

Ward Affected: All

BICESTER TOWN COUNCIL

EVENTS COMMITTEE REPORT

4th June 2025

Civic Events Report (Easter Egg Hunt)

1. Background

1.1 The Bicester Easter Egg Hunt for 2025 took place on **Tuesday, April 15th**, at **Garth Park**. This delightful event is organised by the Bicester Town Council supporting the mayor's chosen charities, Nai's House and Bicester Foodbank.

2. Overview

2.1 Families and children had a fun filled day filled with adventure, laughter, and the thrill of hunting for Easter eggs hidden throughout the park. Every participant was given a delicious chocolate egg prizes, making it a fun and rewarding experience for everyone involved.

2.2 The Weather conditions were overcast with light winds and a chilly 14 degrees.

2.3 Attendance for the event was 400.

2.4 Feedback from the public was very positive both online and comments made in person

2.5 Total money Raised **£696.39p**

Recommendation

Committee is **RECOMMENDED** to **NOTE** this report.



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Chair:

Contact: 01869 252915

Officer – Paul Canning

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

Ward Affected: All

BICESTER TOWN COUNCIL

EVENTS COMMITTEE REPORT

4th June 2025

Democratic Events Report (VE Day)

3. Background

3.1 Garth Park hosted a special event to commemorate the 80th Anniversary of Victory in Europe (VE) Day on Thursday, May 8th, 2025. The event started with a flag-raising ceremony at 9 AM attended by the military, mayor and dignitaries. During the day the council encouraged schools to bring paintings inspired by Victory in Europe Day, with the mayor selecting the winning artwork. The days celebration also featured a range of activities suitable for all ages, including live performances and military displays. During the evening the bandstand hosted the Bicester military wives choir, Kidlington brass band, the mayor read a proclamation and Reverend Peter lead a moment of reflection and prayer. The final part of the evening saw the lamplight of peace placed on the pond by the mayor along with 600 tealights and the lighting of a beacon.

4. Overview

- 4.1** Feedback for the event was very positive on social media and comments made by residents on the day and those councillors who attended. Only negative comments were on social media challenging why the event was held on VE day rather than the weekend or Bank holiday.
- 4.2** The Weather conditions were sunny intervals, light winds and 14 degrees dropping to 9 degrees at night.
- 4.3** Attendance was difficult to gauge over the day but estimated to be 1,500 + for the whole event.
- 4.4** Total Budget available **£5,000** total spend **£4,618.58**.

Recommendation

Committee is **RECOMMENDED** to **NOTE** this report.



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Chair:

Contact: 01869 252915

Officer – Paul Canning

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

Ward Affected: All

BICESTER TOWN COUNCIL

EVENTS COMMITTEE REPORT

4th June 2025

Mayor Making Report 2025

5. Background

5.1 Mayor Making, is a significant ceremonial event in the civic calendar of many towns and cities. During this ceremony, the new Mayor is formally elected and installed into office. The primary purpose of the ceremony is to elect the new Town Mayor along with the deputy for the municipal year 2025/2026.

6. Overview

2.1 The Bicester Town Council's Mayor Making Ceremony for 2025 took place on Monday, May 12th, 2025, at Whitelands Farm Sports Ground, Bicester at 7pm. During this ceremony, Councillor Alisia Russell was elected as the Town Mayor and Paul Wheatley Deputy Town Mayor for the municipal year 2025/2026.

2.2 The event received positive feedback from those that attended.

2.3 Budget available **£1,250, Budget spend £1,150 TBC**

Recommendation

Committee is **RECOMMENDED** to **NOTE** this report.



BICESTER
TOWN COUNCIL

Chair:

Contact: 01869 252915

Officer – Paul Canning

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

Ward Affected: All

BICESTER TOWN COUNCIL

EVENTS COMMITTEE REPORT

4th June 2025

Outdoor Cinema 2025

7. Background

1.1 Bicester Town Council has planned an outdoor cinema event on Saturday July 26, 2025, at Garth Park.

2. Overview

2.1 Bicester Town Council has planned an exciting outdoor cinema event on Saturday, July 26, 2025, at Garth Park. The event will feature two movie screenings catering to different age groups:

- Afternoon Matinee: Doors opening at 2:00 PM, ready for the screening at 3:00 PM, there will be a special screening of The Goonies, a beloved adventure film perfect for children and families.
- Evening Screening: Doors opening 6:30 PM, ready for the screening at 7:30 PM, the event will continue with a showing of Dirty Dancing, a classic film that appeals to teenagers and adults.

2.2 In addition to the movie screenings, attendees can enjoy:

- Picnic Areas: Bring your own blankets, chairs, and picnic baskets to create a comfortable and cozy viewing experience.
- Food Stalls: Various vendors will be available, offering snacks and refreshments.

2.3 Proposed Ticket prices

Afternoon Matinee

Adult £5

Child £3

Evening Film

Adult £12.50 (last year £10)

2.4 This year's attendance reduced to 550 per showing from 675 to allow for more space.

2.5 Event plan attached (Appendix a)

Recommendation

Committee is **RECOMMENDED** to **APPROVE** the 2025 ticket price increase.

BICESTER TOWN COUNCIL

EVENT PLAN

Outdoor Cinema

EVENT NAME: OUTDOOR CINEMA

This event has historically been held in July during a Saturday evening. The Council consults the public using social media for the film(s) they would like to see. The outdoor cinema will consist of 2 films – The Goonies screening at 3pm and Dirty Dancing screening at 7:30pm

Document Name:	Outdoor Cinema
Author:	Paul Canning / Isobel May
Date Completion:	
Event Working Group Sign Off Date:	

Date of Event:

26th July 2025



MAIN CONTACT(S)

Primary: Paul Canning

Paul.canning@bicester.gov.uk
07849703170

Secondary: Isobel May

Isobel.May@bicester.gov.uk
07925 148712

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2.1 Key Contacts

All key contacts, covering all aspects and needs for Contractors, Staff and Customers.

Role / Organisation	Name:	Contact Number:
Primary Contact: Office Manager	Paul Canning	
Secondary Contact: Event Administrator	Isobel May	
Other Contact: Town Clerk	Phil Evans	
Invoicing and Payments: Finance Officer	Helen Pool	
Neighbourhood Supervisor:	Gavin Staniland	
Emergency Planning Officer:	Paul Mann	
Safety Advisory Officer:	Cherwell Officer	
Event Security Contact:	Newman Security	
Event First Aid Contact:	Access First Aid	

2.2 Distribution List

All Invested Contributors to the event must receive a copy of the final approved document pack for this event.

Role / Organisation	Name:
Primary Contact: Office Manager	Paul Canning
Invoicing and Payments: Finance Officer	Helen Pool
Other Contact: Town Clerk	Phil Evans
Event Working Group Chairman	Councilor Christopher Pruden
CDC Street Team Officer	Tom Duckham
Thames Valley Police (Bicester)	Gavin Staniland
OCC Emergency Planning Officer	Paul Mann
Fire Station (Bicester)	Chris Philpott
Safety Advisory Group	Cherwell Officer
Event Security	Newmans Security
Event First Aid	Access First Aid
Event Sound Support	DJC Events
Event Contractor (Upon Request)	Multiple

3.1 Licensing

What is required for the event to run safely and legally.

Title of License	Description of License	Approved Reference Number:
PPL (Public Performance License)	Recorded music is protected by copyright. This means that, if you wish to include recorded music in a radio or TV broadcast, or in an online service, or if you wish to play recorded music in public (such as playing it to staff or customers at your business premises), legal permission is needed from each and every recording rightsholder whose recordings you use. PPL's licences provide this permission on behalf of the tens of thousands of recordings rightsholders we represent, allowing you to use virtually all commercially released recordings in the UK. This saves you from having to contact multiple companies or individuals directly.	LIC-01744587
SAG (Safety Advisory Group)	SAGs are usually coordinated by a Local Authority (LA) and made up of representatives from the LA, emergency services, other relevant bodies and the event organiser. They may be event or location specific but otherwise tend to be based on LA boundaries. SAGs provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. They are non-statutory bodies and so do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place. Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety.	SAG000054

TENS (Temporary Event Notice)	A Temporary Event Notice (TEN) is a license that allows small-scale, one-off events to take place at unlicensed premises or to extend the hours of an existing license: You need a TEN if you want to carry out a "licensable activity" on unlicensed premises or if the activity is outside the scope of an existing license. Licensable activities include: • Selling alcohol • Offering regulated entertainment, such as music, dancing, plays, films, indoor sports, boxing, or wrestling • Supplying food above room temperature between 11 PM and 5 AM	TEN22207
Other Considerations: (Risk Assessments and Road Closures)	Documents will be available upon request and road closures listed. (if applicable)	Available upon request

5.1 Event Layout

The Event layout
Key:



Toilets



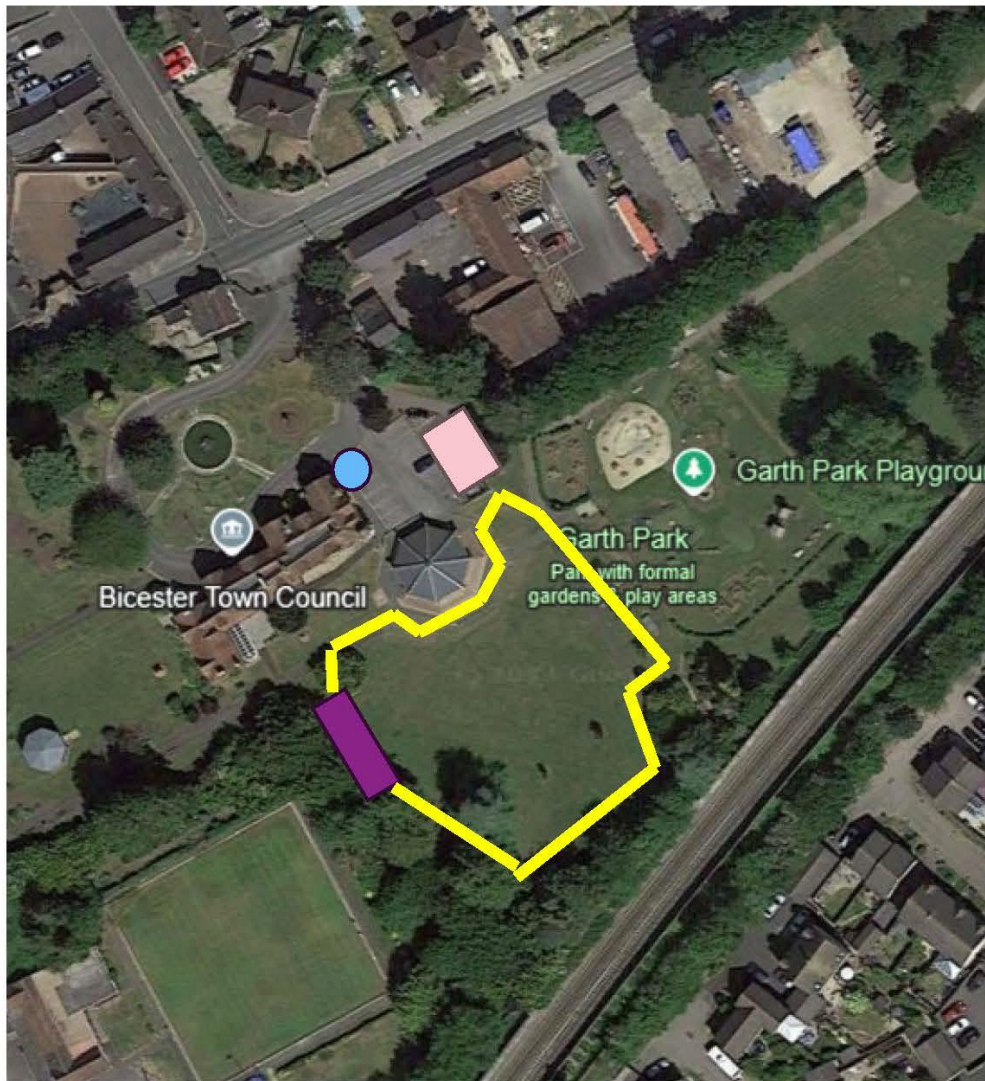
First Aid



Cinema Screen



Public area



6.1 Event Layout Resident Consideration

Bicester Town Council is committed to working with its residents to deliver seamless events with as little disruption as possible. – All identified Contacts will be notified no later than two weeks prior to event.



Residential Housing within Red Circle will be offered a discounted ticket.

APPENDIX 1 (Page 14) - Letter for issue to those within RED circle)

All Other Residential Housing identified within larger circle will receive a notification of the upcoming event.

APPENDIX 2 (Page 15) - Letter for issue to those within RED circle)

All discounted and FOC Tickets will be in excess of the 1600 targeted event attendance

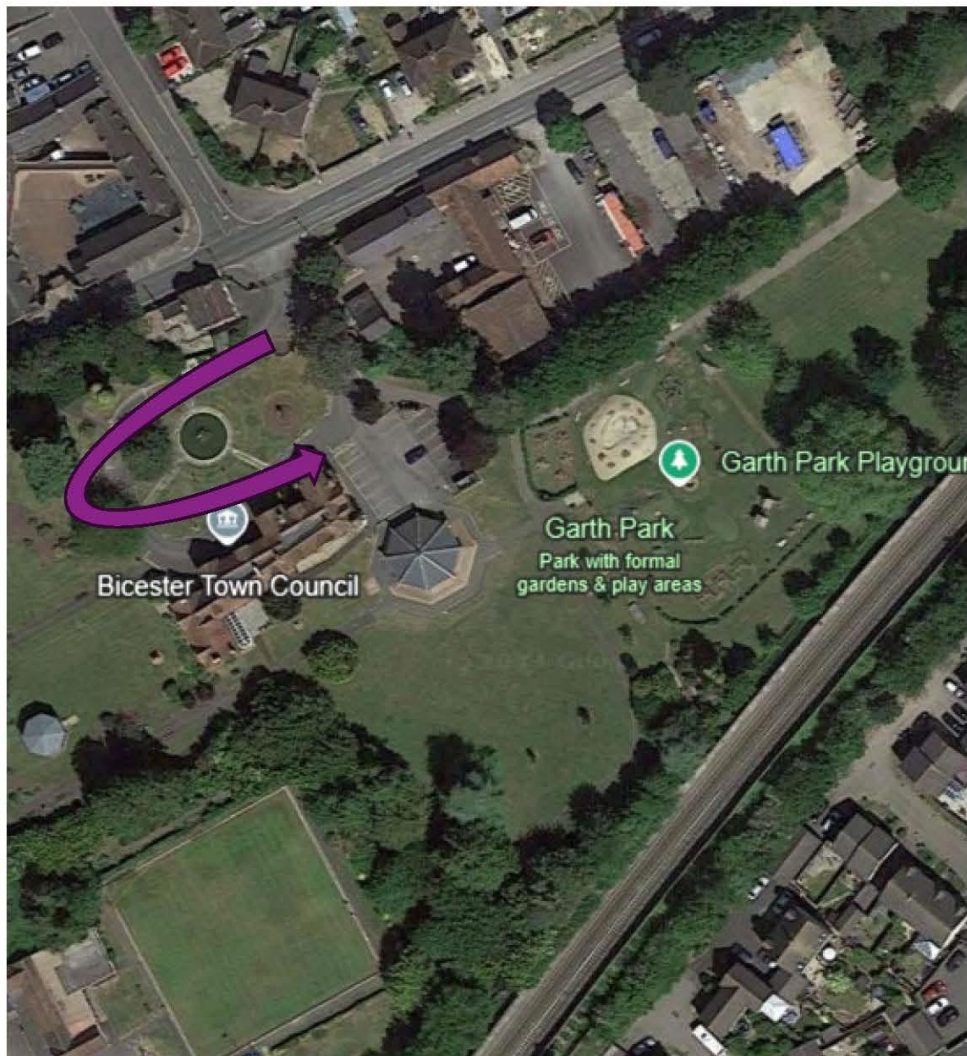
Garth Park Event Capacity (Based on available event space) 1750

7.1 Customer Management Before and During Event

Before the event begins there can be up to 1500 visitors arriving ahead of the gates opening. The biggest risk is that the Council cannot allow customers to queue along Launton Road as this would represent a safety concern.

To counter this the event lead may make a decision to open the gates early and bring the custom into the park but only into a contained area. The event cannot open until authorized by its main contractors (Security, First Aid and Sound Support).

Contained Area and Event Entrance:



The Park will be closed and locked at all park entry points for the entire day of the event, Signs to this effect will be placed upon all gates 5 days prior.

Once the event has finished the main vehicle gates will be opened.

7.2 Car Parking

All Staff and Volunteering Car Parking will be encouraged to take place in the Yard/ Bicester Green Area.

8.1 Event Detail

All timings are a draft and subject to change.

One Day Before Event:

Date	Time	Function	Location
25/07/2025		Toilets and tower lights arrive	Garth Park
26/07/2025	10:00am	BTC Staff arrive and set up	Garth Park
26/07/2025	10:30am	Cinema arrives and set up	Garth Park
26/07/2025	12:30pm	Vendors, security and first aid earliest arrival point	Garth Park
26/07/2025	01:30pm	Vendor vehicles must be removed from site deadline	Garth Park
26/07/2025	02:00pm	Gates open to the public	Garth Park
26/07/2025	03:00pm	Afternoon matinee begins	Garth Park
26/07/2025	03:30pm	Gate closed to public	Garth Park
26/07/2025	05:00pm	Open gates for public to leave & BTC staff to litter pick	Garth Park
26/07/2025	06:30pm	Gates open to public	Garth Park
26/07/2025	07:30pm	Evening screening begins	Garth Park
26/07/2025	08:00pm	Gate closed to public	Garth Park
26/07/2025	09:10pm	Open gates for public to leave & BTC staff to derig	Garth Park
26/07/2025	10:10pm	Park Closes	Garth Park

Security

Contractor to provide 10 members of staff. Security to be aware of alcohol consumption by the public and react accordingly to violence and antisocial behavior.

Risk of crushing and antisocial behavior within the queueing barriers. 2x security to stand and maintain the queue, making sure there is no danger, and nobody jumps the barrier. If there is a risk of crushing (if there are too many people in one area), Security or BTC Staff will unhook the barrier and allow people into the garden area.

Security will operate on a separate radio station; However, the Event Lead and the Security Lead will have access to both radio stations at all times.

It is the responsibility of the contractor to issue and collect radios.

First Aid

First Aid will operate from a gazebo provided by the Town Council.
Contractor to Provide two first aiders.

It is the responsibility of the contractor to issue and collect radios.

Lost and Found Children/ Persons

The point of contact for lost and found children/ vulnerable people will be the First Aid location, by Savoir Fare. Council Officers to make announcements throughout the event if required and will have access to loudspeakers. Signs to be put out on the day regarding lost/found people.

If an adult comes to the lost and found to report a missing child, the following procedure is to take place:

1. The member of staff will take a full description of the missing persons; **Name, Age, Hair colour, Clothing, Location and Time last seen.**
2. A note will be made of the name and address of the person reporting the lost individual
3. The member of staff will then send a radio message to all the channels informing them of a lost child with their description, and to inform them immediately if they are approached or find the child
4. The police MUST be informed
5. If no information is received from this, then an announcement will be made at the earliest opportunity- Event will have an emergency switch to stop all music and reset lighting to bright white
6. Once the child has been located, they will be taken to the lost/found child RVP to be reunited with the parent/guardian
7. An information message across each radio channel should then be made to inform that the search is over and the police to be updated

Found child with absent parent procedure

1. The member of staff to whom the lost child is taken to should take them immediately to the lost/found child area

2. The member of staff will take a full description of the child; **Name, Age, Hair colour, Clothing, Location and Time Last seen.**
3. The child should be asked for information regarding their parents; **Name, clothing, last place seen**
4. Ensure that there are more than two people around, and to only comfort the child as is necessary and in an appropriate manner
5. The event leader will then send a radio message to all the channels informing them of a lost child with their description, and to inform them immediately if they are approached by an adult looking for a child and stating their description
6. Inform the police of a child with no adult
7. If no information is received from this then a PA announcement will be made at the earliest opportunity, Event will have an emergency switch to stop all music and lights reset to bright white
8. If found, they will be taken to their child
9. An information message across each radio channel should then be made to inform them that the search is over, and the police are to be updated

Wristbands

Bicester Town Council will provide wristbands to Parents/ Guardians upon request. These wristbands can be used to write a contact number in case of emergency.

Traffic Management

All event contractors entering the site will be registered at the main entrance gate. They will be marshalled by BTC staff to their location on-site.

Garth Park to remain closed to public vehicles.

Ensure that people can access the park safely, promoting the 2 crossing points near Garth Park and considerations are being made if we need to man the crossing with Marshall's. List where the local car parks are and where we recommend people to park on social media.

Toilet Provision

The Contractor will provide 12 individual toilet cubicles, 2 Male Urinals and 1 Disabled cubicle. Each Toilet will be well sign posted, and each have its own queue structure.

Should the queue become unmanageable then the disabled toilet within the porch of garth house may be considered.

Waste Facilities

Existing waste facilities to be used, BTC outdoor staff will be expected to litter pick throughout the day.

Black bags will be provided for the public at the front gates.

Refreshments

There will be refreshments available during this event. The first refusal will be given to Garth Parks Café, once they have established what is to be sold then non-competing vendors will be approached.

10.1 Event Protocol

Adverse Weather Facilities

The Event Lead will monitor the weather conditions and in Consultation with the Town Clerk make appropriate decisions regarding weather changes.

Standard of dress/uniform

All Bicester Town Council staff to wear assigned uniform, Volunteers to be asked to wear smart/Casual attire – Hi visibility vest for all will be provided and must be worn

Refusal of Entry or Removal from site

The Event senior staff in conjunction with the Security lead reserve the right to refuse entry or remove customers from the event should behavior be deemed inappropriate towards this event which is deemed family friendly.

On the day ticket purchases

A QR code will be provided on the advertising banner that will be hung on the railings to the park. In the vent that this is a sell out a red cross will be drawn across the QR code.

National Threat Level

The Current National Threat Level is **SUBSTANTIAL** (meaning an attack is likely) recorded from <http://www.mi5.gov.uk/>

The Event lead is ACT trained, and the below procedure should be followed for any Terrorism Attack.

Suspicious Items Found

The 4 C's protocol will be used: **CONFIRM, CLEAR, COMMUNICATE, CONTROL.**

CONFIRM: whether the item exhibits recognizably suspicious characteristics; is it hidden? Is it obviously suspicious? Is the item usually found in that location?

CLEAR: immediate area. Do Not touch it. Move people to a safe distance and out of line of site of the item. Cordon off the area.

COMMUNICATE: Don't use radios within 15 meters. Inform security and the Event Lead. Event Lead will call 999.

CONTROL: access to the area. Do not allow members of the public to approach the area until it is confirmed safe. Keep eyewitnesses on hand whenever possible.

Evacuation:

Once a threat has been confirmed, The Event Lead will determine whether the evacuation protocol will be initiated:

1. Members of the public and participants
2. Events Team
3. Emergency services co-ordination point access

Evacuation will be made through the nearest available exit – with the event staff available to direct.

10.2 Event Feedback

QR codes will be printed and placed around the event offering a short feedback form for event goers to offer feedback on how to improve – given this event will have alcohol, Officers have the right to withdraw non-constructive feedback.

APPENDIX 3 (Page 16) – Proposed feedback Questionnaire

11.1 Roles and Responsibilities

Event Lead Primary	Paul Canning	Oversee the event, Public Interface, Monitor public attendance.
Event Lead Secondary	Isobel May	

Event Senior Team	Phil Evans, Helen Pool Mick Lee (Shift Two) Conor Pattison (Shift One)	To support the instruction from the leads.
Event (Shift One) – Set up	Outdoor Team Members x 4 Mick Lee to Confirm	Setting up the event that includes Towner Lights, Toilet location, Gazebo. crowd/ heris fencing installation. CP to ensure health and safety is adhered to.
Event (Shift Two) – Delivery	Jodi Clarke, Maria Galic, Viktorija Kovale, Outdoor Team Members x 4 Mick Lee to Confirm	Scanning in Customers, Event closure (Park to be made ready for following morning) ML to ensure health and safety is adhered to.

11.2 Post Event

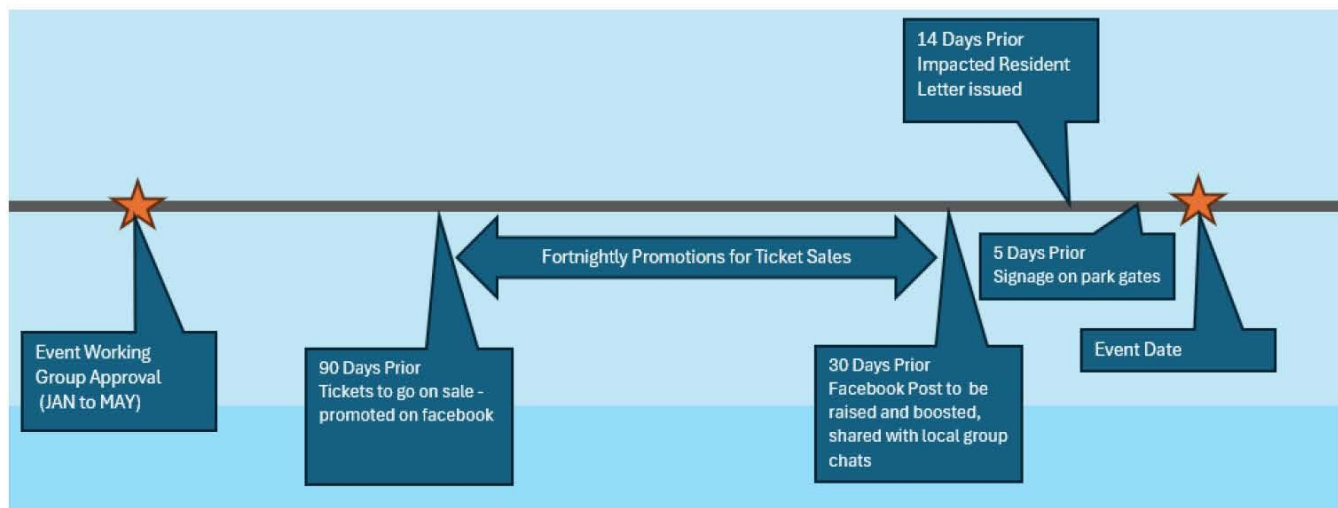
Complaint Procedure

All complaints on the day need to be directed through to the Organizer, contactable through events@bicester.gov.uk Any complaints which are requested to be taken further, will be passed onto the events lead. **Event lead** should be available to deal with urgent complaints during event hours.

Claims and Payment

All payments from performers to be invoiced after the event or as per hire agreement. All tickets will be purchased through a reliable ticket platform.

11.3. Communication Timeline



- PROMOTIONAL POSTERS WILL BE DRAFTED AND OFFERED TO THE EVENTS WORKING GROUP

12.1 Finances

RED Text – Financial information to remain internal – No third party shall receive this information.

Budget Income	£
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Budget Spend	£
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Income

Header	Rational	Estimated (less income to date)	Income to date
Ticket Sales Inclusive of Ticket Source deduction.			
Vendor			
Event Sponsor?	TBC	TBC	TBC
Total			£

Spend

Header	Rational	Estimated (less spend to date)	Spend to date
Cinema Hire		£TBC	
Toilet Hire		£TBC	
First Aid		£TBC	
Security		£TBC	
Tower Light Hire		£TBC	
Wristbands		£TBC	
Advertising/Promotions		£TBC	
Total			£

Budget Verses Actual

Budget	Loss £
Actual	Gain £
Difference	Gain £

11.2 Post Event

Sign off

Event Manager (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alterations).

What are you signing off.	Signature	Date
Pre-Event This event plan is finalized and all content within will see no further changes with the exception of the finance information that may become subject to change. Terms and conditions have been issued to ALL contractors.		

Committee Chairman (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alterations).

What are you signing off.	Signature	Date
The Chairman signs off to say that the Working group have been fully informed and are in agreement that this event plan contains ALL relevant information.		

Event Manager Must be signed off no later than seven days after event

What are you signing off.	Signature	Date
Post Event This event information is now finalized including the finance - All purchase Order have now been raised.		

Finance Manager Must be signed off no later than one Month after event

What are you signing off.	Signature	Date
Post Event This Event Plan in terms of Purchase orders matches Rialtas. All Invoices have been raised.		

- **A signed master copy must be kept with the Event Manager and available upon request**

BICESTER TOWN COUNCIL



Mr Phil Evans
Town Clerk
e-mail: phil.evans@bicester.gov.uk

Council Offices,
The Garth,
Launton Road,
Bicester
Oxon, OX26 6PS

Telephone: 01869 252915
Email: enquiries@bicester.gov.uk
Website: www.bicester.gov.uk

Letter Issued by xxxxxx
Letter Number xxxxx

Dear Resident,

I write to you with exciting news about this year's Outdoor Cinema event, taking place on Saturday 26th July 2025 from 14:00 – 22:00

We will be holding the event within the park, and we will be having staging, suppliers and barriers setting up throughout the day of the event from 8am.

We would like to invite you to join in our summer spirit and enjoy a night of music and fun. Attached as part of our neighbour initiative we would like you to accept our offer of a discounted price for up to 4 tickets, If you come to the Garth Park Council Offices and present this letter, we will apply 30% discount upon your purchase the Letter id will be noted and can only be used once.

We are working diligently to ensure the event is a success and runs safely throughout the day. We have several safety provisions in place, our event will be managed via a 24-hour security team, first aid will be on site and our Bicester Town Council team will be around to answer any questions. The park area will be closed from 12:00 – 22:00 on our event days.

We apologies in advance for any inconvenience this may cause. If you have any emergencies or issues, please keep this number to hand for contact: 07925 148712. If you wish to discuss any of the above points, please email events@bicester.gov.uk. We look forward to hearing from you.

Yours sincerely Phil Evans **Town Clerk**

A handwritten signature in blue ink, appearing to read 'P. Evans'.

Bicester is twinned with Neunkirchen-Seelscheid, Germany,
Canton des Essarts, France, and Czernichow, Poland

BICESTER TOWN COUNCIL



Mr Phil Evans
Town Clerk
e-mail: phil.evans@bicester.gov.uk

Council Offices,
The Garth,
Launton Road,
Bicester
Oxon, OX26 6PS

Telephone: 01869 252915
Email: enquiries@bicester.gov.uk
Website: www.bicester.gov.uk

Issue Date

Dear Resident,

I write to you with exciting news about this year's Outdoor Cinema, taking place on Saturday 26th July 2025 from 7:00pm – 10:00pm.

We will be holding the event within the park, and we will be having staging, suppliers and barriers setting up throughout the day of the event from 8am.

We would like to invite you to join us in our summer spirit and enjoy a night of music and fun.

We are working diligently to ensure the event is a success and runs safely throughout the day. We have several safety provisions in place, our event will be managed via a 24-hour security team, first aid will be on site and our Bicester Town Council team will be around to answer any questions. The park area will be closed from 3:00pm – 10:00pm on our event days.

We apologise in advance for any inconvenience this may cause. If you have any emergencies or issues, please keep this number to hand for contact: 07925 148712. If you wish to discuss any of the above points, please email events@bicester.gov.uk. We look forward to hearing from you.

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What do you think to the live music playing today? – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

What did you of the services provided ? (i.e. Toilets, Refreshments) – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Did you find the staff helpful? (i.e Council Staff, Security Staff and First aid staff) – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Please rate the overall experience today – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

How can we improve?

--

What aspects did you like?

--

What aspects do you dislike?

--

Would you join us next year?

YES	NO
-----	----



BICESTER TOWN COUNCIL

EVENTS COMMITTEE REPORT

4th June 2025

Chair:

Contact: 01869 252915

Officer – Paul Canning

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

Ward Affected: All

Music Event

8. Background

8.1 To enhance community engagement, we conducted a public consultation with the residents of Bicester. The purpose of this consultation was to gather feedback on their preferences for different types of music that could be featured in upcoming community events. Residents were presented with four distinct music options and asked to indicate their preferences.

9. Overview

2.1 The survey presented several options for live music, and **Sledgehammer** emerged as the clear favourite. This preference highlights the community's enthusiasm for the band's energetic performances and their ability to create a vibrant and enjoyable atmosphere.

2.2 Ticket Prices

Adult - £15 (last year £10)

Child - £ 7.50 (last year £5)

2.3 Event plan attached for reference (appendix a)

Recommendation

Committee is **RECOMMENDED** to **APPROVE** the updated 2025 ticket price.

BICESTER TOWN COUNCIL

EVENT PLAN

Music Event

EVENT NAME: MUSIC EVENT

This event has historically been held in August during a Saturday evening. The Council selects a band that is held in good esteem for 4 hours of live music. The event is the most popular of the Council's 7 annual events.

Document Name:	Music Event
Author:	Paul Canning / Isobel May
Date Completion:	
Event Working Group Sign Off Date:	

Date of Event: **30th August 2025**



MAIN CONTACT(S)

Primary: Paul Canning

Paul.canning@bicester.gov.uk
07849703170

Secondary: Isobel May

Isobel.May@bicester.gov.uk
07925 148712

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Page 12 item 1	Restricted – Finance
Page 13 item 1	Event Sign Off

2.1 Key Contacts

All key contacts, covering all aspects and needs for Contractors, Staff and Customers.

Role / Organisation	Name:	Contact Number:
Primary Contact: Office Manager	Paul Canning	
Secondary Contact: Event Administrator	Isobel May	
Other Contact: Town Clerk	Phil Evans	
Invoicing and Payments: Finance Officer	Helen Pool	
Neighbourhood Supervisor:	Gavin Staniland	
Emergency Planning Officer:	Paul Mann	
Safety Advisory Officer:	Cherwell Officer	
Event Security Contact:	Newmans Security	
Event First Aid Contact:	Access First Aid	

2.2 Distribution List

All Invested Contributors to the event must receive a copy of the final approved document pack for this event.

Role / Organisation	Name:
Primary Contact: Office Manager	Paul Canning
Invoicing and Payments: Finance Officer	Helen Pool
Other Contact: Town Clerk	Phil Evans
Event Working Group Chairman	Councilor Christopher Pruden
CDC Street Team Officer	Tom Duckham
Thames Valley Police (Bicester)	Gavin Staniland
OCC Emergency Planning Officer	Paul Mann
Fire Station (Bicester)	Chris Philpott
Safety Advisory Group	Cherwell Officer
Event Security	Newmans Security
Event First Aid	Access First Aid
Event Sound Support	DJC Events
Event Contractor (Upon Request)	Multiple

3.1 Licensing

What is required for the event to run safely and legally.

Title of License	Description of License	Approved Reference Number:
PPL (Public Performance License)	Recorded music is protected by copyright. This means that, if you wish to include recorded music in a radio or TV broadcast, or in an online service, or if you wish to play recorded music in public (such as playing it to staff or customers at your business premises), legal permission is needed from each and every recording rights holder whose recordings you use.	LIC-01744587

	PPL's licences provide this permission on behalf of the tens of thousands of recordings rightsholders we represent, allowing you to use virtually all commercially released recordings in the UK. This saves you from having to contact multiple companies or individuals directly.	
SAG (Safety Advisory Group)	SAGs are usually coordinated by a Local Authority (LA) and made up of representatives from the LA, emergency services, other relevant bodies and the event organiser. They may be event or location specific but otherwise tend to be based on LA boundaries. SAGs provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. They are non-statutory bodies and so do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place. Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety.	SAG000055
TENS (Temporary Event Notice)	A Temporary Event Notice (TEN) is a license that allows small-scale, one-off events to take place at unlicensed premises or to extend the hours of an existing license: You need a TEN if you want to carry out a "licensable activity" on unlicensed premises or if the activity is outside the scope of an existing license. Licensable activities include: • Selling alcohol • Offering regulated entertainment, such as music, dancing, plays, films, indoor sports, boxing, or wrestling	TEN22209

	Supplying food above room temperature between 11 PM and 5 AM	
Other Considerations: (Risk Assessments and Road Closures)	Documents will be available upon request and road closures listed. (if applicable)	Available on request

5.1 Event Layout

The Event layout

Key:

	Event Boundary
	Stage Position
	Toilet Position
	Vendor Position
	First Aid and Lost Child Point



6.1 Event Layout Resident Consideration

Bicester Town Council is committed to working with its residents to deliver seamless events with as little disruption as possible. – All identified Contacts will be notified no later than two weeks prior to event.



Residential Housing within Red Circle will be offered a discounted ticket.

APPENDIX 1 (Page 14) - Letter for issue to those within RED circle)

All Other Residential Housing identified within larger circle will receive a notification of the upcoming event.

APPENDIX 2 (Page 15) - Letter for issue to those within RED circle)

All discounted and FOC Tickets will be in excess of the 1600 targeted event attendance

Garth Park Event Capacity (Based on available event space) 1750

7.1 Customer Management Before and During Event

Before the event begins there can be up to 1500 visitors arriving ahead of the gates opening. The biggest risk is that the Council cannot allow customers to queue along Launton Road as this would represent a safety concern.

To counter this the event lead may make a decision to open the gates early and bring the custom into the park but only into a contained area. The event cannot open until authorized by its main contractors (Security, First Aid and Sound Support).

Contained Area and Event Entrance:



The Park will be closed and locked at all park entry points for the entire day of the event, Signs to this effect will be placed upon all gates 5 days prior.

Once the event has finished the main vehicle gates will be opened.

7.2 Car Parking

All Staff and Volunteering Car Parking will be encouraged to take place in the Yard/ Bicester Green Area.

8.1 Event Detail

All timings are a draft and subject to change.

One Day Before Event:

Toilet Arrival.
Tower Lights Arrival.

Event Day

12:00: Bicester Town Council staff (Shift one) arrive on site and set up event provisions.
12:30: Main Stage arrives and is erected, sound and lighting set up.
15:00: Vendor earliest arrival point
16:00: Vendor vehicles must be removed from site deadline.
17:00: Bicester Town Council staff (Shift two) and Security and First Aid arrive
17:45: Team meeting, first aid, staff and security.
18:00: Gates open
18:30: Gates open to the public.
19:00: Event starts.
19:30: Gates closed to public
22:00: Music to finish.
22:30: Site clears down, Staff to leave upon completion
23:00: Security to leave site.
00:00: Site closure

Security

Contractor to provide 10 members of staff. Security to be aware of alcohol consumption by the public and react accordingly to violence and antisocial behavior.

Risk of crushing and antisocial behavior within the queueing barriers. 2x security to stand and maintain the queue, making sure there is no danger, and nobody jumps the barrier. If there is a risk of crushing (if there are too many people in one area), Security or BTC Staff will unhook the barrier and allow people into the garden area.

Security will operate on a separate radio station; However, the Event Lead and the Security Lead will have access to both radio stations at all times.

It is the responsibility of the contractor to issue and collect radios.

First Aid

First Aid will operate from a gazebo provided by the Town Council.
Contractor to Provide two first aiders.

It is the responsibility of the contractor to issue and collect radios.

Lost and Found Children/ Persons

The point of contact for lost and found children/ vulnerable people will be the First Aid location, by Savoir Fare. Council Officers to make announcements throughout the event if required and will have access to loudspeakers. Signs to be put out on the day regarding lost/found people.

If an adult comes to the lost and found to report a missing child, the following procedure is to take place:

1. The member of staff will take a full description of the missing persons; **Name, Age, Hair colour, Clothing, Location and Time last seen.**
2. A note will be made of the name and address of the person reporting the lost individual
3. The member of staff will then send a radio message to all the channels informing them of a lost child with their description, and to inform them immediately if they are approached or find the child
4. The police MUST be informed
5. If no information is received from this, then an announcement will be made at the earliest opportunity- Event will have an emergency switch to stop all music and reset lighting to bright white
6. Once the child has been located, they will be taken to the lost/found child RVP to be reunited with the parent/guardian
7. An information message across each radio channel should then be made to inform that the search is over and the police to be updated

Found child with absent parent procedure

1. The member of staff to whom the lost child is taken to should take them immediately to the lost/found child area
2. The member of staff will take a full description of the child; **Name, Age, Hair colour, Clothing, Location and Time Last seen.**
3. The child should be asked for information regarding their parents; **Name, clothing, last place seen**
4. Ensure that there are more than two people around, and to only comfort the child as is necessary and in an appropriate manner
5. The event leader will then send a radio message to all the channels informing them of a lost child with their description, and to inform them immediately if they are approached by an adult looking for a child and stating their description
6. Inform the police of a child with no adult
7. If no information is received from this then a PA announcement will be made at the earliest opportunity, Event will have an emergency switch to stop all music and lights reset to bright white
8. If found, they will be taken to their child
9. An information message across each radio channel should then be made to inform them that the search is over, and the police are to be updated

Wristbands

Bicester Town Council will provide wristbands to Parents/ Guardians upon request. These wristbands can be used to write a contact number in case of emergency.

Traffic Management

All event contractors entering the site will be registered at the main entrance gate. They will be marshalled by BTC staff to their location on-site.

Garth Park to remain closed to public vehicles.

Ensure that people can access the park safely, promoting the 2 crossing points near Garth Park and considerations are being made if we need to man the crossing with Marshall's. List where the local car parks are and where we recommend people to park on social media.

Toilet Provision

The Contractor will provide 12 individual toilet cubicles, 2 Male Urinals and 1 Disabled cubicle. Each Toilet will be well sign posted, and each have its own queue structure.

Should the queue become unmanageable then the disabled toilet within the porch of garth house may be considered.

Waste Facilities

Existing waste facilities to be used, BTC outdoor staff will be expected to litter pick throughout the day.

Black bags will be provided for the public at the front gates.

Refreshments

There will be refreshments available during this event. The first refusal will be given to Garth Parks Café, once they have established what is to be sold then non-competing vendors will be approached.

10.1 Event Protocol

Adverse Weather Facilities

The Event Lead will monitor the weather conditions and in Consultation with the Town Clerk make appropriate decisions regarding weather changes.

Standard of dress/uniform

All Bicester Town Council staff to wear assigned uniform, Volunteers to be asked to wear smart/Casual attire – Hi visibility vest for all will be provided and must be worn

Refusal of Entry or Removal from site

The Event senior staff in conjunction with the Security lead reserve the right to refuse entry or remove customers from the event should behavior be deemed inappropriate towards this event which is deemed family friendly.

On the day ticket purchases

A QR code will be provided on the advertising banner that will be hung on the railings to the park. In the vent that this is a sell out a red cross will be drawn across the QR code.

National Threat Level

The Current National Threat Level is **SUBSTANTIAL** (meaning an attack is likely) recorded from <http://www.mi5.gov.uk/>

The Event lead is ACT trained, and the below procedure should be followed for any Terrorism Attack.

Suspicious Items Found

The 4 C's protocol will be used: **CONFIRM, CLEAR, COMMUNICATE, CONTROL.**

CONFIRM: whether the item exhibits recognizably suspicious characteristics; is it hidden? Is it obviously suspicious? Is the item usually found in that location?

CLEAR: immediate area. Do Not touch it. Move people to a safe distance and out of line of site of the item. Cordon off the area.

COMMUNICATE: Don't use radios within 15 meters. Inform security and the Event Lead. Event Lead will call 999.

CONTROL: access to the area. Do not allow members of the public to approach the area until it is confirmed safe. Keep eyewitnesses on hand whenever possible.

Evacuation:

Once a threat has been confirmed, The Event Lead will determine whether the evacuation protocol will be initiated:

1. Members of the public and participants
2. Events Team
3. Emergency services co-ordination point access

Evacuation will be made through the nearest available exit – with the event staff available to direct.

10.2 Event Feedback

QR codes will be printed and placed around the event offering a short feedback form for event goers to offer feedback on how to improve – given this event will have alcohol, Officers have the right to withdraw non-constructive feedback.

APPENDIX 3 (Page 16) – Proposed feedback Questionnaire

11.1 Roles and Responsibilities

Event Lead Primary	Paul Canning	
--------------------	--------------	--

Event Lead Secondary	Isobel May	Oversee the event, Public Interface, Monitor public attendance.
Event Senior Team	Phil Evans, Helen Pool Mick Lee (Shift Two) Conor Pattison (Shift One)	To support the instruction from the leads.
Event (Shift One) – Set up	Outdoor Team Members x 4 Mick Lee to Confirm	Setting up the event that includes Towner Lights, Toilet location, Gazebo. crowd/ heris fencing installation. CP to ensure health and safety is adhered to.
Event (Shift Two) – Delivery	Jodi Clarke, Maria Galic, Viktorija Kovale, Outdoor Team Members x 4 Mick Lee to Confirm	Scanning in Customers, Event closure (Park to be made ready for following morning) ML to ensure health and safety is adhered to.

11.2 Post Event

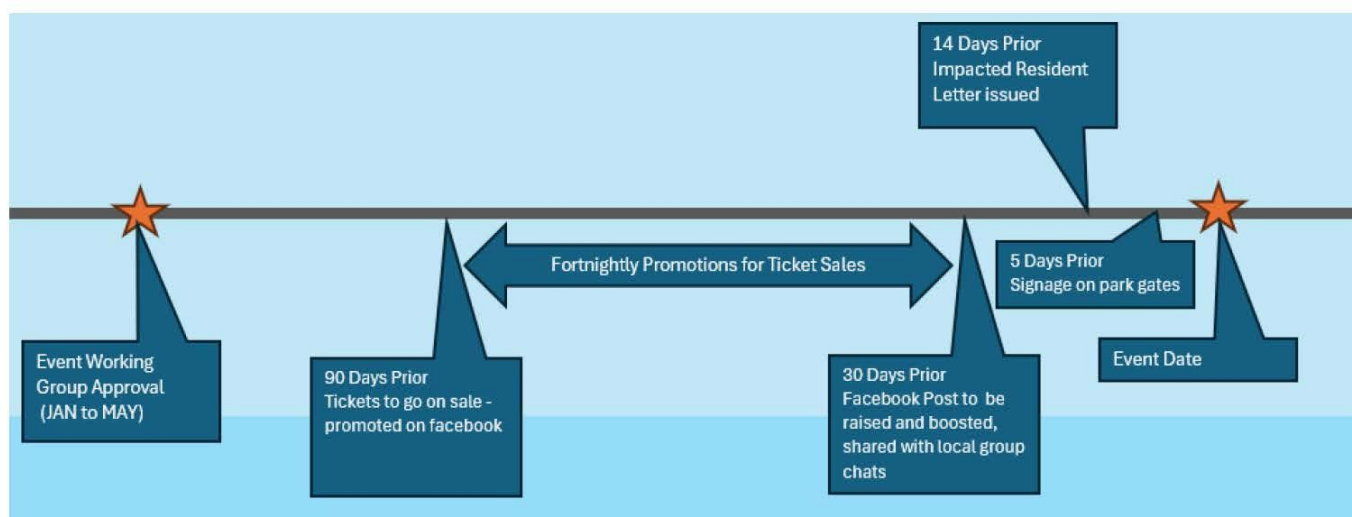
Complaint Procedure

All complaints on the day need to be directed through to the Organizer, contactable through events@bicester.gov.uk Any complaints which are requested to be taken further, will be passed onto the events lead. **Event lead** should be available to deal with urgent complaints during event hours.

Claims and Payment

All payments from performers to be invoiced after the event or as per hire agreement. All tickets will be purchased through a reliable ticket platform.

11.3. Communication Timeline



- PROMOTIONAL POSTERS WILL BE DRAFTED AND OFFERED TO THE EVENTS WORKING GROUP

12.1 Finances

RED Text – Financial information to remain internal – No third party shall receive this information.

Budget Income	£
Budget Spend	£

Income

Header	Rational	Estimated (less income to date)	Income to date
Ticket Sales Inclusive of Ticket Source deduction.	Ticket Source Deduction per sale. 0.33p Ticket Price £10.00 adult £7.50 Teen £5.00 Child £0.00 Toddler Last Year attendance 1499	Based on the attendance of 1000 adults 400 teens 49 children £14,000	
Vendor	£250 per vendor Target Vendors x 4 Deductible £100 (Staff and Volunteer sustenance)	£900	
Event Sponsor?		TBC	TBC
Total			£

Spend

Header	Rational	Estimated (less spend to date)	Spend to date
Stage and Sound			
Toilet Hire			
First Aid			
Security			
Tower Light Hire			
Wristbands			
Advertising/Promotions			
Total			£

Budget Verses Actual

Budget	Loss £
Actual	Gain £
Difference	Gain £

11.2 Post Event

Sign off

Event Manager (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alteration).

What are you signing off.	Signature	Date
Pre-Event This event plan is finalized and all content within will see no further changes with the exception of the finance information that may become subject to change. Terms and conditions have been issued to ALL contractors.		

Committee Chairman (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alterations).

What are you signing off.	Signature	Date
The Chairman signs off to say that the Working group have been fully informed and are in agreement that this event plan contains ALL relevant information.		

Event Manager Must be signed off no later than seven days after event

What are you signing off.	Signature	Date
Post Event This event information is now finalized including the finance - All purchase Order have now been raised.		

Finance Manager Must be signed off no later than one Month after event

What are you signing off.	Signature	Date
Post Event This Event Plan in terms of Purchase orders matches Rialtas. All Invoices have been raised.		

- **A signed master copy must be kept with the Event Manager and available upon request**

BICESTER TOWN COUNCIL



Mr Phil Evans
Town Clerk
e-mail: phil.evans@bicester.gov.uk

Council Offices,
The Garth,
Launton Road,
Bicester
Oxon, OX26 6PS

Telephone: 01869 252915
Email: enquiries@bicester.gov.uk
Website: www.bicester.gov.uk

Letter Issued by xxxxxx
Letter Number xxxxx

Dear Resident,

I write to you with exciting news about this year's Music event, taking place on Saturday 30th August 2025 from 7:00pm – 10:00pm.

We will be holding the event within the park, and we will be having staging, suppliers and barriers setting up throughout the day of the event from 8am.

We would like to invite you to join in our summer spirit and enjoy a night of music and fun. Attached as part of our neighbour initiative we would like you to accept our offer of a discounted price for up to 4 tickets, If you come to the Garth Park Council Offices and present this letter we will apply 30% discount upon your purchase the Letter id will be noted and can only be used once.

We are working diligently to ensure the event is a success and runs safely throughout the day. We have several safety provisions in place, our event will be managed via a 24-hour security team, first aid will be on site and our Bicester Town Council team will be around to answer any questions. The park area will be closed from 3:00pm – 10:00pm on our event days.

We apologies in advance for any inconvenience this may cause. If you have any emergencies or issues, please keep this number to hand for contact: 07925 148712. If you wish to discuss any of the above points, please email events@bicester.gov.uk. We look forward to hearing from you.

Yours sincerely Phil Evans **Town Clerk**

A handwritten signature in blue ink, appearing to read 'P. Evans', on a light blue background.

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BICESTER TOWN COUNCIL



Mr Phil Evans
Town Clerk
e-mail: phil.evans@bicester.gov.uk

Council Offices,
The Garth,
Launton Road,
Bicester
Oxon, OX26 6PS

Telephone: 01869 252915
Email: enquiries@bicester.gov.uk
Website: www.bicester.gov.uk

Xxxx Date

Dear Resident,

I write to you with exciting news about this year's Sledgehammer event, taking place on Saturday 30th August 2025 from 7:00pm – 10:00pm.

We will be holding the event within the park, and we will be having staging, suppliers and barriers setting up throughout the day of the event from 8am.

We would like to invite you to join us in our summer spirit and enjoy a night of music and fun.

We are working diligently to ensure the event is a success and runs safely throughout the day. We have several safety provisions in place, our event will be managed via a 24-hour security team, first aid will be on site and our Bicester Town Council team will be around to answer any questions. The park area will be closed from 3:00pm – 10:00pm on our event days.

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What do you think to the live music playing today? – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

What did you of the services provided ? (i.e. Toilets, Refreshments) – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Did you find the staff helpful? (i.e Council Staff, Security Staff and First aid staff) – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Please rate the overall experience today – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

How can we improve?

--

What aspects did you like?

--

What aspects do you dislike?

--

Would you join us next year?

YES	NO
-----	----



BICESTER
TOWN COUNCIL

Chair:

Contact: 01869 252915

Officer – Paul Canning

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

Ward Affected: All

BICESTER TOWN COUNCIL

EVENTS COMMITTEE REPORT

4th June 2025

CIVIC EVENT (FLAG RAISING AFD)

10. Background

1.1 Armed Forces Day Flag Raising is a ceremonial event held annually to honour and show appreciation for the men and women who serve in the armed forces. This event typically involves the raising of the national or a dedicated AFD flag and speeches by dignitaries. The flag-raising ceremony is a symbolic gesture that signifies respect and gratitude for the sacrifices and contributions of service members. It often takes place at prominent locations such as town squares, parks, or military bases, and is attended by veterans, active-duty personnel, and members of the community.

Armed Forces Day itself is celebrated on the last Saturday of June in the UK, and the flag-raising ceremony is usually one of the key events marking the occasion. It's a wonderful opportunity for communities to come together and express their support for the armed forces.

11. Overview

2.1 Flag Raising is proposed to be on **Friday 27th June at 11am** in Garth Park. The flag will be raised by the military and attended by the mayor and dignitaries. This will be followed by beverages, sandwiches and cakes in the bandstand area of the park.

2.2 Provisional event plan will be issued separately.

Recommendation

Committee is **RECOMMENDED** to **NOTE** this report.

BICESTER TOWN COUNCIL

CIVIC EVENT PLAN

CIVIC FLAG RAISING

EVENT NAME: CIVIC FLAG RAISING

This event is held each year to celebrate HM's Armed Forces Day.

Document Name:	CIVIC FLAG RAISING
Author:	Paul Canning / Maria Galic
Date Completion:	
Event Working Group Sign Off Date:	

Date of Event: **Friday 27th June 2025**



MAIN CONTACT(S)

Primary: Paul Canning

Paul.canning@bicester.gov.uk
07849 703170

Secondary: Maria Galic

Maria.galic@bicester.gov.uk
07548 558813

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Emergency Planning Officer:	Paul Mann	
Safety Advisory Officer:		
Event Security Contact:		
Event First Aid Contact:		

2.2 Distribution List

All Invested Contributors to the event must receive a copy of the final approved document pack for this event.

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Thames Valley Police (Bicester)	Gavin Staniland
OCC Emergency Planning Officer	Paul Mann
Fire Station (Bicester)	Chris Philpott
Safety Advisory Group	
Event Security	
Event First Aid	
Event Sound Support	
Event Contractor (Upon Request)	

3.1 Licensing

What is required for the event to run safely and legally.

Title of License	Description of License	Approved Reference Number:
PPL (Public Performance License)	Recorded music is protected by copyright. This means that, if you wish to include recorded music in a radio or TV broadcast, or in an online service, or if you wish to play recorded music in public (such as playing it to staff or customers at your business premises), legal permission is needed from each and every recording rightsholder whose recordings you use. PPL's licences provide this permission on behalf of the tens of thousands of recordings rightsholders we represent, allowing you to use virtually all commercially released recordings in the UK. This saves you from having to contact multiple companies or individuals directly.	N/A
SAG (Safety Advisory Group)	SAGs are usually coordinated by a Local Authority (LA) and made up of representatives from the LA, emergency services, other relevant bodies and the event organiser. They may be event or location specific but otherwise tend to be based on LA boundaries. SAGs provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. They are non-statutory bodies and so do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place. Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety.	N/A

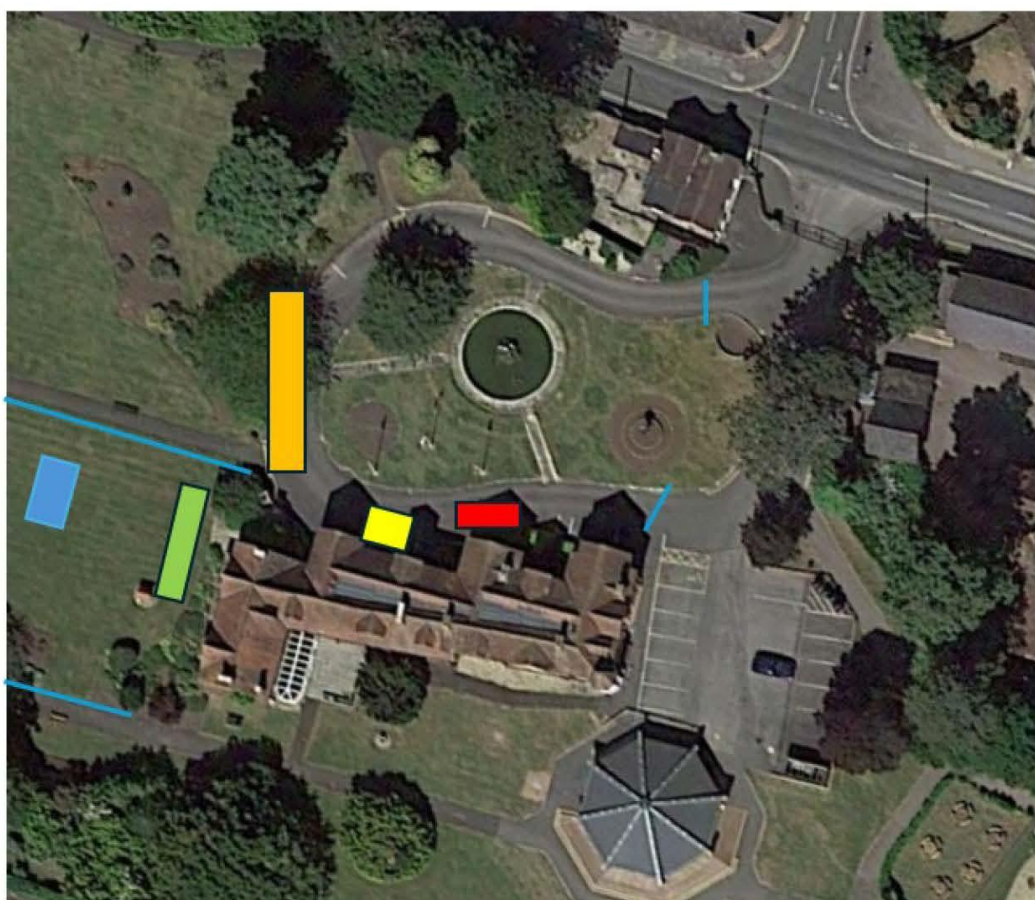
TENS (Temporary Event Notice)	A Temporary Event Notice (TEN) is a license that allows small-scale, one-off events to take place at unlicensed premises or to extend the hours of an existing license: You need a TEN if you want to carry out a "licensable activity" on unlicensed premises or if the activity is outside the scope of an existing license. Licensable activities include: • Selling alcohol • Offering regulated entertainment, such as music, dancing, plays, films, indoor sports, boxing, or wrestling • Supplying food above room temperature between 11 PM and 5 AM	N/A
Other Considerations: (Risk Assessments and Road Closures)	Documents will be available upon request and road closures listed. (if applicable)	Available upon request.

5.1 Event Layout

The Event layout

Key:

-  Dignitaries
-  Podium
-  Military
-  Barrier
-  Refreshments
-  Seating and Gazebos



6.1 Event Layout Resident Consideration

Bicester Town Council is committed to working with its residents to deliver seamless events with as little disruption as possible. The public will be encouraged to attend flag raising and will be allowed to have a full view of the ceremony. Barriers will be in place to prevent vehicle access and around the bandstand area for refreshments.

Letters will be delivered to CAB and Nais House advising them of the event.

Please see appendix 1

7.1 Customer Management Before and During Event

Oval and lawn in front of bandstand is closed to the public.

7.2 Car Parking

All Staff and Volunteering Car Parking will be encouraged to take place in the Yard/ Bicester Green Area.

8.1 Event Detail

All timings are a draft and subject to change.

Event Day

07:00: Outdoor team set up barriers and car parks are closed.
12:00: Outdoor team set up gazebos.
13:00: Cutlery and glasses set up in reception area.
14:00: Podium is set up along with PA system.
14:30: Military and dignitaries arrive at Garth Park.
15:00: Mayor and invited dignitaries form in front of podium.
15:03: Bugler call and flag raising.
15:00: Food and beverages delivered to reception area.
15:05: Mayor of Bicester addresses personnel.
15:10: GSM approaches Mayor for permission to carry on.
15:11: Bugler call to inform departure of senior Military personnel.
15:12: GSM gives fall out.
15:15: Reception held in bandstand area.
15:15: Outdoor team reopen car park to the public.
16:00: Military leave.
16:15: Event closed.
16:30 Tidy down all staff.

Security

Not required

First Aid

Not required

9.1 Event Protocol

Adverse Weather Facilities

The Event Lead will monitor the weather conditions and in Consultation with the Town Clerk make appropriate decisions regarding weather changes.

Standard of dress/uniform

All Bicester Town Council staff to wear assigned uniform.

Refusal of Entry or Removal from site

The Event senior staff in conjunction with the Security lead reserve the right to refuse entry or remove customers from the event should behavior be deemed inappropriate towards this event which is deemed family friendly.

On the day ticket purchases

A QR code will be provided on the advertising banner that will be hung on the railings to the park. In the vent that this is a sell out a red cross will be drawn across the QR code.

National Threat Level

The Current National Threat Level is **SUBSTANTIAL** (meaning an attack is likely) recorded from <http://www.mi5.gov.uk/>

The Event lead is ACT trained, and the below procedure should be followed for any Terrorism Attack.

Suspicious Items Found

The 4 C's protocol will be used: **CONFIRM, CLEAR, COMMUNICATE, CONTROL.**

CONFIRM: whether the item exhibits recognizably suspicious characteristics; is it hidden? Is it obviously suspicious? Is the item usually found in that location?

CLEAR: immediate area. Do Not touch it. Move people to a safe distance and out of line of site of the item. Cordon off the area.

COMMUNICATE: Don't use radios within 15 meters. Inform security and the Event Lead. Event Lead will call 999.

CONTROL: access to the area. Do not allow members of the public to approach the area until it is confirmed safe. Keep eyewitnesses on hand whenever possible.

Evacuation:

Once a threat has been confirmed, The Event Lead will determine whether the evacuation protocol will be initiated:

1. Members of the public and participants
2. Events Team
3. Emergency services co-ordination point access

Evacuation will be made through the nearest available exit – with the event staff available to direct.

10.1 Event Feedback

Not required

11.1 Roles and Responsibilities

Event Lead Primary	Paul Canning	Oversee the event
Event Lead Secondary	Maria Galic	
Event Senior Team	Phil Evans, Helen Pool Mick Lee Conor Pattison.	To support the instruction from the leads.
Event – Set up and take down	Outdoor Team Members and staff	Setting up the event that includes gazebo and fencing. Staff – food and drink delivery and set up.

12.1 Post Event

Complaint Procedure

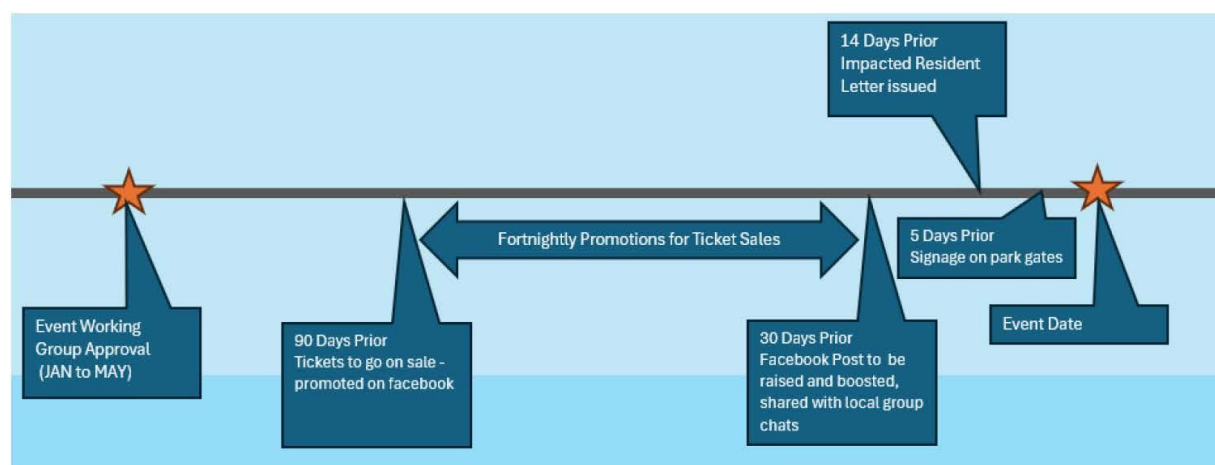
All complaints on the day need to be directed through to the Organizer, contactable through events@bicester.gov.uk Any complaints which are requested to be taken further, will be passed onto the events lead. **Event lead** should be available to deal with urgent complaints during event hours.

Claims and Payment

Not applicable

13.1 Communication Timeline

Standard process below, timings for this event will be different.



14.1 Finances

RED Text – Financial information to remain internal – No third party shall receive this information.

Budget Income	£
Budget Spend	£

Income

Header	Rational	Estimated (less income to date)	Income to date
Vendor			
Event Sponsor?			
Total			£

Spend

Header	Rational	Estimated (less spend to date)	Spend to date
Stage and Sound			
Toilet Hire			
First Aid			
Security			
Tower Light Hire			
Wristbands			
Advertising/Promotions			
Total			£

Budget Verses Actual

Budget	Loss £
Actual	Gain £
Difference	Gain £

11.2 Post Event

Sign off

Event Manager (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alterations.

What are you signing off.	Signature	Date
Pre-Event This event plan is finalized and all content within will see no further changes with the exception of the finance information that may become subject to change. Terms and conditions have been issued to ALL contractors.		

Committee Chairman (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alterations.

What are you signing off.	Signature	Date
The Chairman signs off to say that the Working group have been fully informed and are in agreement that this event plan contains ALL relevant information.		

Event Manager Must be signed off no later than seven days after event

What are you signing off.	Signature	Date
Post Event		

This event information is now finalized including the finance - All purchase Order have now been raised.		
---	--	--

Finance Manager Must be signed off no later than one Month after event

What are you signing off.	Signature	Date
Post Event This Event Plan in terms of Purchase orders matches Rialtas. All Invoices have been raised.		

- **A signed master copy must be kept with the Event Manager and available upon request**

Appendix 1

BICESTER TOWN COUNCIL



Council Offices
The Garth
Launton Road
Bicester
Oxon OX26 6PS

Telephone: 01869 252915
Fax: 01869 324554
Email: enquiries@bicester.gov.uk
Website: www.bicester.gov.uk

Citizen Advice Bureau
Garth Park
Launton Road
Bicester
Oxon

Tuesday 24th June 2025

Dear Citizens Advice Bureau,

I would like to inform you that on Friday 27th June 2025, there will be limited car parking due to the Annual Flag Raising event taking place. The area around the pond will be barriered off with no parking allowed. Timings for this closure will be 7.00 – 15.15hrs.

I am sorry for any inconvenience this may cause you.

You are welcome to come along and spectate the event if you would like to. Flag Raising will commence at 2:30pm and finish at about 3:15pm.

Please do not hesitate to contact me should you have any questions regarding the above.

With kind regards

Maria Galic
Civic & Democratic Administrator / Mayors PA

BICESTER TOWN COUNCIL



Council Offices
The Garth
Launton Road
Bicester
Oxon OX26 6PS

Telephone: 01869 252915
Fax: 01869 324554
Email: enquiries@bicester.gov.uk
Website: www.bicester.gov.uk

Nai's House
Garth Park
Launton Road
Bicester
Oxon

Tuesday 24th June 2025

Dear Nai's House,

I would like to inform you that on Friday 27th June 2025, there will be limited car parking due to the Annual Flag Raising event taking place. The area around the pond will be barriered off with no parking allowed. Timings for this closure will be 7.00 – 15.15hrs.

I am sorry for any inconvenience this may cause you.

You are welcome to come along and spectate the event if you would like to. Flag Raising will commence at 2:30pm and finish at about 3:15pm.

Please do not hesitate to contact me should you have any questions regarding the above.

With kind regards

Maria Galic
Civic & Democratic Administrator / Mayors PA



BICESTER
TOWN COUNCIL

Chair:

Contact: 01869 252915

Officer – Paul Canning

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

Ward Affected: All

BICESTER TOWN COUNCIL

EVENTS COMMITTEE REPORT

4th June 2025

ARMED FORCES DAY 2025

12. Background

1.1 Armed Forces Day is celebrated annually on the last Saturday of June. This year, it will be observed on Saturday June 28, 2025. The day is dedicated to honouring the contributions of the men and women who serve in the British Armed Forces, including currently serving troops, veterans, and their families.

13. Overview

2.1 Bicester Town Council has planned an exciting **Armed Forces Day event** on **June 28, 2025**, at **Pingle Field**. The event will feature a variety of activities and displays to honour the contributions of the Armed Forces community. One of the highlights will be a **Lancaster flyby**, which is sure to be a spectacular sight.

- **Military displays** and demonstrations.
- **Stalls and exhibits** providing information about the Armed Forces and their history.
- **Family-friendly activities** such as face painting, games, and food stalls.

This event is a wonderful opportunity for the community to come together, show their support, and celebrate the dedication and sacrifices of the Armed Forces.

2.2 Provisional event plan attached (Appendix 10e).

Recommendation

Committee is **RECOMMENDED** to **NOTE** this report.

BICESTER TOWN COUNCIL

EVENT PLAN

Armed Forces Day

EVENT NAME: ARMED FORCES DAY

Armed Forces Day in the United Kingdom is an annual event celebrated in late June to commemorate the service of men and women in the British Armed Forces.

Document Name:	Armed Forces Day
Author:	Paul Canning / Isobel May
Date Completion:	
Event Working Group Sign Off Date:	

Date of Event:

28th June 2025



MAIN CONTACT(S)

Primary: Paul Canning
Paul.canning@bicester.gov.uk
 07849703170

Secondary: Isobel May
Isobel.May@bicester.gov.uk
 07925 148712

PACK INDEX

Page 2 item 1	Key Contacts
Page 2 item 2	Distribution List
Page 3/4 Item 1	Licensing
Page 5 item 1	Event Layout
Page 6 item 1	Resident Consideration
Page 7 item 1	Crowd Management
Page 7 item 2	Car Parking
Page 8/9 item 1	Event Detail
Page 10 item 1	Event Protocol
Page 10 item 2	Feedback
Page 11 item 1	Roles and Responsibilities
Page 11 item 2	Post Event
Page 11 item 3	Timeline
Page 12 item 1	Restricted – Finance
Page 13 item 1	Event Sign Off

2.1 Key Contacts

All key contacts, covering all aspects and needs for Contractors, Staff and Customers.

Role / Organisation	Name:	Contact Number:
Primary Contact: Office Manager	Paul Canning	
Secondary Contact: Event Administrator	Isobel May	
Other Contact: Town Clerk	Phil Evans	
Invoicing and Payments: Finance Officer	Helen Pool	
Neighbourhood Supervisor:	Gavin Staniland	
Emergency Planning Officer:	Paul Mann	
Safety Advisory Officer:	Cherwell Officer	
Event Security Contact:	Newman Security	
Event First Aid Contact:	Access First Aid	

2.2 Distribution List

All Invested Contributors to the event must receive a copy of the final approved document pack for this event.

Role / Organisation	Name:
Primary Contact: Office Manager	Paul Canning
Invoicing and Payments: Finance Officer	Helen Pool
Other Contact: Town Clerk	Phil Evans
Event Working Group Chairman	Councilor Christopher Pruden
CDC Street Team Officer	Tom Duckham
Thames Valley Police (Bicester)	Gavin Staniland
OCC Emergency Planning Officer	Paul Mann
Fire Station (Bicester)	Chris Philpott
Safety Advisory Group	Cherwell Officer
Event Security	Newman Security
Event First Aid	Access First Aid
Event Sound Support	DJC Events
Event Contractor (Upon Request)	Multiple

3.1 Licencing

What is required for the event to run safely and legally.

Title of License	Description of License	Approved Reference Number:
PPL (Public Performance License)	Recorded music is protected by copyright. This means that, if you wish to include recorded music in a radio or TV broadcast, or in an online service, or if you wish to play recorded music in public (such as playing it to staff or customers at your business premises), legal permission is needed from each and every recording rightsholder whose recordings you use. PPL's licences provide this permission on behalf of the tens of thousands of recordings rightsholders we represent, allowing you to use virtually all commercially released recordings in the UK. This saves you from having to contact multiple companies or individuals directly.	LIC-01744587
SAG (Safety Advisory Group)	SAGs are usually coordinated by a Local Authority (LA) and made up of representatives from the LA, emergency services, other relevant bodies and the event organiser. They may be event or location specific but otherwise tend to be based on LA boundaries. SAGs provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. They are non-statutory bodies and so do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place. Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety.	SAG000051

TENS (Temporary Event Notice)	A Temporary Event Notice (TEN) is a license that allows small-scale, one-off events to take place at unlicensed premises or to extend the hours of an existing license: You need a TEN if you want to carry out a "licensable activity" on unlicensed premises or if the activity is outside the scope of an existing license. Licensable activities include: • Selling alcohol • Offering regulated entertainment, such as music, dancing, plays, films, indoor sports, boxing, or wrestling • Supplying food above room temperature between 11 PM and 5 AM	TEN22206
Other Considerations: (Risk Assessments and Road Closures)	Documents will be available upon request and road closures listed. (if applicable)	Available upon request.

5.1 Event Layout

The Event layout Pingle Field

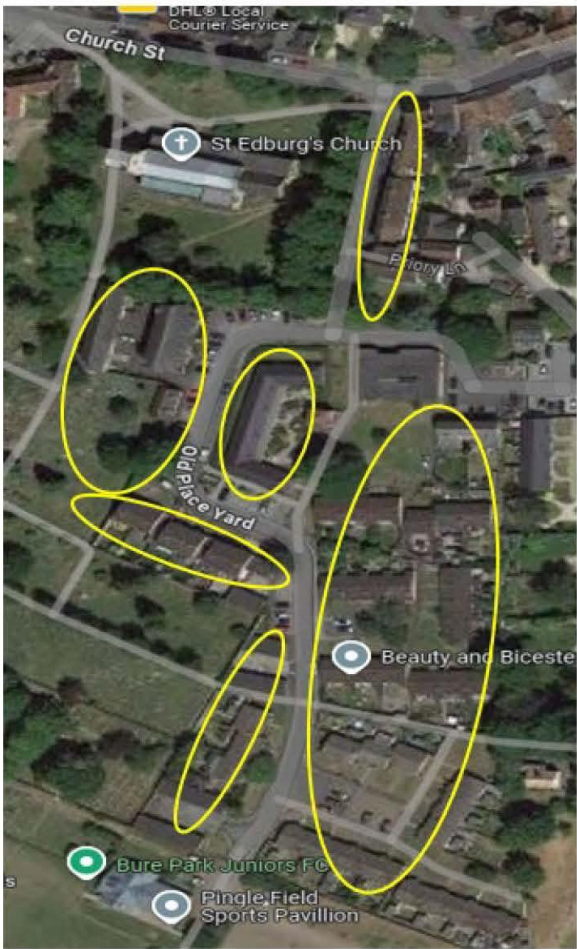
Key:

■ Military Vehicles ■ Military stalls / RPCA stall ■ Fun Fair ■ Hamsterzorb ■ BTC Gazebos ■ First Aid ■ BTC Lost Child ■ Stalls ■ Display Arena ■ Toilets
■ DJC Events



6.1 Event Layout Resident Consideration

Bicester Town Council is committed to working with its residents to deliver seamless events with as little disruption as possible. – All identified Contacts will be notified no later than two weeks prior to event.



7.1 Customer Management Before and During Event

Pingle Field remains open to the public for the whole event, vehicles will be escorted on site by security and BTC staff. There will be no vehicle movements permitted after 10:30am.

7.2 Car Parking

All Staff and Volunteering Car Parking will be encouraged to take place in the Yard/ Bicester Green Area.

8.1 Event Detail

All timings are a draft and subject to change.

Date	Time	Function	Location
27/06/2025		Fun fair arrive and set up.	
27/06/2025		Toilets arrive	Pingle Field
28/06/2025	07:30am	BTC Staff and Military arrive	Pingle Field
28/06/2025	08:00am	Fun fair arrive and set up.	Pingle Field

28/06/2025	08:30am	Pavilion is set up for changing rooms	Pingle Field
28/06/2025	09:00am	Stall holders and vendors arrive	Pingle Field
28/06/2025	09:30am	Outdoor team set up barriers for protection of activities	Pingle Field
28/06/2025	10:00am	First Aid set up and Security arrive	Pingle Field
28/06/2025	10:15am	No vehicle movements permitted on site	Pingle Field
28/06/2025	10:30am		Pingle Field
28/06/2025	11:00am	Event open to public	Pingle Field
28/06/2025	11:20am – 11:50am	Robby – Bicester Libe performs	Arena
28/06/2025	12:00pm – 12:30pm	Just Dance performs	Arena
28/06/2025	12:40pm – 01:10pm	Andrew – Bicester Live performs	Arena
28/06/2025	01:20pm – 01:50pm	Military Wives performs	Arena
28/06/2025	02:00pm – 02:30pm	ECU performs	Arena
28/06/2025	02:19pm	Lancaster flyby	Over Pingle Field
28/06/2025	02:40pm – 03:10pm	Stages Theatrical performs	Arena
28/06/2025	03:20pm – 03:50pm	OSTMA performs	Arena
28/06/2025	04:00pm	Event closes to public	Pingle Field
28/06/2025	04:15pm	Vendors escorted out of event	Pingle Field
28/06/2025	05:00pm	Security depart	Pingle Field

Security

Contractor to provide 6 members of staff. Security to be aware of alcohol consumption by the public and react accordingly to violence and antisocial behavior.

Security will operate on a separate radio station; However, the Event Lead and the Security Lead will always have access to both radio stations.

It is the responsibility of the contractor to issue and collect radios.

First Aid

First Aid will operate from a gazebo provided by the Town Council.
Contractor to Provide two first aiders.

It is the responsibility of the contractor to issue and collect radios.

Lost and Found Children/ Persons

The point of contact for lost and found children/ vulnerable people will be the First Aid location, by Savoir Fare. Council Officers to make announcements throughout the event if required and will have access to loudspeakers. Signs to be put out on the day regarding lost/found people.

If an adult comes to the lost and found to report a missing child, the following procedure is to take place:

1. The member of staff will take a full description of the missing persons; **Name, Age, Hair colour, Clothing, Location and Time last seen.**
2. A note will be made of the name and address of the person reporting the lost individual
3. The member of staff will then send a radio message to all the channels informing them of a lost child with their description, and to inform them immediately if they are approached or find the child
4. The police MUST be informed
5. If no information is received from this, then an announcement will be made at the earliest opportunity- Event will have an emergency switch to stop all music and reset lighting to bright white
6. Once the child has been located, they will be taken to the lost/found child RVP to be reunited with the parent/guardian
7. An information message across each radio channel should then be made to inform that the search is over and the police to be updated

Found child with absent parent procedure

1. The member of staff to whom the lost child is taken to should take them immediately to the lost/found child area

2. The member of staff will take a full description of the child; **Name, Age, Hair colour, Clothing, Location and Time Last seen.**
3. The child should be asked for information regarding their parents; **Name, clothing, last place seen**
4. Ensure that there are more than two people around, and to only comfort the child as is necessary and in an appropriate manner
5. The event leader will then send a radio message to all the channels informing them of a lost child with their description, and to inform them immediately if they are approached by an adult looking for a child and stating their description
6. Inform the police of a child with no adult
7. If no information is received from this then a PA announcement will be made at the earliest opportunity, Event will have an emergency switch to stop all music and lights reset to bright white
8. If found, they will be taken to their child
9. An information message across each radio channel should then be made to inform them that the search is over, and the police are to be updated

Wristbands

Bicester Town Council will provide wristbands to Parents/ Guardians upon request. These wristbands can be used to write a contact number in case of emergency.

Traffic Management

All event contractors entering the site will be registered at the main entrance gate. They will be marshalled by BTC staff to their location on-site.

Garth Park to remain closed to public vehicles.

Ensure that people can access the park safely, promoting the 2 crossing points near Garth Park and considerations are being made if we need to man the crossing with Marshall's. List where the local car parks are and where we recommend people to park on social media.

Toilet Provision

The Contractor will provide 4 individual toilet cubicles. Each Toilet will be well sign posted, and each have its own queue structure.

Waste Facilities

Existing waste facilities to be used, BTC outdoor staff will be expected to litter pick throughout the day.

Black bags will be provided along with 4 wheelie bins supplied by CDC.

Refreshments

Vendors will provide refreshments available during this event.

9.1 Event Protocol

Adverse Weather Facilities

The Event Lead will monitor the weather conditions and in Consultation with the Town Clerk make appropriate decisions regarding weather changes.

Standard of dress/uniform

All Bicester Town Council staff to wear assigned uniform, Volunteers to be asked to wear smart/Casual attire – Hi visibility vest for all will be provided and must be worn

Refusal of Entry or Removal from site

The Event senior staff in conjunction with the Security lead reserve the right to refuse entry or remove customers from the event should behavior be deemed inappropriate towards this event which is deemed family friendly.

National Threat Level

The Current National Threat Level is **SUBSTANTIAL** (meaning an attack is likely) recorded from <http://www.mi5.gov.uk/>

The Event lead is ACT trained, and the below procedure should be followed for any Terrorism Attack.

Suspicious Items Found

The 4 C's protocol will be used: **CONFIRM, CLEAR, COMMUNICATE, CONTROL.**

CONFIRM: whether the item exhibits recognizably suspicious characteristics; is it hidden? Is it obviously suspicious? Is the item usually found in that location?

CLEAR: immediate area. Do Not touch it. Move people to a safe distance and out of line of site of the item. Cordon off the area.

COMMUNICATE: Don't use radios within 15 meters. Inform security and the Event Lead. Event Lead will call 999.

CONTROL: access to the area. Do not allow members of the public to approach the area until it is confirmed safe. Keep eyewitnesses on hand whenever possible.

Evacuation:

Once a threat has been confirmed, The Event Lead will determine whether the evacuation protocol will be initiated:

1. Members of the public and participants
2. Events Team
3. Emergency services co-ordination point access

Evacuation will be made through the nearest available exit – with the event staff available to direct.

9.2 Event Feedback

QR codes will be printed and placed around the event offering a short feedback form for event goers to offer feedback on how to improve – given this event will have alcohol, Officers have the right to withdraw non-constructive feedback.

APPENDIX 1 (Page 13) – Proposed feedback Questionnaire

10.1 Roles and Responsibilities

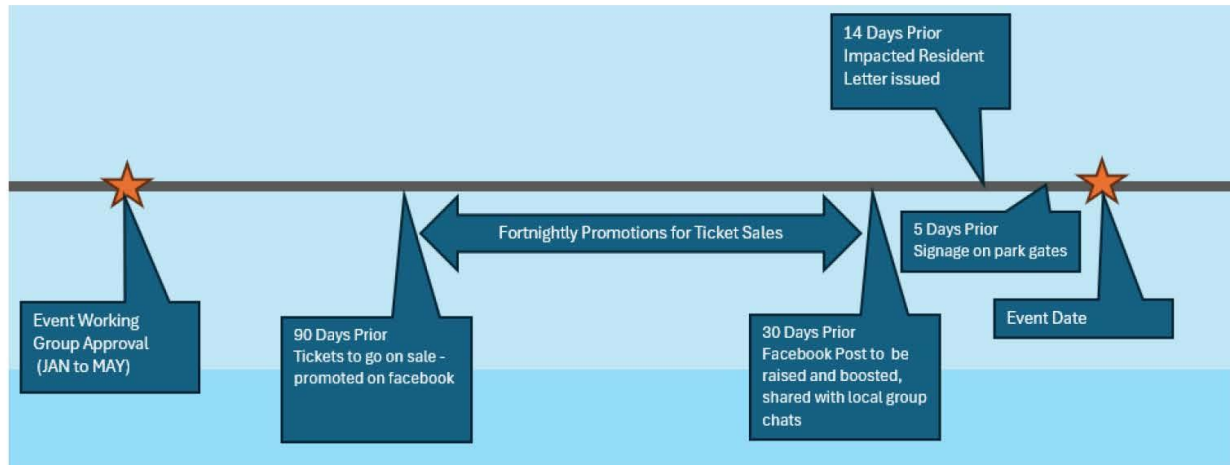
Event Lead Primary	Paul Canning	Oversee the event, Public Interface, Monitor public attendance.
Event Lead Secondary	Isobel May	
Event Senior Team	Phil Evans, Helen Pool Mick Lee Conor Pattison	To support the instruction from the leads.
Event (Shift One) – Set up	Outdoor Team Members x 4 Mick Lee to Confirm	Setting up the event that includes Toilet location, wheelie bins, gazebos and display area.
Event (Shift two) – Take down	Outdoor Team Members x 4 Mick Lee to Confirm	Take down

11.1 Post Event

Complaint Procedure

All complaints on the day need to be directed through to the Organizer, contactable through events@bicester.gov.uk. Any complaints which are requested to be taken further, will be passed onto the events lead. **Event lead** should be available to deal with urgent complaints during event hours.

11.2 Communication Timeline



- PROMOTIONAL POSTERS WILL BE DRAFTED AND OFFERED TO THE EVENTS WORKING GROUP

12.1 Finances

RED Text – Financial information to remain internal – No third party shall receive this information.

Budget Income	£
Budget Spend	£

Income

Header	Rational	Estimated (less income to date)	Income to date
Ticket Sales Inclusive of Ticket Source deduction.			
Vendor			
Event Sponsor?	TBC	TBC	TBC
Total			£

Spend

Header	Rational	Estimated	Spend to date
--------	----------	-----------	---------------

		(less spend to date)	
Stage and Sound		£?	
Toilet Hire		£?	
First Aid		£?	
Security		£?	
Tower Light Hire		£?	
Wristbands		£?	
Advertising/Promotions		£?	
Total			£

Budget Verses Actual

Budget	Loss £
Actual	Gain £
Difference	Gain £

13.1 Post Event

Sign off

Event Manager (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alterations).

What are you signing off.	Signature	Date
Pre-Event This event plan is finalized and all content within will see no further changes with the exception of the finance information that may become subject to change. Terms and conditions have been issued to ALL contractors.		

Committee Chairman (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alterations).

What are you signing off.	Signature	Date
The Chairman signs off to say that the Working group have been fully informed and are in agreement that this event plan contains ALL relevant information.		

Event Manager Must be signed off no later than seven days after event

What are you signing off.	Signature	Date
Post Event This event information is now finalized including the finance		

- All purchase Order have now been raised.		
--	--	--

Finance Manager Must be signed off no later than one Month after event

What are you signing off.	Signature	Date
Post Event This Event Plan in terms of Purchase orders matches Rialtas. All Invoices have been raised.		

- **A signed master copy must be kept with the Event Manager and available upon request**



BICESTER
TOWN COUNCIL

Chair:

Contact: 01869 252915

Officer – Paul Canning

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

Ward Affected: All

BICESTER TOWN COUNCIL

EVENTS COMMITTEE REPORT

4th June 2025

Christmas Light Trail

14. Background

1.1 This year will be the 5th year of the Bicester Town Council Light Trail. In 2022 over 10,000 people visited the the festive lights trail in Garth Park.

The park is transformed into a sea of sparkling festive lights, complete with a Santa's Grotto, and festive refreshments from park café Savoir Fare.

Visitors can see Garth's house lit with a festive light show and then continue to walk the trail and view the lights as festive music is played throughout.

15. Overview

15.1 Over recent years the attendance of the event has been falling.

2021 **8,450**

2022 **10,120**

2023 **8,098**

2024 **4,498** (two days cancelled due to weather)

15.2 The 2025 budget for this year's event is £85,000, last year it was £75,075 with an income of £27,623

15.3 Officers would like to propose a consultation with Bicester residents before the process of tendering takes place for a further 5 years of Christmas Light Trail.

15.4 The consultation would involve a survey on social media platforms, requesting feedback.

Example questions

1. Event Continuation

- Would you like to see this event continue in the future?
- How important is it to you that this event is held annually?
- What impact do you think this event has on the community?

2. **Value for Money**

- Do you feel that the event provides good value for money?
- How would you rate the cost of attending the event compared to the experience provided?
- Are there any aspects of the event that you feel could be improved to offer better value for money?

3. **Event Experience**

- How would you rate your overall experience at the event?
- What did you enjoy most about the event?
- Were there any aspects of the event that you found disappointing?

4. **Event Organization and Facilities**

- How would you rate the organisation of the event?
- Were the event facilities (e.g., restrooms, seating, accessibility) adequate?
- Did you find the event staff helpful and courteous?

5. **Suggestions for Improvement**

- What improvements would you suggest for future events?
- Are there any new activities or attractions you would like to see added?
- Do you have any other comments or suggestions?

6. **Demographic Information**

- What is your age group?
- Do you live in the local area?
- How did you travel to the event?

Recommendation

Committee is **RECOMMENDED** to **APPROVE** a public consultation and **COMMENT** on this report.



BICESTER
TOWN COUNCIL

Chair:

Contact: 01869 252915

Officer – Paul Canning

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

Ward Affected: All

BICESTER TOWN COUNCIL

EVENTS COMMITTEE REPORT

4th June 2025

BTC Event Tenders 2025/2026

16. Background

1.1 Each year, tenders are issued for BTC events, covering various essential services such as security and first aid. These tenders ensure that the events are safe, secure, and well-managed.

2. Overview

2.1

Security Services: 3 quotes were provided by

- **Hound Security** £14,018.40 (last year's supplier)
- **Scope Security** £28,440.00
- **Newman Security** £20,538.00

Newman Security is the preferred supplier. **Newman Security** has a strong presence in our area and a proven track record of delivering reliable security services for Bicester Town Council Events. Their familiarity with the local environment and community dynamics allows them to offer tailored security solutions that meet our specific requirements.

First Aid Services: 3 quotes were provided by

- **Access First Aid** £2,260
- **First Aid Cover Ltd** £7,895.50
- **MK Medical** £3051.80

Access First Aid is the preferred supplier. **Access First Aid** has provided BTC with first aid cover over recent years and understand our event requirements.

Toilets: 3 quotes were provided by

- **TULU Ltd** £2,346

- **JB Event Facilities** £3,360
- **Portable Toilets Ltd** £3,150

TULU Toilets is the preferred supplier: **TULU** has worked with Bicester Town Council previously insuring adequate and clean toilet facilities for BTC events.

Stage Setup: 3 quotes were sought but only were two provided by

- **Sight Tech Ltd** £15,141.00
- **Wave co Productions Ltd** £13,024.80

Sight Tech is the preferred supplier: **Sight Tech** worked with us last year and supported us when we were let down by a previous supplier. They have BTC event signage and banners which have already been paid for. Tenders for stage setup include the construction and dismantling of the stage, ensuring it meets safety standards, and providing necessary equipment for performances.

Outdoor Screen for Outdoor Cinema: 3 quotes were sought but only were two provided by

- **Sight Tech Ltd** £8557.20
- **Wave co Productions Ltd** £7,800

Wave co Productions Ltd is the preferred supplier. **Wave Co Productions Ltd** supported last year's outdoor cinema, setting up an outdoor screen for the cinema includes the installation of the screen, ensuring it is weather-resistant, and providing the necessary projection equipment and sound system to deliver a great viewing experience.

2.2

By issuing these tenders, BTC ensures that the events are professionally managed, prioritising the safety, comfort, and enjoyment of all participants.

Recommendation

Committee is **RECOMMENDED** to **APPROVE** the BTC Event Tenders in this report.



BICESTER TOWN COUNCIL

EVENTS COMMITTEE REPORT

4th June 2025

Chair:

Contact: 01869 252915

Officer – Paul Canning

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

Ward Affected: All

Family Fun Day 6TH August (Teddy bears Picnic) 25/26

1. Background

1.1 Each year, Bicester Town Council hold a family fun day in Garth Park. The event is designed to be family-friendly, ensuring that everyone, from young children to grandparents, can enjoy the day together.

2. Overview

2.1 The theme for this year's family fun day is Teddy Bears Picnic.

- **Picnic Areas:** Families are encouraged to bring their own picnic baskets and enjoy a meal together in designated picnic areas. It's a great opportunity to relax and enjoy the beautiful surroundings of Garth Park.
- **Teddy Bear Parade:** Children can bring their favourite teddy bears and participate in a parade, showcasing their beloved toys.
- **Games and Activities:** There will be a variety of games and activities for children, including face painting, crafts, and interactive games. These activities are designed to keep the kids entertained and engaged throughout the day.
- **Refreshments:** Food and drink stalls will be available, offering a variety of snacks and beverages to keep everyone refreshed and energized.
- **Photo Opportunities:** There will be plenty of opportunities to take memorable photos with your teddy bears and family. Special themed areas Will be set up.
- **Name the Bear Competition:** Giant Teddy bears, guess their name and you can win them.

2.2

3. Recommendation

Committee is **RECOMMENDED** to **NOTE** and **COMMENT** on this report.



BICESTER TOWN COUNCIL

EVENT PLAN

Family Fun Day (Teddy bears picnic)

EVENT NAME: FAMILY FUN DAY (TEDDY BEARS PICNIC)

Bicester Town Council often hosts such events, featuring a variety of activities like live music, games, Zorbing, dance, theatre, and more, for 2025 we will be hosting a Teddy Bears picnic within Garth Park.

Document Name:	Family Fun Day
Author:	Paul Canning / Isobel May
Date Completion:	
Event Working Group Sign Off Date:	

Date of Event:

6th August 2025



MAIN CONTACT(S)

Primary: Paul Canning

Paul.canning@bicester.gov.uk
07849703170

Secondary: Isobel May

Isobel.May@bicester.gov.uk
07925 148712

PACK INDEX

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2.1 Key Contacts

All key contacts, covering all aspects and needs for Contractors, Staff and Customers.

Role / Organisation	Name:	Contact Number:
Primary Contact: Office Manager	Paul Canning	
Secondary Contact: Event Administrator	Isobel May	
Other Contact: Town Clerk	Phil Evans	
Invoicing and Payments: Finance Officer	Helen Pool	
Neighbourhood Supervisor:	Gavin Staniland	
Emergency Planning Officer:	Paul Mann	
Safety Advisory Officer:	Cherwell Officer	
Event Security Contact:	Newmans Security	
Event First Aid Contact:	Access First Aid	

2.2 Distribution List

All Invested Contributors to the event must receive a copy of the final approved document pack for this event.

Role / Organisation	Name:
Primary Contact: Office Manager	Paul Canning
Invoicing and Payments: Finance Officer	Helen Pool
Other Contact: Town Clerk	Phil Evans
Event Working Group Chairman	Councilor Christopher Pruden
CDC Street Team Officer	Tom Duckham
Thames Valley Police (Bicester)	Gavin Staniland
OCC Emergency Planning Officer	Paul Mann
Fire Station (Bicester)	Chris Philpott
Safety Advisory Group	Cherwell Officer
Event Security	Newmans Security
Event First Aid	Access First Aid
Event Sound Support	DJC Events
Event Contractor (Upon Request)	Multiple

3.1 Licensing

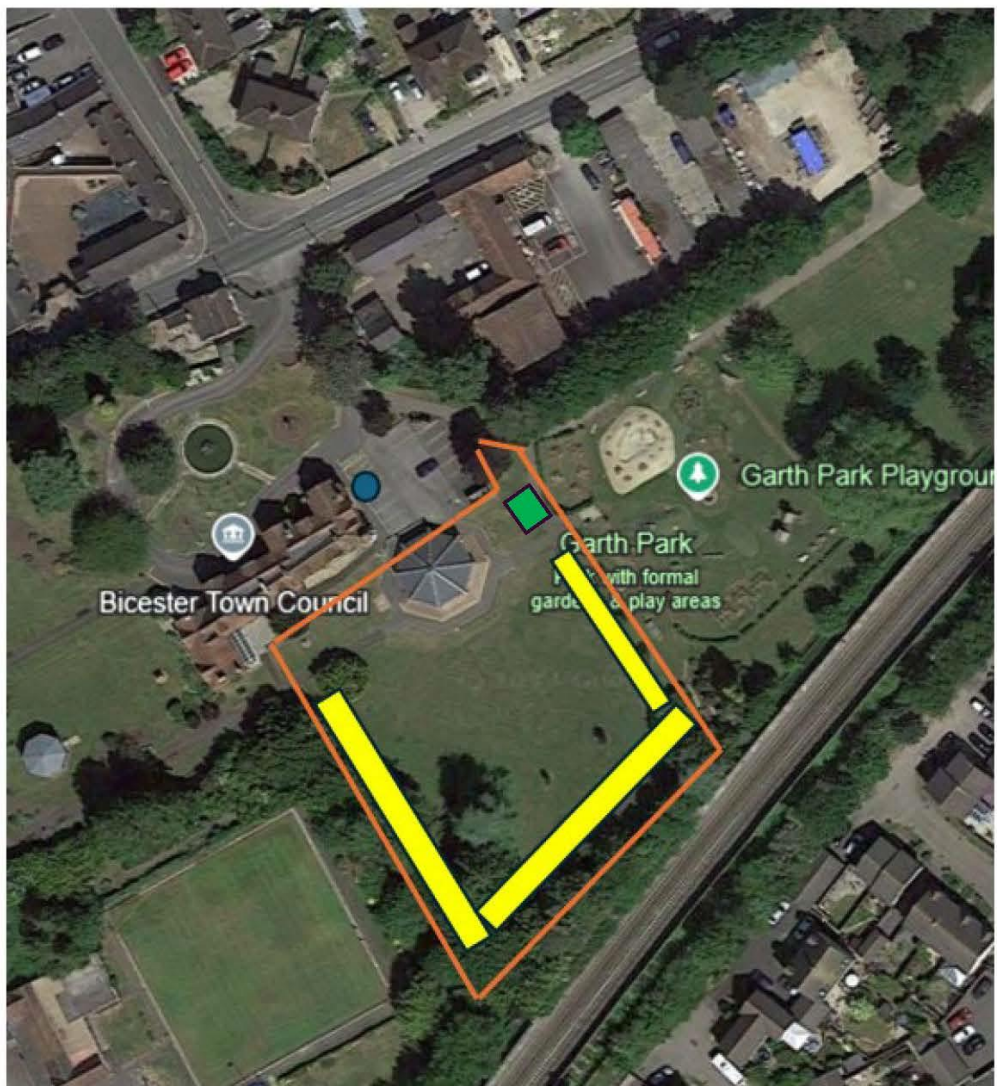
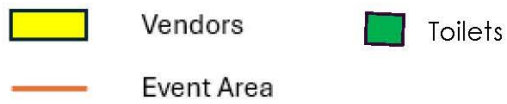
What is required for the event to run safely and legally.

Title of License	Description of License	Approved Reference Number:
PPL (Public Performance License)	Recorded music is protected by copyright. This means that, if you wish to include recorded music in a radio or TV broadcast, or in an online service, or if you wish to play recorded music in public (such as playing it to staff or customers at your business premises), legal permission is needed from each and every recording rightsholder whose recordings you use. PPL's licences provide this permission on behalf of the tens of thousands of recordings rightsholders we represent, allowing you to use virtually all commercially released recordings in the UK. This saves you from having to contact multiple companies or individuals directly.	LIC-01744587
SAG (Safety Advisory Group)	SAGs are usually coordinated by a Local Authority (LA) and made up of representatives from the LA, emergency services, other relevant bodies and the event organiser. They may be event or location specific but otherwise tend to be based on LA boundaries. SAGs provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. They are non-statutory bodies and so do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place. Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety.	SAG000057

TENS (Temporary Event Notice)	A Temporary Event Notice (TEN) is a license that allows small-scale, one-off events to take place at unlicensed premises or to extend the hours of an existing license: You need a TEN if you want to carry out a "licensable activity" on unlicensed premises or if the activity is outside the scope of an existing license. Licensable activities include: • Selling alcohol • Offering regulated entertainment, such as music, dancing, plays, films, indoor sports, boxing, or wrestling • Supplying food above room temperature between 11 PM and 5 AM	TEN22208
Other Considerations: (Risk Assessments and Road Closures)	Documents will be available upon request and road closures listed. (if applicable)	

5.1 Event Layout

The Event layout
Key:



6.1 Event Layout Resident Consideration

Not Applicable

7.1 Customer Management Before and During Event

This event is free to the public but numbers attending will be monitored to ensure public safety.

7.2 Car Parking

All Staff and Volunteering Car Parking will be encouraged to take place in the Yard/ Bicester Green Area.

8.1 Event Detail

All timings are a draft and subject to change.

One Day Before Event:
Toilet Arrival.

Event Day

10:00: Security and first aid arrive.
10:30: Vehicle movement STOP.
11:00: Event opens to the public
16:00: Event Closure, park clearance vehicle movement allowed when public are clear.
16:15: First Aid leave site.
18:30: Security leave site

Security

Contractor to provide 4 members of staff. Security to be aware of any violence and antisocial behavior.

Security will operate on a separate radio station; However, the Event Lead and the Security Lead will have access to both radio stations at all times.

It is the responsibility of the contractor to issue and collect radios.

First Aid

First Aid will operate from a gazebo provided by the Town Council.
Contractor to Provide two first aiders.

It is the responsibility of the contractor to issue and collect radios.

Lost and Found Children/ Persons

The point of contact for lost and found children/ vulnerable people will be the First Aid location, by Savoir Fare.
Council Officers to make announcements throughout the event if required and will have access to loudspeakers. Signs to be put out on the day regarding lost/found people.
If an adult comes to the lost and found to report a missing child, the following procedure is to take place:

1. The member of staff will take a full description of the missing persons; **Name, Age, Hair colour, Clothing, Location and Time last seen.**
2. A note will be made of the name and address of the person reporting the lost individual
3. The member of staff will then send a radio message to all the channels informing them of a lost child with their description, and to inform them immediately if they are approached or find the child
4. The police **MUST** be informed
5. If no information is received from this, then an announcement will be made at the earliest opportunity- Event will have an emergency switch to stop all music and reset lighting to bright white
6. Once the child has been located, they will be taken to the lost/found child RVP to be reunited with the parent/guardian
7. An information message across each radio channel should then be made to inform that the search is over and the police to be updated

Found child with absent parent procedure

1. The member of staff to whom the lost child is taken to should take them immediately to the lost/found child area
2. The member of staff will take a full description of the child; **Name, Age, Hair colour, Clothing, Location and Time last seen.**
3. The child should be asked for information regarding their parents; **Name, clothing, last place seen**
4. Ensure that there are more than two people around, and to only comfort the child as is necessary and in an appropriate manner
5. The event leader will then send a radio message to all the channels informing them of a lost child with their description, and to inform them immediately if they are approached by an adult looking for a child and stating their description
6. Inform the police of a child with no adult
7. If no information is received from this then a PA announcement will be made at the earliest opportunity, Event will have an emergency switch to stop all music and lights reset to bright white
8. If found, they will be taken to their child
9. An information message across each radio channel should then be made to inform them that the search is over, and the police are to be updated

Wristbands

Bicester Town Council will provide wristbands to Parents/ Guardians upon request. These wristbands can be used to write a contact number in case of emergency.

Traffic Management

All event contractors entering the site will be registered at the main entrance gate. They will be marshalled by BTC staff to their location on-site.

Garth Park to remain closed to public vehicles.

Ensure that people can access the park safely, promoting the 2 crossing points near Garth Park and considerations are being made if we need to man the crossing with Marshall's. List where the local car parks are and where we recommend people to park on social media.

Toilet Provision

The Contractor will provide 4 individual toilet cubicle each toilet will be well sign posted.

Should the queue become unmanageable then the disabled toilet within the porch of garth house may be considered.

Waste Facilities

Existing waste facilities to be used, BTC outdoor staff will be expected to litter pick throughout the day.

Refreshments

There will be refreshments available during this event. The first refusal will be given to Garth Parks Café, once they have established what is to be sold then non-competing vendors will be approached.

10.1 Event Protocol

Adverse Weather Facilities

The Event Lead will monitor the weather conditions and in Consultation with the Town Clerk make appropriate decisions regarding weather changes.

Standard of dress/uniform

All Bicester Town Council staff to wear assigned uniform, Volunteers to be asked to wear smart/Casual attire – Hi visibility vest for all will be provided and must be worn

Refusal of Entry or Removal from site

The Event senior staff in conjunction with the Security lead reserve the right to refuse entry or remove customers from the event should behavior be deemed inappropriate towards this event which is deemed family friendly.

On the day ticket purchases

A QR code will be provided on the advertising banner that will be hung on the railings to the park. In the vent that this is a sell out a red cross will be drawn across the QR code.

National Threat Level

The Current National Threat Level is **SUBSTANTIAL** (meaning an attack is likely) recorded from <http://www.mi5.gov.uk/>

The Event lead is ACT trained, and the below procedure should be followed for any Terrorism Attack.

Suspicious Items Found

The 4 C's protocol will be used: **CONFIRM, CLEAR, COMMUNICATE, CONTROL.**

CONFIRM: whether the item exhibits recognizably suspicious characteristics; is it hidden? Is it obviously suspicious? Is the item usually found in that location?

CLEAR: immediate area. Do Not touch it. Move people to a safe distance and out of line of site of the item. Cordon off the area.

COMMUNICATE: Don't use radios within 15 meters. Inform security and the Event Lead. Event Lead will call 999.

CONTROL: access to the area. Do not allow members of the public to approach the area until it is confirmed safe. Keep eyewitnesses on hand whenever possible.

Evacuation:

Once a threat has been confirmed, The Event Lead will determine whether the evacuation protocol will be initiated:

1. Members of the public and participants
2. Events Team
3. Emergency services co-ordination point access

Evacuation will be made through the nearest available exit – with the event staff available to direct.

10.2 Event Feedback

QR codes will be printed and placed around the event offering a short feedback form for event goers to offer feedback on how to improve – given this event will have alcohol, Officers have the right to withdraw non-constructive feedback.

APPENDIX 1 (Page 12) – Proposed feedback Questionnaire

11.1 Roles and Responsibilities

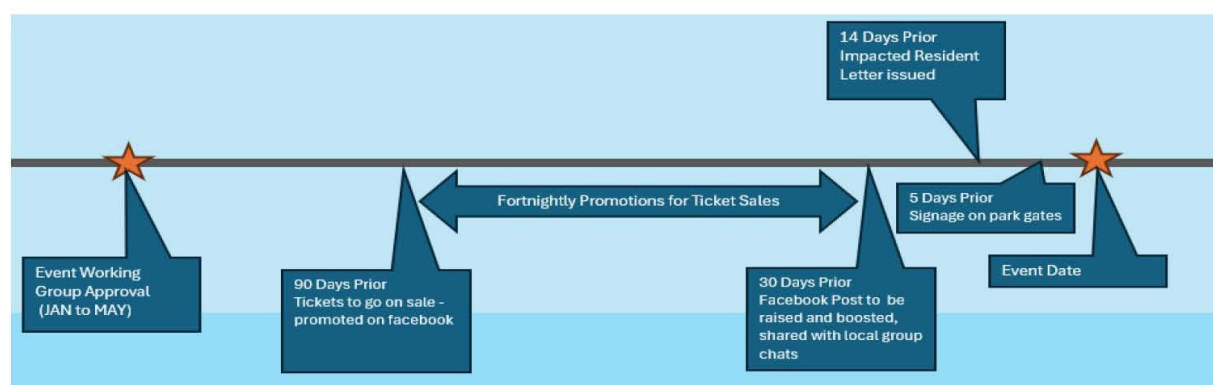
Event Lead Primary	Paul Canning	Oversee the event, Public Interface, Monitor public attendance.
Event Lead Secondary	Isobel May	
Event Senior Team	Phil Evans, Helen Pool Mick Lee (Shift Two) Conor Pattison (Shift One)	To support the instruction from the leads.
Event (Shift One) – Set up	Outdoor Team Members x 4 Mick Lee to Confirm	Setting up the event that includes Towner Lights, Toilet location, Gazebo, crowd/ heris fencing installation. CP to ensure health and safety is adhered to.
Event (Shift Two) – Delivery	Jodi Clarke, Maria Galic, Viktorija Kovale, Outdoor Team Members x 4 Mick Lee to Confirm	Scanning in Customers, Event closure (Park to be made ready for following morning) ML to ensure health and safety is adhered to.

11.2 Post Event

Complaint Procedure

All complaints on the day need to be directed through to the Organizer, contactable through events@bicester.gov.uk Any complaints which are requested to be taken further, will be passed onto the events lead. **Event lead** should be available to deal with urgent complaints during event hours.

11.3. Communication Timeline



- PROMOTIONAL POSTERS WILL BE DRAFTED AND OFFERED TO THE EVENTS WORKING GROUP

12.1 Finances

RED Text – Financial information to remain internal – No third party shall receive this information.

Budget Income	£
Budget Spend	£

Income

Header	Rational	Estimated (less income to date)	Income to date
Ticket Sales Inclusive of Ticket Source deduction.			
Vendor			
Event Sponsor?		TBC	TBC
Total			£

Spend

Header	Rational	Estimated (less spend to date)	Spend to date
Stage and Sound			
Toilet Hire			
First Aid			
Security			
Tower Light Hire			
Wristbands			
Advertising/Promotions			
Total			£

Budget Verses Actual

Budget	Loss £
Actual	Gain £
Difference	Gain £

11.2 Post Event

Sign off

Event Manager (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alterations).

What are you signing off.	Signature	Date
Pre-Event This event plan is finalized and all content within will see no further changes with the exception of the finance information that may become subject to change. Terms and conditions have been issued to ALL contractors.		

Committee Chairman (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alterations).

What are you signing off.	Signature	Date
The Chairman signs off to say that the Working group have been fully informed and are in agreement that this event plan contains ALL relevant information.		

Event Manager Must be signed off no later than seven days after event

What are you signing off.	Signature	Date
Post Event This event information is now finalized including the finance - All purchase Order have now been raised.		

Finance Manager Must be signed off no later than one Month after event

What are you signing off.	Signature	Date
Post Event This Event Plan in terms of Purchase orders matches Rialtas. All Invoices have been raised.		

- A signed master copy must be kept with the Event Manager and available upon request

APPENDIX 1

What do you think to the live music playing today? – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

What did you of the services provided ? (i.e. Toilets, Refreshments) – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Did you find the staff helpful? (i.e Council Staff, Security Staff and First aid staff) – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Please rate the overall experience today – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

How can we improve?

--

What aspects did you like?

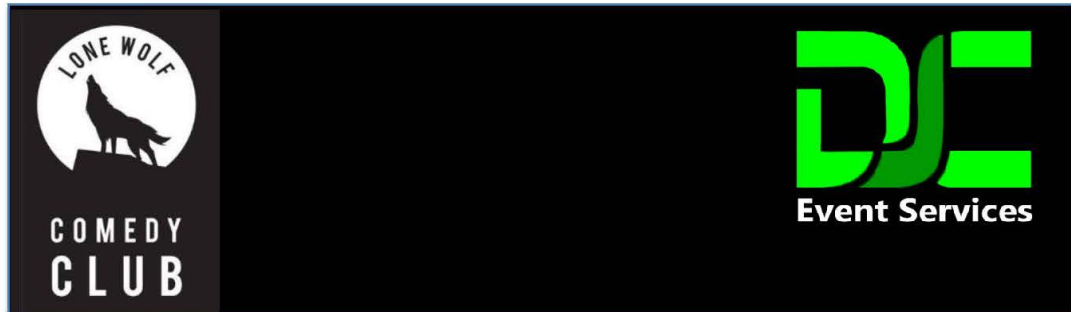
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What aspects do you dislike?

--

Would you join us next year?

YES	NO
-----	----



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1. Distribution List
2. Event Overview
3. The Event
 - 3.1. Event Timescale
 - 3.2. Traffic Management
 - 3.3. Car Parking
 - 3.4. Security Provisions
 - 3.5. Fire Evacuation Procedure
 - 3.6. Lost and Found Children/ Persons
 - 3.7. Medical and Welfare Information
 - 3.8. Waste Management
 - 3.9. Adverse Weather Conditions
 - 3.10. Toilet Provision
 - 3.11. Transportation
 - 3.12. Refreshments
 - 3.13. Standard Dress/ Uniform
 - 3.14. Complaints Procedure
 - 3.15. Stand Down
 - 3.16. Claims and Payments
 - 3.17. Accessibility
4. National Threat Level
5. Covid Precautions
6. Roles and Responsibilities
7. Communications
8. Appendices

Contact List

Name	Title/Organisation	Phone
Daniel Cooper	DJC Event Services	07723305238
Andrew Bird	Lone Wolf Comedy Director	07736152536
	Security	tbc

1. A. Licensing

Title	Reference
PPL - Public Performance License	Number: TBC
SAG Temporary Events Notice	N/A TEN22290

B. Event Overview

This Event would take place on Pingle Field. It would be a 3 day festival (Friday, Sat and Sun). the comedy would take place in a 500 seated theatre style capacity marquee. With bar, toilets and food trailers located next to the marquee. bar would be run by a licenced operator. Tickets to each performance would be sold online with weekend tickets available.

2. The Event

Event	Location	Details	Approx. Attendance
Lone Wolf Comedy Festival 2025	Pingle Field	This event will take place from 6 th -8th June 2025 .	Expected capacity of 200-350 per showing.

3.1 Event Timescale

11.45 – 12.45 – Family entertainment and games (sat and sun)

13:00 – 14:00 – Kids Comedy (for older kids) (sat and sun)

15:00 – 17:00 – Matinee Shows (sat and sun)

19:00 – 22:30 – Evening Comedy Shows (fri, sat and sun)

3.3 Car Parking

Minimal parking is available on site, this would be managed by car park attendants. Car parking for the event is only required by a very small number of people, most people walk to the event.

3.4 Security

Appointed security personal to manage access to the site. All equipment is removed from site each evening. Site is lit with suitable festoon and stage lighting during the event. Site is completely surrounded with Heras security fencing at all times.

Acts that have a celebrity status are to be escorted on and off site by Event staff to ensure their safety. A Green Room area is to be located out of site of public areas of the event. This area will have its own access and toilet facilities.

3.5 Fire Evacuation Procedure

Please see Event Risk Assessment document

Extinguishers will be available at all areas where highly flammable substances are in use and near entrances.

3.6 Lost and Found Children/ Persons

Point of contact for lost and found children/ vulnerable persons will be the First Aid location. Event Staff to make announcements throughout the event via public address systems if required. Signs to be put out on the day regarding lost/found persons.

If an adult comes to the lost and found to report a missing child, the following procedure is to take place:

1. The member of staff will take a full description of the missing persons; **Name, Age, Hair colour, Clothing, Location and Time last seen.**
2. A note will be made of the name and address of the person reporting the lost individual

3. The member of staff will then send a message to all staff and security informing them of a lost child with their description, and to inform them immediately if they are approached or find the child
4. The police **MUST** be informed
5. If no information is received from this, then an announcement will be made at the earliest opportunity- Event will have an emergency switch to stop all music and reset lighting to bright white
6. Once the child has been located, they will be taken to the lost/found child RVP to be reunited with the parent/guardian
7. An information message should then be made to inform that the search is over and the police to be updated

Found child with absent parent procedure

1. The member of staff to whom the lost child is taken to should take them immediately to the lost/found child area
2. The member of staff will take a full description of the child; **Name, Age, Hair colour, Clothing, Location and Time last seen.**
3. The child should be asked for information regarding their parents; **Name, clothing, last place seen**
4. Ensure that there are more than two people around, and to only comfort the child as is necessary and in an appropriate manner
5. The event lead will then send a message to all staff and security informing them of a lost child with their description, and to inform them immediately if they are approached by an adult looking for a child and stating their description
6. Inform the police of a child with no adult
7. If no information is received from this then a PA announcement will be made at the earliest opportunity, Event will have an emergency switch to stop all music and lights reset to bright white
8. If found, they will be taken to their child
9. An information message to all staff should then be made to inform that the search is over, and the police are to be updated

3.7 Medical and Welfare Information

First aid requirements should be minimal given the small numbers and ticketed only event.

Several members of staff hold first aid qualifications, First aid kits are available at the entrance and bar areas.

3.8 Waste Facilities

Waste removal facilities to be provided by licenced waste supplier for general waste. Staff to litter pick throughout the event. Large site clearance to be undertake at end of the event to ensure park is returned usable after the event

3.9 Adverse Weather Facilities

The Event Lead will monitor the weather conditions and make appropriate decisions regarding weather changes as per the event risk assessment.

3.10 Toilet Provisions

Toilet provisions of 6x portaloos including disabled facilities.

3.11 Transportation

All vehicle movement to be managed by event staff parking in the designated areas

3.13 Standard of dress/uniform

All Event Staff must wear identifying uniform at all times to allow easy identifications by public and emergency services.

3.14 Complaint Procedure

All complaints on the day need to be directed through to Nai's House contactable through daniel@djcevents.co.uk any complaints which are requested to be taken further, will be passed onto the events lead. Event lead should be available to deal with urgent complaints during event hours.

3.15 Stand Down

The event is due to finish at 22:30, clear down can begin only when the public have left the site.

3.16 Accessibility

This event should be freely accessible to all disability levels, Access routes are all flat surfaces without steps or with access ramps provided. There is plenty of seating around the park.

Disabled access toilets will be available on site. Dimensions of these are 1.5mx1.5m with a doorway of 82cm with grab rails on 2 sides.

DJC Events and Lone Wolf Comedy always complies with The Equality Act 2010 to avoid discrimination against anyone.

3. National Threat Level

The Current National Threat Level is **SUBSTANTIAL** (meaning an attack is likely) recorded from <http://www.mi5.gov.uk/>

At least 1 Event Staff is ACT trained, and the below procedure should be followed for any Terrorism Attack.

Suspicious Items Found

The 4 C's protocol will be used: **CONFIRM, CLEAR, COMMUNICATE, CONTROL.**

CONFIRM: whether the item exhibits recognisably suspicious characteristics; is it hidden? Is it obviously suspicious? Is the item usually found in that location?

CLEAR: immediate area. Do Not touch it. Move people to a safe distance and out of line of site of the item. Cordon off the area.

COMMUNICATE: Don't use radios within 15 metres. Inform security and the Event Lead. Event Lead will call 999.

CONTROL: access to the area. Do not allow members of the public to approach the area until it is confirmed safe. Keep eyewitnesses on hand whenever possible.

Evacuation:

Once a threat has been confirmed, The Event Lead will determine whether the evacuation protocol will be initiated:

1. Members of the public and participants
2. Events Team
3. Emergency services co-ordination point access

Evacuation will be made through the nearest available exit – with the event staff available to direct.

4. Roles and Responsibilities

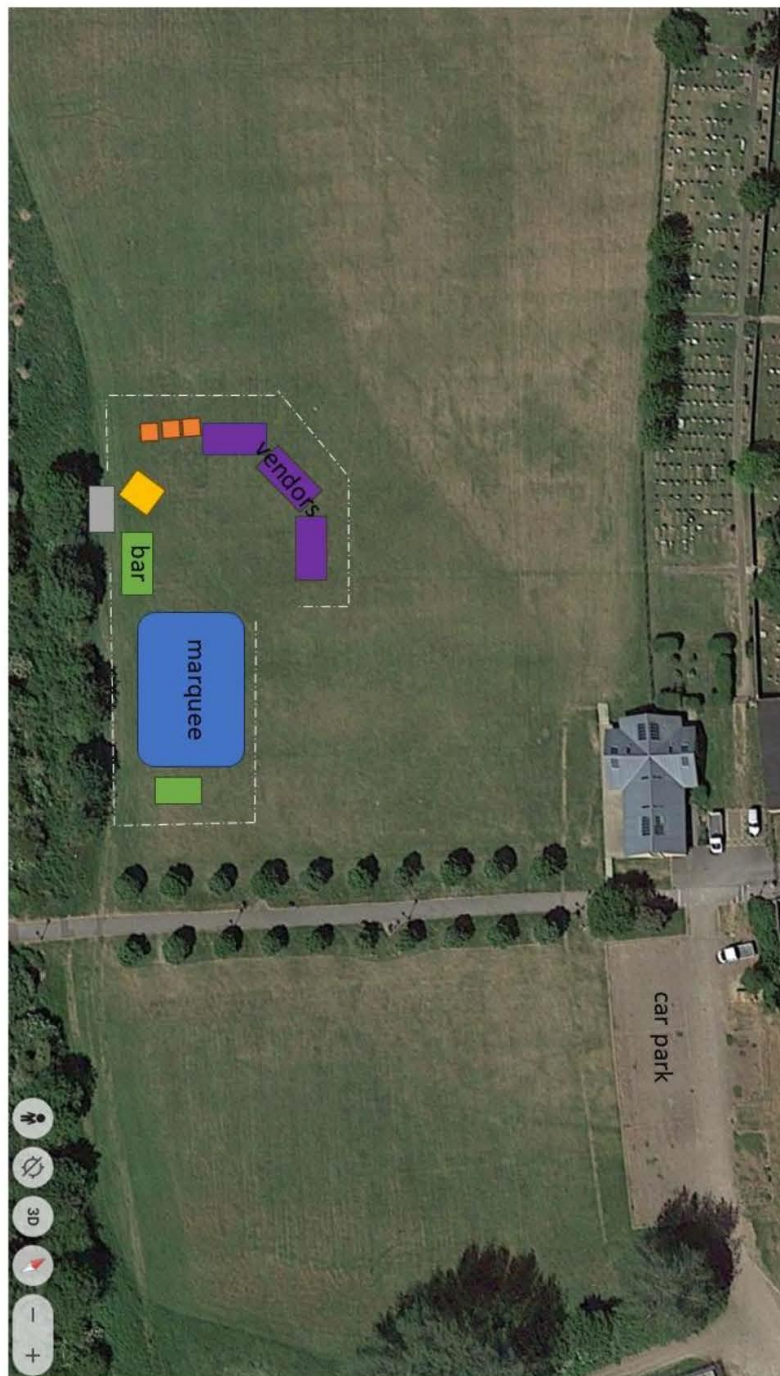
Name	Role/ Title	Responsibility
Daniel Cooper	AV Support	Infostructure set up, av support, safety manager.
Andrew Bird	Car Park Leader	Management of vehicle movement on site
Martha Bohan	AV Crew	Management of Audio Visual equipment
Katka Bird	Event lead	Ticket and entrance control, volunteer coordinations, litter picking coordination, first aid contact
	Security	Provide Security in all areas.

5. Communication

All Key Event Staff listed in Section 6 of the event plan to ensure they are familiar with the Lost Child & Suspicious Package sections of the event plan. All key staff to ensure they are familiar with the schedule.

6. Appendices

8.1 Event layout



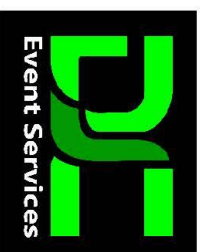
Appendix 10a

Risk Assessment

Activity:
Location:

Lone Wolf Comedy Festival 2025
Pingle Field

This risk assessment is dynamic and should be regularly reviewed and adjusted throughout the event and adjustments made to ensure public safety and smooth running of the event.



Item	Significant Hazards	L	S	TOTAL	Control	L	S	TOTAL
1	Manual Handling – sprains, strains and muscular injuries	4	3	12	Identify all manual handling tasks – decide if a detailed assessment is required. All personnel to receive Manual Handling advice/training. Look at Task, Individual, Load and Environment. Use of mechanical means where possible, using multi person lifts will be adopted for large or heavy items. B5 Crew will wear suitable foot and hand protection at all times during manual handling tasks.	3	3	9
2	Poor housekeeping during setup – slips, trips, falls, etc. leading to bruises, fractures, etc	4	3	12	Erection of signage to highlight potential hazards. Wearing of the correct/suitable footwear. Clean as you go to reduce risk of slips, trips and falls. Ensure setup is carried out on a closed site limiting access to essential crew only	3	3	9
3	plant and tools	5	5	25	Plant is maintained and inspected regularly by a trained individual. Plant to only be operated by a trained and competent individual. Manufacture instructions to be made available for reference. Appropriate fire extinguishers to be located near each item of plant. Crown barriers to be located around each items of plant to prevent unauthorised access.	2	5	10
3	Electrical Outlets	3	5	15	Ensure all equipment that is connected to electrical outlets is PAT tested within the last 12 months. Visual inspection for defects prior to use. Do not use items if faults are suspected.	2	5	10
3	Use of Hazardous Materials. - fuel & cleaning products,	2	4	8	Crew to ensure event plan is followed at all times. Only trained and authorised site staff to handle chemicals in accordance with the relevant MSDS. Spill kit to be available near chemical storage area.	1	4	4

4	Lack of communication	4	4	16	all site activities co-ordinated via event lead. Ensuring regular communication with all crew and contractors	1	4	4
5	Weather – poor visibility, loss of grip, slips, hypothermia, sun burn, sun stroke, skin cancer, High wind	3	4	12	Assessment of weather conditions affecting activity. Monitor the weather for adverse changes. Change task/stop work where necessary. Ensure equipment used is suitable for expected weather conditions. Use of sunscreen and appropriate clothing and PPE.	2	4	8
6	Crowd Control Barriers - Legs - Trip Hazard Tipping risk	4	3	12	Barriers two be secured using the attached locking system and have high visibility tape applied to each leg.	2	3	6
7	Gazebos and marquees - Trip Hazard, collapse, Access Issues	4	5	20	Gazebo's will be erected by a trained member of crew. Guide ropes must be used when possible. Guide ropes must be highly visible or secured from foot traffic with barriers. Crew will check for the correct siting/s/locations as per plan. Gazebos to be weighted down to prevent movement. Wind speed should be monitored and gazebos removed in high winds conditions.	2	5	10
8	Cables - Trips hazards, electrocution, power failure	4	4	16	Cables to be laid avoiding foot traffic where possible. Any cables in foot traffic areas must be secured and covered with suitable tape and protection. Identify cable with contrasting colour tape if required.	2	4	8
9	Uneven ground and outdoor spaces - Trip hazard, pot holes, collapse, damage and blocking of access	4	5	20	Area checked for any obvious potholes and other hazards in advance, appropriate identification mark up and report to relevant authority. Appropriate siting of activities to reduce conflict with fixed street furniture and surface level hazards where possible.	2	5	10
10	Free Flow of Pedestrian Traffic	2	4	8	All paths, vehicles access points and roads to be kept as clear as possible and regularly monitored by crew and security to allow pedestrian traffic to move freely in a number of directions.	2	4	8
11	Capacity Control	3	3	9	Security and crew to ensure monitoring capacity to ensure areas do not become overcrowded. Venue capacity should be advised prior to event and ticket sales restricted to ensure safe operating capacity is not exceeded.	1	3	3

12	Lost Children / Missing Persons	3	4	12	Crew will be visible via uniform, announcements can be made via the stage pa systems in accordance with Event Plan procedure. All contact made via phone/radio transmission. Reporting areas made clear through signage.	1	4	4
13	Vehicles	4	5	20	Event plan to be followed at all times. Event plan indicates authorised vehicle access points and times. Vehicle movements must stop at times stated in event plan.	2	5	10
14	Stage/Live Music	3	4	12	Ensure music and live sound is kept to a appropriate level with use of a meter to record levels of sound. Environment should be taken into account to ensure even distribution of sound and avoiding residential areas where possible.	1	4	4
15	Emergency vehicles and access	3	5	15	First aid trained staff to be present at all times during event. First aid kit to be available. If emergency vehicle access is required road areas to be kept clear using crew & security.	2	5	10
16	Lighting - lack of visibility, trips falls	4	3	12	ensure adequate lighting during event including outdoor areas. Stage lighting should be positions to avoid contact with guests.	2	3	6
17	Cash Handling	3	3	9	Ensure secure storage area away from public access for all money outside of floats. Floats should be kept to a minimum at all times with regular removal of excess cash. Ensure collectors are issues a numbered bucket to enable trackability. Any suspicious activity should be reported to security staff immediately. Site staff should never put themselves in danger to prevent theft of cash.	2	3	6
18	Stage - trips and falls	4	3	12	Ensure stage is erected by trained crew. Edges are highlighted with contrasting marking. Stage height does not exceed 450mm to minimise danger to acts. Stage to be level and sited securely to prevent movement. Ensure access requirements for acts are met (ramps and steps where needed)	1	3	3
19	Alcohol Consumption	4	4	16	Ensure any suppliers selling alcohol are adhering to the Challenge 25 policy. Refusal of service to anyone that site staff believe is showing signs of over use of alcohol. Refusal of service should be communicated to security and site staff. ID checks by security staff at entrance with under 18s being issued with identifying wristband.	1	4	4

Date of assessment:

27/05/2025

Assessed By:

Daniel Cooper



		Severity				
Likleyhood		1	2	3	4	5
	1	2	3	4	5	
	2	4	6	8	10	
	3	6	9	12	15	
	4	4	12	16	20	
	5	10	15	20	25	



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

EVENTS COMMITTEE REPORT

4th June 2025

Chair:

Contact: 01869 252915

Officer – Paul Canning

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

Ward Affected: All

VJ Day 80th Anniversary 15th August 2025

2. Background

1.1 The 80th anniversary of VJ Day (Victory over Japan Day) will be commemorated on 15 August 2025. This significant milestone marks the end of World War II and is an opportunity for the nation to honour and pay tribute to the Second World War generation from across the UK and Commonwealth. VJ Day, observed on August 15th, marks the end of World War II in the Pacific and the final surrender of Japan. While it is also commemorated, the scale of celebrations tends to be smaller compared to VE Day. This difference in prominence is partly because VE Day marked the end of the war in Europe, which had a more immediate and direct impact on the UK.

Both days are significant, and efforts are made to honour the sacrifices and contributions of those who served in both theatres of the war.

2. Overview

2.1 The military has already been heavily committed to several important BTC events, including VE Day, flag raising, Armed Forces Day, Civic Services, and Remembrance Day. Adding VJ Day to the schedule would stretch their resources further.

2.2 VJ day was not part of the budget for 2025/26, but the following options are available to celebrate on a smaller scale while showing respect for those who served.

- The VE day beacon can be lit on the pond at 21:30
- Tealights placed around the pond
- Rev Peter to say a few words
- Decorate the park in bunting and flags
- Music in the bandstand with support from local acts from 07:30
- Plant a commemorative tree in the park

2.3 This would place minimal resource on the military and BTC staff and use existing materials.

3. Recommendation

Committee is **RECOMMENDED** to **APPROVE** and **COMMENT** on this report.