

Public Document Pack

Bicester Town Council



Bicester Town Council Meeting

Ref: BTC07/2526

Monday 9th March 2026 at 19:00hrs

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

Members:

Cllr Alisa Russell – **Chair** – Cllr Paul Wheatley **Vice - Chair**
Cllr Tom Beckett, Cllr Nick Cotter, Cllr Donna Ford,
Cllr Dan Hallett, Cllr Sam Holland, Cllr Harry Knight, Cllr Damien Maguire,
Cllr Rachel Mallows, Cllr Nicholas Mawer, Cllr Christopher Pruden,
Cllr Les Sibley, Cllr Jim Webb and Cllr John Willett

Other Circulation:

CDC

Cllr John Broad, Cllr Frank Ideh, Cllr Simon Lytton and Cllr Rob Parkinson

OCC

Cllr Sean Gaul, Cllr John Shiri and Cllr Matt Webb

Wednesday 4th March 2026

To all members of the Bicester Town Council,

You are hereby summoned to attend a meeting of the Full Council that will be held on **Monday 9th March 2026**, in the Council Chambers, **The Garth House, Launton Road, OX26 6PS** to commence at **19:00** for the transaction of the following business.



Trevor Longfield
Finance Officer

Agenda

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

1. Apologies for Absence

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

2. Declarations of Interest

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

3. 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.

- i. Presentation from Bicester Value Retail with an update regarding Oxford Road.

4. CDC Update

An update is to be received by Cherwell District Council.

5. OCC Update

An update is to be received by Oxfordshire County Council.

6. Minutes of the Town Council Meeting

(Pages 4 - 7)

To confirm the **MINUTES** and **RESOLUTIONS** contained in the minutes of the following Town Council Meeting:

- **BTC06/2526 – Monday 9th January 2026**

7. Minutes of the Environment Committee Meeting

(Pages 8 - 9)

To confirm the **MINUTES** and **RESOLUTIONS** contained in the minutes of the following Environment Committee Meeting:

- **ENV05/2526 – Monday 19th January 2026**

8. Minutes of the Policy Committee Meeting

(Pages 10 - 11)

To confirm the **MINUTES** and **RESOLUTIONS** contained in the minutes of the following Policy Committee Meeting:

- **POL05/2526 – Monday 9th February 2026**

9. Minutes of the Working Parties Meetings

(Pages 12 - 34)

To confirm the **MINUTES** and **RESOLUTIONS** contained in the minutes of the following Working Party Group Meetings:

- **AWP03/2526 – Wednesday 25th February 2026**
- **BE03/2526 – Wednesday 22nd October 2025**
- **BE04/2526 – Wednesday 28th January 2026**
- **BTAG02/2526 – Thursday 25th September 2025**
- **BTAG03/2526 – Thursday 8th January 2026**
- **CSWG02/2526 – Wednesday 24th September 2025**
- **CSWG03/2526 – Wednesday 7th January 2026**

10. Insurance

(Pages 34)

An update on insurance claims on and by Bicester Town Council

11. Mayor's Report

(Pages 35)

Council is asked to **NOTE** the Mayor's Report.

12. Meeting Schedule 2026-2027

(Pages 36)

To review and approve the proposed schedule of the Town Council meetings from May 2026 to April 2027.

13. Date of Next Meeting:

Monday 27th April 2026 – 7pm, The Chamber Room, Garth House

Minutes of the Bicester Town Council

A meeting of the Bicester Town Council was held on Monday 12th January 2026 on the Rise of the Annual Town Meeting at the Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.

Present:

Cllr Alisa Russell (Chair)
Cllr Paul Wheatley (Vice-Chair)
Cllr Tom Beckett
Cllr Donna Ford
Cllr Damien Maguire
Cllr Rachel Mallows
Cllr Chris Pruden
Cllr Les Sibley
Cllr John Willett

In Attendance:

Trevor Longfield, RFO and Finance
Chloe Challenger, Civic and Democratic



52/ Apologies for Absence

2526 RESOLVED that apologies were received from Cllr Dan Hallett, Cllr Harry Knight, Cllr Nick Mawer and Cllr Jim Webb.

RESOLVED that apologies were received from Cllr Sean Gaul (OCC).

53/ Declarations of Interests

2526 RESOLVED that declarations of interest were received from Cherwell District Councillors.

Cllr Tom Beckett, Cllr Donna Ford, Cllr Chris Pruden, Cllr Alisa Russell, Cllr Les Sibley and Cllr John Willett

54/ Public Session

2526 RESOLVED that Cllr Sean Gaul was unable to attend, apologies sent with an update via email provided.

OCC Councillor highlighted the following:

- February budget is still to be finalised.
- Government have assumed all councils will raise their council tax to the maximum allowable before a referendum is required - 4.99%.
- Oxfordshire has a high tax base; Government have calculated that Oxfordshire needs £14 million less.
- Children's Services. Requesting more in the budgeting process to support in areas for youth services.
- Unlikely that Oxfordshire County Council will need to pass any substantial savings.
- Aim to alleviate pressures and therefore mitigate rolled forwards of unmet savings from previous years.
- SEND high overspend, which continues to grow. Forecast of overspend up until March 2026 has risen from £128 million to more than £160 million.

Minutes: BTC06/2526
Monday 12th January 2026

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Signed

Dated

- Government have announced that they will 'own' local authority's high needs overspend from March 2028. Indication that Government will not cover 100% of the overspend with guidance that responsible management of this is considered.
- Oxfordshire requires more foster carers. Minimum age restriction of 18, no upper age limit. Approval process lasts around 6 months. If Bicester Town Councillors can recommend anyone interested, then to contact: fostering@oxfordshire.gov.uk
- Elections expected to take place in May next year (2027) for the new council and decisions to work as a shadow authority for a year alongside the original councils.
- In May 2028, the original councils will cease to exist, with the shadow authority('s) then becoming the actual authority('s).
- Local government reorganisation continues – awaiting Government ministers to decide on the 1, 2 or 3 proposals. Decision expected in autumn 2026.
- Each authority has put in their bids to government detailing their case for their preferred outcome. For Bicester, we are looking at a Cherwell District Council preferred approach.
 - Oxfordshire being carved into two.
 - This side of Oxfordshire; Cherwell District Council, West Oxfordshire District Council.
 - Oxford City Council under this proposal would come together as one, assuming the responsibilities currently carried out by Oxfordshire County Council.
 - Oxford City would prefer to not combine with any of the districts and put forwards a proposal that would see Oxfordshire carved up into three, with Cherwell District Council and West Oxfordshire District Council coming together without them.
 - Oxfordshire County Council have put forwards a single Oxfordshire proposal.

Cllrs reviewed report with nothing to be noted.

CDC Councillor highlighted the following with questions answered:

- Budget consultation still under review.
- Confirmation requested of proposals from the update received from OCC in relation to local government reorganisation. Refer to OCC update above.
- Update of Traffic order outside The Perch required to stop illegal parking. This is to be fed back to CDC.
- Market Square update required. Project underway by CDC on The Perch and the Market square with ongoing concerns about Sainsbury's and the movement of cars.
- Parking outside The Perch. There is an official waiting area for lorries with a planter blocking the turning circle. To be fed back to CDC.
- Illegal waste dumping on sites around Kidlington being investigated further to prevent ongoing issues and has been cleaned up.
- Single waste sites surrounding Bicester and clarification required on whether Cherwell District Council have completed inspections of the sites.
 - July 2025 the environmental agency was to take a legal injunction against the landowners.
 - Encouragement of citizens to report any other sites to be investigated.

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55/ Bicester Town Council Budget Approval 2026-2027.

2526 APPROVED precept and budget. Majority in favour of budget with eight approvals to two abstains. Budgets passed with further details regarding Whitelands to be confirmed.

RESOLVED but with **CONCERNS RAISED** for the following:

Suggestion that the budget decision be delayed for approval until confirmations received from Town Clerk regarding ongoing queries.

- 4% raise for precept to bring in line with inflation with a projected 2.5%.
- Requirement to cover expected rises for next year as well as offsetting costs from previous year to bridge difference in the 2% projection of that year. This is due to inflation rising by 3.2%.
- RFO should have been formally signed in prior to the start of the meeting to make them official.
- Request to know when BTC Town Clerk is returning due to the democratic deficit. When information is received can Cllrs be informed with update. Concerns that budget should be approved as unlikely to receive answers until
- An EGM would be required if the budget approval is delayed beyond the end of January 2026.
- Recommendation raised that budgets should have a formalised standard.
- Contracts have inflation increases.
 - Concerns about Whitelands contract and lease agreement. This is with BTC solicitors as is being hastened.
 -
- Extra housing but with little services to Kingsmere and Elmsbrook.
 - Elmsbrook play parks belong to the developer
 - Kingsmere playground are not up to standard so should not be accepted until there is a twenty-year guarantee from the developer.

56/ Minutes of the Town Council Meeting

2526 APPROVED by full council.

- Approved 35/2526
- Rail freight requiring an update from 50/2526.

57/ Minutes of the Environment Committee Meeting

2526 APPROVED by full council.

58/ Minutes of the Policy Committee Meeting

2526 APPROVED by full council.

- Correction required to Cllr names due to spelling error.

59/ Minutes of the Planning Committee Meeting

2526 APPROVED by full council.

60/ Minutes of the Working Parties Meeting

2526 APPROVED by full council.

61/ Mayors Report

2526 APPROVED by full council.

- Date review required for attendance of event on 18th October 2025 for Deputy Mayor.

62/ Appointment of RFO

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2526 APPROVED by full council.

- RFO has completed exceptional work with reviewing outstanding insurance claims and bank account corrections.
- Cllrs raised positive feedback on the professional capacities and proactive approach by the RFO.
- Any further training to be discussed within the Personnel Committee meetings.

63/ Date of Next Meeting

2526 Monday 9th March 2026 – 7pm, The Chamber Room, Garth House

CLOSE OF MEETING:

19:44hrs

Minutes: BTC06/2526
Monday 12th January 2026

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Dated

ENV05/2526

Minutes of the Environment Committee

A meeting of the Environment Committee was held on **Monday 17th November 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 Les Sibley
Cllr John Willett

In Attendance:

Michael Lee (Officer)
Isobel May (Events and Marketing Administrator)

Representatives from:

DL Hancock

41/ Apologies for Absence

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

42/ Declarations of Interest

2526 RESOLVED that no declarations of interests were received.

43/ Minutes of the Environment Committee Meeting

2526 RESOLVED that Committee did **APPROVE** the Minutes of the Environment Committee Meeting:

• ENV04/2526 – Monday 17th November 2025

A Cllr queried whether the issue of parking in the disabled bays at Whitelands had been resolved or referred to the Sports Working Group. The Officer advised that he had spoken with the Whitelands Supervisor, who will monitor the situation more closely and seek to address the issue.

44/ Public Session

2526 RESOLVED that no members of the public were present.

Cllrs agreed to include a sub-item to allow a representative from DL Hancock to present ideas for the memorial wall.

- DL Hancock advised that space within the cemetery could be used as a short-term solution for a memorial wall, including the scattering of ashes by lifting turf and the installation of cast plaques on a wall. The creation of a separate area using conifer hedging was also suggested.

Cllrs raised the following points:

- Flower beds or raised beds could also be used for ash scattering; this was confirmed as an option by DL Hancock. The Officer will investigate further.
- Concerns were raised regarding potential undisclosed burials and legal implications of lifting turf. DL Hancock advised this would depend on burial

Minutes: ENV05/2526: Environment Committee Meeting
Monday 19th January 2026

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records and deeds, noting that ash interments require less depth and disturbance is unlikely.

- The potential market size would need to be assessed using ash interment records.
- Vandalism was considered unlikely if plaques were secured using resin.
- It was suggested that a meeting be arranged between CDC, BTC and DL Hancock to explore the options further.

45/ Agenda item 5

2526 **RESOLVED** that the Committee did **APPROVE** one location and did **NOT APPROVE** the second location and **NOTED** on the following:

- The date for Kea Field was approved.
- It was noted that Keble Road requires reconsideration due to surrounding developments, reduced parking availability and frequent road closures.
- The Officer was instructed to contact the organisers to propose alternative locations, namely Bure Park, George Street and Whitelands.

46/ Forward Plan

2526 **RESOLVED** that the Committee **APPROVED** and **COMMENTED** on the report.

- Bedding plants plans - Cllrs requested information on potential design themes. The Officer suggested a design reflecting the Town's twinning links.
- Memorial benches – The Officer reported several enquiries regarding memorial benches. Cllrs agreed that applicants should indicate a preferred location, with suitability to be assessed by the Officer. It was agreed that additional benches are required across Bicester.
- Play area equipment – The Officer confirmed that repairs to the Garth Park play area have been completed.
- Cllrs requested an update. The Officer reported that quotes had been received and are being reviewed with insurers. Cllrs also requested that BTC post on social media seeking any relevant information.

47/ Date of Next Meeting:

2526 **Monday 30th March 2026, at 7pm, The Council Chamber, Garth House**

CLOSE OF MEETING: 20:31

Minutes of the Policy Committee

A meeting of the Policy Committee was held on Monday 9th February 2026 at 19:00 hrs at the Council Chamber, Garth House, Launton Rd, OX26 6PS.

Present:

Cllr Paul Wheatley (Chairman)
Cllr Christopher Pruden
Cllr Nick Mawer
Cllr Tom Beckett
Cllr Rachel Mallows
Cllr Harry Knight
Cllr Dan Hallett

In Attendance:

Trevor Longfield – Responsible Finance Officer
Viktorija Kovale – Finance Administrator

26/ Apologies for Absence

2526 RESOLVED that no apologies were received.

27/ Declarations of Interest

2526 RESOLVED that no declarations were received.

28/ Minutes of the Policy Committee

2526 RESOLVED to APPROVE the minutes of the Policy Committee meeting held as follows:

- POL02/2526 held on Monday 15th September 2025 at 19:00hrs.

RESOLVED to DEFER the minutes of the Policy Committee meeting held as follows:

- POL04/2526 held on Monday 3rd November 2025 at 19:00hrs.

The minutes will be amended and brought back for review at the next meeting.

29/ Public Session

2526 RESOLVED that no members of the public attended the meeting.

30/ Verbal Update from Chair of Committee

2526 RESOLVED that the Committee NOTED the verbal update provided by the Chair. The Chair informed the Committee that the BTC website has been updated with the general policies and the General Policy Register, following his approval. The Chair also presented the list of policies with upcoming review dates and those that are currently overdue.

31/ Policy Review

2526 RESOLVED that the Committee APPROVED the changes to Policy GP28 - Mayor Events Policy.

Minutes: POL05/2526: Policy Committee Meeting
Monday 9th February 2026

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Signed:

Date:

- 32/ **Policy Review**
2526 **RESOLVED** that the Committee **DEFERRED** the review of Policy GP23 - Vexatious Complaints Policy and set the next review date for September 2026.
- 33/ **Exclusion of Press and Public**
2526 **RESOLVED** That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.
- 34/ **Appointment of New Data Protector Officer (DPO)**
2526 **RESOLVED** to **APPROVE** the signing of the engagement agreement with the newly selected Data Protection Officer, to be executed by the Responsible Finance Officer during the Town Clerk's absence.

Date of next Meeting: Monday 23rd March 2026 at 19:00.

CLOSE OF MEETING: 19:42hrs.

AWP03/2526

Minutes of the Allotments Working Party

A meeting of the Allotments Working Party was held on Wednesday 25th February at 19:00 hrs at The Council Chambers, Bicester Town Council. The Garth, Launton Road, OX26 6PS.

Present:

Cllr Damien Maguire (Chair)
Cllr Paul Wheatley

In Attendance:

Michael Lee, Officer

Claypits Rep
Leach Road Rep
Anson Way Rep

8/ Apologies for Absence

2526 RESOLVED that apologies were received from Cllr Jim Webb.

9/ Declarations of Interest

2526 RESOLVED that no declarations of interest were received.

10/ Minutes of the Allotment Working Party

2526 RESOLVED that the Working Party APPROVED the MINUTES and RESOLUTIONS of the following Allotments Working Party Meeting:

- AWP01/2526 – Thursday 19th June

11/2 Allotment Representatives informing us about plots

526 RESOLVED that the Working Party COMMENTED on the Allotment Representatives informing us about plots and discussed the following points:

- Officer requested to Allotment Representatives that they must inform us a week in advance of inspections, if a plot holder is unable to maintain their plots due to personal reasons, this will then be noted on our systems, in order to enable us to manage inspections more efficiently.

12/ Forward Plan

2526 RESOLVED that the following matters were raised by the representatives:

- Anson Way Representative has commented on a dangerous tree near allotment plot AW19, Officer to arrange a site visit by contractor to make safe.
- Leach Road Representative has commented on allotment plot LR42 that there is a cracked water pipe leading to flooding, Officer to investigate and arrange this to be fixed.
- Claypits Representatives have commented on the following matters:

Minutes: AWP03/2526: Allotments Working Party Meeting
Wednesday 25th February 2026

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- Representatives have requested the Officer to look into the excessive flooding on site.
 - Representatives have requested the Officer to look into updating the Bicester Town Council Tenancy Agreements.
 - Representatives have requested the Officer to look into updating the Terms & References for Representatives to be clearer.
 - Representatives have requested the Officer to look into updating the Inspections Criteria, to ensure it is clearer.
 - Representatives have requested the Officer to look into General Data Protection Regulation (GDPR) within Allotments.
 - Allotment Officer to investigate all the above issues and recommend course of actions.
- Cllr Wheatley suggested a councillor walk round, similar to ones that we do on play areas, Officer to arrange some dates to get this scheduled in.

13/ Date of the Next Meeting

2526 TBC at 7:00pm, The Chamber Room, Garth House

CLOSE OF MEETING: 20:00 hrs

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.

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Wednesday 22nd October 2025

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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

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 Wednesday 22nd October 2025

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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

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BE04/2526

Minutes of the Events Working Party

A meeting of the Events Working Party was held on Wednesday 29th January 2026 at 19:00 hrs at The Chamber Room, The Garth, Launton Road, OX26 2PS.

Present:

Cllr Damien Maguire (Chair)
Cllr Donna Ford
Cllr Rachel Mallows
Cllr Jim Webb

In Attendance:

Michael Lee, Officer
Isobel May, Events and Marketing

Representatives from:

Bicester Live
Bicester Pride
Garth Park Kitchen
Lone Wolf Comedy
Nai's House
Oxfordshire Play Association

46/ Apologies for Absence

2526 RESOLVED that apologies were received from Cllr Christopher Pruden.

47/ Declarations of Interest

2526 RESOLVED that no declarations of interests were received.

48/ 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:

BE03/2526 – Wednesday 22nd October 2025

49/ Public Session

2526 RESOLVED that members of the public were present.

Representatives from:

- Nai's House:
 - The BENice Festival is progressing as planned and will follow a similar format to last year. Organisers aim to streamline planning and complete marketing at an earlier stage.
- Garth Park Kitchen
 - It was noted that events currently held by BTC are not financially viable for the business. A more collaborative approach is sought for the coming year.
- Bicester Pride:
 - Councillors were updated that the bandstand will be used for smaller, primarily acoustic acts, with performances concluding by 7.00 pm.

50/ Lone Wolf Comedy Club Application

2526 RESOLVED that the Working Party did APPROVE the form.

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Wednesday 29th January 2026

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- Lone Wolf Comedy Club reported that arrangements will remain the same as last year, and that performers continue to respond positively to Bicester.
- Cllrs and Officer advised the representative that Sunday coincides with BTC's Civic Service and Parade, during which temporary road closures will be in place. The officer will provide timings and the road closure plan.

51/ Oxfordshire Play Association Application

2526 RESOLVED that the Working Party APPROVED the event.

- It was noted that OPA previously delivered this activity and are keen to reintroduce it in Bicester. Spider Park was selected as a communal, easily accessible venue for local residents.
- OPA advised that discussions have taken place with the community centre regarding use of toilet facilities on the day. Agreement in principle has been given, subject to formal confirmation.

52/ Remembrance Sunday 2025 Report

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

- Cllrs requested consideration of background music (e.g. Military Wives) between the military arrival in Market Square and the two-minute silence, as members of the public were unclear about proceedings. Alternatively, it was suggested that the military exit the church at a later time.
- Ensure that Military provide the Dias.
- Concerns were raised regarding motorbikes riding too close to children during the parade. A greater distance between motorbikes and participants was requested.
- It was suggested that ground markers be used to clearly indicate designated positions for organisations and dignitaries.

53/ Christmas Light Switch On 2025 Report

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

- Cllrs agreed the event was successful, with the only suggested change being a review of who switches on the lights. It was proposed that the mayor's chosen charities be involved.
- The officer advised that Gala Lights were used previously and that the contract ended last year. Cllrs requested to see the tender for this year's service.

54/ Christmas Light Trail 2025 Report

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

- Cllrs advised that the expenditure could not be justified using taxpayers' money and suggested deferring the proposal for a few years, with the option to review it at a later date.
- Officers suggested having Santa walk around during the Switch-On event, with the potential inclusion of a grotto.

55/ Santa Fun Run 2025 Report

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

- Some Cllrs noted they missed having the event in town; however, it was acknowledged that holding it at Whitelands improved event safety.
- A suggestion was made to rotate the run to different locations around Bicester, with a potential route including Garth Park.
- It was noted that the bacon rolls were not consumed. The officer suggested

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providing protein bars instead, which would reduce costs.

56/ Social Media Statistics 2025

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

- Cllrs expressed their approval of the growth in BTC's Facebook followers and the successful launch of Instagram.

57/ Event Outlines / Proposals 2026

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

- The Officer advised that the Mayor's Charity Bake Off will no longer take place and will be replaced by a pub quiz in March.
- Cllrs requested further details on the proposed portable flagpole for Flag Raising and Armed Forces Day, to enable a decision on whether the two events can be combined.
- Cllrs asked for alternative options for the second music night to be provided, after which a decision will be made.

58/ Event Marketing 2026

2526 RESOLVED that Working Party APPROVED the report.

59/ Sight Tech and Bicester Town Council Contract

2526 RESOLVED that Working Party DID NOT APPROVE and COMMENTED on the contract.

- Cllrs indicated a preference to invest in a stage rather than enter into a contractual arrangement.
- Cllrs advised the officer to proceed as normal.

60/ Date of Next Meeting:

2526 To be confirmed

CLOSE OF MEETING: 20:41

Minutes of the Bicester Traffic Advisory Group

A meeting of the Bicester Traffic Advisory Group was held on Thursday 25th September 2025 at 14:00 hrs at the Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.

Present:

Cllr John Broad (CDC)
Jacqui Cox (OCC)
William Evans (OCC)
Cllr Donna Ford
Julia Harrington (CDC – arrived at 14:08)
Cllr Dan Hallett
Gargi Holland (OCC)
Cllr Frank Ideh (CDC – left at 14:40)
Cllr Chris Pruden (CDC)
Cllr John Shiri (OCC)
Cllr John Willett

In Attendance:

Officer, Paul Canning
Events & Marketing Administrator, Isobel May

Representative from:

Bicester Bug

10/ Apologies for Absence

2526 RESOLVED that APOLOGIES were received from Chris Hulme (TVP) and Cllr Sean Gaul (OCC)

11/ Appointment of Chair of the Bicester Traffic Advisory Group

2526 RESOLVED that Cllr John Shiri was appointed Chair of the Traffic Advisory Group. Cllrs commented on their disappointment that only one County Councillor has been present for the two meetings so far.

In addition to this agenda item, a representative from Bicester Bug was in attendance and:

- Expressed concerns regarding the group
- Provided their views on how the group should be managed
- Noted that a constitution must be prepared

The representative subsequently departed, in recognition that this meeting is not open to the press or public, as it does not constitute as a public meeting.

The Traffic Advisory Group (TAG) proceeded to discuss the following matters:

- Whether TAG meetings should be open to the public, and, if so, whether they should follow the format of other meetings by including a public session prior to representatives withdrawing to allow Councillors further discussion.
- The potential for altering meeting times and holding sessions online. Some Councillors expressed concern that changes to meeting times could place additional and unreasonable pressure on BTC officers.
- A suggestion from CDC that, should public input be sought, relevant information

Minutes: BTAG02/2526: Bicester Traffic Advisory Group Meeting
Thursday 25th September 2025

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Signed

Dated

could be shared with their stakeholder groups for discussion and feedback.

12/ Minutes of the Bicester Traffic Advisory Group

2526 RESOLVED that Committee did APPROVE the Minutes of the Traffic Advisory Group Meeting:

- BTAG04/2425 – Thursday 10th April 2025
- BTAG01/2526 – Thursday 12th June 2025

13/ Update of Outstanding Items

2526 RESOLVED the Advisory Group discussed and received updates on the below in the next Agenda item:

- Esso Garage Pathway
- London Road Crossing

14/ Report from Oxfordshire County Council Officer

2526 RESOLVED that updates were received on:

- London Road Level Crossing:
 - OCC are expecting to hear back from the Department of Transport by mid-October with a scheme / plan
- A4095 Realignment (Strategic Link Road):
 - OCC is working in partnership with CDC and Homes England to progress the North West Bicester housing development. Discussions are ongoing regarding electricity provision, housing, and overall site funding.
 - A total of £4 million has been allocated to the design phase of the road, enabling a dedicated delivery team to scope and plan the works.

Cllrs raised the following points:

 - Cllrs expressed concern regarding electricity supply issues, noting that these affect not only this project but Bicester more broadly. In response, CDC confirmed they are working with the Ministry of Housing, Communities and Local Government (MHCLG) to address the town's energy challenges.
 - Cllrs also queried whether the necessary works would result in road disruption. CDC advised that any disruption is expected to be minimal.
- Bicester Local Cycling and Walking Infrastructure Plan (LCWIP):

London Road (design and delivery), A41 South-Eastern Section (design)

 - OCC confirmed that preliminary designs are complete, with the A41 section (Rodney House to Ploughley Road) scheduled for completion in October.
 - Initial discussions have commenced with Graven Hill regarding a strip of land along the A41 to accommodate a new cycleway and footway. Procurement for the detailed design stage is expected in autumn 2025.

Cllrs raised the following points:

 - Cllrs requested sight of the updated plans.
 - A query was raised regarding potential encroachment on BTC-owned land; OCC are unaware, and BTC will investigate.
- Middleton Stoney Road (design & delivery):
 - OCC confirmed that preliminary designs are complete, with further site

Minutes: BTAG02/2526: Bicester Traffic Advisory Group Meeting
Thursday 25th September 2025

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surveys scheduled for September. The detailed design contract has been awarded and is expected to conclude by Spring 2026.

Cllrs raised the following points:

- Proposal to remove speed bumps and introduce a 40mph limit or alternatively install speed-activated traffic light cameras or additional vehicle-activated signs. CDC noted the signs cost £4,000 each.

- A41 J9 to Vendee Drive Cycle Route (options & feasibility):

- The mapping of potential constrictions along the route has been completed, and the constraints for all three route options have been identified.
- Further details and findings can be presented at the forthcoming full Council meeting.

Cllrs raised the following points:

- Requested that the parishes of Chesterton and Wendlebury be included in the planning process, given their location on the route boundaries.
- Concerns were raised regarding safety at the Park and Ride entrance/exit, including the lack of lane markings on the roundabout and the need for a pedestrian crossing.
- It was noted that further warehouse development could compromise traffic flow; safeguarding Junction 9 for a potential cloverleaf design is essential to prevent future gridlock.

- Graven Hill to Kingsmere active travel connections:

- OCC met with Network Rail, who agreed to the use of the cattle creep as a route, subject to railway safety measures.

Cllrs requested sight visit of both route options and a full report

- Oxford Road cycle and footpath provision:

- Highways agreement team met with developers and have got a scheme for now until more land is adopted but we need a solution now.

Cllrs raised the following points:

- Is there a confirmed timeline? OCC have indicated that once it is signed off, they will have more clarity on the timings and be able to share this with the group.
- A temporary solution is urgently required as the route is already in public use and poses safety risks. Rubber matting should be installed without delay.
- A tall barrier should be placed at the central intersection to prevent pedestrians crossing the 40mph road. Road signage should also be improved to avoid confusion for non-residents.
- Boxes must be removed to allow a safe footpath.
- Local Cllrs request sight of the designs.
- CDC can contribute funding towards a temporary solution.

- Sheep Street (ETRO):

- OCC confirmed the consultation will be closing on October 10th.

Cllrs raised the following points:

- Since the last meeting, the public still lack clear guidance on how to report incidents.

- Timings must be adjusted on Fridays to account for the market, as current arrangements create safety risks during setup.
- Rules are being breached every Friday.
- Residents originally opposed this scheme; proceeding regardless raises concerns that this is merely a box-ticking exercise.
- Bicester and Mid Cherwell Movement and Place Plan:
 - OCC have had a meeting online to discuss the expansion.
 Cllrs raised the following points:
 - Town Cllrs were not invited to the meeting and consider the plan insufficiently detailed. Clarification is needed on what the proposals will mean in practice.
- Bus services update

15/ Report from Cherwell District Council

2526 RESOLVED that updates were received on:

- Since the last TAG meeting, there is little new to report. Lining works are ongoing, and a large order has been confirmed for Bicester.

Cllrs raised the following points:

- Urgent need for yellow lines around Shakespeare Drive.
- Lines at the end of Howes Lane (near the bridge) have already worn away; corner-cutting is common — CDC to consider safety measures at this junction.
- Paint lines are required on the Vendee Drive roundabout as it is currently dangerous.
- The Queens Avenue zebra crossing requires improved lighting (LED) for safety, particularly in poor weather. CDC will refer this to the street lighting department.
- Field Street zebra crossing requires a safety review.
- Lining works should be scheduled after resurfacing to avoid waste (e.g., Skimmingdish Lane).

16/ Matters Raised by Group Members

2526 RESOLVED that the following matters were raised and discussed by the group:

- Clarification requested on whether snagging meetings for Banbury Road have taken place; OCC confirmed they have and will provide details.
- Launton Road requires a pedestrian crossing near the shops due to increasing traffic and lack of safe crossing points. Restrictions on HGVs at the top of the road were also requested.
- High Street has a build-up of mud. Market Square works (ending 11 November) will impact the Remembrance Sunday event on 9 November. OCC advised contacting utility companies; Cllrs requested better coordination of permits between OCC and CDC.
- CDC are working with EWR and OCC on the London Road crossing and area master plan; a brief will be shared with AOG.
- CDC will join the full council meeting to discuss Market Square and Crown Walk.
- At the Z-bend on Sanderling Close (off Mallards Way), the inspection cover repeatedly breaks when waste removal vans drive over it — a

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Thursday 25th September 2025

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permanent solution is needed.

- Gavray Drive has multiple dips and damaged manholes requiring inspection.

17/ Forward Plan

2526 RESOLVED that the Committee **NOTED** and **COMMENTED** on the Forward Plan.

- Cllrs asked if there are any further updates, CDC will include the updates in the Full Council meeting.

18/ Date of Next Meeting

2526 Thursday 25th September at 14:00hrs, The Chamber, Garth House.

Close of Meeting: 16:00 hrs.

Minutes of the Bicester Traffic Advisory Group

A meeting of the Bicester Traffic Advisory Group was held on Thursday 9th January 2026 at 14:00 hrs at the Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.

Present:

Cllr John Broad (CDC)
 Jacqui Cox (OCC)
 William Evans (OCC)
 Cllr Donna Ford
 Cllr Sean Gaul (OCC – left at 15:58)
 Cllr Dan Hallett (left at 15:53)
 Chris Hulme (TVP)
 Gargi Holland (OCC)
 Cllr Frank Ideh (CDC – left at 14:38)
 Cllr Chris Pruden (CDC)
 Cllr John Shiri (OCC)
 Cllr Matt Webb (OCC – left at 15:00)
 Cllr John Willett

In Attendance:

Officer, Michael Lee
 Events & Marketing Administrator, Isobel May

19/ Apologies for Absence

2526 RESOLVED that APOLOGIES were received from Andrew Bowe (CDC) and Cllr Nick Cotter (OCC)

20/ Minutes of the Bicester Traffic Advisory Group Meeting

2526 RESOLVED that the Working Party did NOT APPROVE the Minutes of the Traffic Advisory Group Meeting:

- BTAG02/2526 – Thursday 25th September 2025

21/ Constitution and Terms of Reference

2526 The Working Party did NOT APPROVE the Constitution and Terms of Reference and provided COMMENTS.

Members requested that further amendments be made to clarify arrangements for public and private meetings, including rules governing public sessions; to provide greater detail on the Code of Conduct; and to revise the committee quorum.

Following this item, Cllr Matt Webb (OCC) was appointed to the Working Party, replacing Cllr Nick Cotter.

22/ Update of Outstanding Items

2526 RESOLVED the Advisory Group discussed and received updates on the below:

- Esso Garage Pathway
 - OCC are pursuing maintenance for an update.
- London Road Crossing

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 Thursday 9th January 2026

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- Following confirmation that EWR now propose an underpass option, OCC has requested removal of the bridge and lifts option.
- Further design work and transport impact assessments are awaited.

Cllrs raised the following points:

- Clarification requested on traffic impact studies relating to a one-way system and whether an underpass would mitigate traffic pressure; OCC has requested further analysis.
- Concern noted that one-way traffic arrangements would impact all users.
- Bus access was queried; OCC confirmed a bus turnaround is under consideration.

23/ Report from Oxfordshire County Council Officer

2526 RESOLVED that updates were received on:

- Ongoing strategic review: cumulative effect on traffic due to Bicester's growth
 - The Department for Transport are coordinating with OCC, CDC, and National Highways on cumulative impacts, particularly at Junctions 9 and 10.
 - National Highways are carrying out a Strategic Transport Needs Assessment at Junction 9.
 - Developers have been asked to model scenarios that include additional speculative sites.
 - OCC are reviewing transport assessments and strategic modelling to inform an overall transport strategy for the area.

Cllrs raised the following points:

- The land on Junction 9 requires safeguarding to prevent future gridlock.

- Pioneer Way – traffic issues whilst development takes place:

Cllrs raised the following points for OCC to investigate:

- Road safety improvements are required and fall within the landowner's responsibility.
- Overgrown vegetation near the school zebra crossing has been reported by the local school as a safety concern.
- The T-junction near the shopping outlet experiences frequent standstill traffic and requires review.

- Parking outside The Perch:

- CDC are investigating.

Cllrs raised the following points:

- Cllrs continue to receive frequent complaints from residents regarding this ongoing safety issue, which presents a risk of an accident. A clear resolution is requested so Cllrs can provide residents with a positive update.
- The land is owned by Sainsbury's, who have confirmed that delivery drivers are permitted to park there for loading and unloading.
- Bollards should be installed to prevent vehicles from turning around and driving through the pedestrian area.
- A comprehensive review is required of the area outside Sainsbury's, the Cinema, Monty Burger Bar, and Biagio's.

- Town Centre Study:

- OCC have requested that Cllrs provide further detail, as the issue to

Minutes: BTAG03/2526: Bicester Traffic Advisory Group Meeting
Thursday 9th January 2026

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be discussed was not clearly defined; therefore, the meeting moved on to the next item.

- A41 review:
 - OCC deferred the update to be considered alongside another item within their report.
 Cllrs raised the following point:
 - The A41 Eastern side needs to be repaired.
- Enforcement in Market Square and Sheep Street
 - The footway outside the church at the northern end of Sheep Street is a modular footway currently reinstated with 6mm surfacing as an interim measure, permitted until 13 February 2026.
 - SSE excavated the footway to install a junction box but were unable to locate a viable cable, partly due to the presence of a disabled parking bay.
 - The works were decommissioned and will require a future return to site, including a road closure, to complete the works.
 - Footway modules are being stored for permanent reinstatement once the works are completed
 Cllrs raised the following points:
 - An update was requested on cycling arrangements on Sheep Street. OCC confirmed that a six-month review will take place at the end of the month and will be submitted to the Cabinet Member.
 - Ongoing concerns were raised about how cycling issues are reported. OCC confirmed that, following the last meeting, posters and social media communications were issued, which proved effective.
- Update on air quality issues:
 - This was a CDC matter; therefore, no update was provided as CDC did not attend the meeting.
- 20mph speed limit updates:
 - Installation of the 20mph limit is largely complete, with minor snagging issues to be resolved by the end of March.
 - The scheme will then enter a monitoring phase, including engagement with Bicester Town Council and OCC Cllrs.
 Cllrs raised the following points:
 - Clarification was sought on monitoring arrangements; OCC confirmed that speed reviews are being undertaken.
 - TVP advised that speed surveys have been carried out, but results have not yet been shared.
 - Cllrs emphasised that monitoring should include areas near schools.
 - Concern was noted that the scheme does not reflect the original expectations and that compliance within the wider community is limited.
- Cycle barrier review:
 - OCC officers have drafted an Access Control Barrier Policy to improve accessibility on motor traffic-free routes.
 - National guidance and the Equality Act 2010 advise against barriers on active travel paths, recommending instead improved markings and

sightlines.

- Existing non-compliant barriers should be replaced with accessible alternatives in line with design guidance.
- Funding will be met through maintenance budgets, planned infrastructure schemes, or Government funding as part of a town-wide approach.

Cllrs raised the following points:

- A timeline for the next meeting was requested.
- It was noted that barriers near schools should remain in place for safety; OCC advised that a 1.5m gap standard is being applied and that some barriers have already been adjusted.

• Bicester North Station to Bicester Village

Cllrs raised the following points:

- It was noted that this measure is unnecessary, as there are sufficient alternative routes available; cyclists can use the designated blue route.
- The island should be reviewed and widened to improve safety, slow traffic, and better accommodate users with buggies, wheelchairs, and mobility scooters.

• Banbury Road Junction

- Outstanding snagging relates to the lighting columns, with agreed actions now progressing.

Cllrs raised the following points:

- Advance signage is required, as non-local drivers are unclear which lane to use due to road markings being positioned too far forward. OCC will review scheme funding to assess feasibility.

• South East Peripheral Road (SEPR)

- The SEPR remains a priority, with funding approved for further development.
- Work will focus on route options and feasibility for the western section, alongside potential improvements to the A41 corridor.
- Consultants are being procured, with work expected to begin in March/April 2026 and involve stakeholders.

Cllrs raised the following points:

- Vendee Drive requires further review; this has been raised previously, and road markings are needed.
- The layout near the Esso garage requires revision.

• Delivery of London Road and Middleton Stoney Road walking, wheeling and cycling schemes

- Detailed design is underway, with trial holes and site investigations scheduled over the next four weeks.
- Construction is planned to commence in autumn 2026.
- Following public consultation, zebra crossings are now proposed on all four arms of the Shakespeare Drive roundabout.

Cllrs raised the following points:

- It was suggested that pavements should be added and that speed bumps should be removed.

• Options and feasibility design of A41 (Siemens access to Vendee Drive)

- Arboreal and ecological surveys are underway, with the report due by early February.
 - Stakeholders will then be updated, and the scheme progressed to public consultation.
 - Options and feasibility matters for Graven Hill to Kingsmere walking, wheeling and cycling connections
 - For the route north of Boundary Way ("Cattle Creep"), arboreal and ecological surveys are planned, with officers liaising with Network Rail and the OCC's legal team regarding railway access.
 - For the route south of Boundary Way to Lakeview Drive, officers will seek to safeguard a route through planning negotiations and will liaise with Network Rail on the railway crossing.
 - Funding requires review.
- Cllrs raised the following point:
- A request was made to see the timeline.
- Maintenance and Highway Schemes
 - £45k of machine lining works are planned across Bicester, primarily in response to complaints around Bicester Village; no timeline is currently available.
 - Further lining works across Bicester are anticipated in the new financial year.
- Cllrs raised the following points:
- Vendee Drive should be included in the lining programme.
 - The Queen's Avenue zebra crossing requires review for improved lighting, as visibility is poor, particularly given its proximity to a school.

24/ Report from Cherwell District Council

2526 RESOLVED that no updates were received.
The committee would like to note that attendance to these meetings is important from CDC.

25/ Matters Raised by Group Members

2526 RESOLVED that the following matters were raised and discussed by the group:

- A pedestrian crossing on Launton Road was requested due to high traffic and pedestrian use. Cllrs asked for this to be prioritised and included in the forward plan; OCC confirmed it will be considered.

26/ Forward Plan

2526 RESOLVED that the Committee NOTED the Forward Plan.

27/ Date of Next Meeting

2526 Thursday 26th March at 14:00hrs, The Chamber, Garth House.

Close of Meeting: 16:00 hrs.

02/2526

Minutes of the Community Sports Working Group

A meeting of the Community Sports Working Group was held on **Wednesday 24th September 2025 at 19:00 hrs** at The Council Chambers, Bicester Town Council, The Garth, Launton Road, OX26 6PS.

Present:

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

In Attendance:

Michael Lee, Service Manager
Tanya Govorusa Sports and Facilities Administrator

Chesterton FC Representative
Bicester Park FC Representative
FC Whitelands Representative
KEA Representative
Bicester Fossils Representative
RTC Representative

9/25 Minutes Silence

26 CHAIRMAN held a minute's silence for the sad loss of a member of the Bicester Fossils Walking Football Club Team.

10/ Apologies for Absence

2526 RESOLVED that no apologies were received from the following members alongside any substitutions.

11/ Declarations of Interest

2526 RESOLVED that a declaration of interest was received from:

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

12/ Minutes of the Community Sports Working Group

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

- CSWG01/2526 – held on the 25th June 2025 at 19:00hrs

13/ Fence Around Rugby Pitches

2526 RESOLVED that the Working Party **COMMENT** on proposal.

- Cllr requested an update regarding the fence around the rugby pitches, the officer stated that it is in the hands of Rugby Team, we have no contribution, they are applying independently for grants and planning permissions required.

14/ Public Session

2526 RESOLVED that the Working Party Chairman **COMMENT**, is there anything you would like to bring to this meeting.

Minutes: 02/2526: Community Sports Group Meeting
Wednesday 24th September 2025

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Signed

Dated

- Club Representative questioned regarding Whiteland's 3G and has suggested to reduce the 48 hour's notice period to cancel bookings from our Rules & Regulations. Comments were very positive in most regards, Officer to investigate and look into our Rules & Regulations.
- Club Representative suggested for fees regarding cancellations be credited to the team's accounts, due to budgets and grants being strained as organizations.
- Club representative suggested that the officer investigate adding a special circumstance, i.e. – Adverse weather conditions segment to our Rules & Regulations and suggested to be specific on Grass/3G or have separate segments on our Rules & Regulations.

Forward Plan

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

Service Manager read through the Forward Plan and noted the general point to continue adhering to our Rules & Regulations regarding pegs & flags and to keep on top of the litter in the pavilions.

Club Representative questioned the timings regarding our fertilising / seeding of our grass pitches. The officer explained this was due to an extremely hot summer that took place and that unfortunately the first opportunity was now to get this actioned.

Club Representative noted the email that was sent to all coaches who use Whiteland's 3G, regarding parents on pitches. Officer advised this is part of our Rules & Regulations and must be adhered to.

Club Representative requested to get the officer to check the height of the gate and fence at Whiteland's, as larger vehicles could not gain access into the pitch area.

Councillors requested to get the officer to create an agenda for the Environment Committee, regarding to increase budgets for pitch maintenance.

Date of the Next Meeting:

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

CLOSE OF THE MEETING: 20:15hrs

Minutes of the Community Sports Working Group

A meeting of the Community Sports Working Group was held on Wednesday 7th January 2026 at 19:00 hrs at The Council Chambers, Bicester Town Council. The Garth, Launton Road, OX26 6PS.

Present:

Cllr Damien Maguire (Chairman)
Cllr Nicholas Mawer
Cllr Paul Wheatley Sub on behalf of Cllr Christopher Pruden

In Attendance:

Michael Lee, Service Manager

Bicester Park FC Representative
Chesterton FC Representative
FC Whitelands Representative
KEA Representative
RTC Representative

15/ Apologies for Absence

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

- Cllr Christopher Pruden
- Cllr Jim Webb
- ACE Academy Representative
- Bicester Town Colts Representative

16/ Declarations of Interest

2526 RESOLVED that no declarations of interests were received.

17/ Minutes of the Community Sports Working Group

2526 RESOLVED that the following minutes were NOT APPROVED:

UNRESOLVED that the Committee did NOT APPROVE and NOTED on the following unresolved questions regarding SLA Agreements.

- CSWG02/2526 – held on the 24th September 2025 at 19:00hrs

18/ Public Session

2526 RESOLVED that the Working Party Chairman COMMENT, is there anything you would like to bring to this meeting.

- KEA Representative spoke about defibrillators for their club house, Service Manager to investigate if there are grants available.
- KEA Representative spoke about pitch aeration not been done, Service manager

Minutes: 03/2526: Community Sports Group Meeting
Wednesday 7th January 2026

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Signed

Dated

stated that an operation was carried out by slitting rather than hollow tining because of ground conditions.

- KEA Representative spoke of car parking issues with vans, from a business taking up a lot of spaces in the evening and weekends. Service manager stated he will contact Cherwell regarding either putting signs up or costings for a height barrier at the front of the car park.
- RTC Representative raised concerns regarding the standard of the goal nets and some of the wheels at Whitelands'. Service manager to check with Whitelands Supervisor to make sure he is on top of this. Representative also questioned Whitelands Facilities not being open on Bank Holidays, stated there was demand for this. Service manager stated he would investigate rotas, contracts etc. and bring answers to next meeting.
- Club representatives offered praise to the Bicester Town Council groundsman for his continued high standards for the grounds.

Forward Plan

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

Service Manager read through the Forward Plan and noted the general point to continue adhering to our Rules & Regulations regarding all teams at Whitelands needing to adhere to the rules about parents, dogs and other spectators being on the 3G pitches sidelines while matches are in progress.

Service Manager discussed the height barrier on the 3G pitch and stated this is to be adjusted, so emergency vehicles can access the pitches.

Date of the Next Meeting:

Wednesday 11th March 2026 at 19:00hrs at The Council Chambers, Bicester Town Council, The Garth, Launton Road, OX26 6PS.

CLOSE OF THE MEETING: 19:25hrs

Insurance

1. Insurance claims
 - i. External Main Gates to Bicester Garth Park has been settled at a cost of £7,290. having received quotes from Blenheim Dry Stone Walling.
 - ii. Member of public claim due to injury sustained outside of St Edburg's Church. Claim of up to £25,000. This has been reported to the insurers for their awareness.
2. Internal auditor re-appointment to be taken to the Finance Committee meeting in March.



BICESTER TOWN COUNCIL

Monday 9th March 2026

Mayors Report

Chair: Councillor Alisa Russell

Contact: alisa.russell@bicester.gov.uk

Phil Evans – Town Clerk

Contact: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All Wards

1. Overview

During the period of 24th December 2025 – 4th March 2026 the following visits were made:

The Mayor Cllr Alisa Russell attended the following functions:

January

23rd – Bicester Town Council Quiz at the Nightingale, Bicester

30th – Oxford County Council Chair's Charity Gala Dinner

February

5th – The High Sheriff's Law Lecture 2026

6th - Chinese New Year VIP Breakfast event

10th – Bicester Faith and Civic Forum

20th – Bicester Mayor's Charity Gala

The Deputy Mayor Cllr Dr Paul Wheatley attended the following functions:

January

27th – Holocaust Memorial Day Service

February

20th – Bicester Mayor's Charity Gala

Meeting Schedule 2026-2027

1. See attached appendix
2. The council is requested to review and approve the proposed time changes for council meetings. Proposed changes from a 1900hrs start to a 1800hrs start.