

## Notice of a meeting of the

### **Environment and Climate Committee**

Monday 15<sup>th</sup> July 2024 at 7.30pm

All Saints Room, Civic Hall



**Members of the Environment and Climate Committee are summoned to attend a meeting on Monday 15<sup>th</sup> July 2024 at 7.30pm, in the All Saints Room, Didcot Civic Hall.**

#### **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 Deputy Town Clerk before the start of the meeting.

#### **Public participation**

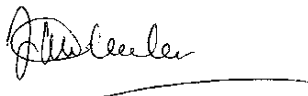
The Council welcomes the public's involvement in meetings, which must be in accordance with our rules (Standing Orders 30 - 32 on a matter before the Council).

At the relevant time during the meeting, the Chair will invite members of the public to present their questions, statements, or petitions.

To find out about participation, please email Lucy Blake, the Deputy Town Clerk, at [lblake@didcot.gov.uk](mailto:lblake@didcot.gov.uk)

# Agenda

1. To receive apologies
2. To receive declarations of interests  
Members are reminded to declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's Code of Conduct
3. To agree the minutes of the meeting held on 15<sup>th</sup> May 2024 as a true and correct record (**attached**)
4. Questions on the minutes and review the progress report (**attached**)
5. To note the Income and Expenditure to date for the Environment and Climate Committee report, as updated on 5<sup>th</sup> July 2024 (**attached**)
6. To note the Outdoor Services Manager's report and recommendations to the Committee (**attached**)
7. To consider the applications to hold events on Town Council owned and managed land report and the recommendations to the Committee (**attached**)
8. To consider future options for the Ladygrove Skate Park report and recommendations to the Committee (**attached**)
9. To note the Ladygrove Management Working Group meeting notes from the meetings held on 18<sup>th</sup> April 2024 (**attached**)
10. To discuss what the Committee might wish to achieve this year and suggest ideas for future projects – *deferred from previous meeting*



Janet Wheeler

**Town Clerk**

9<sup>th</sup> July 2024

**Voting members:**

Cllr Gavin Roberts (Chair)  
Cllr Kelly Morrison (Deputy Chair)  
Cllr Stephen Cole  
Cllr Zia Mohammed  
Cllr Anthony Hudson  
Cllr James Broadbent  
Cllr Axel Macdonald

**Nominated Substitute Members:**

Cllr Chris Jennings  
Cllr David Aragao  
Cllr Hugh Macdonald  
Cllr David Rouane  
Cllr Denise Macdonald  
Cllr Luke Hislop  
Cllr George Ryall

## Didcot Town Council

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### **Environment & Climate Committee** Wednesday 15<sup>th</sup> May 2024 at 7.30pm All Saints Room, Civic Hall



### **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 (Acting Chair)  
Cllr K Morrison (Acting Deputy Chair)  
Cllr J Broadbent  
Cllr S Cole

##### **Officers:**

Mrs J Wheeler (Town Clerk - TC)  
Mrs L Blake (Deputy Town Clerk - DC)  
Mr M Blake (Outdoor Services Manager - OSM)

One member of the public attended.

#### **1. To elect the Chair of the Environment and Climate Committee**

The Acting Chair, Cllr G Roberts, opened the meeting and called for nominations. It was proposed by Cllr K Morrison, seconded by Cllr S Cole, and RESOLVED to appoint Cllr G Roberts as the Chair of the Environment and Climate Committee. The vote was unanimous and there were no other nominations.

#### **2. To elect the Deputy Chair of the Environment and Climate Committee**

Cllr G Roberts proposed Cllr K Morrison as the Deputy Chair. This was seconded by Cllr S Cole and RESOLVED to appoint Cllr K Morrison as Deputy Chair of the Environment and Climate Committee. There were no other nominations, and the vote was unanimous.

### **3. To receive apologies**

Apologies were received from Cllrs A Hudson, Z Mohammed, and A Macdonald.

### **4. To receive declarations of interest**

No declarations of interest were received.

### **5. To review the Environment and Climate Committee Terms of Reference**

The Committee reviewed the terms of reference. Cllr J Broadbent proposed that the 'Big Tidy Up' remain in the terms of the Committee, which could include routine litterpicks around the town and encouraging volunteers to take part.

The Town Clerk queried the remit of the Christmas Lights and whether this would fall under the control of the Property and Facilities Committee due to the recent change in the budget codes.

It was proposed by Cllr J Broadbent, seconded by Cllr S Cole, and **RESOLVED** to accept the terms of reference as stated, until such time as an amendment would be needed regarding the lights. All members agreed.

### **6. To agree the minutes of the meeting held on 11<sup>th</sup> March 2024 as a true and correct record**

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



All members agreed.

### **7. Questions on the minutes and review the progress report**

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

Cllr J Broadbent queried whether any update had been received regarding birds of prey being used to deter the geese at Ladygrove Lakes. The DC confirmed that a response had been received from a specialist who had explained that intensive visits would be needed initially to establish a predatory presence. This would involve 2-3 visits a day, over four weeks at a cost of around £12,000.

There were no other questions.

Action	Responsible	Rating	Meeting 11.03.2024	15.05.2024
Tidying up of the noticeboards	Officers	Amber	Boards had been measured and ordered.	<p>All the notice boards had been restored.</p>  <p>The three old boards on the wall outside the Civic Hall had also been removed and replaced with a new, public noticeboard.</p> 
Smokefree play park signs	Officers	Amber	No more interest had been received.	This would be revisited.
'Sow & Grow' – Community	Officers	Amber	Construction of the polytunnel was	Was covered in the OSM report.

Planting project at New Road allotments			well underway. The frame had been put up and the access road/path had been completed. A talk was held on 28 <sup>th</sup> February at the Civic Hall to encourage people to 'sign up'.	
Investigate costs to install chicanes/bollards at Stubbings Land	Officers	Amber	Was on the agenda for discussion. The Deputy Clerk would chase up the developer.	The developer confirmed in an email dated 08.05.2024 that their "Adoptions Team will need to check this with the Council due to adopt the land as we would like to help but unfortunately it is not as simple as installing something on land that won't belong to us long term". Further updates would be available in the next few weeks.
CIL Grant Fund application (EOI)	Officers	Amber	Committee were informed that an EOI form had been submitted for access improvements in Ladygrove and Millennium Woods.	The Deputy Clerk received an email on 23.04.2024 to inform her that DTC had been invited to submit a full application for the sum of £175,000. The application would be sent in the near future.
Fence installation by DTYFC	DTYFC	Amber	The Committee resolved to approve the installation of fencing in principle, provided that the club provide all risk assessments, method statements and insurance details of the contractor.	No further update had been received.

## **8. To consider the Outdoor Services Manager's report**

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

### New Road allotments

5. The Committee was asked to approve consulting with a Drainage Expert regarding the water retention issue at New Road allotments and the need to ensure it does not affect Fleetmeadow Community Hall. All members agreed that it would be a good idea to consult with specialists.

The TC confirmed that should any work on drainage be needed, both Fleetmeadow and DTC could contribute to the cost.

### Community Polytunnel

6. The OSM updated the Committee on the work at the polytunnel undertaken by the Community and Allotment Officer, and how she had managed to grow approximately 2700 plants from seeds. These would be used across all DTC sites. Members were invited to attend the polytunnel on Wednesday 22<sup>nd</sup> May 2024 at 2pm, to have a look around. The Committee also discussed the gardens at the Civic Hall.

Members wanted to pass on their thanks to the Officer and congratulate her for her work.

### Parks – General

15. Due to on-going and more recent issues with unleashed dogs in the parks, the OSM spoke about purchasing signage to remind dog owners that it is against the law to allow your dog to be dangerously out of control anywhere in a public place.

The Committee approved the purchase of such signs, to be taken from cost centre 307/4194 'Street Furniture Maintenance'. The OSM would design a sign and gather quotes to be forwarded to the Committee via email. All members agreed.

### Ladygrove Lakes

29. The OSM informed the Committee of the new inclusive picnic table that the outdoor team had made and installed at the lakes, for under £200. The same picnic style bench had also been installed at the new pavilion in Edmonds Park.

## **9. To consider the applications to hold events on Town Council owned and managed land report, and the recommendations to the Committee**

The Committee considered each of the three applications.

Edmonds Park:

<b>Event Name</b>	Colour Run
<b>Organiser(s)</b>	2 <sup>nd</sup> Didcot Guides
<b>Charity or not-for-profit organisation?</b>	Yes
<b>Date</b>	Tuesday 25 <sup>th</sup> June 2024
<b>Time</b>	5.30pm – 9pm
<b>Details</b>	“A fund raising colour run for Guides and Brownies” using safe, non-toxic colours. Small area used for the girls to run around and a stall selling crafts that the girls have made will be used to raise extra money. Proceeds to be split 50/50 between the Guides and Children in Need.
<b>Decision</b>	It was proposed by Cllr G Roberts, seconded by Cllr S Cole, and RESOLVED to approve this event. There would be no charge. The vote was unanimous.

- Although the date of this event is outside of the Usage Agreement with Didcot Town Youth Football Club, the Club would still be contacted and informed of this event.

<b>Event Name</b>	Family Friendly Inflatable Fun Days
<b>Organiser(s)</b>	Inflatable Fun Days
<b>Charity or not-for-profit organisation?</b>	No
<b>Date</b>	Thursday 29 <sup>th</sup> August – Sunday 1 <sup>st</sup> September 2024
<b>Time</b>	10am – 5pm for four trading days
<b>Details</b>	Open to public, 300 people per session. Event will include fairground equipment, lost children point, barriers/fencing, inflatables, PA system, portable generator, toilets, food/drink, concessions, ice cream and prize stalls. Want to set up on Wednesday 28 <sup>th</sup> August 2024 and leave at the end of Sunday 1 <sup>st</sup> September 2024.
<b>Decision</b>	It was proposed by Cllr J Broadbent, seconded by Cllr G Roberts, and RESOLVED to approve this event, subject to the following conditions: <ul style="list-style-type: none"> <li>• Receipt of an Events Management Plan – to include consultation with Emergency Services</li> <li>• Receipt of insurance certificates, equipment safety testing certificates, risk assessments and method statements</li> <li>• Receipt of all other certification regarding BS EN 14960 and proof of membership to PIPA/ADiPS.</li> </ul> This event would be charged at £360 per trading – as per the Town Council’s Annual Charges. The vote was unanimous.



Ladygrove Skate Park:

<b>Event Name</b>	Skateboarding and Boxing sessions for young females
<b>Organiser(s)</b>	The Project PT
<b>Charity or not-for-profit organisation?</b>	Yes
<b>Date(s)</b>	Wednesday 31st July 2024 Wednesday 7th August 2024 Wednesday 14th August 2024 Wednesday 21st August 2024 Wednesday 28th August 2024
<b>Time</b>	Undecided
<b>Details</b>	Aim is to deliver 2x free 60 minute sessions (1 skating and 1 boxing) for young females in the area, to increase female participation in sport. Funding has been given by OCC. All coaches fully qualified personal trainers.
<b>Decision</b>	It was proposed by Cllr K Morrison, seconded by Cllr S Cole, and RESOLVED to approve this event. There would be no charge. The vote was unanimous.

#### **10. To consider the quotes for work to turf the outside of the new Community and Sports Pavilion**

The Committee considered the quotes received from the two companies. Due to the costs involved, the decision would need to be ratified at Full Council. However, the turf would need to be laid as soon as possible to ensure it takes successfully.

It was proposed by Cllr J Broadbent, seconded by Cllr G Roberts, and RESOLVED to approve the quote from Company two, New Lawn Company, to lay 1000m<sup>2</sup> of turf at the new pavilion, at a cost of £7,500 + VAT. The cost for this would be taken from the pavilion construction budget.

The decision would be sent to all Councillors via email for approval, prior to the next meeting of Full Council. This is because the turf would need to be laid before the next Full Council meeting.

#### **11. To discuss what the Committee might wish to achieve this year and suggest ideas for future projects**

The Committee considered future project ideas. It was proposed by Cllr G Roberts, seconded by Cllr S Cole, and RSOLVED to defer item to the next meeting of the Environment and Climate Committee so that the members who were absent, could contribute. All members agreed.

**The meeting closed at 8.26pm**

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_

Environment & Climate Committee Meeting 15.07.2024  
Agenda Item 4 - Progress Report

Action	Responsible	Rating	Meeting 15.05.2024	Meeting 15.07.2024
Smokefree play park signs	Officers	Amber	OCC had been contacted again at the beginning of January 2024. Schools would be contacted again to see if there was any more interest.	No more interest has been received.
Investigate costs to install chicanes/bollards at Stubbings Land	Officers	Amber	The developer confirmed in an email dated 08.05.2024 that their "Adoptions Team will need to check this with the Council due to adopt the land as we would like to help but unfortunately it is not as simple as installing something on land that won't belong to us long term". Further updates would be available in the next few weeks.	It was further confirmed by email on 4 <sup>th</sup> July 2024, that Taylor Wimpey's Technical Team would "open a discussion" if DTC's proposal "included covering all costs associated with drawing changes and ensuring areas are put back to OCC highways adoptable standards".  Costings for the 'changes' would need to be factored in to any decision - these are unknown. However, it would probably be a more financially viable option to look at installing bollards on the DTC owned path, and signs on the perimeter fence.
CIL Grant Fund application	Officers	Amber	The Deputy Clerk received an email on 23.04.2024 to inform her that DTC had been invited to submit a full application for the sum of £175,000. The application would be sent in the near future.	The application was submitted on 28 <sup>th</sup> June 2024, before the deadline.
Fence installation by DTYFC	DTYFC	Green	No further update had been received.	This has been completed.
Dog signs for the open green spaces/parks	Officers	Amber	It was agreed to purchase signs to remind dog owners that their dogs need to be kept under control.	Signs have been ordered:

				<p>Visitors are reminded to ensure their dogs always remain under control and on a leash where possible.</p> <p>Please be vigilant and courteous to park workers and other park users. Be aware of moving vehicles.</p> <p><b>IT IS A CRIMINAL OFFENCE TO ALLOW YOUR DOG TO BE 'DANGEROUSLY OUT OF CONTROL'</b></p>  <p>DIDCOT TOWN COUNCIL 01235 812634 <a href="mailto:council@didcot.gov.uk">council@didcot.gov.uk</a> <a href="http://www.didcot.gov.uk">www.didcot.gov.uk</a></p> 	
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09/07/2024

Didcot Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 09/07/2024

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Environment and Climate</u></b>							
<b><u>300 Outside Services</u></b>							
4000 Staff Costs (Re-allocated)	26,198	80,037	328,021	247,984		247,984	24.4%
4008 Travel & Expenses	103	418	1,500	1,082		1,082	27.9%
4014 Light and Heat	75	(1,361)	0	1,361		1,361	0.0%
4015 Cleaning and Hygiene	0	137	0	(137)		(137)	0.0%
4016 Uniform/Protective Clothing	101	1,315	2,000	685		685	65.7%
4018 Waste Disposal	0	225	0	(225)		(225)	0.0%
4020 Equipment Purchase (Minor)	87	87	0	(87)		(87)	0.0%
4025 Subscriptions	0	0	150	150		150	0.0%
4042 Equipment/Vehicle Hire	545	1,090	0	(1,090)		(1,090)	0.0%
4043 Property Repairs & Maintenance	0	310	0	(310)		(310)	0.0%
4044 Maintenance Contracts	0	828	0	(828)		(828)	0.0%
4045 Equipment/Vehicle Maintenance	840	7,033	32,000	24,967		24,967	22.0%
4047 Vehicle Fuel	877	877	6,000	5,123		5,123	14.6%
4048 Vehicle Insurance/Licence	0	0	2,800	2,800		2,800	0.0%
Outside Services :- Indirect Expenditure	<b>28,826</b>	<b>90,996</b>	<b>372,471</b>	<b>281,475</b>	<b>0</b>	<b>281,475</b>	<b>24.4%</b>
<b>Net Expenditure</b>	<b>(28,826)</b>	<b>(90,996)</b>	<b>(372,471)</b>	<b>(281,475)</b>			
<b><u>307 Environmental Services</u></b>							
1061 Ground Hire Income	0	0	2,000	2,000			0.0%
1063 Sports Pitch Hire	0	0	5,000	5,000			0.0%
1180 Grass Cutting Income (OCC)	0	13,424	0	(13,424)			0.0%
1183 Bowls Club Rent	0	0	50	50			0.0%
1192 Bus Shelter Income	0	0	10,000	10,000			0.0%
Environmental Services :- Income	<b>0</b>	<b>13,424</b>	<b>17,050</b>	<b>3,626</b>			<b>78.7%</b>
4036 Grass Cutting	0	17,604	0	(17,604)		(17,604)	0.0%
4038 Hanging Baskets	0	5,248	0	(5,248)		(5,248)	0.0%
4040 Tree Management Contract	0	0	5,000	5,000		5,000	0.0%
4041 Grounds Maintenance	0	216	22,500	22,284		22,284	1.0%
4192 Bus Shelter Contract	0	0	10,000	10,000		10,000	0.0%
4193 Dog Fouling Services	354	985	3,200	2,215		2,215	30.8%
4194 Street Furniture Maintenance	0	697	7,000	6,303		6,303	10.0%
4195 CCTV Contributions	0	0	10,000	10,000		10,000	0.0%
99156 Tfr from EMR Grass Cutting	0	(17,600)	0	17,600		17,600	0.0%
Environmental Services :- Indirect Expenditure	<b>354</b>	<b>7,150</b>	<b>57,700</b>	<b>50,550</b>	<b>0</b>	<b>50,550</b>	<b>12.4%</b>
<b>Net Income over Expenditure</b>	<b>(354)</b>	<b>6,275</b>	<b>(40,650)</b>	<b>(46,925)</b>			

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## Detailed Income &amp; Expenditure by Budget Heading 09/07/2024

Month No: 3

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>311 Allotments</b>							
1181 Allotment Rents	120	452	15,500	15,048			2.9%
Allotments :- Income	<u>120</u>	<u>452</u>	<u>15,500</u>	<u>15,048</u>			<u>2.9%</u>
4012 Water Charges	19	(302)	2,500	2,802		2,802	(12.1%)
4041 Grounds Maintenance	14	97	6,000	5,903		5,903	1.6%
4411 Allotment Competition	0	0	350	350		350	0.0%
Allotments :- Indirect Expenditure	<u>33</u>	<u>(205)</u>	<u>8,850</u>	<u>9,055</u>	<u>0</u>	<u>9,055</u>	<u>(2.3%)</u>
<b>Net Income over Expenditure</b>	<u>87</u>	<u>657</u>	<u>6,650</u>	<u>5,993</u>			
<b>321 Cemetery</b>							
1182 Cemetery Income	3,495	12,665	18,000	5,335			70.4%
Cemetery :- Income	<u>3,495</u>	<u>12,665</u>	<u>18,000</u>	<u>5,335</u>			<u>70.4%</u>
4011 Business Rates	190	566	1,950	1,384		1,384	29.0%
4012 Water Charges	0	12	1,000	988		988	1.2%
4041 Grounds Maintenance	0	224	5,000	4,776		4,776	4.5%
Cemetery :- Indirect Expenditure	<u>190</u>	<u>802</u>	<u>7,950</u>	<u>7,148</u>	<u>0</u>	<u>7,148</u>	<u>10.1%</u>
<b>Net Income over Expenditure</b>	<u>3,305</u>	<u>11,863</u>	<u>10,050</u>	<u>(1,813)</u>			
<b>330 Edmonds Park</b>							
1061 Ground Hire Income	0	720	0	(720)			0.0%
Edmonds Park :- Income	<u>0</u>	<u>720</u>	<u>0</u>	<u>(720)</u>			
4012 Water Charges	137	163	1,200	1,037		1,037	13.6%
4014 Light and Heat	65	(1,359)	1,800	3,159		3,159	(75.5%)
4018 Waste Disposal	662	2,839	9,500	6,661		6,661	29.9%
4041 Grounds Maintenance	788	2,920	10,000	7,080		7,080	29.2%
4043 Property Repairs & Maintenance	300	300	0	(300)		(300)	0.0%
4049 Security	0	0	6,000	6,000		6,000	0.0%
99138 Tfr from EMR Play Areas	(179)	(884)	0	884		884	0.0%
Edmonds Park :- Indirect Expenditure	<u>1,772</u>	<u>3,979</u>	<u>28,500</u>	<u>24,521</u>	<u>0</u>	<u>24,521</u>	<u>14.0%</u>
<b>Net Income over Expenditure</b>	<u>(1,772)</u>	<u>(3,259)</u>	<u>(28,500)</u>	<u>(25,241)</u>			
<b>331 Splash Park</b>							
4009 Training & Conferences	38	2,013	0	(2,013)		(2,013)	0.0%
Splash Park :- Indirect Expenditure	<u>38</u>	<u>2,013</u>	<u>0</u>	<u>(2,013)</u>	<u>0</u>	<u>(2,013)</u>	
<b>Net Expenditure</b>	<u>(38)</u>	<u>(2,013)</u>	<u>0</u>	<u>2,013</u>			

## Detailed Income &amp; Expenditure by Budget Heading 09/07/2024

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>332 Ladygrove Park</b>							
1061 Ground Hire Income	0	0	3,000	3,000			0.0%
1062 Fishing/Lakes Income	78	2,249	2,500	251			90.0%
Ladygrove Park :- Income	<u>78</u>	<u>2,249</u>	<u>5,500</u>	<u>3,251</u>			<u>40.9%</u>
4041 Grounds Maintenance	520	1,076	12,000	10,924		10,924	9.0%
4058 Legal Fees	0	300	0	(300)		(300)	0.0%
Ladygrove Park :- Indirect Expenditure	<u>520</u>	<u>1,376</u>	<u>12,000</u>	<u>10,624</u>	<u>0</u>	<u>10,624</u>	<u>11.5%</u>
<b>Net Income over Expenditure</b>	<u>(443)</u>	<u>872</u>	<u>(6,500)</u>	<u>(7,372)</u>			
<b>333 Loyd Park</b>							
4012 Water Charges	0	0	500	500		500	0.0%
4014 Light and Heat	0	0	150	150		150	0.0%
Loyd Park :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>650</u>	<u>650</u>	<u>0</u>	<u>650</u>	<u>0.0%</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(650)</u>	<u>(650)</u>			
<b>338 Other Parks &amp; Recreation Areas</b>							
4040 Tree Management Contract	0	2,600	0	(2,600)		(2,600)	0.0%
4041 Grounds Maintenance	16	16	12,000	11,984		11,984	0.1%
Other Parks & Recreation Areas :- Indirect Expenditure	<u>16</u>	<u>2,616</u>	<u>12,000</u>	<u>9,384</u>	<u>0</u>	<u>9,384</u>	<u>21.8%</u>
<b>Net Expenditure</b>	<u>(16)</u>	<u>(2,616)</u>	<u>(12,000)</u>	<u>(9,384)</u>			
<b>341 Play Areas</b>							
4041 Grounds Maintenance	31	31	4,000	3,969		3,969	0.8%
4045 Equipment/Vehicle Maintenance	36	1,264	30,000	28,736		28,736	4.2%
Play Areas :- Indirect Expenditure	<u>67</u>	<u>1,295</u>	<u>34,000</u>	<u>32,705</u>	<u>0</u>	<u>32,705</u>	<u>3.8%</u>
<b>Net Expenditure</b>	<u>(67)</u>	<u>(1,295)</u>	<u>(34,000)</u>	<u>(32,705)</u>			
Environment and Climate :- Income	3,693	29,510	56,050	26,540			52.6%
Expenditure	31,816	110,022	534,121	424,099	0	424,099	20.6%
<b>Movement to/(from) Gen Reserve</b>	<u>(28,124)</u>	<u>(80,512)</u>					
Grand Totals:- Income	3,693	29,510	56,050	26,540			52.6%
Expenditure	31,816	110,022	534,121	424,099	0	424,099	20.6%
<b>Net Income over Expenditure</b>	<u>(28,124)</u>	<u>(80,512)</u>	<u>(478,071)</u>	<u>(397,559)</u>			
<b>Movement to/(from) Gen Reserve</b>	<u>(28,124)</u>	<u>(80,512)</u>					

## **Environment and Climate Committee**

15<sup>th</sup> July 2024 at 7.30pm

Report author: Mike Blake



## **Outdoor Services Manager's Report**

### **Introduction**

1. This report updates the Committee on all matters regarding the Outdoor Services.

### **Recommendation**

2. The Committee is asked to review the report, note any updates, and consider decisions and actions to be made, where required.

### **Allotments – General**

3. Allotments are starting to look a bit tidier and the vacant plots getting new tenants. There are still a few plots being cleared but these will go out in due course the worst ones not going out until October to give us time. All plots that did fail their inspections will be reinspected this week.

### **New Road allotments**

4. The gate on this site was damaged in early April, a quote to fix this gate has come back at a cost of £295.00 - This has been authorised as it is under the OSM'S spending powers. The work should have been carried out week commencing 8<sup>th</sup> July 2024.



## Community Polytunnel

5. The Community Polytunnel was officially opened on 19<sup>th</sup> June 2024. Unfortunately the Tesco Community Champion could not attend the opening but Tesco donated a £20 voucher which was spent on refreshments for the day.
6. The plants generated from the polytunnel have been added to the flower beds over the past month. A plan for the future is to take cuttings from some of these plants to attempt to produce more.
7. The outdoor team will attempt to start growing autumn flowers from seed this month. This will be our first attempt so we don't want to over promise this year but it should allow the team to be more ready for next year.
8. One member of the public has contacted DTC to hold a plant and flower swap at the polytunnel at the end of July. It is hoped this will be the first of many sessions held by the community, for the community.

## Cemetery

9. There have been four full coffin burials and seven cremated remains interment since the last meeting of the Environment and Climate Committee.
10. Unfortunately, we have lost 3 mature Cherry Blossom trees along the cemetery pathways. The outdoor team can remove these; however, I feel they should be replaced by established trees and not whips. I am currently working on getting costings for replacements.
11. Memorial testing will take place the later part of July.
12. One memorial bench application has been received. It is for a wooden and cast-iron bench:



The plaque will read "*In loving memory of XXX 1963 – 2024*"

13. The only concern staff have is with securing it in the cemetery. The traditional wooden benches can be secured using standard earth anchors. Investigations are needed to ensure the correct anchor is used for this bench.

### **Recommendation**

14. The Committee is asked to consider this request, subject to staff finding a suitable anchor.

### **Ladygrove mounds**

15. The bench has been removed from the top of the big mound this will be replaced with an inclusive picnic table. The cost of this falls within the OSM's spending power.
16. In previous years, DTC have had a company come in to cut the mounds. Last year this cost £1950.00 + VAT. The outdoor team are happy to do this in house hiring a machine. The cost for the machine is £950.00 + VAT for a week's hire.

### **Recommendation**

17. The Committee should consider allowing the outdoor team to cut the mounds by hiring a robot machine at a cost of £950 (+ VAT) for a week. This could be taken from cost centre 332/4041 'Grounds Maintenance'.

### **Marsh Rec**

18. The roundabout at Marsh rec isnt working. I have had a playground company look at repairing this. The quote for the work has come back at £1,876.00 + VAT.

### **Recommendation**

19. The Committee should consider the repair of the roundabout for the cost of £1,876.00 (+ VAT) using cost centre 341/4045 'Grounds Maintenance'.

### **Smallbone Recreation Park**

20. The roundabout at Smallbone Rec has stopped working. I have asked a company to look at it and I am awaiting a quote for the required work.

### **Edmonds Park**

21. Two of the newly planted Photinias were taken from Edmonds Park towards the end of June. These have since been replaced.

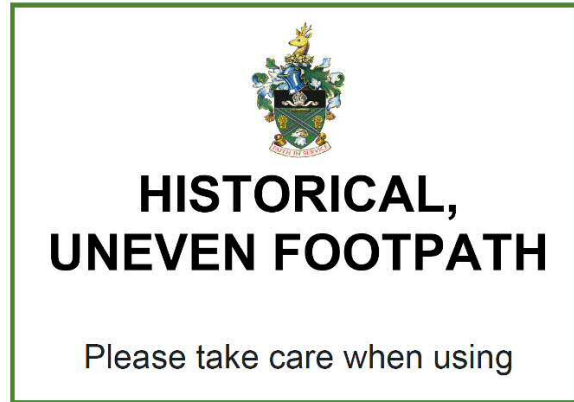
22. Work to construct the new teen area has started. It is hoped that it will be completed by 31<sup>st</sup> July so that we can have a joint official opening with the Splash Pad.

23. The new sandpit with castle centre piece has been completed and has been signed off by ROSPA. All the work to create this was carried out by the outdoor team. New inclusive picnic tables and benches have also been installed in the area too. I am yet to work out how much this area has cost us, but I believe we have come a lot under original budget.



24. The Outdoor team have also uncovered the old war memorial in Edmonds Park, at the Newlands Avenue corner. This celtic cross has been covered over for many years and was a project that one of the team felt very passionate about doing.

The original idea was to look into Public Art funding to install something in the centre however, I feel that putting something tall in the centre would take attention away from the cross itself. I think low level planting would look better.



Four signs have been ordered for this area to inform visitors of the historical path and explain that it is uneven. Officers will look into possible funding to carry out restoration work on these historic flagstones.

25. Didcot Town Youth Football Club have installed the fencing at the welfare units in the park. The area looks much tidier.
26. I have received a quote to replace two gates at Edmonds park which have come in at a combined total of £5,020.00 (+VAT). I am not particularly comfortable spending this much out the budget yet so will continue to look at other options, including the outdoor team carrying out remedial works 'in house'. I will update the Committee on this as we proceed.
27. Work to turf outside the new pavilion started on 8<sup>th</sup> July 2024.

## Ladygrove Park

28. It was picked up on the outdoor team's monthly inspection that some of the surfacing in the park had 'shrunk' which could cause a potential trip hazard. We have authorised the work for these repairs to be done, due to the health and safety implications. The cost of this came to £942.00 (+ VAT) and was taken from cost centre 341/4045 'Equipment Maintenance'.

## Ladygrove Lakes

29. The aerator has completely failed recently. Two companies have been out and looked at it and both representatives commented on the size of the pumps and how they weren't doing much.

30. After consulting Committee members via email, it was RESOLVED to upgrade the aerator to enable more oxygen to penetrate the lake. We are also having a new Bluetooth control system wired in so that the Supervisor and I can control and monitor the levels from the bank.

The work to do this came to £2,173 (+ VAT) and will come out of cost centre 332/4041 'Grounds Maintenance'.

## **Skate park**

31. During the outdoor team's routine monthly checks, it was noted that the skate park had some severe movement and DTC had no choice but to temporarily close the skate park.

32. After a couple of site visits from skate park companies, we were given two options; one - permanently close and remove the skate park, or two – carry out urgent remedial repairs which will be a temporary fix but allow the park to remain open this year so that the Council can investigate funding for a new skate park.

33. After consulting all Councillors via email, it was RESOLVED to proceed with the urgent repairs and investigate options for future use. The cost for this work came to £13,300 + VAT and will come from cost centre EMR Lakes. Turquoise paint will be added to accentuate areas at no extra cost. This work is due to be completed by 10<sup>th</sup> – 11<sup>th</sup> July 2024.

The future of the skate park will be further discussed at agenda item 9.

## **Vehicles**

34. The Wessex mower is due to be delivered soon. We have had a few issues with the gator but that's hopefully sorted now.

## **Staffing**

35. The Outdoor Services Supervisor, alongside the Estate Manager, attended a two-day Pool Plant Course. This was needed to ensure the Council could open the Splash Pad. Both members of staff are now qualified.

36. The remaining members of the outdoor team attended a one-day Pool Plant course on Thursday 4<sup>th</sup> July 2024, to ensure that they are competent to test the water at the

Splash Pad throughout the summer. We all passed the first part of the course but do have to carry out a practical test.

37. The outdoor team attended a half day Health and Safety course at the Civic Hall.

38. Our Community and Allotment Officer has left the team and the Council. We wish her well with her future endeavours.

39. We are currently advertising for a Groundsperson.

# Environment and Climate Committee

## 15<sup>th</sup> July 2024



Report Author: Lucy Blake

# Applications to hold events on Town Council owned/managed land

## Introduction

1. This report informs the Committee on the applications received to hold events on Town Council owned and managed land.
2. The Committee is asked to consider each application and decide whether to approve them and what charge, if any, may apply.

## Background

3. Didcot Town Council hire out the park open spaces for events and charge a hire fee. These charges are set annually.
4. The parks usually hired for events include Edmonds Park, Ladygrove Park, Loyd Recreation Ground, Smallbone Rec and the Ladygrove Skate Park.

## Applications

### 5. Smallbone Rec

<b>a. Event Name</b>	Ladybird Pre-School Summer Fete - <b>APPROVED</b>
<b>Organiser(s)</b>	Ladybird Pre-School
<b>Charity or not-for-profit organisation?</b>	Yes
<b>Date</b>	Saturday 13 <sup>th</sup> July 2024
<b>Time</b>	11am-5pm
<b>Details</b>	Summer fete to raise funds for the preschool to support low income and disadvantaged children.

To consider applications to hold events on Town Council owned and managed land

- Members were consulted on this application via email due to the date in which the event was taking place (before the Committee meeting). Members **RESOLVED** to **approve** this event with no charge.

<b>b. Event Name</b>	Picnic - <b>APPROVED</b>
<b>Organiser(s)</b>	Sustainable Didcot
<b>Charity or not-for-profit organisation?</b>	Yes
<b>Date</b>	Tuesday 23 <sup>rd</sup> July 2024
<b>Time</b>	12.30pm – 2.00pm (time on site – 90 minutes)
<b>Details</b>	Small picnic in Smallbone Park with a focus of being plastic free and environmentally sustainable. All participants will bring their own food.

- Members were consulted on this application via email. It was **RESOLVED** to **approve** this event with no charge.

## 6. Ladygrove Park

<b>a. Event Name</b>	Litter bug trail - <b>APPROVED</b>
<b>Organiser(s)</b>	SODC's waste team
<b>Charity or not-for-profit organisation?</b>	
<b>Date</b>	20 <sup>th</sup> July – 11 <sup>th</sup> August 2024
<b>Time</b>	Anytime
<b>Details</b>	Open to anyone – A trail of 13 posters with waste themed questions, the answers spell out a special word that can be emailed to the waste team and the participant receives a certificate.

- Members were consulted on this application via email due to the date in which the event was taking place and advertising needed to be produced before the Committee meeting. Members **RESOLVED** to **approve** this event with no charge.

## 7. Ladygrove Lakes

<b>a. Event Name</b>	Wildlife Trusts educational display
<b>Organiser(s)</b>	The Wildlife Trusts
<b>Charity or not-for-profit organisation?</b>	Yes
<b>Date</b>	Saturday 3 <sup>rd</sup> – Sunday 4 <sup>th</sup> August 2024



To consider applications to hold events on Town Council owned and managed land

<b>Time</b>	10am – 4pm
<b>Details</b>	Will use display boards to promote Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust. This will include advice on wildlife gardening, volunteering and membership with the Trust. They will also have information on their Childrens Wildlife Watch Club.

## Legal Implications

8. Didcot Town Council has the power to manage and control recreation grounds, public walks, pleasure grounds and open spaces – Local Government Act 1972, Sched 14, para 27 and the Open Spaces Act 1906, ss9 and 10.

## Financial Implications

9. The hire of the park for events are set annually. There is a separate charging band for charities. This will obviously provide an income for the Town Council.
10. There are financial implications with the maintenance of these spaces which is budgeted for annually.

## Risk Implications

11. Once approved, hirers need to provide the Town Council with all the relevant documentation for their event. This includes, but is not limited to, risk assessments, method statements, insurance certificates, qualifications, and payment.

## Recommendation

12. The Committee is asked to consider and approve each application and what, if any charges, will apply to them.

### Events previously approved and confirmed between May 2024 and April 2025

#### Edmonds Park:

- **Didcot Town Youth Football Tournament** – Saturday 8<sup>th</sup> and Sunday 9<sup>th</sup> June 2024 - **COMPLETED**
- **Achieve Oxfordshire community event** –15<sup>th</sup> June 2024, 9am-5pm - **CANCELLED**

To consider applications to hold events on Town Council owned and managed land

- **Play Association – Vauxhall Barracks Fun Day** – Saturday 22<sup>nd</sup> June 2024, 11am-3pm - **COMPLETED**
- **2<sup>nd</sup> Didcot Guides Colour Run** – Tuesday 25<sup>th</sup> June 2024, 5.30pm-9pm - **COMPLETED**
- **Hatwells Fun Fair** – 29<sup>th</sup> July – 12<sup>th</sup> August 2024
- **SODC Xplorers Event** – Tuesday 20<sup>th</sup> August 2024, 9am-1pm
- **Inflatable Fun Day** – Thursday 29<sup>th</sup> August – Sunday 1<sup>st</sup> September 2024 (set up from Wednesday 28<sup>th</sup> August)

#### **Ladygrove Park:**

- **Didcot Five, 5-mile race and 2-mile fun run** – Sunday 7<sup>th</sup> July 2024, 7am-midday - **COMPLETED**
- **SODC's Litter bug trail** – 20<sup>th</sup> July – 11<sup>th</sup> August 2024
- **SODC's Xplorers Event** – Tuesday 13<sup>th</sup> August 2024, 9am-1pm

#### **Ladygrove Skate Park:**

- **Skateboarding and boxing sessions** - 31st July, 7th August, 14th August, 21st August and 28th August 2024

#### **Smallbone Park:**

- **Ladybird Preschool Summer Fete** – Saturday 13<sup>th</sup> July 2024, 11am-5pm
- **Sustainable Didcot picnic** – Tuesday 23<sup>rd</sup> July 2024

## Environment and Climate Committee

### 15<sup>th</sup> July 2024

Report Author: Lucy Blake



## To consider options for the Skate Park in Ladygrove

### Introduction

1. This report asks the Committee to consider the future of the Skate Park in Ladygrove; whether they wish to replace it with something similar or larger, or whether they wish to remove it in its entirety.

### Background

2. The skate park in Ladygrove was originally installed in 2001 and extended in 2010/2011.
3. It is an extremely popular facility and is well used by many Didcot residents and visitors from the surrounding areas.
4. Companies have hired the skate park to hold events on, most recently the Project PT group, who are holding skateboarding and boxing sessions at the site, throughout the summer. SODC have also held sessions at the skate park.
5. The FCC Communities Foundation awards grants to community projects from funds donated by FCC Environment through the Landfill Communities Fund. They provide funds between £2,000 and £100,000 to not-for-profit organisations for 'amenity projects under Object D and Object DA of the Landfill Communities Fund (LCF). Projects need to be sited within 10 miles of an eligible FCC Environment waste facility.

### Legal Implications

6. Didcot Town Council has the power to acquire and maintain land for public recreation – Public Health Act 1875, s.164, and the power to acquire and maintain land for open spaces – Open Spaces Act 1906, s9-10.
7. Didcot Town Council lease the land at Ladygrove from South Oxfordshire District Council. Any plans to carry out any construction work at the site would need their permission.

8. Planning permission would also need to be granted to provide a new skate park.

## **Financial Implications**

9. There will be costs involved with carrying out any work at this site. One company has given a rough estimate of a like for like replacement, approximately £250,000, whilst a bigger facility, to include BMX bikes, would range from £300,000 - £400,000.
10. There would be a cost associated with applying for planning permission. As a government authority, DTC does get a reduction on this. This would cost approximately £360.
11. Due to the costs associated with replacements, should the Council decide to fully replace the facility, this project would need to be uploaded on to the Government's Contracts Finder website, as per The Public Contracts (Amendment) Regulations 2022 and DTC's Financial Regulations – 11.1(b).
12. There would be costs involved with the removal of the skate park. One company has given us a rough estimate of £35,000 to demolish the skate park, including the sub-base. They stated that this was tricky to price as muck away/recycling can be hugely time consuming and expensive.
13. Information on the FCC Community Action Fund is attached to this report. Should the Council decide to apply to this fund, the maximum allowed is £100,000 so the shortfall would need to be found.
14. There could be other potential funding options from Sport England and the National Lottery.

## **Risk Implications**

15. Didcot Town Council have a duty to ensure all outside areas owned and managed by the Council are kept safe and accessible.

## **Recommendation**

16. The Committee should consider what it is they wish to recommend for the future of this facility.



Communities  
Foundation

# Guide for Applicants

**This guide is designed to help applicants apply for funding from the FCC Community Action Fund**

**FCC CAF 2024-3 Round opens on Wednesday 19 June 2024**

**Deadline for approved applications – 5.00pm on 4 September 2024**

Please save this guide and take time to read through it thoroughly. It contains important information about what we expect an application to include and what you need to provide. Please read carefully how to submit and approve your application. If you do not follow this guidance and your application is not fully approved prior to the deadline, it cannot be accepted for this funding round.

Please take time to read Section 9. Our Funding Priorities. This section contains important information about what we consider when we assess and review your application and what you can do to increase your chances of success.

How to contact us: [grants@fcccommunitiesfoundation.org.uk](mailto:grants@fcccommunitiesfoundation.org.uk) or call- **01953 717165**.

## **1. About the FCC Community Action Fund**

The FCC Community Action Fund is designed to deliver funding for projects within 10 miles of an FCC Environment landfill site in our operating area, under Object D or DA of the Landfill Communities Fund.

## **2. Who can apply for funding?**

We will accept applications from the following types or organisations:

A Registered Charity

A Church or Parochial Church Council

A Parish or Town Council or a Management Committee or User Association acting on behalf of a Parish or Town Council

A Local Authority

A CASC Registered Sports Club

## **3. Site Ownership**

Please note the project site must be owned, leased or under long term written management agreement by the **applying organisation**. Any lease or management agreement must be in place before any application is made and have at least 5 years left to run. Letters of intent and draft agreements are not accepted. If you do not own or have a valid lease with at least 5 years left to run your application will be returned.

If you are in doubt about whether your details will be accepted, please call us for advice before submitting your application.

#### 4. How much can you apply for?

Grants of between **£2,000 and £100,000** are available for projects with a **maximum total project cost of £500,000** including VAT (if relevant).

#### Phased Projects

If your project is phased, you must be able to evidence that the element you want to apply for funding for is distinct from other phases and can be completed as a stand-alone project. We require each phase to be a separate tender process. We do **not** consider the fitting out of kitchen or toilet facilities or other standard fittings in a new build community facility to be separate phases and therefore the total project cost, including the build and fitting out costs must be less than £500,000.

#### Second & Subsequent Applications

Applicants that have been awarded funding of more than £20,000 from the FCC Community Action Fund must wait at least 12 months from submission of the Completion Report before we can accept a further application for a project on the same site.

#### 5. Where we can fund

We are able to accept applications for projects sited within England in our operating areas within 10 miles of eligible FCC Environment site as detailed on our website.

To check if you are within 10 miles of one of our sites, please use our distance checker on our website <https://fcccommunitiesfoundation.org.uk/apply/caf>

#### 6. What we can fund

We will only accept applications for funding for projects based at the following:

- Village Halls and Community Centres
- Public Play Areas
- Publicly available Multi use games areas, skate parks and BMX tracks
- Sport and recreation grounds including pavilions and clubhouses with full public access
- Churches – community spaces only which are available for hire
- Nature Reserves
- Public gardens, parks, country parks and woodlands with at least dawn to dusk access
- Museums

Work must be situated at a single amenity/site only.

In all cases the site must be open and accessible to the general public. It should be somewhere where the general public can go, join, or use, for leisure or entertainment purposes. We do not fund membership only facilities.

If your facility is not available every day for the public to use or hire, please contact us for advice **before** applying.

We will only fund costs which are specific and wholly attributable to a project's delivery.

## **OBJECT D – PUBLIC PARK OR OTHER PUBLIC AMENITY**

Work could include physical improvements to a facility, i.e. new windows, access improvements, refurbishment work or landscaping. Physical improvements cover a wide range of work, if you are unsure if your project would qualify, please call for advice.

### **Examples of projects eligible for funding under Object D:**

- ✓ Replacement doors and windows in village hall or community centre;
- ✓ Provision of children's play equipment in public open space;
- ✓ Construction of footpaths and cycleways in a public park;
- ✓ Providing all weather play surface for MUGA (multi use games area);
- ✓ Dipping platform and all weather paths at a local nature reserve;
- ✓ Provision of Skate Park.

## **OBJECT DA - CONSERVATION OR PROMOTION OF BIODIVERSITY**

The focus of the project must be to undertake physical works that lead to the provision, conservation, restoration or enhancement of a natural habitat or the maintenance or recovery of a species in its natural habitat.

### **Examples of projects eligible for funding under Object DA**

- ✓ Grazing Marsh management - grazing infrastructure, including fencing and livestock management equipment
- ✓ Reedbed management - contractors costs to install water control measures, drainage works and ditching
- ✓ Woodland management - Scrub and tree removal, provision of woodland management equipment

### **Costs which we will consider funding for both Object D and Object DA are limited to:**

- ✓ Contractors
- ✓ Materials
- ✓ Capital items
- ✓ The cost of small items of equipment used by volunteers and staff to deliver the project

## **7. What we are unable to fund**

- × Projects which have already started
- × Staff costs
- × Day to day management, running costs or general maintenance
- × Contingency costs
- × Purchase of land
- × Revenue or salary costs of staff including training and travel costs
- × Purchase or lease of vehicles
- × Projects located in buildings of charities, citizen advice bureaux, statutory service providers and any other building where the primary purpose of the building is other than the provision of a community hall/centre available for hire.
- × Projects in hospital grounds, hospices, day care centres, therapy centres, residential homes, or sheltered accommodation

- × Projects located within schools, on school grounds or where the applicant is a school.
- × Projects located on allotments
- × Any work relating to car parks
- × Projects located at leisure centres, swimming pools or sports facilities that are owned and managed by a Local Authority
- × Any works to public highways, roads (either on or off project site, adopted or un-adopted) pavements beside highways, roundabouts. This does not include recreational footpaths, bridle paths or cycle ways.
- × Litter bins, dog bins and lampposts
- × Projects involving Membership-only organisations where non-members are unable to use the facilities
- × Village or town centre enhancements such as walkways, street works or signage
- × Projects to provide or enhance overnight accommodation or residential areas of any amenity
- × War Memorials that do not have full public access or are not located within a public park
- × Construction of new buildings or substantial extensions to existing buildings (see below for further guidance)

## 8. New buildings and Substantial Extensions

We will not accept applications for funding towards the fabric or structure of any new build and/or substantial extension projects. This list includes but is not limited to:

- × foundations,
- × drainage,
- × bricks and mortar,
- × roofing,
- × the provision of any mains supplies to the building
- × First fix plumbing and electricals
- × Any other element we consider to be structural

We will only consider applications for funding the internal fittings of a new build or substantial extensions if you have already raised sufficient funds to cover the build costs and your total project cost does not exceed £500,000. The list of internal fittings includes:

- |                                                  |                   |
|--------------------------------------------------|-------------------|
| ✓ kitchens                                       | ✓ floor coverings |
| ✓ toilets                                        | ✓ decorating      |
| ✓ heating, including renewable energy technology | ✓ lighting        |

If your application includes energy saving measures you must provide an Energy Performance Certificate (EPC) with your application see <https://www.gov.uk/get-new-energy-certificate>.

We consider a substantial extension to be any extension which will create a new income stream and/or hireable space and/or the footprint of the existing building is increased by more than 20%.



## **Non-substantial extensions**

We will consider applications for the build and internal fit outs of small extensions in certain circumstances. The types of extensions we will consider include:

- Extensions to create porches or new entrance areas
- Extensions to accommodate a new toilet and/or kitchen layout
- Extensions to maximise useable space and/or re-order existing facilities
- Extensions to create non-exclusive storage space, eg, for chairs and tables

We reserve the right not to accept an application which includes the build costs for an extension if we judge the extension to be substantial, or the new area has insufficient access, for example offices.

## **9. Our funding priorities**

Funds are limited, and our Board want to make sure funding is awarded to projects which best meet our funding criteria. Projects should be well thought out; offer value for money; be deliverable and sustainable; meet a defined and appropriate need; and show support from, and benefits to, the community. We consider the following when reviewing each application:

- **Need** – there must be a clear and genuine need for the project. We expect applicants to upload evidence of this need. Applications which do not include evidence of need are always declined.
- **Consultation and Support** – ALL applications must provide evidence that the project has appropriate and relevant consultation and support. You **MUST** have consulted with the community, including, where appropriate, current and/or new users. The consultation must be relevant and appropriate to the project and not be out of date. Applicants who do not provide evidence of community consultation and support are more likely to be declined.
- **Sustainability** – how the site/project will be maintained and kept in good order when complete.
- **Value for Money** – costs are reasonable, match funding is fitting, and the project offers good value for money. If you have chosen your contractor, you must state how they were chosen.
- **Deliverability** – the project is not speculative and is sufficiently well developed, timescales are appropriate, and the project can be managed by the applying organisation.
- **Impact and Outcomes** – the impact on the natural, social, or built environment and what the project will mean to the local community is clearly evidenced.

We strongly recommend you consider and evidence the following within your application:

- How have you developed your project and who you have discussed your plans with?
- Who will benefit and why is it important to them?
- What activities you have undertaken to show the community support what you want to do?
- When the project is complete how will you look after and maintain the site?
- Are the costs reasonable and appropriate for the project and its outcomes?
- How can you demonstrate your costs are realistic, have you spoken to contractors or a surveyor?
- Have you considered additional funding opportunities or resources in-kind, if not why?
- Who will manage the project? What can be done to keep it on time and on budget?

- Where appropriate, how have you considered:
  1. Promoting social inclusion;
  2. Reducing the environmental impact
- When complete, what will the project mean to your community, who will benefit and how?

## 10. Contributing Third Party Payment

### What is a Contributing Third Party Payment?

Under the Landfill Communities Fund (LCF), FCC Environment can donate a small percentage of the landfill tax they collect to us to fund suitable projects. Of this the Government allows FCC Environment to reclaim some, but, not all, as a tax credit. In addition the schemes' regulators charge a levy and there is a cost associated with administering the funds.

In order to reduce the losses incurred by participating in the Scheme, FCC Environment (as a condition of providing the landfill tax money) requires project applicants to secure the help of eligible 'Contributing Third Party (CTP) payments' to make up this shortfall. This equates to 10.75% of the funding provided to each successful project.

Funding is paid directly to FCC Environment and only covers the shortfall they suffer by participating in the scheme. To work out the amount of CTP funding you need to find multiply your application amount by 10.75%.

Please note CTP is different from match funding towards your project and must not be included as a project cost nor as "other funding" on your application.

You must have identified your project's CTP donor before you apply for funding, and you must provide written confirmation that they are willing to provide the contribution if your application is successful. There is a specific question on the application form where you will be asked to confirm details.

### When is the Contributing Third Party payment due?

For successful projects, the request for payment of the CTP is sent to your contributing third party within 7 days of the Board decision. Payment is required within 28 days of the request to secure the grant offer.

### Who can be a Contributing Third Party donor?

This funding cannot come from LCF monies and must be raised from other sources. The key consideration regarding CTP is the term 'Unique Benefit'. Simply, a CTP donor cannot gain any unique benefit from the project put forward for funding. Examples of organisations which can be CTP donors are:

- Private Companies
- Public sector organisations- Local Authorities, County Councils
- Charities
- Private Donor. For example, a member of a church congregation or a person who uses with others a village hall or other community facility.


### Who cannot be a Contributing Third Party donor?

- Any organisation / individual who will gain a unique benefit from a project
- Any individual or organisation, which is directly connected with the landfill operator, FCC Communities Foundation, or a contractor of the project
- An Environmental Body


## Please note






The CTP transaction, while facilitated by FCC Communities Foundation, is a transaction outside our project funding. The payment is made directly from the CTP donor to the Landfill Operator, FCC Environment.

## 11. Application Details and Required Enclosures


The following references what you need when completing our application form. Points marked  indicate that a document(s), should be uploaded to your application.

- A primary and secondary contact for your application. Neither of these contacts should be an external or professional fundraiser as we require them to be part of the applying organisation. If you wish to use an external fundraiser you may do so, but they cannot be a contact for our application.
- A single signatory authorised to sign on behalf of the applicant organisation. If authorised by the applying organisation, this signatory can be the lead applicant. If the signatory is the secondary applicant or someone different, they will be required to register and login to Grant Tracker to approve the application before the application can be fully submitted.

You will need to provide a minute or other document evidencing your authority to sign on behalf of the applying organisation. 




- Copies of your organisation's constitution, latest accounts, and a recent copy of your organisation's bank statement. If you do not have any of these please contact us for advice. 
- Details of where your project is sited, including site address, local authority area and parliamentary constituency. You will need to provide site photos, plans and drawings of your proposals. 
- Details of days and times the general public can use the project site. If relevant you will need to upload copies of any lettings policies, timetables of use or booking forms to support your application. 
- How you will maintain the site when your project is complete. If you have support from another organisation to do this, you will need to provide details. 
- Planning Permissions and Consents.** If your project requires planning permission or any other permission or consent **these must be obtained prior to submitting your application** and you will need to provide details and upload copies of your consents. 

We are unable to accept an application that does not have the required permissions or consents.

- To support your application, and show how your project will benefit the community (Object D) or environment (Object DA), you will need to:
  - Demonstrate how you have identified the need for your project
  - Provide evidence that people support your projectYou will need to upload documents which support your answers as part of the application. 

Part of our assessment considers the evidence of need and the level of support your project has demonstrated. It is important you provide full details and uploads with your application as we do

not ask for additional details as part of our assessment. Projects which do not have evidence of relevant support will not be supported.

- ☑ Provide a full breakdown of costs for your project and what elements you are applying to FCC Communities Foundation for. **Please note we are unable to fund generally towards a project and you must be specific about the elements you would like us to fund.** If you have obtained quotes or tenders, you can upload these. 
- ☑ You must know where you are obtaining the funding for your project. We are unable to accept an application if you have a shortfall in funding. If match funding is confirmed, you will need to upload evidence. 
- ☑ A letter from your Contributing Third Party donor. (see Section 9 if you are unsure what this means) 

Ideally documents should be uploaded as part of the application process. If you are unable to upload copies you may provide this information by emailing supporting documents to:

[grants@fcccommunitiesfoundation.org.uk](mailto:grants@fcccommunitiesfoundation.org.uk)

Please quote your reference and project name in the subject field of your email.

## 12. Demonstrating Value for Money

We are required to provide the regulators of the scheme with details on how each successful project has demonstrated value for money. The higher level of funding provided, the greater evidence we need to provide. If you are successful with your application we will require, at the very minimum:

Costs up to £1,000	Single quote
Costs between £1,001 to £25,000	At least 3 quotes
Costs above £25,001	Competitive tendering, with at least 3 responses

The above are thresholds for each project element to be delivered by separate suppliers/contractors, not the entire project cost, or the amount of funding you are requesting.

By competitive tendering, we mean a declaration of intention of project works, in the most appropriate public arena to generate bid submissions. This means you should advertise your intention to undertake the project work locally and/or nationally, so contractors/suppliers may offer their services and bid for the work. Advertising for work may include details on parish noticeboards, posted on websites and on social media. Depending on the cost of the work it may be appropriate to use a tender management website. If it is difficult to generate enough submissions from an advert as only one or two respond, proactive requests can be included to increase the number of quotations so at least 3 are returned.

As part of our post-board work, all successful projects will be asked to provide full details of the above, including where work has been advertised, so it is important you keep records and consider this when applying for funding.

### 13. Funding Renewable Energy and Recycled products.

To reduce their carbon footprint, we want to encourage our applicants to incorporate as many environmentally friendly elements in their projects as possible and to consider and incorporate the use of recycled materials, energy efficient and renewable energy products wherever appropriate.

If your application is requesting funding for energy efficient or renewable energy elements, including solar panels, replacement LED lighting or new boiler, you must provide an Energy Performance Certificate (EPC) with your application to support the work you want to do - see <https://www.gov.uk/get-new-energy-certificate> for detail about how to obtain a certificate.

#### Using recycled materials and products


We want to encourage applicants to use recycled materials and products wherever and whenever possible in the delivery of their projects. If you can demonstrate that you have incorporated recycled materials and products into the delivery of your project, this will be considered when we assess your application and will support the chances of your being successful in securing a Grant.

### 14. Applying Online

Our online application form can be accessed by clicking the Apply section of our website [www.fccommunitiesfoundation.org.uk/apply](http://www.fccommunitiesfoundation.org.uk/apply) and by following the prompts.

It is recommended that you use either Microsoft Edge or Google Chrome to complete the application process. The use of tablets or smartphones is not recommended.

When you first visit our Grant Tracker you will need to register. Once registered you will be able to access the next available application round and start your application. You can save and edit your application as many times as you need. Your signatory, if you are not authorised, will also need to register in order to complete the submission of your application.

The application form contains online help and guidance, click  next to the question to see additional guidance.

Your application will be allocated a pre-submission reference number, shown on the Application Details. Please keep a note of this reference as you will need it if you want to contact us to discuss your application, or if you contact us for assistance.

Once you have started your application you can save it and come back to edit it at any time.

**If you want to produce a PDF of the application form for reference, to see questions and requirements, or the answers you have already provided you can do so\* by clicking on View/Print on the Application Details page of your application.**

\*Please note to print a blank form you need to complete the postcode on Your Organisation and the Project Title on Your Project. Then click "Next" to access and save each (blank) page, and at the end click "Save and Exit". You will then be able to "View/Print" the blank application.



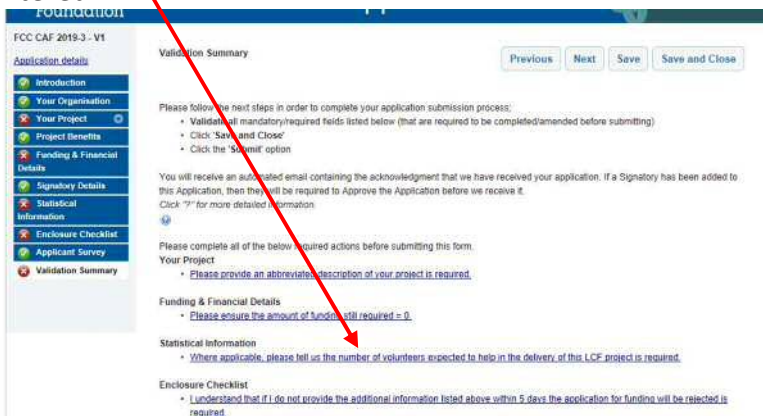
We are happy to provide general advice and guidance to applicants, but we are not able to comment on draft applications or enter into correspondence on the detail of applications. If you need any guidance, please contact us on **01953 717165** or email **grants@fcccommunitiesfoundation.org.uk**.

## Completing the Application Form

As you complete each section of the application form you will see a green tick or red cross for each section you have saved indicating whether you have correctly completed each section.

If you have a red cross in a section, you can click “Validation Summary” at any point and your application will be checked and validated.

You will then be able to click the link to the section(s) where there is missing, or incorrect information entered.



Once your application shows only green ticks and your Validation Summary indicates the form now minimum requirements for submission you can submit your application (see Section 12).

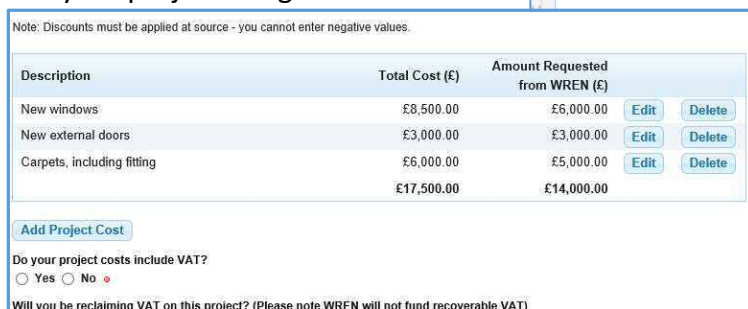
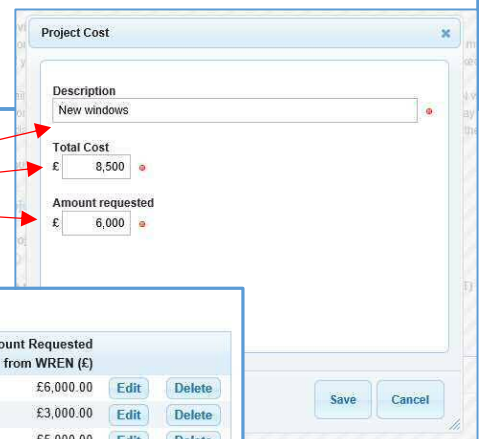
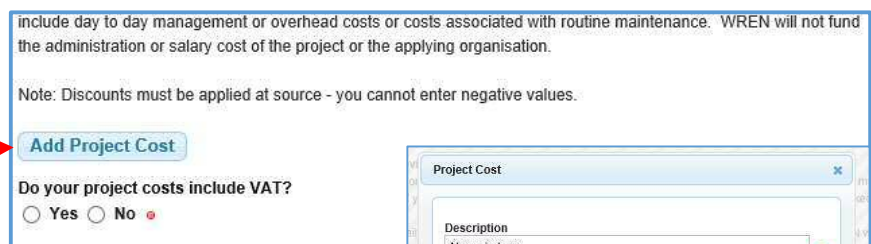
## IMPORTANT INFORMATION ABOUT PROJECT COSTS

We will only fund costs which are specific and wholly attributable to a project’s delivery. Work could include physical improvements to a facility, i.e. new windows, access improvements, refurbishment work or landscaping. Physical improvements cover a wide range of work, if you are unsure about your project please call for advice.

You must input project costs on the **Funding and Finance Details** of your application by clicking on “Add Project Cost”.

Add a description together with the total cost for the item and the amount you are requesting from us and click save. You must continue to click “Add Project Costs” to add lines until the costs reflect your project budget.

**Do not total your costs in a single entry, your application will not be processed and will be returned.**



## **15.Approving and Submitting your Application Form**

How you submit and approve your application depends on whether the lead applicant is also the authorised signatory. See the guidance below appropriate to your signatory's status. If you are unsure about what to do, or you encounter problems in approving and submitting your application please contact us before the deadline. We cannot help you submit your application when the deadline has passed.

### **Lead Applicant is also Authorised Signatory.**

If you (Lead Applicant) are authorised to sign the application on behalf of the applying organisation this will be done automatically when you submit the application.

When you have completed the application, you will need to click the Validation Summary which will check to make sure the questions have been fully answered. If you have errors, you will be prompted to amend the application.

When the Validation Summary shows green ticks against each section of the application the Lead Applicant can submit and you need to click on "Save and Close".

This will take you to the "Details" page of your application where you are now able to "submit" your application as Lead Applicant and authorised signatory. You must submit before the deadline for your application to be accepted for this round.

### **Lead Applicant is not Authorised Signatory**

If you (Lead Applicant) are not authorised to sign the application on behalf of the applying organisation you will need to supply the name and email address of a signatory who is able to approve the application. If appropriate the signatory can be the secondary applicant or could be another person, as long as they are authorised to sign on behalf of the applying organisation, but they will need to logon and approve the application after it has been submitted.

When you have completed the application, you will need to click the Validation Summary which will check to make sure the questions have been fully answered. If you have errors, you will be prompted to amend the application.

When the Validation Summary shows green ticks against each section of the application the Lead Applicant can submit and you need to click on "Save and Close".

This will take you to the "Details" page of your application where you are now able to "submit" your application as Lead Applicant.

### **The application still needs to be approved by your authorised signatory before the deadline.**

When you click on submit you will be asked to complete a form which will send an email to your signatory informing them that the application is now ready for their approval.

The application will now be assigned to the signatory. The authorised signatory will need to logon to Grant Tracker and should see the application awaiting signature on the "My Approvals" page. To approve and sign the application the signatory must click on the link on the "My Approvals" page. This will take them to the Details page for the application where they will be given the option to:

- Approve the application – authorise the submission of the application as a signatory
- Edit and Save the application
- Reject the application – send the application back to the lead applicant for revision

**Only when the signatory has approved the application can it be accepted. You must ensure that the application is submitted by the Lead Applicant and approved by the signatory before the deadline date for the application to be accepted for that round of funding.**

Once your application is fully approved and submitted you will receive an email confirming receipt of your application. If you do not receive this email, please call us on 01953 717165 quoting your Application Reference number.

Please contact us on 01953 717165 as soon as possible if you need assistance with the submission and approval of your application, we cannot assist to submit your application after the deadline.

## **15. What Happens Next**

Each application will be assessed by a member of our Grants Team, and we will let you know if we need any further details. If you have not provided sufficient details for your project your application may be returned for you to provide more details.

Projects meeting the criteria that have provided all requested details will be scored against our funding priorities (See Section 9) and then all applications are considered by the Board of Directors who will decide whether the project should be funded.

We will notify applicants whether their application has been successful within 1 week of our Board Meeting. If you have been successful, we will include in your notification information we require to progress your application. Our post-board notification is **NOT** our Funding Agreement.

We are unable to give decisions over the phone. It should be noted that the decision of the Board and the level of grant allocated is final.

If your application is successful, when we have all the information detailed in our post-Board letter, we will apply for your project to be registered with ENTRUST the Scheme's regulator.

Following a successful registration, and providing we have all the project information required, a Funding Agreement will be issued to you together with a 'Ready to Start' pack which will explain the process from the Agreement stage to project completion.

**PLEASE NOTE: You must not place an order, start, or pay for any element of your project until we have issued and you have signed our Funding Agreement. If you do so your funding will be withdrawn.**

Declined applications may have one further opportunity to re-present their case for funding by means of a new application. This should not be seen or implied as a confirmation or guarantee that funding will be awarded on a second attempt.

## **16. Contact Details**

If you have any queries or need to discuss your application, please contact us on:

[grants@fcccommunitiesfoundation.org.uk](mailto:grants@fcccommunitiesfoundation.org.uk) or call **01953 717165**.

Please contact us by phone as soon as possible if you need assistance or guidance with the submission and approval of your application, we cannot assist your applications submission after the deadline.



## **Contributing Third Party Funding Explained**

- **What is a Contributing Third Party Payment?**

Under the Landfill Communities Fund (LCF) and Scottish Landfill Communities Fund (SLCF), FCC Environment can donate a small percentage of the landfill tax they collect to us to fund suitable projects. Of this the Government allows FCC Environment to reclaim some, but, not all, as a tax credit. In addition the schemes' regulators charge a levy and there is a cost associated with administering the funds.

In order to reduce the losses incurred by participating in the Scheme, FCC Environment (as a condition of providing the landfill tax money) requires project applicants to secure the help of eligible 'Contributing Third Party (CTP) payments' to make up this shortfall. This equates to 10.75% of the funding provided to each successful project.

This funding cannot come from LCF or SLCF monies and must be raised from other sources. Funding is paid directly to FCC Environment and only covers the shortfall they suffer by participating in the scheme.

To work out the amount of CTP funding you need to find multiply your application amount by 10.75%.

Please note CTP is different from match funding towards your project.

### **When is the Contributing Third Party payment due?**

For successful projects, the request for payment of the CTP is sent to your contributing third party within 7 days of the Board decision. Payment is required within 28 days of the request to secure the grant offer.

### **Who can be a Contributing Third Party donor?**

The key consideration regarding CTP is the term 'Unique Benefit'. Simply, a CTP donor cannot gain any unique benefit from the project put forward for funding. Examples of organisations which can be CTP donors are:

- Private Companies
- Public sector organisations- Local Authorities, County Councils
- Charities
- Private Donor. For example, a member of a church congregation or a person who uses with others a village hall or other community facility.

### **Who cannot be a Contributing Third Party donor?**

As detailed previously, organisations / individuals gaining a unique benefit from a project cannot be a CTP donor. Specific examples are:

- Any individual or organisation, which is directly connected with the landfill operator, FCC Communities Foundation, or a contractor of the project
- An Environmental Body (relevant to projects in England only)

**Please note**

The CTP transaction, while facilitated by FCC Communities Foundation, is a transaction outside our project funding. The payment is made directly from the CTP donor to the Landfill Operator, FCC Environment.

The CTP must not be included as a project cost nor as other funding on your application. You must have identified your project's CTP donor before you apply for funding and you must provide written confirmation that they are willing to provide the contribution if your application is successful. There is a specific question on the application form where you will be asked to confirm details.

## Didcot Town Council

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### **Ladygrove Management Working Group** Thursday 18<sup>th</sup> April 2024 6pm All Saints Room, Civic Hall



## Meeting notes

### **Working Group Members Present:**

Councillor J Broadbent (Chair)  
Councillor T Worgan  
Councillor K Morrison  
Councillor O Glover  
Councillor Z Mohammed  
Mr P Davies – Ladygrove Resident's Association representative  
Mr M Barnes – Ladygrove Fishing Association representative

### **Officers:**

L Blake (Deputy Town Clerk - DC)  
M Blake (Outdoor Services Manager - OSM)  
D Furby (Outdoor Services Supervisor – OSS)

#### **1. Apologies**

Apologies were tendered from Nathan Thompson. Mike Barnes attended as a substitute.

Cllrs D Rouane and C Jennings were absent.

#### **2. To agree the notes from the meeting held on 25th January 2024**

The group agreed the meeting notes.

#### **3. Questions on the meeting notes and review of the progress report**

The group reviewed the progress report. There were a few comments on the following:

- Investigating the connection between the lakes  
This item was discussed, and it was noted that there is no reason at the present time to proceed with this, due to water levels and the inconsistencies with the water testing. It was AGREED that this would be re-visited in the future.

- Potential Borehole

The OSM and OSS confirmed that a meeting with a Borehole company had been arranged and it was hoped that some information would have been available by the time the group met. However, the meeting had been re-arranged for Friday 19<sup>th</sup> April 2024 and an update on this would be presented to members at the next meeting.

- Letter sent to DTFC regarding the issues with the parking along Tyne Avenue at their firework event

The DC confirmed that a letter had been sent and a response had been received. A meeting would be arranged with the Football Club to discuss future events. It was also mentioned that the parking in the area was an issue for the wider community due to the resident parking which had recently implemented in Lydalls Road/Haydon Road, and seemed to be pushing the problem into Ladygrove. Members agreed that this would be an issue to bring to the Planning and Development Committee.

#### **4. Update from the Outdoor Services Manager/Supervisor on recent progress and issues**

- Mounds

The OSM confirmed that the Ladygrove mounds are due to be sprayed and that he would get the company to quote for the cutting of the mounds also. The structure on top of the mounds will need removing and the group were asked what they would prefer to replace the structure with. It was proposed by P Davies, seconded by T Worgan, and agreed to recommend the installation of an inclusive style picnic bench for the top of the mounds, to the Environment and Climate Committee for consideration. Officers would investigate options and prices.

- Bark top up

The OSM explained that this had been delayed due to adverse weather.

- Fair in Ladygrove

The fair is in Ladygrove until the end of April 2024.

- Lakes

The OSM and OSS confirmed a lot of work had been undertaken at the lakes by the outdoor team, which included two thirds of the planting of aqua plants, purchased by the Ladygrove Fishing Association. Work on the trees, previously approved by the E&C Committee had been carried out but a small tree had come down into the water on the day of the meeting. It was confirmed this would be removed the following week as it poses no risk to visitors. It was confirmed that a new contractor, ODS, had been approved to carry out DTC's tree inspections and all trees at Ladygrove will be looked at by the outdoor team. There are no trees with TPO's at the lakes.

The Ladygrove Fishing Association held a competition at the lakes on 14<sup>th</sup> April 2024 which was well attended and successful.

Mr P Davies asked if the outdoor team could fill in the holes in the newly installed paths at the large lake. The OSM confirmed that this would be done.

**5. To note the water testing results performed by the Outdoor Services Supervisor**

The group noted the water testing results which were carried out by the OSS. Cllr K Morrison asked that more information be added to the next report to include what tests are carried out and the OSS's opinion on the results. It was confirmed that this would be done.

**6. To consider and suggest details for a new revised agreement with Ladygrove Fishing Association and make these recommendations to the Environment and Climate Committee for consideration**

The group decided that it would be beneficial to the Council to enter into a new agreement with Ladygrove Fishing Association when the original agreement expires on 2<sup>nd</sup> June 2024.

Mr M Barnes informed the group of some ideas the Association wanted including; defined boundaries of responsibility, more control over decision making (attendance at Council meetings), a meeting room at the Civic Hall four times a year so the Association can hold their meetings, solid working relationship with DTC built on trust and contribution towards running costs of the Club.

All group members were asked to email their opinions and ideas on what should be included in the new agreement to the DC so that a report could be written for the next meeting of the E&C Committee. Emails to be received by the end of April 2024.

**7. To note the 'quick wins' document**

The group noted the document, and it was mentioned that the successes should be advertised on the Council's website.

The OSM showed the group pictures taken by a resident of the work they had carried out clearing some of the pathways in Ladygrove. He suggested that DTC contact SODC to ask them to carry out the work to expose the pathways so that access is not affected. Discussions were had around arranging a 'community cut back' like the separate groups who arrange independent litter pick events.

The subject of over filling bins in Ladygrove was discussed. The OSM confirmed that DTC manage 26 bins in Ladygrove which are emptied twice a week at least. Mr P Davies confirmed these bins were not the issue. Cllr O Glover suggested contacting SODC regarding this.

It was AGREED by the group that two letters be sent to SODC; one to ask SODC for a copy of their maintenance schedule for Ladygrove and the second to ask the District Council to replace the bins which had previously been removed from the area.

Dates were discussed for the next meeting, and it was felt a meeting should be arranged 'pencilled in' Thursday 6<sup>th</sup> June 2024.

The meeting closed at 7.00pm.