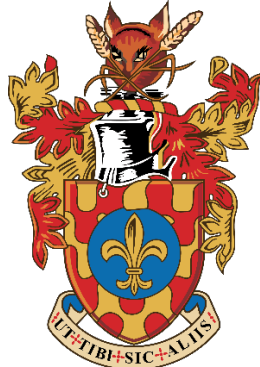


PUBLIC DOCUMENT PACK

Bicester Town Council



BICESTER
TOWN COUNCIL

Events Working Party Meeting

Ref: EV02/2627

Wednesday 2nd September 2026 at 19:00hrs

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

Members:

Cllr Damien Maguire – **Chair**
Cllr Sam Holland, Cllr Harry Knight,
Cllr Chris Pruden and Cllr Dr Paul Wheatley

Substitute Members:

Cllr Tom Beckett, Cllr Nick Cotter, Cllr Donna Ford, Cllr Dan Hallett,
Cllr Rachel Mallows, Cllr Nick Mawer, Cllr Alisa Russell,
Cllr Les Sibley, Cllr Jim Webb and Cllr John Willett



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

Thursday 27th August 2026

To all members of the Events Working Party,

You are hereby summoned to attend a meeting of the **Events Working Party** at the **Council Chamber, The Garth, Launton Road, OX26 6PS** on **Wednesday 2nd September 2026** to commence at **19:00hrs** for the transaction of the following business.

Paul Canning
Deputy 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 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

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

3. Minutes of the Events Working Party

(Pages 4 - 5)

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

- **BE01/2627 – Wednesday 17th 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. Sundays in the Park Report

(Pages 6 - 7)

The Working Party is **RECOMMENDED** to **NOTE** this report.

6. Flag Raising and Armed Forces Day Report

(Page 8)

The Working Party is **RECOMMENDED** to **NOTE** this report.

7. World Cup Semi Final Report

(Page 9)

The Working Party is **RECOMMENDED** to **NOTE** this report.

8. Motown Music Night Report

(Page 10)

The Working Party is **RECOMMENDED** to **NOTE** this report.

9. Teddy Bears Picnic Report

(Page 11)

The Working Party is **RECOMMENDED** to **NOTE** this report.

10. Elton John Music Night Report

(Page 12)

The Working Party is **RECOMMENDED** to **NOTE** this report.

11. Civic Service and Parade Report

(Pages 13 - 23)

The Working Party is **RECOMMENDED** to **NOTE** this report.

12. Proposed Mayoral Fundraising Events Report

(Page 24)

The Working Party is **RECOMMENDED** to **NOTE** this report.

13. Event Outlines / Proposals 2027

(Pages 25 - 39)

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

14. Date of Next Meeting

Monday 2nd November, at 7pm, The Council Chamber, Garth House

Minutes of the Events Working Party Meeting

A meeting of the **Events Working Party Meeting** was held on **Wednesday 17th June 2026** at **19:00 hrs** at **The Chamber Room, The Garth, Launton Road, OX26 2PS**.

Present:

Cllr Damien Maguire (**Chair**)
Cllr Harry Knight
Cllr Damien Maguire
Cllr Rachel Mallows (substitution for Cllr Dr Paul Wheatley)
Cllr Chris Pruden

In Attendance:

Isobel May, Officer
Paul Canning, Deputy Town Clerk

Representatives from:

Bicester Live
U3A

1/ Appointment of Chair
2627 RESOLVED that Cllr Damien Maguire was appointed Chair of the Events Working Party.

2/ Apologies for Absence
2627 RESOLVED that apologies were received from Cllr Dr Paul Wheatley.

3/ Declarations of Interest
2627 RESOLVED that declarations of interests were received from Cllr Damien Maguire as he is affiliated with U3A.

4/ Minutes of the Events Working Party
2627 RESOLVED that the Working Party **APPROVED** the **MINUTES** and **RESOLUTIONS** of the following **Events Working Party Meeting** held on:

- **BE04/2526 – Wednesday 29th January 2026**

5/ Public Session
2627 RESOLVED that members of the public were present.
Representatives from:
Bicester Live:

- Requested a debrief on Sundays in the Park and clarification of plans for 2027. Officers confirmed a debrief will take place in August, alongside planning for next year.

U3A:

- Outlined plans for a community event on 29th July to mark their 40th anniversary.
- Officers agreed to promote the event and consider a simplified booking form for bandstand events.

6/ U3A Music Afternoon Application
2627 RESOLVED that the Working Party **APPROVED** the event.

- 7/
2627 Hire Fee's Report**
RESOLVED that the Working Party **APPROVED** and **COMMENTED** on the change in fees and grant aid charges.
- Cllrs agreed that a more structured process should be implemented for organisations hiring Council grounds. The Officer confirmed that a formal agreement, incorporating all relevant terms and conditions for the hire of the spaces, will be introduced.
 - Cllrs confirmed that OPA should continue to have use of the grounds free of charge, as it is a community event that provides benefits to the town.
 - Cllrs agreed that Bicester Pride will be required to pay a 20% non-refundable deposit in respect of the hire of the grounds.
- 8/
2627 Resident Tickets Report**
RESOLVED that the Working Party **APPROVED** the proposed changes to the resident ticket allocation.
- 9/
2627 Easter Egg Fun Day Report**
RESOLVED that the Working Party **NOTED** the report.
- 10/
2627 Mayor Making Report**
RESOLVED that the Working Party **NOTED** the report.
- 11/
2627 Sundays in the Park Report**
RESOLVED that the Working Party **NOTED** the report.
- 12/
2627 Flag Raising and Armed Forces Day Report**
RESOLVED that the Working Party **NOTED** the report.
- 13/
2627 The Motown Music Night Report**
RESOLVED that the Working Party **NOTED** the report.
- 14/
2627 Family Fun Day (Teddy Bears Picnic) Report**
RESOLVED that the Working Party **NOTED** the report.
- 15/
2627 Elton John Music Night Report**
RESOLVED that the Working Party **NOTED** the report.
- 16/
2627 Date of Next Meeting:**
Wednesday 2nd September 2026, at 19:00 hrs, The Council Chamber, The Garth
- CLOSE OF MEETING: 19:49 hrs**



BICESTER TOWN COUNCIL

EVENTS WORKING PARTY REPORT

Wednesday 2nd September 2026

Chair: Damien Maguire

Contact: 01869 252915 | damien.maguire@bicester.gov.uk

Officer: Isobel May

Contact: 01869 252915 | isobel.may@bicester.gov.uk

Ward Affected: All

Sundays in the Park Report

1. Background

1.1 Following the success of the bandstand events held in previous years, Bicester Live and Bicester Town Council partnered in 2026 to deliver a programme of five free Sundays in the Park events for the local community.

1.2 The events featured live music from a variety of performers, including brass bands, local soloists and bands, providing a programme of entertainment for residents and visitors throughout the summer.

2. Overview

2.1 All five Sundays in the Park events were successfully delivered and were well received by the local community. The varied programme of musical performances provided entertainment for a wide range of audiences, with positive feedback received throughout the series.

2.2 The events were held as follows:

- **Sunday 31st May** – Ukesnaile, Bicester Concert Band and MALISH
- **Sunday 14th June** – Hook Norton Brass Band and local soloists
- **Sunday 12th July** – Oxford Cherwell Brass and Space Pigs
- **Sunday 26th July** – Jubilee Brass-Oxford and The Bellas
- **Sunday 9th August** – Bletchington Silver Band and The Village Beats Band

2.4 The programme successfully showcased a mixture of local and visiting musical talent, with the performances creating a relaxed and enjoyable atmosphere in Garth Park.

2.5 Garth Park Kitchen provided refreshments and food options from the café and grill next to the bandstand, adding to the overall experience for attendees.

2.6 Feedback received from the public was positive, and the events demonstrated the continued popularity of free live music within the park. Learning from previous bandstand events was also incorporated into the 2026 programme, including the provision of additional toilet facilities to ensure suitable facilities were available throughout the events.

2.7 The partnership between Bicester Town Council and Bicester Live worked well, with all five events delivered successfully and providing a valuable programme of free entertainment for the community during the summer months.

2.8 Budget for the event was £5,000, spent £4,040.

2.9 No income.

The Working Party is **RECOMMENDED** to **NOTE** this report.



BICESTER
TOWN COUNCIL

Agenda Item 6

BICESTER TOWN COUNCIL

EVENTS WORKING PARTY REPORT

Wednesday 2nd September 2026

Chair: Damien Maguire

Contact: 01869 252915 | damien.maguire@bicester.gov.uk

Officer: Isobel May

Contact: 01869 252915 | isobel.may@bicester.gov.uk

Ward Affected: All

Flag Raising and Armed Forces Day Report

1. Background

1.1 The Flag Raising and Armed Forces Day for 2026 took place on Saturday 27th June, at Pingle Field. This event is organised by the Bicester Town Council in cooperation with Bicester Garrison.

2. Overview

2.1 The event provided an opportunity for the local community to come together to recognise and celebrate the contribution of the Armed Forces. The day included the formal flag raising ceremony, military displays and activities for families and members of the public.

2.2 The event was successful overall, with positive feedback received from members of the public and participating military personnel. The military were pleased with how the event went and expressed an interest in developing the flag raising element further for future events. This could potentially include a military march as part of the formal ceremony, subject to further discussion and agreement with Bicester Garrison.

2.3 Weather conditions on the day were exceptionally hot. While the weather provided favourable conditions for an outdoor event, the high temperatures did have an impact on attendance and participation. A number of vendors withdrew from the event due to the heat, and unfortunately the planned dog show also had to be cancelled.

2.4 Despite these challenges, the event continued successfully and provided a positive experience for those who attended. The Town Council and military representatives worked together effectively to ensure the event ran smoothly.

2.5 Budget for the event was £250 (FR) and £9,500 (AFD), spent £5,944

2.6 Total income £777.

The Working Party is **RECOMMENDED** to **NOTE** this report.



BICESTER TOWN COUNCIL

EVENTS WORKING PARTY REPORT

Wednesday 2nd September 2026

Chair: Damien Maguire

Contact: 01869 252915 | damien.maguire@bicester.gov.uk

Officer: Isobel May

Contact: 01869 252915 | isobel.may@bicester.gov.uk

Ward Affected: All

World Cup Semi Final Report

1. Background

1.1 The World Cup Semi-Final event took place on Wednesday 15th July 2026. The event provided the local community with the opportunity to come together and enjoy the match in a family-friendly community setting.

2. Overview

2.1 The World Cup Semi-Final event was a great success, attracting approximately 2,000 people. The strong attendance demonstrated the popularity of the event and provided a lively atmosphere for the community to enjoy the match together.

2.2 The event was very well received, with positive feedback from those who attended. The atmosphere throughout the event was excellent, with members of the community enjoying the opportunity to watch the match together.

2.3 The event also supported the Mayor's chosen charities, raising a total of £270.61. This provided an additional positive outcome and allowed attendees to contribute towards supporting the Mayor's charitable causes.

2.4 Funding was approved by the Chair of Environment and used from the budget code 110/ Projects 4313/ Open Space Investment. Total cost was £5,428.50.

2.5 The combination of strong attendance, positive public feedback and charitable fundraising made the World Cup Semi-Final event a successful community event.

The Working Party is **RECOMMENDED** to **NOTE** this report.



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

Agenda Item 8

EVENTS WORKING PARTY REPORT

Wednesday 2nd September 2026

Chair: Damien Maguire

Contact: 01869 252915 | damien.maguire@bicester.gov.uk

Officer: Isobel May

Contact: 01869 252915 | isobel.may@bicester.gov.uk

Ward Affected: All

Motown Music Night Report

1. Background

1.1 The Motown Music Night took place on Saturday 18th July 2026 at Garth Park. The event was organised by Bicester Town Council and provided an evening of live music and entertainment celebrating the iconic Motown sound.

2. Overview

2.1 The Motown Music Night was a great success, attracting a strong audience of 1,150 attendees. The event created a lively and enjoyable atmosphere and was very well received by those who attended.

2.2 Feedback received from the public was extremely positive, with attendees praising the entertainment, atmosphere and overall experience. The event provided an enjoyable evening for the local community and successfully delivered a high-quality programme of Motown music and entertainment.

2.3 The success of the event demonstrates the continued popularity of live music events within the town and the value of providing a varied programme of entertainment for the local community.

2.4 The positive feedback and strong attendance indicate that the Motown Music Night was successful both in terms of community engagement and financial performance, and consideration could be given to delivering similar music events in future years.

2.5 Budget for the event was £12,500, spent £15,230.

2.6 Total income was £14,963.

The Working Party is **RECOMMENDED** to **NOTE** this report.



BICESTER TOWN COUNCIL

EVENTS WORKING PARTY REPORT

Wednesday 2nd September 2026

BICESTER
TOWN COUNCIL

Chair: Damien Maguire

Contact: 01869 252915 | damien.maguire@bicester.gov.uk

Officer: Isobel May

Contact: 01869 252915 | isobel.may@bicester.gov.uk

Ward Affected: All

Teddy Bears Picnic Report

1. Background

1.1 The Teddy Bears Picnic took place on Wednesday 5th August 2026 at Garth Park. The event provided a fun and family-friendly day for the local community.

2. Overview

2.1 was a great success and was very well received by families and children who attended. The event created a fun and welcoming atmosphere, with a range of activities and entertainment available throughout the day.

2.2 Feedback from the public was extremely positive, with attendees commenting on how much they enjoyed the event. The Teddy Bears Picnic continues to prove popular with the local community, with families particularly enjoying the opportunity to spend time together in the park.

2.3 A highlight of this year's event was the cherry picker, which proved to be a huge hit with attendees and provided an exciting and memorable experience for children and families.

2.4 The event also successfully raised money for the Mayor's chosen charities, adding an important charitable element to the day and allowing the community to support good causes while enjoying the event.

2.5 The overall response to the event was extremely positive, with the combination of activities, entertainment and fundraising contributing to a successful community event.

2.5 Budget for the event was £4,000, spent £3,295.

2.6 Total income was £596 and total donations £331.35.

The Working Party is **RECOMMENDED** to **NOTE** this report.



BICESTER TOWN COUNCIL

EVENTS WORKING PARTY REPORT

Wednesday 2nd September 2026

BICESTER
TOWN COUNCIL

Chair: Damien Maguire

Contact: 01869 252915 | damien.maguire@bicester.gov.uk

Officer: Isobel May

Contact: 01869 252915 | isobel.may@bicester.gov.uk

Ward Affected: All

Elton John Tribute Night Report

1. Background

1.1 The Elton John Tribute Night took place on Saturday 22nd August 2026 at Garth Park. The event was organised by Bicester Town Council and provided an evening of live music and entertainment celebrating the music of Elton John.

2. Overview

2.1 The Elton John Tribute Night was a great success, with **700 tickets sold**. The event created a lively and enjoyable atmosphere and was very well received by those who attended.

2.2 Malish performed a supporting act before the main performance and successfully got the crowd going, creating a positive atmosphere and building excitement for the main event.

2.3 The Elton John tribute performer delivered a fabulous performance, which was thoroughly enjoyed by the audience. The evening provided a high-quality programme of live music and entertainment for the local community.

2.4 The strong attendance and positive response demonstrate the continued popularity of live music events within the town and the value of providing a varied programme of entertainment for the local community.

2.5 Budget for the event was £12,500; total spend will be discussed in the meeting.

2.6 Total income to be discussed in the meeting and total donations £82.08.

The Working Party is **RECOMMENDED** to **NOTE** this report.



BICESTER TOWN COUNCIL

EVENTS WORKING PARTY REPORT

Wednesday 2nd September 2026

Chair: Damien Maguire

Contact: 01869 252915 | damien.maguire@bicester.gov.uk

Officer: Isobel May

Contact: 01869 252915 | isobel.may@bicester.gov.uk

Ward Affected: All

Civic Service and Parade Report

1. Background

1.1 The Civic Service and Parade will take place on Sunday 6 September, bringing together military representatives, the ATC marching band, youth organisations, civic representatives and invited guests for a formal civic occasion.

2. Overview

2.1 The military, ATC marching band and youth organisations will assemble at St Edburg's Church from 1:50pm, with the parade departing at 2:20pm and proceeding to Market Square for the inspection of troops. The parade will then continue around the Market Square before returning to St Edburg's Church, where participants will fall out ahead of the Civic Service.

2.2 The Civic Service will begin at 3:00pm and conclude at approximately 4:00pm, followed by a procession out of the church. An invited guests' reception will then take place at The Littlebury from 4:10pm until 5:30pm. The event plan and detailed timings are being coordinated with the relevant organisations.

2.3 Event plan attached.

The Working Party is **RECOMMENDED** to **NOTE** this report.

BICESTER TOWN COUNCIL

CIVIC EVENT PLAN

Civic Service and Parade 2026

EVENT NAME: CIVIC SERVICE AND PARADE

This is a significant event in the civic calendar of many towns and cities. This ceremony marks the beginning of the new municipal year and the inauguration of Bicester's new Mayor

Document Name:	Civic Service & Parade
Author:	Chloe Challinger
Date Completion:	04/06/2026
Event Working Group Sign Off Date:	

Date of Event: **6th September 2026**



MAIN CONTACT(S)

Primary:

Paul.Canning@bicester.gov.uk

Secondary: Chloe Challinger

Chloe.Challinger@bicester.gov.uk

2.1 Key Contacts

All key contacts, covering all aspects and needs for Contractors, Staff and Customers.

Role / Organisation	Name:	Contact Number:
Deputy Town Clerk	Paul Canning	
Primary Contact:	Paul Canning	
Secondary Contact: Event Administrator	Chloe Challinger	
Invoicing and Payments: Finance Officer	Trevor Longfield	
Neighbourhood Supervisor:	Gavin Staniland	
Emergency Planning Officer:	Paul Mann	
Safety Advisory Officer:	CDC	
Event First Aid Contact:	Access First Aid	

2.2 Distribution List

All Invested Contributors to the event must receive a copy of the final approved document pack for this event.

Role / Organisation	Name:
Deputy Town Clerk	Paul Canning
Primary Contact	Paul Canning/Chloe Challinger
Invoicing and Payments: Finance Officer	Trevor Longfield
CDC Street Team Officer	Tom Duckham
Thames Valley Police (Bicester)	Gavin Staniland
Safety Advisory Group	CDC
Event First Aid	Access First Aid
Event Contractor	Bicester Town Council
Event Ground Support	BTC staff x 6
Councillors	TBC
Mayor	Paul Wheatley

3.1 Licencing

What is required for the event to run safely and legally.

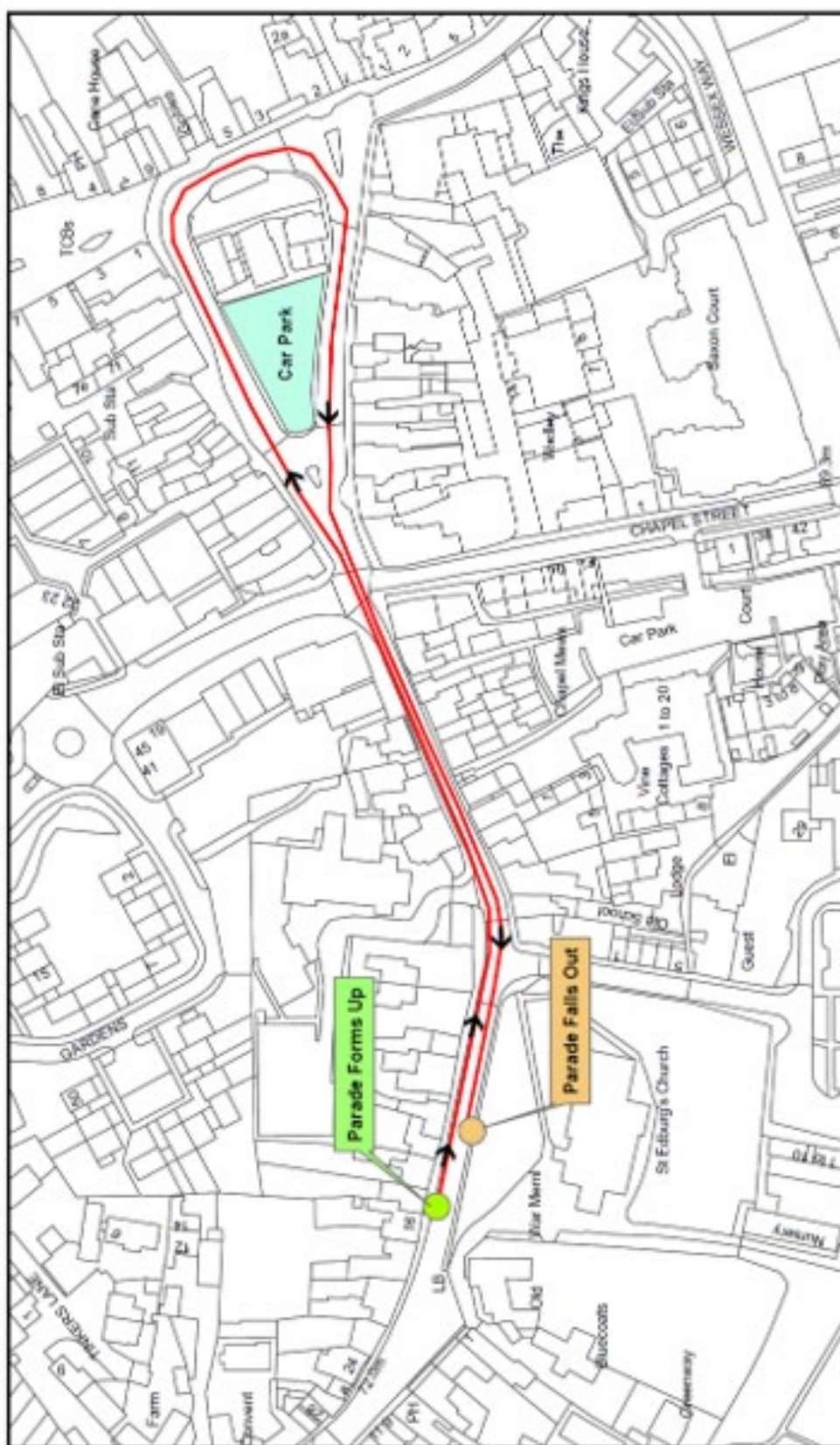


Title of License	Description of License	Approved Reference Number:
PPL (Public Performance License)	Recorded music is protected by copyright. This means that, if you wish to include recorded music in a radio or TV broadcast, or in an online service, or if you wish to play recorded music in public (such as playing it to staff or customers at your business premises), legal permission is needed from each and every recording rightsholder whose recordings you use. PPL's licences provide this permission on behalf of the tens of thousands of recordings rightsholders we represent, allowing you to use virtually all commercially released recordings in the UK. This saves you from having to contact multiple companies or individuals directly.	LIC-01744587
SAG (Safety Advisory Group)	SAGs are usually coordinated by a Local Authority (LA) and made up of representatives from the LA, emergency services, other relevant bodies and the event organiser. They may be event or location specific but otherwise tend to be based on LA boundaries. SAGs provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. They are non-statutory bodies and so do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place. Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety.	Reference: SAG000108
TENS (Temporary Event Notice)	A Temporary Event Notice (TEN) is a license that allows small-scale, one-off events to take place at	

	unlicensed premises or to extend the hours of an existing license: You need a TEN if you want to carry out a "licensable activity" on unlicensed premises or if the activity is outside the scope of an existing license. Licensable activities include: • Selling alcohol • Offering regulated entertainment, such as music, dancing, plays, films, indoor sports, boxing, or wrestling • Supplying food above room temperature between 11 PM and 5 AM	N/A
Other Considerations: (Risk Assessments and Road Closures)	Documents will be available upon request and road closures listed. (if applicable)	Risk Assessment Available upon request

5.1 Event Layout

The Event layout: The Event will be held in the Market Square, St Edburgs Church, Garth Park.



Scale: 1:1,500
Date: 18/09/2023 - TD
Map Ref: BIC Civic Parade

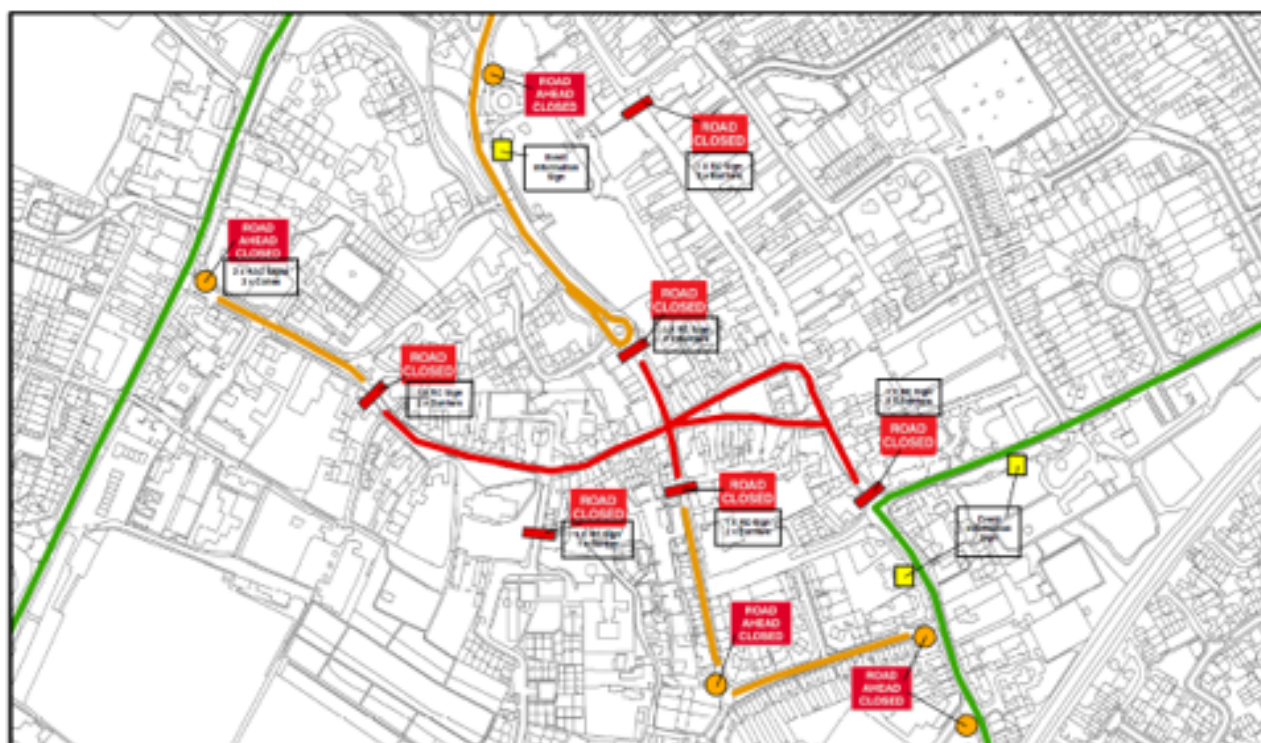
The map has been produced specifically for Landscape Management purposes.
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Cherwell
DISTRICT COUNCIL
NORTH OXFORDSHIRE

6.1 Event Layout Resident Consideration

Bicester Town Council is committed to working with its residents to deliver seamless events with as little disruption as possible. – All identified Contacts will be notified no later than two weeks prior to event.



7.1 Traffic Management

- No traffic management required as road closures will be put in place
- Foot traffic marshalling required around running route.

7.2 Customer Management Before and During Event

Councillors, dignitaries, and members of the public will be directed by staff to line the streets of the Market Square to attend the parade.

7.3 Car Parking

- Public parking is available at car parks around Bicester and at the Littlebury Hotel.
- All Staff and invited guests to find alternative parking in Bicester. Map has been provided for all invited guests.

8.1 Event Detail

All timings are a draft and subject to change.

Preparation for the day (Sunday 6th September):

12:15: Chloe/ Paul to check the car park is clear for parade

12:30: **BTC Office staff to meet at St Edburg's Church and set up**

13:50: BTC Office staff to leave for Market Square – Chloe/Paul check-in with Military

13:55: BTC Office team arrive at Market square

14:00: Guests arrive

17:30: Reception End

17:30: **Event closed**

Civic Event Logistics of the day (Sunday 6th September):

13:50: **Arrival of Military at St Edburg's Church**

13:50: Arrival of ATC Marching band, youth organisations to form up at St Edburgs Church

14:05: Military to form up ready to march to Market Square

Youth Organisations form up

14:20: Start of Parade from St Edburgs Church to Market Square

Inspection of Troops to take place in Market Square (car park area)

Parade continues and will lead out of main car park, turning right, around Market square

Salute given as parade exits Market square back to St Edburgs

Arrival at St Edburgs

Fall Out of parade

Guests to be seated in church

14:55: Parade forms up in front of church

15:00: Start of Church Service

15:05: Parade enters Church?

16:00: End of Church Service and Procession out

16:10: Reception at The Littlebury for invited guests

17:30: **Reception End**

RBL - Remembrance and Order of Precedence

The following sequence is recommended for assembly at a local War Memorial for a Remembrance service:

- **Band.**
- **Clergy and choir.**
- Civic VIPs (Mayor, Chairman of Council). – NOT PARADING
- Union Flag (If on parade). – NOT PARADING
- Royal British Legion (RBL) and RBL Women's Section (RBLWS) Standards. – NOT PARADING
- Standards of other ex-Service associations (RNA, Army, RAFA). – NOT PARADING
- **Regular forces** (Royal Navy (RN), Army, Royal Air Forces (RAF)).
- Territorial and reserve forces. – NOT PARADING
- **Ex-Service contingents** (preferably in one group, but may be in columns by Service and corps, normally with the Legion leading, though there may be variations).
- **Uniformed public services** (Police, Fire Brigade, Ambulance Service).
- Representatives of uniformed voluntary services (St John Ambulance, Red Cross etc). – NOT PARADING
- **Youth organisations** (led by Service cadets, then uniformed organisations followed by non-uniformed bodies).
- **Members of the public** (who should be invited to participate in the public Remembrance event).

Security

No security Required.

First Aid

First Aid will operate from the main square.

Contractor to provide two first aiders for the duration of the event.

Lost and Found Children/ Persons

The point of contact for lost and found children/ vulnerable people will be the First Aid location. Council Officers to make announcements throughout the event if required and will have access to loudspeakers. Signs to be put out on the day regarding lost/found people.

If an adult comes to the lost and found to report a missing child, the following procedure is to take place:

1. The member of staff will take a full description of the missing persons; **Name, Age, Hair colour, Clothing, Location and Time last seen.**
2. A note will be made of the name and address of the person reporting the lost individual
3. The member of staff will then send a radio message to all the channels informing them of a lost child with their description, and to inform them immediately if they are approached or find the child
4. The police MUST be informed
5. If no information is received from this, then an announcement will be made at the earliest opportunity- Event will have an emergency switch to stop all music and reset lighting to bright white
6. Once the child has been located, they will be taken to the lost/found child RVP to be reunited with the parent/guardian
7. An information message across each radio channel should then be made to inform that the search is over and the police to be updated

Found child with absent parent procedure

1. The member of staff to whom the lost child is taken to should take them immediately to the lost/found child area
2. The member of staff will take a full description of the child; **Name, Age, Hair colour, Clothing, Location and Time Last seen.**
3. The child should be asked for information regarding their parents; **Name, clothing, last place seen**
4. Ensure that there are more than two people around, and to only comfort the child as is necessary and in an appropriate manner
5. The event leader will then send a radio message to all the channels informing them of a lost child with their description, and to inform them immediately if they are approached by an adult looking for a child and stating their description
6. Inform the police of a child with no adult
7. If no information is received from this then a PA announcement will be made at the earliest opportunity, Event will have an emergency switch to stop all music and lights reset to bright white
8. If found, they will be taken to their child
9. An information message across each radio channel should then be made to inform them that the search is over, and the police are to be updated

Wristbands

Bicester Town Council will provide wristbands to Parents/ Guardians upon request. These wristbands can be used to write a contact number in case of emergency.

Toilet Provision

Public toilets can be used at St Edburghs Church and The Littlebury.

Waste Facilities

N/A

Refreshments

There will be refreshments available after the church service for invited guests – The Littlebury is provided a buffet selection with teas/coffees.

10.1 Public Protection Procedures

Overview

These procedures outline the proactive and reactive safety measures to be followed at all Bicester Town Council-managed events, in line with Martyn's Law and UK Government guidance on protecting public spaces. The aim is to ensure preparedness against a range of threats — including terrorism, severe weather, and public disorder — while maintaining a safe and welcoming environment for attendees, staff, and volunteers.

Adverse Weather Facilities and Procedures

- **Monitoring:**
The **Event Lead** will continuously monitor weather forecasts using reliable sources (e.g., Met Office updates). A **Weather Contingency Plan** will be in place, identifying thresholds for modifying, postponing, or canceling activities (e.g., high winds exceeding structure safety limits, lightning risks, or flooding).
- **Decision-Making:**
In consultation with the **Town Clerk**, the Event Lead will assess real-time weather developments. Actions may include:
 - Temporary suspension of activities.
 - Activation of shelter areas.
 - Controlled site evacuation if conditions pose significant risk.
- **Communication:**
Decisions will be promptly communicated to all staff, volunteers, contractors, and the public via PA announcements, radios, and social media updates (if applicable).

Standard of Dress and Identification

- **Staff:**
All **Bicester Town Council staff** must wear the assigned event uniform and display official ID badges.
- **Volunteers:**
Volunteers must wear **smart/casual attire** and will be provided with **hi-visibility vests** clearly marked "EVENT VOLUNTEER or BICESTER TOWN COUNCIL."
- **Identification:**
Distinctive attire ensures staff and volunteers are easily identifiable to the public and emergency services. Hi-vis vests must be worn at all times while on-site.

Refusal of Entry or Removal from Site

- **Authority:**
The **Event Senior Staff** reserve the right to refuse entry or remove individuals from the event premises.
- **Grounds for Refusal or Removal:**
 - Anti-social, abusive, or aggressive behaviour.
 - Intoxication or possession of prohibited substances/items.
 - Behaviour that compromises event safety or family-friendly standards.
- **Procedure:**
 - Security staff will manage refusals/removals calmly and professionally.
 - Incidents will be logged in the **Event Incident Log**.
 - Where necessary, Thames Valley Police will be contacted for support.

National Threat Level and Counter-Terrorism Preparedness

- **Current National Threat Level: SEVERE (as of 21/07/2026)**
The UK's National Threat Level is currently an **attack is highly likely**
Source: MI5 – Threat Levels
- **Training and Awareness:**
The **Event Lead** is **ACT (Action Counters Terrorism) Awareness trained** and responsible for ensuring that all key staff and volunteers receive relevant **Protect Duty briefings** before the event.

Suspicious Items or Behaviour – The 4 C's Protocol

All staff and volunteers must remain vigilant for suspicious activity or items. If an item or individual appears suspicious, the **4C's Protocol** must be followed:

1. **CONFIRM** – Verify suspicion:
 - Is it hidden, unusual, or out of place?
 - Does it have wires, a power source, or unusual smells?
2. **CLEAR** – Evacuate the immediate area:
 - Do **not** touch the item.
 - Move people away, ideally **100 meters** or more, and out of line of sight.
 - Cordon off the area using tape, barriers, or staff.
3. **COMMUNICATE** – Alert authorities:
 - Do **not** use radios or mobile phones within **15 meters** of the item.
 - Notify the **Event Lead** and **Security Lead** immediately.
 - The Event Lead will dial **999** and follow police instructions.
4. **CONTROL** – Restrict access and maintain order:
 - Prevent the public and staff from entering the area.
 - Retain eyewitnesses for statements.

-
- o Keep clear access routes for emergency services.
-

Evacuation Procedures

If a credible threat (including terrorist, fire, or weather-related) is identified, the **Event Lead** will initiate a controlled evacuation in consultation with emergency services.

Evacuation Steps:

1. **Notification:** The Event Lead will issue the evacuation order via the event's PA system and radio channels.
 2. **Priority:**
 - o **Public and Participants** – Directed calmly to nearest safe exits.
 - o **Event Staff and Volunteers** – Support evacuation and assist vulnerable individuals.
 - o **Emergency Services Coordination Point** – Kept accessible at all times.
 3. **Assembly Points:**
 - o Clearly marked and briefed to staff during pre-event safety meetings.
 - o Locations must be at a safe distance from potential hazards.
 4. **Re-entry:**
 - o Only permitted when the **Event Lead**, in consultation with **Emergency Services**, declares the site safe.
-

Post-Incident Actions

- **Incident Logging:**
All actions, decisions, and observations must be recorded in the **Event Safety Log**.
 - **Debrief:**
A post-event **debrief session** will be conducted to evaluate response effectiveness and identify lessons learned.
 - **Reporting:**
A written **Incident Report** will be submitted to the Town Clerk and retained for future reference and compliance auditing.
-

Compliance and Continuous Improvement - These procedures are reviewed before each event and after any major incident or near miss. The review ensures ongoing compliance with **Martyn's Law, Health and Safety at Work Act 1974**, and **Counterterrorism and Security Act 2015** requirements.



BICESTER TOWN COUNCIL

EVENTS WORKING PARTY REPORT

Wednesday 2nd September 2026

BICESTER
TOWN COUNCIL

Chair: Damien Maguire

Contact: 01869 252915 | damien.maguire@bicester.gov.uk

Officer: Isobel May

Contact: 01869 252915 | isobel.may@bicester.gov.uk

Ward Affected: All

Proposed Mayoral Fundraising Events Report

1. Background

1.1 A programme of Mayoral events is proposed for 2026 and 2027, with a focus on providing affordable, family-friendly activities for local residents, particularly during school half-term periods.

2. Overview

2.1 Halloween Event – 30 October 2026

The event would open from 12:00 noon with stalls, fairground rides, games and family activities. The evening Halloween trail and treasure hunt would run from 5:00pm to 8:30pm, with closure at 9:00pm.

Ticket prices are proposed at £4.00 per child or three for £10.00. Stalls would include local charities, businesses and food providers.

A fancy-dress competition with medals and a Halloween Story Competition for local schools would also be held. The Mayor would select the winning story from Key Stage 1 and Key Stage 2, with the winners announced at the event.

2.2 Other 2026 Events

Proposed activities include:

- Pottery classes with Afternoon Tea at The Littlebury Hotel.
- School poppy-making, with displays at Garth Park.
- A Remembrance Poem Competition, with winning poems read at Market Square and/or the Church.
- Wreath-making classes with Afternoon or Cream Tea at The Littlebury Hotel.

The Working Party is **RECOMMENDED** to **NOTE** on report.



Event Outlines / Proposals 2027

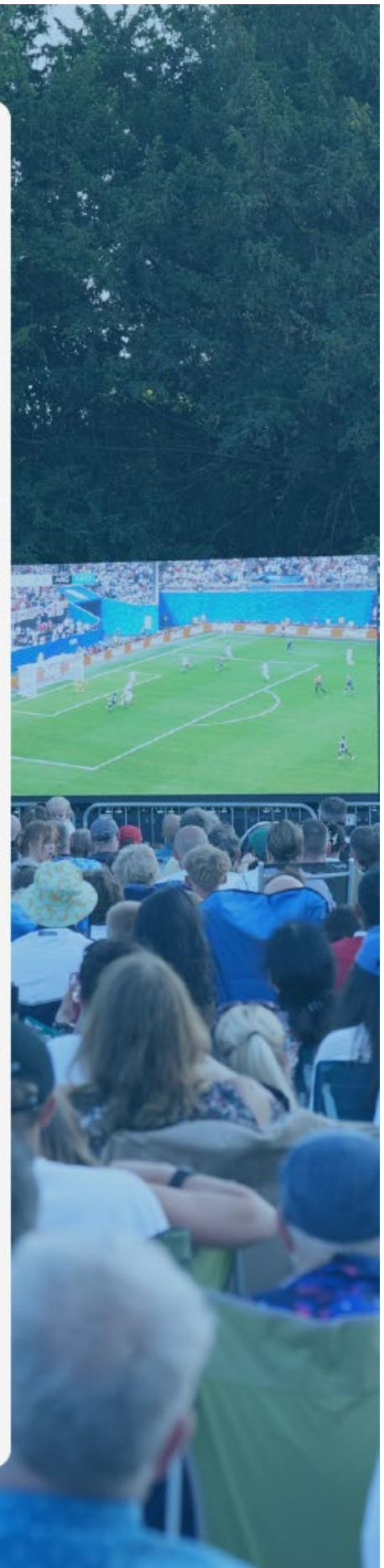


Bicester Town Council

Created by

Isobel May

Events and Marketing
Administrator Officer



Events Timeline

5 tbc
Feb **Mayor's Gala Dinner**
Littlebury Hotel, Bicester, OX26 6DR

25 11:00am – 3:00pm
March **Mayor's Easter Egg Hunt**
Garth Park, Launton Road, OX26 6PS

10 6:30pm – 8:30pm
May **Mayor Making**
Location TBC

13 tbc
June **Civic Service & Parade**
Market Square & St Edburg's Church, OX26

26 11:00am – 4:00pm
June **Flag Raising & Armed Forces Day**
Pingle Field, Bicester, OX26 6AU

11 12:30pm – 5:30pm
July **Sundays in the Park**
Garth Park Bandstand, Launton Road, OX26 6PS

25 12:30pm – 5:30pm
July **Sundays in the Park**
Garth Park Bandstand, Launton Road, OX26 6PS

4 11:00am – 3:00pm
Aug **Teddy Bears Picnic**
Garth Park, Launton Road, OX26 6PS

8 12:30pm – 5:30pm
Aug **Sundays in the Park**
Garth Park Bandstand, Launton Road, OX26 6PS

20 **Bicester Big Weekender**
Aug 7:00pm – 9:00pm **Quiz and Music Bingo**

21 1:00pm – 10:00pm
Aug **Live Music**

22 12:00pm – 5:30pm
Aug **Sundays in the Park**
Garth Park, Launton Road, OX26 6PS

14 11:00am – 1:00pm
Nov **Remembrance Sunday**
Market Square & St Edburg's Church, OX26

26–28 tbc
Nov **Christmas Market and Light Switch On**
Garth Park, Launton Road, OX26 6PS

11 tbc
Dec **Santa Fun Run**
Location TBC

****Please note this does not include any further Mayoral fundraising events****
Event ideas include a February half-term Fun Day Fayre; an Oktoberfest event and a Halloween event potentially extended to two or three days.



Event Outline

Mayor's Charity Gala Dinner



Overview:



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

Key Details:



- Date: Friday 5th February 2027
- Venue: Littlebury Hotel, Bicester, OX26 6DR
- Type of Event: Charity gala dinner and fundraising evening
- Target Audience: Councillors, civic guests and local businesses and organisations
- Estimated Attendance: 80-100
- Duration: Approximately 3-4 hours, arrival tbc

Venue Setup:



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

Facilities and Features:



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

Ticket Prices & Pitch Fees:



- Tickets costs tbc
- Pitch fee N/A

Budget:



- No budget

Event Outline

Mayor's Easter Egg Hunt



Overview:



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

Key Details:



- Date: Thursday 25th March 2027
- Venue: Garth Park, Launton Road, Bicester OX26 6PS
- Type of Event: Charity Easter egg hunt and family fun day
- Target Audience: Families with children and local residents
- Estimated Attendance: 500
- Duration: 4 hours, 11am–3pm

Venue Setup:



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

Facilities and Features:



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

Ticket Prices & Pitch Fees:



- tbc

Budget:



- No budget

Event Outline

Mayor Making



Overview:



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

Key Details:



- Date: Monday 11th May 2027
- Venue: tbc
- Type of Event: Formal civic ceremony
- Target Audience: Councillors, invited guests, dignitaries, community representatives, grant aid and good citizen award members
- Estimated Attendance: 100
- Duration: 2 hours, 6:30pm – 8:30pm

Venue Setup:



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

Facilities and Features:



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

Ticket Prices & Pitch Fees:



- Invitation only
- Pitch fee N/A

Budget:



- To be confirmed in the next events meeting

Event Outline

Civic Service & Parade



Overview:



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

Key Details:



- Date: Sunday 13th June 2027
- Venue: Market Square, St Edburg's Church and tbc
- Type of Event: Formal civic parade, church service, and invited reception
- Target Audience: Councillors, invited guests, dignitaries, uniformed organisations and community groups, invited guests and representatives, and members of the public (parade and service)
- Estimated Attendance: Parade and service: approximately 200–400 attendees, Reception: approximately 80–120 invited guests
- Duration: 3 hours, timing tbc

Venue Setup:



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

Facilities and Features:



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

Ticket Prices & Pitch Fees:



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

Budget:



- To be confirmed in the next events meeting

Event Outline

Flag Raising & Armed Forces Day



Overview:



Given the success of this year's approach, it is recommended that the Flag Raising Ceremony continues to be incorporated into the Armed Forces Day celebrations next year. The same format could be retained, with the flag raising taking place at Pingle Field at 11:00am alongside the wider programme, and an Armed Forces Day flag being displayed at Garth Park in the week leading up to the event.

Continuing with the combined format will build on this year's success, maintain the increased public visibility of the flag raising and provide a consistent approach for future Armed Forces Day celebrations.

Key Details:



- Date: Saturday 26th June 2027
- Venue: Pingle Field, Bicester, OX26 6AU
- Type of Event: Combined civic flag raising ceremony and Armed Forces Day community event
- Target Audience: Serving military personnel and veterans, cadet forces and uniformed organisations, families and local residents
- Estimated Attendance: Approximately 300–600 attendees throughout the day
- Duration: 5 hours, 11:00am – 4:00pm

Venue Setup:



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

Facilities and Features:



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

Ticket Prices & Pitch Fees:



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

Budget & Income:



- To be confirmed in the next events meeting

Event Outline

Sundays in the Park



Overview:



Sundays in the Park is a programme of relaxed, family-friendly outdoor events designed to provide free live entertainment and encourage community use of Garth Park. Taking place across 4 summer Sundays, the events will feature live music and performances at the bandstand, creating a welcoming atmosphere for residents and visitors to enjoy music, leisure time, and the park setting.

Key Details:



- Date: Sunday 11th July, Sunday 25th July, Sunday 8th August and Sunday 22nd August
- Venue: Garth Park, Launton Road, Bicester OX26 6PS
- Type of Event: Outdoor live music and community entertainment
- Target Audience: Local residents, families and music enthusiasts
- Estimated Attendance: Approximately 200–400 attendees
- Duration: 5 hours, 12:30pm – 5:30pm

Venue Setup:



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

Facilities and Features:



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

Ticket Prices & Pitch Fees:



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

Budget & Income:



- To be confirmed in the next events meeting

Please note that the plan is to work with Bicester Live for Armed Forces Day and the Christmas Switch On / Market

Event Outline

Teddy Bears' Picnic



■ Overview:



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

■ Key Details:



- Date: Wednesday 4th August 2026
- Venue: Garth Park, Launton Road, OX26 6PS
- Type of Event: Family-friendly outdoor community event
- Target Audience: Families
- Estimated Attendance: Up to 1,500 guests
- Duration: 4 hours, 11am – 3pm

■ Venue Setup:



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

■ Facilities and Features:



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

■ Ticket Prices & Pitch Fees:



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

■ Budget & Income:



- To be confirmed in the next events meeting

Event Proposal

Bicester Big Weekender



■ Overview:



A three-day programme of entertainment designed to bring residents and visitors together and provide a varied weekend of music, entertainment and community activity.

The proposed event will take place from Friday 20th August to Sunday 22nd August 2027, with each day offering a different experience while collectively creating one larger weekend celebration. The weekend will be structured to appeal to a broad cross-section of the community, with a mixture of ticketed and free events. Friday and Saturday would be ticketed, with a range of ticket options available, including a full weekend ticket covering all three days. Sunday would remain a free community event.

The proposed programme is:

Friday 20th August: Quiz and Music Bingo with Chris Mayhew / Speedy Quiz

Saturday 21st August: Live Music Day, including local artists and a headline performance from The Princes of Motown

Sunday 22nd August: Sundays in the Park

The intention is to create an event that feels welcoming and accessible, whilst giving each day its own identity and appeal.

- Quiz & Music Bingo

The weekend would begin with a relaxed but highly interactive evening of quiz and music bingo, hosted by Chris Mayhew of Speedy Quizzing.

Chris has the ability to accommodate up to 450 connected devices within the quiz, allowing a large audience to participate simultaneously.

Guests would simply connect using their own:

- Mobile phone
- Tablet
- Laptop

This creates an interactive experience without requiring specialist equipment for individual attendees.

- Live Music

Saturday would provide the main live music programme for the weekend, beginning at approximately 1.00pm and continuing into the evening.

The daytime programme would focus on local musicians and artists, providing an opportunity for performers from Bicester and the surrounding area to showcase their talent.

Contacts and relationships developed through Bicester Live would be used to identify and programme suitable local performers.

This would provide a strong local element to the event and ensure that the programme supports and promotes musicians within the community.

At approximately 7.00pm, the event would move into its headline performance.

The proposed headline act is The Princes of Motown, who performed in Bicester in July 2026 and received an extremely positive response from the audience.

Following their successful previous performance, they would provide a strong and proven headline act for the Saturday evening programme.

Their performance would give the Saturday a clear focal point and provide a high-quality live music experience capable of attracting a broad audience.

The overall Saturday programme would therefore provide a progression from local performers during the afternoon into a headline performance during the evening.

- Sundays in the Park

The weekend would conclude with Sundays in the Park, a well-known and much-loved event.

Sunday would remain a free community event, ensuring that the weekend includes an opportunity for residents to attend without the need to purchase a ticket.

The inclusion of Sundays in the Park would also provide continuity with an established community event and create a natural conclusion to the wider weekend.

■ Key Details:



- Date: 20th – 22nd August 2027
- Venue: Garth Park, Launton Road, OX26 6PS
- Type of Event: Outdoor live music and entertainment
- Target Audience: Children and Adults (16+)
- Estimated Attendance: Up to 1,500 guests
- Duration: Friday 20th – 2 hours, 7pm – 9pm,
 - Saturday 21st – 9 hours, 1pm – 10pm
 - Sunday 22nd – 5 hours, 12:30pm – 5:30pm

■ Venue Setup:



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

■ Facilities and Features:



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

■ Ticket Prices & Pitch Fees:



- Tickets costs for Friday or Saturday @ £15 for Adult, £7.50 for Children aged 6-16, £2.50 for 5 and under
- Ticket costs for both Friday and Saturday @ £28 for Adult, £13 for Children aged 6-12, £4 for 5 and under
- Pitch fee @ £40 (£10 increase from 2025 fee's)

■ Budget & Income:



- To be confirmed in the next events meeting

Event Outline

Remembrance Sunday



Overview:



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

Key Details:



- Date: Sunday 14th November 2027
- Venue: Market Square / St Edburg's Church OX26
- Type of Event: Civic parade, remembrance service, and invited luncheon
- Target Audience: Serving military personnel and veterans, cadet forces and uniformed organisations, families and local residents
- Estimated Attendance: Parade and service approximately 300–500 attendees, luncheon approximately 60–100 invited guests
- Duration: 2 hours (parade and service), followed by luncheon for invited guests, 11am – 1pm (4pm/5pm for lunch guests)

Venue Setup:



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

Facilities and Features:



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

Ticket Prices & Pitch Fees:



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

Budget:



- To be confirmed in the next events meeting

Event Proposal

Christmas Market and Light Switch On



Overview:



This proposal is to move the Bicester Christmas Light Switch-On to Garth Park and introduce a three-day Christmas Market to run alongside the celebrations.

The proposed format would create a long Christmas weekend, with the market running from Friday 26th November to Sunday 28th November, and the main Christmas Light Switch-On taking place on the Friday.

Moving the switch-on to Garth Park would provide a larger, more practical and easier-to-manage event space. It would allow the Christmas Market, stage, entertainment, food and drink and the main audience area to be brought together in one location.

The event would provide a festive experience for residents and visitors.

Lights and the Christmas Tree will still be in town.

Key Details:



- Date: Friday 26th November – Sunday 28th November 2027
- Venue: Garth Park, Launton Road, OX26 6PS
- Type of Event: Christmas light switch-on and festive community event
- Target Audience: Local residents, families and businesses
- Estimated Attendance: Up to 1,500 guests
- Duration: 3 days, market timings tbc

Venue Setup:



- Central focal point for live performances, speeches, and the light switch-on countdown
- Festive market stalls
- Organised and managed by a separate events company
- Mix of food, drink, crafts, and festive retail
- Fairground Rides & Activities

Facilities and Features:



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

Ticket Prices:



- Free entry for all attendees

Budget:



- To be confirmed in the next events meeting

Event Outline

Santa Fun Run



Overview:



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

Key Details:



- Date: Sunday 11th December 2027
- Venue: tbc
- Type of Event: Festive charity fun run / walk
- Target Audience: Local residents and families
- Estimated Attendance: 300–500 attendees
- Duration: tbc

Venue Setup:



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

Facilities and Features:



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

Ticket Prices & Pitch Fees:



- tbc

Budget:



- No budget

Recommendation



- The Working Party is **RECOMMENDED** to **APPROVE** the 2027 Community and Civic Events.



 01869 252 915

 Garth Park, Launton Road, OX26 6PS

 events@bicester.gov.uk

 www.bicester.gov.uk