

Bicester Town Council



Environment Committee Meeting

Ref: ENVI02/2526

Monday 14th July 2025 at 19:00

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

Members:

Cllr Rachel Mallows – **Chair**, Cllr Donna Ford, Cllr Harry Knight, Cllr Damien Maguire,
Cllr Nick Mawer, Cllr Chris Pruden, Cllr Alisa Russell, Cllr Les Sibley,
and Cllr John Willett

Other Circulation, Substitute Members:

Cllr Tom Beckett, Cllr Nick Cotter, Cllr Dan Hallett, Cllr Sam Holland,
Cllr Jim Webb and Cllr Paul Wheatley.

Other Circulation:

Cllr John Broad (CDC), Cllr Frank Ideh (CDC), Cllr Simon Lytton (CDC), Cllr Rob
Parkinson (CDC)



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

Monday 7th July 2025

To all members of the Environment Committee,

You are hereby summoned to attend a meeting of the **Environment Committee at the Council Chamber, Garth House, Launton Road OX26 6PS on Monday 14th July 2025** to commence at **19:00** for the transaction of the following business



Phil Evans
Town Clerk

Agenda

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

1. Apologies for Absence

To consider apologies and reasons for absence. Committee 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.

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. Minutes of the Environment Committee

(Page 4 – 6)

To **CONFIRM** and **APPROVE** the following Environment Committee Minutes:

- **ENV01/2526 – Monday 16th June 2025**

4. 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.

- 5. Rugby Club Fund Raising Event** (Page 7 – 8)
The Committee is asked to **APPROVE** the recommendation as set out in report
- 6. Alexandra House Charity Event** (Page 9 – 10)
The Committee is asked to **APPROVE** the recommendation as set out in report
- 7. Autumn bedding in Garth Park** (Page 11)
The Committee is asked to **APPROVE** the recommendation as set out in report
- 8. East West rail Q and A session** (Page 12)
- 9. Langford Play areas review** (Page 13 - 14)
The Committee is asked to **APPROVE** the recommendation as set out in report
- 10. Memorial wall update** (Page 15)
The Committee is asked to **APPROVE** the recommendation as set out in report
- 11. Forward Plan** (Page 16)
The Committee is asked to **NOTE** the Forward Plan
- 12. Date of next meeting:**
Monday 22nd September 2025, at 7pm, The Council Chamber, Garth House

Minutes of the Environment Committee

A meeting of the **Environment Committee** was held on **Monday 16th June 2025** at **19:00hrs** at **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS**.

Present:

Cllr Rachel Mallows – (Chair)
Cllr Donna Ford
Cllr Damien Maguire
Cllr Nick Mawer
Cllr Chris Pruden
Cllr Alisa Russell
Cllr John Willett
Cllr Les Sibley

In Attendance:

Michael Lee (Officer)
Tanya Govorusa

Representatives:

Rugby Club rep

1/ Apologies for Absence

2526 RESOLVED that apologies for absence were received from Cllr Harry Knight.

2/ Declarations of Interest

2526 RESOLVED that no declarations of interests were received.

Resolved that the Vice chair was elected Cllr Russel.

3/ Minutes of the Environment Committee Meeting

2526 RESOLVED that the **MINUTES** and **RESOLUTIONS** of the **Environment Committee Meeting** were **APPROVED**:

- **ENV05/2425 – March 17th, 2025, at 19:00hrs.**

4/ Public Session

2526 RESOLVED that members of the public were present.

- **Rugby Club Representative:**

- The elected chair of the rugby club spoke about the rugby club wanting to put fences around their pitches to help with their advertising for local businesses, so the club can be self-funding and give local businesses the opportunity to grow.
- The fence would also help with Health & safety issues, keeping the players away from spectators.
- The installation would be funded by grants, so no cost to council.
- He also thanked the Whitelands staff for all the support given to the team with what transpired at the Bicester Motion.

5/ Garth Park Play Area Refurbishment

2526 RESOLVED that committee **APPROVED** the retrospective works on the grounds of health and safety.

The council asked for improvements in the procurement process and a checklist is required due to miscommunication.

6/ Traveller Incursion Defences

2526 RESOLVED that committee **APPROVED** the proposal to the above costs.

- Councillors highlighted the following:
 - **APPROVED** with provision.
 - Officer investigates whether we own all these areas and if not get permissions off those that do.
 - Contact traveller office for help and advice.
 - Contact CDC - re their areas.

7/ Memorial Wall Proposal

2526 RESOLVED that Committee **APPROVED** in principal and **COMMENTED** on the following:

- The officer is to investigate costings of installation, maintenance and repairs.
- The officer is to investigate other parish cemeteries that have these kinds of walls.
- Officer to propose rules for the erection, maintenance and removal of memorials.
- With provision that officer investigates further cost breakdowns and reports back to next committee meeting with findings.

8/

2526 Fence at Whitelands Rugby Pitches

The Committee is **RECOMMENDED** to **APPROVE** the proposal.

- The Town Council agrees in principle that Bicester Rugby Club may erect fences round their pitches on Whitelands Sports ground.

Subject to 1) Planning Consent being granted for the advertising.

Or 2) A letter being received from Cherwell District Council confirming that planning permission is not required.

Further this agreement is conditional on a discussion with other Sports users at the next Sports Working Group and there being no objection from Cherwell District Council.

- **APPROVED** with provision that officer investigates.
- Rules re advertising at Whitelands.
- Find out why it was not passed previously.
- Planning conditions at Whitelands.
- To add as an agenda item at next sports meeting.

9/

2526 Requests for Memorials in Various Locations

The Committee is **RECOMMENDED** to **RESOLVE** the decision.

RESOLVED with provisos below:

APPROVED with provision that Officer investigates costs of new benches.

- Investigates other areas around town that could be used for these memorials (open spaces etc.)
- Use Whitelands and limited number in cemetery as Garth Park is fully utilised.
- Put map together of areas of interest that could be used.
- Councillor suggested two plaques on each bench.
- Councillor suggested for plaques to go on non-plaque benches.
- Memorial trees should go to Policy committee.
- Council thanked for all the work done prior to the funeral for one of the victims of the fire at Bicester motion.

10/

2526 Forward Plan

RESOLVED that Committee **NOTED** the forward plan.

- Tiny forest, any progress being made, funding has been applied for to Earth watch
- Splash Park to investigate where we are at.
- Organise walk around play areas not done last time.
- Officer to start looking for play areas that need prioritising.
- Officer to create a poll for dates to do walk round.
- Officer to check who installed zip wires and what warranty periods they have.

11/

2526 Date of next Meeting: Monday 14th July 2025

Agenda item 1



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

ENVIRONMENT COMMITTEE

14th July 2025

Chair: Rachael Mallows

Contact: 01869 252915 Rachael.Mallows@Bicester.gov.uk

Officer – Michael Lee

Contact: 01869 252915 michael.Lee@Bicester.gov.uk

Ward Affected: South

Rugby Club Fund Raising Event (Whitelands 31st Aug 2025)

1. Background

1.1 Bicester Rugby Club is organising a fundraising event to honour the memory of Jennie Logan and Martyn Sadler, the two firefighters who tragically lost their lives in the Bicester Motion fire. Both Jennie and Martyn were actively involved with the rugby club, making this event especially meaningful. A portion of money raised will go to David Chesters family also.

The event will feature a variety of activities, including stalls, food, and music. Two friendly rugby games will be held on the grass pitches, providing an opportunity for the community to come together and enjoy the sport that Jennie and Martyn loved. Additionally, emergency service vehicles will be on site, allowing residents to interact with the vehicles and learn more about the vital work of our emergency services.

This event promises to be a heartfelt tribute to Jennie and Martyn, celebrating their lives and contributions to the community. Everyone is encouraged to attend and support this worthy cause.

Event timings will be from 11am until 4 pm and does not affect existing bookings of the 3g pitch, though Officers will inform clubs playing in the evening.

2. Overview

2.1 Bicester Town Council officers have extended their support to the rugby club in several significant ways for the upcoming fundraising event. They have provided vendor contact details and assisted with the necessary official event documentation requirements. Additionally, they have approved the use of the requested grass locations, including the Whitelands overflow car park.

Furthermore, Officers request that the use of Whitelands facilities for this event be provided free of charge to Bicester Rugby Club. This generous support from the council is instrumental in ensuring the success of the event, which aims to honour the memory of Jennie and Martyn

The community's involvement and the council's support highlight the collective effort to pay tribute to these local heroes and support their families during this difficult time.

3. Recommendation

Committee is **RECOMMENDED** to **APPROVE** the use of Whitelands grass pitches and overflow car park free of charge.



BICESTER
TOWN COUNCIL

Agenda item 2

BICESTER TOWN COUNCIL

ENVIRONMENT COMMITTEE

14th July 2025

Chair: Rachel Mallows

Contact: 01869 252915 rachel.mallows@Bicester.gov.uk

Officer – Michael Lee

Contact: 01869 252915 michael.Lee@Bicester.gov.uk

Ward Affected: South

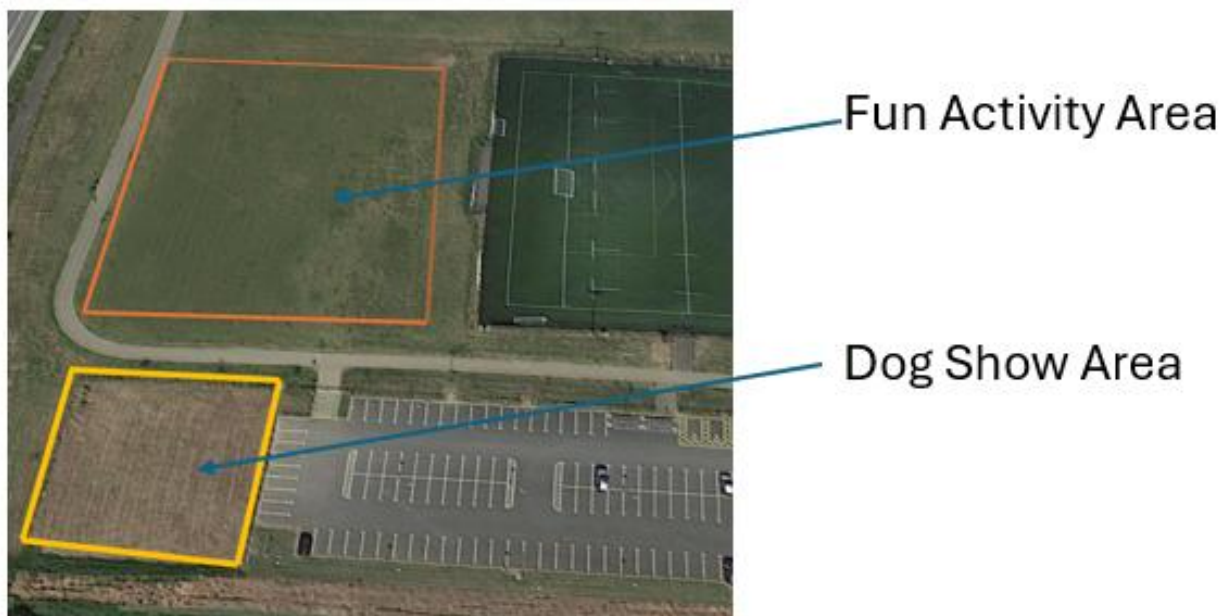
Alexandra House Charity Event

1. Background

1.1 Alexandra House of Joy is a charity focused on adults with severe and profound learning disabilities - and to provide compassionate, specialist support for the Primary Caregivers who care for them. Rooted in dignity, purpose, and community, they are building a fully accessible, purpose-designed facility that offers respite, therapeutic activities, and end-of-life care. As of June 2025, they announced a phased construction model that brings their vision to fruition in a sustainable, future-focused way - beginning with a core operational centre offering tailored day support and overnight accommodation, creating a home-away-from-home centred in joy, comfort, and belonging.

2. Overview

2.1 Alexandra House will be hoping to announce a small family fun day featuring a delightful dog show. The dog show will take place in the Whitelands overflow car park, while various stalls and activities will be set up beside the 3G pitch. Alendra House have provided liability Insurance documentation.



2.2 Furthermore, Officers have requested that the use of Whitelands facilities for the event be provided free of charge to the Alexandra House charity. This generous support from the council is instrumental in ensuring the success of the event, which aims to support Adults with severe disabilities and their care givers.

Recommendation

Committee is **RECOMMENDED** to **APPROVE** the use of Whitelands grass pitches and overflow car park free of charge.



BICESTER TOWN COUNCIL

Environment Committee

14th July 2025

Chair: Councillor Rachel Mallows

Contact: 01869 252915 rachel.mallows@bicester.gov.uk

Mick Lee Service Manager

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

Ward Affected: South

Autumn bedding in Garth Park

1. Background

We would like not to plant bedding plants around Garth Park in the Autumn this year. This would save time and money but also allow for works to be done on the retaining walls on the beds. These are now becoming degraded and potentially dangerous

2. Recommendation

Committee is **RECOMMENDED** to **APPROVE** not to plant bedding in the Autumn



BICESTER TOWN COUNCIL

Environment Committee

14th July 2025

Chair: Councillor Rachel Mallows

Contact: 01869 252915 rachel.mallows@bicester.gov.uk

Mick Lee Service Manager

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

Ward Affected: South

East West rail Q and A session

1. **Background** Tristan Lincoln-Gordon, East West Head of Environment, will be attending the meeting on the 14th July. This is to undertake a Q and A session with the committee



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

Environment Committee

14th July 2025

Chair: Councillor Rachel Mallows

Contact: 01869 252915 rachel.mallows@bicester.gov.uk

Mick Lee Service Manager

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

Ward Affected: South

Langford Play areas review

1. Background

3 play areas were found to need closing as part of the councillor play area inspections last year. Officers wish to undergo a consultation with surrounding residents to see what kind of play area the residents of the area would like to see in the area.

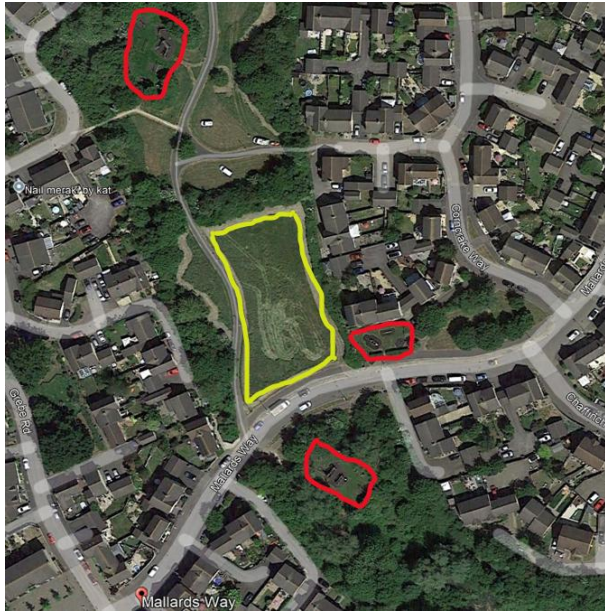
Once complete we would get quotes for the most popular options and bring back to committee for approval.

Mallards duck pond, palm court and Mallards way 2 are the proposed parks to close and replace with one park in the area highlighted in Yellow in the picture below.

We would also look at the closed play areas for alternative use i.e. Tiny Forests.

2. Recommendation

Committee is **RECOMMENDED** to **APPROVE** undertaking a consultation for the proposal
See location pictures below for new park





BICESTER TOWN COUNCIL

Environment Committee

14th July 2025

Chair: Councillor Rachel Mallows

Contact: 01869 252915 rachel.mallows@bicester.gov.uk

Mick Lee Service Manager

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

Ward Affected: South

Memorial wall update

1. **Background** At the previous meeting officers were asked to provide more information to the committee.

Our findings are below.

- £150 for installation
- Extra cost per individual plaques and inscriptions to be quoted on request for memorial
- Plaques to be uniform size, shape, colour and material.
- Maximum 22 characters per line at 50. Pence each
- Maximum of 3 lines
- Restricted initially to people with local connections

Recommendation

Committee is **RECOMMENDED** to **APPROVE** the proposals



BICESTER TOWN COUNCIL

Environment Committee

14th July 2025

Chair: Councillor Rachel Mallows

Contact: 01869 252915 rachel.mallows@bicester.gov.uk

Mick Lee Service Manager

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

Ward Affected: All

Forward Plan

1. Play areas inspection to finalise
2. Allotment inspection to finalise if needed
3. Outdoor mess room to be delivered in August

Committee is **RECOMMENDED** to **APPROVE** the **forward plan**