

Bicester Town Council



Environment Committee Meeting

Ref: ENVI03/2526

**Monday 22nd September 2025 at 19:00hrs
The Council Chamber, Garth House, Launton Road,
OX26 6PS**

Members:

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

Substitute Members:

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

Other Circulation:

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



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

Tuesday 17th September 2025

To all members of the Environment Committee,

You are hereby summoned to attend a meeting of the **Environment Committee** at the **Council Chamber, Garth House, Launton Road, OX26 6PS** on **Monday 22nd September 2025** to commence at **19:00hrs** for the transaction of the following business.

Phil Evans
Town Clerk

Agenda

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

1. Apologies for Absence

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

2. Declarations of Interest

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

3. Minutes of the Environment Committee

(Pages 4 - 8)

To **APPROVE** the **MINUTES** and **RESOLUTIONS** of the following Environment Committee Meeting held on:

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

- **ENV02/2526 – Monday 14th July 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. Langford Parks Consultation

(Pages 9 - 10)

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

6. Additional Costs for Tree Adjacent to Network Rail

(Page 11)

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

7. Claypits Shed Proposal

(Pages 12 - 18)

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

8. Land Grabs Letter

(Page 19)

The Committee is **RECOMMENDED** to **APPROVE** the final letter.

9. Bee Hives at Allotment Sites

(Pages 20 - 30)

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

10. Allotment Tenancy Review

(Pages 31 - 34)

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

11. Forward Plan

(Page 35)

The Committee is **RECOMMENDED** to **APPROVE** the Forward Plan.

12. Date of Next Meeting:

Tuesday 21st October 2025, at 7pm, The Council Chamber, Garth House

Agenda Item 3

Minutes of the Environment Committee

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

Present:

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

In Attendance:

Michael Lee (Officer)
Tanya Govorusa

Representatives:

Rugby Club rep

1/ Apologies for Absence

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

2/ Declarations of Interest

2526 RESOLVED that no declarations of interests were received.

Resolved that the Vice chair was elected Cllr Russel.

3/ Minutes of the Environment Committee Meeting

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

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

4/ Public Session

2526 RESOLVED that members of the public were present.

- Rugby Club Representative:

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

Minutes: ENV01/2526: Environment Committee Meeting
Monday 16th June 2025

Page 1 of 3

Signed

Dated

5/ Garth Park Play Area Refurbishment

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

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

6/ Traveller Incursion Defences

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

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

7/ Memorial Wall Proposal

2526 RESOLVED that Committee APPROVED in principle.

8/

2526 Fence at Whitelands Rugby Pitches

The Committee is RECOMMENDED to APPROVE the proposal.

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

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

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

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

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

9/

2526 Requests for Memorials in Various Locations

The Committee is RECOMMENDED to RESOLVE the decision.

RESOLVED with provisos below:

APPROVED with provision that Officer investigates costs of new benches.

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

10/

2526 Forward Plan

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

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

11/

2526 Date of next Meeting: Monday 14th July 2025

CLOSE OF MEETING: 20:50 hrs

Minutes of the Environment Committee

A meeting of the **Environment Committee** was held on **Monday 14th July 2025** at **19:00hrs** at **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS**

Present:

Cllr Rachel Mallows – (Chair)
Cllr Harry Knight
Cllr John Willett
Cllr Les Sibley

In Attendance:

Michael Lee (Officer)
Isobel May (Event & Marketing Administrator)

Representatives from:

Glory Farm Resident

12/ Apologies for Absence

2526 RESOLVED that apologies for absence were received from Cllr Tom Beckett (substitute for Cllr Damien Maguire), Cllr Donna Ford, Cllr Damien Maguire, Cllr Nick Mawer, Cllr Chris Pruden and Cllr Alisa Russell

13/ Declarations of Interest

2526 RESOLVED that no declarations of interests were received.

14/ Minutes of the Environment Committee Meeting

2526 UNRESOLVED that Committee did **NOT APPROVE** the Minutes of the Environment Committee Meeting:

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

The following amendment is to be made:

- To remove a minute from 7/2526 regarding Officer action

15/ Public Session

2526 RESOLVED that members of the public were present.

- **Glory Farm Resident:**

- Asked for an update on Spitfire Park. Officer ensured the new bins and boulders will be installed in the next few weeks.
- Resident raised concerns about the Jubilee trees at the park, stated they are too large for the residents of Glory Farm to look after and wondered if Bicester Town Council can take them on. Officer will investigate this.

16/ Rugby Club Fund Raising Event

RESOLVED that the Committee **APPROVED** the Rugby Club Fund Raising Event.

2526

17/ Alexandra House Charity Event

2526 RESOLVED that the Committee **APPROVED** and **NOTED** the Alexandra House Charity Event.

- Cllrs stated they are pleased this is finally taking shape, they fully support this centre and commend the work of the founders.

18/ Autumn bedding in Garth Park

2526 RESOLVED that the Committee **APPROVED** the report.

19/ East West Rail Q and A session

2526 UNRESOLVED that no East West Rail representative was present.
Cllrs stated their disappointment.

20/ Langford Play areas review

2526 RESOLVED that the Committee **APPROVED** and **NOTED** the report.

- Cllrs mentioned that one park would be easier for the parents with children of different ages as the park will be catered for all. Although, Cllrs raised concerns that the consultation needs to be clear it will be for all.
- Officer to put the consultation together and Cllrs to review before it goes on social media.

21/ Memorial wall update

2526 RESOLVED that the Committee **APPROVED** and **NOTED** the report

- Cllrs shared that the memorial wall is a great idea and will provide the people of Bicester a sense of comfort that they can remember their loved ones.

22/ Forward Plan

2526 RESOLVED that the Committee **APPROVED** and **NOTED** the report.

- Cllrs raised concerns about the privately owned play areas in Bicester West as they desperately need to be looked at. Officer to investigate who owns them and the lease agreement.
- Cllrs questioned whether Bicester East play areas can be inspected with the Cllrs as well as West. Officer confirmed that this can happen.
- Cllrs are pleased the Outdoor team will be having a new mess room, it is better for their welfare. Officer believes it will be fully up and running in September.
- Cllrs and Officers held a minute silence for an ex-colleague who sadly passed away recently, Cllrs wanted to share their condolences to the family and show their appreciation for their long service here at the Council.

19/ Date of Next Meeting:

2526 Monday 22nd September 2025, at 7pm, The Council Chamber, Garth House

CLOSE OF MEETING: 19:52



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

ENVIRONMENT COMMITTEE

22nd September 2025

Chair: Rachel Mallows

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

Officer – Michael Lee

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

Ward Affected: South

Langford parks consultation

Background 3 play areas were found to need replacing as part of the councillor inspections last year.

Palm Court, Mallards Way (Duck Pond), and Mallards Way 2 highlighted red below. All three play areas require urgent repairs with two of them being very secluded therefore encouraging anti-social behaviour.



Recommendation

Committee is **RECOMMENDED** to **APPROVE** undertaking a consultation for the proposal with the following questions for nearby residents

1. Do you like the idea of sustainable materials being used for the play park?

Strongly agree

Agree

Neither agree nor disagree

Disagree

Strongly disagree

2.The new play park should serve all ability groups?

Strongly agree

Agree

Neither agree nor disagree

Disagree

Strongly disagree

3.The new play park should be accessible to all?

Strongly agree

Agree

Neither agree nor disagree

Disagree

Strongly disagree

4.How important is it to you, to see 'tactile and sensory' play equipment for all users?

Extremely important

Very important

Somewhat important

Not so important

Not at all important

5.How excited will your children / grandchildren be to use the new play park?

Very likely

Likely

Neither likely nor unlikely

Unlikely

Very unlikely

6.Do you think a new play park will be good for the community?

Strongly agree

Agree

Neither agree nor disagree

Disagree

Strongly disagree



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

ENVIRONMENT COMMITTEE

22nd September 2025

Chair: Rachel Mallows

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

Officer – Michael Lee

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

Ward Affected: South

Additional costs for work on tree adjacent to network rail at Garth Park

Background

As part of the quoted works off of the tree survey there are a group of trees adjacent to the tracks near the bowling green. After further notice from Network rail there will be an additional cost for this work as they must close tracks and provide management of the site while work is in progress.

There is also another tree in Garth that has been flagged as an issue with network rail by the footbridge at the bottom of the park.

I am trying to only have to get 1 price for both as the price for the original tree works from network rail is £11,142.54 excluding VAT. These costs to be taken from **earmarked reserves 901/9011 Play area/ open space investment. Funds available £415,999**

Recommendation

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



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

Environment Committee

22nd September 2025

Chair: Rachel Mallows

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

Officer – Michael Lee

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

Ward Affected: South

Claypits Shed

Background

Claypits allotments have applied for a grant to erect a large shed on their ground.

This to use as a communal area and for showing their crops

This was put to Finance committee, and they proposed it came back to this committee for final approval.

See appendix 1

Recommendation

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



BICESTER TOWN COUNCIL

APPLICATION FOR GRANT AID 2025
Closing date Friday 14th March 2025

1. Name of Organisation..... CLAYPITS ALLOTMENTS
2. Brief description of organisation..... ALLOTMENT PLOTS
3. Number of regular participants in organisation 150+
4. Number of regular participants living in Bicester Town area 150+
5. Do you have a constitution/set of rules? B.T.C TENACY AGREEMENT

6. Details of **Specific Project** that funding is applied for (see Grant Aid Awarding Policy 2.4). Only grants that comply with the criteria will be considered. NB applications for running costs will not be considered except in exceptional circumstances which you must evidence.

SELF Build PROJECT OF A BUILDING / SHED

7. How does your project meet the criteria set out in 2.6 of the Grant Aid Awarding Policy?

THIS BUILDING WILL BE A MEETING PLACE FOR OUR MEMBERS FOR RECREATION PURPOSES AND MEETINGS PLUS WILL BE USED FOR OUR YEARLY PLOTTERS DAY. IT WILL BE BUILT ON A PLOT AREA WHERE WE ALREADY HAVE A ECO TOILET FOR OUR MEMBERS

8. What is the total cost of your project? £1832

9. Please provide a breakdown of these costs.

ALL MATERIALS will be purchased
FROM JEUSONS - Timber - FELT
SAND CEMENT - SCREWS & NAILS
EVERYTHING IN QUOTATION SUPPLIED

10. What is the grant amount applied for? £1000

11. How will any shortfall be financed?

ANY SHORTFALL will come from our BANK

12. Will the grant be spent before 31st March 2026? Yes

Please enclose the following supporting paperwork:

- ☐ Previous year's accounts
- ☐ Documentation in support of project
- ☐ Copy of rules/Constitution
- ☐ GDPR form

BICESTER TOWN COUNCIL
Privacy Notice for Grant Applicants
Privacy Notice for Financial Assistance

Bicester Town Council is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your grant application.

If you are an organisation or a group the legal basis for processing this data is the necessity for compliance with a legal obligation to consider your grant request. If you include any personal details on this grant request on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, are Bicester Town Council, The Garth, Launton Road, Bicester, Oxfordshire, OX26 6PS.

We will keep your data for six years if your grant application is successful and for six months if your application is turned down plus the current financial year, which runs from 1st April to 31st March. Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at www.bicester.gov.uk

You can contact the Town Council's Data Protection Officer, Paul Russell, by post at 2 Church Road, Knighton, Powys LD7 1EB, by email at paul@microshadevsm.co.uk, or by telephone on 07772 657446.

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can withdraw or change your consent at any time.

☐ We may contact you to keep you informed about what is going on in the Council's area including news, events, meetings and activities. These communications may also sometimes appear on our website, or in printed or electronic form including social media.

☐ We may use your name and photo in our newsletters, or on our website, or our Facebook page.

KEEPING IN TOUCH

☒ Yes please, I would like to receive communications by telephone.

☒ Yes please, I would like to receive communications by mobile phone including text message.

☒ Yes please, I would like to receive communications by social media including Facebook.

☒ Yes please, I would like to receive communications by post.

Your declaration:

I understand the following:

You will use the information I have provided to provide me with information about Bicester Town Council Grant Application. If you agree to being contacted in this way, please tick the relevant box:

Post ☐ Email ☒ Phone ☐ SMS ☒

If you need any further information, please contact: Bicester Town Council, The Garth, Launton Road, Bicester, Oxfordshire, OX26 6PS

NAME: JOHN LAPPIN

ADDRESS: 2 BRAMLEY House,

SANDENERS CLOSE - OX26 6FF

EMAIL: JOHN.LAPPIN54@GMAIL.COM

PHONE: 07718476985

SIGNATURE: [Signature]

DATE: 26/FEB/25

BICESTER TOWN COUNCIL TENANCY AGREEMENT FOR AN ALLOTMENT GARDEN

This agreement explains the rules that you and we must obey when you rent an allotment garden.

1. We agree to let to the tenant the allocated Allotment Garden.
2. We agree to let the Allotment Garden to the tenant for a term of one year commencing on the 1st April to 31st March annually.
3. You agree to pay a yearly rent whether demanded or not which shall be payable quarterly or annually in advance on the 1st of April each year. You will be invoiced annually.
4. You must tell us as soon as possible of any change of address.
5. You must use your allotment for the purposes of an allotment garden only. It must be wholly or mainly used for the production of vegetables or fruit for the consumption by yourself or your family. You must keep it free from weeds and maintain every part of it in a good condition.
6. You agree not to sell or undertake a business in respect of the cultivation and production of fruit, vegetable, flowers or livestock in the Allotment Garden.
7. You must reside within the boundary of Bicester during the term of the tenancy. However, applications from residents in neighbouring parishes that have no allotment provision of their own may be considered.
8. You must not fly tip or dump rubbish, waste or noxious contaminants on your allotment or any other part of the allotment site.
9. You must not cause any nuisance or annoyance to other allotments holders or anyone living in the area surrounding your allotment.
10. You must not underlet, assign or part with the possession of the allotment garden or any part of it. This means that you cannot hand over your allotment to anyone but us.
11. You must not keep any animals on your allotment except hens or rabbits. Numbers of hens are restricted to 6 on a small plot, 9 on a standard plot and 12 on a large plot.
12. You must not bring any other animals to the allotment garden, except for 'aid' dogs eg seeing or hearing dogs.
13. You must not build or put up any building or other structure (including sheds and chicken coops) without our written permission. If we give to permission, you must follow the rules as follows:

25. If you breach any of these rules we can bring your tenancy to an end. We may re-enter your allotment and end your tenancy, after having given you one month's notice in writing.

26. In this agreement, the following words have meanings as follows:

- (1) "allotment " and "allotment garden" mean an allotment garden as defined by the Allotments Act 1922
- (2) "you" means the person named in this agreement executing this agreement with Bicester Town Council granting you the tenancy of an allotment subject to these conditions.
- (3) "we" or "us" means Bicester Town Council
- (4) "rules" means the terms and conditions of your tenancy.

[] GDPR Form. Please ensure this is completed and returned with payment otherwise we can not allocate you an allotment plot.

Signed Date.....

Phil Evans, TOWN CLERK
For and on behalf of the Council



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

Environment Committee

22nd September 2025

Chair: Rachel Mallows

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

Officer – Michael Lee

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

Ward Affected: South

Land grab at Martins Way

Background.

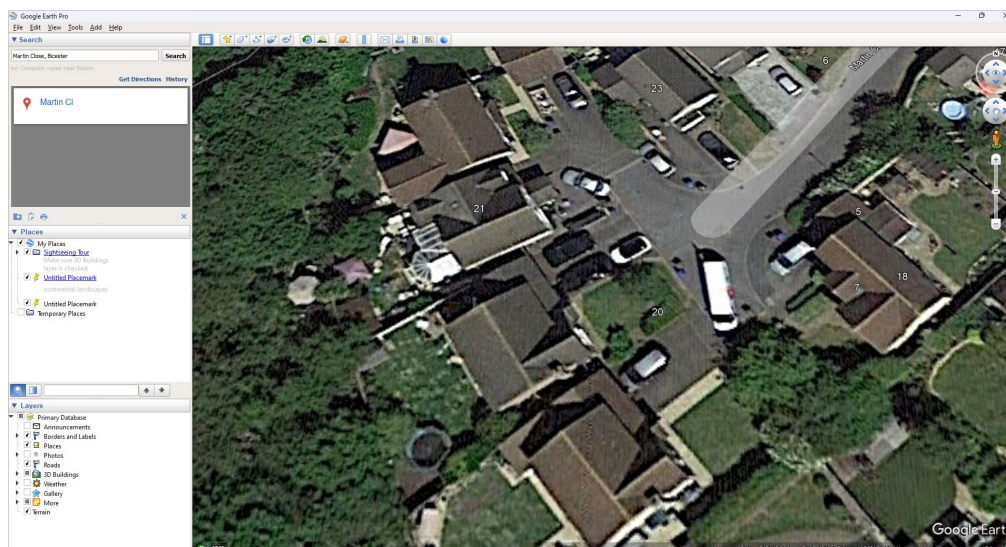
The resident in question as had 2 letters from the council to say that they need to remove the fence and decking they have put in their rear garden using land that belongs to town council.

I have had no response to the second letter and nothing has been done by the resident to rectify the issue.

This is causing issues with local neighbours constantly contacting the council regarding this.

Recommendation

Committee is **RECOMMENDED** to **APPROVE** a final letter quoting that legal action will now be taken to force the resident to remove all their items and replace the original fence that bordered their garden before.





BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

Environment Committee

22nd September 2025

Chair: Rachel Mallows

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

Officer – Michael Lee

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

Ward Affected: South

Bee Keeping Application

Background

A plot holder at Claypits allotments has applied to install and maintain a beehive adjacent to the existing communal one for their own personal use.

They are a fully qualified and certificated beekeeper and have the relevant training, risk assessments and insurance documents

Any honey extracted will be for personal use only.

See appendix 2 for copies of certification etc.

Recommendation

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



To Whom It May Concern

27th September 2024

As Insurance Brokers to the under noted insured, I can confirm that cover has been placed in accordance with the details shown hereunder:

Name:	BBKA (British Beekeepers Association), Local Associations and Members.
Address:	Street 11, Avenue J, Stoneleigh Park, Kenilworth, Warwickshire, CV8 2LG
Business Description:	Advice Centre
Policyholder:	British Beekeepers Association (BBKA) & Local Associations & Members.
Insurer:	Aviva Insurance Limited
Policy Number:	100746022CCI
Cover Period:	4 th October 2024 to 3 rd October 2025
Indemnity Limit:	£10,000,000 any one claim
Indemnity to Principals Extension:	Yes
Policyholder:	British Beekeepers Association (BBKA) & Local Associations & Members.
Insurer:	Aviva Insurance Limited
Policy Number:	100746022CCI
Cover Period:	4 th October 2024 to 3 rd October 2025
Indemnity Limit:	£10,000,000 any one claim
Indemnity to Principals Extension:	Yes
Policyholder:	British Beekeepers Association (BBKA) & Local Associations & Members.
Insurer:	Aviva Insurance Limited
Policy Number:	100746022CCI
Cover Period:	4 th October 2024 to 3 rd October 2025
Indemnity Limit:	£10,000,000 any one claim/in the aggregate

Parishridge Charities.org, Barnstaple, Devon, UK, 25th

HOWDEN ASSURANCE LIMITED is authorised and regulated by the Financial Conduct Authority (No. 1007500). Registered in England and Wales under company registration number 3201010. Registered Office: One Fenchurch Place, London, E.C3A 5AF. Calls may be monitored and recorded for quality assurance purposes.

Policyholder:	BBKA (British Beekeepers Association), including Local Associations
Insurer:	HCC International Insurance Company Plc
Policy Number:	PI24J762559
Cover Period:	4 th October 2024 to 3 rd October 2025
Indemnity Limit:	£2,000,000 any one claim/in the aggregate
Excess:	£Nil

Subject to the Insurers' policy terms, conditions, warranties and exclusions.

Please Note:

The above information is correct at the time of writing and is provided to you as a matter of information only. It has not been prepared for, and may not meet the requirements of, any other party. Any third party to whom it is supplied should therefore take such steps as it considers necessary to satisfy itself that its own requirements have been met. This letter does not make the person or organisation to whom it has been issued an additional insured, nor does it modify in any manner the Contract of Insurance between the Insured and the Underwriters and the policy cover is of course subject to the Terms and Conditions. There is no obligation on the signatory to advise of any changes to the cover provided.

Should you have any queries or require any additional information, please do not hesitate to contact me.

Yours faithfully,

Aaron

Aaron Dalziel
Account Executive
Howden UK Brokers Limited
Email: aaron.dalziel@howdeninsurance.co.uk

Certificate of achievement

High Speed Training certifies that

Sue Wilkinson

has completed

Level 2 Food Hygiene and Safety for Catering

A high quality, interactive training course that explains how to effectively apply and maintain food safety practices and fulfil your responsibilities as a food handler under food safety law.

Issued On: 23/10/2024
Recommended Renewal Date: 23/10/2027
Certificate Number: T-4322088-4717203
To verify please visit: www.highspeedtraining.co.uk/verify



R. Anderson
Head of Learning and Development





Location	Claypitts Hives	
Assessor	Adrian Wilkinson, A&T Hives	
Date of Assessment	27/05/2025	
Date of Review	27/05/2026	
Risk	Persons at Risk	Mitigation
low risk, low impact		
Risk of bee stings in areas near apiary	Neighbours, those working or playing nearby	Ensure hives are properly sited away from work or play areas. Ensure flight path is not over a footpath, access route or neighbouring garden. Make sure bees are encouraged facing open space to encourage direct flight path away from the allotment. Clear warning signage placed near apiary.
Risk of Swarms	Everyone NB: Although to some an intimidating sight, swarms are not dangerous unless spectators behave recklessly.	Should the bees swarm, phone in the following order: Lead beekeeper - Adrian Wilkinson 07717281108 Second local beekeeper - Sue Wilkinson 07717280820
low risk, Medium impact		
Lack of beekeeping knowledge or experience.	Everyone, Bees	local beekeepers or the Beekeepers Association (BBKA, OBKA) will offer advice and guidance.advice and training.
Low risk, high impact		
Risk of anaphylactic shock following bee sting.	Persons identified, persons with unknown propensity	Beekeeper(s) aware of risk. Emergency procedure to be displayed clearly in a prominent place; including exact location of Apiary (what 3 words) for relay to emergency services to facilitate rapid access. Mobile phone or other communications to be available during bee inspection to call Ambulance Service via 999.
Risk of fall or injury if collecting swarm from a height or difficult location	Beekeeper	Assess situation carefully before starting collection. Assemble appropriate equipment. Do not work at height alone. Have means of contacting emergency services to hand. Check phone signal. Ensure any ladder is securely placed.
Risk of colony collapse or health of	Bee colonies, other bees in the immediate area.	Ensure best practise is followed in husbandry procedures. Any signs of health problems the

bees declining		beekeeper will contact the local bee inspector through Beebase.
Risk of bee diseases from other apiaries infecting colonies. Resultant loss of bees and equipment	Bee colonies	Register the hive with Beebase at http://www.nationalbeeunit.com to receive updates and notifications directly from DEFRA. This also gives access to local bee inspector. Insurance against loss caused by disease included in membership of local OBKA or directly by BBKA.
Risk of financial loss due to misdeed or misadventure.	Beekeeper	Ensure agreed procedures are followed at all times. Follow best practise. Ensure public liability insurer is notified in writing about beekeeping activities. File written response. There is usually no additional premium.
Medium risk, low impact		
Risk of bee stings during inspections	Those involved in beekeeping activities.	PPE to be worn correctly and checked before inspection commences. Ensure approach route to hive is away from bee flight paths. Beekeepers to approach the hives calmly from the rear. First aid kit to be with beekeeper who will advise on removal of a sting Condition of PPE equipment to be regularly checked.
Ground Maintenance around hives	Those using tools	Goggles to be worn. Bee suits to be worn (if required) Ear Defenders, and boots to be worn depending on tools used. No power tools to be used when working alone.
Medium risk, medium impact		
Aggressive bees. Increased risk of stings.	Beekeeper, those carrying out ground maintenance	Gentle bee varieties used. Bees confined to the hive if weather or other factors make them irritable. Hives worked on only when conditions are right for beekeeping. Any persistently aggressive colony to be re-queened. Bees are appropriately smoked before hive inspection. Beekeeper is always in attendance when hive is opened.
Using hammers, nails and other hand tools to build or repair hives. Risk of injury.	Anyone involved in building or maintaining equipment	Keep surfaces and floor clear and clean during activity. Ensure tools are used safely. Electrical equipment to be regularly tested. Ensure heavily equipment is lifted safely according to correct manual handling procedures.
Medium risk, high impact		
Risk of vandalism to bee hives leading to bee	Everyone, vandals	Warning signs to be displayed near apiary. Bee hives correctly located in quiet location away from public footpaths.

stings and swarming		
Slips, trips and falls. Back injuries from lifting hives	Everyone attending inspection	Keep area tidy and free from debris. Maintain clear access and egress. Maintain quiet and orderly behaviour. Ensure heavily equipment is lifted safely according to correct manual handling procedures.
Risk of injury or harm when working alone i.e., on beekeeping husbandry	Beekeeper	Not recommended to work alone. Ensure a lone working practices adhered - advise responsible person of arrival and departure so delays can be followed up promptly No working alone with power tools or ladders. Nobody who carries an EpiPen or has a known medical condition that places them at risk is permitted to work alone. Ensure lone-worker has means of emergency communication and that there is a mobile signal.
High risk, low impact		
Misuse of chemicals (bee disease treatments if used), masonry paint etc. Use of chemicals (bee disease treatments)	Beekeepers	Chemicals to be stored off site and securely as per COSHH guidance. Instructions to be followed as per data sheet and label. PPE to be worn when using chemicals – gloves, mask, goggles. Disposal of used chemicals and treatments to be done so safely and as per instructions All chemical to be washed off from skin if contact is made.
High risk, medium impact		
Cleaning and maintaining equipment. Using blow-torches or similar equipment. Using sharp tools.	Persons involved in activity.	Equipment must be safety tested and properly maintained. Only beekeepers to use blow-torches or similar equipment.
High risk, medium impact		
Risk of fire, lighting and using smoker. Risk of burns or smoke inhalation	Beekeepers, property	Exercise care when using a lighted smoker particularly during long dry spells. Place smoker on a hard level surface when not in use. Ensure smoker is properly extinguished and emptied safely after use. Beekeeper to have own first aid equipment.
High risk, high impact		
Risk of burns or fire from blow-torch	Beekeeper	Safety equipment to be worn by beekeeper. Great care to be taken. No lone working and emergency assistance readily available.

during hive maintenance.		
-----------------------------	--	--

Issue date: 18 August 2024

Simply Business certifies that the information for A and T hives shown here is correct, as of the issue date above.

For full policy terms and conditions, please refer to the policy wording document.

Company name	A and T hives
Policy number	CHBS4614265XB
Trade/Business	Market trader
Public liability	up to £2,000,000
Policy start date	24 August 2024
Policy end date	23 August 2025

A handwritten signature in black ink, appearing to read 'David Summers'.

David Summers
Group CEO, Simply Business



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

Environment Committee

22nd September 2025

Chair: Rachel Mallows

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

Officer – Michael Lee

Contact: 01869 252915 Michael.lee@Bicester.gov.uk

Ward Affected: All

Allotment Tenancy Review

Background

We have found recently that the processes for allotments have not been adhered to very well and there are a few allotment holders that are not abiding by the rules and regulations.

As you can see our allotment admin has spent a lot of time trying to sort this out and the below is a list of residents that we wish to terminate as plot holders.

We have a substantial waiting list for allotments at the moment for people that actively want plots and who will maintain them accordingly.

Recommendation

Committee is **RECOMMENDED** to **APPROVE** the proposal for termination letters to be sent out

- **EH05 – ‘Allotment Rent Notification’ Letter** sent on **14/03/2025** / ‘Rent Due Reminder’ letter for missed payment for your allotment, which was sent **22/05/2025** / **Called on the 11/06/2025 - PHONE CALLS OUT – NO WAY TO LEAVE VOICEMAIL – EMAILED PAYMENT DETAILS/ Emailed Payment details on the 11/06/2025** – Notifying tenant for Allotments - Yearly Rent which was due on the 01/04/2025. **Called on the 17/06/2025 - PHONE CALLS OUT – NO WAY TO LEAVE VM - Called on the 24/06/2025 - PHONE CALLS OUT – NO WAY TO LEAVE VM - Emailed Payment details on the 24/06/2025 – stated** not heard from you in one week from now (31/07/2025), we will act to end your tenancy at the next councillors meeting. – Sent **Letter - Rent Arrears (60 days outstanding)** on **01/07/2025** requesting outstanding balance is paid within 30 days from the date of this letter (31/07/2025) / if the payment is not received, as per tenancy agreement we will serve Notice to Quit, which needs to be approved by the Environment Committee by putting a report together.
- **CP099 – (missed payment for 2 years) - ‘Allotment Rent Notification’ Letter** sent on **14/03/2025** / ‘Rent Due Reminder’ letter for missed payment for your allotment, which was sent **22/05/2025** / **Called on the 11/06/2025 – LEFT VOICEMAIL (REMINDER FOR MISSED PAYMENT) - Called on the 17/06/2025 – LEFT VOICEMAIL (REMINDER FOR MISSED PAYMENT) - Called on the 24/06/2025 - PHONE CALLS OUT – NO WAY TO LEAVE VM - Emailed Payment details on the 24/06/2025 – stated** not heard from you in one week from now (31/07/2025), we will act to end your tenancy at the next councillors meeting – Sent

Letter - **Rent Arrears (60 days outstanding)** on 01/07/2025 requesting outstanding balance is paid within 30 days from the date of this letter (31/07/2025) / if the payment is not received, as per tenancy agreement we will serve Notice To Quit, which needs to be approved by the Environment Committee by putting a report together. **Paid £22.00** on 10/07/2025 – still owe £22.00 for Tenancy - 01/04/2024 - 31/03/2025 – emailed on 10/07/2025 sent rent due notification letter stating owed £44.00.

- **CP119** - 'Allotment Rent Notification' Letter sent on 14/03/2025 / 'Rent Due Reminder' letter for missed payment for your allotment, which was sent 22/05/2025 / Called on the 11/06/2025 – **LEFT VOICEMAIL (REMINDER FOR MISSED PAYMENT)** - Called on the 17/06/2025 – **LEFT VOICEMAIL (REMINDER FOR MISSED PAYMENT)** - Called on the 24/06/2025 – **LEFT VOICEMAIL (REMINDER FOR MISSED PAYMENT)** - Emailed Payment details on the 24/06/2025 – stated not heard from you in one week from now (31/07/2025), we will act to end your tenancy at the next councillors meeting. – Sent Letter - **Rent Arrears (60 days outstanding)** on 01/07/2025 requesting outstanding balance is paid within 30 days from the date of this letter (31/07/2025) / if the payment is not received, as per tenancy agreement we will serve Notice to Quit, which needs to be approved by the Environment Committee by putting a report together.
- **LR40B** - 'Allotment Rent Notification' Letter sent on 14/03/2025 / 'Rent Due Reminder' letter for missed payment for your allotment, which was sent 22/05/2025 / Called on the 11/06/2025 – **LEFT VOICEMAIL (REMINDER FOR MISSED PAYMENT)** - Called on the 17/06/2025 – **LEFT VOICEMAIL (REMINDER FOR MISSED PAYMENT)** - Called on the 24/06/2025 – **LEFT VOICEMAIL (REMINDER FOR MISSED PAYMENT)** - Emailed Payment details on the 24/06/2025 – stated not heard from you in one week from now (31/07/2025), we will act to end your tenancy at the next councillors meeting – Emailed on the 27/06/2025 - **Inspection - LR40B** - Took place on 25/06/2025 - incredibly long grass / It looks like this has been left for an extremely long time and not using the plot. – Sent Letter - **Rent Arrears (60 days outstanding)** on 01/07/2025 requesting outstanding balance is paid within 30 days from the date of this letter (31/07/2025) / if the payment is not received, as per tenancy agreement we will serve Notice to Quit, which needs to be approved by the Environment Committee by putting a report together.
- **CP111** - 'Allotment Rent Notification' Letter sent on 14/03/2025 by post / 'Rent Due Reminder' letter for missed payment for your allotment, which was sent 22/05/2025 by post / Called on the 11/06/2025 – **NUMBER IS BLOCKED & NO EMAIL ADDRESS FOR EITHER** – sent another letter for missed payment for your allotment, which was sent 24/06/2025 by post – Sent Letter by post - **Rent Arrears (60 days outstanding)** on 01/07/2025 requesting outstanding balance is paid within 30 days from the date of this letter (31/07/2025) / if the payment is not received, as per tenancy agreement we will serve Notice To Quit, which needs to be approved by the Environment Committee by putting a report together.
- **CP104** - 'Allotment Rent Notification' Letter sent on 14/03/2025 by post / 'Rent Due Reminder' letter for missed payment for your allotment, which was sent 22/05/2025 by post / Called on the 11/06/2025 – **NUMBER IS BLOCKED & NO EMAIL ADDRESS FOR EITHER** – sent another letter for missed payment for your allotment, which was sent 24/06/2025 by post – Sent Letter by post - **Rent Arrears (60 days outstanding)** on 01/07/2025 requesting outstanding balance is paid within 30 days from the date of this letter (31/07/2025) / if the payment is not received, as per tenancy agreement we will serve Notice To Quit, which needs to be approved by the Environment Committee by putting a report together.
- **CP122** - 'Allotment Rent Notification' Letter sent on 14/03/2025 / 'Rent Due Reminder' letter for missed payment for your allotment, which was sent 22/05/2025 / Called on the

11/06/2025 – LEFT VOICEMAIL (REMINDER FOR MISSED PAYMENT) - Called on the 17/06/2025 – LEFT VOICEMAIL (REMINDER FOR MISSED PAYMENT) - Called on the 24/06/2025 – LEFT VOICEMAIL (REMINDER FOR MISSED PAYMENT) - Emailed Payment details on the 24/06/2025 – stated not heard from you in one week from now (31/07/2025), we will act to end your tenancy at the next councillors meeting. – Sent **Letter - Rent Arrears (60 days outstanding)** on **01/07/2025** requesting outstanding balance is paid within 30 days from the date of this letter (31/07/2025) / if the payment is not received, as per tenancy agreement we will serve Notice to Quit, which needs to be approved by the Environment Committee by putting a report together.

- **CP035 - ‘Allotment Rent Notification’ Letter** sent on **14/03/2025** / ‘Rent Due Reminder’ letter for missed payment for your allotment, which was sent **22/05/2025** / **Called on the 11/06/2025 – PHONE NUMBER DOES NOT WORK / EMAILED PAYMENT DETAILS – Emailed Payment Details on the 17/06/2025 - Emailed Payment details on the 24/06/2025 – stated** not heard from you in one week from now (31/07/2025), we will act to end your tenancy at the next councillors meeting. – Sent **Letter - Rent Arrears (60 days outstanding)** on **01/07/2025** requesting outstanding balance is paid within 30 days from the date of this letter (31/07/2025) / if the payment is not received, as per tenancy agreement we will serve Notice to Quit, which needs to be approved by the Environment Committee by putting a report together. The Tenant has also had 3x Failed Inspections - INSPECTION FAIL 1 – June 2024: Notes: INSPECTED :-05/06/2024 -Plot hasn't been worked and is overgrown with weeds and long grass & INSPECTION FAIL 2– October 2024: Notes: INSPECTED :-22/08/2024 - 25% worked & INSPECTION FAIL 1 – April 2025: Notes: Plot has not been maintained, tenant is using pathway around plot as extra room – PLEASE SEE IMAGE DETAILING FAILS

CP034	Claypits	Mrs K Jordan
▶ CP035	Claypits	Mr D Menezes
CP036	Claypits	Mrs B Santos
CP037	Claypits	M Walls

Site

Find plot ref

Find holder

Inspection Date	Condition
▶ 20/05/2025	Out of Spec
22/08/2024	25% worked
05/06/2024	Out of Spec
29/03/2023	Out of Spec
29/09/2022	Out of Spec

- **LR33 - (missed payment for 2 years) - ‘Allotment Rent Notification’ Letter** sent on **14/03/2025** / ‘Rent Due Reminder’ letter for missed payment for your allotment, which was sent **22/05/2025** / **Called on the 11/06/2025 – WANTS TO PAY – SENT PAYMENT DETAILS - Emailed Payment details on the 11/06/2025 - Called on the 17/06/2025 – WANTS TO PAY – SENT PAYMENT DETAILS - Called on the 24/06/2025 - Emailed Payment details on the 24/06/2025 & 27/06/2025 – stated** not heard from you in one week from now (31/07/2025), we will act to end your tenancy at the next councillors meeting. – **Emailed on the 27/06/2025 - Inspection – LR33** - Took place on 25/06/2025 - incredibly long grass / It looks like this has been left for an extremely long time and not using the plot. – Sent **Letter - Rent Arrears (60**

days outstanding) on **01/07/2025** requesting outstanding balance is paid within 30 days from the date of this letter (31/07/2025) / if the payment is not received, as per tenancy agreement we will serve Notice to Quit, which needs to be approved by the Environment Committee by putting a report together. The Tenant has also had 3x Failed Inspections - INSPECTION FAIL 1 – June 2024: Notes: INSPECTED :-05/06/2024 - Plot has long grass and weeds growing, shed roof has collapsed and outer walls are unsafe, rotten wood has nails exposed and trees is over the recommended height (in tenants agreement) & INSPECTION FAIL 2– October 2024: Notes: INSPECTED :-21/08/2024 - HAZARDOUS OBJECTS :-Yes RUBBISH ON PLOT :-Yes PERCENT WORKED :-0% GENERAL CONDITION :-Poor & INSPECTION FAIL 1 – April 2025: Notes: Plot has not been maintained, shed is very dangerous and trees are above recommended height

- **CP026** - 'Allotment Rent Notification' Letter sent on **14/03/2025** / 'Rent Due Reminder' letter for missed payment for your allotment, which was sent **22/05/2025** / **Called on the 11/06/2025 – LEFT VOICEMAIL (REMINDER FOR MISSED PAYMENT) - Called on the 17/06/2025 – LEFT VOICEMAIL (REMINDER FOR MISSED PAYMENT) - Called on the 24/06/2025 – LEFT VOICEMAIL (REMINDER FOR MISSED PAYMENT) - Emailed Payment details on the 24/06/2025 – stated** not heard from you in one week from now (31/07/2025), we will act to end your tenancy at the next councillors meeting. – Sent Letter - **Rent Arrears (60 days outstanding)** on **01/07/2025** requesting outstanding balance is paid within 30 days from the date of this letter (31/07/2025) / if the payment is not received, as per tenancy agreement we will serve Notice to Quit, which needs to be approved by the Environment Committee by putting a report together.



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

Environment Committee

22nd September 2025

Chair: Rachel Mallows

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

Officer – Michael Lee

Contact: 01869 252915 Michael.lee@Bicester.gov.uk

Ward Affected: All

Forward Plan

1. Play area equipment quotes to finalise and bring to next meeting
2. Allotment inspection to finalise if needed
3. Outdoor mess room to be delivered in October

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