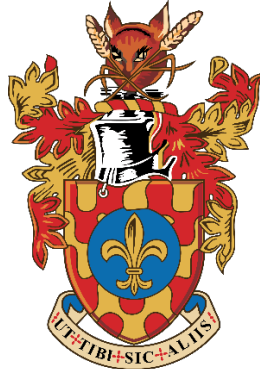


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Bicester Town Council



BICESTER
TOWN COUNCIL

Environment Committee Meeting

Ref: EN02/2627

Monday 13th July 2026 at 19:00hrs

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

Members:

Cllr Les Sibley – **Chair**, Cllr Rachel Mallows – **Vice Chair**
Cllr Donna Ford, Cllr Dan Hallett, Cllr Damien Maguire,
Cllr Nick Mawer, Cllr Chris Pruden, Cllr Alisa Russell and Cllr John Willett.

Substitute Members:

Cllr Tom Beckett, Cllr Nick Cotter, Cllr Sam Holland, Cllr Harry Knight,
Cllr Dr Paul Wheatley and Cllr Jim Webb

Other Circulation:

CDC

Cllr Frank Ideh, Cllr Simon Lytton, Cllr Julius Parker, Cllr Rob Parkinson, Cllr George Popescu, Cllr Bryonie Wells and Cllr Michael Wilson

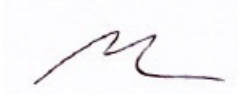
OCC

Cllr Sean Gaul, Cllr John Shiri and Cllr Matt Webb

Tuesday 7th July 2026

To all members of the Environment Committee,

You are hereby summoned to attend a meeting of the **Environment Committee** at the **Council Chamber, The Garth, Launton Road, OX26 6PS** on **Monday 13th July 2026** to commence at **19:00hrs** for the transaction of the following business.



Mick Lee
Service Manager

Agenda

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

1. Apologies for Absence

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

2. Declarations of Interest

1. 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 Meeting (Pages 4 - 5)

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

- **ENV01/2627 – Monday 15th June 2026**

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. A presentation to be received by Kompan (Page 6)

A presentation is to be received by Kompan.

6. A presentation to be received by Wolfson College

A presentation is to be received by Wolfson College regarding Memorial Bench locations.

7. Office IT Equipment Renewal

(Pages 7 - 9)

The Committee is **RECOMMENDED** to **APPROVE** the purchase of new IT equipment.

8. Ashes Scattering

(Pages 10 - 11)

The Committee is **RECOMMENDED** to **APPROVE** the proposed procedure for referral to the Policy Committee and authorise officers to obtain costings for a Garden of Remembrance.

9. Biodiverse Planting Area

(Page 12)

The Committee is **RECOMMENDED** to **APPROVE** the proposed biodiverse planting area.

10. Allotment Rent and Inspections Report

(Pages 13 - 16)

The Committee is **RECOMMENDED** to **APPROVE** the issue of Notices to Quit to allotment tenants with outstanding 2026/27 rent and three consecutive failed inspections.

11. Forward Plan

(Page 17)

The Committee is **RECOMMENDED** to **NOTE** and **COMMENT** on the Forward Plan.

12. Date of Next Meeting

Monday 21st September 2026, at 19:00 hrs, The Council Chamber, Garth House

Minutes of the Environment Committee Meeting

A meeting of the **Environment Committee Meeting** was held on **Monday 15th June 2026** at **19:00 hrs** at **The Chamber Room, The Garth, Launton Road, OX26 2PS**.

Present:

Cllr Les Sibley (**Chair**)
Cllr Rachel Mallows (**Vice Chair**)
Cllr Donna Ford
Cllr Dan Hallett
Cllr Damien Maguire
Cllr Nick Mawer
Cllr Dr Paul Wheatley (substitution for Cllr Chris Pruden)
Cllr John Willett

In Attendance:

Michael Lee, Officer
Isobel May, Events and Marketing Administrator

- 1/ 2627 Appointment of Vice Chair**
RESOLVED that Cllr Rachel Mallows was appointed Vice Chair of the Environment Committee Meeting.
- 2/ 2627 Apologies for Absence**
RESOLVED that apologies were received from Cllr Alisa Russell and Cllr Chris Pruden.
- 3/ 2627 Declarations of Interest**
RESOLVED that declarations of interests were received from Cllr Les Sibley and Cllr John Willett as Cherwell District Councillors.
- 4/ 2627 Minutes of the Environment Committee**
RESOLVED that the Committee **APPROVED** the **MINUTES** and **RESOLUTIONS** of the following **Environment Committee Meeting** held on:
- **ENV06/2526 – Monday 30th March 2026**
- Cllrs asked for an update on:
- Mess Room Toilets – The Officer confirmed that the outdoor team currently use the former CAB office for toilet and break facilities, with a possible move to the Outreach building following refurbishment.
 - Cherwell District Council Contract – The Officer confirmed that no rebate is available for missed bin collections, as verified by the RFO following a review of the contract.
- 5/ 2627 Public Session**
RESOLVED that no members of the public were present.
- 6/ 2627 Proposed Relocation of Office (Administration Team)**
RESOLVED that the Committee **APPROVED** the Members Room changes functionality to become the Administrators Office and the expenditure.

- 7/**
2627 **Proposed Park Opening Trial Summer 2026**
RESOLVED that the Committee **APPROVED** and **COMMENTED** on a closely monitored 3-month trial.
- Cllrs raised concerns regarding the access gate to Garth Court. The Officer will investigate access arrangements and consider whether the gate should remain closed, given its location within a residential area.
 - Cllrs noted the benefits of the trial for staff.
 - The Officer will provide an update at the September meeting on the outcome of the trial and proposed next steps.

- 8/**
2627 **Office IT Equipment Renewal**
UNRESOLVED that the Committee **DID NOT APPROVE** the purchase of new IT equipment.
Cllrs agreed this agenda item gets deferred to the next meeting in July with the following:
- 3 quotations.
 - Confirmation of the number of laptops required.
 - Details of the standard specification to be adopted.

- 9/**
2627 **Purchasing New Outdoor Team Vehicles**
UNRESOLVED that the Committee **DID NOT APPROVE** the purchase of new vehicles.
Cllrs agreed this agenda item gets deferred to the next meeting in July with the following:
- 3 quotations.
 - A cost comparison between purchasing and servicing the vehicles and leasing arrangements inclusive of servicing.

- 10/**
2627 **Play Area Equipment**
UNRESOLVED that the Committee **DID NOT APPROVE** the purchase of new equipment.
Cllrs agreed this agenda item gets deferred to the next meeting in July with the following:
- 3 quotations.
 - Plans and images of the equipment to be replaced and its proposed replacements.
 - Requested that the 'Super Park' proposal for Mallards Way be reinstated on the agenda.
 - A consultation to be arranged with the local primary school.

- 11/**
2627 **Forward Plan**
RESOLVED that the Committee **NOTED** and **APPROVED** the forward plan.
Cllrs requested:
- The Officer to share the bin mapping system with Members to identify any gaps and potential locations for additional bins.
 - A review of the bin design, noting concerns regarding the size of some new bins.
 - A representative from Oxford University to be invited to a future meeting to discuss memorial benches.

- 12/**
2627 **Date of Next Meeting:**
Monday 13th July 2026, at 19:00 hrs, The Council Chamber, The Garth, Launton Road, OX26 2PS.

CLOSE OF MEETING: 20:06 hrs



BICESTER TOWN COUNCIL

ENVIRONMENT COMMITTEE REPORT

13th July 2026

Chair: Cllr Les Sibley

Contact: 01869 252915 | les.sibley@bicester.gov.uk

Officer: Mick Lee

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

Ward Affected: All

Presentation by Kompan

1. Background

1.1 Kompan is a leading designer, manufacturer and supplier of playground and outdoor fitness equipment, providing products and support services to local authorities, schools and community organisations across the UK and internationally. Kompan was also the contractor responsible for designing and installing the new play area at Garth Park.

2. Discussion Points

2.1 The play equipment installed at Garth Park, including maintenance requirements, inspections and any planned improvements or future support.

2.2 The use of the Kompan digital app, which enables play equipment and spare parts to be identified quickly and accurately, simplifying the ordering process and reducing downtime.

2.3 Improvements to customer service and response times following the recent reshuffle of area managers and support teams, and how these changes will benefit the Council's ongoing inspection, maintenance and repair of play equipment.



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Ward Affected: All

Office IT Equipment Renewal

1. Background

1.1 The Council currently maintains a total of 18 IT devices, comprising a mix of desktop computers and laptops. Of these, 15 machines are now beyond their warranty period and are operating on outdated specifications. This includes associated equipment such as monitors.

Computer Name	Device	Device Model	Warranty Expiry
BTC-GB-BIC-LT02	Laptop	HP ProBook 450 G6	23/05/2020
BTC-GB-BIC-PC03	Desktop	HP ProDesk 400 G6	06/12/2024
BTC-GB-BIC-PC04	Desktop	HP ProDesk 400 G6	08/12/2024
BTC-GB-BIC-PC06	Desktop	HP ProDesk 400 G6	12/12/2024
BTC-GB-BIC-PC07	Desktop	HP ProDesk 400 G6	03/05/2025
BTC-GB-BIC-LT08	Laptop	HP ProBook 450 G10	20/05/2025
BTC-GB-BIC-PC08	Desktop	HP ProDesk 400 G6	31/08/2025
BTC-GB-BIC-LT11	Laptop	HP ProBook 450 G10	02/02/2026
BTC-GB-BIC-LT10	Laptop	HP ProBook 450 G10	03/02/2026
BTC-GB-BIC-LT12	Laptop	HP ProBook 450 G10	05/02/2026
BTC-GB-BIC-PC09	Desktop	HP Pro Mini 400 G9	28/02/2026
BTC-GB-BIC-PC10	Desktop	HP Pro Mini 400 G9	14/05/2026
BTC-GB-BIC-PC14	Desktop	HP Pro Mini 400 G9	14/05/2026
BTC-GB-BIC-PC13	Desktop	HP Pro Mini 400 G9	05/02/2027
BTC-GB-BIC-PC12	Desktop	HP Pro Mini 400 G9	26/02/2027
BTC-GB-BIC-LT09	Mobile Workstation	HP ZBook Studio G10	20/05/2027

2. Proposal

2.1 To ensure IT equipment remains up to date and fit for purpose, it is proposed that staff transition to a standardised setup based on laptops with docking stations. At present, some colleagues are provided with both desktop computers and laptops; however, moving to a single-device model will simplify support and improve efficiency.

2.2 The proposed standard configuration for users will consist of a laptop, a USB-C monitor (primary display), and, where required, an additional secondary monitor (or a single 34" monitor in place of dual screens), together with a wireless keyboard and mouse, and a laptop bag. This approach reduces overall costs by maintaining, licensing, and replacing only one device per user, while future proofing the ability to flexible working (hot desk) both in the office and remotely.

2.3 It is proposed that this transition be delivered through a phased refurbishment programme. The initial phase will prioritise replacing the most outdated equipment. A second phase will follow in the next financial year, aligned with the point at which remaining devices begin to fall out of warranty, ensuring a planned and cost-effective refresh cycle moving forward.

2.4 This was not budgeted for, and funding will need to be taken from EMR Equipment Replacement

2.5 A quote has been provided by our IT provider (appendix a).

The Committee is **RECOMMENDED** to **APPROVE** the purchase of new IT equipment, which is **£10,235** with the funding to be taken from **EMR 329 equipment replacement**.



Quote To:
Bicester Town Council
Council Offices
The Garth, Launton Road
Bicester
Oxfordshire
OX26 6PS
VAT Reg No:

Quote Number: 428445
Quote Date: 20/05/2026
Valid To Date 30/06/2026
Account Ref: SBICTOWN

SALES QUOTATION

Quantity	Description	Unit Price	Net Amount	VAT Rate	VAT
8.00	HP EliteBook 6 Gii Laptop with Windows 11 Pro - Intel Core Ultra 5 225U CPU - 12 NPU TOPS - 16GB RAM - 512GB SSD - Wi-Fi 6E - 5MP IR Camera - Fingerprint Reader - Full-Size Keyboard - 65W USB-C Adapter - 1 Year Warranty	1,055.00	8,440.00	20.00	1,688.00
8.00	HP 524pu Monitor - 24" Screen - 1920 x 1080 Resolution - USB-C - Height Adjustable - 3 Year Warranty	165.00	1,320.00	20.00	264.00
1.00	HP Thunderbolt 4 Dock G6 - 1 Year Warranty	145.00	145.00	20.00	29.00
8.00	HP Wireless Mouse	20.00	160.00	20.00	32.00
8.00	HP Laptop Bag for 16" Laptop	20.00	160.00	20.00	32.00
8.00	Installation, Configuration and Encryption - 3hrs Per Endpoint on Contract	0.00	0.00	20.00	0.00
8.00	Desktop/Laptop Disposal - 0.25hrs Per Endpoint on Contract	0.00	0.00	20.00	0.00
0.00	Ship to CMR Workshop	0.00	0.00	20.00	0.00

Total Net Amount	10,225.00
Carriage Net	10.00
Total Tax Amount	2,047.00
Invoice Total	12,282.00



BICESTER TOWN COUNCIL

ENVIRONMENT COMMITTEE REPORT

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Officer: Mick Lee

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

Ward Affected: All

Ashes Scattering

1. Background

1.1 The Council has received a number of enquiries from residents regarding the scattering of cremated remains within the Cemetery and at Garth Park.

1.2 Officers consider that it would be beneficial to introduce a formal procedure to provide a consistent and sensitive approach for residents wishing to scatter cremated remains.

1.3 It is proposed that a designated Garden of Remembrance be established within the Cemetery as an appropriate location for the scattering of ashes, subject to the necessary approvals and budget considerations.

2. Proposal

2.1 To develop and implement a formal procedure governing the scattering of cremated remains within the Cemetery.

2.2 Proposed procedure attached.

2.2 To obtain cost estimates and design proposals for the creation of a designated Garden of Remembrance within the Cemetery.

The Committee is **RECOMMENDED** to **APPROVE** the proposed procedure for the referral of the policy committee and to authorise officers to obtain costs for the creation of a Garden of Remembrance within the Cemetery.

Proposed Procedure for the Scattering of Cremated Remains

1. Eligibility

- The facility is available for the scattering of cremated remains within the designated Garden of Remembrance at Bicester Cemetery.
- Priority may be given to Bicester residents or those with a qualifying connection to the town, if the Council wishes.

2. Application

- A request must be submitted to the Town Council using a simple application form.
- The applicant must provide details of the deceased and a preferred date and time.

3. Approval

- Scattering may only take place with prior approval from the Council.
- Officers will allocate a suitable date and ensure there are no conflicting bookings.

4. Location

- Ashes may only be scattered within the designated Garden of Remembrance.
- Scattering elsewhere in the cemetery or in Garth Park is not permitted without specific Council approval.

5. Conduct

- Services should be small, respectful and not unreasonably disturb other cemetery users.
- No memorials, markers, ornaments or planting may be placed unless specifically authorised by the Council.

6. Flowers

- Cut flowers may be left in the designated area and will be removed by officers after a specified period (e.g. 7–14 days).
- Artificial flowers and other tributes will not be permitted.

7. Memorial Book

- The Council may maintain a Memorial Book for those whose cremated remains are scattered within the Garden of Remembrance.
- For an additional fee, the deceased's name, date of birth and date of death may be entered into the Memorial Book.
- Entries will be made in a standard format determined by the Council.

8. Fees

- A fee may be charged in accordance with the Council's Fees and Charges Schedule (or no fee if the Council decides not to charge).

9. Records

- The Council will maintain a register of all approved ash scatterings, recording the name of the deceased, date of scattering and applicant's details.

This keeps the process straightforward for residents while ensuring the Council can manage the area appropriately and maintain the dignity of the cemetery.



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Ward Affected: All

Biodiverse Planting Area

1. Background

1.1 Members previously requested that officers identify suitable areas for biodiverse planting and wildflower seeding.

1.2 Officers have identified an area of open grassland adjacent to Spitfire Park as a suitable location.

1.3 The area has also been the subject of repeated complaints regarding anti-social behaviour, including ball games close to neighbouring properties. Previous attempts to deter this behaviour through signage have been unsuccessful.

2. Proposal

2.1 It is proposed that the grass cutting contractor leaves the area uncut to allow biodiversity to develop and that wildflower seed is sown to enhance the habitat for pollinators and other wildlife, at an estimated cost of **£400**.

The Committee is **RECOMMENDED** to **APPROVE** the proposed biodiverse planting area, including leaving the grass uncut and sowing wildflower seed.



BICESTER TOWN COUNCIL

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Ward Affected: All

Allotment Rent and Inspections Report

1. Overview

1.1 This report brings to committee attention information on outstanding rent and inspections for committee decision.

1.2 Tenants will get three chances for inspections to improve their allotment before it is taken to the Environment Committee, as a recommendation to terminate the Tenancy.

1.3 The Inspection Dates were arranged on Wednesday 26th February 2025 at the Allotments Working Party Meeting, once these dates have been accepted, this Agenda Item is then uploaded to our website, which you can find on our Calendar section. Which means Tenants have enough notice to be aware of Inspections taking place around April 2025, July 2025 & September 2025.

1.4 The Inspection Dates for 2026 were proposed on Tuesday 24th March 2026 for week commencing 27th April – 1st May, 27th July – 31st July & 28th September – 2nd October, email correspondence was sent to all tenants that have an email address on file on Wednesday 25th March 2026 notifying them of the upcoming dates of when the inspections are taking place.

2. Rent

2.1 As of 10/06/2026 there were 10 allotment tenants who still have not paid their 26/27 rent. This rent totals £231.00.

2.2 These tenants have received two letters, the Rent Due Notification letter, which was posted out to all residents at the end of March 2026 and 40 days later the Rent Due Reminder letter, which was sent via email on Monday 11th May 2026 or posted to Tenants with no email address, reminding them of the rent due and having 30 days for the outstanding balance to be paid by 10th June 2026, normal process is now to send a final letter giving notice to quit the plot.

3. Inspections

3.1 As of 13/05/2026 there were 8 allotment plots who have failed three inspections in a row from inspections that took place in July 2025, September 2025 & 27th April – 1st May. Tenants of these plots have been sent a letter after the first, second and third inspection failures. The letters included the nature of the failure and any notes the inspector made.

3.2 Normal process after three consecutive failures is now to send the notice to quit the plot letter, which needs to be approved by the Environment Committee before these letters can be issued.

3.3 Please see the plot information and inspection details:

- Plot Number: **AW03A** Inspection Date: **14/07/2025**
Condition: **Out of Spec** General Condition: **Poor**
Rubbish on Plot: **No** Percent Worked: **0%**
Inspection Comments: **Plot has not been maintained, long grass growing. Hedgerow and trees are encroaching onto plot making it very hard to work.**
- Plot Number: **AW03A** Inspection Date: **23/09/2025**
Condition: **Out of Spec** General Condition: **Poor**
Rubbish on Plot: **No** Percent Worked: **0%**
Inspection Comments: **Plot has not been worked.**
- Plot Number: **AW03A** Inspection Date: **28/04/2026**
Condition: **Poor** General Condition: **Poor**
Rubbish on Plot: **Yes** Percent Worked: **0%**
Inspection Comments: **Plot has not been maintained and is overgrown with weeds and long grass.**
- **Please note, Tenant has also not paid the rent from 01/04/2026 - 31/03/2027.**
- Plot Number: **CH12** Inspection Date: **14/07/2025**
Condition: **Out of Spec** General Condition: **Poor**
Rubbish on Plot: **No** Percent Worked: **0%**
Inspection Comments: **Plot has not been maintained, overgrown with weeds and shed door is hanging off needs fixing.**
- Plot Number: **CH12** Inspection Date: **23/09/2025**
Condition: **Out of Spec** General Condition: **Poor**
Rubbish on Plot: **No** Percent Worked: **0%**
Inspection Comments: **Plot has not been maintained, overgrown with long grass and weeds.**
- Plot Number: **CH12** Inspection Date: **30/04/2026**
Condition: **Out of Spec**
Rubbish on Plot: **Yes** Percent Worked: **0%**
Inspection Comments: **Plot has not been worked, overgrown with weeds and long grass.**
- **Please note, Tenant has also not paid the rent from 01/04/2026 - 31/03/2027.**
- Plot Number: **CP027** Inspection Date: **15/07/2025**
Condition: **Out of Spec** General Condition: **Poor**
Rubbish on Plot: **Yes** Hazardous Objects: **Yes** Percent Worked: **0%**
Inspection Comments: **Plot has not been worked, is covered with tarpaulin, weeds are starting to grow through, wood has nails showing could cause potential harm.**
- Plot Number: **CP027** Inspection Date: **25/09/2025**
Condition: **Out of Spec** General Condition: **Poor**

Rubbish on Plot: **No** Percent Worked: **0%**
Inspection Comments: **Plot has not been maintained; weeds and brambles are starting to take over.**

- Plot Number: **CP027** Inspection Date: **05/05/2026**
Condition: **Out of Spec** General Condition: **Poor**
Rubbish on Plot: **Yes** Percent Worked: **0%**
Inspection Comments: **Plot has not been maintained.**
- **Please note, Tenant has also not paid the rent from 01/04/2026 - 31/03/2027.**
- Plot Number: **CP068** Inspection Date: **15/07/2025**
Condition: **Out of Spec** General Condition: **Poor**
Rubbish on Plot: **No** Percent Worked: **0%**
Inspection Comments: **Plot has not been maintained or worked.**
- Plot Number: **CP068** Inspection Date: **25/09/2025**
Condition: **Out of Spec** General Condition: **Poor**
Rubbish on Plot: **Yes** Percent Worked: **0%**
Inspection Comments: **Plot has not been maintained.**
- Plot Number: **CP068** Inspection Date: **05/05/2026**
Condition: **Out of Spec** General Condition: **Poor**
Rubbish on Plot: **No** Percent Worked: **0%**
Inspection Comments: **Plot has not been maintained.**
- **Please note, Tenant has also not paid the rent from 01/04/2026 - 31/03/2027.**
- Plot Number: **CP110** Inspection Date: **15/07/2025**
Condition: **Not Worked**
Rubbish on Plot: **No** Percent Worked: **0%**
Inspection Comments: **Plot has not been worked.**
- Plot Number: **CP110** Inspection Date: **25/09/2025**
Condition: **Not Worked** General Condition: **Poor**
Rubbish on Plot: **No** Percent Worked: **0%**
Inspection Comments: **Plot has not been worked.**
- Plot Number: **CP110** Inspection Date: **07/05/2026**
Condition: **Out of Spec** General Condition: **Poor**
Rubbish on Plot: **No** Percent Worked: **0%**
Inspection Comments: **Plot has not been maintained.**
- Plot Number: **CP126** Inspection Date: **15/07/2025**
Condition: **Out of Spec** General Condition: **Poor**
Rubbish on Plot: **No** Percent Worked: **0%**
Inspection Comments: **Plot has not been worked.**
- Plot Number: **CP126** Inspection Date: **25/09/2025**
Condition: **Out of Spec** General Condition: **Poor**
Rubbish on Plot: **No** Percent Worked: **0%**
Inspection Comments: **Plot has not been maintained.**
- Plot Number: **CP126** Inspection Date: **07/05/2026**
Condition: **Out of Spec** General Condition: **Poor**
Rubbish on Plot: **No** Percent Worked: **0%**
Inspection Comments: **Plot has not been maintained.**
- **Please note, Tenant has also not paid the rent from 01/04/2026 - 31/03/2027.**

- Plot Number: CP128 Inspection Date: 15/07/2025
Condition: Out of Spec General Condition: Poor
Rubbish on Plot: No Percent Worked: 0%
Inspection Comments: Plot has not been worked.
- Plot Number: CP128 Inspection Date: 25/09/2025
Condition: Out of Spec General Condition: Poor
Rubbish on Plot: No Percent Worked: 0%
Inspection Comments: Plot has not been maintained.
- Plot Number: CP128 Inspection Date: 07/05/2026
Condition: Out of Spec General Condition: Poor
Rubbish on Plot: No Percent Worked: 0%
Inspection Comments: Plot has not been maintained.
- **Please note, Tenant has also not paid the rent from 01/04/2026 - 31/03/2027.**
- Plot Number: LR26B Inspection Date: 14/07/2025
Condition: Out of Spec General Condition: Poor
Rubbish on Plot: No Percent Worked: 0%
Inspection Comments: Plot has not been maintained.
- Plot Number: LR26B Inspection Date: 23/09/2025
Condition: Out of Spec General Condition: Poor
Rubbish on Plot: No Percent Worked: 0%
Inspection Comments: Plot has not been maintained.
- Plot Number: LR26B Inspection Date: 11/05/2026
Condition: Out of Spec General Condition: Poor
Rubbish on Plot: No Percent Worked: 0%
Inspection Comments: Plot has not been maintained.

4. Turnover

4.1 Officers have been working hard throughout 2026 to bring down the excessive allotment waiting list (it was over 100, it is now around 65). This has been achieved through efficiencies in turnover process as well as managing better relationships with tenants.

4.2 As there are several plots where the rent is outstanding as well as having failed three inspections, it is reasonable to assume these plots are no longer wanted. It is hoped these notice to quit letters will release these plots back into circulation, increasing plot usage and bringing the waiting list down to a minimum.

The Committee is recommended to **APPROVE** sending notice to quit plot letters to tenants who still have outstanding 26/27 rent and outstanding failed three inspections in a row.



BICESTER TOWN COUNCIL

ENVIRONMENT COMMITTEE REPORT

13th July 2026

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Contact: 01869 252915 | les.sibley@bicester.gov.uk

Officer: Mick Lee

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

Ward Affected: All

Forward Plan

- **Additional Bins** – Councillors are invited to identify locations within their wards where additional litter bins or dog waste bins may be required for officers to assess.
- **Super Park Update** – Progress update on the development and next stages of the Super Park project.
- **New Vehicle Update** – Update on the procurement and delivery of the new operational vehicle.
- **Garages Removal/Muck Away** – Progress report on the garage demolition programme and site clearance works.
- **Mess Room Move to Outreach** – Update on the proposed relocation of the mess room to the Outreach building.
- **Play Area Walk Round** – Site visit to inspect play areas and identify any maintenance or improvement requirements.
- **Allotments Walk Round** – Site visit to review the condition of allotments and discuss any operational or improvement matters.

The Committee is **RECOMMENDED** to **NOTE** and **COMMENT** on the forward plan.