

Bicester Town Council



Events Working Party Meeting

Ref: BE04/2526

**Wednesday 28th January 2026 at 19:00hrs
The Council Chamber, Garth House, Launton Road,
OX26 6PS**

Members:

Cllr Damien Maguire - **Chair**

Cllr Donna Ford, 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

Thursday 22nd January 2026

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 28th January 2026** to commence at **19:00hrs** for the transaction of the following business.

Michael Lee
Service Manager

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 and civic@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 Events Working Party (Pages 4 - 6)

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

- **BE03/2526 – Wednesday 22nd October 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. Lone Wolf Comedy Club Application (Pages 7 – 22)

The Working Party is **RECOMMENDED** to **APPROVE** the event.

6. Oxfordshire Play Association Application (Pages 23 – 39)

The Working Party is **RECOMMENDED** to **APPROVE** the event.

7. Remembrance Sunday 2025 Report (Page 40)

The Working Party is **RECOMMENDED** to **NOTE** and **COMMENT** on this report.

8. Christmas Light Switch On 2025 Report (Page 41)

The Working Party is **RECOMMENDED** to **NOTE** and **COMMENT** on this report.

9. Christmas Light Trail 2025 Report (Pages 42)

The Working Party is **RECOMMENDED** to **NOTE** and **COMMENT** on this report.

10. Santa Fun Run 2025 Report (Pages 43)

The Working Party is **RECOMMENDED** to **NOTE** and **COMMENT** on this report.

11. Social Media Statistics 2025 (Pages 44 – 45)

The Working Party is **RECOMMENDED** to **NOTE** and **COMMENT** on this report.

12. Event Outlines / Proposals 2026 (Page 46 – 64)

The Working Party is **RECOMMENDED** to **APPROVE** and **COMMENT** on this report.

13. Event Marketing 2026 (Page 65)

The Working Party is **RECOMMENDED** to **APPROVE** and **COMMENT** on this report.

14. Sight Tech and Bicester Town Council Contract (Appendix 1)

The Working Party is **RECOMMENDED** to **APPROVE** and **COMMENT** on this contract.

15. Date of Next Meeting:

To be confirmed

Minutes of the Events Working Party

A meeting of the **Events Working Party** was held on **Wednesday 22nd October 2025** at **19:00 hrs** at **The Chamber Room, The Garth, Launton Road, OX26 2PS**.

Present:

Cllr Damien Maguire (**Chair**)
Cllr Donna Ford
Cllr Jim Webb
Cllr Paul Wheatley

In Attendance:

Trevor Longfield, Officer
Isobel May, Events and Marketing

Representatives from:

Bicester Pride
Nai's House

31/ Apologies for Absence

2526 RESOLVED that apologies were received from Cllr Rachel Mallows and Cllr Christopher Pruden.

32/ Declarations of Interest

2526 RESOLVED that no declarations of interests were received.

33/ Minutes of the Events Working Party

2526 RESOLVED that the Working Party **APPROVED** the **MINUTES** and **RESOLUTIONS** of the following **Event Working Party Meeting** held on:

- **BE02/2526 – Thursday 4th September 2025**

34/ Public Session

2526 RESOLVED that members of the public were present.
Representatives from:

- Bicester Pride:
 - Mentioned this year's Pride was the best yet.
 - Would like for Pride to be part of the calendar every year.
 - Mentioned possibly having a second stage for next year, Cllrs invited Pride to come back to the January meeting with further information on how this could work.
- Nai's House:
 - Confirmed the date has changed to 15th August.

35/ BicFest Application

2526 UNRESOLVED that the Working Party did **NOT APPROVE** the form.

- The BicFest representative asked the Working Party prior to the meeting to move the application to the next Events Working Party meeting in January.

36/ Bicester Pride Application

2526 **RESOLVED** that the Working Party **APPROVED** the event.

37/ Nai's House Be Nice Festival 2026 Application Form

2526 **RESOLVED** that the Working Party **APPROVED** the event.

38/ Civic Service 2025 Report

2526 **RESOLVED** that Working Party **NOTED** and **COMMENTED** on the report.

- Cllrs commended staff for all their hard work and efforts, especially as senior staff was not present to the event.
- Cllrs noted the lack of presence of BTC Cllrs to this event and other events.

39/ 80's Music Night

2526 **RESOLVED** that Working Party **NOTED** and **COMMENTED** on the report.

- Cllrs declared a vote of thanks to all staff involved.
- Noted that it was a wonderful evening and commendable to see the residents of Bicester attend despite the inclement weather.
- Requested a detailed and accurate report of income and expenditure.

40/ Bicester Town Council Proposed Events 2026

2526 **RESOLVED** that Working Party **APPROVED** with amendments and **COMMENTED** on the report.

- It was agreed that the term "Democratic Events" be amended to "Community Events."
- It was suggested that the date of the Christmas Light Switch-On be changed to potentially increase footfall, with consideration given to opening the event from the afternoon. The Events Officer will investigate suitable options.
- Queries were raised regarding the Light Trail and potential alternatives. Councillors agreed that the current format should not continue, as it places an unfair burden on staff.
- It was proposed that the date of the Santa Fun Run be amended, as the current timing is too close to Christmas.

41/ Christmas Light Switch on 2025

2526 **RESOLVED** that Working Party **NOTED** and **COMMENTED** on the report.

- Cllrs expressed their dissatisfaction with the relocation of the stage last year, noting that they had not been consulted as the decision had already been approved.
- It was agreed that the stage should remain in the location proposed at this meeting.

42/ Christmas Santa Fun Run 2025

2526 **RESOLVED** that Working Party **APPROVED** and **COMMENTED** on the report.

- Councillors requested that the Events Officer investigate whether the proposed route is suitable for use, noting that the land at Kingsmere has not yet been adopted by BTC.
- The Events Officer is to confirm that the necessary permissions are in place, assess the availability of adequate parking, and ensure that the event does not conflict with scheduled football or rugby fixtures.

43/ Remembrance 2025

2526 **RESOLVED** that Working Party **APPROVED** and **COMMENTED** on the report.

- Cllrs queried responsibility for payment of the wreaths, noting that no invoice had yet been received. The Events Officer assured members that this matter is on their list for action.
- Concerns were raised regarding the road closure sign at Market Square, which is currently dated after the event. The Events Officer is investigating the issue and awaiting a response from the company.

44/ Christmas Light Trail 2025

2526 RESOLVED that Working Party **APPROVED** and **COMMENTED** on the report.

- Cllrs requested that the Events Officer circulate an email to all Cllrs seeking volunteers to assist during the evenings.

45/ Date of Next Meeting:

2526 Wednesday 28th January 2026, at 7pm, The Council Chamber, Garth House

CLOSE OF MEETING: 19:47

Hire of Parks and Open Spaces

Application Form



Please note:

- This form must be completed in black ink and CAPITAL LETTERS
- This application must be made a minimum of ten weeks in advance of the date of hire.
- Applicants must be over eighteen years of age.
- Political involvement must be approved by Bicester Town Council
- You must complete this form as fully as you can; the more information we have, the easier it is for us to assess your application.

PROPOSED NAME OF EVENT: LONE WOLF COMEDY FESTIVAL 2025

SECTION 1: Hirer's details

Name:

Organisation:

Position held:

Address:

Phone (home):

Phone (mobile):

Phone (work):

Fax:

Email address:

Second contact

Name:

Organisation:

Position held:

Address:

Phone (home):

Phone (mobile):

Phone (work):

Fax:

Email address:

SECTION 2: Key information about the hire

What type of event or activity do you want to hold?

*Small comedy festival. With an evening comedy show over 3 days and kids shows and activities during the day. .
With bar and food.*

Which park or open space do you want to hire (full address required)?

Pingle field

When do you want to hire the park or open space?

Access date/time:

Open date/time:

Close date/time:

Close date/time:

Vacate date/time:

How many people do you expect to attend (including maximum attendance at any one time)?

350

What is the purpose of the event or activity?

comedy

If it is to raise money for a charity, please give details (including registered charity number)?

Circle either yes or no to indicate if the following will be taking place as part of the proposed event:

RULE	DESCRIPTION	YES/NO
A	Will there be any plays/theatre taking place at the event?	Yes / No
	If yes, please give details:	
B	Will you be showing any films/cinema at the event?	Yes / No
	If yes, please give details:	
C	Will you be holding any sporting activities at the event?	Yes / No
	If yes, please give details:	
D	Will there be any form of live music at the event?	Yes / No
	If yes, please give details: 1 act to perform during interval and receptions. Act is acoustic style	
E	Will there be any form of recorded music at the event?	Yes / No

	If yes, please give details: For use as background music	
F	Will there be any dance performances at the event?	Yes / ☒ No
	If yes, please give details:	
G	Will there be any activities similar to E, F or G above?	☒ Yes / No
	If yes, please give details: Yes stand up comedy	
H	Will there be facilities for making music?	Yes / ☒ No
	If yes, please give details:	
I	Will there be facilities for dancing?	Yes / ☒ No
	If yes, please give details:	
J	Will there be any activities similar to I or J above?	Yes / ☒ No
	If yes, please give details:	
K	Will there be supply of alcohol?	☒ Yes / No
	If yes, please give details: Licenced bar operated by ALHP professional with TENS application	
L	Will there be any entertainment of an adult nature? E.g. activities involving nude physical nature or obscene language.	Yes / ☒ No
	If yes, please give details:	

SECTION 3: Site and safety

Please circle either yes or no to indicate, if you plan to carry out any of the following activities and provide as much information as possible in the 'details' section.

DO YOU PLAN TO:	YES/NO	PLEASE PROVIDE DETAILS
Erect tents and/or marquees	☒ Yes / No	<i>A stretch tent with enclosed sides to hold 350 people in a theatre style.</i>
Use heavy equipment	Yes / ☒ No	
Bring vehicles onto the site	☒ Yes / No	<i>Delivery vehicles for marquee, food and drink suppliers, crew vehicles (give number and type, or specify if heavy machinery)</i>
Install power (electricity)	☒ Yes / No	20kva generator for sound, lighting and bar
Let off fireworks	Yes / ☒ No	

Have novelty rides	Yes / ☒ No	(if you are having a funfair at your event it is your responsibility to administer appropriately)
Erect side shows and/or stalls	Yes / ☒ No	
Entry charge/restricted access	☒ Yes / No	<i>Ticketed event. Event is secured within a compound on the field to restrict access.</i>
Provide car parking	☒ Yes / No	<i>Very limited supply, controlled with car park attendants.</i>

SECTION 4: Environmental health

Please circle either yes or no to indicate, if you plan to carry out any of the following activities and provide as much information as possible in the 'details' section.

DO YOU PLAN TO:	YES/NO	PLEASE PROVIDE DETAILS
Provide toilet facilities	☒ Yes / No	<i>A minimum of 8 toilets and additional disabled facilities</i>
Have live music and/or dancing	☒ Yes / No	<i>Small acoustic style act to perform briefly during interval and receptions.</i>
Use amplification equipment	☒ Yes / No	<i>pa system for comedians and interval act</i>
Have a licensed bar	☒ Yes / No	
Sell food/let a food concession	☒ Yes / No	<i>A small number of food stalls of various descriptions</i>
Cook food on site	Yes / ☒ No	
Water requirement	Yes / ☒ No	

SECTION 5: Other

Please circle either yes or no to indicate, if you plan to carry out any of the following activities and provide as much information as possible in the 'details' section.

DO YOU PLAN TO:	YES/NO	PLEASE PROVIDE DETAILS
Provide your own security	☒ Yes / No	Security managed by onsite team
Hold arena displays	Yes / ☒ No	
Sell any items	Yes / ☒ No	
Use amplification equipment	☒ Yes / No	<i>As above</i>
Hire equipment from BTC	Yes / ☒ No	
Use animals for rides	Yes / ☒ No	
Hold an animal show	Yes / ☒ No	

Use animals for displays	Yes / ☒ No	
Hold sporting activities	Yes / ☒ No	
Use the Council's sport pitches	Yes / ☒ No	
Have areas marked out	Yes / ☒ No	

SECTION 6: To support your application

For your application to have a better chance of success, you should also send the following. Bicester Town Council must receive these documents at least 28 days prior to the event date.

Please circle either yes or no in the box on the right if you have included these items.

ADDITIONAL INFORMATION DOCUMENTS	INCLUDED
Details of how your proposed event will be funded (to show expenditure and income)	☒ Yes / No
A site map showing the proposed event layout	☒ Yes / No
Details of your proposed suppliers and caterers (including cleaners and cleaning schedule)	☒ Yes / No
A copy of your security plan	☒ Yes / No
The proposed programme for the event (and programmes from previous events if applicable)	☒ Yes / No
Safety plan to include emergency procedures and named responsible person(s)	☒ Yes / No
A risk assessment (and method statements where applicable)	☒ Yes / No
A copy of your license to sell alcohol relevant to the site (where applicable)	☒ Yes / No
A copy of your Temporary Event Licence (if required)	☒ Yes / No
Copies of insurance documents	☒ Yes / No
Two references	☒ Yes / No

SECTION 7: References

Please enter the details of two referees who can confirm your event management experience. One must be a referee for the site manager on the day(s) of the event. The referees must be independent of your organisation.

Referee 1:

Name:

Organisation:

Position held:

Address:

Phone (home):

Phone (mobile):

Phone (work):

Fax:

Email address:

Supporting statement

Lone wolf have been successfully operating in Bicester and surrounding areas for a number of years and have massive local support, having worked alongside them for many events I am in no doubt that they are capable of running this event successfully.

Referee 2:

Name:

Organisation:

Position held:

Address:

Phone (home):

Phone (mobile):

Phone (work):

Fax:

Email address:

Supporting statement

Lone wolf have run hundreds of comedy events within the Littlebury and its gardens over the last few years. I am confident this event will be as successful as all the others.

SECTION 8: Signature of agreement

I/We have ready the Council's terms and conditions for the hire of a park or open space, and agree to comply with and be bound by them if this application is approved.

Applicant's signature:

Date:

For and on behalf of (organisation):

Please return this form and supporting documentation to:

Bicester Town Council
Launton Road
Bicester
Oxon
OX26 6PS

Or email to: enquiries@bicester.gov.uk marking your email 'PARK / OPEN SPACE HIRE APPLICATION'

OFFICE USE ONLY:

Date received:

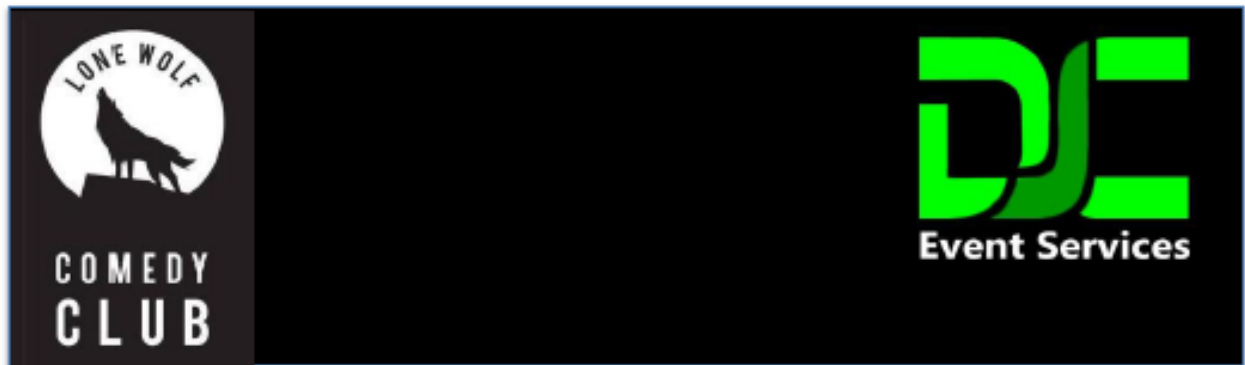
By:

Application acknowledged by:

Date:

Application response date:

By:



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Contact List

Name	Title/Organisation	Phone
Daniel Cooper	DJC Event Services	07723305238
Andrew Bird	Lone Wolf Comedy Director	07736152536
Peter	Security	peter@scopesecurityltd.com

1. A. Licensing

Title	Reference
PPL - Public Performance License	Number: TBC
SAG Temporary Events Notice	(update when issued)

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 450 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 5 th -7th June 2026.	Expected capacity of 250-350 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 assist with managing access to the site and ensure public and staff safety. 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 or security 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 Emergency/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.

If an emergency or fire is detected on site, Emergency services should be called immediately by event staff, show will stop with immediate effect, lighting put to full bright white and public address used to ask public and staff to evacuate site in an orderly manner, evacuation point will be located the other side of the field from the event site.

Evacuation to be guided and assisted by event and security staff.

Designated event staff will be available to guide emergency services to the site and advise of information that may be important.

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.

Large marquee has a safe working windspeed of in excess of 50mph.

Gazebos must be secured with weights, pegs and guide ropes, If wind level increases to a level where gazebos become unsafe they will be removed to prevent injury or damage.

Site is setup and located in a way that provides the most shelter from wind and rain

3.10 Toilet Provisions

Toilet provisions of a minimum of 8x 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@djceventservices.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 Event Services 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.
Martha Bohan	AV Crew	Management of Audio Visual equipment
Katka Bird	Event lead	Ticket and entrance control, volunteer coordination, litter picking coordination, first aid contact
Peter	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 2

Risk Assessment

Activity:
Location:

Lone Wolf Comedy Festival
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 receive Manual Handling advice/training. Look at Task, Individual, Load and Environment. Use of mechanical means where practicable. Where identified, equipment for transporting loads and multi person lifts will be adopted. Operators will wear suitable foot and hand protection at all times during manual handling tasks. Manual Handling TBT to be carried out on a regular basis.	3	3	9
2	Poor housekeeping – 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	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. ensure plant is located in areas away from public access or alternatively barriers to be located around each items of plant to prevent unauthorised access.	3	5	15
4	Electrical Outlets	3	5	15	Ensure all equipment that is connected to electrical outlets is PAT tested. Visual inspection for defects prior to use. Ensure proper power management to avoid overloading.			0
5	Use of Hazardous Materials. - fuel & cleaning products,	2	4	8	Staff 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.			0
6	Lack of communication	4	4	16	all site activities co-ordinated via event lead. Ensuring regular communication with all employees and contractors	1	4	4

7	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.	2	4	8
8	Gazebos and marquees - Trip Hazard, collapse, Access Issues	4	5	20	Gazebos will be erected by a trained member of staff. Guide ropes must be used when possible. Guide ropes must be highly visible or secured from foot traffic with barriers. Site Staff 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. Stall holders to provide risk assessment and insurance prior to the event.	3	5	15
9	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 covered with suitable protection and high visibility identification.	2	4	8
10	Free Flow of Pedestrian Traffic	2	4	8	All paths, vehicles access points and roads to be kept as clear and regularly monitored by staff 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 site staff monitoring park to ensure areas do not become overcrowded	1	3	3
12	bandstand - Crowd control, trip hazards, falls	4	5	20	Crowd control barriers installed to segregate public from performance areas. Security and Site staff located appropriately to control spectators and performers. Stage area to be checked prior to each performance for trip/slip hazards. any hazards identified must be actioned to prevent further risk.	2	5	10
13	Lost Children / Missing Persons	3	4	12	Members of staff will be visible via uniform & photo badges. announcements can be made via the stage pa systems in accordance with Event Plan procedure. All contact made via radio transmission. Reporting areas made clear through signage.	1	4	4
14	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. Public vehicles on site will be managed by car park attendants in high viz clothing.	2	5	10
15	Emergency vehicles and access	4	5	20	First aid to be located as per event plan in a visible and accessible location. Emergency service vehicles in attendance to be located as per event plan to allow free access if required. If emergency vehicle access is required road areas to be kept clear using staff & security.	2	5	10

16	Lighting - lack of visibility, trips falls	4	3	12	Event takes place during daylight hours. all areas to be lit and have good visibility at all times.	2	3	6
17	Contractors & Suppliers	4	4	16	all contractors and suppliers are to provide their own risk assessments and insurance for their respective tasks. All contractors and suppliers attending the event to be provided with a copy of the event plan and risk assessment.	2	4	8
18	Hearing Damage	3	4	12	Ensure any amplified audio equipment is managed correctly to ensure levels are kept at a safe and appropriate level. Level should be measured with a calibrated meter, avoiding long periods of exposure over 70db and never exceeding 120db	3	1	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.	1	4	4

Agenda Item 6

Proposed Name of Event

Bicester (Spider Park) Play & Activity Day

SECTION 1: Hirer's details

Name

Martin Gillett

Email

martin.gillett@oxonplay.org.uk

Organisation

Oxfordshire Play Association (OPA)

Position held

Manager / Project Manager

Address

Suite 8-05, Unit 8, Area C
Radley Road Industrial Estate, Radley Road
Abingdon, Oxfordshire OX14 3RY
United Kingdom
[Map It](#)

Phone

0745676507

SECTION 2: Key information about the hire

What type of event or activity do you want to hold?

Each year OPA organises a series of Play and Activity days at multiple venues across Oxfordshire in line with the ethos of National Playday, the celebration of the Child's Right to Play, (www.playday.org.uk)

From 2012 to 2025 inclusive we have delivered over 160 events across Oxfordshire which have been attended by over 170,000 'guests'

(Our 2020 Events were postponed due to Coronavirus Lockdowns / Restrictions)

The key selling point of our project is that all of our events offer both FREE Entrance and FREE Activities to ensure an Inclusion for ALL.

These events were already becoming increasingly important with the savage cuts previously imposed on Children and Families services in Oxfordshire (including the closure of local Children's Centres and Youth Services) during Austerity in terms of providing activities and information on services available to local families.

These needs were further exacerbated by the issues caused by Covid-19.

In addition to all this Children, Young People and their Families now face an unprecedented Cost of Living Crisis.

It is of no surprise to anyone then that we are now seeing unprecedented increases in children's mental health problems and loneliness, alongside reduced physical activity.

For Children & Young People

- 1) Promote Positive Behaviours & Activities (reduce anti-social behaviour)
- 2) Promote Increased Levels of Physical Activity
- 3) Promote a Healthy Lifestyle (healthy choices)
- 4) Promote Healthy Weight Management (obesity reduction)
- 5) Provide information on services and activities to promote a sense of Wellbeing and Inclusion

For Parents / Carers

- 1) Provide an Event offering both FREE Entrance & FREE Activities to Ensure an Inclusion for ALL
- 2) Demonstrate how Play can be achieved on a Zero / Minimal Budget using Natural & Recycled materials
- 3) Provide information on services and activities available in the local and wider area

For Communities

- 1) Encourage a greater sense of belonging to promote Active & Engaged Communities (Love where you Live)
- 2) Promote local clubs, groups and societies
- 3) Involve local groups, communities and Children & Young People in the planning and delivery of each event

Which park or open space do you want to hire (full address required)?

Spider Park, Keble Road

When do you want to hire the park or open space?

Wednesday 29th July 2026

How many people do you expect to attend (including maximum attendance at any one time)?

500 to 1000

What is the purpose of the event or activity?

FREE, Community Playday

If it is to raise money for a charity, please give details (including registered charity number)?

No but it will be delivered by a Charity (OPA - 1160320) on a Not For Profit basis

Will there be any plays/theatre taking place at the event?

No

Will you be showing any films/cinema at the event?

No

Will you be holding any sporting activities at the event?

Possibly Sports Tasters

Will there be any form of live music at the event?

Only a 'have a go' music tent for Children (NOT 'proper' bands or singers)

Will there be any form of recorded music at the event?

No

Will there be any dance performances at the event?

Possible depending on whether local groups attend

Will there be any activities similar to the above?

No

Will there be facilities for making music?

Only a 'have a go' music tent for Children

Will there be facilities for dancing?

Possible depending on whether local groups attend

Will there be any activities similar to the above?

No

Will there be supply of alcohol?

No

Will there be any entertainment of an adult nature? E.g. activities involving nude physical nature or obscene language.

No

SECTION 3: Site and safety

Do you plan to erect tents and/or marquees?

Gazebos

Do you plan to use heavy equipment?

No

Do you plan to bring vehicles onto the site?

Yes

Do you plan to install power (electricity)?

No

Do you plan to let off fireworks?

No

Do you plan to have novelty rides?

No

Do you plan to erect side shows and/or stalls

No

Do you plan to have entry charge/restricted access

No

Do you plan to provide car parking?

We plan to use the existing car park

SECTION 4: Environmental health

Do you plan to provide toilet facilities?

Yes in the Community Centre

Do you plan to have live music and/or dancing?

Only a 'have a go' music tent for Children

Do you plan to have a licensed bar?

No

Do you plan to sell food/let a food concession?

Hot Food and Ice Cream

Do you plan to cook food on site?

Yes

Do you plan to provide water?

No

SECTION 5: Other

Do you plan to provide your own security?

Security not required

Do you plan to hold arena displays?

No

Do you plan to sell any items?

No

Do you plan to use amplification equipment?

Only a 'have a go' music tent for Children

Do you plan to hire equipment from BTC?

No

Do you plan to use animals for rides?

No

Do you plan to hold an animal show?

No

Do you plan to use animals for displays?

No

Do you plan to hold sporting activities?

Possibly Sports Tasters if local groups can attend

Do you plan to use the council's sport pitches?

No

Do you plan to have areas marked out?

No

SECTION 6: To support your application

Please tick the below if you have included these items in you application

- Details of how your proposed event will be funded (to show expenditure and income)
- A copy of your security plan
- Safety plan to include emergency procedures and named responsible person(s)
- A risk assessment (and method statements where applicable)
- Copies of insurance documents

File

File

[Playday-2026-Event-Risk-Assessment.doc](#)

File

[Playday-2026-Event-Management-Plan.doc](#)

File

[Playday-2026-Event-Safety-Plan.doc](#)

File

[OPA-Annual-Report-2025.pdf](#)

SECTION 7: References**Name**

Jon Wild

Email

jon.wild@cherwell-dc.gov.uk

Organisation

Cherwell District Council

Position held

Community Development Manager

Second Referee Address

39 Castle Quay
Banbury, Oxon OX16 5FD
United Kingdom
[Map It](#)

Phone

01295 221716

Supporting statement

We work with Jon on many projects and events across Cherwell DC

Second Referee Name

Sheila Jault

Second Referee Email

sheila.jault@sanctuary.co.uk

Second Referee Organisation

Sanctuary Housing

Second Referee Position held

Partnerships Team

Address

Chamber Court
Castle Street
Worcester, Oxfordshire WR1 3ZQ
United Kingdom
[Map It](#)

Second Referee Phone

07443 660662

Second Referee Supporting statement

We work with Sheila on many projects and events across Cherwell DC

SECTION 8: Signature of agreement

Applicant's signature:

SECTION 8: Signature of agreement

Applicant's signature:

M Gillett

Date

12/15/2025

For and on behalf of (organisation):

Oxfordshire Play Association

Charities & Communities Groups

Charities and Community Groups: A
solution for charity and community groups

Policy Schedule



Cover details

Reason for Issue:	Renewal
Address:	Unit 8, Area C, Radley Road Industrial Estate, Abingdon, Oxfordshire OX14 3RY
Period of insurance:	29-Jul-2025 to 28-Jul-2026 both dates inclusive
Premium:	£ 1,077.45 (plus IPT @12.00% = £ 129.31) = £1,206.76

Insurance cover provided

Public/Products liability	Insured
Employers liability	Insured
Professional liability	Insured
Management liability	Insured
Entity defence	Insured
Property damage	Insured
Damage to portable property	Insured
Business interruption	Insured
Personal accident	Insured
Money and personal assault	Insured
Fidelity	Insured

Policyholder details

Policy number:
534010

Policyholder name:
Oxfordshire Play Association

Policyholder benefits

As a Markel policyholder, you can access benefits to support you in running your business. These vary dependent on the level of cover purchased.

[Activate your benefits now](#)



Business Hub:

An online hub containing hundreds of DIY contracts, policies, forms and letter templates, covering every area of business, including health and safety, trading and contracts and cyber and data.

HOW TO CLAIM

Contact your insurance broker, or you can make a claim via the claims page on our website at: uk.markel.com/claims

Public/Products liability

Limit:	£10,000,000
UK Excess:	£100
Jurisdiction:	U.K.

Employers liability

Limit:	£10,000,000
Jurisdiction:	U.K.

Professional liability

Limit:	£1,000,000
UK Excess:	£100
Jurisdiction:	U.K.

Management liability

Limit:	£250,000
UK Excess:	£0
Jurisdiction:	U.K.

Entity defence

Limit:	£25,000
UK Excess:	£1,000 Investigations only
Jurisdiction:	U.K.

Property damage

Premises 1 - Address: Unit 8, Area C,, Radley Road Industrial Estate, , Abingdon, , Oxfordshire, OX14 3RY

Buildings	£Not Insured
Contents	£1,320
Computer equipment	£2,870

Other items

Property damage	£Not Insured
Property	£Not Insured

Property Damage Excess:

(the first amount of any claim for which you are responsible)

subsidence damage	£ 1,000
loss of documents	£ 100
theft of keys	£ 25
all other damage	£ 250

Damage to portable property

Sum Insured: £21,218

(Damage can occur anywhere in the world)

Business interruption

	Sum Insured	Maximum Cover Period
Additional cost of working	£26,523	12 months

Personal accident

(Injury must occur during the period of employment)

Death, loss of limbs, sight, speech or hearing /	
Permanent total disablement	£ 10,000
Temporary total disablement	£ 100 per week for a maximum of 104 weeks

Money and personal assault

£2,500 if the money is lost, other than	
Loss of money from locked safe at the premises	£ 1,000
Loss of money from locked safe at private residence	£ 500
Loss of money from locked safe at conference exhibition	£ 500
Other loss of money	£ 250
Death/loss of limbs, sight, speech or hearing/	
permanent total disablement	£ 10,000
Temporary total disablement	£ 100 per week for a maximum of 104 weeks

Fidelity

Limit:	£25,000
UK Excess:	£250
Jurisdiction:	U.K.

Appendix 2



Risk Assessment Form for OPA Play & Activity Days 2026

	Hazards identified	Who is at risk and what are the risks?	Risk factor	Actions to be taken to minimise the risk
1.	Vehicles in park to unload items	All - Physical injury or fatality; harm to property or other vehicles	M	- Information given to activity providers about vehicle movements 5mph signs put up - Stewards with hi-vis vests at entrance and in park - Dedicated times for vehicles to enter and leave
2.	Loading and unloading activities, gazebos, etc	Activity providers, volunteers and stewards - injury if load too heavy	M	- Stewards given information and briefing - Information sent to volunteers
3.	Dog mess in park	All	L	- Organisers to check for & remove any dog mess - Activity providers asked to check their area and dog mess bags provided
4.	Lost children	Children - Getting lost	M	- Signs up to say all children must be supervised by parents and carers - Lost Children area within Information Stand
5.	Slips, trips and falls	All - Risk of slipping and injury	M	- Hourly checks of toilets by staff - All cables to be covered
6.	Dogs on site	All - Dog bites	M	- Signs up to say please dogs on leads during event - First Aid area provided
7.	General injuries, bites and falls	All - General injury	M	- All activity providers have completed own risk assess - All activity providers hold their own public liability insurance of at least to £5m - First Aid area provided
8.	Extreme weather	All - Potential of cold, wet and windy weather	M	- Some activities not offered - Cover available under trees and gazebos - Staff briefed on health/safety - First Aid area available if needed
9.	Crowds	All - Overcrowding due to large amount of people	L	- Variety of activities spaced over large area - Ample car parking within walking distance
10.	Food stalls	All - Undercooked food	M	All food stalls hold valid food hygiene certificate and OCC 'licence'
11.	Electrical cables	Children/young people/adults: Tripping over wires	M	- Adult supervision at all times - Wires safely concealed
12.	Gazebo Safety	All - General Injury from falling gazebos	M	ALL gazebos secured with both Tent Pegs and Rope
13.	Traffic (when venue next to roads)	All - Physical injury or fatality; harm to or from vehicles	H	- Ensure parents know and are reminded that they are responsible for their children during the event (this is a non-childcare event) - Activities placed as far away from any roads as possible - Use space within fenced areas if possible, create barriers (with ropes / cones etc) where none exist - Display warnings / speed limit restrictions on nearby roads

Completed by: Name: Martin Gillett

Signature: M Gillett

Date: January 2026

Event Management Plan - Play & Activity Days 2026

1. Project Overview

- The Oxfordshire Play Association (OPA) is a Charitable Incorporated Organisation (Registered Charity Number 1160320) and has been providing a Countywide service across Oxfordshire since 1974.
- Our Vision is to 'Improve Childrens Lives Through Play' and our Mission Statement is to 'Champion and to support the rights of all Children and Young People to have access to high quality, inclusive, Play opportunities to improve their Physical, Mental and Spiritual wellbeing'
- Each year we deliver a series of Community Play and Activity days across Oxfordshire in line with the ethos of national Playday, the celebration of the Childs Right to Play. (www.playday.org.uk)
- From 2012 to 2025 we have delivered over 160 events Countywide which have been attended by over 170,000 'guests'.
- 2020 Events were postponed due to Covid Restrictions / Lockdowns
- Our events are unique in that they offer both FREE Entrance and FREE Activities to ensure an inclusion for ALL. We fundraise to pay for all the activities and facilities management.
- As in previous years we will work with a wide range of local partners to deliver these events to increase our delivery capacity, share best practice and reduce any duplication.
- Our average attendance number for each event over the past 13 years has been just over 1,000 guests

2. Organiser Details

- This projects / these events will be planned and delivered by;
- Oxfordshire Play Association, Suite 8-05, Unit 8, Area C, Radley Road Industrial Estate, Abingdon, Oxon. OX14 3RY
- 07436 270267
- martin.gillett@oxonplay.org.uk
- www.oxonplay.org.uk

- The project / event manager is the OPA Manager, Martin Gillett

3. Activity Providers / Activities

- Each event will have a wide range of activities promoting Playful and Educational activities delivered by both Professional providers and local organisations
- Information on local services and activities will be provided to parents / carer

4. Event Safety, Risk Assessments, Insurance and General Event Management

- OPA will arrive on site for each event at 9am to complete a Health & Safety Assessment / Site Check
- Activity Providers will arrive between 9.30am and 10.30am
- Vehicle movement will be banned after 10.30am for Health & Safety Reasons
- Each event will run from 11am until 3pm
- All activity providers will have a copy of their Insurance document and Risk Assessment with them at the event
- All the activity providers use standard 3m x 3m metal gazebos which will be secured using tent pegs and ropes
- First Aid at each event will be provided by a reputable, 3rd party, paid for provider – Access First Aid
- Subject to operational requirements the local Thames Valley Police 'Neighbourhood Community Policing Team' will be in attendance at each event
- Subject to operational requirements the local OCC 'Fire and Rescue Team' will be in attendance at each event
- Where toilets are not available 'on site' Portaloos will be 'hired in' including a disabled access unit)



Event Safety Plan Play & Activity Days 2026

5. Vehicles

- Strict times when vehicles are allowed to move within event location (Vehicle movement banned from 10.30am until 3pm)
- All stallholders and staff made aware of vehicle movement times
- Stewards on vehicle access / movement duty

6. Accidents / Emergencies

- All Activity Providers have completed a relevant Risk Assessment
- Qualified First Aiders on site
- Emergency Services on site / in attendance
- Emergency Services aware of event
- Activity Providers have contact details of main Event Organiser

7. General

- Locations have 'natural' boundaries separating them from Public Highways
- Access will be kept clear for emergency evacuation
- Named Health and Safety officer for event – lead OPA staff member for each event
- Lost Children area with First Aid within 'Emergency Services' area
- Main organisers / stewards have phone contact / walkie talkies available and are wearing 'Hi Vis' jackets
- Emergency Services have specific area marked on site plan

8. Safeguarding

- Events clearly identified as 'No Childcare Provided'
- OPA Safeguarding Policy utilised / communicated
-



BICESTER TOWN COUNCIL

EVENTS WORKING PARTY

28th January

Chair: - Damien Maguire

Contact: 01869 252915 damien.maguire@Bicester.gov.uk

Officer: – Michael Lee

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

Ward Affected: All

Remembrance Sunday 9th November

1. Background

- a. Bicester Town Council annually leads the town's Remembrance Sunday commemorations, honouring the service men and women who lost their lives in World War I, World War II, and other global conflicts. The event is a significant moment in the town's calendar and reflects Bicester's strong historical ties to the military.

2. Overview

- a. Remembrance Sunday was well attended, with a large turnout of local residents observing the parade and service in the Market Square, and some attending the church service thereafter. The military parade was well organised; however, the dais was not provided. Some members of the public were unclear on the timing of the two-minute silence due to a delay before the bugler commenced. Dignitaries, councillors, and invited guests attended the full programme, including a lunch at the Officers' Mess, which was reported to have proceeded successfully.
- b. Budget for the event was £5,000, spent £3,626.40 (finance to confirm).

The Working Party is **RECOMMENDED** to **NOTE** and **COMMENT** on this report



BICESTER TOWN COUNCIL

EVENTS WORKING PARTY

28th January

Chair: - Damien Maguire

Contact: 01869 252915 damien.maguire@Bicester.gov.uk

Officer: – Michael Lee

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

Ward Affected: All

Christmas Light Switch On 29th November

1. Background

- a. The Christmas Light Switch-On in Bicester is more than just a festive event—it's a deeply rooted tradition that brings together residents, local businesses, and visitors to celebrate the start of the holiday season. Held annually on the last Saturday of November, the event transforms Market Square into a winter wonderland filled with lights, music, and community spirit.

2. Overview

- a. The Christmas Light Switch-On was well attended, with a large number of residents present in the Market Square. The positioning of the stage was effective; however, the layout of the stalls was less successful and resulted in the area feeling congested. The duration of the event was considered excessive, as stallholders experienced limited footfall until closer to the switch-on at 6.00 pm. Some residents expressed dissatisfaction with the stage hosts, citing concerns regarding appropriateness. The bubbleologist, stilt walkers, and tractor were noted as highlights of the event. Online feedback was mixed; however, despite these challenges, the event was considered to have proceeded satisfactorily.
- b. Budget for the event was £10,500, spent £10,759.14 inc VAT (finance to confirm).
- c. Income £1,185 from stalls, finance to confirm.

The Working Party is **RECOMMENDED** to **NOTE** and **COMMENT** on this report.



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28th January

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Contact: 01869 252915 damien.maguire@Bicester.gov.uk

Officer: – Michael Lee

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

Ward Affected: All

Christmas Light Trail 4th – 14th December

1. Background

- 1.1** The Bicester Christmas Light Trail is an annual festive event held at Garth Park, designed to bring the community together and celebrate the holiday season. For 2025, the event is scheduled to run from Thursday 4th December to Sunday 14th December, with activities commencing daily from 4:30 PM. The park is transformed into a winter wonderland featuring a twinkling illuminated trail, offering a magical experience for families, children, and visitors of all ages. A key attraction is the Santa's Grotto, which requires advance booking and provides an opportunity for children to meet Father Christmas in a festive setting. The trail is fully accessible, accommodating wheelchairs, buggies, and mobility scooters, ensuring inclusivity for all attendees. Seasonal music and ambient lighting contribute to a warm and welcoming atmosphere, enhancing the overall visitor experience. Tickets are available online, and the event is organised by Bicester Town Council, with the aim of fostering community spirit, supporting local engagement, and promoting Bicester as a festive destination during the Christmas period.

2. Overview

- 2.1** The Christmas Light Trail was successful, with the final weekend fully booked. Feedback indicated that the lighting display was a welcome change from previous years and that the Santa experience was well received. The pre-booking system operated effectively, resulting in short queue times. Some members of the public expressed disappointment upon learning that this was the final year of the trail. It was noted that, should the event take place again, a shorter schedule of Thursday to Sunday over a two-week period would be preferable.

- 2.2** Budget for the event was £85,000, spent £94,132.37 inc VAT (finance to confirm).

- 2.3** Income £39,154.50 from ticket sales and £1,400 from stalls.

The Working Party is **RECOMMENDED** to **NOTE** and **COMMENT** on this report.



BICESTER TOWN COUNCIL

EVENTS WORKING PARTY

28th January

Chair: - Damien Maguire

Contact: 01869 252915 damien.maguire@Bicester.gov.uk

Officer: – Michael Lee

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

Ward Affected: All

Santa Fun Run 21st December

1. Background

1.1 Last year was the 19th annual Bicester Santa Fun Run which has been a cherished part of the Bicester Town Council's Christmas events schedule. This festive tradition brings together residents of all ages to celebrate the season in a fun and active way, while also supporting important local causes. Each year, the event raises money for the mayor's chosen charities, helping to make a meaningful difference in the community.

2. Overview

2.1 The Santa Fun Run was held at a new location this year, with the revised route providing a safer and smoother course for participants. A sufficient number of volunteers supported the event, which was greatly beneficial. The only issue noted related to the distribution of bacon rolls, as not all runners attended the café to collect theirs.

2.2 There was no budget for this event, however total spend was £965.10 inc VAT (finance to confirm).

2.3 Income £2,304.00 from ticket sales.

The Working Party is **RECOMMENDED** to **NOTE** and **COMMENT** on this report.



BICESTER TOWN COUNCIL

EVENTS WORKING PARTY

28th January 2026

Chair: - Damien Maguire
Contact: 01869 252915 damien.maguire@Bicester.gov.uk

Officer: – Michael Lee
Contact: 01869 252915 michael.lee@bicester.gov.uk

Ward Affected: All

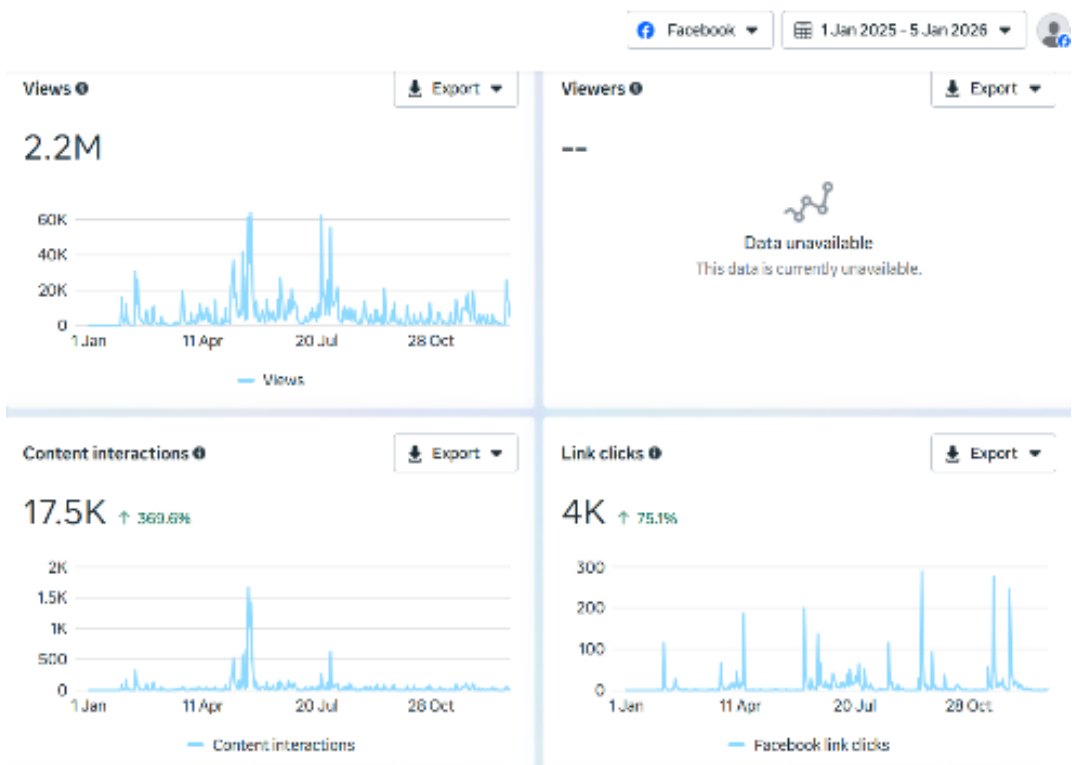
Bicester Town Council 2025 Social Media Statistics

1. Background

Since 1st January 2025, Bicester Town Council’s social media presence has continued to grow, with an increase in followers across the Council’s platforms. This growth reflects ongoing efforts to improve digital communication, increase engagement with residents, and share timely information about Council services, events, and initiatives. In particular, the opening of the Council’s Instagram account in 2025 has increased the Council’s online visibility and reach, supporting engagement with a wider and younger audience. The following statistics provide an overview of social media performance during 2025 to 6th January 2026 and highlight trends in audience growth and engagement.

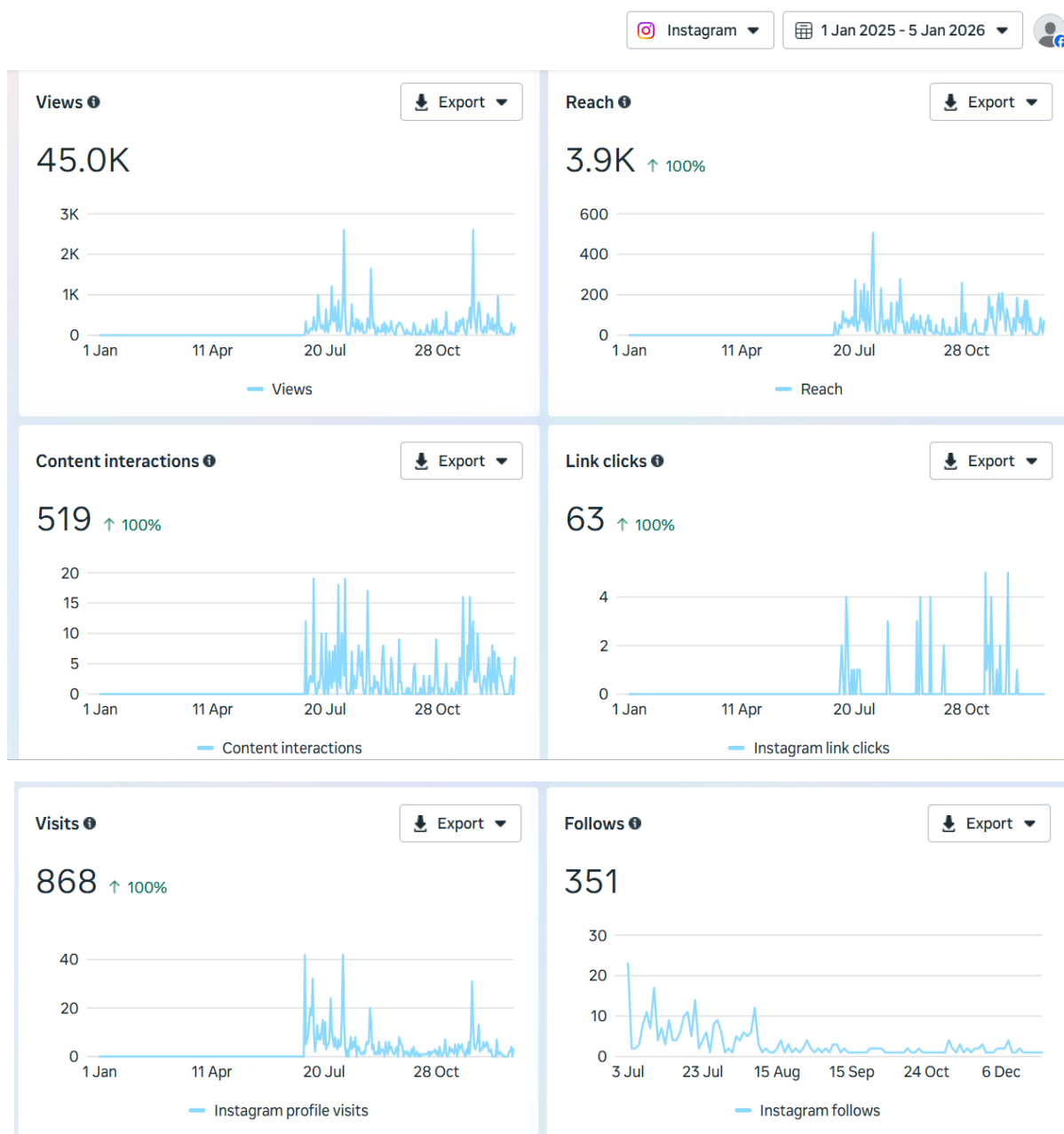
2. Overview

Facebook stats:





Instagram stats:



3. Recommendation

The Working Party is **RECOMMENDED** to **NOTE** and **COMMENT** on this report.



BICESTER
TOWN COUNCIL

Event Outlines / Proposals 2026

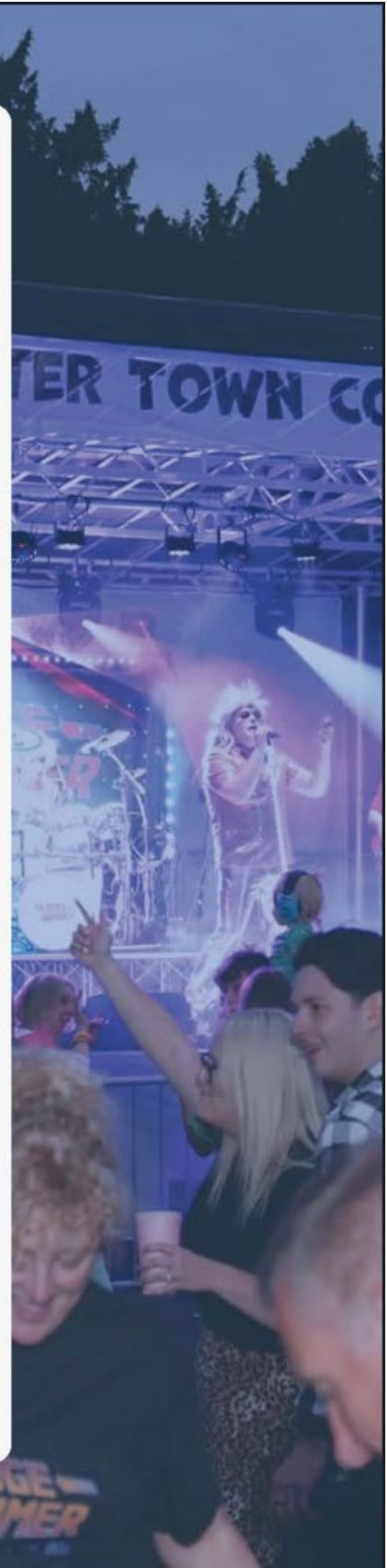


Bicester Town Council

Created by

Isobel May

Events and Marketing
Administrator Officer



Events Timeline

23
Jan
07:00pm – 09:00pm
Mayor's Charity Pub Quiz
Nightingale, Nightingale Pl, Bicester OX26 6XX

20
Feb
06:30pm – 08:30pm
Mayor's Charity Gala Dinner
The Baton, Heyford – 455 Camp Rd, Upper Heyford, Bicester OX25 5HD

TBC
March
tbc
Mayor's Charity Bake Off
tbc

2
April
11:00am – 03:00pm
Easter Egg Hunt
Garth Park, Launton Road, OX26 6PS

11
May
06:30pm – 08:30pm
Mayor Making
Location TBC

31
May
12:30pm – 05:30pm
Sunday's in the Park
Garth Park Bandstand, Launton Road, OX26 6PS

7
June
11:00am – 04:00pm
Civic Service & Parade
Market Square & St Edburg's Church, OX26

14
June
12:30pm – 05:30pm
Sunday's in the Park
Garth Park Bandstand, Launton Road, OX26 6PS

27
June
11:00am – 04:00pm
Flag Raising & Armed Forces Day
Pingle Field, Bicester, OX26 6AU

12
July
12:30pm – 05:30pm
Sunday's in the Park
Garth Park Bandstand, Launton Road, OX26 6PS

18
July
06:00pm – 10:00pm
The Motown Music Night
Garth Park, Launton Road, OX26 6PS

26
July
12:30pm – 05:30pm
Sunday's in the Park
Garth Park Bandstand, Launton Road, OX26 6PS

5
Aug
11:00am – 04:00pm
Teddy Bears Picnic
Garth Park, Launton Road, OX26 6PS

9
Aug
12:30pm – 05:30pm
Sunday's in the Park
Garth Park Bandstand, Launton Road, OX26 6PS

22
Aug
06:00pm – 10:00pm
Music Event
Garth Park, Launton Road, OX26 6PS

8
Nov
11:00am – 01:00pm
Remembrance Sunday
Market Square & St Edburg's Church, OX26

28
Nov
02:00pm – 07:00pm
Christmas Light Switch On
Market Square / Sheep Street, Bicester, OX26

6
Dec
10:00am – 01:00pm
Santa Fun Run
Location TBC

13
Dec
04:00pm – 08:00pm
Christmas Concert
Garth Park, Launton Road, OX26 6PS



Event Outline

Mayor's Charity Pub Quiz



Overview:



The Mayor's Charity Pub Quiz is a fun and engaging fundraising event designed to bring the local community together for an evening of friendly competition, entertainment, and socialising. The event will raise funds for the Mayor's chosen charities while promoting community spirit and civic engagement. The quiz will be delivered by a professional quiz host using an interactive phone-based system, allowing teams to take part using their own smartphones.

Key Details:



- Date: Friday 23rd January 2026
- Venue: The Nightingale, Langford
- Type of Event: Charity fundraising pub quiz
- Target Audience: Councillors, civic guests and local residents
- Estimated Attendance: TBC depending on venue space
- Duration: Approximately 2.5–3 hours, including breaks, 7pm start

Venue Setup:



- Tables arranged to accommodate quiz teams
- Central area or stage for quiz host and sound equipment
- Registration desk near the entrance for check-in and ticket sales
- Clear walkways for staff and attendees

Facilities and Features:



- PA system and microphone for quiz host
- Licensed bar facilities for refreshments
- Accessible toilets and step-free access where possible
- Heating and adequate lighting

Ticket Prices & Pitch Fees:



- Tickets costs @ £5
- Pitch fee N/A

Budget:



- No budget

Event Outline

Mayor's Charity Gala Dinner



Overview:



The Mayor's Charity Gala Dinner is a prestigious fundraising event designed to support the Mayor's chosen charities while celebrating community spirit and civic engagement. The evening will provide an opportunity for guests to enjoy a formal dining experience, network with local leaders and community members, and contribute to a meaningful cause through ticket sales, donations, and fundraising activities.

Key Details:



- Date: Friday 20th February 2026
- Venue: The Baton, Heyford – 455 Camp Rd, Upper Heyford, Bicester OX25 5HD
- Type of Event: Charity gala dinner and fundraising evening
- Target Audience: Councillors, civic guests and local businesses and organisations
- Estimated Attendance: 100
- Duration: Approximately 3–4 hours, 7pm arrival

Venue Setup:



- Formal dining layout
- Stage or focal area for speeches, entertainment, presentations, and announcements
- Reception area for guest arrival and welcome drinks
- Dance floor
- Display space for charity information, raffle prizes, and sponsorship recognition

Facilities and Features:



- Fully catered dining facilities
- Licensed bar
- PA system and microphone for speeches, entertainment and announcements
- Suitable lighting for a formal evening event
- Accessible toilets and step-free access where available
- On-site staff for catering and event support
- Space for fundraising activities such as raffles, auctions, or donations

Ticket Prices & Pitch Fees:



- Tickets costs @ £60
- Pitch fee N/A

Budget:



- No budget

Event Outline

Mayor's Charity Bake Off



Overview:



The Mayor's Charity Bake Off is a fun, family-friendly fundraising event designed to bring the community together through baking, creativity, and friendly competition. Participants will showcase their baking skills while raising funds for the Mayor's chosen charities. The event will encourage community participation, promote local talent, and provide an enjoyable social experience for all ages.

Key Details:



- Date: March tbc
- Venue: tbc
- Type of Event: Charity bake-off competition and community fundraiser
- Target Audience: Local residents and families
- Estimated Attendance: tbc
- Duration: Approximately tbc

Venue Setup:



- Designated baking and display tables for entries
- Clearly marked judging area
- Public viewing area for attendees
- Registration table for participants and donations
- Display area for charity information, rules, and prizes
- Safe, clear walkways for attendees

Facilities and Features:



- Tables and coverings suitable for food display
- Access to electricity if required for warming equipment
- Handwashing facilities and food hygiene provisions
- Waste and recycling points
- Accessible toilets and step-free access where possible
- PA system or microphone for announcements and judging
- Seating areas for attendees

Ticket Prices & Pitch Fees:



- Tickets costs @ TBC
- Pitch fee N/A

Budget:



- No budget

Event Outline

Mayor's Easter Egg Hunt



Overview:



The Mayor's Charity Easter Egg Hunt is a fun, outdoor community event designed to bring families together while raising funds for the Mayor's chosen charities. The event will offer a safe and enjoyable Easter-themed experience for children, featuring an organised egg hunt, family activities, and opportunities for local community engagement within Garth Park.

Key Details:



- Date: Thursday 2nd April 2026
- Venue: Garth Park, Launton Road, Bicester OX26 6PS
- Type of Event: Charity Easter egg hunt and family fun day
- Target Audience: Families with children and local residents
- Estimated Attendance: 500
- Duration: 4 hours, 11am–3pm

Venue Setup:



- Clearly marked egg hunt zones
- Registration and ticket collection point at the park entrance
- Activity area for games, crafts, and refreshments
- Designated meeting point and first aid area
- Display space for charity information and sponsor recognition
- Clearly signposted routes and boundaries for safety

Facilities and Features:



- Open green space suitable for children's activities
- Temporary gazebos for registration and activities
- PA system for announcements and music
- First aid provision and safeguarding staff/volunteers
- Accessible paths and nearby toilet facilities
- Waste and recycling points
- Weather contingency planning (e.g. indoor or covered areas)

Ticket Prices & Pitch Fees:



- Tickets costs @ £3.50 for 5 yrs –12 yrs, £4.00 12 yrs – 16 yrs, free for 5 and under (last year pricing was £2.50 for 5 yrs –12 yrs, £3.00 12 yrs – 16 yrs, free for 5 and under)
- Pitch fee £40 (£10 increase from 2025 fee's)

Budget:



- No budget

Event Outline

Mayor Making



Overview:



The Mayor Making Ceremony is a formal civic event marking the official appointment of the new Mayor. The ceremony provides an opportunity to recognise the outgoing Mayor's service, welcome the incoming Mayor, and celebrate local democracy. The event will be conducted in accordance with civic protocols and will be attended by councillors, dignitaries, invited guests, and members of the public.

Key Details:



- Date: Monday 11th May 2026
- Venue: tbc
- Type of Event: Formal civic ceremony
- Target Audience: Councillors, invited guests, dignitaries, community representatives, grant aid and good citizen award members
- Estimated Attendance: 100
- Duration: 2 hours, 6:30pm – 8:30pm

Venue Setup:



- Formal seating layout facing the ceremonial area
- Raised platform or stage for the Mayor, councillors, and civic officers
- Designated area for chain of office presentation
- Reception area for guest arrival and post-ceremony refreshments (if applicable)
- Clear signage for seating, exits, and accessibility

Facilities and Features:



- PA system and microphones suitable for speeches and formal proceedings
- Adequate lighting for ceremonial presentations
- Accessibility provisions including step-free access and accessible seating
- Nearby toilet facilities

Ticket Prices & Pitch Fees:



- Invitation only
- Pitch fee N/A

Budget:



- £1,500

Event Outline

Civic Service & Parade

Overview:



The Civic Service & Parade is a traditional civic event celebrating local heritage, community, and public service. The event will feature a formal civic parade through Market Square, followed by a service at St Edburg's Church. Invited guests will then attend a post-service reception for drinks and nibbles at a location to be confirmed. The event provides an opportunity to recognise civic leadership, community organisations, and the role of volunteers and uniformed groups.

Key Details:



- Date: Sunday 7th June 2026
- Venue: Market Square, St Edburg's Church and tbc
- Type of Event: Formal civic parade, church service, and invited reception
- Target Audience: Councillors, invited guests, dignitaries, uniformed organisations and community groups, invited guests and representatives, and members of the public (parade and service)
- Estimated Attendance: Parade and service: approximately 200–400 attendees, Reception: approximately 80–120 invited guests
- Duration: 3 hours, 2:30pm – 5:30pm

Venue Setup:



- Market Square:
- Designated areas for civic dignitaries and uniformed groups
- Clearly marked parade route and marshalled areas
- St Edburg's Church:
- Assembly point for parade participants
- Reserved seating for civic party and invited guests
- Space for standards
- Reception Venue:
- Standing reception layout for drinks and nibbles

Facilities and Features:



- PA system for announcements at Market Square (if required)
- Parade marshals and stewards for crowd management
- Traffic management and road closures as required
- Accessibility provisions at all locations where possible
- Toilet facilities at or near venues
- Secure handling and storage of civic regalia
- Catering provision for post-service reception
- First aid provision throughout the event

Ticket Prices & Pitch Fees:



- Free to attend for the public (parade and service)
- Reception attendance by invitation only
- Pitch fee N/A

Budget:



- £4,000

Event Outline

Sunday's in the Park



Overview:



Sundays in the Park is a programme of relaxed, family-friendly outdoor events designed to provide free live entertainment and encourage community use of Garth Park. Taking place across five summer Sundays, the events will feature live music and performances at the bandstand, creating a welcoming atmosphere for residents and visitors to enjoy music, leisure time, and the park setting.

Key Details:



- Date: Sunday 31st May, Sunday 14th June, Sunday 12th July, Sunday 26th July & Sunday 9th August
- Venue: Garth Park, Launton Road, Bicester OX26 6PS
- Type of Event: Outdoor live music and community entertainment
- Target Audience: Local residents, families and music enthusiasts
- Estimated Attendance: Approximately 200–400 attendees
- Duration: 5 hours, 12:30pm – 5:30pm

Venue Setup:



- Garth Park – Bandstand
- Bandstand used as the central performance area
- Open grassed areas for audience seating and picnicking
- Space for small-scale sound and technical equipment

Facilities and Features:



- Live music or performance acts scheduled throughout the afternoon
- PA system suitable for outdoor performances
- Power supply for sound equipment
- Accessible paths and viewing areas
- Waste and recycling points
- Weather contingency planning

Ticket Prices & Pitch Fees:



- Free to attend for the public
- Pitch fee N/A

Budget & Income:



- Budget £4,000
- Income N/A

Event Proposal

Flag Raising & Armed Forces Day



Overview:



This proposal recommends merging the annual Flag Raising Ceremony with Armed Forces Day into a single, unified event. The primary aim is to increase public engagement and attendance at the flag raising, following feedback received in previous years regarding a lack of public presence. By incorporating the flag raising into Armed Forces Day celebrations, the ceremony will take place in front of a larger audience already gathered to support the Armed Forces. This approach will also simplify logistics and attendance for military representatives, reducing the need for multiple commitments on different days.

The event will feature the raising of the Armed Forces Day (AFD) flag at Pingle Field at 11:00am using a portable flagpole, alongside a wider Armed Forces Day programme running throughout the afternoon. In addition, an Armed Forces Day flag will be raised at Garth Park for the week leading up to the event to increase visibility and awareness.

Key Details:



- Date: Saturday 27th June 2026
- Venue: Pingle Field, Bicester, OX26 6AU
- Type of Event: Combined civic flag raising ceremony and Armed Forces Day community event
- Target Audience: Serving military personnel and veterans, cadet forces and uniformed organisations, families and local residents
- Estimated Attendance: Approximately 300–600 attendees throughout the day
- Duration: 5 hours, 11:00am – 4:00pm

Venue Setup:



- Designated ceremonial area for the flag raising at 11:00am
- Portable flagpole installed and secured for the Armed Forces Day flag
- Space allocated for military displays, community stands, and activities
- Central area for speeches, entertainment and announcements
- Clearly marked entrances, exits, and emergency access routes

Facilities and Features:



- Portable flagpole suitable for ceremonial use
- PA system and microphone for speeches, entertainment and announcements
- First aid provision and security
- Accessibility considerations including level access and seating
- Temporary gazebos for displays, vendors and information stands
- Waste and recycling facilities
- Stewarding and event volunteers to manage crowd flow and safety

Ticket Prices & Pitch Fees:



- Free entry for all attendees
- Pitch fee @ £40 (£10 increase from 2025 fee's)

Budget & Income:



- Budget £9,500 for AFD
- Budget £250 for Flag Raising
- Income £2,500

Event Outline

The Motown Music Night



Overview:



The Motown Music Night is an outdoor evening music event designed to bring the community together for a relaxed and enjoyable summer experience in Garth Park. Motown was selected as the featured genre after placing second in the 2025 public music poll, reflecting strong community interest. The event will provide live entertainment in a family-friendly setting, encourage community engagement.

Key Details:



- Date: Saturday 18th July 2026
- Venue: Garth Park, Launton Road, OX26 6PS
- Type of Event: Outdoor live music event
- Target Audience: Children and Adults (16+)
- Estimated Attendance: Up to 1,500 guests
- Duration: 3 hours, 7pm – 10pm

Venue Setup:



- Performance stage positioned to maximise viewing while minimising impact on surrounding areas
- Audience area with standing space and limited seating
- Designated technical area for sound and lighting equipment
- Clearly marked entry and exit points
- Space allocated for food and drink vendors
- First aid point

Facilities and Features:



- Professional stage, sound, and lighting equipment suitable for live music
- PA system for announcements, entertainment and event management
- Accessible viewing areas and step-free access
- Toilet facilities (existing or temporary, as required)
- Waste and recycling points
- Event stewards and security personnel
- Noise management measures in line with local regulations

Ticket Prices & Pitch Fees:



- Tickets costs @ £15 for Adult, £7.50 for Children ages 6-16, free for 5 and under (same as Sledgehammer 2025)
- Pitch fee @ £40 (£10 increase from 2025 fee's)

Budget & Income:



- Budget £12,500
- Income £10,000

Event Outline

Teddy Bears Picnic



■ Overview:



The Teddy Bears' Picnic is a family-friendly outdoor event designed to provide a fun and relaxed summer activity for children and families. The event will encourage community participation through picnic-style activities, games, and entertainment in a safe and welcoming environment at Garth Park. Children will be invited to bring their favourite teddy bears and enjoy a day of themed activities, fostering community spirit and outdoor enjoyment.

■ Key Details:



- Date: Wednesday 5th August 2026
- Venue: Garth Park, Launton Road, OX26 6PS
- Type of Event: Family-friendly outdoor community event
- Target Audience: Families
- Estimated Attendance: Up to 1,500 guests
- Duration: 5 hours, 11am – 4pm

■ Venue Setup:



- Open picnic areas for families to bring blankets and food
- Activity zones for children's games, crafts, and entertainment
- First aid and lost-child meeting point
- Space for community stalls and refreshments

■ Facilities and Features:



- Gazebos or shaded areas for activities and rest
- Children's entertainment (e.g. games, soft play or crafts)
- PA system for announcements and activity coordination
- Accessible paths and viewing areas
- Toilet facilities within or near the park
- Waste and recycling points
- Event stewards and volunteers
- Safeguarding procedures and first aid provision

■ Ticket Prices & Pitch Fees:



- Free entry for attendees
- Pitch fee @ £40 (£10 increase from 2025 fee's)

■ Budget & Income:



- Budget £4,000
- Income £2,000

Event Proposal

Music Event



Overview:



This proposal outlines a summer outdoor music event at Garth Park, offering two potential themed options: an Elton John tribute act or a Country Music Night. Elton John ranked highly in the 2025 Facebook music vote, demonstrating strong local demand, while country music is currently experiencing a surge in popularity and would provide a fresh and varied addition to the town's events programme.

Both options are designed to deliver an enjoyable, high-quality live music experience, attract a broad audience, and encourage community engagement in a relaxed outdoor setting.

Key Details:



- Date: Saturday 22nd August 2026
- Venue: Garth Park, Launton Road, Bicester OX26 6PS
- Type of Event: Ticketed music event
- Target Audience: Children and Adults (16+)
- Estimated Attendance: Up to 1,500 guests
- Duration: Approximately 3–4 hours of music and dancing (e.g. 7 PM – 10 PM)

Venue Setup:



- Performance stage positioned to maximise visibility and sound coverage
- Audience area with standing space and seating
- Designated technical area for sound and lighting equipment
- Food and drink vendor area
- Welfare and first aid point
- Clearly marked entry, exit, and emergency access routes

Facilities and Features:



- Professional stage, sound, and lighting suitable for live music
- Food & Bar Service: Food vendors & licensed mobile bar selling alcoholic and non-alcoholic drinks
- Toilets: Temporary toilet units on site
- Security & Staff: Trained stewards, door staff, and first aid support as required

Ticket Prices & Pitch Fees:



- Tickets costs @ £15 for Adult, £7.50 for Children ages 6–16, free for 5 and under (same as Sledgehammer 2025)
- Pitch fee @ £40 (£10 increase from 2025 fee's)

Budget & Income:



- Budget £12,500
- Income £10,000

Event Outline

Remembrance Sunday



Overview:



Remembrance Sunday is a solemn civic event held to honour and remember the service and sacrifice of members of the Armed Forces, past and present. The event will include a formal parade from Market Square, followed by a remembrance service at St Edburg's Church. A private lunch for invited guests will take place afterwards at a location to be confirmed. The event provides an opportunity for the community to come together in reflection and respect.

Key Details:



- Date: Sunday 8th November 2026
- Venue: Market Square / St Edburg's Church OX26
- Type of Event: Civic parade, remembrance service, and invited luncheon
- Target Audience: Serving military personnel and veterans, cadet forces and uniformed organisations, families and local residents
- Estimated Attendance: Parade and service approximately 300–500 attendees, luncheon approximately 60–100 invited guests
- Duration: 2 hours (parade and service), followed by luncheon for invited guests, 11am – 1pm (4pm/5pm for lunch guests)

Venue Setup:



- Market Square:
- Assembly area for parade participants
- Designated spaces for civic dignitaries and standards
- Clearly marked parade route and stewarded areas
- St Edburg's Church:
- Reserved seating for the civic party, veterans, and invited guests
- Space for standards and ceremonial elements
- Luncheon Venue (TBC):
- Seated dining arrangement for invited guests only

Facilities and Features:



- PA system for announcements and readings (where appropriate)
- Road closures and traffic control as required
- Accessibility provisions at all locations where possible
- Toilet facilities at or near venues
- Secure handling and storage of standards and civic regalia
- First aid provision throughout the event

Ticket Prices & Pitch Fees:



- Free to attend for the public (parade and service)
- Luncheon attendance by invitation only
- Pitch fee N/A

Budget:



- Budget £5,000

Event Outline

Christmas Light Switch On



Overview:



The Christmas Light Switch-On is a major festive community event marking the start of the Christmas season. The event brings together residents, families, visitors, and local businesses for an afternoon and evening of entertainment, festive activities, and the official switching on of the Christmas lights.

The event will take place across Market Square and Sheep Street, with market stalls located in Sheep Street and managed by an external events company. The stage and Christmas tree will move with the stage looking down Sheep Street from the taxi rank and the tree positioned in front of the sheep statues. Market Square will be utilised for fairground rides and family-friendly activities, creating a dedicated attractions zone.

Key Details:



- Date: Saturday 28th November 2026
- Venue: Market Square and Sheep Street, Bicester, OX26
- Type of Event: Christmas light switch-on and festive community event
- Target Audience: Local residents, families and businesses
- Estimated Attendance: Up to 1,500 guests
- Duration: Approximately 5 hours (e.g. 2 PM – 7 PM)

Venue Setup:



- Stage & Christmas Tree (Taxi rank / Sheep Street):
- Stage to be positioned looking towards Sheep Street from the Taxi Rank and Christmas tree positioned in front of the sheep statues.
- Central focal point for live performances, speeches, and the light switch-on countdown
- Market Stalls:
- Festive market stalls located along Sheep Street
- Organised and managed by a separate events company
- Mix of food, drink, crafts, and festive retail
- Fairground Rides & Activities:
- Located in Market Square
- Family-friendly rides and festive attractions

Facilities and Features:



- Professional stage, sound, and lighting equipment
- PA system for announcements, performances, and countdown
- Event stewards and security staff
- First aid and welfare point
- Waste and recycling points throughout the event footprint
- Traffic management and road closures as required

Ticket Prices & Pitch Fees:



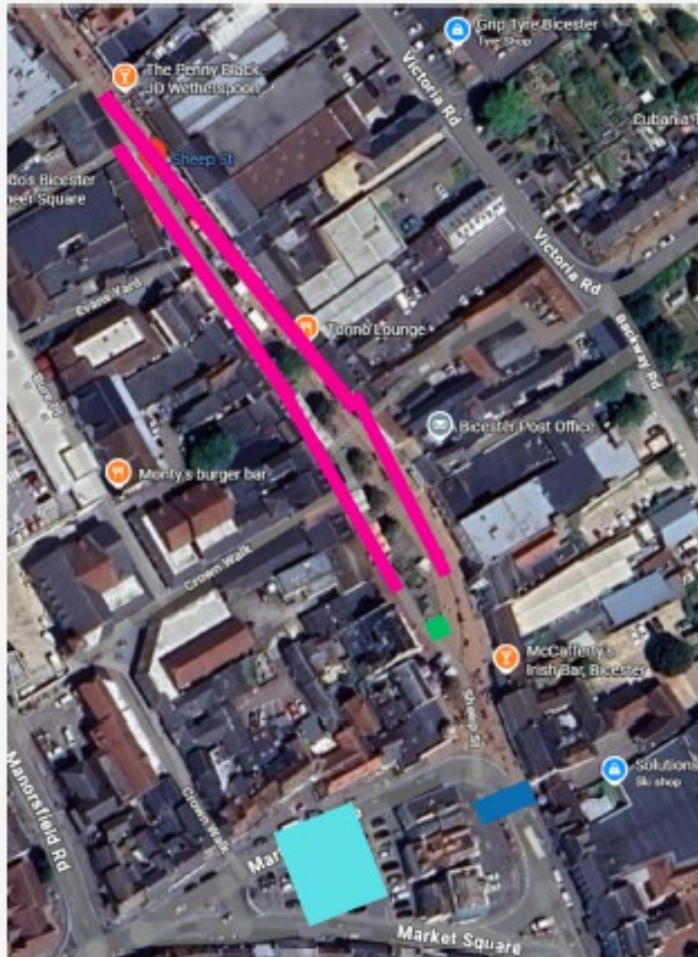
- Free entry for all attendees
- Pitch fee @ £40 (£10 increase from 2025 fee's) – organised by external company (BTC to profit)

Budget & Income:



- Budget £10,500
- Income £5,000

Map of Proposed Layout



- Tree
- Christmas Market Stalls
- Stage
- Fairground rides / activities

Event Outline

Santa Fun Run



Overview:



The Santa Fun Run is a festive, family-friendly fundraising event designed to encourage community participation, promote health and wellbeing, and celebrate the Christmas season. Participants will take part in a fun run dressed in Santa costumes, creating a vibrant and festive atmosphere. The event will support the Mayor's chosen charities while offering an inclusive activity suitable for all ages and abilities.

Key Details:



- Date: Sunday 6th December 2026
- Venue: tbc
- Type of Event: Festive charity fun run / walk
- Target Audience: Local residents and families
- Estimated Attendance: 300–500 attendees
- Duration: tbc

Venue Setup:



- Location:
- To be confirmed
- Clearly marked start and finish areas
- Signposted and stewarded route suitable for runners and walkers
- Registration point
- Warm-up and gathering area
- Finish-line area with space for refreshments and photo opportunities

Facilities and Features:



- Clearly marked and marshalled route
- Event stewards and volunteers at key points
- First aid provision and welfare point
- PA system for announcements and countdown
- Accessible route options where possible
- Toilet facilities at or near the venue
- Water and refreshments for participants

Ticket Prices & Pitch Fees:



- Tickets costs @ £12 for Adult, £8 for Children ages 6–16, free for 5 and under, £27.50 for Family Ticket (2 x Adult and 2 x Child), £2.50 for Santa Suits and bacon rolls are included (same as Santa Fun Run 2025)
- Pitch fee N/A

Budget:



- No budget

Event Proposal

Christmas Concert



Overview:



The Christmas Concert is a festive community event designed to celebrate the Christmas season through live music, entertainment, and seasonal activities. The event will transform an area of Garth Park into a Winter Wonderland, centred around live performances on the bandstand, supported by festive stalls and fairground rides. The event aims to create a welcoming, family-friendly atmosphere that encourages residents and visitors to enjoy an early evening of Christmas entertainment.

Key Details:



- Date: Saturday 13th December 2026
- Venue: Garth Park, Launton Road, Bicester OX26 6PS
- Type of Event: Christmas market
- Target Audience: Local residents, families and community groups
- Estimated Attendance: Up to 600
- Duration: 4 hours, 4:00pm – 8:00pm

Venue Setup:



- Garth Park
- Bandstand:
- Live Christmas music performances throughout the event
- Space for choirs, bands, or solo performers
- Winter Wonderland Area:
- Festive lighting, decorations, and themed displays around the bandstand area
- Snow-effect décor and illuminated features to enhance atmosphere
- Stalls:
- Festive food, drink, and gift stalls positioned around the performance area
- Fairground Rides:
- Family-friendly rides located in a designated area of the park
- Event Infrastructure:
- First aid area

Facilities and Features:



- Festive and functional lighting across the event area
- PA system for announcements and scheduling
- Event stewards and security staff
- First aid provision
- Accessible routes and viewing areas where possible
- Toilet facilities (temporary)
- Waste and recycling points

Ticket Prices & Pitch Fees:



- Free
- Pitch fee @ £40 (£10 increase from 2025 fee's)

Budget



- Budget £12,500

Recommendation



- The Working Party is **RECOMMENDED** to **APPROVE** the 2026 Community and Civic Events.



📞 01869 252 919

📍 Garth Park, Launton Road, OX26 6PS

✉️ events@bicester.gov.uk

🌐 www.bicester.gov.uk

Agenda Item 13

Community Events and Civic Events 2026

Post	Event	Media Type	Post Date	Status
All events for this year	All	Facebook/Instagram	03/02/2026	Not started
Save the date posters in notice boards	All	Poster / Banner	03/02/2026	Not started
Website updates	All	Website	03/02/2026	Not started
📅 4 weeks to go until Easter Egg Hunt! Join us on Thursday 02 April – save the date.	Easter Egg Hunt	Facebook/Instagram	05/03/2026	Not started
🕒 2 weeks to go! Easter Egg Hunt is coming up on Thursday 02 April. We can't wait to see you there.	Easter Egg Hunt	Facebook/Instagram	19/03/2026	Not started
On the day stories	Easter Egg Hunt	Facebook/Instagram	02/04/2025	Not started
🙌 Thank you to everyone who joined us for Easter Egg Hunt! Keep an eye on our page for details of our next event.	Easter Egg Hunt	Facebook/Instagram	07/04/2026	Not started
🎟 Tickets are now ON SALE for Motown Music Night! Don't miss out – book early and join us on Saturday 18 July.	Motown Music Night	Facebook/Instagram	19/04/2026	Not started
🎵 Sundays in the Park is back! Join us on Sunday 31 May for live music in the park. Bring a picnic and relax.	Sundays in the Park	Facebook/Instagram	26/04/2025	Not started
Who's getting excited for Sundays in the Park?!	Sundays in the Park	Facebook/Instagram	03/05/2026	Not started
🎤 Performer announcement coming soon! Sundays in the Park – Sunday 31 May.	Sundays in the Park	Facebook/Instagram	17/05/2026	Not started
📅 4 weeks to go until Flag Raising & Armed Forces Day! Join us on Saturday 27 June – save the date.	Flag Raising & Armed Forces Day	Facebook/Instagram	30/05/2026	Not started
Thank you for attending Sundays in the Park, the next event is Civic Service & Parade	Sundays in the Park	Facebook/Instagram	01/06/2026	Not started
📅 4 weeks to go until Civic Service & Parade! Join us on Sunday 07 June – save the date.	Civic Service & Parade	Facebook/Instagram	10/05/2026	Not started
🕒 2 weeks to go! Civic Service & Parade is coming up on Sunday 07 June. We can't wait to see you there.	Civic Service & Parade	Facebook/Instagram	24/05/2026	Not started
🎟 Tickets are now ON SALE for X MUSIC! Don't miss out – book early and join us on Saturday 22 August.	Music Event	Facebook/Instagram	25/05/2026	Not started
On the day stories	Civic Service & Parade	Facebook/Instagram	07/06/2026	Not started
🙌 Thank you to everyone who joined us for Civic Service & Parade! Our next event is Sundays in the Park	Civic Service & Parade	Facebook/Instagram	08/06/2026	Not started
📅 4 weeks to go until Sundays in the Park! Join us on Sunday 14 June – save the date.	Sundays in the Park	Facebook/Instagram	14/06/2026	Not started
🕒 2 weeks to go! Sundays in the Park is coming up on Sunday 14 June. We can't wait to see you there.	Sundays in the Park	Facebook/Instagram	28/06/2026	Not started
Don't forget to come down to Garth this Sunday for X performance	Sundays in the Park	Facebook/Instagram	12/06/2026	Not started
🕒 2 weeks to go! Flag Raising & Armed Forces Day is coming up on Saturday 27 June. We can't wait to see you there.	Flag Raising & Armed Forces Day	Facebook/Instagram	13/06/2026	Not started
🙌 Thank you to everyone who joined us for Sundays in the Park! The next event is FR and AFD	Sundays in the Park	Facebook/Instagram	15/06/2026	Not started
Week of FR and AFD!	Flag Raising & Armed Forces Day	Facebook/Instagram	24/06/2026	Not started
On the day stories	Flag Raising & Armed Forces Day	Facebook/Instagram	27/06/2026	Not started
🙌 Thank you to everyone who joined us for Flag Raising & Armed Forces Day! Next event is Sundays in the Park	Flag Raising & Armed Forces Day	Facebook/Instagram	29/06/2026	Not started
📅 4 weeks to go until Sundays in the Park! Join us on Sunday 12 July – save the date.	Sundays in the Park	Facebook/Instagram	14/06/2026	Not started
🕒 2 weeks to go! Sundays in the Park is coming up on Sunday 12 July. We can't wait to see you there.	Sundays in the Park	Facebook/Instagram	28/06/2026	Not started
📅 4 weeks to go until Motown Music Night! Join us on Saturday 18 July – save the date.	Motown Music Night	Facebook/Instagram	20/06/2026	Not started
📅 4 weeks to go until Sundays in the Park! Join us on Sunday 26 July – save the date.	Sundays in the Park	Facebook/Instagram	28/06/2026	Not started
🕒 2 weeks to go! Motown Music Night is coming up on Saturday 18 July. We can't wait to see you there.	Motown Music Night	Facebook/Instagram	04/07/2026	Not started
📅 4 weeks to go until Teddy Bears Picnic! Join us on Wednesday 05 August – save the date.	Teddy Bears Picnic	Facebook/Instagram	08/07/2026	Not started
🕒 2 weeks to go! Sundays in the Park is coming up on Sunday 26 July. We can't wait to see you there.	Sundays in the Park	Facebook/Instagram	12/07/2026	Not started
🙌 Thank you to everyone who joined us for Sundays in the Park! Next event is the Motown Music Night	Sundays in the Park	Facebook/Instagram	13/07/2026	Not started
On the day stories	Motown Music Night	Facebook/Instagram	18/07/2026	Not started
🙌 Thank you to everyone who joined us for Motown Music Night! Next event is Sundays in the Park	Motown Music Night	Facebook/Instagram	19/07/2026	Not started
🕒 2 weeks to go! Teddy Bears Picnic is coming up on Wednesday 05 August. We can't wait to see you there.	Teddy Bears Picnic	Facebook/Instagram	22/07/2026	Not started
🕒 2 weeks to go! Sundays in the Park is coming up on Sunday 09 August. We can't wait to see you there.	Sundays in the Park	Facebook/Instagram	26/07/2026	Not started
📅 4 weeks to go until X MUSIC! Join us on Saturday 22 August – save the date.	Music Event	Facebook/Instagram	25/07/2026	Not started
🙌 Thank you to everyone who joined us for Sundays in the Park! Next event is Teddy Bears Picnic	Sundays in the Park	Facebook/Instagram	27/07/2026	Not started
On the day stories	Motown Music Night	Facebook/Instagram	05/08/2026	Not started
🙌 Thank you to everyone who joined us for Teddy Bears Picnic! Next event is Sundays in the Park.	Teddy Bears Picnic	Facebook/Instagram	06/08/2026	Not started
🕒 2 weeks to go! X MUSIC is coming up on Saturday 22 August. We can't wait to see you there.	Music Event	Facebook/Instagram	08/08/2026	Not started
🙌 Thank you to everyone who joined us for Sundays in the Park! Keep an eye on our page for details of our next event.	Sundays in the Park	Facebook/Instagram	10/08/2026	Not started
On the day stories	Motown Music Night	Facebook/Instagram	22/08/2025	Not started
🙌 Thank you to everyone who joined us for X MUSIC! Keep an eye on our page for details of our next event.	Music Event	Facebook/Instagram	23/08/2026	Not started
🎟 Tickets are now ON SALE for the Santa Fun Run!	Santa Fun Run	Facebook/Instagram	08/09/2026	Not started
📅 4 weeks to go until Remembrance Sunday! Join us on Sunday 08 November – save the date.	Remembrance Sunday	Facebook/Instagram	11/10/2026	Not started
🕒 2 weeks to go! Remembrance Sunday is coming up on Sunday 08 November. We can't wait to see you there.	Remembrance Sunday	Facebook/Instagram	25/10/2026	Not started
🙌 Thank you to everyone who joined us for Remembrance Sunday! Next event is Christmas Lights Switch-On	Remembrance Sunday	Facebook/Instagram	09/11/2026	Not started
📅 4 weeks to go until Christmas Concert!	Christmas Concert	Facebook/Instagram	10/11/2026	Not started
🎅 🎅 Santa Fun Run – 4 weeks to go!	Santa Fun Run	Facebook/Instagram	12/11/2026	Not started
📅 4 weeks to go until Christmas Lights Switch-On! Join us on Saturday 28 November – save the date.	Christmas Lights Switch-On	Facebook/Instagram	31/10/2026	Not started
🕒 2 weeks to go! Christmas Lights Switch-On is coming up on Saturday 28 November. We can't wait to see you there.	Christmas Lights Switch-On	Facebook/Instagram	14/11/2026	Not started
🕒 2 weeks to go! Christmas Concert is coming up. We can't wait to see you there.	Christmas Concert	Facebook/Instagram	22/11/2026	Not started
🕒 2 weeks to go! The Santa Fun Run is almost here 🎅 🎅	Santa Fun Run	Facebook/Instagram	23/11/2026	Not started
On the day stories	Christmas Lights Switch-On	Facebook/Instagram	28/11/2026	Not started
🙌 Thank you to everyone who joined us for Christmas Lights Switch-On! The next event is Santa Fun Run	Christmas Lights Switch-On	Facebook/Instagram	29/11/2026	Not started
On the day stories	Santa Fun Run	Facebook/Instagram	06/12/2025	Not started
🙌 Thank you to everyone who joined us for Santa Fun Run! The next event is Christmas Concert	Santa Fun Run	Facebook/Instagram	07/12/2025	Not started
Christmas Concert is this weekend!	Christmas Concert	Facebook/Instagram	08/12/2026	Not started
On the day stories	Christmas Concert	Facebook/Instagram	13/12/2026	Not started