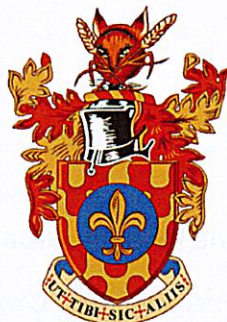


Bicester Town Council



BICESTER
TOWN COUNCIL

Community Sports Working Group Meeting

Ref: CSWG02/25/26

Wednesday 24th September 2025 at 19:00hrs
Council Chamber, Garth House, Launton Road, OX26
6PS

Members:

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

Other circulations:

Football clubs representatives

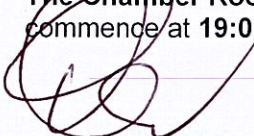


Council Offices, The Garth,
Launton Road,
Bicester,
Oxon. OX2 6PS
Telephone: 01869 252915
Email: enquiries@bicester.gov.uk
www.bicester.gov.uk

Thursday 18th September 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.

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.

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.

Minutes of the Community Sports Working Group

(Pages 4 – 5)

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

CSWG01/25/26 25th June 2025

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.

Agenda item Forward Plan (page 6)

Date of the Next Meeting:

7th January 2026 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 **Wednesday 25th June 2025** at **19:00 hrs** at The Council Chambers, Bicester Town Council. The Garth, Launton Road, OX26 6PS.

Present:

Cllr Damien Maguire (Chairman)
Cllr Paul Wheatley Sub on behalf of Cllr Christopher Pruden
Cllr Jim Webb

In Attendance:

Michael Lee, Service Manager
Tanya Govorusa Sports and Facilities Administrator

Chesterton FC Representative
Bicester Park FC Representative
Whitlands FC Representatives
ACE Academy Representative
Launton Ladies FC Representative
Bicester Rugby Club Representative
FC Whitlands Representative
Highfield Representative
Launton Youth Representative
RTC Representative
Bicester Town Colts Representative

1/25 Appointment of Chair

26 RESOLVED that Working Group **APPOINTED** Cllr Maguire as the Chair of the Sports Working Group.

2/ Apologies for Absence

2526 RESOLVED that apologies were received from the following members alongside any substitutions:

- Cllr Nicholas Mawer
- Cllr Christopher Pruden
- Cllr Nick Cotter

3/ Declarations of Interest

2526 RESOLVED that a declaration of interest was received from:

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

4/ Minutes of the Community Sports Working Group

2526 RESOLVED that the following minutes were **APPROVED**:

- **CSWG03/2425** – held on the 6th March 2025 at 19:00hrs

5/ Pitch Allocations

2526 RESOLVED that the Working Party **APPROVED** the pitch allocations.

6/ New Pitch Locations

2526 RESOLVED that the Working Party **APPROVED** the new pitch locations.

- Bicester School has 4 pitches available with changing facilities but no showers available; these will be used for overflow if we need them. Feedback from club representatives was positive and more beneficial for teams who struggle to find space.
- Club representative made a suggestion for a new pitch location, St Edberg's School site, there could be potential usage of high-quality pitches. Councillors have actioned the service manager to contact and investigate using if needed in the future.
- Club representative made a suggestion for a new pitch location, Whitelands Academy, could the service manager investigate whether we can utilise them.

7/ Whitelands Subscription Users

2526 **RESOLVED** that the Working Party **NOTED** the report.

- Report noted with comments below. Establish geographical parameters of teams that are preferred users, waiting list to investigate by officer, numbers of team's members per clubs, officer to investigate whether we can change hours at Whitelands to 5pm – 10pm.

8/25 Fence Around Rugby Pitches

26 **RESOLVED** that the Working Party **COMMENT** on proposal.

- Comments were very positive in most regards, Officer to investigate planning needs from Cherwell and rules regarding advertising. Football teams asked for permission for fences if this is approved so they can move up leagues.

Forward Plan

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

Service Manager read through the Forward Plan.

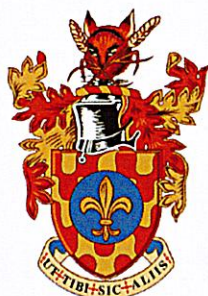
Rugby Club representative **NOTED** with additional comments re the Rugby Memorial Day taking place on Sunday 31st August.

Pitches to be marked out mid-August for start of season.

Date of the Next Meeting:

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

CLOSE OF THE MEETING: 20:10hrs



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

Community Sports Working Group

Forward Plan

24th September 2025

Chair: Councillor Damien Maguire

Contact: 01869 252915 Damien.Maguire@bicester.gov.uk

Mick Lee Service Manager

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

Rules and regulations refresher see Appendix 1 (Pages 7- 8)

Working party is asked to note the forward plan



Tel: 01869 252915

Email: Sports@bicester.gov.uk

Rules and Regulations for the Hiring of Bicester Town Council Pitches and Pavilions

- All bookings to be made on a first come first served basis.
- Until you receive a booking confirmation, you **DO NOT HAVE A BOOKING**. You should have your booking confirmation with you when using the pitch, as our staff may request this as proof of booking at any time.
- The Council reserves the right to cancel the hiring if at any time, in the opinion of the Service Manager or his staff, the pitches are deemed unfit, there will be no charge. The Council reserves the right to forbid the use of pitches to a club or hirer in the event of a breach of these conditions. The Council shall not be liable for any expenditure incurred or loss sustained by the Hirer or any other person arising there from or connected to the cancelation of any fixtures.
- The Council accepts no responsibility for any injury to the Hirer or any other person, loss or damage to the property of the Hirer or any other person, arising by the virtue of their presence on the site or use of any associated facilities (Changing rooms etc.).
- All items left unattended at any time in the changing rooms are left entirely at their owner's risk and no liability will attach nor will be accepted by Bicester Town Council for any loss and damage howsoever caused.
- The Hirer shall indemnify the Council from and against all actions, costs, claims or demands whatsoever arising under statute or common law or in consequences of the license hereby granted to use the pitches, and shall obtain a public liability insurance policy with an indemnity from £2,000,000 (Two million pounds).
- The pitches shall not be used for any purpose other than that stated in the application booking. The Hirer's attention is drawn to the fact that pitches are primarily used for allocated sports and that he/she must take all proper precautions to avoid unnecessary damage to the playing areas. The Hirer shall be responsible for costs incurred by the Council for repairing and making good any damage to the pitches and associated facilities (changing rooms) whether caused by the Hirer, his/her team members or members of the opposing team. Where several clubs use a facility in rapid succession and damage is caused and blame cannot be apportioned, all clubs will be charged and equal part of the cost.
- There is no access to emergency telephones at the site. It is the responsibility of the home team to make the necessary provisions to contact the emergency services, i.e. be familiar with the nearest public telephone box or have use of a mobile telephone.
- The Hirer must make their own arrangements for the provision of First Aid.
- NO portable electrical appliances to be used in any pavilions without the express written permission of Bicester Town Council, please email sports@bicester.gov.uk to enquire about this.
- Home teams are responsible for cleaning the pavilion at the end of the booking. This includes entrances & corridors, toilets and changing rooms.
- The Hirer shall be responsible for their team and the opposition for keeping the pitches and premises, both inside and outside, clean and tidy and ensuring that all lights, taps, showers and other equipment in the changing rooms are turned off; doors and windows are closed, gates and security shutters are shut before leaving.
- There is to be no littering of the football pitches or the surrounding areas. It is the home club's responsibility to ensure all areas are cleared after the match and failure to do so may lead to a club fine of £25.00.
- All participants whether they are players, managers, spectators or parents are expected to behave in a sporting manner both on and off the pitch regardless of the result or any incidents that may have occurred during the game. This includes the use of foul language and/or unruly behavior. Threats or abuse directed towards our staff or match officials, or any form of racism or abuse, will not be tolerated and may result in police action.
- It is the manager/coach's responsibility to ensure the safety of their players by adhering to Health & Safety guidelines at all time.

- Adult goals and nets are available for use and should be treated with respect. It is the responsibility of the home team to collect equipment from the changing rooms, for fixing nets onto goalposts and erecting corner flags etc., and subsequently returning nets removed from the goalposts and to place these in the net bins or boxes provided in the changing rooms immediately after the game. Any losses arising by not complying with this clause will result in the home team being recharged for the cost of replacing this equipment.
- Only net clips supplied by the hirer should be used to attach the nets to the posts. The use of adhesive tape is not permitted. **Teams must supply pegs and corner flags.**
- If the home team fail to remove and put equipment away after use, especially the removal of nets from the goalposts, a club fine of £25.00 may be asked from the club to cover the cost of manpower incurred as a result.
- Mini/youth goals, pegs and corner flags are not to be left on site.
- Teams are responsible for the storage of any items belonging to them, anything left in the pavilions longer than the duration of the hired pitch is at the risk of the club.
- Any damage that occurs to equipment, buildings or pitches will be the responsibility of the home team and will result in a club fine. CCTV is in operation.
- Changing rooms should be left in a clean condition, and ready for the next user. Football boots must **NOT** be worn in the changing rooms. Misuse of changing rooms will lead to a club fine of £25. There will also be a charge to cover any costs of vandalism caused, where doors are not properly secured and illegal access is gained.
- Any problems noted upon arrival at the changing facilities or the pitch area should be reported immediately. Please email sports@bicester.gov.uk
- If, after reasonable steps such a reminder letter, payment is still not received, Bicester Town Council reserves the right to take legal action to recover the outstanding amount plus legal fees and administration costs.

NOTE: Please remember at all times, football pitches and pavilions remain the property of Bicester Town Council.