

Bicester Town Council



BICESTER
TOWN COUNCIL

Community Sports Working Group Meeting

Ref: CSWG01/25/26

Wednesday 25th June 2025 at 19:00hrs

**Council Chamber, Garth House, Launton Road, OX26
6PS**

Members:

Chair TBC

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

Other circulations:

Football clubs representatives

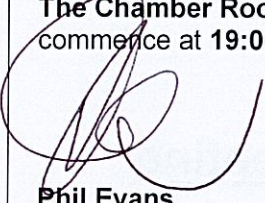


Council Offices, The Garth,
Launton Road,
Bicester,
Oxon. OX2 6PS
Telephone: 01869 252915
Email: enquiries@bicester.gov.uk
www.bicester.gov.uk

Thursday 19th June 2025

To all members of the Community Sports Working Group,

You are hereby summoned to attend the meeting of the **Community Sports Working Group** at **The Chamber Room, The Garth, Launton Road, OX26 6PS** on **Wednesday 25th June 2025** to commence at **19:00hrs** for the transaction of following business.



Phil Evans
Town Clerk

Agenda

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

1. Appointment of Chairperson

The working party is asked to **appoint** its chairperson for the calendar year 2025/2026

2. Apologies for Absence

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

3. Declarations of Interest

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

4. Minutes of the Community Sports Working Group (Pages 4 – 6)

To **APPROVE** the **MINUTES** and **RESOLUTIONS** of the following Community Sports Working Group Meeting held on:

CSWG03/24/25 6th March 2025

- 5. Agenda item 1 Pitch allocations (page 7) working party to approve the pitch allocations**
- 6. Agenda item 2 New pitch locations (page 8) working party to approve the new pitch locations**

7. **Agenda item 3 Whitelands Subscription Users (page 9 - 10)** working party to **NOTE** the report

8. **Agenda item 4 Fence around rugby pitches (page 11 - 12)** The working party is asked to **COMMENT** on proposal

Agenda item 5 Forward Plan (page 13) Working party is asked to **NOTE** the forward plan

9. Date of the Next Meeting:

24th September 2025 at 19:00hrs at The Council Chambers, Bicester Town Council, The Garth, Launton Road, OX26 6PS.

Minutes of the Community Sports Working Group

A meeting of the **Community Sports Working Group** was held on **Thursday 6th March 2025** at **19:00 hrs** at The Council Chambers, Bicester Town Council. The Garth, Launton Road, OX26 6PS.

Present:

Cllr Damien Maguire (Chairman)
Cllr Christopher Pruden
Cllr Nicholas Mawer
Cllr Jim Webb
Cllr Nick Cotter

In Attendance:

Phil Evans, Town Clerk
Viktorija Kovale, Finance Administrator
Michael Lee, Service Manager

Chesterton FC Representative
Bicester Park FC Representative
Whitelands FC Representatives
ACE Academy Representative
Launton Ladies FC Representative

Apologies for Absence

RESOLVED that apologies were received from the following members alongside any substitutions:

Highfield FC
Kea FC

Declarations of Interest

RESOLVED that a declaration of interest was received from:

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

Minutes of the Community Sports Working Group

RESOLVED that the following minutes were **APPROVED**:

- **CSWG03/2425** – held on the 8th January 2025 at 19:00hrs

CLOSE OF THE MEETING: 19:18hrs



Merging Younger Teams

RESOLVED that the Working Party **NOTED** the report.

The Town Clerk explained to all members the benefits of merging the teams. Younger teams can play two teams per one quarter of the pitch. Based on this, clubs might support Bicester Town Council in creating more space for other teams.

If different clubs decide to merge their teams, Bicester Town Council should be informed first.

Whitelands 3G Users to Free up Capacity for Younger Teams

RESOLVED that the Working Party **NOTED** the report.

The Service Manager explained to all members how clubs can support younger teams by allowing them to play at earlier times. Since the latest slot from 9 PM to 10 PM is usually free, adult teams can use that time, thereby freeing up earlier slots for younger teams.

Whitelands 3G Users Outstanding Payments

RESOLVED that the Working Party **NOTED** the report

Forward Plan

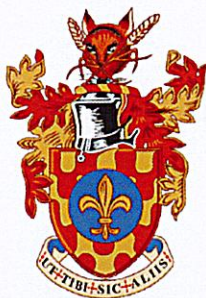
RESOLVED that the Working Party **NOTED** the Forward Plan.

Service Manager read through the Forward Plan.

Whitelands FC representatives praised the Bicester Town Council groundsman for consistently doing an outstanding job. They noted that the groundsman ensures all are in excellent condition every weekend.

Date of the Next Meeting:

To be confirmed.



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Community Sports Working Group

25th June 2025

Chair:

Contact: 01869 252915

Mick Lee Service Manager

Contact 01869 252915 michael.lee@bicester.gov.uk

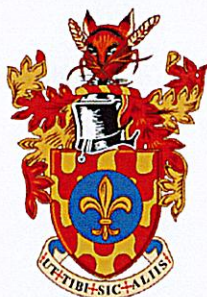
Ward Affected: All

Pitch allocations

1. Background

The allocations of pitches for each team from the information provided by each club have been received. I have attached a draft plan of where these are and how they are marked out for users. **See Appendix 1 on separate spreadsheet**

The working party is **Recommended** to **APPROVE** the layouts required.



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25th June 2025

Chair:

Contact: 01869 252915

Mick Lee Service Manager

Contact 01869 252915 michael.lee@bicester.gov.uk

Ward Affected: West

New pitch locations

1. Background

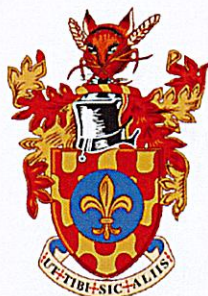
We have investigated locations around the town for extra pitch locations as the population of the town is increasing which will lead to more pitches potentially being needed.

I am pleased to inform you that we now have an extra facility at Bicester school which will allow us to increase the pitch capacity by at least 3 extra pitches.

The size of these pitches will depend on the needs of the present clubs and may just be a facility we use to rest pitches in other areas

There are changing facilities but **no showers available**

The working party is **Recommended** to **APPROVE** the use of Bicester School for use of teams in Bicester



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25th June 2025

Chair:

Contact: 01869 252915

Mick Lee Service Manager

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Ward Affected: South

Whitelands 3G Pitch Team Allocations (Subscriptions)

1. Background

- a. The sports centre was developed as part of the Kingsmere development in southwest Bicester. Initially, it was operated under a contract between Cherwell District Council (CDC) and Parkwood (Legacy) Leisure.
- b. In 2022 Bicester Town Council took over full responsibility for the operation, management and maintenance of the facility.
- c. As part of the handover the facility to BTC, the sports teams using the Subscription method of payment and usage of the facility was Grandfathered over to BTC from Parkwood (Legacy) Leisure. Since 2022 the access to the Subscription method of payment and usage by clubs has been honoured and not changed.
 - **Subscriptions** – Teams have a subscription-based arrangement allowing them to book pitches regularly for training sessions and matches, this ensures they have guaranteed access to the facilities on a reoccurring basis.

2. Overview

- a. Officers have been reviewing the criteria of Sports Team using the subscription method of facility usage. This includes the location of the club being Bicester based, and the usage of the facility based upon the number of teams and members of each club.

- b. Officers would like to utilise the available peak time capacity (17:30 to 22:30) of 5 hours per day (4 quarter pitches) to benefit the residents and clubs of Bicester. Of this peak time capacity, 25% must be reserved for ad hoc users meaning 75 hours per week becomes available for teams using the Subscription method of usage and payment.

3. Actions

- a. Teams not meeting the criteria (Local to Bicester) will be sent an email informing them their subscription will be removed as of August 31st, 2025, but will be welcome to continue to book any ad hoc slots that are available using the online Pitchbooking system.
- b. If a team folds it is the responsibility of the club to inform Bicester Town Council, the slot will be removed from the club and offered to a team on the waiting list.
- c. Teams that lose their slot cannot reassign it to another team. For example, if Club A's under-8s team, which plays at 5 PM on Mondays, disbands, they cannot replace it with Club A's under-11s team. Instead, the slot will be returned to Bicester Town Council. This ensures that the scheduling and allocation of slots remain fair and transparent, allowing Bicester Town Council to manage the availability of pitches effectively and allocation of slots to clubs fairly.
- d. Slots returned to the Council are then offered to other clubs based upon the criteria of location and number of members or teams.

4. Recommendation

Committee is requested to **NOTE** this report



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25th June 2025

Chair TBC

Contact 01869 252915

Mick Lee Service Manager

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Ward Affected: South

Fence at Whitelands rugby pitches

1. Background

The rugby club have asked for permission to erect a small fence around the pitches at Whitelands.

This will be erected around both pitches and will leave space for a run-off between pitches

This is to allow them to advertise on the panels to generate income so that the club can continue running

If permission is granted by council, they intend to apply for a grant from their governing body.

Picture of the fence design below.





2. Recommendation

The working party is asked to **COMMENT** on proposal



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Forward Plan

25th June 2025

1. Selective weed control will commence first week in July
2. Line marking will commence two weeks prior to new season start
3. Rules and regulation are under review and will be amended if needed and distributed asap
4. Working party is asked to note the forward plan



GLoucestershire Cricket Board Community Sports Working Group

15th June 2023

- 1. The purpose of the Community Sports Working Group is to provide a forum for the representation of community sports clubs and organisations within Gloucestershire.
- 2. The group will work in partnership with the Gloucestershire Cricket Board to promote and develop community sports across the county.
- 3. The group will also be responsible for the representation of community sports clubs and organisations at Gloucestershire Cricket Board meetings.
- 4. The group will also be responsible for the representation of community sports clubs and organisations at Gloucestershire Cricket Board committees.