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Bicester Town Council

BICESTER
TOWN COUNCIL

Extraordinary Environment Committee Meeting

Ref: EN04b/2627

Wednesday 11th November 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

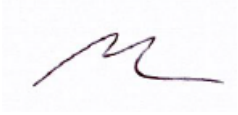
BICESTER
TOWN COUNCIL

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Thursday 5th November 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 **Wednesday 11th November 2026** to commence at **19:00hrs** for the transaction of the following business.



Mick Lee
Service Manager

Agenda

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

1. Apologies for Absence

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

2. Declarations of Interest

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

3. Minutes of the Environment Committee Meeting **(Pages 4 - 5)**

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

- **ENV04/2627 – Thursday 22nd October 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. 2027 - 2028 Environment Budget **(Pages 6 - 7)**

The Committee is **RECOMMENDED** to **APPROVE** the 2027 – 2028 Environment budget.

6. Events Budget 2027 - 2028 **(Pages 8 - 9)**

The Committee is **RECOMMENDED** to **APPROVE** the 2027 – 2028 Events budget.

7. Civic Service and Parade 2027 Report **(Pages 10 - 11)**

The Committee is **RECOMMENDED** to **APPROVE** that the Civic Service and Parade for 2027 does not take place.

8. Date of Next Meeting

Monday 18th January 2027, at 19:00 hrs, The Council Chamber, Garth House, Launton Road, OX26 6PS

Agenda Item 3

Minutes of the Environment Committee Meeting

A meeting of the **Environment Committee Meeting** was held on **Thursday 22nd October 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 Damien Maguire
Cllr Chris Pruden
Cllr John Willett

In Attendance:
Michael Lee, Officer
Isobel May, Office Lead and Events and Marketing Administrator

44/2627 **Apologies for Absence**

RESOLVED that apologises were received from Cllr Dan Hallet.
It was noted that no apologies were received from Cllr Nick Mawer and Cllr Alisa Russell.

45/2627 **Declarations of Interest**

RESOLVED that declarations of interests were received from Cllr Chris Pruden, Cllr Les Sibley and Cllr John Willett as CDC Cllrs.

46/2627 **Minutes of the Environment Committee**

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

- **ENV02/2627 – Monday 13th July 2026**
- **ENV03b/2627 – Monday 5th October 2026**

47/2627 **Public Session**

RESOLVED that no members of the public were present.

48/2627 **Presentation by Proludic**

RESOLVED that the Committee **NOTED** and **COMMENTED** on the presentation.
Proludic Representatives:

- Outlined that they design and manufacture inclusive playground equipment.
- Stated the equipment is designed for repair and long service life. Most products score above 9/10 for repairability, over 80% of spare parts are held in the UK, and long-term warranties are available.
- Proposed designs for the Langford Super Park with a robust and financially viable design, with nearly 60% of equipment made from recycled or bio-based materials and nearly 90% recyclable. The proposal included recycled household waste and Nike Grind surfacing.

Cllrs raised the following:

- Questioned emergency response time, to which Produlic confirmed equipment is modular and the target response time is within 24 hours.
- Queried the expected equipment lifespan. The representatives confirmed that steel and HPL equipment is expected to last around 25 years.

- How surfacing shrinkage is managed. Produlic confirmed Nike Grind replaces virgin rubber in the wearing course but does not remove wet-pour maintenance requirements.
- Requested the presentation slides to be sent to the Officer.

The Chair determined that the agenda should be reordered to allow the Mallards Way Super Park proposal to be considered immediately following the related presentation by Proludic.

49/2627 **Mallards Way Super Park Proposal**

RESOLVED that the Committee **APPROVED** the consultation.

50/2627 **Replacing Seasonal Bedding with Hardy Plants**

RESOLVED that the Committee **APPROVED** replacing the bedding plants with perennials. The Officer noted that the estimated £3,000 installation cost was comparable to one year of seasonal bedding and that weed-suppressant ground cover and matting should reduce ongoing labour and maintenance. A one-year trial was agreed.

It was noted that seasonal displays could be retained in other beds within Garth Park.

51/2627 **Forward Plan**

RESOLVED that the Committee **NOTED** and **APPROVED** the forward plan.
Cllrs requested that the land management of the area between Langford and London Road will be added to the Forward Plan to clarify responsibility for the trees and adjoining land.

52/2627 **2027 – 2028 Budget**

URESOLVED that the Committee **DID NOT APPROVE** the 2027 - 2028.
The Chair confirmed that an extraordinary meeting will be planned to discuss the budget.

53/2627 **Date of Next Meeting:**

Monday 18th January 2027, at 19:00 hrs, The Council Chamber, The Garth, Launton Road, OX26 2PS.
CLOSE OF MEETING: 20:35 hrs

BICESTER TOWN COUNCIL

ENVIRONMENT COMMITTEE REPORT

11th November 2026

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

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

Ward Affected: All

2027 - 2028 Environment Budget

1. Background

1.1 Each year, the Environment Committee, along with the other Council Committees, is asked to review and approve its proposed budget for the forthcoming financial year.

1.2 Each Committee is responsible for reviewing and agreeing the relevant sections of the overall Council budget. Once all Committees have finalised their respective budget proposals, the consolidated budget is presented to the Finance Committee for consideration before being submitted to Full Council for final approval.

*Please note a larger copy of the budget will be provided at the meeting and as an appendix.

Bicester Town Council

Budget 2027-28 - Environment Supplement

Total Below	931,440	971,163	901,455
Less Whitelands	(105,300)	(114,710)	-
	826,140	856,453	901,455

2026-27 Budget / Chart of Accounts			New Chart of Accounts						
CC		NL	NL	Description	CC		2026-27 Budget	2026-27 Forecast	2027-28 Proposal	
106	The Garth (Building)	4036 Grounds & Building Mt	6305	Maint-Buildings and Pavilions	301	The Garth (building)	5,000	12,911	25,000	Change to reflect expected costs to Garth and outbuildings
106	The Garth (Building)	4039 Waste Removal	6308	Maint-Waste Removal	301	The Garth (building)	-	4,244	5,000	
106	The Garth (Building)	4130 Building Security	6306	Maint-Security, CCTV, Repair damage	301	The Garth (building)	11,550	3,980	21,500	Extra cctv in rear yard area and upgrade of existing
110	Projects	4312 Maintenance - Assets					17,500	7,847	split	
301	Open Spaces	4154 Maintenance - Trees	6302	Maint-Trees	201	Outdoor - General	-	57,765	48,000	Should only be for emergency work and structural damage claims
			6310	Maint-Vehicles	201	Outdoor - General			1,000	Only to cover MOT on the remaining diesel vehicle
110	Projects	4313 Play Area/Open Space Inv.	7901	Play Kit (>=£1,000)	901	New Play Equipment	94,970	103,421	100,000	
300	Environmental Services	4016 Uniform & PPE	6136	Health & Safety	201	Outdoor - General	3,000	1,615	3,000	No training needed next year but will need defib batteries and pads etc.
300	Environmental Services	4020 Mobile Phones			201	Outdoor - General	-	3,604	-	
300	Environmental Services	4042 Maintenance Machinery	6309	Maint-Equipment and Tools	201	Outdoor - General	12,000	8,708	10,000	Up to date with machinery we need just keep for servicing and repair costs
300	Environmental Services	4044 Petrol Oil & Gas	6106	Vehicle Fuel	201	Outdoor - General	7,000	9,054	5,000	Tractor fuel costs
301	Open Spaces	4048 Vertidraining Pitches		Maint-Vertidraining	Various		31,252	31,252	Split to sites	
			6304	Maint-Vertidraining	215	Keta Fields			6,016	
301	Open Spaces	4126 Lease of Open Spaces	6104	Leases and Rent	201	Outdoor - General	21	10	10	
301	Open Spaces	4175 Open Space Maintenance	6312	Maint-Other	201	Outdoor - General	14,500	7,190	14,750	
301	Open Spaces	4190 Parks & Garden Con		Split			460,000	406,697	Split £429874	
			6201	Krinkels-Landscape	201	Outdoor - General			307,807	
			6202	CDC-Landscape	201	Outdoor - General			81,270	
			6203	CDC-Dog Bins	231	Street Scene			12,093	
			6204	CDC/OCC - Roadside	201	Outdoor - General			28,704	
			6205	CDC-Other	201	Outdoor - General			6,000	
301	Open Spaces	4204 Pest Control					250	250	Elsewhere	Maintenance-Other
305	Pingle Field	4012 Water Charges	6102	Water	213	Pingle Field	9,858	6,840	7,114	
305	Pingle Field	4014 Electric	6101	Electric	213	Pingle Field	10,000	5,705	5,704	
305	Pingle Field	4017 Cleaning Materials	6131	Cleaning	213	Pingle Field	300	434	300	
305	Pingle Field	4036 Grounds & Building Mt			213	Pingle Field	5,000	2,722	Split £16391	Will need re dec next summer
			6303	Maint-Pitches					2,500	
			6304	Maint-Vertidraining					11,391	
			6305	Maint-Buildings and Pavilions					2,500	
305	Pingle Field	4039 Waste Removal	6308	Maint-Waste Removal	213	Pingle Field	-	239	250	
305	Pingle Field	4130 Building Security	6306	Maint-Security, CCTV, Repair damage	213	Pingle Field	2,500	1,140	2,500	
306	Sunderland Drive	4012 Water Charges	6102	Water	214	Sunderland Drive	1,200	454	472	
306	Sunderland Drive	4013 Gas	6103	Gas	214	Sunderland Drive	3,000	1,750	1,750	
306	Sunderland Drive	4014 Electric	6101	Electric	214	Sunderland Drive	2,000	716	716	
306	Sunderland Drive	4017 Cleaning Materials	6131	Cleaning	214	Sunderland Drive	100	100	100	
306	Sunderland Drive	4036 Grounds & Building Mt	6305	Maint-Buildings and Pavilions	214	Sunderland Drive	1,000	628	2,000	Will need re dec next summer
306	Sunderland Drive	4039 Waste Removal	6308	Maint-Waste Removal	214	Sunderland Drive	-	239	250	
306	Sunderland Drive	4130 Building Security	6306	Maint-Security, CCTV, Repair damage	214	Sunderland Drive	2,500	2,749	2,500	
307	Bicester Field (Langford Park)	4012 Water Charges	6102	Water	212	Bicester Filed (Langford)	1,860	1,525	1,587	
307	Bicester Field (Langford Park)	4014 Electric	6101	Electric	212	Bicester Filed (Langford)	7,500	5,944	5,704	
307	Bicester Field (Langford Park)	4017 Cleaning Materials	6131	Cleaning	212	Bicester Filed (Langford)	200	200	300	
307	Bicester Field (Langford Park)	4036 Grounds & Building Mt		Split	212	Bicester Filed (Langford)	1,000	433	Split £7400	Will need re dec next summer
			6303	Maint-Pitches	212	Bicester Filed (Langford)			500	
			6304	Maint-Vertidraining	212	Bicester Filed (Langford)			6,400	
			6305	Maint-Buildings and Pavilions	212	Bicester Filed (Langford)			500	
307	Bicester Field (Langford Park)	4039 Waste Removal	6308	Maint-Waste Removal	212	Bicester Filed (Langford)	-	239	250	
307	Bicester Field (Langford Park)	4130 Building Security	6306	Maint-Security, CCTV, Repair damage	212	Bicester Filed (Langford)	2,500	860	2,500	
401	Garth Park	4004 Cleaning Contract	6131	Cleaning	211	Garth Park	14,000	14,000	13,254	
401	Garth Park	4011 Rates	6105	Rates	211	Garth Park	4,139	5,216	4,091	
401	Garth Park	4012 Water Charges	6102	Water	211	Garth Park	300	193	200	
401	Garth Park	4013 Gas	6103	Gas	211	Garth Park	960	95	96	
401	Garth Park	4014 Electric	6101	Electric	211	Garth Park	4,000	2,831	2,830	
401	Garth Park	4036 Grounds & Building Mt	6307	Maint-Green Spaces and Parks	211	Garth Park	2,500	4,081	6,500	
401	Garth Park	4039 Waste Removal	6308	Maint-Waste Removal	211	Garth Park	17,500	22,883	11,500	Also £7,500 for The Garth?
401	Garth Park	4050 Maintenance Bowls Club	6305	Maint-Buildings and Pavilions	305	Bowls Club	2,000	6,278	2,000	
401	Garth Park	4130 Building Security			211	Garth Park	2,500	18	-	
402	Play Areas	4123 Maintenance Play Areas	6301	Maint-Play Kit	221	Play Equipment	15,000	27,789	25,000	Reflective of what we need to spend
402	Play Areas	4180 ROSPA Inspection			221	Play Equipment	4,000	7,410	4,000	Report costs around £4,000
404	Allotments	4012 Water Charges	6102	Water	251	Allotments (all five)	600	171	177	
404	Allotments	4054 Allotment Costs	6307	Maint-Green Spaces and Parks	251	Allotments (all five)	2,500	1,280	2,500	
404	Allotments	4155 Rent	6104	Leases and Rent	251	Allotments (all five)	830	830	416	
601	Cemetery	4011 Rates	6105	Rates	241	Cemetery (Pingle)	1,500	1,436	1,494	
601	Cemetery	4012 Water Charges	6102	Water	241	Cemetery (Pingle)	800	220	229	
601	Cemetery	4014 Electric	6101	Electric	241	Cemetery (Pingle)	1,200	980	980	
601	Cemetery	4036 Grounds & Building Mt	6307	Maint-Green Spaces and Parks	241	Cemetery (Pingle)	250	5,557	250	Extra costs this year because of footpath reapairs
601	Cemetery	4039 Waste Removal	6308	Maint-Waste Removal	241	Cemetery (Pingle)	4,000	2,321	4,000	
801	Street Scene	4029 Street Furniture	79032	Benches, clocks etc.	231	Street Scene	1,500	3,230	8,500	
801	Street Scene	4112 Clock Repairs			231	Street Scene	500	500	Elsewhere	Included - Maintenance-Other
801	Street Scene	4151 Litter/Dog Bin Prov	79032	Fixtures and Fittings (>£500)	231	Street Scene	9,500	7,847	9,500	
801	Street Scene	4200 Chirst Light Storage	6501	Venue and Equipment Hire	231	Street Scene	26,000	48,776	25,000	They seem to invoice on alternate years

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

BICESTER TOWN COUNCIL

ENVIRONMENT COMMITTEE REPORT

11th November 2026

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

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

Ward Affected: All

Events Budget 2027 - 2028

1. Background

1.1 Officers have prepared the draft budget for 2027/28 in accordance with financial regulations and the methodology used in previous years. The Events Working Group reviewed the draft budget and approved it for submission on Monday 2nd November.

*Please note a larger copy of the budget will be provided at the meeting and as an appendix.

Bicester Town Council

Budget 2027-28 - Events and Civic Supplement

Income / (Expenditure)

				(91,250)	(76,150)	(69,817)					(107,450)
2026-27 Budget / Chart of Accounts							New Chart of Accounts				
CC		NL		2025-26 Budget	2026-27 Budget	2026-27 Forecast	NL	Description	CC		2027-28 Proposal
102	Civic and Democratic	4163	Civic Service & Parade	(4,000)	(4,000)	(3,033)					
102	Civic and Democratic	4166	Civic Other Expenses	(10,000)	(10,000)	(600)					
									X	Civic - General	-
102	Civic and Democratic	4161	Civic Mayor Making	(1,500)	(900)	(1,145)					
							6501	Venue and Equipment Hire	401	Mayor Making	(3,350)
							6505	Publicity	401	Mayor Making	(150)
102	Civic and Democratic	4162	Civic Flag Raising	(250)	(250)	(180)					
							6501	Venue and Equipment Hire	402	Flag Raising	(250)
							2503	Other Income	411	Remembrance	1,600
102	Civic and Democratic	4164	Civic Remembrance	(5,000)	(3,000)	(3,000)					
							6136	Health & Safety	411	Remembrance	(300)
							6501	Venue and Equipment Hire	411	Remembrance	(3,000)
							6502	Props and Artistic Fees	411	Remembrance	(1,000)
							6503	Security and/or Road Closure	411	Remembrance	(3,150)
							6505	Publicity	411	Remembrance	(150)
501	Town Council Events	1052	Inc-Armed Forces Day	2,500	2,500	744					
							2502	Stall Fees	501	Armed Forces Day	1,000
501	Town Council Events	4120	Armed Forces Day	(9,500)	(9,500)	(6,094)					
501	Town Council Events	4115	VE Day		(5,000)	-					
							5032	Travel and Subsistence	501	Armed Forces Day	(200)
							6136	Health & Safety	501	Armed Forces Day	(300)
							6503	Security and/or Road Closure	501	Armed Forces Day	(8,000)
							6505	Publicity	501	Armed Forces Day	(150)
501	Town Council Events	1035	Inc-Sundays in the Park	5,000	5,000	-					
501	Town Council Events	4115	Sundays in the Park	(5,000)	(5,000)	(5,000)					
							6502	Props and Artistic Fees	502	Sundays in the Park	(4,000)
							6506	Toilet Hire	502	Sundays in the Park	(1,050)
501	Town Council Events	1034	Inc-Family Fun Day	2,000	2,000	696					
							2502	Stall Fees	503	Family Fun Day (Teddy Bears Picnic	200
501	Town Council Events	4092	Family Fun Day	(4,000)	(2,000)	(3,417)					
							6136	Health & Safety	503	Family Fun Day (Teddy Bears Picnic	(300)
							6502	Props and Artistic Fees	503	Family Fun Day (Teddy Bears Picnic	(4,000)
							6505	Publicity	503	Family Fun Day (Teddy Bears Picnic	(150)
							6506	Toilet Hire	503	Family Fun Day (Teddy Bears Picnic	(1,050)

2026-27 Budget / Chart of Accounts							New Chart of Accounts				
CC		NL		2025-26 Budget	2026-27 Budget	2026-27 Forecast	NL	Description	CC		2027-28 Proposal
501	Town Council Events	1031	Inc-Music 1 (Motown 2026)	10,000	10,000	14,963					
501	Town Council Events	1032	Inc-Music 2 (Elton John2026)	10,000	10,000	10,348					
							2501	Ticket Sales	504	Big Weekender	24,000
							2502	Stall Fees	504	Big Weekender	500
501	Town Council Events	4071	Music 1 (Motown 2026)	(10,000)	(12,500)	(16,281)					
501	Town Council Events	4088	Music 2 (Elton John 2026)	(10,000)	(14,500)	(13,818)					
							5032	Travel and Subsistence	504	Big Weekender	(200)
							6136	Health & Safety	504	Big Weekender	(1,200)
501	Town Council Events	1050	Christmas Light Trail (ended 2025)	55,000	-	-	6405	Sponsorship	504	Big Weekender	1,000
501	Town Council Events	4158	Christmas Light Trail (ended 2025)	(85,000)	-	-	6501	Venue and Equipment Hire	504	Big Weekender	(16,000)
							6502	Props and Artistic Fees	504	Big Weekender	(7,000)
							6503	Security and/or Road Closure	504	Big Weekender	(3,600)
							6505	Publicity	504	Big Weekender	(450)
							6506	Toilet Hire	504	Big Weekender	(2,000)
501	Town Council Events	1045	Inc-Xmas Lights Switch On	5,000	5,000	5,000					
501	Town Council Events	4157	Xmas Lights Switch On	(10,500)	(10,500)	(10,500)					
501	Town Council Events	4072	Xmas Concert	-	(12,500)	(12,500)					
801	Street Scene	4200	Xmas Lights-Hire, instl, power	(26,000)	(26,000)	(26,000)					
							5032	Travel and Subsistence	525	Xmas Market & CLSO	(200)
							6136	Health & Safety	525	Xmas Market & CLSO	(900)
							6501	Venue and Equipment Hire	525	Xmas Market & CLSO	(33,500)
							6503	Security and/or Road Closure	525	Xmas Market & CLSO	(15,000)
							6505	Publicity	525	Xmas Market & CLSO	(150)
							6501	Venue and Equipment Hire	231	Street Scene	(25,000)
501	Inc-Coronation	1035			5,000	-	X	Would be spplit but Na/a			

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

BICESTER TOWN COUNCIL

ENVIRONMENT COMMITTEE REPORT

11th November 2026

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

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

Ward Affected: All

Civic Service and Parade 2027 Report

1. Background

1.1 At its meeting on 2nd November, the Events Working Party considered this report and requested that it be submitted to the Environment Committee for approval.

1.2 The Events Working Group had previously confirmed 13th June 2027 as the date for the 2027 Civic Service and Parade. This date was approved on 2nd September.

1.3 However, following this year's Civic Service and Parade, which took place on 6th September, the military has requested that the event does not take place again in 2027. This request is due to the limited resources currently available to them and the need to manage existing military commitments considering current global circumstances.

2. Proposal

2.1 The military has suggested that organising and supporting the Civic Service and Parade again next year would place additional pressure on its resources. Taking these concerns into consideration, it is recognised that proceeding with the event in 2027 could create unnecessary demands on military personnel and their resources.

2.2 It is therefore considered appropriate and reasonable for the Civic Service and Parade not to go ahead in 2027, to support the military's request and acknowledge the pressures they are currently facing.

2.3 Furthermore, this provides an opportunity to develop the annual flag-raising ceremony and make it a more significant civic occasion. As discussed at a previous Events meeting, the military has expressed an interest in parading to the flag. This could provide a suitable focus for the ceremony, allowing it to be enhanced while making effective use of the military's available resources.

2.4 The Church has also been consulted and informed that the Civic Service and Parade may not be taking place next year.

2.5 The decision on whether the Civic Service and Parade will resume in 2028 will be reviewed on an annual basis, taking into consideration the military's availability and resource commitments.

The Committee is **RECOMMENDED** to **APPROVE** that the Civic Service and Parade for 2027 does not take place.