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| <b>Meeting:</b>      | Full Council                            |
| <b>Date:</b>         | 20 <sup>th</sup> October 2026           |
| <b>Report Title:</b> | Bike Shed Christmas Bicycle Scheme 2026 |
| <b>Agenda Item</b>   | 17A                                     |
| <b>Proposer:</b>     | Councillor L Stevenson                  |
| <b>Seconded:</b>     | Councillor V Manro                      |

### Councillor Recommendations

That Full Council:

1. Approves participation in The Bike Shed's 2026 Christmas Bicycle Scheme, focusing on bicycle donations only.
2. Agrees to hold two or three councillor-led Saturday morning collection sessions during November and December 2026 at a designated Council facility.
3. Delegates authority to the Chief Officer to agree the dates, locations, publicity and operational arrangements.
4. Approves the use of the existing Climate Change budget for reasonable operational costs, recognising that bicycle reuse supports the Council's environmental objectives.
5. Confirms that expenditure will be controlled through existing financial procedures and within the available budget.

### Background

The Bike Shed, based in Old Town, runs an annual Christmas scheme collecting unwanted bicycles, refurbishing them and distributing them to children and families in need.

For some families, the cost of buying a bicycle is a barrier. This scheme helps children who may otherwise go without, giving them opportunities to enjoy cycling, develop confidence and lead more active lives. It also offers residents a practical way to support others while preventing unwanted bicycles from being discarded.

The Parish Council can support this established initiative by providing a local donation point and helping collect bicycles in time for Christmas.

### Previous Experience and Proposal

The Parish Council ran this scheme last year and it was received positively. The Parks & Open Spaces Team were available to receive bikes for the last hour of the day 2.30pm – 3.30pm, two days per week.

The Parks & Open Spaces Manager has agreed to facilitate this again should the Parish Council wish.

To elevate the experience and opportunities, Councillors propose to hold two or three Saturday morning collection sessions during November and December 2026, with dates agreed to allow sufficient time for refurbishment and distribution before Christmas.



Arrangements will include:

- Drop off point available at the Grounds Maintenance Facility – Tuesdays and Thursdays from 2.30pm – 3.30pm for 5 weeks from Tuesday 17<sup>th</sup> November – Thursday 17<sup>th</sup> December.
- Councillor-led sessions at the Parish Council office on Saturday mornings.
- Advertised dates, times and locations through Council and community channels.
- Acceptance of bicycles in reasonable condition and suitable for basic servicing or repair, in line with The Bike Shed's requirements.
- Recording donations and providing secure temporary storage.
- Arranging collection or delivery of bicycles to The Bike Shed.

The scheme will accept bicycles only. Toys and other donated items will not be collected.

No home collection service will be provided. Residents will be asked to bring bicycles to the designated collection point.

### **Community Impact**

The scheme will provide several benefits to the local community.

### **Supporting children and families**

Refurbished bicycles will be distributed to children whose families may be unable to afford one, helping more young people enjoy cycling.

### **Health and wellbeing**

Cycling encourages physical activity, outdoor recreation and independence. It can also improve confidence and mental wellbeing.

### **Community involvement**

Residents will have an opportunity to support local families at Christmas by donating bicycles they no longer need. The collection sessions will also allow councillors to meet and engage directly with residents.

### **Environmental benefits**

Reusing bicycles prevents unnecessary waste. Bicycles that might otherwise be taken to a recycling centre, left unused or abandoned can instead be repaired and passed on to another child.

This supports the Council's environmental objectives while making better use of existing resources.

### **Financial Implications**

Costs are expected to be minimal and limited to publicity, storage and transportation. Funding is proposed from the existing Climate Change budget because the scheme directly supports waste reduction and the reuse of bicycles.

Rather than being discarded or taken to a recycling centre, donated bicycles can be repaired and reused, extending their useful life and reducing the demand for new products.



### **Operational Implications**

The Chief Officer, Deputy Clerk and Parks & Open Spaces Manager will confirm:

- Collection dates, locations and councillor availability.
- Safe public access, parking, insurance and risk assessments.
- Suitable storage and transport arrangements.
- Acceptance criteria and final delivery dates agreed with The Bike Shed.

The scheme will be managed to minimise disruption to existing Council services. Councillors and Council staff will not undertake bicycle repairs or safety certification. The Bike Shed will be responsible for assessing, refurbishing and preparing bicycles for distribution.

### **Monitoring and Reporting**

The Council will record the number of bicycles donated and request feedback from The Bike Shed on how many are refurbished and distributed, where available.

### **Marketing**

Resources from last years scheme already exist and can be edited with the additional arrangements.

