

Notice of the Meeting of

Didcot Town Council
4th March 2024 at 7.30pm
Main Hall, Didcot Civic Hall



All Members of Didcot Town Council are summoned to attend the Meeting of the Council on Monday 4th March 2024 in the Main Hall at Didcot Civic Hall at 7.30pm.

Admission of the public and media

The Council welcomes members of the public to its meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960.

Reports and minutes

We add reports and minutes to our website.

Recording, photographs and filming

The press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such members of the public may be recorded or photographed during the meeting.

We ask that anyone wishing to record or photograph the meeting notifies the Town Clerk before the start of the meeting.

Public participation

The Council welcomes the public's involvement in meetings, which must be in accordance with our rules (Standing Orders 30 - 32 on a matter before the Council).

The Chairman will invite members of the public to present their questions, statements or petitions, usually at the start of the meeting.

To find out about participation contact the Town Clerk.

AGENDA

The business to be transacted at the meeting will be:

1. **To receive apologies**
2. **To receive declarations of interests**

Members are reminded to declare any interests on any item on this agenda in accordance with Didcot Town Council's Code of Conduct. Members are also reminded to review their register of interests which will be available at the meeting.

3. **To approve and adopt the minutes of the Council Meeting held on 8th January 2024 and the Extra-ordinary Council meeting held on 19th February 2024 and to include questions on the minutes as to the progress of any item – see *attached minutes*.**
4. **To receive the Committee minutes and decisions taken under delegated authority and to consider recommendations of Committees to Council in accordance with Standing Orders 98 to 112**

(a) Planning and Development Committee

- (i) To receive the minutes:
3rd January 2024
24th January 2024
14th February 2024 (to be approved by Committee)
- (ii) No recommendations

(b) Finance and General Purposes Committee

- (i) To receive the minutes:
22nd January 2024
26th February 2024 (to be approved by Committee)

(ii) Recommendations to Council:

Minute 139 – To approve three grant meetings a year instead of every F&GP meeting – see *attached report*

Minute 141 – To adopt the Real Living Wage policy – see *attached policy*

Minute 154 – To reconsider the award of the grass cutting contract due to an error in the report for F&GP – see *attached report*.

Minute 155 – To approve the award of the installation of the splash park with Company B – The Splash – for the sum of £442,345.93 plus an additional £8,140 for the Gomy floor tiles – see *attached report*.

Minute 156 – To approve the proposed virements – *see attached report*

Minute 159 – To approve an extension of the existing CCTV contract for an additional 2 years – *see attached letter*.

Minute 160 - To approve the Grass cutting Service Level Agreement with OCC for an income of £13,424 towards the grass cutting contract. *Copies of Agreement available on request.*

Minute 161 – To approve the write off sums – *see attached report*.

Minute 162 – To approve a request for a grant of £10,000 to be given to the care of the Kind Alfred Drive Community Centre organisation until Edfest can get their CIO bank account in place.

(c) Environment & Climate Committee

(i) To receive the minutes:
15th January 2024 (to be approved by Committee)

(ii) **No Recommendations**

(d) Personnel and Administration Committee

(i) To receive the minutes
5th February 2024 (to be approved by Committee)

(ii) **Recommendations to Council**

Minute 55 – To approve the revised Didcot Volunteer Policy- *see attached Policy*.

(e) Property & Facilities Committee

(i) To receive the minutes
31st January 2024 (to be approved by Committee)

(ii) **No Recommendations**

5. To receive the Mayor’s report – 30th December 2023 – 26th February 2024

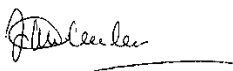
Date	Day	Event
17 January 2024	Wednesday	Opening of new McDonalds, Orchard Centre, Didcot
27 January 2024	Saturday	Didcot Rugby Club Burns Night, Boundary Park, Didcot

10 February 2024	Saturday	Rock Night, Didcot Civic Hall
15 February 2024	Thursday	Oxfordshire Gang Show, Radley College, Abingdon

Deputy Mayor – 30th December 2023 – 26th February 2024

Date	Day	Event
21 January 2024	Sunday	Oxfordshire Together for Humanity, Oxford Town Hall

6. **To elect the Mayor designate for the 2024 – 2025 civic year**
7. **To approve the revised meeting dates for 2024 – 2025 civic year – see attached dates.**
8. **To receive motions:**
Motion One – Provision of Period Products proposed by Cllr L Hislop
9. **To receive such communications as the Leader of the Council may wish to bring before the Council and to consider the recommendation of the leader on how such communications should be dealt with.**
10. **Didcot Garden Town Project and the report of the Council's Representative on the Didcot Garden Town Advisory Board – copies of slides to be circulated to members.**
11. **Questions to the Leader concerning the business of the Council in accordance with Standing Order 58.**



Mrs Janet Wheeler
Town Clerk and Responsible Finance Officer
27th February 2024

Didcot Town Council

Council Meeting

Monday 8th January 2024 at 7.30pm

Main Hall, Didcot Civic Hall



Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of the Council.

PRESENT

Councillors:

A Macdonald (Mayor)	J Loder
A Jones (Deputy Mayor)	G Roberts
J Broadbent	S Nohre
S Cole	D Rouane
D Guerra Aragao	G Ryall
N Hards	T Worgan
M Khan	Z Mohammed
C Jennings (Leader)	O Glover
A Hudson	H Macdonald
D Macdonald	L Hislop

Officers:

Janet Wheeler - Town Clerk
Lucy Blake - Deputy Town Clerk

One member of the public was present.

The Mayor asked all those present to observe a minute's silence in remembrance of Bernard Cooper (former Mayor of Didcot); Patrick Arran (SODC Monitoring Officer) and Ian MacFadyen (DTC Groundsman) who all sadly passed away in 2023.

It was proposed by Cllr A Macdonald, seconded by Cllr A Hudson, and **RESOLVED** to allow the member of public to speak before the start of the meeting. All members agreed.

The member of the public spoke regarding the following items:

- HIF1 scheme

The resident reminded members that the HIF1 enquiry was expected to start in February and that the previous administration supported this project but commented that the current administration had not sent any representation to any of the decision-making planning Committee meetings, especially when the County Council refused permission.

Some Councillors criticised the scheme at the Extra Ordinary Council meeting on 7th August 2023, but acknowledged it was needed. An improved scheme was requested. The resident explained that the enquiry process would give DTC the chance to become involved as a 'Rule 6' party, and join various other Parish Councils, including East Hendred, Burcott and Nunenham Courtenay PCs. He further asked that if DTC meant it when members stated the HIF1 was needed, why are Councillors not participating in the enquiry process.

- **Local Cycling and Walking Infrastructure (LCWIP)**

The resident informed the Council that the LCWIP scheme was signed off by the County Council last month and it would have a huge impact on the town. The main issue would be the closing of the Cow Lane Bridge to vehicular traffic. He went on to explain that the previous administration had been against closing the bridge, even during the Covid-19 pandemic and stated that he had not seen any documentation to state that DTC had commented on or discussed these plans. He asked the Council if they were in support of this.

The Mayor thanked the resident and invited questions from Councillors.

Cllr M Khan stated that DTC had previously been supportive of this project and held additional meetings to reinforce the decision to support the HIF1 project.

It was proposed by Cllr A Macdonald, seconded by Cllr C Jennings, and **RESOLVED** to re-instate Standing Orders. All members agreed.

63. To receive apologies

Apologies were received from Cllr K Morrison. All other members were present.

64. To receive declarations of interests

There were no declarations.

65. To approve and adopt the minutes of the Council Meeting held on 6th November 2023 to include questions on the minutes as to the progress of any item

It was proposed by Cllr A Macdonald, seconded by Cllr A Hudson, and **RESOLVED** to **APPROVE** and adopt the minutes of the Council Meeting held on 6th November 2023. All members agreed.

66. To receive the Committee minutes and decisions taken under delegated authority and to consider recommendations of Committees to Council in accordance with Standing Orders 98 to 112

(a) Planning and Development Committee

It was proposed by Cllr A Hudson, seconded by Cllr H Macdonald, and RESOLVED to receive the Minutes for the meetings held on 15th November 2023 and 6th December 2023 (to be approved at Committee). The vote was unanimous. There were no recommendations.

(b) Finance and General Purposes Committee

It was proposed by Cllr T Worgan, seconded by Cllr G Ryall, and RESOLVED to receive the Minutes of the meetings held on 20th November 2023 and 18th December 2023 (to be approved at Committee). The vote was unanimous. There were three recommendations:

(i) Recommendations to Council:

Minute 119 – To approve the budget for 2024 – 2025 financial year.

Cllr T Worgan thanked the members of the F&GP Committee for all their hard work on the budget which was approved unanimously. Cllr D Rouane thanked the Committee and the staff for their work. It was proposed by Cllr T Worgan and seconded by Cllr J Loder to approve the suggested budget for the 2024-2025 financial year.

Vote: **IN FAVOUR:** 12, **AGAINST:** 0, **ABSTENTIONS:** 8.

It was RESOLVED to APPROVE the budget for the 2024-2025 financial year.

Minute 120 – To approve the Precept request for £1,470,433 for the 2024 – 2025 financial year.

It was proposed by Cllr T Worgan and seconded by Cllr J Loder to approve this request.

Vote: **IN FAVOUR:** 12, **AGAINST:** 0, **ABSTENTIONS:** 8.

It was RESOLVED to APPROVE the Precept request of £1,470,433 for the 2024 – 2025 financial year.

Minute 123 – To approve a three-year deal with for Didcot Town Youth FC of £5,000 per annum for use of the pitches and welfare unit facilities at Edmonds Park.

It was proposed by Cllr T Worgan, seconded by Cllr G Roberts, and RESOLVED to APPROVE a three-year deal for £5,000 per annum with the Club, provided regular inspections were carried out on the facilities. The vote was unanimous.

(c) Environment & Climate Committee held on 13th November 2023.

It was proposed by Cllr A Hudson, seconded by Cllr L Hislop, and RESOLVED to receive the Minutes of the meetings held on 13th November 2023 (to be approved at Committee). The vote was unanimous. There were three recommendations:

(i) Recommendations to Council:

Minute 43 – To approve a three-year agreement with Hatwells Fun Fair to hire Edmonds Park and Ladygrove Park.

It was proposed by Cllr G Roberts, seconded by Cllr C Jennings, and RESOLVED to APPROVE a three-year agreement with Hatwells Fun Fair on the charges for their hire (£300 per trading day for Edmonds Park and £260 per trading day for Ladygrove Park), provided Hatwells did not increase their prices for visitors. The vote was unanimous.

Minute 44 – To approve a three-year deal with Didcot Casuals at £3,000 per annum.

It was proposed by Cllr G Roberts, seconded by Cllr C Jennings, and RESOLVED to APPROVE a three-year deal for £3,000 per annum with the Club. The vote was unanimous.

Minute 45 – To approve the annual charges for Council services and facilities for 2024 - 2025.

It was proposed by Cllr G Roberts, seconded by Cllr C Jennings, and RESOLVED to APPROVE the annual charges for 2024 – 2025. The vote was unanimous.

(d) Personnel and Administration Committee held on 4th December 2023.

It was proposed by Cllr C Jennings, seconded by Cllr H Macdonald, and RESOLVED to receive the Minutes for the meeting held on 4th December 2023 (to be approved at Committee). The vote was unanimous. There was one recommendation:

(i) Recommendations to Council

Minute 42 – To approve the Annual Leave and TOIL Policy.

It was proposed by Cllr C Jennings, seconded by Cllr G Ryall, and RESOLVED to APPROVE the policy. The vote was unanimous.

(e) Property & Facilities Committee held on 29th November 2023.

It was proposed by Cllr A Hudson, seconded by Cllr H Macdonald, and RESOLVED to receive the Minutes for the meeting held on 29th November 2023 (to be approved at Committee). The vote was unanimous. There were no recommendations.

67. To receive the Mayor's report – 6th November 2023 – 29th December 2023

The Council noted the Mayor's report and Deputy Mayor's report.

The Mayor reminded the Council of the Charity event to be held on 1st March 2024.

68. To approve the meeting dates for 2024 – 2025 civic year

A set of revised dates were presented to members at the meeting after conflicts in meeting dates were noticed with SODC.

It was proposed by Cllr T Worgan to consider the revised dates at the next meeting. The Town Clerk informed the Council that it would be sensible to approve the revised dates and use them as working framework. Amendments could be made at a later date.

It was proposed by Cllr T Worgan, seconded by Cllr J Broadbent, and RESOLVED to APPROVE the revised meeting dates for 2024 – 2025 civic year. The vote was unanimous.

69. To consider whether to appoint a consultant to overview the new building known as North Brook Community Centre

It was proposed by Cllr C Jennings, seconded by Cllr J Loder, and RESOLVED to refer the item back to the Finance and General Purposes Committee to gather more information. The vote was unanimous.

70. To receive communications as the Leader of the Council may wish to bring before the Council and to consider the recommendation of the leader on how such communications should be dealt with.

The Leader explained that he had been encouraging members to work together, cross party, which has resulted in a lot of work being completed. He noted the hard work on preparing the budget and also informed the Council that he is keen to implement KPI's (key performance indicators) to help manage the workload of the staff and to ensure, where possible, no staff member is working outside of their contracted hours.

71. Didcot Garden Town Project and the report of the Council's Representative on the Didcot Garden Town Advisory Board

Cllr C Jennings informed the Council that he had attended four meetings with various members of the group, regarding the Garden Town recently and was waiting on minutes from the most recent. He spoke on various initiatives including the health of children in Didcot and the identity of the town.

Cllr C Jennings explained that the word 'Garden' in the title, can be confusing to people and was investigating getting this removed (to read 'Didcot Town') but welcomed comments and views on this. Cllr N Hards asked if consideration had been taken regarding the definition of a 'garden town'. Cllr G Ryall questioned whether neighbouring Parishes would feel excluded should the word 'garden' be removed.

Cllr H Macdonald asked if Cllr C Jennings could update the Council on what the Garden Town had found out from the Sounding Boards. Cllr D Rouane explained that the sounding boards had met 18 months – two years ago and reports were available.

72. Questions to the Leader concerning the business of the Council in accordance with Standing Order 58.

Q. What arrangements is the Town Council going to make for the opening of the new pavilion? Do you know of any major delays? (Cllr A Hudson)

The Leader explained that there are no confirmed plans for opening at the current time, but the subject can be referred back for suggestions and as far as he is aware, there are no major delays.

Q. In light of the fact that some homes in Didcot flooded last Thursday, can the Leader make discreet investigations into this for an explanation? (Cllr N Hards)

Cllr C Jennings explained that this would be done. He also confirmed that DTC would be updating its Emergency Plan through the Committees.

Q. I recall correspondence from last summer in which it stated grass cutting was a contributing factor to the flooding at Bridge Close, as was the stream. Are you aware of OCC doing anything about this? (Cllr L Hislop)

Cllr C Jennings answered that he was not aware of anything but could look into it.

Q. Do you have a comment on removing vehicle access at Cow Lane? (Cllr J Broadbent)

Cllr C Jennings believes comments from the Council had been taken out of context and also confirmed that in his personal opinion and as a Ladygrove resident, it would be a negative action.

Q. Can the Leader confirm that as a direct result of a Councillor not taking up their seat in the local elections, the £13,000 cost of a Bi-election, in your opinion, was money well spent? (Cllr G Ryall)

The Leader stated that this was not money well spent.

It was **RESOLVED** to exclude the press and public from the meeting pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

73. To approve the incremental pay recommendations from minute 49 of the P&A Committee meeting held on 4th December 2023.

It was proposed by Cllr C Jennings, seconded by Cllr J Loder, and **RESOLVED** to approve the incremental pay recommendations from the P&A Committee. The vote was unanimous.

The meeting closed at 8.41pm.

Signed:

(Mayor)

Date:

DRAFT

Didcot Town Council

Extraordinary Council Meeting

Monday 19th February 2024 at 7.30pm

Main Hall, Didcot Civic Hall



Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of the Council.

PRESENT

Councillors:

A Jones (Deputy Mayor)	C Jennings (Leader)
J Broadbent	J Loder
S Cole	H Macdonald
D Guerra Aragao	K Morrison (Deputy Leader)
N Hards	G Roberts
L Hislop	D Rouane
A Hudson	T Worgan
M Khan	S Nohre
	Z Mohammed

Officer: Janet Wheeler - Town Clerk

No members of the public were present.

The Deputy Mayor, Cllr A Jones, chaired the meeting.

74. To receive apologies

Apologies were received from Cllr Axel Macdonald; Cllr D Macdonald; Cllr G Ryall and Cllr O Glover.

75. To receive declarations of interests

There were no declarations of interest.

76. It was **RESOLVED** to exclude the press and public from the meeting pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

77. To consider a commitment to taking over the maintenance and management of the whole Ladygrove East development site.

Cllr D Rouane opened the debate by stating that this project has been in discussion and development for four to five years. The reason for this meeting was to give direction to the Town Clerk for future meetings with both the planning authority (SODC) and the developer, Bloor Homes.

For clarification, the proposal would be to take over the freehold ownership of the whole site – not just the main parkland and community facilities. The commitment on the Town Council would be to organise maintenance and management of the site. The alternative to Town Council ownership would be that the developer would contract a Management Company to manage the whole area.

Cllr D Rouane proposed to direct the Town Clerk to continue the discussions. This was seconded by Cllr C Jennings.

The project was debated and questions raised. A statement was agreed to be made from this meeting:

LADYGROVE EAST DEVELOPMENT SITE

Didcot Town Council indicate in principal that they would accept or potentially accept the transfer for management and maintenance of ALL elements of the Open Space to be provided on site.

The vote was held: IN FAVOUR: 16; AGAINST: 0; ABSTENTION: 1.

Notes on this discussion can be found in the confidential document - appendix one.

The meeting closed at 8.00pm.

Signed:

(Mayor)

Date:

Didcot Town Council

Minutes of the

Planning and Development Committee Wednesday 3rd January 2024 at 7:30pm All Saints Room, Civic Hall, Didcot



PRESENT

Councillors:

Cllr D Rouane (Chair)
Cllr H Macdonald (Vice Chair)
Cllr S Cole
Cllr S Nohre
Cllr L Hislop
Cllr A Hudson
Cllr N Hards

Cllr A Jones attended as a member of the public.
Two other members of the public were present.

Officers:

A Guzinski (Planning and Estate Officer [minutes])

171. To receive apologies

No apologies were received.

172. To receive declarations of interest

Members should declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's Code of Conduct

No declarations of interest were made.

173. To approve the draft minutes of the meeting held on 6th December 2023 (attached)

It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and **RESOLVED** to approve the minutes as a true and accurate record of the meeting, and note them as such.

All members agreed.

174. Questions on the minutes as to the progress of any item

Cllr D Rouane raised a question regarding item 160 on the previous minutes (item 5c) - late correspondence) about the progress of the draft letter regarding the pharmacy provisions in Didcot. The Committee was under the impression that it was resolved to draft and send a letter of support for provision of additional pharmacies in Didcot.

The Planning and Estate Officer stated that the original request for the letter of support came from a resident, who had also applied for planning permission for the opening of an online pharmacy. The decision made by the Town Clerk, with support from the Deputy Town Clerk, was to NOT send a letter of support to the resident to avoid favouritism, and the lack of objection to the planning application should be seen as an act of support. The Town Clerk also objected to delegating the drafting of any letter of support regarding pharmacies to any member of staff, due to time constraints, and the fact that Town Council staff are not secretaries. The Town Clerk also communicated via email, stating that any Councillor is within their rights to draft and send any letter of support they wish, as long as it clearly indicates that this was their personal view. Letters can be sent on behalf of a Committee if the Committee agreed to it.

Cllr D Rouane stated that the draft letter should be a generic letter of support for pharmacy provisions, and would not be sent to the individual member, as stated in previous minutes. Cllr D Rouane also stated that the Town Council has a Power of General Competence, which allows the Council to raise issues with matters which fall outside of the usual Council activities and responsibilities.

Cllr N Hards agreed that a letter of support is needed, and that the previous resolution was appropriate.

Cllr H Macdonald stated that the letter would support a cause, and not an individual location.

Cllr D Rouane summarised that the letter would be supporting a cause and would omit a mention of the individual location, and it would only highlight the lack of provision. The Committee also felt that it was within their competence to request such letter.

Cllr D Rouane stated that he was happy to draft the letter should there be any time constraints on the staff.

Cllr H Macdonald stated that if such letter is not drafted, the issue will be deferred to the Full Council.

All members agreed.

175. To note as listed: correspondence received regarding planning matters

The Committee noted the correspondence received as listed.

Item	Date received	Received from	Sent to Members	Details
5a)	04/12/2023 DEFERRED	Cllr L Hislop	04/12/2023	To discuss a resident's concern regarding inappropriate parking around the Great Western Park development.

The Committee **AGREED** that this item should be deferred to the next appropriate Traffic Advisory Group meeting for their consideration.

176. Applications for certificates of Lawful Development and Information only

The Committee noted that no applications for Lawful Development were received.

177. To consider as listed: Planning Applications

7a)	Application	P23/V/2693/FUL	Zulu Farmhouse Didcot Road Harwell Didcot OX11 6DN
	Proposal	Construction of a single-storey rear extension and a front porch and change of use from 5-bedroom house (Use Class C3) to a 10-bedroom HMO (Sui Generis)	
	Response date	5 th January 2024 (extended from 22 nd December 2023)	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit no objections with the following comment : Didcot Town Council's Planning and Development Committee would like to see an inclusion of lighting on the entrance to the site, as the current access is not sufficiently lit up. The Committee would also like to question if the existing trees would be disturbed. (Ref: 256558) 6 members agreed, 1 member abstained	
7b)	Application	P22/V/0604/RM	Phase 1a Valley Park Land to the West of Great Western Park

	Amendment	No. 3 - dated 4th December 2023	
	Proposal	Reserved matters application for access, appearance, landscaping, layout and scale following consent granted under reference P14/V2873/O relating solely to Phase 1a of the overall allocation regarding infrastructure elements to enable works for Phase 1 and 2. An EIA was submitted as part of the approved outline permission (as amended 28 April 2023, 17 August 2023 and 4 December 2023).	
	DTC's previous response	Didcot Town Council's Planning and Development Committee would like to suggest that the silver birch trees be located away from residential areas, as they produce a large quantity of pollen, which could cause allergic reactions. The Committee also noted the non-native flowers in the Northern Hamlet LEAP planting arrangement. The Committee would also like to query if the entirety of the development is located in flood zone 1. The Committee also had some concerns regarding access and congestions during the construction, regarding the works on the two roundabouts, and would like to point out that extra care should be taken to allow adequate access to the A34. The Committee would also like to ask about the access onto the site at the junction with the A4130. The Committee would like to know if the access will include a set of traffic lights	
	Response date	5 th of January 2024 (extended from 2 nd January 2024)	
	Agreed response	<p>It was proposed by Cllr D Rouane, seconded by Cllr N Hards, and RESOLVED to submit no objections with the following comment:</p> <p>Didcot Town Council's Planning and Development Committee would like to question the removal of 3 trees (T170, T171, and T172), as the Committee believes that these trees are healthy enough, and there is no immediate danger from the trees.</p> <p>The Committee would also like to raise a concern regarding the sewage system and would like to enquire if Thames Water would be able to accommodate for the site prior to the opening of the site. (Ref: 256559) All members agreed.</p>	
7c)	Application	P23/S3790/HH	4A Bridge Close Didcot OX11 8DU
	Proposal	Single storey rear extension.	
	Response date	10 th January 2024	
	Agreed response	<p>It was proposed by Cllr N Hards, seconded by Cllr S Cole, and RESOLVED to submit no objections with the following comment:</p> <p>Didcot Town Council's Planning and Development Committee would like to highlight an inaccuracy in the Sustainability Appraisal, as the Committee is aware that the site has been subject to flooding in recent months. The Committee would like to see an inclusion of a planning condition which states that the applicant must locate the culverted stream and avoid impeding the stream in any way. Ref: 256560)</p>	

		All members agreed.	
7d)	Application	P23/S4151/FUL	Hadden Hill Retail Park Didcot OX11 9DA
	Proposal	Full planning application for the erection of a flexible commercial unit (Use Classes E(a) and/or E(b) and/or hot-food takeaway (Sui Generis)), hard and soft landscaping and associated works.	
	Response date	16 th January 2024	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. All members agreed. (Ref: 256561)	
7e)	Application	P23/S4155/FUL	Hadden Hill Retail Park Didcot OX11 9DA
	Proposal	Full planning application for the erection of a drive-thru unit (restaurant and/or coffee shop), hard and soft landscaping and associated works.	
	Response date	16 th January 2024	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr L Hislop, and RESOLVED to submit no objections to this application. All members agreed. (Ref: 256562)	

178. To note as listed: Planning Appeals.

The Committee noted that no applications were appealed.

179. To note as listed: Planning Applications approved.

The Committee noted the approved applications as listed:

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address
No objections	P23/S3738/HH	First floor rear extension. 16 North Bush Furlong Didcot OX11 9DY
No objections	P23/S3543/HH	Proposed greenhouse in garden. 69 Loyd Road Didcot OX11 8JP
No objections	P23/S2415/S73	Variation of conditions 2(Approved plans) and 8(Surface water drainage works) on application P22/S4337/FUL (New dwelling joined to No. 2 Sherwood Road and extension to No.

		2 Sherwood Road) – to change from brickwork to render to the existing and proposed houses and change to compliance with drainage design. (as amended by drainage scheme rev A received on 13 September 2023 and as amplified by the Arboricultural Method Statement received 21 November 2023.) 2 Sherwood Road Didcot OX11 0BU
No objections	P23/S3666/HH	Ground floor rear extension with timber cladding and gable roof, first floor extension with hipped roof. 28 Prestwick Burn Didcot OX11 7UZ
No objections	P23/S3580/HH	Single storey front extension. 9 Windsor Close Didcot OX11 8TT
The Committee would like to see the inclusion of the unit number on the displayed signage.	P23/S3699/A	Replace a projecting signage with new 600mm. Replace a lozenge logo with new blue fascia and 490mm logo height. Replace an ATM surround and decals with new. Replace a statutory signage with new. Replace safety manifestation with new. Install a new window message “ A good way to bank.”. Allow to refresh decorations to shopfront, full scope to be confirmed following survey. 9 Orchard Street Didcot OX11 7LG
No objections	P23/S3903/HH	Proposed replacement solid roof and glazing to existing rear conservatory. 8 St Annes Court Didcot OX11 9UT

180. To note as listed: Planning Applications refused

The Committee noted that no applications were refused.

181. To note as listed: Planning Applications withdrawn

The Committee noted that no applications were withdrawn.

182. To note as listed: Planning Applications referred

The Committee noted that no applications were referred.

Cllr N Hards left the meeting at 20:10
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183. To present and discuss the findings and proposals created by the Neighbourhood Plan group.

Cllr D Rouane explained that due to scheduling issues and illnesses, the item would be deferred to the next Planning and Development Committee meeting, scheduled for the 24th of January 2024.

The meeting closed at 20:14

Signed: _____

Date: _____

Didcot Town Council

Minutes of the

Planning and Development Committee Wednesday 24th January 2024 at 7:30pm All Saints Room, Civic Hall, Didcot



PRESENT

Councillors:

Cllr D Rouane (Chair)
Cllr H Macdonald (Vice Chair)
Cllr S Nohre
Cllr L Hislop
Cllr A Hudson
Cllr N Hards
Cllr A Jones

Officers:

A Guzinski (Planning and Estate Officer [minutes])

184. To receive apologies

Apologies were received from Cllr S Cole.

Cllr A Jones substituted for Cllr S Cole.

No other apologies were received.

185. To receive declarations of interest

Members should declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's Code of Conduct

Cllr D Rouane declared an interest on agenda item 7d) – planning application P23/S4335/HH and would be excluded from the discussion.

No other declarations were made.

186. To approve the draft minutes of the meeting held on 3rd January 2024 (attached)

It was proposed by Cllr A Hudson, seconded by Cllr A Jones, and **RESOLVED** to approve the minutes as a true and accurate record of the meeting, and note them as such.

All members agreed.

187. Questions on the minutes as to the progress of any item

Cllr D Rouane explained that a letter regarding the need of pharmacy provisions had not been drafted as of the time of the meeting, due to other commitments and time constraints. A letter would be drafted and circulated to the Committee members within the next few days.

188. To note as listed: correspondence received regarding planning matters

The Committee noted the correspondence as listed:

Item	Date received	Received from	Sent to Members	Details
5a	15/01/24	SODC	15/01/24	To inform DTC that the pavement application PAV/22477/23 - Django's Smokehouse has been approved.

The Committee also noted two items of late correspondence.

The first item was correspondence regarding planning application P23/S3790/HH - 4A Bridge Close, Didcot. The Committee noted the correspondence and agreed to locate the culverted stream and provide a copy of the plan to the case officer.

The second item was correspondence regarding a consultation for the Joint Local Plan for the district councils. The Committee noted the correspondence and agreed to include the consultation on the next agenda.

189. Applications for certificates of Lawful Development and Information only

The Committee noted the below listed applications for certificates of lawful development.

6a)	Application	P24/S0086/LDP	20 The Croft Didcot OX11 8HR
	Proposal	The purpose of this application is to station a mobile home within the residential curtilage.	

190. To consider as listed: Planning Applications

7a)	Application	P23/S4338/A	KFC Unit 5A Orchard Centre Didcot OX11 7LJ
	Proposal	New Fascia with internally illuminated KFC letters, internally illuminated Box sign and projecting sign	
	Response date	26 th January 2024 (extended from 23 rd January 2024)	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr S Nohre, and RESOLVED to submit no objections to this application. (Ref: 258197) Six members agreed, one member abstained.	
7b)	Application	P23/S4358/FUL	58 Park Road Didcot OX11 8QP
	Proposal	Two dwellinghouses on land to rear of 58 Park Road	
	Response date	26 th January 2024 (extended from 23 rd January 2024)	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit no objections with the following comments : Didcot Town Council's Planning and Development Committee would like to point out that the total private amenity area is inaccurate, as there is a shared access drive for both properties. The private amenity area is lower, and the Committee believes that there is not enough private amenity space at the rear of the properties. (Ref: 258198) All members agreed.	
7c)	Application	P23/S4290/HH	143 Broadway Didcot Oxon OX11 8SB
	Proposal	Outbuildings - retrospective	
	Response date	26 th January 2024 (extended from 24 th January 2024)	
	Agreed response	It was proposed by Cllr L Hislop, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. (Ref: 258199) Six members agreed, one member abstained.	
7e)	Application	P24/S0088/D	20 The Croft Didcot OX11 8HR
	Proposal	Demolition of outbuilding/garage	
	Response date	31 st January 2024	
	Agreed response	<i>The Committee noted that the application had been approved prior to the comments being submitted, as it was a permissible development.</i>	

7f)	Application	P24/S0008/HH	27 Church Street Didcot OX11 8DQ
	Proposal	Infill rear ground floor extension, loft conversion and front porch.	
	Response date	1 st February 2024	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr H Macdonald, and RESOLVED to submit no objections to this application. (Ref: 258201) All members agreed.	
7g)	Application	P24/S0102/HH	20 The Croft Didcot OX11 8HR
	Amendment	No. 1 - dated 15th January 2024	
	Proposal	Erection of a timber pre-fabricated single storey granny annexe for ancillary use to the main dwelling (as amended by drwgnos 2175.11.23D.01 Rev 4, 2175.11.23D.02 Rev 4, 2175.11.23D.03 Rev 4 and 2175.11.23D.04 Rev 4 received on 15 January 2024) .	
	DTC's previous response	N/A	
	Response date	5 th February 2024	
	Agreed response	It was proposed by Cllr H Macdonald, seconded by Cllr A Hudson, and RESOLVED to submit no objections with the following comments : Didcot Town Council's Planning and Development Committee would like to see an inclusion of a planning condition, which states that the proposed annexe remains ancillary. (Ref: 258202) All members agreed.	
7h)	Application	P24/S0058/HH	21 Ingrebourne Way Didcot OX11 7UP
	Proposal	First floor side/roof extension above existing garage with alterations to roof. Single storey extension of front porch with oak frame and upright, and to the front of existing integral garage with lean to roof. Conversion of existing integral garage. Extension to the rear of the existing dining room and garage with velux windows. Erection of a timber framed double garage to the front of the property with gable roof.	
	Response date	5 th February 2024	
	Agreed response	It was proposed by Cllr A Jones, seconded by Cllr N Hards, and RESOLVED to submit no objections to this application. (Ref: 258203) All members agreed.	
7i)	Application	P24/S0166/FUL	72 Abbott Road Didcot OX11 8HY
	Proposal	Demolition of garages/conservatory. Extension and renovation of existing dwelling and erection of a new dwelling	
	Response date	6 th February 2024	

	Agreed response	It was proposed by Cllr A Hudson, seconded by Cllr L Hislop, and RESOLVED to submit no objections to this application. (Ref: 258204) All members agreed.	
Cllr D Rouane moved item 7d) out of order and left the discussion at 20:02. Cllr H Macdonald took over the Chair.			
7d)	Application	P23/S4335/HH	10 Brent Avenue Didcot OX11 7UD
	Proposal	Adaptation of home to accommodate wheelchair access by enclosing an existing porch to create space to turn from the corridor into the bedroom. Proposed ramp at the front and rear of the property. Internal alterations to provide a ground floor wet room and to widen internal doorways.	
	Response date	30 th January 2024	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Jones, and RESOLVED to submit no objections to this application. (Ref: 258200) All members agreed.	
Cllr D Rouane rejoined the discussion and resumed the Chair at 20:03			
7j)	Application	P19/S0720/O	Land at Ladygrove East Didcot
	Amendment	No. 9 - dated 15th January 2024	
	Proposal	Outline planning application for a residential development comprising up to 750 dwellings (with up to 40% affordable housing provision), public open space comprising green infrastructure, community use, allotments and play areas, pedestrian and cycle links, landscaping and associated supporting infrastructure. Means of access to be determined via Hadden Hill (A4130). Access to NPR3 reserved for later consideration along with all other matters. (As revised by information received 22 January 2021 and updated Parameter Plan and Biodiversity Calculations received 5 May 2021 and as amended by plan received 15 January 2024).	
	DTC's previous response	9 th February 2021 - No objections	
	Response date	30 th January 2024	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr H Macdonald, and RESOLVED to submit no objections with the following comments : Didcot Town Council's Planning and Development Committee would like the bus stops to be recessed in a lay-by, rather than being on the road, to reduce the impact on traffic. The Committee would also like to point out that in the current proposal, the bus shelters would be impeding on the pedestrian pathway, the tactile paving on the pedestrian crossing points would impede the cycle path, and the proposed cycle storage would impede on both paths.	

		<p>The Committee would also like to question the spacing between the zig-zag lines for the pedestrian crossing and the bus stop. (Ref: 258206) All members agreed.</p>	
7k)	Application	P22/S0491/O	Land at Station Road, Lydalls Road & Haydon Road Didcot OX11 7JR
	Amendment	No. 4 - dated 15th January 2024	
	Proposal	<p>Outline planning application (with all matters reserved except for access) for the demolition of existing structures and redevelopment for up to 144 dwellings, hard and soft landscaping, parking, and all associated engineering works. (as amended & amplified by documents received 12 December 2022, 16 May 2023 and 22 August 2023 and 15 January 2024).</p>	
	DTC's previous response	<p>Didcot Town Council's Planning and Development Committee would like to maintain their previous objection, with extra emphasis placed on the inadequate parking provisions, the inadequate drainage arrangements, lack of cycle storage infrastructure, and the excessive height of the flats.</p> <p>Didcot Town Council's Planning and Development Committee would like to object to application P22/S0491/O for the following reasons:</p> <ul style="list-style-type: none"> • South Oxfordshire Local Plan The Committee noted that the development is contrary to STRAT 5 of the South Oxfordshire Local Plan as it does not fulfil "the need to minimise detrimental impacts on the amenity of future and/or adjoining occupiers." The amenity impacts include loss of sunlight and the downdraught effect on the wind caused by the height of the buildings. • Impact on the surrounding area The proposed development on the west of the site seems overbearing and unneighbourly. The design references to railway architecture are appropriate for a site near the station. However, the railway workers' housing on Station Road is more suitable as a reference than a Grade II listed engine shed, however historically significant. Block one's (north site) 7 storey height has also been noted as unnecessarily tall. Blocks six and seven on the east of the site are also not in keeping with the size, shape, and form of the new and existing dwellings. The Committee noted the change of height on small portion of each block, but have felt that this reduction is inadequate, and the overall height is still unnecessary. • Access The Committee were extremely concerned regarding the access to the site, especially from Lydalls Road. Lydalls Road is currently a one-way street which houses a Nursery School, and the road is already extremely busy during pick up and drop off times. Members are concerned for the safety of the children during these times, especially as the pavements are inadequate. This is also in contrary to section 2v of STRAT 5 (see above). 	

		<ul style="list-style-type: none"> • Insufficient Parking The Committee noted that there is insufficient parking proposed for the development. Only a small percentage of residents will be able to park in allocated bays, which will mean an increase of vehicles battling for the small amount of on street parking in the immediate area. Didcot Town Council already receive numerous complaints regarding parking issues in the immediate vicinity on a regular basis. The proposed development will exacerbate this and will be in contrary to section 2v of STRAT 5, as it will have a "...detrimental impact[s] on the amenity of future and/or adjoining occupiers." Despite statements in the application there is no evidence that the measures proposed will prevent indiscriminate parking. If the development is approved, we would like to see a condition imposed to restrict car ownership. The Committee noted that resident parking plans have been introduced in the area of Haydon Road and Lydalls Road, which exclude residents on the new development. The Committee would like to see a long-term plan on what measures will be used to restrict car ownership and prevent indiscriminate parking. • Cycle storage The Committee noted the lack of proposed cycle storage area within the development, which could be detrimental to the idea of a high-density, low-car development. The Committee would like to see inclusion of cycle storage on site to allow for the residents to safely store their bikes and encourage the use of bicycles to commute within the town. • Drainage and water supply The Committee noted that the area around Lydalls Road and Station Road is regularly liable to floods, as the drainage in the area is inadequate. The drainage looks to be leading towards the Ladygrove estate, which is already liable to flooding. More information regarding drainage would be beneficial to show what steps will be taken to resolve the drainage issues. The Committee also noted the comments made by Thames Water regarding the potable water, which currently would be available for only 51 dwellings out of the proposed 144. The Committee would like to know how the capacity will be increased for the remainder of the dwellings, and what impact it will have on the adjacent area.
	Response date	31 st January 2024
	Agreed response	<p>It was proposed by Cllr H Macdonald, seconded by Cllr N Hards, and RESOLVED to object to this application with the following comments:</p> <p>Didcot Town Council's Planning and Development Committee would like to maintain their previous objections, with further emphasis on the following points:</p>

		<p>• Access The Committee believes that the road safety audit was carried out at an inappropriate time of day and does not indicate the full volume of traffic during rush hours. The audit has produced 4 issues, all of which are major, and could lead to a fatality. The Committee believes that those issues would be further emphasised, should the audit be carried out during a busier period. The Committee noted several resident's objections pointing out the same issue. There is also inadequate signage on the one-way system on Lydalls Road.</p> <p>• Drainage and water supply: The Committee would like to place further emphasis on this, due to the recent flooding in the area.</p> <p>The Committee would also like to point out that this development would have a severe impact on the primary care facilities, which are already struggling to cope with the growing population of Didcot.</p> <p>(Ref: 258209) All members agreed.</p>
7I)	Application	P24/S0020/HH 40 Usk Way Didcot OX11 7SQ
	Proposal	Construct new conservatory and convert existing garage into living area and utility room.
	Response date	8 th February 2024
	Agreed response	It was proposed by Cllr A Hudson, seconded by Cllr A Jones, and RESOLVED to submit no objections to this application. (Ref: 258205) All members agreed.

191. To consider as listed: Pavement Applications

8a)	Application	PAV/22477/23 Django's Smokehouse, 126 Broadway, Didcot OX11 8AB
	Response date	11 th January 2024
	Agreed response	<p style="text-align: center;">CONSULTED VIA EMAIL</p> <p>It was proposed by Cllr H Macdonald, seconded by Cllr N Hards, and RESOLVED to object to this application with the following comments:</p> <p>The Committee noted that the pavement outside of Djangos is already narrow, and an addition of the seating will not leave enough space for pedestrians, especially due to the proximity of a pedestrian crossing. The Committee also noted that the drawing provided does not accurately represent the current layout of the pavement and the</p>

		<p>building itself, as the door is recessed into a “porch”, with the seating areas protruding onto the pathway (please see the attached screenshot). The Committee would also like to point out that a nearby building is being redeveloped into 12 residential flats, which will generate additional pedestrian traffic.</p> <p>4 members voted for, 1 against, 2 abstained.</p>
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192. To note as listed: Planning Appeals.

The Committee noted that no planning appeals were received.

193. To note as listed: Planning Applications approved.

The Committee noted the approved applications as listed:

Didcot Town Council’s recommendation	Planning Application Number	Proposal and Address
No objections.	P23/S3713/HH	<p>Render to the existing bungalow and approved (P23/S1033/HH) proposed extension (material change). Retain existing power supply pole location (previously proposed to be relocated as part of P23/S1033/HH).</p> <p>40 Manor Road Didcot OX11 7JY</p>
No objections.	P23/S1398/FUL	<p>Redevelopment for retirement living accommodation for older people (sixty years of age and/or partner over fifty-five years of age) comprising 33 retirement apartments including communal facilities, access, car parking and landscaping (additional drainage information received 27 June 2023, amended plans and additional drainage, contamination, and highways information received 28 July 2023).</p> <p>Former Site Of Georgetown Filling Station Broadway Didcot OX11 8SD</p>

No objections.	P23/S3987/FUL	Change of use from domestic garage to internet-based pharmacy (sui-generis). 70 Sir Frank Williams Avenue Didcot OX11 6DR
No objections.	P23/S4072/HH	Front single storey 'lean-to' extension to increase size of lounge. 50 Freeman Road Didcot OX11 7DD

194. To note as listed: Planning Applications refused

The Committee noted that no applications were refused.

195. To note as listed: Planning Applications withdrawn

The Committee noted that no applications were withdrawn.

196. To note as listed: Planning Applications referred

The Committee noted that no applications were referred.

197. To present and discuss the findings and proposals created by the Neighbourhood Plan group.

The Neighbourhood Plan group stated that there have been further delays and deferred the report to the next Planning and Development Committee meeting on the 14th of February 2024.

198. To review the planning scope and limits to planning applications, and the relation to traffic management/pedestrian safety (Cllr H Macdonald)

Cllr H Macdonald enquired about the current powers that the Didcot Town Council had over planning matters, as well as traffic management and pedestrian safety.

Cllr D Rouane explained that Didcot Town Council is an advisory consultee to the District Council and the Oxfordshire County Council. While the District Council and County Council possess the technical expertise, the Town Council is expected to advise on applications based on local knowledge. Teams such as the Traffic Management are also advisory consultees to the local planning authority.

Cllr D Rouane explained the process of a planning application being considered at the planning authority, and the hierarchy of planning authorities.

The meeting closed at 21:00

Signed _____

Date _____

Didcot Town Council

Minutes of the

Planning and Development Committee

Wednesday 14th February 2024 at 7:30pm
All Saints Room, Civic Hall, Didcot



PRESENT

Councillors:

Cllr D Rouane (Chair)
Cllr H Macdonald (Vice Chair)
Cllr S Cole
Cllr S Nohre
Cllr L Hislop
Cllr A Hudson
Cllr N Hards

Officers:

A Guzinski (Planning and Estate Officer [minutes])

Cllr A Jones attended as a member of the public.
One other member of the public was present.

199. To receive apologies

No apologies were received.

200. To receive declarations of interest

Members should declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's Code of Conduct

No declarations were made.

201. To approve the draft minutes of the meeting held on 24th January 2024 (attached)

It was proposed by Cllr A Hudson, seconded by Cllr S Nohre, and **RESOLVED** to approve the minutes as a true and accurate record of the meeting, and note them as such.

All members agreed.

202. Questions on the minutes as to the progress of any item

Cllr D Rouane explained that a letter regarding the need of pharmacy provisions had not been sent as of the time of the meeting, however this would be done the following day.

There were no other questions on the minutes.

203. To note as listed: correspondence received regarding planning matters

The Committee noted the correspondence as listed:

Item	Date received	Received from	Sent to Members	Details
5a	02/02/2024	SODC/VOWH	05/02/2024	To inform DTC about the Joint Local Plan 2041 consultation (listed as a separate agenda item).
5b)	30/01/2024	OCC	30/01/2024	To notify DTC about the public inquiry regarding the HIF1 Scheme.

204. To discuss and agree on 6 additional street names for development of 86 new homes by Tilia Homes, Ladygrove North

Cllr N Hards proposed that the 6 names be selected from the group of Castle class locomotives which have changed their names during World War 2:

Spitfire, Hurricane, Blenheim, Hampden, Wellington, Gladiator, Beaufort, Defiant, Hudson, and Swordfish.

Cllr D Rouane suggested that *Blenheim* and *Beaufort* be removed as they are already used on another estate. Cllr N Hards also stated that he would be reluctant to use *Spitfire*.

The selected names were *Hurricane, Hampden, Wellington, Gladiator, Defiant* and *Swordfish*.

All members agreed.

205. Applications for certificates of Lawful Development and Information only

The Committee noted the below listed applications for certificates of lawful development.

7a)	Application	P24/S0290/LDP	8 Dart Drive Didcot OX11 7XX
	Proposal	Conversion of roof space to create a bedroom and en-suite.	
7b)	Application	P24/S0291/LDP	43 Ottery Way Didcot OX11 7UG
	Proposal	Conversion of roof space to create a bedroom and en-suite.	

206. To consider as listed: Planning Applications

8a)	Application	P24/S0245/HH	131 Blackthorn Road Didcot OX11 6EP
	Proposal	Construction of two-storey extension to eastern side of property and internal remodelling of existing house.	
	Response date	19 th February 2024	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit no objections with the following comments : Didcot Town Council's Planning and Development Committee has no objections to the application; however, they would like to note that the applicant is not a resident, and rather a housing association. (Ref: 259268) All members agreed.	
8b)	Application	P24/S0222/HH	6 Hazel Gardens Didcot OX11 6DF
	Proposal	Two storey rear extension to detached house. Replacement wider garden gate at rear and new internal garden wall.	
	Response date	19 th February 2024	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr S Cole, and RESOLVED to submit no objections to this application. (Ref: 259267) All members agreed.	
8c)	Application	P24/S0364/FUL	206 Broadway Didcot OX11 8RN
	Proposal	Proposed conversion of building into a duplex apartment.	
	Response date	22 nd February 2024	
	Agreed response	It was proposed by Cllr A Hudson, seconded by Cllr L Hislop, and RESOLVED to submit no objections to this application. (Ref: 259269) All members agreed.	

8d)	Application	P24/S0424/HH	32 Reed Street Didcot OX11 6FL
	Proposal	Installation of a new air source heat pump to the rear of the garage within the back garden.	
	Response date	28 th February 2024	
	Agreed response	It was proposed by Cllr L Hislop, seconded by Cllr S Cole, and RESOLVED to submit no objections to this application. (Ref: 259270) All members agreed.	

207. To consider as listed: License Applications

Application	STTRAD/24078/24	Application received by email only.
Details	Variation of the existing consent for the above from trading Monday - Friday to Monday - Sunday.	
Response date	29 th February 2024	
Agreed response	It was proposed by Cllr A Hudson, seconded by Cllr H Macdonald, and RESOLVED to submit no objections to this application. All members agreed.	

208. To note as listed: Planning Appeals.

The Committee noted that no planning appeals were received.

209. To note as listed: Planning Applications approved.

The Committee noted the approved applications as listed:

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address
Didcot Town Council's Planning and Development Committee would like to highlight an inaccuracy in the Sustainability Appraisal, as the Committee is aware that the site has been subject to flooding in recent months.	P23/S3790/HH	Single storey rear extension. (As amended by plan received 31 January 2024.) 4A Bridge Close Didcot OX11 8DU

<p>The Committee would like to see an inclusion of a planning condition which states that the applicant must locate the culverted stream and avoid impeding the stream in any way.</p>		
<p>Didcot Town Council's Planning and Development Committee has no objections to this application; however, the Committee has a few concerns regarding the size of the bedrooms, the loss of a car parking space by the occupier of 68 Newlands Avenue, meaning that any vehicles would need to park on the road. The new dwelling would also utilise County Council land as the new driveway and entrance to the household.</p>	<p>P23/S4014/FUL</p>	<p>New dwellinghouse. Land between 68 Newlands Road & 1 Oatland Road Didcot</p>
<p>Didcot Town Council's Planning and Development Committee would like to point out that the total private amenity area is inaccurate, as there is a shared access drive for both properties. The private amenity area is lower, and the Committee believes that there is not enough private amenity space at the rear of the properties.</p>	<p>P23/S4358/FUL</p>	<p>Two dwelling houses on land to rear of 58 Park Road. (As corrected by revised Design and Access Statement received 24 January 2024). 58 Park Road Didcot OX11 8QP</p>

210. To note as listed: Planning Applications refused

The Committee noted the refused applications as listed:

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address
No objections	P23/S4290/HH	Outbuildings - retrospective. 143 Broadway Didcot OX11 8SB

211. To note as listed: Planning Applications withdrawn

The Committee noted that no applications were withdrawn.

212. To note as listed: Planning Applications referred

The Committee noted that no applications were referred.

213. To discuss and comment on the Joint Local Plan 2041 proposals

Cllr D Rouane opened the discussion by suggesting that Committee members also make their personal submissions outside of the meeting.

The Committee paged through the proposals and commented only on matters which related to the Didcot Parish, including areas in close proximity which could affect the Didcot Parish.

CHAPTER 4 - Climate change and improving environmental quality.

Cllr N Hards spoke regarding policy **CE5** – Renewable energy, stating that the current policy is too timid, and solar panels should be considered for ALL buildings, and the wording of the policy should be amended.

It was proposed by Cllr N Hards, seconded by Cllr S Cole, and **RESOLVED** to accept the comments made.

All members agreed.

Cllr N Hards also spoke about policy **CE8** - Water quality and wastewater infrastructure and stated that he fully supported the policy which states "*where wastewater infrastructure capacity constraints are identified, development is not occupied until the necessary infrastructure upgrades have been completed*", and reiterated that adequate infrastructure needs to be provided prior to occupancy commencing within the site.

CHAPTER 5 - Spatial strategy and settlements.

It was proposed by Cllr D Rouane, seconded by Cllr H Macdonald, and **RESOLVED** to **support** option A of policy **SP3** - The strategy for Didcot Garden Town.
All members agreed.

CHAPTER 8 - Site allocations and Garden Villages.

Cllr N Hards spoke about policy **AS6** - Rich's Sidings and Broadway, Didcot, and stated that he supports the reduction of the number of dwellings.
Cllr S Nohre also suggested that the policy should be amended to better preserve the retail units on Lower Broadway.

It was proposed by Cllr N Hards, seconded by Cllr H Macdonald, and **RESOLVED** to **support** the policy, and add a **comment** regarding the preservation of retail units.
All members agreed.

Cllr N Hards spoke about policy **AS7** - Didcot Gateway, Didcot, stating that the approximation of 200 homes is excessive for the location, given the previous objections by the residents and the Committee.

It was proposed by Cllr N Hards, seconded by Cllr S Nohre, and **RESOLVED** to **object** to policy AS7.
All members agreed.

Cllr N Hards spoke about policy **AS9** - North West of Valley Park, Didcot, and stated that he supported the statement regarding the concept plan being necessary as a first step, and that it should be a binding document, however there were a few comments regarding the policy.

Point 2 B (Education and SEND provisions) – Cllr D Rouane strongly supported this part of the policy and wished for the Committee to place emphasis on the necessity of SEND provisions in the area.

Point 2 C(i) (Active Travel) is “over optimistic”, as there were concerns about the distance from amenities being too large for walking.

Point 2 C (vii) (contributions towards bus services) is a necessity and must be provided.

Point 2 F (provision of a neighbourhood centre) – Cllr N Hards stated that the retail unit with 500 square metres of floor space is inadequate, due to the lack of other provisions in the area – more space should be allocated to allow higher quality amenities to be present in the area.

Point 2 L (Drainage Strategy) – Cllr N Hards suggested that the wording of the policy should be amended to state that sewage provisions **MUST** be in place prior to any houses being occupied.

Point 2 M (Drainage Strategy) – Cllr N Hards suggested that the words “if necessary” should be removed from the policy, especially considering the recent flooding within Didcot.

All members agreed.

Cllr S Nohre suggested that the policy should also include play provisions for children and young people/teenagers.

All members agreed.

CHAPTER 12 - Nature recovery, heritage and landscape.

Cllr D Rouane stated that he fully supports this policy, as access to nature is important for a growing town.

All members agreed.

CHAPTER 13 - Infrastructure, transport, connectivity.

Cllr H Macdonald suggested that a policy should be amended to ensure that a requirement for bus lay-bys on major roads is added for any future infrastructure.

All members agreed.

214. To present and discuss the findings and proposals created by the Neighbourhood Plan group.

The Neighbourhood Plan group have created a preliminary report, which was circulated with the Committee members.

As the report was not finalised, and the Committee were not fully ready to discuss it, this item will be removed from the agenda until a suitable date is agreed.

215. To note the draft minutes of the Traffic Advisory Group meeting on the 8th of February 2024 (to be circulated at a later date).

The Committee noted the draft minutes of the Traffic Advisory Group meeting.

The meeting closed at 20:52

Signed _____

Date _____

Didcot Town Council

Finance and General Purposes Committee

22nd January 2024 at 7.30pm

All Saints Room, Didcot Civic Hall



Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of this Committee.

Present:

Councillor T Worgan (Chair)
Councillor G Roberts (Deputy Chair)
Councillor N Hards
Councillor G Ryall
Councillor D Aragao
Councillor J Loder
Councillor J Broadbent

Officers:

Mrs J Wheeler – Town Clerk
Mrs L Blake – Deputy Town Clerk

A representative from Didcot Baby Monday attended the meeting.

127. Apologies

No apologies were tendered, all members were present.

128. Declarations of interests

No declarations were made.

129. To approve the Minutes of the Finance & General Purposes Committee meeting held on 18th December 2023

The Chair paged through the minutes. It was proposed by Cllr J Loder, seconded by Cllr G Ryall, and RESOLVED to approve the minutes as an accurate record and note them as such. The vote was unanimous.

130. Questions on the minutes as to the progress of any item

There were no questions.

Standing Orders were suspended to allow the representative from Didcot Baby Monday to address the Committee regarding their Grant Aid application. All members agreed.

Public Participation

Kathryn Goldsby-West spoke in support of Didcot Baby Monday's application of £2,700, to contribute to the cost of offering support to the new mums in Didcot and surrounding areas.

Baby Monday has been running for 9 years and is an open access peer support group for new families. Their aim is to help build support networks for families in Didcot and the surrounding areas and offer advice on breast feeding and sleeping patterns. In 2023 a 'Bump access' group was formed to offer advice and support to expectant mums. The groups are free to attend but donations are welcomed. With the closures of all local Children's Centres, it is hoped that Baby Monday would be able to offer paediatric first aid courses in the future.

Cllr T Worgan thanked Kathryn for the information and invited Councillors to ask questions.

Cllr N Hards noted that the application confirmed that 90% of attendees live in Didcot 'or surrounding villages'. Kathryn answered that as the sessions are drop ins, they are open to all, and no-one would be turned away.

Cllr G Ryall suggested approaching other local authorities for funding, such as Western Valley Parish Council.

Cllr J Broadbent noted the increase in requested funding from the previous application in 2022. Kathryn explained that this was due to rising costs, competition for funding, increase in room hire charges and increase in need. Didcot used to have three Children Centres, but all have now closed. The £2,700 would fully fund four months support. She also confirmed that Baby Monday is looking to register as a charity later this year, which could potentially open more funding opportunities.

Standing Orders were reinstated.

131. To consider two grant applications – Didcot Baby Monday and Thames Valley Play Association

The Committee considered the Didcot Baby Monday application first. It was proposed by Cllr N Hards, seconded by Cllr J Broadbent, and RESOLVED to award the full £2,700 to Didcot Baby Monday. All members agreed.

Kathryn thanked the Committee and left the meeting.

The Committee considered the application of £1,000 from Oxfordshire Play Association to contribute to the cost of delivering a Play and Activity Day in Didcot.

The Committee noted that the Town Council had previously supported this event but felt additional information on costs was needed before an informed decision was made.

It was proposed by Cllr G Ryall, seconded by Cllr J Broadbent, and RESOLVED to defer the application to either the February or March meeting, so that members could ask the applicant questions. All members agreed.

132. To approve the final figures for November 2023 accounts

The Chair paged through the figures.

Cllr N Hards was concerned about the amount of money outstanding on pages 6.42 and 6.43. The Town Clerk explained that most companies have long procedures to make payment and that these figures were correct as of 30th November 2023 – some payments would have been made by now. The Town Clerk further explained that should the Council decide to, some of the older, smaller amounts could be ‘written off’ but this would be a decision that would have to be made by full Council.

It was proposed by Cllr J Loder, seconded by Cllr J Broadbent, and RESOLVED to approve the accounts for November 2023. All members agreed.

133. To receive the budget papers for 2023-2024 with most of December figures

The Committee noted the budget papers for 2023-2024. The Town Clerk informed members that a new column had been added to the budget which would show ‘projected’ figures for 23-24. Although this would give Cllrs an idea of where the finances were going to be before the end of the financial year, the Town Clerk explained that invoices do tend to be received throughout April so the figures would not be accurate.

Discussions were had regarding any surplus funds. Cllr T Worgan welcomed suggestions on what to do in this scenario and Cllr N Hards suggested going through the budget papers on a more in-depth basis at the next meeting. Cllr J Broadbent suggested more funds could be allocated to the Grant Aid budget due to the increase in hardship.

It was proposed by Cllr T Worgan and RESOLVED to receive the budget papers for 2023-2024 with most of December’s figures. All members agreed.

134. To receive the Edmonds Park Community & Sports Pavilion – cost report 8 – and an up-date on the project

The Committee noted the document from Ridge & Partners. The estimate of the construction costs is £2,198,074 and the overall project cost is £2,331,236. There is a contingency balance of £68,764 out of the total authorised expenditure of £2.4m.

Cllr TW asked about the completion date. The Town Clerk explained that the planned handover is scheduled for 16th February 2024.

A decision had been made to not install EV chargers at this time, due to the proposed location, but that the electrical contractor would store the units free of charge, for DTC until they are needed.

The Town Clerk explained that there has been issues raised by a local resident regarding the outside lighting of the building, shining into their property. A different

lighting scheme could potentially delay opening. This subject was due to be raised with Ridge and LIFE at the site progress meeting on 25th February 2024.

135. To note the investment fact sheet at the end of December 2023 from CCLA

The Committee noted the fact sheet. It confirmed that the interest rate was 5.29% as of 31st December 2023.

136. To note the CCTV newsletter for second half of 2023

The Committee noted the CCTV newsletter.

137. To approve a 36-month direct debit for Rabbits Van Hire for the outside team at a cost of £545 per month plus VAT

The Committee considered the request to approve the costs for a new vehicle for the outdoor team. It was proposed by Cllr T Worgan, seconded by Cllr J Broadbent, and RESOLVED to approve the 36-month direct debit for Rabbits Van Hire at £545 per month, plus VAT. All members agreed.

138. To consider the appointment of a consultant to overview the new North Brook Community Centre building (deferred from January full Council)

The Town Clerk confirmed that communication with developers on this project, have not been easy and the Council have not been receiving updates as promised. The Committee discussed options on how to open communication and whether to instruct a Solicitor to contact them on the Council's behalf.

It was proposed by Cllr J Broadbent, seconded by Cllr TW, and RESOLVED for the Town Clerk to write a letter to the developers, requesting a timescale of updates. Once the information was received, a decision on whether to appoint a consultant can be made. All members agreed.

139. To consider whether to have three grants meetings a year instead of every F&GP meeting

Members considered the report. Cllr G Ryall was broadly supportive of the proposal but suggested that the Committee had an ability to discuss urgent applications when needed.

It was proposed by Cllr T Worgan, seconded by Cllr G Roberts, and RESOLVED to RECOMMEND to full Council that Grant Aid applications are discussed three times a year, except for 'extreme and exceptional circumstances'. This would need to be advertised on all social media platforms. All members agreed.

140. To approve the sum of £500 to be allowed for staff meetings and Christmas functions

The Committee considered the report. It was proposed by Cllr G Ryall, seconded by Cllr N Hards, and RESOLVED to approve the sum of £500. This would come out of the 101/1108 Training and Conferences cost centre. All members agreed.

141. To discuss the possible cost of making the Real Living Wage (as defined by the Living Wage Foundation) policy for suppliers

The Committee discussed this proposal for future contracts. It was proposed by Cllr T Worgan, seconded by Cllr J Loder, and RESOLVED to RECOMMEND a Real Living Wage Policy to Full Council. All members agreed.

142. To note the grant reports from Ridgeway Educational Trust; Free Christmas lunch 2023; Home Start; Didcot Baptist Church Toddlers Group

The Committee noted the reports and asked that they are posted on the Town Council's website.

143. To review the progress report

The Committee reviewed the report. Work on the Risk Assessments and the Wayleave agreement are on-going. It was confirmed that there had been no response to DTC's AGAR enquiry.

144. Exclusion of the press and public

It was **RESOLVED** to exclude the press and public from the meeting pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

145. To receive the minutes of the CCTV December meeting

The Committee received the minutes of the December CCTV meeting.

146. To up-date the Committee on the status of the agreement for Ladygrove East site

The Committee considered the update on the status of the agreement provided to them by the Town Clerk at the meeting. A Solicitor had been appointment and work on the agreements had started. Meetings had been arranged with SODC and the developer.

The meeting closed at 9.20pm.

Signed: _____(Chair)

Date: _____

Didcot Town Council

Finance and General Purposes Committee

26th February 2024 at 7.30pm

All Saints Room, Didcot Civic Hall



Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of this Committee.

Present:

Councillor T Worgan (Chair)
Councillor G Roberts (Deputy Chair)
Councillor N Hards
Councillor G Ryall
Councillor D Aragao
Councillor J Loder
Councillor J Broadbent

Substitute Member:

Councillor M Khan

Officers:

Mrs J Wheeler – Town Clerk
Mrs L Blake – Deputy Town Clerk

A representative from Thames Valley Play attended the meeting.

147. Apologies

No apologies were tendered, all members were present.

148. Declarations of interests

No declarations were made.

149. To approve the Minutes of the Finance & General Purposes Committee meeting held on 22nd January 2024

The Chair paged through the minutes. It was proposed by Cllr G Ryall, seconded by Cllr J Loder, and RESOLVED to approve the minutes as an accurate record and note them as such. The vote was unanimous.

150. Questions on the minutes as to the progress of any item

Cllr T Worgan explained that he intended to propose the Real Living Wage policy for contractors to full Council. There were no other questions.

Standing Orders were suspended to allow the representative from Thames Valley Play to address the Committee regarding the Grant Aid application. All members agreed.

Public Participation

Martin Gillett spoke in support of Thames Valley Play's application for £1,000, to contribute to the cost of offering a free to attend family play day event in Didcot. He explained that Oxfordshire Play Association started in 1974 and was set up to support voluntary associations. They now deliver direct projects for communities working with schools and other organisations. They run 10-15 free to attend events each year starting from mid-June through to the end of August. Their aim is to reach as many families as possible, especially those more in need of support and to promote physical and mental well-being through play and activities. This also includes education on health and recycling. Their events are free so that every family can benefit.

Martin explained that many organisations provide funding for these projects. The Didcot event has already received funding from SODC and SOHA. The total cost to hold the free event in Didcot would be more than £4,000.

The Committee thanked Martin for the information.

Standing Orders were reinstated.

151. To consider a deferred grant application from Thames Valley Play

The Committee considered the Thames Valley Play's application.

It was proposed by Cllr J Broadbent, seconded by Cllr T Worgan, and RESOLVED to award the full £1,000 to Thames Valley Play. All members agreed.

- By awarding the full amount, there would be £516 left in the Grant Aid budget, until the end of the financial year.

Martin thanked the Committee for their support and left the meeting.

152. To approve the final accounts for December 2023 and January 2024

The Chair paged through the figures.

Cllr N Hards noted that there was still an amount of £196.80 outstanding from Oxford Liberal Democrats (page 7.42). The Town Clerk explained papers from agenda item 8, budget papers for 2023-2024 showed the amount had been cleared and therefore could have been paid. Cllr T Worgan will investigate this further.

It was proposed by Cllr J Loder, seconded by Cllr J Broadbent, and RESOLVED to approve the final accounts for December 2023 and January 2024. All members agreed.

153. To receive the budget papers for 2023-2024 with some of February 2024 figures

The Committee noted the budget papers for 2023-2024 with some of February figures included.

Cllr N Hards noted that the cemetery income (303/3383) had exceeded the projected income and therefore the extra could be 'vired' to other cost centres where needed.

It was proposed by Cllr T Worgan and RESOLVED to receive the budget papers for 2023-2024 with some of February's figures. All members agreed.

The Chair proposed taking agenda items out of order to allow the Committee to discuss the tender submissions. All members agreed.

154. To review the grass cutting tenders and consider whether to make a recommendation to full Council

The Committee reviewed the tenders and discussed the options of cutting some verges whilst leaving other areas 'wild'. The Committee resolved to discuss the content of the grass cutting areas with the Outdoor Services Manager.

It was proposed by Cllr J Broadbent, seconded by Cllr G Roberts, and RESOLVED to RECOMMEND Company A to carry out the grass verge cutting contract for three years at a cost of £27,950.52 per annum (£83,851.55 over three years). This would also be subject to the treatment of different areas to be determined by the Outdoor Services Manager. The vote was unanimous.

NB: it was later seen that the VAT had been incorrectly removed from Company A's quote. Their quote should be £104,814 plus VAT (£34,938 per annum). The Town Clerk would include this on full Council to secure a decision before the grass growing season commences.

155. To consider the tender responses for the Splash Park at Edmonds Park and make a recommendation to full Council

The Committee reviewed the tender responses. Whilst Company A did offer added play value, the Committee felt that Company B was the preferred choice due to the flooring options, the decision not to use artificial grass and the fact that the connections to the main pavilion and attenuation tank were included in the quote.

It was proposed by Cllr T Worgan, seconded by Cllr J Broadbent, and RESOLVED to RECOMMEND to award the Splash Park construction to Company B, using the option of the specific Splash Park floor tiles, subject to ratification from full Council. Members requested that Officers gather more information on the Plant Room options from the company before a decision was made on the material. The vote was unanimous.

The rest of the meeting followed the original agenda.

156. To review the end of year forecast 2023-2024 and make recommendations to full Council

The Committee reviewed the end of year forecast.

It was proposed by Cllr T Worgan, seconded by Cllr J Loder, and RESOLVED to RECOMMEND the virements as set out in the report. The vote was unanimous.

This would include:

- The additional amount needed for the grass cutting would be added to the grass cutting cost centre.
- A budget of £30,000 would be created for the Splash Park operating costs.
- An additional £6,000 would be added to the Grant Aid budget – the surplus to be rolled at year end.
- An additional £4,000 would be vired to this year's surplus to make a grant sum of £10,000 for Edfest – to also be rolled over at year end.
- An additional £17,000 would be set aside for teen play in Edmonds Park, making a budget of £50,000 for this provision (which includes £33,000 of s106 monies).
- Any sums left over to boost the general reserves.

157. To receive the Edmonds Park Community & Sports Pavilion – cost report 9 – and tracker of payments

The Committee noted the documents from Ridge & Partners. The estimate of the construction costs is £2,290,650 and the overall project cost is £2,332,571. There is a contingency balance of £67,429 out of the total authorised expenditure of £2.4m. NB: This construction cost also includes the consultancy fee from Ridge & Partners of £98,000.

The Town Clerk explained that there are still some issues with the final snagging to be finished before the Town Council receives the keys, but insurance for the new building was in place.

158. To note the CIL report for year ending March 2023

The Committee noted the CIL report. The Town Clerk informed members that the report only covered purchases up to March 2023 – so any CIL expenditure in the current financial year will not feature.

159. To approve the extension of the CCTV contract

Members considered the contract. It was proposed by Cllr T Worgan, seconded by Cllr J Broadbent, and RESOLVED to RECOMMEND to approve the extension of the CCTV contract. The vote was unanimous.

160. To consider approval of the Service Level Agreement with Oxfordshire County Council and a recommendation to full Council

The Committee considered the agreement which would bring income of £13,424 towards the grass cutting contract. It was proposed by Cllr T Worgan, seconded by

Cllr J Broadbent, and RESOLVED to RECOMMEND the approval of the Service Level Agreement to full Council. (Subject to a revised consideration of the contract award at full Council).

161. To approve the following payments to full Council to be written off

The Committee discussed the proposed payments to be written off. It was noted that these were from adhoc bookings rather than regular bookings.

It was proposed by Cllr N Hards, seconded by Cllr J Loder, and RESOLVED to RECOMMEND the payments to full Council to be written off. All members agreed.

162. To discuss the Edfest event and request the £10,000 grant to be held by the King Alfred Community Centre until an Edfest Trust is set up

Cllr M Khan gave the Committee an overview on the Edfest event and why he needed the sum of £10,000. This sum had already been agreed earlier in the meeting. Cllr M Khan stated that the Committee intends to set up a CIO – Charitable Incorporated Organisation – but if this is not set up in time the King Alfred Association which is a charitable trust has offered to hold the money.

This request will need to be confirmed at full Council.

163. To consider Expressions of Interest for SODC's Community Infrastructure Levy Pilot Grant Fund

The Committee considered the grant and possible eligible projects.

The Committee suggested applying for a grant for 'improvement of access to existing open space' specifically Ladygrove Lakes, Ladygrove mound, Millennium Woods, Dida Gardens (subject to land owners permission); Mowbray Fields and other DTC facilities. All members agreed.

164. To note the Council Tax Leaflet 2024 – 2025

The Committee noted the Council Tax leaflet which would then be sent to SODC for display on their website.

165. To consider a proposal to re-organise our cost centres

The Committee considered the report to re-organise the cost centres. The Town Clerk explained that this could potentially simplify the codes which had not been reviewed for a number of years.

It was proposed by Cllr T Worgan, seconded by Cllr J Broadbent, and RESOLVED to approve the £2,500 charge from DCK Accounting to re-organise the cost centres. The vote was unanimous.

166. To review the progress report

The Committee reviewed the report.

Cllr J Broadbent enquired about the status of the Restore project. It was proposed that Restore be invited to the March meeting of the Finance and General Purposes Committee to update members on their plans.

The Town Clerk informed members that following the Extra Ordinary Full Council meeting held on Monday 19th February 2024, an Extra Ordinary Finance and General Purposes Committee meeting may be needed to further discuss the Ladygrove East development site in more detail.

The meeting closed at 9.22pm.

Signed: _____(Chair)

Date: _____

Recommendation from Finance & General Purposes 22nd January 2024

Report author: Janet Wheeler



Minute 139 - Three grants meetings a year

Background

Didcot Town Council currently holds a meeting of the F&GP Committee once a month. The opportunity to receive and discuss grants applications are also once a month. On occasions the grants may be delayed for a month – usually when looking at the annual return in June and the approving the budget to present to full Council in December.

Three grant meetings each civic year

Didcot Town Council has a grant cost centre of £45,000 per year. In 24-25 it will rise to £47,000 for the year.

Cllr T Worgan - Chair of the F&GP Committee suggests that it may be better to have three main meetings where the grants are considered rather than at every monthly meeting. The advantage is that more time can be given to receive presentations and to ask questions. This would in turn allow more time in meetings where grants are not being considered to concentrate on the finances and other items that come to this Committee.

Other Councils manage their grants with just a two or three meetings a year. Some Councils manage their grants in two tranches – larger applications over £5,000 and smaller applications under £5,000.

Recommendation

The Chair initially proposes that three grant meetings of the F&GP Committee should be held in May; September and January. The F&GP agenda will not have any other items other than urgent items which are time sensitive.

Legal and risk Implications

- The Council is required to arrange for the proper administration of its financial affairs: this will include regular reporting.

Agenda item 4 b ii Minute 139 Recommendation – Three grants meetings a year

- The Accounts and Audit Regulations require local councils to ensure that financial management is adequate and effective and have a sound system of internal control.

Janet Wheeler
Town Clerk

DIDCOT TOWN COUNCIL

Real Living Wage Policy (as defined by the Living Wage Foundation) For employees and suppliers



Discussed at recent meetings of the Finance & General Purposes Committee
and the Personnel & Administration Committee
To be reviewed by Full Council on 4th March 2024
Next review date: October 2025 or following a change of legislation

Didcot Town Council



1. Policy Statement

- 1.1 Didcot Town Council (DTC) is committed to following the Real Living Wage as calculated by the Living Wage Foundation for all employees.
- 1.2 Didcot Town Council wish to extend this benefit to all contracted suppliers who employ staff to work with Didcot Town Council both in our buildings and in the outdoor recreational areas owned and managed by DTC.

2. Introduction

- 2.1 The Real Living Wage is different from the government's National Living Wage – which is a legal requirement. The Real Living Wage has been calculated by the Resolution Foundation based on evidence about living standards across the UK. It reflects what workers and their families need to earn to meet everyday essentials such as energy bills; food; health appointments and clothing such as school uniforms.
- 2.2 The Real Living Wage applies to employees regardless of age or experience whereas the Government's National Living Wage only applies to people aged 23 and above. For workers aged 21 and under the National Minimum Wage still applies which ranges from £6.40 for 16-17 year olds to £8.60 for 18-21 year olds.

3. Implementation

- 3.1 This policy applies to all Didcot Town Council employees and Contractors working on behalf of the Town Council. This Living Wage is a voluntary undertaking.
- 3.2 Any Contractor who supplies an employee (other than an intern or apprentice) who provided a service or completes work involving two or more hours in any given week working on:
 - DTC owned buildings
 - DTC owned outside spaces
 - Or working from home on DTC work
- 3.3 Adherence to the Real Living Wage will be through the standard terms and conditions of Council contracts.
- 3.4 Any supplier/contractor not willing to apply the Real Living Wage will be deselected during the procurement process.
- 3.5 Current contracts will not be affected by acceptance of this Policy.

...cont'd/

4. Current rates from 24 October 2023

- 4.1 The Real Living Wage rate as announced by the Living Wage Foundation increased to £12 per hour across the UK (£13.15 in London).
Government's National Living Wage for over 23s is £11.44 per hour.
- 4.2 DTC staff under the age of 23 years will continue to be paid above the Government's National Living Wage as follows:
 - Casuals under the age of 18 years receive £11.82 per hour (National: £6.40 per hour)
 - Casuals over the age of 18 years receive £12.01 per hour (National: £8.60 per hour up to age 21 then £11.44 per hour)
- 4.3 DTC will implement the annually revised Real Living Wage as set out by the Living Wage Foundation within 6 months of the date on which any increase is officially announced. This will be to all staff over the age of 18 years old.
- 4.4 DTC will require contractors and suppliers to carry out the same increase and this will form part of the terms of their contract.
- 4.5 DTC staff will monitor long term contracts to ensure that suppliers continue to pay the Real Living Wage for any labour working for the Town Council.

This policy will be monitored and reviewed after any wage announcements by the Living Wage Foundation.

Janet Wheeler
Town Clerk and Responsible Finance Officer

Finance and General Purposes Committee 26th February 2024



Report Author: Lucy Blake

Grass Verge Tender Report

Introduction

1. Didcot Town Council resolved at their full Council meeting on 6th November 2023 to put an invitation out to tender, on the Governments Contracts Finder website, for the cutting of the grass verges in Didcot.

Background

2. The advert was published on 15th December 2023, inviting suitably qualified companies to quote for 6 cuts a year, on a three-year contract. The closing date was set at 19th January 2024.
3. The Town Council received quotes from five companies. Each company was asked to provide the following items:
 - A quote for 6 cuts a year for a three-year contract
 - Evidence of their Public Liability Insurance
 - Evidence of their Employer Liability Insurance
 - Risk Assessments
 - H&S Policy
4. The companies were marked out of a possible score of 5, for each of these items and for the quality of the tender return. An average score out of 5 from the three Officers that graded them, was then added to the results table.
5. The table also includes additional comments made by the members of staff – this is attached as appendix 1.

Legal Implications

6. The Public Contracts Regulations 2015 will apply to this contract.
7. All terms and conditions stated in any agreement between the two Councils would need to be fully adhered to once the agreement has been signed.
8. Any company chosen to cut the verges on behalf of DTC will need to ensure all insurances are in place and prove that the company has the relevant expertise to carry out this work – documents provided in the tender process.

Financial Implications

9. Didcot Town Council will receive £13,424.43 from Oxfordshire County Council, per annum, for the cutting of the verges in the town. The Town Council would need to fund any deficit between this amount and the contract amount. This extra cost would need to be budgeted for the next three years – *should the Town Council decide to take on the cutting of the verges from OCC.*
10. Should the Town Council resolve to appoint one of the companies to cut the verges, the difference in cost verses what is given to the Council from OCC, will need to be budgeted:

Company	Overall quoted price for the 3 year period (ex VAT)	Average cost per year (ex VAT)	Difference to be budgeted each year (cost minus £13,424.43 from OCC)
A	£104,814.44	£34,938.15	£21,513.72
B	£88,069.29	£29,356.43	£15,932.00
C	£33,920.00	£11,306.66	- £2,117.77
D	£144,000.00	£48,000.00	£34,575.57
E	£109,083.00	£36,361.00	£22,936.57

Risk Implications

11. Didcot Town Council have a duty to ensure all agreements are adhered to.
12. The Town Council would need to inspect the work of the successful company to ensure they are providing a good service.
13. All signed agreements would be in place for three years.

Recommendation

14. The Committee should consider the quotes and decide whether to recommend accepting one of the quotes to full Council, for the cutting of the verges in Didcot.

ITEM 46ii Minute 154
GRASS CUTTING CONTRACT

Grass Verge Tenders - appendix 1

Company (A-D)	Cutting price - Year 1	Cutting price - Year 2	Cutting price - Year 3	Full Contract Price - for the full 3 years	Public Liability Insurance provided	Employer Liability Insurance provided	Risk Assessments provided	H&S Policy provided	Quality of Tender	Overall Score (out of 5)	Total excluding VAT for the 3 years	Additional Comments
A	£33,248.04	£34,910.44	£36,655.96	£104,814.44 exc VAT	4	4	5	5	4	4.4	£104,814.44	Very detailed RAs and H&S policy, Experienced in grass verge cutting. No copies of insurance supplied although confirmed, Carried out a cut in Didcot for OCC in 2023. Based in Faringdon.
B	£30,423.93	£28,822.68	£28,822.68	£88,069.29 ex VAT	4	4	5	5	4	4.4	£ 88,069.29	Provided references, included Environmental impacts, Based in Northants.
C	£13,800	£13,800	£13,800	£41,400 ex VAT	4	5	5	2	3	3.8	£ 41,400.00	Based in Reading, concerns regarding the cost, Spelt 'Didcot' wrong in documents.
D	£48,000	£48,000	£48,000	£144,000 ex VAT	4	4	5	4	5	4.4	£144,000.00	Detailed and well presented tender, Based in Buckinghamshire, Provided additional policies inc Environmental. Anti-Slavery etc, Provided references.
E	£36,361	£36,361	£36,361	£109,083 ex VAT	4	4	5	5	4	4.4	£109,083.00	Detailed h&s policy, included Environmental policy, works for many local authorities - connected to Oxford City Council. Based in Oxford

Finance and General Purposes Committee

26th February 2024



Report Author: Lucy Blake and Stuart Mundy

Splash Pad Tender Report

Introduction

1. Didcot Town Council resolved at their full Council meeting on 6th November 2023 to put an invitation out to tender, on the Governments Contracts Finder website, for the construction and installation of a Splash Pad and Plant Room at Edmonds Park in Didcot.

Background

2. The advert was published on 15th December 2023, inviting suitably qualified companies to quote for the construction and installation of a Splash Pad and Plant Room in Edmonds Park. The closing date was set at 1st February 2024.
3. The Town Council received quotes from two companies. Each company was asked to provide the following items:
 - Confirmation of a site visit
 - Evidence of their Public Liability Insurance – minimum 10 million
 - Evidence of their Employer Liability Insurance – minimum 10 million
 - Risk Assessments
 - Method Statements
 - H&S Policy
 - Evidence of qualifications
 - Availability to start
4. The companies were marked out of a possible score of 5, for each of these items and for the quality of the tender return. An average score out of 5 from the Officers that graded them, was then added to the results table.
5. The table also includes additional comments made by the members of staff – this is attached as appendix 1.

Legal Implications

6. The Public Contracts Regulations 2015 will apply to this project.
7. Didcot Town Council will have a duty of care to all visitors and users of the Splash Pad and will need to ensure that the water tests are carried out daily.
8. Any company chosen to carry out the construction of this project will need to ensure all insurances are in place and prove that the company has the relevant expertise to carry out this work – documents provided in the tender process confirm this.

Financial Implications

9. The two quotes received for the Splash Pad range from £428,345.93 to £465,795.28. This does not include the running costs of the Splash Pad – hiring someone to carry out the water tests numerous times a day for example. Due to the importance of these tests, it is felt that this could not be done by anyone under the age of 18 years.
10. There will be additional annual costs for the electric and water, which will also need budgeting for.
11. There will also be additional costs to get a minimum of two senior members of staff qualified in pool plant operations which is a three-day course, and a technical pool plant course for supervisors, which is a one-day course. This will also need consideration for budgeting.

Risk Implications

12. The cost of the construction of this project could be a financial risk for Didcot Town Council as well as the on-going running costs.
13. The Town Council will need to include the Splash Pad in visual inspections and adhere to all advice from the chosen company on maintenance and operation.
14. Failure to staff the Splash Pad will result in the Pad not being able to open due to the water testing involved. Staff will also be needed to ensure the maximum numbers are not exceeded as determined by the Risk Assessment. This could influence the reputation of the Splash Pad.

Recommendation

15. The Committee should consider the quotes and decide whether to recommend accepting one of the quotes to full Council, for the construction and installation of the Splash Pad and Plant Room, in Edmonds Park.

Splash Pad tenders - appendix 1

Company	Confirmation that a site visit was carried out	Public Liability Insurance provided	Employer Liability Insurance provided	Risk Assessments provided	Method Statements provided	H&S Policy provided	Evidence of Qualifications	Quality of Tender	Overall Score (out of 5)	Total excluding VAT for the 3 years	Additional Comments
A	5	5	5	5	5	5	5	5	5	£449,915.96	Additional £15,879.32 (+ VAT) for an attenuation tank, if needed. Quote includes 2x bins and 4x benches (and artificial grass). Also includes 4 interactive boards (as opposed to the 3 in the planning application). Offers 5 activator boards, as opposed to the one in planning application and 26 features, as opposed to 25 in planning application. Estimates less water use for the 26 features. Includes training for maintenance and operation. Suggests Plant Room needs 2 doors - planning application may need amending?
B	5	5	5	5	5	5	5	5	5	£442,345.93	Does not include the 2x bins and 4x benches. Price can be reduced to £428,345.93 if DTC went with a Steel Modular Plant Room (will require more maintenance than GRP building). Can use Gomy Floor Tiles (specifically for Splash Pad) for an additional £8,140.00 . Will not use artificial grass - not environmentally friendly. 20% of invoice to be paid on order. Manufactured in the UK. Includes training for up to 6 people, and support 7 days a week. Included separate cost for electrical cable to connect from main pavilion. Working towards gaining ISO. If attenuation tank is needed, it would be supplied at their cost

Both companies are very accredited in terms of qualifications and should provide DTC with a safe construction.

Finance & General Purposes Committee 26th February 2024



Report author: Janet Wheeler

To approve the proposed virements – Recommendation Minute 156

The current situation

The Finance Chair and the Officers have carried out a projected status of all cost centres based on performance and other known factors since the budget was set. This is a prediction and not guaranteed. The prediction therefore is a total income of £1,765,482 and total revenue expenditure of £1,640,277. This will leave the sum of £125,205 as at 31st March 2024.

The proposed budget adjustments

The Finance Chair and his Deputy propose the following adjustments:

- Grass cutting contract – (item 13 on this agenda) a budget of £23,000 to add to the grant for Oxfordshire County Council of £13,424 – should the Committee wish to make a recommendation to full Council.
- Splash park operating costs – (item 15 on this agenda) a budget of £30,000 towards the operation and staffing of this new facility. NB the first year running costs will likely only be two to three months.
- Grants 201-3188 – an additional £6,000 vired to this year's £45,000 to make a total of £51,000 – the surplus to be rolled over at year end.
- Edfest – an additional £4,000 vired to this year's surplus (see item 17) to make a grant sum of around £10,000 – again rolled over at year end.
- Teens play facility in Edmonds Park – the sum of up to £50,000 to add to the reserved S106 sum of £33,000 to install a new teen play facility in Edmonds Park
- Any sums left to boost the general reserves at year end as requested by the external auditor.

The F&GP Committee need to decide whether to recommend these changes to full Council after they have reviewed the relevant items on the agenda.

Risk Implications

There is a risk that the forecast is not achieved but the forecast could also be better than expected. These recommendations are modest and the Town Council finances are flexible enough to resolve any issues at year end.

Janet Wheeler
Town Clerk

Legal and Democratic

INTERIM HEAD OF SERVICE: Vivien Williams



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Abbey House, Abbey Close, Abingdon,
OXON, OX14 3JE

1 February 2024

Dear Sir/Madam

Contract between South Oxfordshire District Council and Didcot Town Council dated 13 August 2019 relating to the provision of CCTV services in Didcot Town Centre - Extension

I refer to the above Contract.

Please take this letter as notice that the Council is exercising its right under clause 15 of the Contract to extend the term by 2 years. The original Contract Terms and Conditions are still applicable to this extension.

Therefore, the term of the contract will now expire on 31 March 2026.

The above extension is conditional upon your countersignature of this letter by way of agreement to its terms and returning one copy to me.

I look forward to hearing from you.

Yours faithfully,

A handwritten signature in blue ink that reads 'Diane Foster'.

Diane Foster
Licensing and Community Safety Manager
For and on behalf of South Oxfordshire District Council

Contract relating to the provision of CCTV services in Didcot Town Centre

I/Wean authorised representative of Didcot Town Council confirm our agreement to terms contained within this letter.

Signature..... Date:

Print Name: Position:

20/02/2024

Didcot Town Council

Page 1

15:19

Sales Ledger Aged Account Balances

User: JW

Outstanding Balances by Month as at 20/02/2024

A/C Code	Customer Name	Balance	Feb 2024	Jan 2024	Dec 2023	Prior Months	On A/c Pymnts
Ledger No 1: Bookings							
AAAAGEUK	AGE UK	465.88	0.00	0.00	0.00	465.88	0.00
AAAYCSW	YOUNG CARERS SUPPORT	63.00	0.00	0.00	0.00	63.00	0.00
AABFYC	BE FREE YOUNG CARERS	104.58	0.00	0.00	0.00	203.28	-98.70
AABSOUL	BERNADINE SOUL	517.62	517.62	0.00	0.00	0.00	0.00
AACRAFT	CHRIS WALLACE	1,553.98	0.00	1,553.98	0.00	0.00	0.00
AADCP	DCP	120.60	0.00	0.00	0.00	120.60	0.00
AAJADEMO	JADE MORRIS	61.50	0.00	0.00	0.00	61.50	0.00
AAKWOOD	KINGWOOD	-142.84	0.00	0.00	0.00	119.99	-262.83
AALP	LAURA PEACOCK	3.60	0.00	0.00	0.00	3.60	0.00
AAMYP	MY PILATES FLOW	166.88	0.00	0.00	166.88	0.00	0.00
AAOCFA	JANE HOSKINS	204.96	0.00	0.00	0.00	204.96	0.00
AAOD	OXFORD DIOCESE	-59.00	0.00	0.00	0.00	78.00	-137.00
AAOH4	LIZ MASIH	262.76	262.76	0.00	0.00	0.00	0.00
AARC&TST	RAILWAYCORRESPONDENC	65.04	0.00	65.04	0.00	0.00	0.00
AARCOUNCI	RIVERSIDECOUNSELLING	-63.22	0.00	232.60	0.00	137.72	-433.54
AASA	STYLE ACRE	518.41	172.32	0.00	0.00	726.27	-380.18
AASEN	SENDIASS	210.00	0.00	210.00	0.00	0.00	0.00
AASSC	SILVERSLIPPERCLUB	137.67	0.00	0.00	174.38	0.00	-36.71
AATVI	THAMES VALLEY INITIA	13.78	233.40	0.00	0.00	216.30	-435.92
AATVP	THAMES VALLEY POLICE	144.54	0.00	0.00	162.54	0.00	-18.00
ACTIVEOXF	ACTIVE OXFORDSHIRE	-72.80	0.00	0.00	0.00	-72.80	0.00
ADOPT-TV	ADOPT THAMES VALLEY	678.95	0.00	0.00	0.00	771.35	-92.40
ANTON	ANTONOCC	208.00	0.00	0.00	0.00	208.00	0.00
AUTISMC	AUTISMC	310.80	310.80	0.00	0.00	0.00	0.00
BABYBRAIN	BBRAINS	90.00	0.00	0.00	0.00	90.00	0.00
BACKOCC	CLAIRE	-24.48	0.00	0.00	0.00	4.22	-28.70
BRANDONT	BRANDON	127.32	0.00	0.00	0.00	127.32	0.00
CATEOXMIN	CATEMIND	90.00	0.00	90.00	0.00	0.00	0.00
DBC	DBC	16.99	0.00	0.00	0.00	16.99	0.00
DEERSPIRIT	DEERSPIRIT	50.40	0.00	0.00	0.00	50.40	0.00
DID SPEAK	DIDCOT SPEAKERS	246.71	0.00	58.66	58.66	472.37	-342.98
DIDCOTCASJ	DIDCOT CASUALS JUN	-80.00	0.00	0.00	0.00	-80.00	0.00
DIDCOTU3A	U3AR	16.99	0.00	0.00	0.00	16.99	0.00
DIDU3A	DIDCOT U3A	22.08	0.00	0.00	0.00	22.08	0.00
ELUWAH	ELUWAH	25.20	0.00	0.00	0.00	25.20	0.00
FLB	BELLO	682.64	0.00	0.00	0.00	682.64	0.00
HARWELLSH	HARWELLS	142.32	61.68	0.00	0.00	80.64	0.00
HFTCLARE	HFTCLARE	1,075.20	0.00	302.40	126.00	646.80	0.00
HTC	HTC	16.99	0.00	0.00	0.00	16.99	0.00
JAMIEC	JAMIEOXCC	72.00	0.00	0.00	0.00	72.00	0.00
JERLLOYD	JERESAND VALE	429.63	0.00	0.00	0.00	429.63	0.00
JOALLMOND	JOALLMO	15.00	0.00	0.00	0.00	15.00	0.00
KINGDOMPR	KINGDOM	112.00	0.00	0.00	0.00	112.00	0.00
KRC-COOP2	COOP MEMORIALS	125.00	0.00	0.00	125.00	0.00	0.00
MARSHOCC	TMARSH	151.88	0.00	0.00	0.00	151.88	0.00
MISC	MISCELLANEOUS RECEIP	-69.00	0.00	0.00	0.00	0.00	-69.00
OCCHIARA	OCCHIARA	86.40	0.00	43.20	0.00	43.20	0.00
Sub Total C/Fwd		8,895.96	1,558.58	2,555.88	813.46	6,304.00	-2,335.96

Outstanding Balances by Month as at 20/02/2024

A/C Code	Customer Name	Balance	Feb 2024	Jan 2024	Dec 2023	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	8,895.96	1,558.58	2,555.88	813.46	6,304.00	-2,335.96
Ledger No 1: Bookings (Continued)							
OCCGENER	OCCGEN	-489.00	0.00	0.00	0.00	0.00	-489.00
OCCSEN	SEN TEAM OCC	194.20	0.00	0.00	0.00	194.20	0.00
ORDERSTJO	STJOHN	622.80	0.00	622.80	0.00	0.00	0.00
OXFORDMIN	OXFMIND	21.00	0.00	0.00	0.00	21.00	0.00
OXFWIMARY	OXFORD WI	105.00	0.00	0.00	0.00	214.98	-109.98
OXMINDSAR	MINDSARA	99.60	0.00	0.00	0.00	99.60	0.00
PAULLATHA	PLATHAM	-19.20	0.00	0.00	0.00	19.20	-38.40
PINTSIZED	PINT SIZED PEOPLE	-40.00	0.00	0.00	0.00	0.00	-40.00
RGRIFFIN	ELVIS	97.80	0.00	0.00	0.00	226.80	-129.00
SECONDLIFE	SECONDLIFE	126.00	0.00	0.00	0.00	126.00	0.00
SEN	CHILDEDUOCC	861.80	0.00	0.00	0.00	861.80	0.00
SODCCULLIF	CULLIFORD	64.50	0.00	0.00	0.00	64.50	0.00
SODCNEWC	NEWCOMB	339.57	0.00	0.00	0.00	339.57	0.00
SOMA	SOMA	140.00	0.00	0.00	0.00	140.00	0.00
STYLEEMMA	STYLEEMMA	222.60	0.00	0.00	0.00	222.60	0.00
THAMESWA	THAMESW	2,001.60	0.00	2,001.60	0.00	0.00	0.00
THT	TERRENCE HIGGINS	7.00	0.00	0.00	0.00	7.00	0.00
WESTBERKS	WESTBERKS	201.60	0.00	0.00	0.00	201.60	0.00
WYNTERSWI	WYNTERS WISH	182.00	0.00	0.00	0.00	182.00	0.00
	Total Sales Led	13,634.83	1,558.58	5,180.28	813.46	9,224.85	-3,142.34
	TOTAL SALES LEDGER BALANCES	13,634.83	1,558.58	5,180.28	813.46	9,224.85	-3,142.34

$$\begin{array}{r}
 \text{PROPOSED WRITE-OFFS} = \text{£}127.86 \\
 + \text{BELLO DEBT} \quad \quad \quad \text{+ £}682.64 \\
 \hline
 \text{£}810.50
 \end{array}$$

Didcot Town Council

Environment & Climate Committee Monday 15th January 2024 at 7.30pm All Saints Room, Civic Hall



DRAFT Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of this committee.

PRESENT

Councillors:

Cllr G Roberts (Chair)
Cllr K Morrison (Deputy Chair)
Cllr A Hudson
Cllr A Jones
Cllr L Hislop
Cllr J Broadbent
Cllr D Aragao

Officers:

Mrs L Blake (Deputy Town Clerk [minutes])
Mr M Blake (Outdoor Services Manager - OSM)

53. To receive apologies

Apologies were tendered from the Town Clerk and Cllr S Cole. Cllr D Aragao attended as substitute.

54. To receive declarations of interest

No declarations of interest were received.

55. To agree the minutes of the meeting held on 13th November 2023 as a true and correct record

It was proposed by Cllr A Hudson, seconded by Cllr K Morrison, and **RESOLVED** to **APPROVE** the minutes as a true and accurate record of the meeting, and note them as such.

All members agreed.

56. Questions on the minutes and review the progress report

The Committee noted the progress report – shown on the next page.

Cllr A Hudson asked about the progress of investigating installed bollards in Stubbings Land. The Deputy Town Clerk informed members that the developer had been contacted to ask about financial contributions but had not yet responded. Construction companies had also been contacted for quotes, but no responses had been received. The Deputy Town Clerk would contact SODC and OCC to see what companies they used for this type of project – this would be added to the next agenda.

Cllr A Jones asked about tree work and what size of trees the outdoor team could safely work with. The OSM explained that certain members of the team are qualified to fell smaller trees but can crosscut any size tree if it had already fallen. The size depended on the width of the tree. No members of the outdoor team are qualified to work on ropes.

Cllr G Roberts asked for an update on the outdoor team's vehicle. The OSM explained that the Ford Ranger is no longer used by the team due to the lease expiring and a new Ford Transit 350 Leader and been leased for three years and would be delivered on 17th January 2024.

There were no other questions.

Action	Responsible	Rating	Meeting 13.11.2023	Meeting 15.01.2024
Tidying up of the noticeboards	Officers	Amber	Due to staffing issues and holidays, work on tidying up the boards had stalled.	Two new members had joined the team in January 2024 so work on this would start.
Smokefree play park signs	Officers	Amber	Awaiting on new Facilities Officer to be appointed.	OCC had been contacted again at the beginning of January 2024. Schools would be contacted again to see if there was any more interest.
'Sow & Grow' – Community Planting project at New Road allotments	Officers	Amber	Ground preparation would commence w/c 27 th November 2023.	The ground preparations had been delayed due to staffing issues. Two new members had now started working for DTC so the work would commence shortly.
Zip wire inspections	Officers	Green	Awaiting quotes for some remedial works.	Still awaiting quotes – this would be chased up.
Bus shelter cleaning	Officers	Green	Accepted quote to clean the 6 shelters, once before the end of 2023, and twice in 2024.	5 of the 6 Town Council owned shelters were cleaned on 27 th November 2023 – noted at agenda item 7.
Install two benches in Loyd Rec	Officers	Green	Resolved to install 2 benches along the fence line at Loyd Rec.	The benches were installed on 14 th November 2023.
Repair the roundabout in Smallbone Rec	Officers	Green	Resolved to accept the quote from Infinity Playgrounds for the work.	Completed.
Replace springy, repair safety surface, and dismantle and re-grease the basket swing – Ladygrove Park	Officers	Green	Resolved to accept quote from Infinity Playgrounds for these works.	Completed.
Investigate costs to install chicanes/bollards at Stubbings Land	Officers	Amber	Resolved to investigate costs to install chicanes/bollards at this location	The Developer was contacted on 30 th November 2023 to ask if they could financially contribute. No response had been received. Companies had been contacted to quote for this work.

57. To note the External Income and Expenditure to date for external works, as updated on 10th January 2024 – emailed to members 11th January 2024

The Committee noted the updated figures, as of 10th January 2024.

58. To consider the Outdoor Services Manager's report

The Committee noted the Outdoor Services Manager's report and considered the recommendations.

Edmonds Park

23. The Committee was asked to consider whether to accept the second quote of £2,016.00 (inc VAT) to repair the roundabout and rehang the basket swing.

24. The Committee was also asked to approve the £1,280 quote to 'lift' the trees at the proposed Splash Park location, prior to any work commencing.

It was proposed by Cllr A Hudson, seconded by Cllr K Morrison, and **RESOLVED** to accept the quote from Infinity Playgrounds Ltd to repair the roundabout and rehang the basket swing in Edmonds Park and to also 'lift' the trees in Edmonds. The tree work would be carried out by Scoffell Landscapes Ltd at a cost of £1,280 (ex VAT).

All members agreed.

Ladygrove Lakes

32. The Committee discussed the Willow trees at the lakes and the proposed works to manage them in the future.

It was proposed by Cllr J Broadbent, seconded by Cllr K Morrison, and **RESOLVED** to accept the quote of £1,940 (ex VAT) for the work to 'cut back' the trees over hanging the pathway at the lakes. This would be taken from cost centre 310/3158 'Trees' and the work carried out by Scoffell Landscapes Ltd.

All members agreed.

Events

Edmonds Park

32. Achieve Oxfordshire Community Event – Saturday 15th June 2024, 9am-5pm

- Free to attend family event for the community

33. Oxfordshire Play Association Family Fun Day – Saturday 22nd June 2024, 9am – 4pm

- Free to attend family fun day

It was proposed by Cllr G Roberts, seconded by Cllr K Morrison, and **RESOLVED** to approve the dates for these events. There would be no charge for these events.

All members agreed.

34. It was noted by the Committee that two new starters were joining the outdoor team in January 2024, bringing the team back to full capacity.

59. To note that the cleaning of the Town Council's owned bus shelters was carried out on 27th November 2023

The Committee noted the report and the fact that the shelter opposite the Civic could not be cleaned due to the road closure - this would be done in April 2024.

60. To consider the Teen Play Provision for Edmonds Park report and the recommendations to the Committee

The Committee considered the report and the recommendations.

It was proposed by Cllr A Hudson, seconded by Cllr K Morrison, and **RESOLVED** to allow Officers to draft an 'invite to tender' document to be circulated to members before adding to the Government's Contract Finders website. This would ask companies to quote to install teen provision in Edmonds Park. It was also **RESOLVED** to allow Officers to apply for s106 monies to cover this project.

The meeting closed at 8.00pm

Signed: _____ (Chair)

Date: _____

Didcot Town Council

Personnel and Administration Committee Monday 5th February 2024 at 7.30pm All Saints Room, Didcot Civic Hall



Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of this committee.

Councillors

J Loder (Deputy Chair)
D Macdonald
H Macdonald
G Ryall

Officers:

Mrs J Wheeler (Town Clerk)

51. Apologies

Apologies were received from Cllr C Jennings. The Deputy Chair took the meeting.

52. Declarations of interest

None declared.

53. To approve the minutes of the meeting held on 4th December 2023

It was proposed by Cllr G Ryall and seconded by Cllr D Macdonald and RESOLVED to approve the minutes as a true record. The vote was unanimous. There were no amendments.

54. Questions on the Minutes

There were no questions.

55. To consider the up-dated Didcot Volunteer Policy

The Committee reviewed this policy and made a small amendment on point 25 – the HR Committee should be changed to Personnel and Administration Committee. It was proposed by Cllr J Loder and seconded by Cllr H Macdonald and RESOLVED to RECOMMEND the adoption of this revised policy at the next full Council meeting.

56. To discuss the enforced change of website provider

The Town Clerk gave some background concerning the change of website provider. At the time there was pressure to sign a contract with Cuttlefish with no knowledge of how good the company will be. There was no time to look for another provider so a renewal was the only option to keep the website “live”. The Town Clerk was asked to clarify when our actual renewal was – as an invoice had been paid in October 2023. It was proposed by Cllr J Loder and seconded by Cllr D Macdonald and **RESOLVED** to renew the contract with Cuttlefish and review the progress over the next six months.

NB: The renewal was the 22nd February 2024. The invoice paid in October 2023 was for the .gov domain name.

57. To review the draft new website for the Civic Hall

The Committee members reviewed the new website created by staff in-house and were happy with the progress.

58. To approve the membership of SLCC for the Town Clerk and Deputy Town Clerk

It was proposed by Cllr J Loder and seconded by Cllr G Ryall that the Town Clerk and Deputy Town Clerk should continue the membership of the Society of Local Council Clerks (SLCC) for the duration of this Council term. The vote was unanimous.

59. Progress report

The Committee reviewed the progress report. All staff were signed up to the GDPR training. Quotes for the long service awards had been received that day and members asked for some alternative quotes. There was some discussion on whether to award for ten years and twenty years. Members felt that this award should only be for the occasions where thirty years of service has been achieved. The employee handbook was currently with the HR consultant for a full revision. Other items were deferred due to the Town Clerk’s workload on other strategic projects such as the Ladygrove East development site – which was taking up a lot of time.

60. Exclusion of the press and public

It was **RESOLVED** to exclude the press and public from the meeting pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

61. To receive a verbal Staffing Report

The Town Clerk spoke of the new staff who had started in the new year – one in the office and two full time groundsmen. All had made a good start. The Horticultural Apprentice was due to start his formal qualification to complement the practical work already completed for DTC. Some members of the outdoor team have done a welding course to allow them to carry out minor repairs which may need some welding. The aim is to make DTC self-sufficient on small jobs.

The meeting closed at approximately 8.50pm.

Signed _____ Chair Date _____

Didcot Town Council



Volunteering policy

Introduction

1. Didcot Town Council is committed to working with volunteers and welcomes voluntary and community involvement. This policy sets out the principles for volunteering with Didcot Town Council and is of relevance to everyone concerned with recruiting, supporting, developing and managing volunteers and promoting volunteering activity.
2. Volunteering is an unpaid activity where someone freely gives their time to help an organisation or an individual who they are not related to. Volunteers are not paid staff and do not have a legally binding contractual relationship with the Council.
3. People volunteer for a variety of reasons, including:
 - For social reasons
 - To put something back into the community
 - To regain or learn new employment skills
 - To occupy their time

Principles

4. The Volunteering Policy is underpinned by the following principles:
 - Volunteers can enhance the Council's services and increase Council contact with the local community
 - The Council can learn from the skills and experiences of volunteers
 - Volunteers are recognised as important team members
 - Volunteers should be properly integrated into the Council and fully understand their roles and responsibilities
 - Officers work positively with volunteers and understand the Council's position when engaging volunteers
 - Volunteers are complementary to paid staff
 - Volunteers can engage with the diverse range of Town Council activities
 - The Council will value and respect the individual providing equality of opportunity for volunteering involvement

Scope

5. This policy applies to individuals and small numbers of volunteers that assist the Council over a period extending beyond one occasion rather than one off events that may require the assistance of large numbers of people.

6. It does not apply to Members of the Council who may on occasions be called on to volunteer to Clerk either a Full Council or Committee meeting.

Recruitment and selection of volunteers

7. The Council is committed to equal opportunities and believes that volunteering should be open to all.
8. Anyone offering to volunteer with the Town Council will be asked to complete and sign an application form indicating the volunteering areas of interest and providing details of two referees. Volunteers will be required to sign a confidentiality agreement.
9. Depending on the role, applicants will meet with Town Council officers to discuss.
10. The Council may contact referees and if the role is such that it may require additional checks such as Disclosure and Barring Service, the Council will complete these in advance of acceptance as a volunteer. There will be no cost to the volunteer.
11. Once accepted, the Council will issue written confirmation to the volunteer setting out the terms of reference for their volunteering activity.
12. Where known opportunities exist, volunteering vacancies will be advertised.
13. The acceptance of a volunteer for a particular role should be based on the selection criteria being met; this being the individual's ability to do the specified task subject to the needs and restrictions of the location.
14. If the volunteer will be working alone with children or vulnerable adults, an Enhanced Disclosure and Barring Service (DBS) check will be required.
15. If the Town Council decides that an individual is not suitable for the volunteering role, or if they become unsuitable for a volunteering role, they will be advised of the reason and of any other opportunities, as appropriate.

Induction and training

16. All volunteers will receive an induction into Didcot Town Council and the role they will undertake. This will include full health and safety induction training.
17. All volunteers will have a named Officer as their main contact. They will be provided with regular supervision and support with progress fed back to them and any further development and future opportunities identified to them.

Equipment

18. The Council provides adequate and appropriate facilities, equipment and resources to enable volunteers to fulfil their role.

Expenses

19. Individuals will receive reimbursement for permissible expenses in accordance with HMRC's rules for volunteer activities.

Insurance

20. All volunteers are covered by Didcot Town Council's public liability insurance whilst they are on the premises or engaged in work with or on Didcot Town Council's behalf.
21. Volunteers should not be expected to use their own vehicle for undertaking voluntary duties, such as transporting goods, unless they are appropriately insured and the documentation has been checked.

Equal opportunities

22. Didcot Town Council operates an equal opportunities policy in respect of both paid officers and volunteers.

Confidentiality and Code of Conduct

23. Volunteers will be bound by the same requirements for confidentiality as paid Officers.

Complaints and Conduct

24. Should a volunteer have a complaint regarding how they have been treated as a volunteer when providing their services to the Council, they can raise the matter using the Council's Employee Grievance Procedure.
25. Volunteers whose conduct is deemed to be unacceptable by the Town Clerk or Personnel & Administration Committee can have their services terminated with immediate effect. Appeals must be submitted to the Leader of the Council who will appoint an Appeals Panel to hear the matter.

Policy review: February 2024 – Personnel & Administration Committee

Ratification at the full Council meeting on 4th March 2024

Didcot Town Council



Property and Facilities Committee Wednesday 31st January 2024 at 7.30pm All Saints Room, Didcot Civic Hall.

Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of this Committee.

Present:

Cllr K Morrison (Chair)
Cllr H Macdonald (Vice Chair)
Cllr A Jones
Cllr A Hudson
Cllr L Hislop

Officers:

Mrs J Wheeler – Town Clerk
Mr S Mundy – Estate Manager

Two members of public were present.

45. Apologies

Apologies were tendered from Cllr M Khan

Cllr Z Mohammed was absent.

46. Declarations of interests

No declarations were received.

Standing orders were suspended to let Mr Gareth Tucker the owner of the Bounce Park address the Committee.

Mr Tucker informed members that Bounce Park would be very interested in a long lease/agreement for the full time use of Willowbrook Leisure Centre.

It was proposed that the Estate Manager add this potential proposal to the 27th March agenda so the Committee could then be discussed in more detail.

It was agreed the proposal would be sent to the Estate Manager for circulation.

Standing orders were re-installed.

47. To approve the Minutes of the meeting held on 29th November 2023

The Chair paged through the minutes for any amendments or questions.

It was proposed by Cllr K Morrison, seconded by Cllr A Jones, and **RESOLVED** to **APPROVE** the minutes as a true and accurate record of the meeting and noted them as such.

Cllr H Macdonald informed the Estate Manager of a date error on the agenda. This would be amended.

48. Questions on the minutes

No questions received.

49. To note properties report including the financial summary and consider the recommendations.

The Committee noted the report.

49.1 To note the Civic Hall bar takings

The Committee noted the bar takings and new products to sell at the bar.

49.2 To note the usage figures at Didcot Civic Hall

The Committee noted the usage figures for the Didcot Civic Hall.

49.3 To note the Civic Hall financial summary

The Committee noted the Civic Hall financial summary.

The Town Clerk made the Committee aware of an account error for cost code 1011 "Millbrook/Orchard Room". This was due to an error inputting the new pricing for 2023/2024. The Customer Service Officer had been updated the figures which now now showed the true reflection true reflection. The correct coding has been put in for 1st April 2024 to 31st March 2025

49.4 To note the Civic Hall works update

The Committee noted the Civic Hall works update which included: -

- Hawkins completed repairs on pipe under the canopy.

- Ice Maker has been serviced.
- Evacuation chair has been serviced.

49.5 To note the current progress on the new Pavilion build

The Committee noted the current progress and the photo's that were provided.

The Committee noted the current proposed finish date of 16th February which is 5 weeks over schedule.

The Committee noted the neighbour's complaint regarding the lighting on the outside of the building. The Town Clerk and Estate Manager assured the Committee that DTC is working with the builders and electrical contractor to rectify the situation and find a solution.

The Committee noted the potential official opening for the building, the week commencing 11th March 2024.

The Committee noted the booking system requirements for the use of Bookteq and Lockteq for the new pavilion. The cost will be **£50 a month** for the booking system and **£20 a month** for the Lockteq 4G sim card.

49.6 To consider an end of project filming for Edmonds Park Pavilion

The Committee considered the end of project filming for the Edmonds Park Pavilion.

The Committee liked the idea in principle for the filming but would prefer this to be completed once the planting and possible Splash Park has been built.

The Committee has asked for pictures to be taken and a full press release completed to ensure the residents of the Didcot are aware of the new building.

It was proposed by Cllr K Morrison and seconded by Cllr A Hudson to ask the company if they can do a discounted rate for filming just the inside or to seek alternative options such as a student to complete a virtual tour.

49.7 – To note the CCTV service requirements for DTC buildings

The Committee noted the CCTV service requirements for the Civic Hall and Outdoor services depot. This will mean the CCTV is then serviced annually to ensure all are working correctly and in order.

An order has been placed with **Executive Alarms** for **£890+VAT**.

49.8 – To consider extending the extract duct for the kitchen area

The Committee considered the summary of extending the extract duct.

The Committee were worried this was a large cost and didn't include the use of a scaffolding within the quote.

It was proposed by Cllr K Morrison and seconded by Cllr A Jones to proceed with finding a further two quotes. Upon gaining two quotes the Estate Manager can liaise with the Committee via email to then proceed with the works required.

49.9 – To consider the plant repairs at Didcot Civic Hall

The Committee considered the repairs for the plant room in the Civic Hall from the service completed in December 2023.

It was proposed by Cllr K Morrison and seconded by Cllr A Hudson to proceed with quote from **GS Mechanical** for **£943.66+VAT** using budget code 4043 repairs and maintenance.

49.10 – To consider the updated Civic Hall website

The Committee considered the updated Civic Hall website.

The Estate Manager presented the new website to the Committee and the Committee thanked the staff for creating the website which looks clean and easy to use.

It was proposed by Cllr K Morrison and seconded by Cllr A Hudson to proceed with the created website with amendments to pictures and a number of items addressed by staff.

49.11 – To note the quote to repair the Broadway entrance slave leaf

The Committee noted the quote for the repair to the Broadway entrance slave leaf on the entrance door.

An order has been placed with **BH Doors** for **£413.39+VAT**

49.12 – To consider remedial action for the ice machine for the bar

The Committee considered the remedial action for the ice machine used for the bar as this is not working as intended.

The Committee were concerned with the cost of the repairs provided by the service company and asked the Estate Manager to provide further quotes to repair or replace for the next Committee meeting.

50. To note the Willowbrook report including the financial summary and consider recommendations.

The Committee considered the report.

50.1 – To the note Willowbrook usage figures

The Committee noted the Willowbrook usage figures.

The Committee wanted to thank the DTC staff for their continued efforts with ensuring Willowbrook is filled and for their hard work ensuring the building is staffed, especially with the recent staff losses.

50.2 – To note the Willowbrook financial summary

The Committee noted the financial summary.

50.3 – To note works completed at Willowbrook

The Committee noted the works that had been completed since the last Committee meeting which included: -

- Repairs to the roof - completed by Hawkins.
- Insulation has been installed over the reception area and the function room.

50.4 – To note the CCTV service requirements for Willowbrook

The Committee noted the CCTV service requirements for Willowbrook.

An order has been placed with **Executive Alarms** for an annual fee of **£210+VAT**.

50.5 – To consider the plant repairs for Willowbrook

The Committee considered the plant repairs need for the plant at Willowbrook.

It was proposed by Cllr K Morrison and seconded by Cllr L Hislop to proceed the quote provided by **GS Mechanical** for **£2064.30+VAT** using budget code 1767 Willowbrook site maintenance.

The Estate Manager explained to the Committee that there will be a need to replace the boilers at Willowbrook over the coming years. This is due to the parts now being discontinued due to the age of the boilers and informed the members to be prepared to start thinking about replacements.

42.6 – To note the water treatment service agreement at Willowbrook

The Committee noted the water treatment service agreement for one year from 1st January 2024 until 31st December 2024.

The cost will be **£1036 excluding VAT** split into quarterly invoices of **£259+VAT** from **Rochester Midland Corporation Limited (RMS)**

51. To consider the DTC building fire door inspection report

The Committee considered the report.

It was proposed by Cllr K Morrison and seconded by Cllr A Hudson to proceed with company A **AJM Fire Safety** for **£643.00+VAT** for Didcot Civic Hall and **£693.00+VAT** for Willowbrook Leisure Centre. This will then be completed annually.

52. To consider the Edmonds Park gates report.

The Committee considered the report.

It was proposed by Cllr A Hudson and seconded by Cllr K Morrison to keep the gates open at Edmonds Park once the Pavilion is open.

The Committee has requested that the Estate Manager investigate costs to install CCTV within the car park and to present at the next Committee meeting on 27th March 2024.

53. To note the progress report on items not on this agenda

The Committee noted the progress report.

54. EXCLUSION OF THE PRESS AND PUBLIC

Pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 the committee will be asked to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

55. To consider the current Riverside Agreement for use of the backstage rooms

The Committee considered the report.

It was proposed by Cllr K Morrison and seconded by Cllr A Hudson to ask Riverside Counselling Services for a meeting and explain that the current agreement will end on 31st March 2024. DTC to offer alternatives within the current run buildings, including Fleet Meadow.

Meeting closed at 21.31.

Signed _____ Chairman Date _____

ITEM 7 MEETING DATES
REVISED.

Revised Schedule of Council and Committee Meetings 2024/25

Date	Meeting	Day	Time	Civic Year	Room
07/05/2024	Mayor Making - Ceremonial	Tuesday	7.30pm	2024/25	Main Hall
08/05/2024	Planning and Development	Wednesday	7.30pm	2024/25	All Saints
14/05/2024	Annual Meeting	Tuesday	7.30pm	2024/25	Main Hall/LG
15/05/2024	Environment & Climate	Wednesday	7.30pm	2024/25	All Saints
20/05/2024	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints
29/05/2024	Property and Facilities	Wednesday	7.30pm	2024/25	All Saints
03/06/2024	Personnel and Administration	Monday	7.30pm	2024/25	Park/All Saints
04/06/2024	Planning & Development	Tuesday	7.30pm	2024/25	All Saints
17/06/2024	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints
24/06/2024	Full Council (Audit)	Monday	7.30pm	2024/25	Main Hall/LG
25/06/2024	Planning and Development	Tuesday	7.30pm	2024/25	All Saints
15/07/2024	Environment and Climate	Monday	7.30pm	2024/25	All Saints
16/07/2024	Planning and Development	Tuesday	7.30pm	2024/25	All Saints
22/07/2024	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints
24/07/2024	Property and Facilities	Wednesday	7.30pm	2024/25	All Saints
05/08/2024	Personnel and Administration	Monday	7.30pm	2024/25	Park/All Saints
07/08/2024	Planning and Development	Wednesday	7.30pm	2024/25	All Saints
19/08/2024	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints
28/08/2024	Planning and Development	Wednesday	7.30pm	2024/25	All Saints
02/09/2024	Full Council	Monday	7.30pm	2024/25	Main Hall/LG
16/09/2024	Environment and Climate	Monday	7.30pm	2024/25	All Saints
18/09/2024	Planning and Development	Wednesday	7.30pm	2024/25	All Saints
23/09/2024	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints
25/09/2024	Property and Facilities	Wednesday	7.30pm	2024/25	All Saints
07/10/2024	Personnel and Administration	Monday	7.30pm	2024/25	Park/All Saints
08/10/2024	Planning and Development	Tuesday	7.30pm	2024/25	All Saints
21/10/2024	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints
29/11/2024	Planning and Development	Tuesday	7.30pm	2024/25	All Saints
04/11/2024	Full Council	Monday	7.30pm	2024/25	Main Hall/LG

Revised Schedule of Council and Committee Meetings 2024/25

18/11/2024	Environment and Climate	Monday	7.30pm	2024/25	All Saints
19/11/2024	Planning and Development	Tuesday	7.30pm	2024/25	All Saints
25/11/2024	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints
27/11/2024	Property & Facilities	Wednesday	7.30pm	2024/25	All Saints
02/12/2024	Personnel and Administration	Monday	7.30pm	2024/25	Park/All Saints
16/12/2024	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints
18/12/2024	Planning and Development	Wednesday	7.30pm	2024/25	All Saints
06/01/2025	Full Council	Monday	7.30pm	2024/25	Main Hall/LG
08/01/2025	Planning and Development	Wednesday	7.30pm	2024/25	All Saints
13/01/2025	Environment and Climate	Monday	7.30pm	2024/25	All Saints
20/01/2025	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints
22/01/2025	Property and Facilities	Wednesday	7.30pm	2024/25	All Saints
29/01/2025	Planning and Development	Wednesday	7.30pm	2024/25	All Saints
03/02/2025	Personnel and Administration	Monday	7.30pm	2024/25	Park/All Saints
19/02/2025	Planning and Development	Wednesday	7.30pm	2024/25	All Saints
24/02/2025	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints
03/03/2025	Full Council	Monday	7.30pm	2024/25	Main Hall/LG
11/03/2025	Planning and Development	Tuesday	7.30pm	2024/25	All Saints
17/03/2025	Environment and Climate	Monday	7.30pm	2024/25	All Saints
24/03/2025	Annual Town Meeting	Monday	7.30pm	2024/25	Main Hall/ Ladygrove
26/03/2025	Property and Facilities	Wednesday	7.30pm	2024/25	All Saints
31/03/2025	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints
02/04/2025	Planning and Development	Wednesday	7.30pm	2024/25	All Saints
07/04/2025	Personnel and Administration	Monday	7.30pm	2024/25	Park/All Saints
23/04/2025	Planning and Development	Wednesday	7.30pm	2024/25	All Saints
28/04/2025	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints

ITEM 8 - MOTION ONE
PROPOSED BY CLLR L. HISLOP

Didcot Town Council Provision of Period Products

The Council Notes that:

- An ActionAid poll, conducted in May 2023 has indicated that 21% of women now struggle to afford period products.
- A survey by Water Aid, conducted around the same time found that this number was 24% and that 32% of those surveyed were worried about being able to afford period products in the future. This has resulted in:
 - absences in employment and education, with 15% of women surveyed saying that they had missed work or school during their period. This number is higher (20%) in school-aged girls.
 - 22% of women and girls having relied on free products from work, school or other charities.
 - absences from social activities, with 24% of those surveyed missing out on social activities because of their period.
 - 26% of those surveyed saying they'd used products for longer than is advisable.
 - 20% of those surveyed coping by using makeshift materials.
 - 41% of school aged girls worrying about adding to the financial burden of their parent or caregiver.

The Council believes that:

- Menstrual health is essential for gender equality.
- No one should be disadvantaged because of their period.
- Everyone who requires period products should be able to access them for free.

The Council resolves to:

- Provide access to free period products in all Town Council facilities.
- Explore whether any disposable products provided can be sustainably sourced.