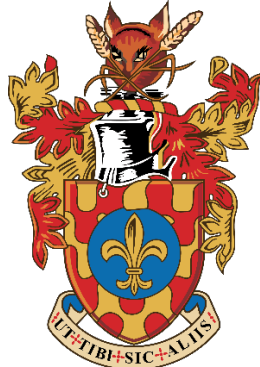


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Bicester Town Council



BICESTER
TOWN COUNCIL

Environment Committee Meeting

Ref: EN03/2627

Monday 21st September 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

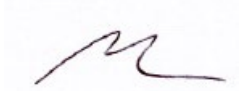
OCC

Cllr Sean Gaul, Cllr John Shiri and Cllr Matt Webb

Tuesday 15th September 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 21st September 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 - 6)

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

- **ENV02/2627 – Monday 13th July 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. Bicester Athletics Club (BAC) Presentation (Page 7)

The Committee is **RECOMMENDED** to **NOTE** and **COMMENT** on this presentation.

6. Pingle Field Pavillion Lease

(Pages 8 - 13)

The Committee is **RECOMMENDED** to **NOTE** Bicester Park FC's proposal, **APPROVE** investigation into its legal and operational implications, and **INVITE** representatives to present at the next Environment Committee meeting.

7. Purchasing New Outdoor Team Vehicles

(Pages 14 - 16)

The Committee is **RECOMMENDED** to **APPROVE** the purchasing of new vehicles.

8. Bowls Club Defibrillator Installation

(Pages 17 - 18)

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

9. Garth Park Opening Hours

(Page 19)

The Committee is **RECOMMENDED** to **APPROVE** keeping the park open permanently.

10. Allotment Waiting List Report

(Page 20)

The Committee is **RECOMMENDED** to **NOTE** this report.

11. Removal of Soil Pile and Garages in Garth Park

(Pages 21 - 22)

The Committee is **RECOMMENDED** to **APPROVE** Contractor 1 to remove asbestos and take down the garages leaving in a neat condition for further use.

12. Forward Plan

(Page 23)

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

13. Date of Next Meeting

Thursday 22nd October 2026, at 19:00 hrs, The Council Chamber, Garth House, Launton Road, OX26 6PS

Minutes of the Environment Committee Meeting

A meeting of the **Environment Committee Meeting** was held on **Monday 13th July 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 (arrived at 19:04)
 Cllr Nick Mawer
 Cllr Chris Pruden
 Cllr John Willett

In Attendance:

Michael Lee, Officer
 Isobel May, Events and Marketing Administrator

Representatives from:

Glory Farm Resident
 Kompan
 Wolfson College

13/ Apologies for Absence

2627 RESOLVED that no apologies were received.
 It was noted that no apologies were received from Cllr Alisa Russell.

14/ Declarations of Interest

2627 RESOLVED that no declarations of interests were received.

15/ Minutes of the Environment Committee

2627 RESOLVED that the Committee **APPROVED** the **MINUTES** and **RESOLUTIONS** of the following **Environment Committee Meeting** held on:

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

Cllrs requested an update on the bin mapping system. The Officer advised that approximately half of the mapping information has been circulated to Cllrs and confirmed that the remaining information will be distributed once it is complete.

16/ Public Session

2627 RESOLVED that members of the public were present.

Representatives from:

Glory Farm Resident:

- A resident whose property backs onto the green space near Spitfire Park raised concerns about late-night noise and anti-social behaviour. They reported damage to their boundary wall, guttering, roof tiles, and brickwork caused by children playing in the area, as well as vandalism to the wall. The resident requested that the space be converted into a biodiverse area.
- A Cllr spoke on behalf of another resident who reported similar concerns, stating that the noise is disrupting their baby's sleep and forcing them to keep windows closed during hot weather. They also supported the area being managed as a no-mow, biodiverse space.

17/
2627

Biodiverse Planting Area

RESOLVED that the Committee **APPROVED** the proposed biodiverse planting area but on a trial basis.

The Chair changed the order of the agenda by moving this item first as this links to the public session.

Cllrs raised the following:

- Queried the ownership of the land, believed to be owned by CDC, and requested that Officers investigate whether it should be transferred to the Council. The Officer confirmed the Council currently maintains the land under a lease.
- Concerns were raised that converting the area to a no-mow space could displace anti-social behaviour to other locations.
- It was suggested that introducing mounds and varied landscaping could discourage informal football.
- Members proposed a trial of a no-mow, biodiverse approach, with the option of making it permanent if successful.

18/
2627

A presentation to be received by Kompan

RESOLVED that the Committee **NOTED** and **COMMENTED** on the Presentation.

Kompan Representative:

- Outlined options for the Council to use Kompan for play area inspections, maintenance, and equipment.
- Acknowledged previous communication issues, apologised for the problems at Garth Park Play Area, and confirmed they would act as the Council's dedicated contact.

Cllrs raised the following:

- Sought assurance that communication would be reliable.
- Officers were asked to investigate the costs, potential savings, and implications for the Outdoor Team.
- Members queried Kompan's ability to repair older play equipment.
- It was noted that an improved repair service could reduce future replacement costs.
- Members requested a formal proposal, including costings.

19/
2627

A presentation to be received by Wolfson College

RESOLVED that the Committee **NOTED** and **COMMENTED** on the Presentation.

University of Oxford Representative:

- Gave an overview of their current research into memorial benches in the UK, with particular reference to Oxfordshire.
- Memorial benches were discussed as an important form of public remembrance, combining commemorative, social and practical functions within public spaces.
- Key policy considerations identified included:
 - accessibility and affordability of memorial benches
 - long-term record keeping and lease management
 - ongoing maintenance responsibilities and associated costs
 - placement of benches and their impact on public spaces
 - management of flowers, and other memorial items
 - the importance of clear and consistently applied policies
- Examples from other local authorities were shared to illustrate the practical challenges and different approaches taken across the country.

Cllrs raised the following:

- Asked whether land ownership is a common issue; the representative confirmed that it is.
- Enquired whether guidance is available on the design of walking routes and the placement of benches. The representative confirmed that best practice guidance

includes recommendations on bench design, spacing, and siting to encourage accessibility while helping to reduce opportunities for anti-social behaviour.

- Requested that the representative return to review and provide feedback on the Council's policies once they have been drafted.

**20/
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 September with 3 quotations.

**21/
2627**

Ashes Scattering

UNRESOLVED that the Committee **DID NOT APPROVE** the proposed procedure for referral to the Policy Committee and authorise officers to obtain costings for a Garden of Remembrance.

Cllrs raised the following:

- Welcomed the proposal and considered it to be a positive initiative.
- Requested clarification on the legal and ethical implications of the proposal, and officers were asked to investigate and report back.
- recommended removing the word "may" from the procedure to provide greater clarity and certainty.
- Requested that the memorial wall proposal be revisited. They asked for representatives from DL Hancock to attend a future meeting, alongside the mapping consultant once the mapping work has been completed, to help identify a suitable location for a Garden of Remembrance.

**22/
2627**

Allotment Rent and Inspections Report

RESOLVED that the Committee **APPROVED** the issue of Notices to Quit to allotment tenants with outstanding 2026/27 rent and three consecutive failed inspections. Cllrs also requested for the Officer to provide an updated list of who is on the wait list.

**23/
2627**

Forward Plan

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

Cllrs raised the following:

- Agreed that the installation of additional bike racks in Garth Park should be added to the Forward Plan and authorised officers to progress the work.
- Requested that a date be arranged for the planned playground site visit.
- Requested an update on the Council's vehicle fleet be included on the agenda for the next meeting.
- Cllrs formally recorded their thanks to Isobel for organising the screening of the World Cup Semi-Final.

**24/
2627**

Date of Next Meeting:

Monday 21st September 2026, at 19:00 hrs, The Council Chamber, The Garth, Launton Road, OX26 2PS.

CLOSE OF MEETING: 21:07 hrs



BICESTER TOWN COUNCIL

ENVIRONMENT COMMITTEE REPORT

21st September 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 Bicester Athletics Club (BAC)

1. Background

1.1 Bicester Athletics Club wish to get support for additional funding for their operations. This is predominantly for a new compact training facility.

The Committee is **RECOMMENDED** to **NOTE** and **COMMENT** on this presentation.



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Officer: Michael Lee

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

Ward Affected: ALL

Pingle Field Pavillion Lease

1. Background

1.1 To advise members of a proposal from Bicester Park Football Club to enter a 10 -year lease with Bicester Town Council for the pavilion at Pingle Field.

2. Proposal

2.1 The pavilion at the recreation ground is currently occupied and used exclusively by Bicester Park Football Club. While the facility provides essential changing and matchday accommodation, several amenities within the building—most notably the kitchen and associated social space—are presently underutilised (Appendix 1).

2.2 The Club has identified an opportunity to significantly enhance the value of the pavilion by bringing these facilities into active use. In particular, the kitchen and internal social areas could be developed to support additional revenue-generating activities, including:

- Matchday refreshments and catering
- Community hire and private functions
- Evening and weekend events
- Club-led initiatives to support youth engagement and inclusion
- Pre school and after school clubs
- Club committee meetings
- Quiet space for children studying their GCSEs

2.3 This approach would enable the pavilion to evolve into a wider community hub, providing a focal point for both football-related and broader local activities, thereby increasing community benefit and footfall at the site.

2.4 Under the proposed arrangement, Bicester Park Football Club would assume full responsibility for the day-to-day management and upkeep of the pavilion, including:

- Routine maintenance and minor repairs
- Internal cleaning and upkeep
- Compliance with health and safety requirements
- Oversight of bookings and usage of the facility
- Kitchen upgrade

2.5 The Club would also undertake to ensure that the pavilion is maintained to an appropriate standard, reflecting both its sporting use and its potential role as a community asset.

2.6 In return, the Council would retain overall ownership of the building, with the arrangement formalised through an appropriate lease or licence agreement to secure the long-term sustainability of the facility while supporting community sport.

2.7 This proposal represents an opportunity to:

- Maximise the use of an underutilised existing public asset
- Support the financial sustainability of a local grassroots football club
- Expand community access and engagement
- Reduce the Council's ongoing maintenance and operational burden

The Committee is **RECOMMENDED** to **NOTE** the proposal from Bicester Park FC, **APPROVE** officers to investigate the legal and operational implications of the proposal, while noting the comments made by the committee, and invite representatives of Bicester Park FC to present at a future Environment Committee Meeting.

Bicester Park FC: Club Information and Community Pavilion Proposal

Supporting information for the proposed lease of the Pingle Field pavilion & Grass Pitches

1. Club Formation and Identity

Bicester Park FC is an established community football club based in Bicester, North Oxfordshire. The club badge and public club information identify 2008 as the year associated with the club's formation, and the club has developed into a recognised local football provider with a strong youth, mixed, girls' and inclusive football offer.

The club operates as an England Football Accredited club and promotes football within the spirit of the Respect Codes of Conduct. Its identity is rooted in providing safe, organised and enjoyable football opportunities for local children, young people and adults, while encouraging families and volunteers to become part of a positive club environment.

2. Club Development and Current Provision

Since formation, Bicester Park FC has grown beyond a single team model into a broader grassroots football organisation. The club's published team structure includes mixed age groups from under-5 through to under-21 football, alongside dedicated girls' teams and inclusive teams. This demonstrates a clear commitment to widening access and creating a pathway for players of different ages, abilities and backgrounds.

The club has also built a local volunteer base of coaches, managers, welfare representatives and committee members. This volunteer-led structure is essential to sustaining grassroots sport and gives local families a direct role in shaping an inclusive, well-run club. Continued development now depends not only on pitches, but also on secure, accessible and welcoming facilities that support players, parents, coaches, officials and the wider community.

3. Link with Pingle Field

Pingle Field is an important local sporting and recreation space in Bicester. Public facility information records football provision at Pingle Field, including full-sized, junior and mini-soccer grass pitches, car parking, toilets, disabled access and local authority ownership. Other planning information also refers to the Pingle Recreation Ground as a football site used by a local club and identifies the pavilion area as part of the football setting.

For Bicester Park FC, a secure pavilion base at Pingle Field would create a stable operational home and help the club manage matchdays, training activity, equipment, safeguarding, refreshments, events and community engagement in a more organised and sustainable way.

4. Why Leasing the Pingle Field Pavilion & Grass Pitches Would Benefit the Club

- **Long-term stability:** A lease would give the club confidence to plan ahead, invest responsibly in the building and develop sustainable programmes rather than relying on short-term or ad hoc access.
- **Better matchday operations:** The pavilion could provide a central point for coaches, referees, visiting teams, parents and volunteers, improving organisation, communication and the overall matchday experience.
- **Improved safeguarding and welfare:** A controlled club base would support welfare procedures, first aid, safe meeting points, lost-child arrangements and appropriate spaces for conversations with parents or players.
- **Volunteer support:** Coaches and volunteers would have access to storage, preparation space, refreshments and a suitable area for briefings, meetings and training.
- **Financial sustainability:** Sensible community hire, kitchen income and event use could generate funds to reinvest into football provision, equipment, coach development, inclusion activity and facility upkeep.

5. Benefits for the Wider Community

The pavilion should be viewed as more than a football building. With appropriate lease terms and management arrangements, it could become a welcoming community hub that supports local families, other community organisations and residents using Pingle Field. A well-managed pavilion would help increase positive use of the park, improve supervision, support community pride and create a focal point for healthy activity.

- **Safe Space** – GCSE & Exam year students can have a safe space to study and have dedicated learning zones to enable them to be alone & away from shared sibling environments & households without WIFI for learning
- **Family-friendly space:** Parents and carers could access refreshments, toilets and shelter while children take part in football or recreational activity.
- **Community hire:** The pavilion could be available for suitable local meetings, small events, wellbeing sessions, sports education, volunteer briefings and community group activity.
- **Health and wellbeing:** A permanent base could support programmes that encourage children, young people and adults to be active, make friends and build confidence.
- **Inclusive access:** The club could use the facility to strengthen girls' football, mixed youth football, inclusive football and opportunities for new participants who may not otherwise join organised sport.
- **Positive park use:** Regular, organised activity can contribute to a safer, busier and more welcoming public space.

6. Proposed Initiatives and Uses

Football and Youth Development

- Introductory football sessions for younger children and new players.
- Girls' football development sessions and transition support between age groups.
- Inclusive football opportunities for players who may need adapted sessions or additional support.
- Coach education, volunteer briefings and parent information evenings.
- Holiday activity days, skills camps and community football festivals.

Kitchen and Refreshment Use

- Matchday teas, coffees, cold drinks and simple food for families, officials and visitors.
- Healthy snack options for players after training or fixtures.
- Fundraising refreshment sales to support kit, equipment, pitch fees and coach development.
- Warm space for volunteers, parents and visiting teams during poor weather.
- Potential partnership use with local food providers or community groups, subject to food hygiene, licensing and insurance requirements.

Birthday Parties and Community Hire

- Football-themed birthday parties combining pitch activity with pavilion space for food and cake.
- Small family celebrations connected to club members and local residents.
- End-of-season presentations, team socials and volunteer recognition events.
- Low-cost hire for community meetings, fundraising events and local group activities.
- Clear booking rules to protect the building, manage noise, maintain safeguarding standards and ensure the pavilion remains primarily community-focused.

7. Responsible Management and Safeguards

If granted a lease, Bicester Park FC would be well placed to operate the pavilion through clear governance and agreed conditions. This could include a named facilities lead, a booking process, regular cleaning, maintenance reporting, insurance compliance, food hygiene controls, safeguarding procedures and transparent reinvestment of income into club and community benefit.

The club could also provide periodic updates to the relevant council or landlord, showing how the pavilion is being used, what community activity has taken place and how any income has supported grassroots football and wider local benefit.

8. Summary Case for the Lease

Leasing the **Pingle Field pavilion & Grass Pitches** to Bicester Park FC would provide the club with the secure base it needs to continue growing responsibly, while also unlocking wider

community value from an existing local facility. The proposal supports grassroots sport, youth development, inclusion, volunteering, family engagement and positive use of Pingle Field.

With a structured management approach, the pavilion could become a sustainable community asset: supporting football on matchdays, offering refreshments and shelter, enabling birthday and community hire, hosting development initiatives and generating income that is reinvested locally. The lease would therefore benefit both Bicester Park FC and the wider Bicester community.



BICESTER TOWN COUNCIL

ENVIRONMENT COMMITTEE REPORT

21st September 2026

Chair: Les Sibley

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

Officer: Mick Lee

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

Ward Affected: All

Purchasing New Outdoor Team Vehicles

1. Background

1.1 The vehicles we currently use are getting old and costing more to maintain each year. We propose purchasing one electric flatbed vehicle, two medium-sized flatbed vehicles and one smaller vehicle to replace the Council's existing electric vehicle. By not purchasing the previously proposed pool vehicle, the Council would save approximately £35,000. These vehicles would support the Council's commitment to achieve net zero by 2030, help manage the increased workload and provide capacity for future workforce expansion.

2. Overview

2.1 The total cost for the new vehicle would be £138,970 as this is not a budgeted cost then funds would have to come out of earmarked reserves.

I propose that we consider each vehicle individually and approve/disapprove each one.

4. Financial Regulation

4.1 Should the spend be more than £25,000 or to be withdrawn from Earmarked Reserves then upon approval, this report must be passed onto the Finance Committee and the Full Council.

4.2 This Committee has delegated approval should the spend be between £10,000 to £24,999.

4.3 The Chair of this Committee can pre-authorise this spend making this report retrospective should the spend be between £3,000 and £9,999.

4.4 Officers have delegated authority to approve spends up to £3,000 and again this report may also be retrospective.

Three Quotes MUST be obtained for spends more than £12,500.

Officer to identify which option is applicable to this report.

1	X	2	3	4	NA
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Budget Coding where moneys will be deducted from: 110 /4302 Code Description Projects/vehicles

3 Quote summary

Quote 1: £25,360
Quote 2: £42,360
Quote 3: £34,860

The Committee is **RECOMMENDED** to **APPROVE** the purchasing of 1 electric vehicle from supplier 1.

4. Financial Regulation

4.1 Should the spend be more than £25,000 or to be withdrawn from Earmarked Reserves then upon approval, this report must be passed onto the Finance Committee and the Full Council.

4.2 This Committee has delegated approval should the spend be between £10,000 to £24,999.

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Three Quotes **MUST** be obtained for spends more than £12,500.

Officer to identify which option is applicable to this report.

1	X	2	3	4	NA
---	---	---	---	---	----

Budget Coding where moneys will be deducted from: 110 /4302 Code Description Projects/vehicles

3 Quote summary

Quote 1: £41,940
Quote 2: £53,340
Quote 3: £51,948

The Committee is **RECOMMENDED** to **APPROVE** the purchase of 1 transit tipper from supplier 1.

4. Financial Regulation

4.1 Should the spend be more than £25,000 or to be withdrawn from Earmarked Reserves then upon approval, this report must be passed onto the Finance Committee and the Full Council.

4.2 This Committee has delegated approval should the spend be between £10,000 to £24,999

4.3 The Chair of this Committee can pre-authorise this spend making this report retrospective should the spend be between £3,000 and £9,999.

4.4 Officers have delegated authority to approve spends up to £3,000 and again this report may also be retrospective.

Three Quotes **MUST** be obtained for spends more than £12,500.

Officer to identify which option is applicable to this report.

1	X	2	3	4	NA
---	---	---	---	---	----

Budget Coding where moneys will be deducted from: 110 /4302 Code Description Projects/vehicles

3 Quote summary

Quote 1: £35,835
Quote 2: £32,000
Quote 3:

The Committee is **RECOMMENDED** to **APPROVE** the purchase of 2 medium sized tippers/utility vehicles from supplier 1.



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21st September 2026

Chair: Les Sibley

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

Officer: Mick Lee

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

Ward Affected: All

Bowls Club Defibrillator Installation

1. Background

1.1 Sudden cardiac arrest (SCA) can occur without warning and affects people of all ages. Immediate cardiopulmonary resuscitation (CPR) and the prompt use of a defibrillator significantly increase the chances of survival before the arrival of emergency services. Public Access Defibrillators (PADs) are now recognised as an essential component of community health and emergency response infrastructure.

1.2 Bicester Town Council owns and manages a range of community assets, public spaces, recreational facilities, cemeteries, allotments, parks, and buildings which attract a significant number of residents and visitors each year. As the town continues to grow, there is an increasing expectation that public facilities provide access to life-saving equipment where practicable.

1.3 Whilst ambulance response times remain subject to demand and location, a strategically located defibrillator can enable a member of the public to administer potentially life-saving treatment within the critical first few minutes following a cardiac arrest. The installation of additional publicly accessible defibrillators would complement existing provision across Bicester and help improve community resilience.

2. Proposal

2.1 A proposal has been received to install a publicly accessible defibrillator on the external wall of the Bicester Bowls Club. The location is well positioned to serve not only members of the Bowls Club but also users of the adjacent Tennis Club, visitors to the surrounding recreational area, and members of the public passing through the site.

2.2 The proposed installation would provide an additional life-saving resource within the community and contribute to the network of publicly accessible defibrillators across Bicester.

2.3 Financial Costs

- Defib installation £350
- Defibrillator Cost £1600



Cardiac Science Powerheart G5 Semi Automatic AED & Outdoor Locked Cabinet

4. Financial Regulation

4.1 Should the spend be more than £25,000 or to be withdrawn from Earmarked Reserves then upon approval, this report must be passed onto the Finance Committee and the Full Council.

4.2 This Committee has delegated approval should the spend be between £10,000 to £24,999

4.3 The Chair of this Committee can pre-authorise this spend making this report retrospective should the spend be between £3,000 and £9,999.

4.4 Officers have delegated authority to approve spends up to £3,000 and again this report may also be retrospective.

Three Quotes **MUST** be obtained for spends more than £12,500.

Officer to identify which option is applicable to this report.

1	2	3	4 X	NA
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Budget Coding where moneys will be deducted from: 4015 / 106 Code Description health and safety

The Committee is recommended to **APPROVE** this report.



BICESTER TOWN COUNCIL

ENVIRONMENT COMMITTEE REPORT

21st September 2026

Chair: Les Sibley

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

Officer: Mick Lee

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

Ward Affected: All

Garth Park Opening Hours

1. Background

1.1 Since 1st August, Garth Park has been trialled as always being open, except when events are taking place.

1.2 The trial has been successful to date, with minimal impact on the park, buildings and local residents.

2. Proposal

2.1 The Committee is asked to approve always keeping Garth Park open, with the provision that the Council may close the park at its discretion in response to vandalism, anti-social behaviour or other concerns.

2.2 The arrangement will be reviewed by the Committee every six months.

The Committee is **RECOMMENDED** to **APPROVE** keeping the park open permanently.



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21st September 2026

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Officer: Mick Lee

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

Ward Affected: All

Allotment Waiting List

WAITING LIST		
ADDED TO LIST:	PREFERRED LOT:	BASED:
10/05/2021	LEACH ROAD	Bicester
14/10/2021	AMBROSDEN	Ambrosden
29/06/2022	CLAYPITS CP052	Bicester
27/10/2022	ANSON WAY	Bicester
09/02/2023	ANSON WAY	Bicester
20/04/2023	ANSON WAY	Bicester
10/05/2023	ANSON WAY	Bicester
23/05/2023	CLAYPITS	Bicester
11/07/2023	ANSON WAY	Bicester
31/01/2024	ANSON WAY	Bicester
19/04/2024	LEACH ROAD - BUSINESS USE	Bicester
25/04/2024	CLAYPITS	Bicester
23/05/2024	ANSON WAY	Bicester
19/07/2024	ANSON WAY	Bicester
27/02/2025	please look on application	Bicester
27/02/2025	ANSON WAY	Bicester
15/05/2025	ANSON WAY	Bicester
09/06/2025	CLAYPITS - Large Allotment	Bicester
16/06/2025	LEACH ROAD - Large Allotment	Bicester
27/06/2025	ANSON WAY - Large Allotment	Bicester
29/07/2025	ANSON WAY	Bicester
24/03/2026	ANSON WAY	Bicester
17/04/2026	LEACH ROAD	Bicester
30/04/2026	CLAYPITS	Bicester
30/04/2026	CLAYPITS	Bicester
05/05/2026	CLAYPITS	Bicester
21/05/2026	LEACH ROAD	Bicester
03/06/2026	No preference	Bicester
04/06/2026	LEACH ROAD	Bicester
08/06/2026	CLAYPITS	Bicester
12/06/2026	No preference	Bicester
26/06/2026	No preference	Bicester
29/06/2026	ANSON WAY	Bicester
07/07/2026	CLAYPITS	Bicester
09/07/2026	CLAYPITS	Bicester

The Committee is recommended to **APPROVE** this report.



BICESTER TOWN COUNCIL

ENVIRONMENT COMMITTEE REPORT

21st September 2026

BICESTER
TOWN COUNCIL

Chair: Les Sibley

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

Officer: Mick Lee

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

Ward Affected: All

Removal of Soil Pile and Garages in Garth Park

1. Background

1.1 The garages at the rear of Garth Park were purchased in 2024 with the intention of demolishing them to make way for a new Council office development. This proposal was not progressed, and the garages are now in poor condition and require demolition.

1.2 There is also a stockpile of soil, stone and other materials on the site which must be removed prior to the demolition works. This will be addressed as a separate agenda item.

2. Proposal

2.1 A contractor will be appointed to remove the stockpiled soil, stone and other materials before demolition can commence.

2.2 Once the site has been cleared, demolition works will be scheduled. The first stage will involve the safe removal and disposal of asbestos, followed by the demolition and removal of the remaining garage structures by a separate contractor.

3. Financial Regulation

3.1 Should the spend be more than £25,000 or to be withdrawn from Earmarked Reserves then upon approval, this report must be passed onto the Finance Committee and the Full Council.

3.2 This Committee has delegated approval should the spend be between £10,000 to £24,999

3.3 The Chair of this Committee can pre-authorise this spend making this report retrospective should the spend be between £3,000 and £9,999.

3.4 Officers have delegated authority to approve spends up to £3,000 and again this report may also be retrospective.

Three Quotes MUST be obtained for spends more than £12,500.

Officer to identify which option is applicable to this report.

1	2 X	3	4	NA
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Budget Coding where moneys will be deducted from: 901/330 Green infrastructure

3 Quote summary

Quote 1:16,686
Quote 2:
Quote 3:

The Committee is **RECOMMENDED** to **APPROVE** Contractor 1 to remove the soil and general waste pile.

3. Financial Regulation

3.1 Should the spend be more than £25,000 or to be withdrawn from Earmarked Reserves then upon approval, this report must be passed onto the Finance Committee and the Full Council.

3.2 This Committee has delegated approval should the spend be between £10,000 to £24,999

3.3 The Chair of this Committee can pre-authorise this spend making this report retrospective should the spend be between £3,000 and £9,999.

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Three Quotes MUST be obtained for spends more than £12,500.

Officer to identify which option is applicable to this report.

1 X	2	3	4	NA
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Budget Coding where moneys will be deducted from: 901/330 Green infrastructure

3 Quote summary

Quote 1: £27,698
Quote 2: £21,120
Quote 3:

The Committee is **RECOMMENDED** to **APPROVE** Contractor 1 to remove asbestos and take down the garages leaving in a neat condition for further use.



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

Forward Plan

- **Cemetery Mapping:** Mapping of the cemetery is now complete.
- **Headstone Testing:** Headstone topple testing will commence from 5th October.
- **New Bins:** 10 dog bins and 10 litter bins will initially be installed across the town at the attached locations.
- **Staff payment for paid events:** To discuss and determine whether the Committee agrees in principle to taking forward a proposal for staff to receive payment for working at paid events, instead of accruing flexi time.

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